



Flamin' Dragons Port Macquarie

COVID-19 SAFETY PLAN

Club	Flamin' Dragons Port Macquarie (FDPM)
Ground Location	Port Macquarie Marina car park/Westport park boat ramp and access road/Hastings River
Club Facility Location	FDPM premises (The Shed) are located at Port Macquarie Marina, 18 Park St, Port Macquarie NSW
Club President	Phil Higgins
Contact Email	pandjhiggins@gmail.com
Contact Mobile Number	0402 102 839
Version	FDPM approved V2 5 July 2020
Rob Cook (FDPM Board member) is responsible for this document	

Table of Contents

1. Introduction	3
2. Key Principles	3
3. Responsibilities under this Plan	4
4. Return to Sport Arrangements	4
4.1 AIS Framework Arrangements	4
4.2 Roadmap to a COVIDSafe Australia	5

5. Recovery	5
Appendix: Outline of Return to Sport Arrangements	6
Part 1 – Sport Operations	6
Part 2 – Facility Operations	10

1. Introduction

The purpose of this COVID-19 Safety Plan (the Plan) is to provide an overarching plan for the implementation and management of procedures by FDPM to support 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 FDPM, the club's facilities, the training behaviour of all members and participants, and the monitoring and reporting of the health of attendees at FDPM 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 FDPM'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 by Dragon Boats NSW (DBNSW); and
- At every stage of the return to sport process FDPM must consider and apply all applicable State and Territory Government and local restrictions and regulations. FDPM needs to be prepared for any localised outbreak affecting the club's facilities, training operations, competitions or in the local community.

3. Responsibilities under this Plan

FDPM retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The FDPM Board is responsible for:

- Drafting the Plan and submitting it to DBNSW for approval
- 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.

DBNSW is responsible for approving the Plan

The FDPM Board has appointed the following person as the FDPM 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	Robert Cook
Contact Email	rgc209@hotmail.com
Contact Number	0401 161 173

FDPM 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 FDPM;
- 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 training is permitted at Level B (of the AIS Framework), Step 2 (of the Roadmap). The Plan outlines specific sport requirements that FDPM will implement for Level C of the AIS Framework.

FDPM will transition to 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

FDPM 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).

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. 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 4m ²).	Step 3: Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework. Note: States and territories may allow larger numbers in some circumstances.	Further steps TBC

5. Recovery

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

At this time the Board of FDPM 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)
Approvals	<p>FDPM must obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> • NSW government approval of the resumption of community sport. (NSW government has approved the resumption of community sport for all age groups with effect from 1 July 2020) • Local government/venue owner approval to training at venue, if required. (Approvals are not required, however, noting that FDPM training activities make use of Marina car park area and council owned boat ramp, FDPM will inform Marina management and Port Macquarie Hastings Council of the club’s intention to resume training with effect from 18 July 2020) • DBNSW has approved member clubs return to paddling. (Approved with effect from 1 July subject to each club having a DBNSW-approved COVID-19 Safety Plan in place. Clubs also must comply with DBNSW directions with regard to maximum crew numbers per boat. The FDPM COVID-19 Safety plan was approved by DBNSW on 25 June 2020) • Club committee has approved return to training for the club. (On 17 June 2020 the FDPM Board agreed to the club returning to training with effect from 18 July 2020 subject to receipt of DBNSW approval of the club’s COVID-19 Safety Plan. The FDPM COVID-19 Safety plan was approved by DBNSW on 25 June 2020) • Insurance arrangements confirmed to cover training. (On 11 June 2020 DBNSW confirmed that Australian Dragon Boat Federation (AusDBF) insurance policies are current and active) 	<p>FDPM 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 full training/competition to occur. (With effect from 1 July 2020 the NSW government approved the resumption of community sporting activities involving up to 500 participants (players, people training, officials and spectators). Where the activity involves more than 20 participants, the organiser must have a COVID-19 Safety Plan in place) • Local government/venue owner approval to training/competition at venue, if required. (As for Level B) • DBNSW approval to return to full training/competition. (Approved with effect from 1 July. Training to be in accordance with DBNSW guidelines issued on 29 June 2020 that permit a maximum of 20 persons (including up to 18 paddlers) in a Standard (20s) boat and up to 12 persons (including up to 10 paddlers) in a small (10s) boat. Competition may occur under Level C subject to following additional processes yet to be advised) • FDPM Board approval for the return to full training/competition. (On 1 July 2020 the FDPM Board reaffirmed the intention for the club to return to training from 18 July 2020) • Insurance arrangements confirmed to cover competition. (As for Level B)
Training	<ul style="list-style-type: none"> • FDPM training sessions will follow the AIS Framework principle of “Get 	<ul style="list-style-type: none"> • FDPM training sessions will follow the AIS Framework principles – full

<p>Processes</p>	<p><i>in, train, get out</i>". Participants should arrive at The Shed ready to train and depart the area of The Shed immediately after training, including boat washing/cleaning and boat storage, is completed.</p> <ul style="list-style-type: none"> • Training sessions will be scheduled on the FDPM website. Maximum paddling numbers for each session will be indicated on the website. • FDPM coaches will structure training sessions to take into account the limited number of paddlers allowed in each boat and differing levels of fitness and paddling capabilities among paddlers. • Pending a return to "full boat" training, the number of paddlers per boat will be limited in accordance with DBNSW advice. While paddler numbers are so limited, high intensity training activities, e.g. practice race starts and practice sprint races, will be avoided. • Until "full boat" training is resumed, participation in FDPM training sessions will be limited to FDPM members only (i.e. no guest paddlers). • Physical contact between members before, during and post training should be minimised. Unnecessary contact, including high fives or handshakes, should be avoided. • After arriving at The Shed for training sessions, members should, as far as practicable, maintain physical distancing (>1.5 metres). • Other than when boats are being removed from, returned to, or relocated within The Shed, a maximum of 12 persons are to be in The Shed at any time. • Designated sweeps will be responsible for directing crews to move their assigned boats in and out of The Shed and to and from the boat ramp area. • Crews embarking/disembarking at the boat ramp pontoons should do so as quickly as practicable without compromising safety. If appropriate, sweeps should consider embarking/disembarking crews at the beach adjacent to the boat ramp so as to avoid crowding on the pontoons. • Hand sanitiser will be available at the entrance to The Shed for use by members prior to registering attendance. Members should also use hand sanitiser on completion of the session and otherwise as required. • Boats and moving dollies are to be cleaned with cleaner/disinfectant after each occasion of use. Particular attention is to be paid to cleaning high touch areas including gunwales, seats, sweep oars and moving dolly frames. 	<p>sporting activity that can be conducted in groups of any size (subject to COVIDSafe Roadmap).</p> <ul style="list-style-type: none"> • FDPM training to continue following the "<i>Get in, train, get out</i>" principle from Level B. • Limit unnecessary social gatherings. • FDPM will provide the full range of on and off water training activities appropriate to building the fitness, endurance and skill levels of members. • FDPM members will participate in training at a level consistent with their individual requirements, e.g. with the aim of competitive paddling, social paddling, or acquiring new skills (e.g. coach/sweep). • Sanitising requirements continue from Level B. • Treatment of shared equipment continues from Level B. • Personal hygiene encouraged (e.g. sanitise/wash hands prior to training, no spitting or coughing). • Training attendance register from Level B. • FDPM participation in competition will be recorded in accordance with relevant competition regulations and rules.
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	<ul style="list-style-type: none"> • Members are not to share personal equipment and are encouraged to maintain high standards of personal hygiene (e.g. sanitise/wash hands prior to training, no spitting or coughing). • Members should, if possible, use their own paddle at training. A member using a club paddle should clean/sanitise the paddle before and after use and return to the storage rack in The Shed after use. • As far as practicable members should maintain physical distancing while travelling to and from training sessions. • All members are to register attendance at training sessions using the club's normal training attendance procedure. • Members using the club's OCs are responsible for registering their activity by logging in/out in accordance with the club's normal procedures. Users are also responsible for washing down and cleaning the craft after use. 	
Personal health	<ul style="list-style-type: none"> • FDP members are responsible for monitoring their own health and should not feel under any pressure to resume dragon boat training until they are comfortable with doing so. • Members should not attend The Shed or participate in training sessions if they feel that their personal health is at risk. • To assist in preventing the community transmission of COVID-19 members should download the COVIDSafe app (if applicable) and should also consider obtaining a seasonal flu shot. • Members should not attend training in any capacity if feeling unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness) or if they have been caring for anyone in such circumstances. • To minimise the risk of injury members should resume training at a graduated rate with which they are comfortable. Members should discuss their individual requirements with club coaches as required. • Any member who feels unwell during the course of a training session should immediately cease physical activity and inform their coach or sweep. • Members should avoid physical greetings (i.e. hand shakes, high fives etc.) and avoid coughing, clearing nose, spitting, etc. • Members are to provide their own water supply, insect repellent and sunscreen. These items should not be shared with others and containers 	<ul style="list-style-type: none"> • Measures as per Level B.

	<p>should be wiped down with sanitiser or cleaner before and after use.</p> <ul style="list-style-type: none"> Members wishing to use personal protective equipment (PPE), e.g. mask, gloves, etc, during training sessions are responsible for providing their own PPE. Members should launder their own training uniform and wash/clean personal equipment after use. 	
Hygiene	<ul style="list-style-type: none"> FDPM members are encouraged to maintain high standards of personal hygiene (e.g. sanitise/wash hands prior to training, no spitting or coughing). Members should shower at home before and after training. A hand sanitiser station will be established at the entrance to The Shed for each scheduled training session. Boats and moving dollies are to be cleaned with cleaner/disinfectant after each training session. Particular attention is to be paid to cleaning high touch areas including gunwales, seats, sweep oars and moving dolly frames. The crew using the boat for a training session will be responsible for cleaning the boat as directed by the sweep designated for that crew. FDPM will provide hand sanitiser and cleaning products to meet these hygiene requirements and will be responsible for replenishing stocks as required. Replenishment stocks will be stored in the storeroom in The Shed. The club's designated COVID-19 Safety Officer will monitor health and hygiene advice and guidance issued by AusDBF, DBNSW and state and local government authorities and update this safety plan as required. 	<ul style="list-style-type: none"> Hygiene and cleaning measures to continue from Level B.
Communications	<ul style="list-style-type: none"> FDPM will, prior to the resumption of training sessions, inform all members of the return to paddling protocols, emphasising the requirement for very high standards of personal hygiene, via an email to all members and posting the protocol details on the FDPM website and Facebook page. Through regular communications with members via email, the FDPM website and Facebook page, FDPM will reinforce NSW government COVID-19 related guidelines and DBNSW return to paddling guidelines FDPM encourages all members able to do to download the COVIDSafe 	<ul style="list-style-type: none"> Prior to returning to full training and competition under Level C, FDPM will inform all members of the associated changes to paddling protocols using the normal communications channels. FDPM communications with members will continue to reinforce government and DBNSW guidelines applicable to full training and competition. FDPM continues to encourage members to use the COVIDSafe app and access to mental health and wellbeing counselling as for Level B.

	<p>app to assist with contact tracing.</p> <ul style="list-style-type: none"> • Posters encouraging good personal hygiene practices in and around FDPM training sessions and facilities will be displayed in prominent locations at The Shed. • A range of COVID-19 mental health and wellbeing counselling services is available online and via telephone including Beyond Blue (website or phone 1800 512 348); the NSW government website (COVID 19 page) or Mental Health Line phone 1800 011 511; and the Australian government Department of Health website (COVID 19 Support page). 	
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Part 2 – Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>FDPM must obtain the following approvals to allow use of club facilities at Level B:</p> <ul style="list-style-type: none"> • NSW government approval of the resumption of facility operations. (With effect from 13 June 2020 the NSW government approved outdoor training by groups not exceeding 20 persons). • Local government/venue owner approval for use of facilities, if required. (Approvals are not required, however, noting that FDPM training activities make use of Marina car park area and council owned boat ramp, FDPM will inform Marina management and Port Macquarie Hastings Council of the club's intention to resume training with effect from 18 July 2020). • FDPM Board has approved the plan for use of the club's facilities for the return to training. (The FDPM COVID-19 Safety plan was approved by the FDPM Board on 23 June 2020 and by DBNSW on 25 June 2020) • Insurance arrangements confirmed to cover facility use. (On 11 June 2020 DBNSW confirmed that AusDBF insurance policies are current and active). 	<p>FDPM must obtain the following approvals to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> • Relaxation of public gathering restrictions to enable full training/competition to occur. (With effect from 1 July 2020 the NSW government approved the resumption of community sporting activities involving up to 500 participants (players, people training, officials and spectators). Where the activity involves more than 20 participants, the organiser must have a COVID-19 Safety Plan in place) • Local government approval for competition at relevant venue, if required. (As for Level B) • FDPM Board approval to host competition at relevant venue. • FDPM to ensure insurance arrangements confirmed to cover competition. (As for Level B)

Facilities	<ul style="list-style-type: none"> • The Shed is available for training session registration and safe storage of FDPM members' car keys and (limited) other personal items during training sessions. Members should minimise their use of The Shed as far as possible. • In addition to cleaning of boats and moving dollies, other equipment in The Shed used by members during training session, e.g. tables, chairs, key storage, etc, will be cleaned prior to and on completion of each scheduled training session. • Posters encouraging good personal hygiene practices in and around FDPM training sessions and facilities will be displayed in prominent locations at The Shed. • FDPM will provide hand sanitiser, cleaning products and appropriate PPE to meet requirements for hygiene and adequate cleaning of The Shed and its contents. Replenishment stocks of sanitiser, cleaning products and PPE will be stored in the storeroom in The Shed. 	<p>Hygiene, cleaning measures, provision of appropriate health and safety equipment and PPE as per Level B plus:</p> <ul style="list-style-type: none"> • The erg is available for use. Members using the erg are responsible for sanitising the machine after use. • Return to full use of The Shed including for meetings of FDPM committees. Following such meetings, participants are to sanitise any equipment used. • Other than when in boat crews, members should, as far as practicable, observe social distancing (>1.5 metres) and density (one person per 4 sq metres) requirements.
Facility access	<ul style="list-style-type: none"> • The double gates at The Shed form the sole entry and exit point and should be kept clear at all times. A COVID-19 symptoms poster will be displayed at the entrance. • FDPM does not intend to have any health screening measures in place for members attending scheduled training sessions or other approved club activities at The Shed. FDPM will rely on members being responsible for their own health and encourages individuals to stay home if they have: <ul style="list-style-type: none"> – COVID-19 or have been in direct contact with a known case of COVID-19 in the previous 14 days. – Flu-like symptoms or are in a high health risk category (e.g. due to age and/or pre-existing health conditions). – Travelled internationally in the previous 14 days. – Been caring for anyone in the above circumstances. • Any FDPM member at a scheduled training session displaying symptoms as above should cease training and return home or seek medical attention if appropriate. • To keep the number of members attending The Shed to a minimum, only essential participants in scheduled training sessions or other authorised club activities should attend. 	<p>Facility entry/exit, personal health, hygiene, and member attendance recording measures as per level B plus:</p> <ul style="list-style-type: none"> • Total number of persons gathering at FDPM training sessions or any other club activity at The Shed is not to exceed 500 (in accordance with government COVIDSafe Roadmap guidance for Level C). • Any spectators should observe physical distancing requirements (>1.5 metres) and density requirements (one person per 4 square metres). • Non-essential personnel should not enter The Shed. • Non-members (i.e. guest paddlers, prospective members) may enter The Shed if accompanied by an FDPM member and may participate in FDPM training sessions subject to approval by the relevant coach. • Detailed attendance register to be kept.

	<ul style="list-style-type: none"> • Other than when required to move boats, a maximum of 12 persons are to be in The Shed at any time. • While in, or in the vicinity of, The Shed members should, as far as practicable, observe social distancing requirements (>1.5 metres). • Non-members are not to enter The Shed. Any spectators at scheduled training sessions should observe physical distancing (>1.5 metres) and density (one person per 4 sq metres) requirements. • FDPM is to keep a detailed attendance register for all scheduled training sessions using the standard FDPM attendance form. Details of any non-paddling members who attend in an administrative role are also to be recorded using the same form. • Members using the club's OCs are responsible for registering their activity by logging in/out in accordance with the club's normal procedures. Users are also responsible for washing down and cleaning the craft after use. 	
<p>Hygiene</p>	<ul style="list-style-type: none"> • FDPM will provide hand sanitiser at the entrance to The Shed for use by members prior to registering attendance. Members should also use hand sanitiser on completion of the session and otherwise as required. • Boats and moving dollies are to be cleaned with cleaner/disinfectant after each occasion of use. Particular attention is to be paid to cleaning high touch areas including gunwales, seats, sweep oars and moving dolly frames. The crew using the boat for a training session will be responsible for cleaning the boat and dolly as directed by the sweep designated for that crew. • In addition to cleaning of boats and moving dollies, other equipment in The Shed used by members during training session, e.g. tables, chairs, key storage, etc, will be cleaned prior to and on completion of each scheduled training session. • Members are not to share personal equipment and are encouraged to maintain high standards of personal hygiene (e.g. sanitise/wash hands prior to training, no spitting or coughing). • FDPM members should, as far as practicable, maintain physical distancing while travelling to and from training sessions. • Posters encouraging good personal hygiene practices in and around FDPM training sessions and facilities will be displayed in prominent 	<ul style="list-style-type: none"> • Continue hygiene and cleaning measures as per Level B.

	<p>locations at The Shed.</p> <ul style="list-style-type: none"> • Any member reconciling paddling levies for a training session is to wear gloves while handling cash and, on completion of reconciling paddling levies, is to sanitise all equipment used for collecting levies. • FDPM will provide hand sanitiser, cleaning products and appropriate PPE to meet requirements for hygiene and adequate cleaning of The Shed and its contents, boats and other club facilities. Replenishment stocks of sanitiser, cleaning products and PPE will be stored in the storeroom in The Shed. • FDPM will provide adequate rubbish containers for used cleaning materials and arrange for the disposal of cleaning waste after each training session. 	
<p>Management of unwell participants</p>	<ul style="list-style-type: none"> • Any member becoming ill during a scheduled training session should immediately cease physical activity and inform the coach or sweep. The member should be asked to return home as soon as possible and to seek medical attention if required. If required, other members should assist the ill member. • Any member becoming ill with symptoms of COVID-19 during training should return home as soon as possible assisted by other members as required. All training should cease immediately and any area or equipment contacted by the ill member should be thoroughly cleaned as soon as possible. FDPM will contact the NSW Health COVID-19 Helpline (1800 020 080) for guidance on other action required. NSW Health should be informed that full records of all attendees at the training session are available. DBNSW is also to be informed of the incident to ensure access to relevant Safe365 data is provided to NSW Health for contact training purposes. • Any FDPM member using the club's first aid equipment to provide first aid to another member is to use the PPE (mask and gloves) provided. 	<p>Measures as per Level B.</p>
<p>Club responsibilities</p>	<p>FDPM will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per this 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 training operations. 	<p>Oversight of hygiene measures and attendance recording as per Level B plus:</p> <ul style="list-style-type: none"> • Coordination of Level C training and competition operations. • Operation of the club's facilities in support of all Level C training and competition activities in accordance with this Plan.

	<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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