



**Runcorn Horse & Pony Club Inc.**  
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## **COVID-19 SAFETY PLAN**

<b>Club</b>	Runcorn Horse and Pony Club Inc.
<b>Location</b>	87 Warrigal Road, Runcorn Qld 4113
<b>Club Facilities Location</b>	87 Warrigal Road, Runcorn Qld 4113
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<b>Version</b>	1
Plan last updated	11/05/2021
<b>Wendy Eldred is responsible for this document</b>	

# Template Instructions

1. The Australian Institute of Sport (**AIS**) has published a “Framework for Rebooting Sport in a COVID-19 Environment” to inform the resumption of sporting activity in Australia, including community sport. Sport Australia has separately developed a “Return to Sport Checklist for Clubs and Associations” that provides operational guidance to local sporting clubs and associations on considerations that should be taken into account to appropriately resume sport and club operations.
2. To support the AIS and Sport Australia return to sport documents, Sport Australia has developed this COVID-19 Safety Plan template. This template can be used by associations and clubs to consolidate their planning for the resumption of activities at its club. Your association/club should review the Sport Australia Checklist and document its operational requirements for return to sport in the Appendix to this COVID-19 Safety Plan.
3. Yellow highlighting within brackets i.e. [ ] indicates further information is required from an association/club prior to finalising and adopting the COVID-19 Safety Plan. Before finalising, insert relevant information where highlighted in yellow and delete these template instructions.
4. Your association/club’s COVID-19 Safety Plan should be appropriately ratified within your club’s governance arrangements and regularly reviewed to ensure it remains fit for purpose and aligned with the AIS Framework, government restricted activity measures, public health advice and health and safety laws.
5. **DISCLAIMER:** This template does not constitute legal or health and safety advice. A club should take its own professional advice regarding the development and contents of its COVID-19 Safety Plan.

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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 Runcorn Horse and Pony Club Inc. (Pony Club Queensland) to support the Runcorn Horse and Pony Club Inc. 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 Runcorn Horse and Pony Club Inc., any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at Runcorn Horse and Pony Club Inc. 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 Runcorn Horse and Pony Club'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 Runcorn Horse and Pony Club Inc. must consider and apply all applicable State and Territory Government and local restrictions and regulations. Runcorn Horse and Pony Club Inc. needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

### 3. Responsibilities under this Plan

The Runcorn Horse and Pony Club 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 the Runcorn Horse and Pony Club 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 Runcorn Horse and Pony Club's 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>	Sam Leigh-Cooper
<b>Contact Email</b>	<a href="mailto:president@runcornponyclub.org.au">president@runcornponyclub.org.au</a>
<b>Contact Number</b>	0400017189

Runcorn Horse and Pony Club 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 Runcorn Horse and Pony Club 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.

### 4. 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 Runcorn Horse and Pony Club will implement for Level B and Level C of the AIS Framework.

Runcorn Horse and Pony Club Inc. 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.

#### 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

Runcorn Horse and Pony Club Inc. 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, Runcorn Horse and Pony Club Inc. will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. Runcorn Horse and Pony Club Inc. will also consider which protocols can remain to optimise good public and participant health.

At this time the Committee of Runcorn Horse and Pony Club Inc. 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

## 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>
<b>Training Processes</b>	<ul style="list-style-type: none"> <li>• Runcorn Horse and Pony Club Inc. members and participants are expected to adhere to the AIS Framework principle of “Get in, train, get out” – arrive ready to train.</li> <li>• During Stage B, Step 1 – participants are limited to 10 people at any one time for a maximum of 2 hours</li> <li>• During Stage B, Step 2 – participants are limited to 20 people at any one time for a maximum of 2 hours</li> <li>• Small group, modified musters and clinics are acceptable during this stage.</li> <li>• Equipment must be cleaned and sanitised before and after use.</li> <li>• Social distancing of 1.5 metres between participants who are not in the same family must be adhered to.</li> </ul>	<p>Runcorn Horse and Pony Club Inc. members and participants are expected to adhere to the AIS Framework principles – full sporting activity that can be conducted in groups of any size (subject to COVIDSafe Roadmap) including full contact.</p> <ul style="list-style-type: none"> <li>• Training and musters will continue to be run in smaller groups where possible rather than whole club sessions.</li> <li>• Breaks will be conducted in small groups to avoid reduce socialisation and limit the number of people congregating in the same area.</li> <li>• All types of training can resume.</li> <li>• Sanitising requirements continue from Level B.</li> <li>• Treatment of shared equipment continues from Level B.</li> <li>• Personal hygiene encouraged (e.g. wash hands prior to training, no spitting)</li> </ul>

	<ul style="list-style-type: none"> <li>• Group training will be limited to the number of participants detailed above and a defined training area will be allocated per group.</li> <li>• A minimum of 4 square metres per person in any training area.</li> <li>• Sanitising stations are located at various points around the grounds including gateways. Soap is available for hand washing in the toilet block.</li> <li>• No sharing of personal equipment.</li> <li>• Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing).</li> <li>• A training attendance register is kept for a minimum of 60 days to allow for contact tracing.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid coughing where possible and if so conduct in a discrete manner</li> <li>• Training/playing attendance register is kept for a minimum of 60 days.</li> <li>• Events can be conducted subject to the COVIDSafe Roadmap.</li> </ul>
<b>Personal health</b>	<ul style="list-style-type: none"> <li>• Participants are encouraged to ease back into sport and to show an awareness of a graded return to avoid injury.</li> <li>• Players, coaches, volunteers must not attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness).</li> <li>• Washing of hands prior to during and after training and use of hand sanitiser is strongly recommended.</li> <li>• Avoid physical greetings (i.e. hand shaking, high fives etc.).</li> <li>• Avoid coughing, clearing nose, spitting etc.</li> <li>• Launder own uniform and wash personal equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Requirements continue from Level B.</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Physical distancing and hygiene will be encouraged with signs clearly visible around the facility.</li> <li>• Hand sanitisation stations and hand washing facilities are available around the facility.</li> <li>• Participants will be reminded to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.</li> <li>• Instruct participants to practise good hygiene including no touching of eyes, nose or mouth and no spitting or clearing nasal/respiratory secretions on field of play or in other activity settings.</li> <li>• Implement measures to limit contact with between participants including eliminating handshakes, high fives, huddles and celebrations.</li> </ul>	<ul style="list-style-type: none"> <li>• Hygiene and cleaning measures to continue from Level B.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment (e.g. flags).</li> <li>• Where practical - limit use of communal facilities such as change-rooms, showers, gyms and ensure there is the appropriate number of people according to the restriction stages.</li> <li>• Implement cleaning protocols for communal facilities.</li> <li>• Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.</li> </ul>	
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communications will continue through existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.</li> <li>• Volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.</li> <li>• Participants, spectators, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example: <ul style="list-style-type: none"> <li>– • change of activities (group sizes, etc.)</li> <li>– • changes of venue/facility practices (handwashing, equipment access, allocated areas).</li> </ul> </li> <li>• Decision making and implementation of decisions are clear within the organisation in the lead up to and during the return to activity.</li> <li>• everyone within the organisation (including paid staff and volunteers) understands their role.</li> <li>• A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Communications will continue through existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.</li> <li>• Volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.</li> <li>• Participants, spectators, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example: <ul style="list-style-type: none"> <li>– • change of activities (group sizes, etc.)</li> <li>– • changes of venue/facility practices (handwashing, equipment access, allocated areas).</li> </ul> </li> <li>• Decision making and implementation of decisions are clear within the organisation in the lead up to and during the return to activity.</li> <li>• everyone within the organisation (including paid staff and volunteers) understands their role.</li> <li>• A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.</li> <li>• Participants and volunteers are encouraged to download the Covid Safe app.</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>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• All riding spaces are available for use by members and participants following the CovidSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people).</li> <li>• Toilets may only be accessed by two people at a time, following physical distancing guidelines.</li> <li>• High traffic areas will be cleaned via a roster system every hour during a training day.</li> <li>• The canteen will be operated in a limited capacity.</li> <li>• The canteen benches and hard surfaces will be disinfected every hour while in use.</li> <li>• Volunteers in the canteen will be requested to wear gloves.</li> <li>• Volunteers in the canteen will be requested to wash their hands with soap every 30 minutes and replace their gloves.</li> <li>• Chairs and tables will not be provided for participants and spectators in the canteen area. Participants and spectators are encouraged to bring along their own camp chair.</li> </ul>	<ul style="list-style-type: none"> <li>• All riding spaces are available for use by members and participants following the CovidSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people).</li> <li>• Toilets may only be accessed by four people at a time, following physical distancing guidelines.</li> <li>• High traffic areas will be cleaned via a roster system every hour during a training day or event.</li> <li>• The canteen will operate at full capacity.</li> <li>• The canteen benches and hard surfaces will be disinfected every hour while in use.</li> <li>• Volunteers in the canteen will be requested to wear gloves.</li> <li>• Volunteers in the canteen will be requested to wash their hands with soap every 30 minutes and replace their gloves.</li> <li>• Chairs and tables will not be provided for participants and spectators in the canteen area during events. Participants and spectators are encouraged to bring along their own camp chair.</li> </ul>

<b>Facility access</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Access to the facility will NOT be granted to anyone who has: <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>– Cold or Flu-like symptoms.</li> <li>– Travelled internationally in the previous 14 days.</li> </ul> </li> <li>• 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))</li> <li>• Any spectators should observe physical distancing requirements (&gt;1.5 metres).</li> <li>• Camping is not allowed.</li> <li>• Detailed attendance register to be kept.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue Level B protocols as appropriate.</li> <li>• Who may attend the club facilities: gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people)).</li> <li>• Any spectators should observe physical distancing requirements (&gt;1.5 metres) and density requirements (one person per 4 square metres).</li> <li>• Participants should observe physical distancing requirements (&gt;1.5 metres) and density requirements (one person per 4 square metres).</li> <li>• Non-essential personnel to be discouraged from entering change rooms.</li> <li>• Physical distancing protocols including use of zones in clubrooms, change rooms, canteen including by use of physical zone indicators. Line markings have been displayed around the grounds to provide a visual reminder of physical distancing.</li> <li>• Canteen operations to include food and cash handling protocols, hygiene and cleaning measures and established zones.</li> <li>• Maximum of 5 persons at any one time working in the canteen.</li> <li>• Maximum of 2 people at any one time being served at the canteen counter.</li> <li>• Canteen benches will be disinfected every hour by the canteen volunteers.</li> <li>• Eftpos is the preferred method of payment at the canteen, however cash will be accepted.</li> <li>• Volunteers in the canteen will be requested to wear food safe gloves and wash their hands (following the hand washing protocols) and change gloves every 30 minutes.</li> <li>• Chairs and tables will not be provided for participants and spectators in the canteen area. Participants and spectators are encouraged to bring along their own camp chair.</li> <li>• 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.</li> <li>• A separate camping area will be provided away from the field of play, canteen and bathroom area.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Camping is restricted to competitors, officials, volunteers and family members.</li> <li>• Campers must register their attendance on the Attendance form provided.</li> <li>• Camping is limited to a maximum of 50 people at any one event.</li> <li>• Camping is only available on the day of the event and one day before or after the event.</li> <li>• Campers must be self-sufficient, however they will have access to the toilet and shower facilities.</li> <li>• Detailed attendance register to be kept.</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Hand sanitiser will be available and entry and exit points around the facility.</li> <li>• Participants, spectators and volunteers are encouraged to use hand sanitisation every 30 minutes or as required.</li> <li>• Participants are responsible for laundering their own uniforms.</li> <li>• Cleaning and disinfecting of hard surfaces in high traffic areas will be completed each hour via a roster system at training days.</li> <li>• Posters will be displayed outlining personal hygiene guidelines.</li> <li>• Sharing of equipment will be discouraged.</li> <li>• Rubbish bins for waste disposal will be available.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitiser will be available and entry and exit points around the facility.</li> <li>• Participants, spectators and volunteers are encouraged to use hand sanitisation every 30 minutes or as required.</li> <li>• Participants are responsible for laundering their own uniforms. Back numbers will be disposable after any events.</li> <li>• Cleaning and disinfecting of hard surfaces in high traffic areas will be completed each hour via a roster system and training days and events.</li> <li>• Posters will be displayed outlining personal hygiene guidelines.</li> <li>• Sharing of equipment will be discouraged.</li> <li>• Rubbish bins for waste disposal will be available.</li> </ul>
<b>Management of unwell participants</b>	<ul style="list-style-type: none"> <li>• In the event that a participant, spectator or volunteer becomes unwell, they will be assessed by the first aide officer in attendance.</li> <li>• They unwell person will be isolated in the clubhouse office and other attendees will be notified of the incident.</li> <li>• Public Health Authorities will be notified of the incident and the committee will wait for further advise.</li> <li>• Disinfecting of the facility will occur.</li> </ul>	<ul style="list-style-type: none"> <li>• In the event that a participant, spectator or volunteer becomes unwell, they will be assessed by the first aide officer in attendance.</li> <li>• They unwell person will be isolated in the clubhouse office and other attendees will be notified of the incident.</li> <li>• Public Health Authorities will be notified of the incident and the committee will wait for further advise.</li> <li>• Disinfecting of the facility will occur.</li> </ul>
<b>Club responsibilities</b>	<p>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> <li>• Coordination of Level B field and training operations.</li> </ul>	As per Level B.

	<ul style="list-style-type: none"><li>• Operation of the club's facilities in support of all Level B training activities in accordance with this Plan.</li></ul>	
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