



## KEY EVENT OPERATIONS CONSIDERATIONS DURING COVID-19 PANDEMIC

*Disclaimer:* The following checklist is for your general knowledge. Because the situation surrounding COVID-19 is evolving quickly, this checklist should not be your sole source of information on the issue, and we encourage you to consult legal counsel and medical experts to assist in developing your specific operational plans. **Guidance Resources:** [Back2Golf Operations Playbook](#)

- 1. Review most recent federal, state, local guidance for group events generally, and for golf and golf events specifically.
  - (a) Is prior state/local approval of event plan required?
- 2. Review most recent Back2Golf guidance from the Allied Golf Organizations, including applicable addenda, and ensure conformity with applicable guidance.
- 3. Consult with local counsel.
- 4. Identify any additional course-specific or event-specific measures that should be implemented.
- 5. Identify any lodging-related restrictions.
- 6. Assess whether any non-essential individuals may attend (e.g., family, spouses/significant others, sponsors, general public, and media).
- 7. Ensure education and training of all on-site course personnel and volunteers of course-specific and/or event-specific measures.
- 8. Ensure adequate supplies for on-site personnel, attendees, and participants (e.g., masks, gloves, wipes, and hand sanitizer).
- 9. Ensure adequate signage at the event to notify on-site personnel, attendees, and participants of safety measures for the event (e.g., distancing requirements, recommendations of frequent hand washing/sanitizing, disinfecting of equipment, and other measures).
- 10. Consider providing advance notice of event-specific safety measures to on-site personnel, attendees, and participants.
  - (a) Consider requiring on-site personnel, attendees and participants to sign acknowledgment of the foregoing safety measures.
- 11. Consider requiring on-site personnel, attendees and participants to sign a waiver of claims and/or assumption of risk related to attending the event, either via email or electronic acknowledgment.
  - (a) If you have an existing waiver or assumption of risk document, consider adding a provision such as the following:

- (i) **[INDIVIDUAL] VOLUNTARILY ASSUMES ALL RISKS, HAZARDS AND DANGERS** arising from or relating in any way to [the Event], whether occurring before, during, or after [the Event], including, without limitation, the risk of contracting a communicable disease or illness. [Individual] hereby waives all claims and potential claims relating to or arising from such risks, hazards and dangers.

- 12. Consider requiring a formal entry form for all participants requiring acknowledgment of and/or agreement to the following:
  - (a) Applicable safety measures;
  - (b) Applicable policies of your organization;
  - (c) Assumption of risk and/or waiver of claims related to any of the foregoing.
- 13. Consider whether communications to on-site personnel, attendees, and participants should include a disclaimer noting that your organization's safety measures and protocols cannot eliminate all risk associated with the event, including the risk of contracting a communicable disease or illness.
- 14. Ensure compliance with CDC recommendations regarding communication systems and preparing for when someone involved gets sick.  
Visit [cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html)