

North Woden Tennis Club

# COVID-19 SAFETY PLAN

## NORTH WODEN TENNIS CLUB

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# 1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by North Woden Tennis Club(**NWTC**) to support and empower its members and participants in the staged resumption of community sport and club activities. The plan has been developed in partnership with **Rising Star Tennis Academy (RSTA)** who will oversee all elements relating to coaching programs under their COVID-19 Safety Plan.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of NWTC, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at NWTC facilities.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

## 2. Key Principles

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**).

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on NWTC's return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Training cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process NWTC must consider and apply all applicable State and Territory Government and local restrictions and regulations. NWTC needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

### 3. Responsibilities under this Plan

NWTC retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The Committee of NWTC is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Committee has appointed the following person as the NWTC COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

<b>Name</b>	Matthew Robson
<b>Contact Email</b>	mj.robson@bigpond.com
<b>Contact Number</b>	0439 468326

NWTC expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by NWTC;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

### 4. Return to Sport Arrangements

As at the date of this Plan, participants are training at Level B of the AIS Framework. The Plan outlines specific sport requirements that NWTC will implement for Level B and Level C of the AIS Framework.

NWTC will transition to the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

#### 4.1 AIS Framework Arrangements

The protocols for conducting sport operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

#### 4.2 Roadmap to a COVIDSafe Australia

NWTC will also comply with the Australian government's [Roadmap to a COVIDSafe Australia](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

<b>AIS Activities</b>	<b>Level A:</b> Training in no more than pairs. Physical distancing required.	<b>Level B:</b> Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required.		<b>Level C:</b> Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed.	
<b>Roadmap Activities</b>	N/A	<b>Step 1:</b> No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework.	<b>Step 2:</b> Indoor/outdoor sport up to 20 people. Physical distancing (density 4m <sup>2</sup> ).	<b>Step 3:</b> Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.	<b>Further steps TBC</b>

## 5. Recovery

When public health officials determine that the outbreak has ended in the local community, NWTC will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. NWTC will also consider which protocols can remain to optimise good public and participant health.

At this time the Committee of NWTC will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

## Appendix: Outline of Return to Sport Arrangements

NWTC is following the Community Tennis Guidelines provided by Tennis ACT. The Level B and C guidelines are provided below and are correct as at 2/6/20. The Level C guidelines are in draft format and will be finalised once ACT Government makes announcements around Stage 3 of the Canberra Recovery Roadmap (anticipated mid July). The latest version of the Community Tennis Guidelines is available at <https://www.tennis.com.au/act/?p=16193> and should always be referred to as the most up to date version.

Please note the following approvals required to be in place in order for the Return to Sport arrangements to be in place.

### Part 1 – Sport Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
<b>Approvals</b>	<p>The club must obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> <li>• State/Territory Government approval of the resumption of community sport.</li> <li>• Relaxation of public gathering restrictions to enable training to occur.</li> <li>• Local government/venue owner approval to training at venue, if required.</li> <li>• National/state sporting body/local association approval of return to training for community sport.</li> <li>• Club committee has approved return to training for club.</li> <li>• Insurance arrangements confirmed to cover training.</li> </ul>	<p>The club must obtain the following approvals to allow a return to training/competition at Level C:</p> <ul style="list-style-type: none"> <li>• Relaxation of public gathering restrictions to enable training to occur.</li> <li>• Local government/venue owner approval to training/competition at venue, if required.</li> <li>• National/state sporting body/local association approval to return to training/competition for community sport.</li> <li>• Club committee has approved return to competition for club.</li> <li>• Insurance arrangements confirmed to cover competition.</li> </ul>

### Part 2- Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
<b>Approvals</b>	<p>The club must obtain the following approvals to allow use of club facilities at Level B:</p> <ul style="list-style-type: none"> <li>• State/Territory Government approval of the resumption of facility operations.</li> <li>• Local government/venue owner approval to use of facility, if required.</li> <li>• Club committee has approved plan for use of club facilities.</li> <li>• Insurance arrangements confirmed to cover facility usage.</li> </ul>	<p>The club must obtain the following approvals to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> <li>• State/Territory Government approval of the resumption of facility operations.</li> <li>• Local government has given approval to use of facility, if required.</li> <li>• Club committee has approved plan for use of club facilities.</li> <li>• Insurance arrangements confirmed to cover facility usage.</li> </ul>



# COVID-19 Community Tennis Guidelines



## COVID-19 Community Tennis Guidelines



### COVID-19 Community Tennis Guidelines, ACT Return to play: Level B

Last updated 28 May 2020 – Effective from Saturday 30 May, 12.00am.

These guidelines have been developed to reduce the likelihood of spreading the COVID-19 virus through tennis. Before attending a tennis venue or playing tennis, you should consider your individual situation noting that the COVID-19 virus can spread very quickly and result in very serious medical complications in some people. Like any activities, there are some inherent risks involved and by participating you are accepting those risks.

#### COVIDSafe

Tennis encourages all participants to download the COVIDSafe app to help speed up the process of identifying anyone who has been in close contact with someone diagnosed with COVID-19.

Learn more: <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

#### Before you play

You must stay at home if you:

- Have been in contact with someone with COVID-19 in the last 14 days
- Have been overseas or exposed to someone with COVID-19 in the last 14 days
- Have flu-like symptoms
- Or are in a [high risk health category](#).

#### Attending tennis activities

- Only people core to playing should attend tennis activities such as players, participants, coaches and operational personnel.
- Arrive and leave as close as possible to when you need to be there – get in, play, get out.
- Only one parent/guardian should accompany younger children where possible.

#### Social distancing

Tennis holds a unique advantage as a sport which requires no direct contact between players. You can also:

- Touch racquets instead of the regular pre or post match handshakes
- Keep 1.5 metres away from other people while watching or attending an outdoors tennis activity and avoid close contact by moving around indoors.

#### Personal behaviours

To protect against infection, you should:

- Wash/sterilise your hands before and after you play and avoid touching your face while playing
- Cover your hand prior to touching the entry PIN pad. Eg. Glove, plastic bag, tissue
- Not share water bottles and bring your own full bottle
- Wash your hands frequently with soap and water or hand-sanitiser when available, before and after eating, after going to the toilet, sneezing and coughing
- Cover your coughs and sneezes and dispose of any used tissue immediately
- Avoid touching your face
- Keep your distance from people who are obviously sick
- Be aware of what surfaces you touch and if you touch the on court equipment such as net, net handle, hoses, and court bagger you must clean these before you leave.



## COVID-19 Community Tennis Guidelines



## COVID-19 Community Tennis Guidelines



### Coaching

- Activities can occur in small groups of a maximum of 20 participants, plus the coach. It is recognised that junior coaching may require the attendance of a parent/guardian. One adult per minor participant is allowed. Any spectators should be separated from participants and maintain physical distancing from other spectators of at least 1.5m.
- Position the players at well-spaced stations.
- Shorten coaching sessions where necessary to ensure no cross over between players.
- Live ball drills and game based play is recommended over basket based.
- Maintain social distancing at all times including when giving feedback and while players are resting.
- Limit the use of coaching equipment such as target cones.
- Don't let students handle any coaching equipment - coach to pick up balls and feed drills.
- Payments to be made online via EFTPOS – avoid handling cash.
- Keep venue entry gate closed. Place a sign up at the gate indicating coaching participants should wait outside the gate for their coach to collect them. At the conclusion of the session the coach should open the gate for the participant to leave. Coaching participants should not open or close the gates, this must be done by the coach.

### Tennis equipment

There is no specific evidence that balls can spread COVID-19. We do know that on hard surfaces contamination by respiratory droplets from an infected person can potentially survive up to three days. Therefore, you should:

- Make sure you clean your hands before and after coming off the court
- Not touch your face after touching a ball, racquet or other shared tennis equipment
- Sanitise hands at regular intervals while on court
- Clean all shared tennis gear before and after use with alcohol-based disinfectant including ball tins, any shared racquets, coaching gear such as target cones
- Avoid using unnecessary equipment such as drop down lines.

### Organising tennis activities

- Implement a 15-minute buffer between sessions, to ensure equipment can be cleaned
- Groups of up to 20 people are permitted, with the recommendation of no more than ten (10) people per court.
- Multiple groups of 20 are permitted as long as they adhere to the one person per four square metre rule and there is clear separation between the groups.
- All tennis courts at a venue are now able to be used simultaneously under the current restrictions but a common sense approach should be taken at all times. For example, if only 2 courts at the venue are in use please consider having these spaced out and not directly next to each other.
- Promote prevention techniques and lead by example.
- Implement ways to minimise contact for both participants and staff.
- Postpone any social gatherings.
- Plan for increased levels of staff/volunteer absences.
- Keep your team and your participants informed of the actions you're taking.
- Keep records of who attends your activities and their contact details.
- Payments to be made online or via EFTPOS – avoid handling cash.
- For venues utilising electronic gate access (Book a court), bookers should cover their hand prior to touching the keypad, eg with a glove, plastic bag, tissue. Display a notice to this effect at the entry point.

### Venues

- Follow [Department of Health](#) guidelines in your state or territory.
- Venues run by volunteers are recommended to close all indoor spaces including showers and changerooms and toilets remain for emergency use only.
- Closure of café, canteen and bar facilities. Unless professionally operated in which case activities are to be restricted to take away service only – no cash payments.
- Remove all soft furnishings such as seat cushions.
- Indoor tennis courts can open with no more than twenty people permitted within an enclosed space. Indoor spaces also need to adhere to the one person per four square metre rule. Further information on enclosed spaces is available on the ACT Sport and Recreation FAQ's available [here](#).
- Review the Return to Sport Toolkit from Sport Australia available [here](#).
- Display your return to play plan on your website.

### Clean environment

Providing a clean environment to play tennis in is essential. Make sure you:

- Provide soap, hand-sanitiser or wipes at all main contact points where possible
- Encourage participants to bring their own sanitiser, soap or wipes
- Regularly remind and encourage everyone, particularly juniors, of the need to wash hands regularly and adopt the other principles of a good hygiene strategy.
- Display signage about handwashing and hygiene techniques at strategic points like entry to the venue, clubhouse exterior, on the side of courts and all sinks, eating areas, drinking areas (in preparation for clubhouse opening)
- Recommendation is that clubhouses still remain closed however in the event they are needed for an emergency or can be appropriately staffed be sure to:
  - Clean all surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and tables, at least once a day wearing disposable gloves
  - Clean any surfaces which may have blood, body fluids and/or secretions or excretions on them.

### Notes

- For the purposes of this document, a coach is defined as the coaching business or employee of the coaching business who is engaged with the coaching rights at the tennis facility.
- The final decision on whether a club or coach can operate safely within the current circumstances will rest with individual club and/or coach.

### Incident management process (ACT)

- Encourage all participants and spectators to download the COVIDSafe app.
- Capture participant details for attendance and individual small grouping. Support any requests for contact tracing efforts from authorities.
- Abide by the ACT Government restrictions on sport and recreation – found [here](#).
- Maximum of 20 people in a group.
- Practice good hand hygiene before and after playing.
- Keep a distance of 1.5 metres away from others.
- Follow the one person per 4 square metres rule.





# COVID-19 Community Tennis Guidelines



## COVID-19 Community Tennis Guidelines



### COVID-19 Community Tennis Guidelines Return to play: Level C

*Last updated 4 June 2020* – The Level C guidelines are in draft format and will be finalised once ACT Government makes announcements around Stage 3 of the Canberra Recovery Roadmap (anticipated mid July).

*These guidelines have been developed to reduce the likelihood of spreading the COVID-19 virus through tennis. Before attending a tennis venue or playing tennis, you should consider your individual situation noting that the COVID-19 virus can spread very quickly and result in very serious medical complications in some people. Like any activities, there are some inherent risks involved and by participating you are accepting those risks.*

#### COVIDSafe

Tennis encourages all participants to download the COVIDSafe app to help speed up the process of identifying anyone who has been in close contact with someone diagnosed with COVID-19. Learn more: <https://www.health.gov.au/resources/apps-and-tools/covid-safe-app>.

#### Before you play

You must stay at home if you:

- Have been in contact with someone with COVID-19 in the last 14 days
- Have been overseas or exposed to someone with COVID-19 in the last 14 days
- Have flu-like symptoms
- Or are in a [high risk health category](#).

#### Social distancing

Tennis holds a unique advantage as a sport which requires no direct contact between players. You can also:

- Touch racquets instead of the regular pre or post match handshakes
- Keep 1.5 metres away from other people while watching or attending an outdoors tennis activity and avoid close contact by moving around indoors.

#### Personal behaviours

To protect against infection, you should:

- Wash/sterilise your hands before and after you play and avoid touching your face while playing
- Cover your hand prior to touching the entry PIN pad. Eg. Glove, plastic bag, tissue
- Not share water bottles or towels. Bring your own full bottle and towel
- Wash your hands frequently with soap and water or hand-sanitiser when available, before and after eating, after going to the toilet, sneezing and coughing
- Cover your coughs and sneezes and dispose of any used tissue immediately
- Avoid touching your face
- Keep your distance from people who are obviously sick.

#### Organising tennis activities

- Implement a 15-minute buffer between participants, to ensure equipment can be cleaned
- Groups of up to 100 people are permitted
- Promote prevention techniques and lead by example
- Implement ways to minimise contact for both participants and staff
- Keep your team and your participants informed of the actions you're taking



## COVID-19 Community Tennis Guidelines



## COVID-19 Community Tennis Guidelines



- Keep records of who attends your activities and their contact details  
Payments to be made online or via EFTPOS – avoid handling cash.
- For venues utilising electronic gate access (Book a court), bookers should cover their hand prior to touching the keypad, eg with a glove, plastic bag, tissue. Display a notice to this effect at the entry point.

### Coaching

- Group sizes of up to 100
- Position the players at well-spaced stations
- Shorten coaching sessions where necessary to ensure no cross over between players
- Live ball drills and game based play is recommended over basket based
- Maintain social distancing at all times including when giving feedback and while players are resting
- Limit the use of coaching equipment such as target cones
- Don't let students handle any coaching equipment - coach to pick up balls and feed drills
- Payments to be made online via EFTPOS – avoid handling cash.
- For venues utilising electronic gate access (Book a court), bookers should cover their hand prior to touching the keypad, eg with a glove, plastic bag, tissue. Display a notice to this effect at the entry point.

### Tennis equipment

There is no specific evidence that balls can spread COVID-19. We do know that respiratory droplet contamination on hard surfaces can potentially survive for some time. Therefore, you should:

- Make sure you clean your hands before and after coming off the court
- Not touch your face after touching a ball, racquet or other shared tennis equipment
- Sanitise hands at regular intervals while on court
- Clean all shared tennis gear before and after use with alcohol-based disinfectant including ball tins, coaching gear such as target cones
- Avoid using unnecessary equipment such as drop down lines.

### Venues

- Outdoor/Indoor tennis courts, gyms and changerooms including showers are open as long as they follow [Department of Health](#) guidelines in their state or territory
- Cafés, canteens and bar facilities can be used – no cash payments.
- Display your return to play plan on your website.

### Clean environment

Providing a clean environment to play tennis in is essential. Make sure you:

- Provide soap, hand-sanitiser or wipes at all main contact points
- Encourage participants to bring their own sanitiser, soap or wipes  
Clean all surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and tables, at least once a day wearing disposable gloves
- Clean any surfaces which may have blood, body fluids and/or secretions or excretions on them
- Regularly remind and encourage everyone, particularly juniors, of the need to wash hands regularly and adopt the other principles of a good hygiene strategy
- Display signage about handwashing and hygiene techniques at strategic points like all sinks, eating areas, drinking areas and on the side of court.

### Notes

- For the purposes of this document, a coach is defined as the coaching business or employee of the coaching business who is engaged with the coaching rights at the tennis facility.
- The final decision on whether a club or coach can operate safely within the current circumstances will rest with individual club and or coach.

### Incident management process (ACT)

- Encourage all participants and spectators to download the COVIDSafe app.
- Capture participant details for attendance and individual small group coaching. Support any requests for contact tracing efforts from authorities.
- Abide by the ACT Government restrictions on sport and recreation – found [here](#)
- Maximum of 100 people in a group.
- Practice good hand hygiene before and after playing.
- Keep a distance of 1.5 metres away from others.
- Follow the one person per 4 square metres rule.

DRAFT

Notes - The club notes the following additions/exclusions from the Community Tennis Guidelines .

## Part 1 – Sport Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
<b>Training Processes</b>	<ul style="list-style-type: none"> <li>• NWTC emphasises AIS Framework principle of “Get in, train, get out” – arrive ready to train.</li> <li>• Training processes will follow RSTA’s COVID-19 Safety Plan available for inspection at the NWTC clubhouse.</li> </ul>	Measures as per Level B
<b>Personal health</b>	<ul style="list-style-type: none"> <li>• Appropriate signage is provided at the venue and members and guests must follow all instructions.</li> </ul>	Measures as per Level B
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Appropriate signage is provided at the venue and members and guests must follow all instructions.</li> <li>• Hand sanitiser and handwash will be provided.</li> </ul>	Measures as per Level B
<b>Communications</b>	<ul style="list-style-type: none"> <li>• NWTC in conjunction with RSTA will communicate COVID-19 safety procedures and requirements to members and guests via email, website and social media.</li> <li>• All communications are in line with advice from Tennis ACT.</li> <li>• Appropriate signage will be displayed at the venue.</li> <li>• NWTC endorses use of the government’s COVIDSafe app and encourages players, coaches, members, volunteers and families to download and use the app.</li> </ul>	Measures to continue as per Level B. In addition, instructions to members on moving to Level C will be sent consistent with the advice received from Tennis ACT at that time.

## Part 2 – Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
<b>Facilities</b>	<ul style="list-style-type: none"> <li>Clubhouse remains closed for general access. Restricted access available to toilet facilities.</li> </ul>	Measures as per Level B unless advice from Tennis ACT to amend access arrangements. Decisions on re-opening the club house will be taken based on recommendations to clubs from Tennis ACT.
<b>Facility access</b>	<ul style="list-style-type: none"> <li>Court bookings available 7am – 9pm</li> <li>Restricted access available to toilet facilities.</li> <li>RSTA clients must adhere to RSTA's COVID-19 Safety Plan whilst accessing the venue.               <ul style="list-style-type: none"> <li>COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days.</li> <li>Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions).</li> <li>Travelled internationally in the previous 14 days.</li> </ul> </li> <li>Groups of up to 100 now allowed, including participants, coaches and spectators.</li> <li>Social distancing measures (1.5m apart for non-family) to be practised.</li> <li>Spectators should watch from their vehicle/outside the facility if possible, however children may be accompanied by one parent/adult if needed.</li> <li>A detailed attendance register will be kept.</li> </ul>	Measures as per Level B unless advice from Tennis ACT to amend access arrangements.
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>Appropriate signage is provided at the venue and members and guests must follow all instructions.</li> <li>Hand sanitiser and handwash will be provided.</li> <li>Rubbish bins will be emptied regularly.</li> </ul>	Measures as per Level B.
<b>Management of unwell participants</b>	<ul style="list-style-type: none"> <li>Patrons will be turned away if they have clear symptoms of illness.</li> </ul>	Measures as per Level B.

	<ul style="list-style-type: none"> <li>• Any surfaces touched by the unwell participant will be cleaned/sanitised.</li> <li>• Individuals who present with symptoms or become unwell at an activity will be isolated at the venue until they are able to leave or be collected.</li> </ul>	
<b>Club responsibilities</b>	<p>NWTC in conjunction with RSTA will ensure to the best of their ability that members and guests are aware of and adhere to this Plan and RSTA's plan. The club will oversee:</p> <ul style="list-style-type: none"> <li>• Provision and conduct of hygiene protocols as per the Plan.</li> <li>• The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance.</li> </ul>	Measures as per Level B.