

## Contact Registers - Frequently Asked Questions

### **What types of venues need to have contact registers?**

All indoor sporting/recreational venues/facilities, gyms, pools and fitness centres are required to maintain contact registers.

Outdoor venues such as ovals, outdoor netball courts, beaches and hockey pitches do not require contact registers.

Patrons at multi-purpose venues that have indoor and outdoor parts must be requested to contact register whenever entering an indoor part, unless the entry is exclusively for the purposes of going to the toilet or changeroom.

### **What options do we have for maintaining a register of who is in our indoor sport facility or club?**

There are many options available such as using QR codes, team lists, manual registers etc. The important consideration is that the health authorities need to be able to contact every person that was at a venue at a specific time.

If you are using team lists to maintain a contact register, make sure all players, coaches, officials and volunteer's names and phone numbers are recorded and able to be accessed by the venue manager. The date, time and location also needs to be listed.

The venue operator should maintain a record of the team sheets in a safe and secure location for at least 28 days.

### **Do I need to "check in" if I'm watching my kids play sport or part of a group?**

Yes, everyone over the age of 16 is required to "check in" if they enter an indoor venue or clubrooms.

### **Do I need to "check in" if I'm quickly using an indoor changing room or toilet and then returning to an outdoor area. For example a toilet or changeroom connected to a cricket oval.**

There is no requirement for contact registration at indoor toilets and change rooms at outdoor sporting venues, if visiting these areas as part of attendance at the outdoor venue.

### **Our venue is not staffed, so how can we manage the contact register requirements?**

If access to your indoor venue (staffed or not) is managed via an electronic RFDI/swipe card system that records and saves each individual entry to a person then this can be used to maintain a contact register.

If not - then an unstaffed venue will need to ensure users and members are fully aware of the requirement to scan in via a QR code or manual form. Venue managers should carry out regular checks to ensure users are complying with the requirements.

### **How many "check in" points or contact registers do I need if I run a large venue with multiple rooms or functional areas. Eg a recreation centre with basketball courts, a gym and a yoga room.**

Multi-purpose or multi-room venues with multiple entries may choose to require contact registration at the main entrances only, or enable contact registration at the entry to each venue within the multipurpose venue, to ensure contact details of all patrons are collected.