

KFBC POLICY – MANAGEMENT OF COVID 19 REGULATIONS

OBJECTIVE:

Manage and implement the Bowls Victoria Covid 19 Regulations and associated Government Regulations (BV & Gov Covid Regulations).

RESPONSIBILITY:

The KFBC Covid 19 Committee.

KFBC COVID 19 COMMITTEE:

The Chairperson of this Committee is the Director of Midweek Bowls.

Members of the Committee:

Director of Weekend Bowls;

Nominated member from the Bar and Refreshments Committee;

Manager Food Services or their delegate.

COMMITTEE ROLE:

The Committee shall be responsible for:

- Implementation and management BV & Gov Covid Regulations;
- Review and updating the KFBC Management of Covid 19 Regulations Policy in line with changes to BV& Gov Regulations;
- Advising KFBC Committees etc. responsible for implementation of the Covid 19 Regulations of any changes/updates;
- Meeting on an as required basis.

IMMUNISATION:

All persons entering KFBC facilities will be required to be immunised in accordance with Government Regulations and provide government approved proof of immunisation.

MASKS:

Unless exempt people shall wear Masks when entering the Clubhouse, but they can be removed to eat or drink.

COVID 19 MARSHALL:

A Covid 19 Marshall is to be appointed for all formal activities held at KFBC including:

- Pennant Matches held at KFBC;
- All Club Events, tournaments and Social Bowls held at KFBC;
- Functions, including Club Meals and Social Club activities;
- Opening hours of the Bar;

- Preferably the Covid 19 Marshall should not be a member of the event/activity.
- For all Bowls events the name of the Covid 19 Marshall is to be named on the Blackboard external to the Clubhouse. For all other Events the Covid 19 Marshall is to be named on the placard held by the Bar Manager.

ROLE – COVID 19 MARSHALL:

- Overseeing that persons entering the KFBC Facility sign in and have proof of vaccination;
- Overseeing that the appropriate BV & Gov Regulations are being followed for the particular event/function;
- Should wear the Covid 19 vest.
- The same person does not have to be the Marshall for the whole event, multiple persons can share the Covid 19 Marshall role at a particular event.

SIGNING IN TO KFBC:

Provide signage at entry points to KFBC directing persons to the sign in location;

Every person visiting KFBC is required to sign in by completing the QR Code sign in or manually signing in.

QR codes and “Manual Sign in Sheets” are to be placed at each entry to the Club House and in strategic locations within the Club.

Sanitisation Supplies and Manual Sign In Sheets:

An Officer is to be appointed, by Covid 19 Committee, to ensure stocks of Sanitisation Supplies and Sign in Sheets are available.

Ensure sufficient Sanitisation Dispensers and cloths are available for all Bowls matches and within the Club House for Members and Visitors.

SELECTION COMMITTEES:

The Committee shall be responsible for:

- Implementation and management BV & Gov Covid Regulations for Home Pennant Matches;
- Appointing a Covid 19 Marshall for each Home Pennant Day;
- Ensure Side Managers obtain from the opposing Side Manager a completed “KFBC – Covid 19 Immunisation Pennant Verification Form”;
- Ensure the Duty team sanitise the mats and jacks prior to play. That they place appropriate sanitisation products on each rink prior to play and remove same when play has finished;

The Board Executive Officer shall inform all competing Pennant Clubs of KFBC Covid 19 requirements for them, when playing Pennant at KFBC. Selection Committees will receive a copy of this communication.

MATCH COMMITTEE:

For each Event/Match conducted by the Match Committee they shall be responsible for:

- Implementation and management BV & Gov Covid Regulations;
- Appointing a Covid 19 Marshall;
- Sanitising the mats and jacks prior to play. That they place appropriate sanitisation products on each rink prior to play and remove same when play has finished.

BAREFOOT BOWLS COMMITTEE:

The Committee shall be responsible for:

- Implementation and management BV & Gov Covid Regulations for Barefoot Bowls;
- Sanitising the mats and jacks prior to play. That they place appropriate sanitisation products on each rink prior to play and remove same when play has finished;
- Appointing a Covid 19 Marshall for Barefoot Bowls for the whole of the event.

BAR COMMITTEE:

The Bar Committee shall be responsible for:

- Implementation and management BV & Gov Covid Regulations;
- Particularly ensure the cleaning and sanitisation procedures be followed;
- Appointing a Covid 19 Marshall for the times the bar is open. On Bowls competition days a Covid 19 Marshall only needs to be appointed from when Bowls has been completed;
- Nominating a member for the KFBC Covid 19 Committee.

KITCHEN TEAM:

The Manager Food Services is responsible for ensuring:

- The appropriate BV & Gov Covid Regulations are implemented and managed;
- Particularly ensure the cleaning and sanitisation procedures be followed;
- Appointing a Entry/Covid 19 Marshall for Club Meals and any other catering functions run by the Kitchen Team;
- Manager Food Services or their delegate is nominated for the KFBC Covid 19 Committee.

FUNCTIONS:

The Functions Manager is responsible for ensuring:

- The appropriate BV & Gov Covid Regulations are implemented and managed;
- Each person attending is required to sign in by completing the QR Code sign in or manually signing in.
- Each person attending has provided a government approved proof of immunisation.
- Particularly ensure the cleaning and sanitisation procedures be followed;
- Appointing a Covid 19 Marshall for each function for the whole event.

DIRECTOR INFRASTRUCTURE AND SERVICES:

The Director is responsible for ensuring:

- Club cleaning and sanitisation processes are in accordance with BV & Gov Covid Regulations.
- That Trades persons are appropriately signed in and has provided a government approved proof of immunisation.

DIRECTOR ADMINISTRATION:

The Director is responsible for:

Maintaining a Register of Club Members who have been vaccinated in accordance with Government Regulations and who's Immunisation Certificates have been sighted by a Board Member;

- Providing an updated listed of Members whose Immunisation Certificates have been sighted to the:
 - Selection Committees,
 - Match Committee,
 - Barefoot Bowls Committee,
 - Bar & Refreshment Committees
 - Manager Food Services, and
 - Social Club.

Approved:

KFBC Board of Management

9 November, 2021