



Croquet CNSW COVID-19 Guidelines

Date of Guideline: 12 January 2021

Changes since last Guideline: If manual records are kept they must be entered into an electronic form within 12 hours. They must be produced within 4 hours of request by NSW Health. Clarification that outdoor number limit is 100 outside Greater Sydney, Central Coast and Wollongong.

The NSW Government and the Office of Sport issue press releases, health orders, announcements, guidelines and regulations under State emergency powers from time to time to take into account changes to COVID-19 case numbers and outbreaks. Our insurers have advised that our liability insurance remains in place provided the guidelines are followed.

As croquet is not the primary focus, CNSW often needs to seek further guidance about the application of the amended orders and guidelines for croquet. CNSW guidelines are updated in response to changes. Please let us know if anything has been missed or is not clear. Contact treasurer@croquet-nsw.org

These guidelines are provided for the use of members and clubs. We use our best endeavours to keep the guidelines up to date. Moreover, these guidelines set a minimum level only. Clubs should consider their own circumstances and if appropriate introduce stronger measures. This has already happened with a number of clubs. The latest government guidelines can be found at nsw.gov.au.

Record Keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code which is issued when you register your Covid Safety Plan) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Playing Croquet

Club play is permitted subject to:

- No member should play if unwell, or waiting for the results of a Covid-19 test, or have been overseas or in a hotspot in the previous 14 days
- Clubs should complete and display a COVID-19 Safe Plan. Clubs can download a template from

<https://www.nsw.gov.au/register-your-business-as-covid-safe>.

The template is for businesses but down the list you choose sporting organisations from the drop-down box. Please note that this template is easy to complete and is a good checklist of items that you need to cover. The NSW Office of Sport encourages sporting organisations to register as a COVID-19 Safe business and display your COVID-19 Safety Plan. Many croquet clubs have already done this

- Shared equipment should be cleaned and sanitised before and after use. Croquet balls should be washed with soap and water as the manufacturer has advised that alcohol may affect the colour. Hoops clips etc should be wiped with sanitising wipes or washed in soap and water
- Social distancing applies at all times –1 person per 2 square metres and a maximum of 30 outdoors for Greater Sydney, Central Coast and Wollongong and 100 for other areas (Country NSW). In Country NSW the 1 per 2 square metres does not apply until numbers reach 25 and the limit on outdoor numbers is 100. Indoors social distancing is 1 person per 4 square metres
- Clubs should provide sanitiser and wipes for member use and members should be asked to bring their own supplies as well
- Players must record names and phone numbers for each playing session in an electronic record. If you use a manual system transfer details to an electronic system regularly. Clubs must retain these records along with booking information and booking sheets. If your clubhouse is open, you are strongly encouraged to use a QR code for registration of every person at your venue.

Clubhouses

- Clubhouses can be open and you are strongly encouraged to have a COVID-19 Safety Plan. Social distancing applies at all times. Clubhouses must display the maximum number of people in the clubhouse (even if it is closed) at one time as per the one person per 4 square metre rule in Greater Sydney, Central Coast and Wollongong and 1 person per 2 square metres elsewhere (Country NSW). In Country NSW the 1 person per 2 square metres does not apply if venue numbers are less than 25
- Masks are not required to be worn indoors unless you have a retail shop
- Kitchens can open under the conditions specified in your COVID-19 Safety Plan. Please note that surfaces must be cleaned at least once a day using gloves and an appropriate cleaner. Kitchen utensils and food should not be shared so use disposable items. Food should be prepared under a COVID-19 Safety plan, so it is not advisable to bring food from home for consumption by others. Gloves should be used to handle items
- Club meetings and AGMs may be held within the clubhouse subject to the conditions of your COVID-19 Safety Plan

Competitions between Clubs

Clubs are able to organise these events but organisers should note:

- Social distancing should apply at all times, including when travelling to and from the event
- Food and drink offerings must be in accordance with the COVID-19 Safety Plan. Generally, food and drink must be in individual servings and there must be no sharing
- Draws may need to be reorganised so that players have less interaction. If you need help with the draw for your local event, please contact the Tournament Committee for support

CNSW Competitions

- A registered Covid safety plan is needed for venues hosting CNSW events. Participants must login with the Service NSW App even though players have registered online

Subject: RE: Croquet NSW Player Register
From: "Sector Capability" <sectorcapability@sport.nsw.gov.au>
Sent: 12/01/2021 2:20:32 PM
To: "Steve Miles" <treasurer@croquet-nsw.org>;

Dear Steve

Thank you for your enquiry regarding record keeping of participants in community sporting activities.

The requirements of capturing record keeping information for contract tracers can vary between different types of industries. For example, industries such as hospitality, entertainment facilities, function centres, funeral homes are required to use electronic check in. For community sporting competitions and training, (as outlined in the community sporting activity COVID-19 Safety Plan), record keeping requirements include:

*Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. **Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.** Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.*

It should be noted that if the Croquet Club has any hospitality, food functions or any functions requiring mandatory electronic check-in, it is required to use electronic check-in. For more information on these functions and activities, please visit: <https://www.nsw.gov.au/covid-19/being-covid-safe/check-in>

We hope this information is of assistance.

Kind regards

Sector Capability Team

[Policy and Planning Group](#)



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The Office of Sport acknowledges the Aboriginal people, the Traditional Custodians of this land, and pays respect to our Aboriginal Elders – past, present and emerging

From: Steve Miles <treasurer@croquet-nsw.org>
Sent: Tuesday, 12 January 2021 1:48 PM
To: Sector Capability <sectorcapability@sport.nsw.gov.au>
Subject: Croquet NSW Player Register

Dear Office of Sport,

Whilst many of our croquet clubs use electronic recording of players some still use manual sheets. In addition some payers do not have a mobile phone and therefore cannot use QR codes. What procedures should be followed in these cases, Should manual records be kept and regularly transferred to and electronic list?

Thanks,

Steve Miles
CNSW Treasurer

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