




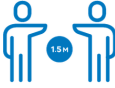


## APPENDIX A – SAFETY PLAN CLUB CHECKLIST

### CLUB CHECKLIST FOR RETURN TO PONY CLUB RIDING

This checklist has been established to support pony clubs returning to training under the current State Government COVID-19 restrictions. The Pony Club (and its members, coaches, officials, caregivers, and volunteers) have an obligation to strictly adhere to these protocols at every training session. The key principle for training must be **'Get in, Train, Get out'**.

	<p><b>1. Keep Records and Act Quickly if People Become Unwell</b></p>
<input type="checkbox"/>	<p><b>COVID-19 SAFETY PLAN</b> The club must have a COVID-19 Safety Plan prior to commencing training and competition activities. This must adhere to the <b>"Guidelines for a Return to Pony Club Riding"</b>. <b>This checklist can be your club safety plan if you meet all the requirements below.</b></p>
<input type="checkbox"/>	<p><b>COVID Safe OFFICER APPOINTED</b> The club has appointed a person to ensure the Safety Plan is in place and adhered to.</p>
<input type="checkbox"/>	<p><b>CLUB UNDERSTAND THE RETURN TO PONY CLUB RIDING GUIDELINES</b> The club and all teams have read, understood, and agree to adhere to the "Guidelines for a Return to Pony Club Activity" document provided by Pony Club Victoria. The club and training groups understand that they must follow the direction and advice of Police, Government and Pony Club Victoria at all times.</p>
<input type="checkbox"/>	<p><b>REGISTER OF PARTICIPANTS</b> The club has implemented a register to keep a track of all attendees (including parents / carers) and this is to be made available upon request by Pony Club Victoria or health authorities including name, mobile, time arrived. Alternatively it is highly recommended that COVID tracing App is in place instead of pen and paper.</p>
<input type="checkbox"/>	<p><b>COVIDSafe APP</b> The club has encouraged all members, volunteers, and families to download the COVIDSafe app to help in tracing the spread of COVID-19.</p>

	<p><b>2. Practice Good Hygiene</b></p>
	<p><b>PERSONAL HEALTH</b> The club has advised participants, caregivers, coaches, volunteers and any one on site that if unwell, been in contact with someone unwell, travelled overseas in the past 14 days, or been in contact with someone who has they must not attend or they must go home immediately. All attendees must be recommended to download and activate the COVIDSafe app.</p>
	<p><b>TOILETS AND CHANGEROOMS MAY BE OPEN</b> Regular cleaning to occur, soap or sanitiser to be available, paper towels only – no hand towels</p>
	<p><b>HYGIENE PROTOCOLS ARE IN PLACE</b> The club has implemented the hygiene protocols as outlined in the “Guidelines for a Return to Pony Club Activity” document.</p>
	<p><b>MINIMAL EQUIPMENT</b> The club is aware that minimal equipment should be used for training and must be cleaned/sanitised appropriately after each session.</p>
	<p><b>3. Create Workforce Bubbles</b></p>
<input type="checkbox"/>	<p><b>TRAINING GROUPS OF NOT MORE THAN 100 (excluding coach)</b> The club must ensure there are no more than 100 people in total in a training group (excluding the coach and necessary helpers). Carers should stay away from the training group else they are included in the 100 participants. Carers must also practice social distancing. Multiple groups are OK if adequate distance between groups can be maintained.</p>
<input type="checkbox"/>	<p><b>SMALL COMPETITION GROUPS</b> The club must ensure there are only small groups of people in total waiting for their turn to compete, or at warmup, floats or anywhere on the venue</p>
<input type="checkbox"/>	<p><b>STRICTLY NO CONTACT</b> The club has advised participants, coaches, officials, and caregivers that training, and competition must be strictly NON-CONTACT.</p>
<input type="checkbox"/>	<p><b>SANITISER</b> Sanitiser must be available at all places where contact can be made such as canteens, toilets, kitchens, first aid,</p>

	<p><b>4. ENSURE PHYSICAL DISTANCING</b></p>
	<p><b>SOCIAL DISTANCING</b> The club has advised its participants, coaches, volunteers, spectators and caregivers that all training and congregating must strictly observe social distancing requirements of 1.5m and adhere to the requirement of no more than 1 participant per 4sqm (1 participant per 2sqm when using electronic recording) AT ALL TIMES, including when preparing horses.</p>
	<p><b>PARKING</b> The club has considered parking of vehicles and horse floats to ensure 1.5m social distancing, in particular when preparing horses. Floats/vehicles and equipment 4m apart.</p>
<input type="checkbox"/>	<p><b>ACCESS TO CLUBROOMS AND CANTEEN</b> Clubrooms and canteens must abide by the state government rules on cafes and restaurants. Government densities adhered to inside, 4 sqm per person 1.5m apart. Floors to be marked with distancing indicators to ensure people waiting are kept at 1.5m intervals.</p>
<input type="checkbox"/>	<p><b>YARDS</b> Where practical, horses should be tied to and tacked up at floats rather than using yards, or every 2<sup>nd</sup> yard used. Participants must practice 1.5m social distancing when preparing horses.</p>
	<p><b>5. Avoid Interactions in Closed Areas</b></p>
<input type="checkbox"/>	<p><b>CANTEENS</b> Where possible provide more options to seat and congregate outside. Limit seating inside</p>
<input type="checkbox"/>	<p><b>SIGNAGE and EDUCATION</b> The club has placed signage (such as handwashing, social distancing) in prominent locations at the training venue and provided members with educational information regarding hygiene &amp; cleaning.</p>
<input type="checkbox"/>	<p><b>MEDICAL</b> Is located such that medical personal are separate from groups and public. Sanitising and surface cleaning in place following each patient visit.</p>
	<p><b>6. Face Masks to be Worn</b></p>
	<p><b>FACE MASKS</b> Face Masks must be worn whenever 1.5 distance cannot be maintained. Face masks to be carried at all times.</p>

Contact Pony Club Victoria [membership@ponyclubvic.org.au](mailto:membership@ponyclubvic.org.au) if you have any queries