Cycling Australia
Event Organisers Checklist

The following checklist provides some basic considerations when organising an event in the COVID-19 Environment. This checklist should be used in conjunction with the CA Guide to Conducting events in a COVID-19 Environment.

It is critical to note that this is an evolving situation and each State and Territory Government will have a different approach and timelines to on restrictions which may result in different requirements at various times. Ultimately, public health policy and Federal, State and Territory Government directives will govern the conduct of any events.

Pre-Event

Organisers should discuss with the venue owner or authority (road) at the earliest possible opportunity to understand any additional restrictions that they may have in place.

When assessing your event it is critical that you understand the current status of COVID-19 at a Federal, State and Local Council level.

Set-Up Pre-Event Registration Process: Ensure that all participants are aware that their contact information may be made available to the State or Territory Health Department in the event of a positive COVID19 case from one of the participants.

Develop a non-contact number process.

Develop a start list that ensures the total number of people onsite does not exceed State or Territory restrictions.

Consider signage providing information on:
- Physical Distancing Guidelines
- COVID-19 Symptoms
- Physical Distancing Markings
- Venue Specific Movements
- Hygiene Guidelines
- Medical Locations and Protocol

Develop a clear and flexible refund policy.

Develop a medical plan that considers the implications of COVID-19.

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Communications

Develop a Participant Communications Plan that outlines any special conditions or new ways of operating.

Remind participants that they are not to attend if they have had any illness or symptoms of COVID-19. Participants must not attend if in the last 14 days they have been unwell or had close contact with a known or suspected case of COVID-19 (cough, sore throat, fever or shortness of breath), even if mild. Participants must leave immediately if they demonstrate any symptoms of COVID-19 during the event.

Provide all entrants the CA COVID-19 Guidelines for Participants.

Conduct a briefing with all officials and volunteers on the requirements outlining any specific practices.

Consider appointing a COVID-19 Coordinator for the event.

At Event

Ensure there is a registration process that maintains physical distancing and hygiene requirements.

Sanitising alcohol-based dispensers should be provided near the start and finish.

Only essential personnel should be appointed to help conduct the event. Commissaires should be limited to the minimum number. Any other volunteers or officials should only be appointed for safety purposes.

All non-essential equipment and surfaces are closed off (e.g. benches).

Provide plenty of bins for riders to throw away their rubbish.

Develop a process for presentations that maintains physical distancing requirements.

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