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**COVID-19 SAFETY PLAN**

AUSTRALIAN BARREL HORSE ASSOCIATION

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| **[Association/Club]** | ABHA Cap Coast Circuit Inc |
| **[Ground Location]** | We run our events at various arenas and facilities around the Rockhampton Region either privately owned or controlled by a show committee |
| **[Club Facility Location]** | We have no club grounds, our club address is the address of a current committee member usually that of our Secretary or our President, whose address is recorded on our Incorporation details. Currently 2134 Ridgelands Road, Ridgelands Qld 4702 |
| **[Club President/Association CEO]** | Suzanne Patteson |
| **Contact Email** | [abhacapcoast@gmail.com](mailto:abhacapcoast@gmail.com) |
| **Contact Mobile Number** | 0427643224 |
| **Version** |  |
| **[Maree Prow-Assistant Secretary] is responsible for this document** | |

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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 the Australian Barrel Horse Association to support its **ABHA** **Affiliates** and its members and participants in the staged resumption of community sport and club activities.

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 the **ABHA** **Affiliates** any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at **ABHA** **Affiliates** facilities.

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

* 1. staged training and competition activities (sport operations); and
  2. 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.

1. Key Principles

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](https://ais.gov.au/__data/assets/pdf_file/0006/730374/35845_AIS-Framework-for-Rebooting-Sport-Summary.pdf) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](https://www.health.gov.au/sites/default/files/documents/2020/05/australian-institute-of-sport-ais-framework-for-rebooting-sport-in-a-covid-19-environment.pdf) (**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 **ABHA** **Affiliates** 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 **ABHA** **Affiliates** must consider and apply all applicable State and Territory Government and local restrictions and regulations. **ABHA** **Affiliates**] needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

1. Responsibilities under this Plan

[ABHA Cap Coast Circuit Inc.) 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 [ABHA Cap Coast Circuit Inc.] 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 [ABHA Cap Coast Circuit Inc] 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:

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| **Name** | [Suzanne Patteson] |
| **Contact Email** | [abhacapcoast@gmail.com] |
| **Contact Number** | [0427643224] |

[ABHA Cap Coast Circuit Inc.] 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 [ABHA Cap Coast Circuit Inc.];
* 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.

1. Return to Sport Arrangements

[As at the date of this Plan, participants are training at Level A of the AIS Framework.] The Plan outlines specific sport requirements that [ABHA Cap Coast Circuit Inc.] will implement for Level B and Level C of the AIS Framework.

[ABHA Cap Coast Circuit] will transition to the training activity and facility use as outlined in Level B of the AIS Framework and the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

* 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.

* 1. Roadmap to a COVIDSafe Australia

[ABHA Cap Coast Circuit] will also comply with the Australian government’s [Roadmap to a COVIDSafe Australia](https://www.pm.gov.au/sites/default/files/files/three-step-framework-covidsafe-australia.pdf), 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).

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| **AIS Activities** | **Level A:**  Training in no more than pairs. Physical distancing required. | **Level B:**  Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required. | | **Level C: ABHA Cap Coast Inc.will only operate at level C given ABHA Cap Coast will not be training, only holding competitions which will attract >20 people <100 (QLD)**  Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed. | |
| **Roadmap Activities** | N/A | **Step 1:**  No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework. | **Step 2:**  Indoor/outdoor sport up to 20 people. Physical distancing (density 4m2). | **Step 3:**  Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework. | **Further steps TBC** |

1. Recovery

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

At this time the [Committee] of [ABHA Cap Coast Circuit] 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

[Note – examples provided in this Appendix relate to Club operations. Adjustments may be made for the return to sport arrangements of Associations]

## Part 1 – Sport Operations

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| Area | Plan Requirements (for activities under AIS Framework Level B)  [Not Applicable ] | Plan Requirements (for activities under AIS Framework Level C)  [ABHA Cap Coast Circuit will operate at Level C from 12/07/20] |
| **Approvals** | The club must obtain the following approvals to allow a return to training at Level B:   * State/Territory Government approval of the resumption of community sport. * Relaxation of public gathering restrictions to enable training to occur. * Local government/venue owner approval to training at venue, if required. * National/state sporting body/local association approval of return to training for community sport. * Club committee has approved return to training for club. * Insurance arrangements confirmed to cover training. | The club must obtain the following approvals to allow a return to training/competition at Level C:   * Relaxation of public gathering restrictions to enable training to occur. * Local government/venue owner approval to training/competition at venue, if required. * National/state sporting body/local association approval to return to training/competition for community sport. * Club committee has approved return to competition for club. * Insurance arrangements confirmed to cover competition. |
| **Training Processes** | [Club to detail specifics of training processes. Should cover:   * Club to emphasise AIS Framework principle of “Get in, train, get out” – arrive ready to train. * Length and scheduling of training sessions to reduce overlap. * Clearly outline nature of training permitted (e.g. small groups to train and for team meetings, equipment/skill drills able to be used, certain sport activities not permitted during Level B training, no contact including high fives/hand shaking, no socialising or group meals). * Defined training areas for each training group, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres). * Sanitising requirements, including use of sanitising stations. * Treatment of shared equipment (e.g. sanitise equipment before, during, after sessions) and use of such equipment to be limited. * No sharing of personal equipment. * Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing). * Guidance for travel arrangements (e.g. physical distancing on public transport, limit car pool/taxi/Uber use). * Training attendance register kept]. | [ABHA Cap Coast Circuit Inc. competition processes.   * AIS Framework principles – full sporting activity that can be conducted in groups of any size (subject to COVIDSafe Roadmap) including full contact. * No sharing of helmets, whips, saddlery, grooming gear amongst competitors * ABHA Attendance Register will be completed by a stationed committee member at the entry gate to record details of those entering the grounds. Approved persons as nominated or approved by the ABHA Cap Coast Inc COVID Coordinator will be permitted to enter the grounds. * ABHA Cap Coast Inc. will only be holding an approved affiliate competition as per governing restrictions at the time of the event. * Normal First Aid measures will be undertaken by approved personel with personal hygiene practices and the cleaning of any shared equipment used, including mobile phones. * No hand shaking, high fives, hugs to take place. Competitors to remain 1.5 metres apart whether on a horse or on the ground, this inc. queing at the secretary’s box, toilet or catering facilities * There will be a cut off in nominations to avoid exceeding permitted numbers in attendance. ABHA Cap Coast members will be given preference should we receive excess nominations. One parent or guardian will be permitted per competing Junior, another others in attendance must be approved by ABHA Cap Coast Committee. * All stop watches, timing gear, folders, pens laptops and office equipment and mircorphones to be sanitised before and after the event and if officials change equipment or positions for whatever reason during the course of the event, santiser must be applied on both hands and equipment. . * Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing, no sharing of drinks). * Sanitiser stations will be on site and located at the secretary’s box, marshalling area, toilet area and the canteen area and front gate * Those attending, being competitors, approved persons, volunteers, committee members etc. will be encouraged to bring their own chairs and water bottles clearly named. * Gates will be locked when the exhibition runs have been completed and reopened when the event has finished * All our competitions will require pre-entry, no nominations will be taken on the day. Nominations and memberships must be paid in full by the Wednesday 7pm to be included in the draw in order to limit cash transactions and the need to que at the secretary’s box. No results will be available to peruse after the event, the results will be posted on the website and only winners on the day will be permitted to attend the secretary’s box to sign for pay outs of the respective divisions |
| **Personal health** | [Club to detail specifics of personal health protocols. Should cover:   * Graded return to sport to avoid injury. * Advice to players, coaches, volunteers to not attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). * Washing of hands prior to, during and after training and use of hand sanitiser where available. * Avoid physical greetings (i.e. hand shaking, high fives etc.). * Avoid coughing, clearing nose, spitting etc. * Launder own training uniform and wash personal equipment]. | [ABHA Cap Coast Inc. specifics of personal health protocols.   * Members have been advised via our Face Book page that our first competition will be on 12th July to ensure they are mindful and can take into account the fitness levels of their horses and themselves to return to competition]. * Advice in the form of a Face Book post on our page and also the website will state that those showing any flu like symptoms or any other illness are not to attend * Advice in the form of a Face Book post will advise that there will be hand sanitiser stations on the grounds at the event and that all in attendance will be told that no physical greetings i.e. hand shaking, high fives etc will take place. * Personal hygiene practices are to be followed, clearing nasal passages and spitting on the grounds is prohibited |
| **Hygiene** | [Club to detail specifics of hygiene protocols to support training. Should cover:   * Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by club. * Guidelines for sanitisation and cleaning, including requirements for sanitisation stations]. | [ABHA Cap Coast Inc. specifics of hygiene protocols to support our competition at the venue:   * Hand sanitiser stations will be set up at the venue * 1.5m Social distancing signage, bunting and pickets will be used at various points as a barrier and a reminder of the 1.5 metre, this includes toilets, marshalling area, canteen, secretary’s box and the entry point. * No draws will be displayed on the day it will be the competitors responsibility to screen shot or print their position in the draw and will be called up marshalling personnel to take their run * All equipment, lap tops ect. to cleaned after use by each operator |
| **Communications** | [Club to detail specifics of communications plan to be adopted by the Club in communicating to players, coaches, members, volunteers and families. Should cover:   * How club will brief players, coaches and volunteers on return to training protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette. * Endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app. * How Club will promote good personal hygiene practices in and around training sessions and in Club facilities (e.g. posters in bathrooms). * How individuals can access mental health and wellbeing counselling services]. | [ABHA Cap Coast specifics of a communications plan to be adopted by the Club:   * ABHA Cap Coast Inc will communicate protocols to all, members, volunteers and families on hygiene protocols, how to nominate, enforcing numbers in attendance, expectations whilst on the grounds (by Face Book posts and our website. Posters will be erected around the venue to reinforce of hand washing and general hygiene etiquette and announcer voice overs on the day, also bunting, cones and signage will be used on site * Continued endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app will be communicated and included in our social media posts and on our website and the question will be asked as per the ABHA Attendance Record question. * A designated Covid Co-ordinator will be in attendance to communicate and assist during the course of the event * Voice-overs from our announcer in attendance will also remind those in attendance of the protocols and procedures in place on the day i.e. announcing the winners and how the will be able to collect their payouts. Results will be publicised after the event via our website and Face Book page. Mental health, wellbeing counselling services will also be included in voice-overs and links on our website. |

## Part 2 – Facility Operations

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| Area | Plan Requirements (for activities under AIS Framework Level B)  [Club to provide further detail] | Plan Requirements (for activities under AIS Framework Level C)  [ABHA Cap Coast Circuit Inc.] |
| **Approvals** | The club must obtain the following approvals to allow use of club facilities at Level B:   * State/Territory Government approval of the resumption of facility operations. * Local government/venue owner approval to use of facility, if required. * Club committee has approved plan for use of club facilities. * Insurance arrangements confirmed to cover facility usage. | The club must obtain the following approvals to allow use of club facilities at Level C:   * State/Territory Government approval of the resumption of facility operations. * Local government has given approval to use of facility, if required. * Club committee has approved plan for use of club facilities. * Insurance arrangements confirmed to cover facility usage. |
| **Facilities** | [Club to detail specifics of how facilities should operate after a sport-specific structured risk assessment is undertaken. Should cover:   * Parts of facilities that are available during Level B restrictions; limit to toilets and medical facilities and minimise use of communal facilities. * Hygiene and cleaning protocols. * Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions]. | [ABHA Cap Coast specifics of how facilities should operate.  ABHA Cap Coast Inc. do not have club grounds, so therefore will engage with facility owners, show societies, caterers etc. regarding the COVID19 requirements around the use of the facility i.e. cleaning, erection of signage, toilets etc..   * Discuss and be clear and concise with stake holders regarding responsibilities around covid restrictions * Include the contact for the facilities and venues in our communications |
| **Facility access** | [Club to detail specifics of facility access protocols. Should cover:   * Details of any health screening measures (e.g. temperature checks etc.) prior to entry to any facilities and any privacy measures club will take to protect sensitive health information. * Restrictions on facility access to limit anyone who has:   + COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days.   + Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions).   + Travelled internationally in the previous 14 days. * Who may attend the club facilities: only essential participants should attend to minimise numbers; not more than one parent/carer to attend with children; gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people)) * Any spectators should observe physical distancing requirements (>1.5 metres). * Detailed attendance register to be kept]. | [ABHA Cap Coast Inc. specifics of facility access protocols. Should cover:   * Continue Level B protocols as appropriate. * Step 3 Level C restricted numbers not to exceed 100 on site, including volunteers, committee members, and caterers, parents of juniors and junior and open competitors who have pre-entered, included in the posted draws. If you are not pre-approved or included in the draw, you are not permitted to attend. * Any spectators should observe physical distancing requirements (>1.5 metres) and density requirements (one person per 4 square metres). * Gates will be opened and those approved or nominated will be checked off and added to the ABHA Event Attendance Register at the entry point. The gate will then be locked after he exhibitions and opened by request through the COVID 19 Coordinator only when the event is finished. * You must be pre-approved to attend. * Physical distancing protocols will be in place with zones set up for marshalling, secretary’s box, canteen and toilet facilities * Bar/canteen operations to include food and cash handling protocols, hygiene and cleaning measures and established zones. * General advice on physical distancing in club facilities including discouraging face to face meetings where possible, restricting site visitors, deferring or splitting up large meetings. * Those without pre-approval must seek confirmation of the COVID19 Club Coordinator Suzanne Patteson prior to entry. * All enquiries to do with COVID 19 Restrictions and proceedures must be referred to the COVID19 Club Coordinator Suzanne Patteson |
| **Hygiene** | [Club to detail specifics of hygiene protocols to ensure regular sanitisation and cleaning of club facilities. Should cover:   * Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by club including:   + Availability of hand sanitiser at entry/exit points to venue and elsewhere.   + Protocols for sanitising stations, sanitising shared equipment, uniforms.   + Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces.   + Displaying posters outlining relevant personal hygiene guidance.   + Avoiding shared use of equipment.   + Provide suitable rubbish bins with regular waste disposal.   + Guidelines for sanitisation and cleaning of Club facilities]. | [ABHA Cap Coast Inc. specifics of hygiene protocols to support use of event facilities:   * Continue hygiene and cleaning measures as per Level B]. |
| **Management of unwell participants** | [Club to detail specifics of protocols to manage unwell participants at a club activity. Should cover:   * Isolation/medical requirements for all players, members, volunteers and their families at the onset of any symptoms including club facilities that can be used to manage symptomatic participants. * Training of volunteers/club management on treatment of symptomatic participants and disinfecting of facilities used by such participants. * Notification protocols for notifying public health authorities and other attendees of symptomatic participants]. | [ABHA Cap Coast specifics of protocols to manage unwell participants at a club activity:   * Communications circulated via Face Book and our club’s website specifically directing members, volunteers etc not to attend if they have been in recent contact with a COVID19 confirmed case, or have flu like symptoms. * As per our Action Plan the relevant departmental contacts will be advised should a person in attendance at one of our events advise that they have a confirmed case of Covid19. All those in attendance will be encouraged to download the Covid Safe app. |
| **Club responsibilities** | The club will oversee:   * Provision and conduct of hygiene protocols as per the Plan. * The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. * Coordination of Level B field and training operations. * Operation of the club’s facilities in support of all Level B training activities in accordance with this Plan. | The ABHA Cap Coast will oversee:   * Provision and conduct of hygiene protocols as per the Plan rendered * Processes are in place to record attendances at the event as per the ABHA Attendance Register provided * Issue communications to those in attendance of procedures, protocols and expectations * Provide caterer in attendance with Dining Checklist to be completed and also held by ABHA Cap Coast Inc. * Complete “Return to Barrel Racing Checklist” as provided by ABHA Head Office. |