



COVID-19 SAFETY PLAN

Windsor Polo Club

19th August 2020

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[Club Facility Location]	As above
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Version	V5
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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 Windsor Polo Club to support Windsor Polo Club 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 Windsor Polo Club, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at Windsor Polo Club 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 Windsor Polo 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 Windsor Polo Club must consider and apply all applicable State and Territory Government and local restrictions and regulations. Windsor Polo Club needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

3. Responsibilities under this Plan

Windsor Polo Club 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 Windsor Polo Club 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 Windsor Polo Club 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:

Name	Melanie Cochrane
Contact Email	melaniecochrane1@yahoo.com
Contact Number	0477 306710

Windsor Polo Club 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 Windsor Polo Club;
- 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 B, step 2, of the AIS Framework. The Plan outlines specific sport requirements that Windsor Polo Club will implement for Level C of the AIS Framework.

Windsor Polo Club 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

Windsor Polo Club 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). As of the date of this plan, currently operating under Level B, Step 2. Will transition to Level C on July 1st (or otherwise instructed by NSW Government)

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: Full sporting activity (training and competition) allowed. 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 4m ²).	Step 3: Venues allowed to operate with up to 500 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.	Further steps TBC

5. Recovery

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

At this time the Committee of Windsor Polo Club 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) Limited Polo Activity, non contact lessons, practices with Max 10 people on the polo field at one time.	Plan Requirements (for activities under AIS Framework Level C) [Return to Polo Activity, practice games and tournaments can commence from July 1 st with social distancing and hygiene practices.
Approvals	<p>The club must obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> • 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. 	<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"> • 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	<p><u>Windsor Polo Club (WPC) Level B Rules and operating procedures:</u></p> <ul style="list-style-type: none"> • WPC is only open to Members, Players and Grooms, no spectators. • The following activities are permitted: Windsor number 3 field is open for Stick and ball, Lessons, and non-contact chukkas, maximum number of participants on the field including coaches should not exceed 10. • No more than 20 people can be on site at any one time, including those waiting to go onto the field, additional grooms or staff. (adheres to 4sqm rule) • All participants should book in and register online via WPC website or Riverland's Online booking or at the Riverland's Office. 	<ul style="list-style-type: none"> • <u>Windsor Polo Club (WPC) Level C Rules and operating procedures: (Updated from July 22nd)</u> • WPC is open to Players, Grooms, coaches and umpires/officials. As of July 22nd, no spectators allowed, non-players limited to a minimum. (e.g. guardian or parent of junior players, officials) • No attendance from anyone who has visited Victoria or specified Sydney or NSW "hot spots" within 14 days (venues with known cases) These hotspots are updated daily and available on NSW GOV COVID Website. These are the specific list of venues with dates and time, not entire LGAs that are subject to increased testing and surveillance. .This is subject to change. • Limited to maximum of 500 as long as social distancing is observed and compliance with 4sqm rule. Given the size of the outdoor facility WPC

	<ul style="list-style-type: none"> • Any additional Grooms or Staff must register at the Riverland's Office located at the southern end of Windsor number 3 field. • The clubhouse, toilets and changing facilities will remain closed at this time. • Participants should limit their time onsite to their scheduled activity, following the principal "get in, train, get out" 	<p>will not exceed the density rule and would not exceed 100 while spectators are prohibited. (Caps may continue to be reduced)</p> <ul style="list-style-type: none"> • The following activities can continue: Stick and ball, Lessons, contact chukkas and tournaments. • All attendees must register and check in. For chukkas and tournaments all participants must register online BEFORE arriving and then upon arrival check in online via questhq.com.au . For Grooms, staff, guardians etc, all attendees must register and check in on arrival via questhq.com.au Instructions to complete the registration will be placed on the entrance gate, at the Clubhouse and Riverland's office. . • From August 20th, temperatures will be taken upon arrival for all attendees at WPC. For chukkas and tournaments there will be a COVID safety marshal at the gate, if unattended at any time, participants must proceed immediately to the centre table or the Riverland's office to complete their check in and temperature check. • The clubhouse, toilets and changing facilities are open for use. Signage will be placed with the number of people allowed and markings for 1.5m distance for queuing. • Clubhouse catering will be limited to take away only on tournament weekends. Once food is purchased, participants must move away from the clubhouse area and eat their food away from other players/attendees. Social distancing will be reminded throughout the day.
Personal health	<ul style="list-style-type: none"> • Reminders to avoid physical greetings (i.e. hand shaking, high fives etc.). • Avoid coughing, clearing nose, spitting etc. 	<ul style="list-style-type: none"> • Requirements continue from Level B]. • Additional communications and reminders have been posted.
Hygiene	<ul style="list-style-type: none"> • Hand sanitizer is available at the Riverland's office. 	<ul style="list-style-type: none"> • Hand sanitizer and handwash will be placed throughout the facility, in the clubhouse, toilets/ changing rooms, and at the Riverland's Office. • Toilets/changing rooms will be wiped down daily with Dettol or disinfectant spray (or similar). Responsibility of this task will be nominated by the committee or the Covid Safety coordinator.

		<ul style="list-style-type: none"> • A thorough clean will take place weekly, or before and after major tournaments. • Gate entry buttons will be wiped down daily. • Wash bay taps will be wiped down after chukkas or daily on tournament days. • All other hygiene procedure is the responsibility of the members and players. E.g. cleaning of equipment or tack handled by multiple people (grooms, players, lease horses).
<p>Communications</p>	<ul style="list-style-type: none"> • An email communication has been sent to all Members to inform them of the current level B operating rules. and encourage members to download the COVID Safety App. • Signage has been placed on the front gate and at the Riverland’s Office to remind Members of current procedures and general Covid Safe measures. 	<ul style="list-style-type: none"> • An email communication will be sent to all Members to inform them of the level C operating rules, and encourage members to download the COVID Safety App. • From July 22nd, additional email updates and social media posts have been sent out to remind on a frequent basis, reminder of no spectators, hot spots etc. • For chukkas and tournaments, reminder instructions will be sent out at time of registration and when the draws are issued. • Signage will be placed in prominent locations to include the following: <ul style="list-style-type: none"> • Reminder of registration and check in procedures • General Covid safe social distancing posters • Hygiene posters in the toilets for handwashing • The maximum number of people allowed in the clubhouse at one time (25 people) to ensure compliance with the 4M2 rule. • Entry and exit arrows will be placed at the Clubhouse entry. • Markers on the floor of clubhouse to ensure compliance with 1.5m distancing rule when queuing for take away food.

Part 2 – Facility Operations

<p>Area</p>	<p>Plan Requirements (for activities under AIS Framework Level B) WPC Field 3</p>	<p>Plan Requirements (for activities under AIS Framework Level C) WPC all Fields, Clubhouse, Toilets and changing rooms.</p>
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Approvals	<p>The club must obtain the following approvals to allow use of club facilities at Level B:</p> <ul style="list-style-type: none"> • 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. 	<p>The club must obtain the following approvals to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The clubhouse and toilets will remain closed under Level B 	<ul style="list-style-type: none"> • The clubhouse and toilets will be open, hygiene and communication as described above.
Facility access	<ul style="list-style-type: none"> • As described under training processes. 	<ul style="list-style-type: none"> • As described under training processes. • Clubhouse caterers to follow all COVID safety procedures as per their operating plan. WPC has confirmed their COVID safety plan and they are registered COVID safety business. Proprietor of Wild Essence Catering – Alan Seabrook.
Hygiene	<ul style="list-style-type: none"> • As described above 	<ul style="list-style-type: none"> • As described above
Management of unwell participants	<ul style="list-style-type: none"> • Any persons with any symptoms should not attend WPC. • If any attendees or participants come into contact with anyone testing positive, they should not attend WPC. • If any person who has been onsite at WPC tests positive or comes into contact with anyone who tests positive, they must immediately notify WPC Covid Safety coordinator (in additional to NSW Health Officer). • WPC will immediately notify NSW Polo Association, and close the facility until permission is given to reopen. 	<ul style="list-style-type: none"> • Same as Level B.
Club responsibilities	<p>The club will oversee:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Same as Level B.

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