



RETURN TO ARCHERY IN A COVID-SAFE ENVIRONMENT

CANBERRA ARCHERY CLUB

AUGUST 2020

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1: OVERVIEW

After the outbreak of COVID-19 in the ACT community in 2020, and the resulting restrictions placed on the community to minimise the spread of this virus, all archery activity in the ACT ceased. This document outlines the considerations Canberra Archery Club has taken to 'return to play' in a manner that is safe for its members and the ACT community, as outlined by ACT Health, Archery ACT and Archery Australia. Complying with ACT Health advice remains the requirement and this takes precedence over this plan. In light of the rapidly changing environment, this document will be reviewed regularly and updated where necessary, to ensure the latest advice is appropriately captured and conveyed to our community.

2: SUMMARY OF GUIDELINES TO AACT CLUBS

Guidelines as of August 10, 2020 (update to reflect ACT Government stage 3.1)

- Indoor and outdoor club activity can operate. From 19 June (Stage 3.1), indoor and outdoor interclub activities may recommence.
- Hand sanitiser must be made available at the club.
- Archers should practice safe hygiene at all times, including washing hands for at least 20 seconds before and after any archery activity.
- Sharing of archery equipment should be kept to a minimum
 - Clubs should employ strategies to clean target butts and common touch points. This can be found in section 3.1
- Maximum two archers per target (separated by 1.5m), with the exception of a household, in which case a maximum of four per target. Arrows should be pulled by only one archer at a time.
- Gatherings must be limited to one hundred people, inclusive of coaches and support personnel. For all activity the 4sqm rule precedes the gathering limit.
- Participants who are aged over 70, aged over 65 with pre-existing conditions or Aboriginal and Torres Strait Islander people aged over 50 with pre-existing conditions are advised to stay home wherever possible for their own protection.
- Members are encouraged to download and install the COVIDSafe app
- If a member is feeling unwell with COVID-19 like symptoms, they should refrain from going to any archery club.
- If a member should be diagnosed with COVID-19, we ask that they contact the relevant point of contact at the club, if they have attended in the past 14 days. Klara Fay is the nominated point of contact and can be contacted on 0429001603, or at secretary@canberraarchery.club

3: DETAILED GUIDANCE

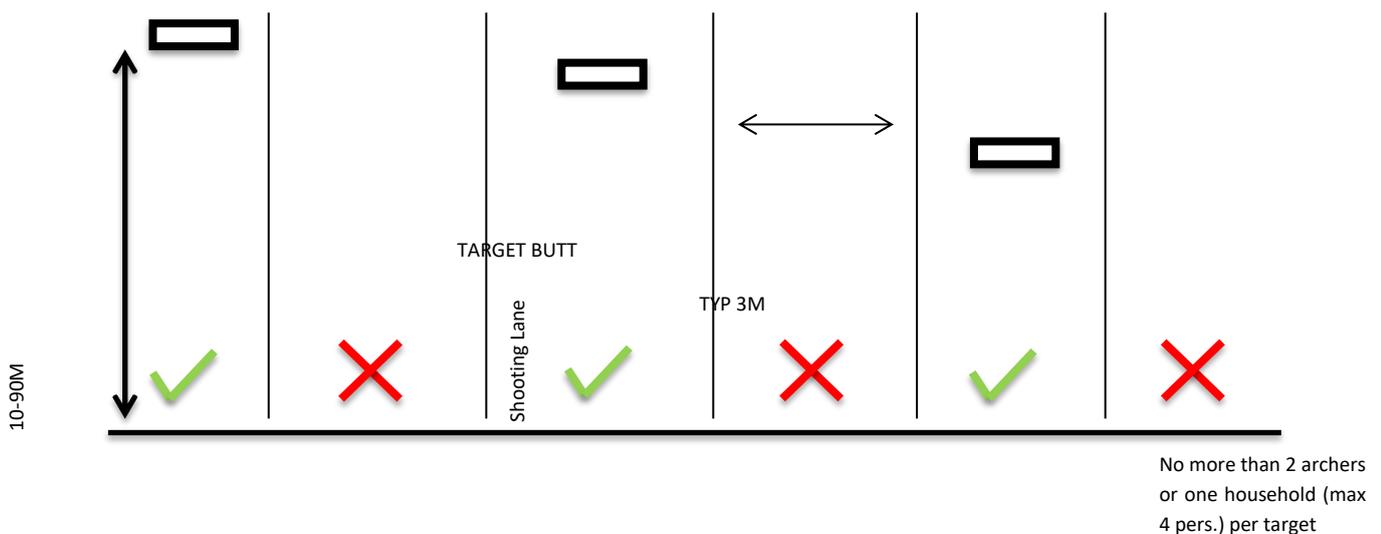
These guidelines have been developed using the ACT Health, Archery Australia and Archery ACT guidelines. Their aim is to convey the key strategies under the current advice as they apply to archery in the ACT. The intent here is not to duplicate advice, but to provide tailored recommendations for our sport, which we believe, is consistent with the intent of the current information.

3.1. Hygiene

The advice from ACT Health is quite comprehensive for personal hygiene. The club has utilised posters available from ACT Health and placed around them around the club; at doorways, walkways, toilets and several other visibly noticeable locations, as a constant reminder for members. The club has many common touch points, hand sanitiser and disinfectant has been made readily available for everyone to clean and sanitise touch points as they go. Common touch points may include: club entry points, target butt stores, target face stores, sign in books, etc. Suitable cleaning regimes shall be employed, to ensure high risk areas are cleaned regularly. Regular cleaning of common touch points will take place on a weekly basis by committee members, on a roster set out by the availability of each committee member. This may limit the club running sessions, such that common touch points (locks, doors, buttons and target butts) can be cleaned before and after use; target faces are recommended to be taken home after use. The club will advise members that are feeling unwell, to stay away.

3.2. Physical Distancing

In order to comply with the physical distancing requirements, we suggest as a minimum, that 2 persons only per target, using every lane. If spacing permits, we do suggest using every second lane, as per the diagram below. Archers should take turns to pull their arrows to maintain physical distancing. Gatherings are restricted to one hundred people; this is inclusive of coaches, carers and parents, and any other support personnel or club administrators. The maximum capacity of the clubhouse is 3 people with the main clubhouse area and 1 within the office. The maximum capacity of the toilets is 2 people within each gender's facility.



3.3. Protection of Vulnerable People

Participants who are aged over 70, aged over 65 with pre-existing conditions, Aboriginal and Torres Strait Islander people aged over 50 with pre-existing conditions, or people with chronic conditions or compromised immune systems are advised to stay home wherever possible, for their own protection.

4: EVENTS AND GROUP ACTIVITIES

COME 'N TRY

Under the current ACT guidelines (stage 3.1), Come 'n Try sessions are permitted to resume under strict regulations. The number of sessions held will be limited, in order to allow time for thorough cleaning of all equipment. The number of participants will also be limited to 24, in order to maintain proper distancing as outlined in section 3.2. A detailed Safe Work Method Statement (SWMS) has been created for the purposes of outlining exact directives of step by step details of the setup, running and pack up of this event. All coaches, assistants and committee members will be made aware of the SWMS and it is a requirement that those involved at each event, have familiarised themselves with the SWMS and to sign it, stating that they understand and will adhere to it.

The process for this event will be as follows-

REGISTRATION

- Registration is made online via SportsTG, along with payment. Transactions will be made on the day of the event.
- As part of the registration, full contact details are given. This greatly assists with any contact tracing, should the need arise.
- Interstate registrations will be rejected.
- Upon arrival, visitors will be required to sign a prefilled sign in sheet, to verify attendance and to declare they have not travelled to a known hot spot in the last 14 days and that they are fit and healthy. Anyone who presents to the club unwell, will be told to leave immediately.

SETUP

- Bollards and bunting will cordon off the gravel area to the east of the clubhouse, allowing for a pathway along the side of the containers straight down the access ramp. Other barriers will include, dividing the shooting area from members and visitors, such that inter-mingling is stopped. Also a barrier across the eastern side of the clubhouse awning, such that access to the gravelled area is restricted to members moving target butts out of the clubhouse.
- Signs will be placed around all access ways to direct people in the correct direction and to not proceed into the members area and vice versa.
- Sign in tables will be placed in front of the containers in a way such that access to the top viewing area is limited to parent, guardians and family.
- All equipment is to be laid out on tables or stands prior to the arrival of any visitors, to limit the time visitors are standing in the queue and speed things along.
- Ground quivers will be laid out along the shooting line, spaced out according to section 3.2
- Hand sanitiser, disinfectant and wipes will be placed out on the sign in table.

ARRIVAL

- Upon arrival, visitors will be reminded to queue up, by standing on the markings painted on the ground, to maintain correct spacing.
- Visitors will be required to hand sanitise and sign the pre-filled attendance sheet. All contact details have already been collected online, the attendance sheet is to confirm attendance.
- Visitors will be given all necessary equipment and directed to the shooting area.
- Parents, guardians and family, will be directed to the upper viewing area.

DURING THE EVENT

- At the commencement to shooting, all archers will be reminded of the strict club guidelines for social distancing.
 - Maintaining the required 1.5m
 - Shooting in a separated format as detailed in section 3.2
 - Archers are to pull their own arrows
 - There is to be no sharing of equipment
- Coaches will run the event the event as they would normally do, whilst adhering to all guidelines. This will include distancing of 1.5m while giving instructions.

CONCLUSION

- Archers will be asked to leave their arrows in the quivers, bows on their stands and to place arm guards and finger tabs on the retaining wall.
- Archers will be directed to exit the shooting area in a timely fashion.

CLEANING

Once all visitors have left, cleaning will begin.

- While wearing gloves and by the use of spray bottles or a bucket filled with disinfectant, or both. All equipment will be thoroughly cleaned and wiped down and then stored away correctly. The equipment includes
 - Each individual arrow used/touched.
 - Bow risers and limbs
 - Bow strings, especially around the centre serving, where hand and face contact is predominant.
 - Arm guards
 - Finger tabs
 - Ground quivers
- Sign in tables and equipment tables will be wiped down and cleaned, along with any other items that may have been used.
- Hand rails will be wiped over

COACHING SESSIONS

Coaching sessions are permitted under stage 3.1 restrictions. All relevant guidelines are to be adhered to, as well as following social distancing guidelines set out in section 3.2. The sharing of equipment is strongly discouraged and participants are urged to provide their own equipment. Should sharing take place, participants are required to disinfect all relevant equipment before changing hands.

CLUB SHOOTS

Under stage 3.1 restrictions, tournaments and organised events may continue. Regular club shoots are held on Sunday mornings. Club shoots for the time being, will be limited to club members only, but consideration may be given upon request, to members of other ACT clubs. No access to interstate visitors will be given.

Club shoots are considered a formal and structured form of social archery and as such no other special requirements are necessary other than outlined in section 3.

ARCHERY ACT EVENTS

Under stage 3.1 restrictions, tournaments and organised events may continue. Canberra Archery Club assists Archery ACT, by the way of hosting many organised events throughout the year, on Archery ACT's behalf. These events will be broken down into 2 categories, tournaments and training camps. During either of the 2 event types, the club range will either be partially or fully closed to general access.

TOURNAMENTS

Upon the request from Archery ACT for the club to host a tournament, the club will begin the promotion and registration of this tournament.

- Canberra Archery Club will arrange for the tournament to be set up online via SportsTG. This link will be provided to Archery ACT to advertise on their website, archeryact.asn.au and on their facebook page.
- All registrations and payments will be done online via SportsTG.
- In accordance with Archery ACT guidelines, entries are open to those members whose main club is part of AACT only.
- Prior to the day on the event, an email will be sent to all entrants, outlining procedures for arrival and sign in, as well as all relevant restrictions and guidelines that apply to the tournament being held.
- The club will also advertise the need for volunteers for setup/pack up and to be ground crew throughout the day.
- The club will also advertise that the range will be closed to general access while the tournament is in progress.

SETUP

- All volunteers will be required to arrive at an arranged time, sufficient for adequate time to setup prior to the arrival of entrants.
- A pre-start meeting will be held, so as to discuss and sign the strict guidelines as outlined in a Safe Work Method Statement for the running of the event, as outlined below.
- Bollards, bunting and signage will be placed out to restrict access to the following areas
 - Between the clubhouse and the containers, this will be adjusted during the day, to allow for access from the ramp to the toilets.
 - Across the western side of the clubhouse awning.
 - The border of the grassed area under the flag poles, across the car park and down the path edge.
 - Signage will be placed out to direct entrants to enter the grounds via the path on the western side of the club house.
 - Signage will be placed out to direct entrants of "NO ACCESS" areas. These areas will be within the clubhouse and awning, area to the east of the clubhouse and grassed area under the flagpoles.
- Sign in tables will be placed at the outer edge of the clubhouse awning on the western side. Tables will have
 - Pre-filled sign in/target allocation sheet.
 - Hand sanitiser

- Disinfectant spray and wipes.
- Ground crew only, will setup up the competition target butts, complete with target numbers and flags and place them on the range, as outlined in section 3.2
- Ground crew only, will place out lane numbers.
- Ground crew only, will place out any audio equipment required.
- Ground crew only, will place out timing clocks.
- Ground crew only, will place out target faces.

ARRIVAL

- Entrants will be directed, via email, signage and verbally, to enter via the path on the western side of the clubhouse.
- Entrants will hand sanitise and sign in as they enter and be directed to proceed straight to their target allocation to setup their equipment.
- Entrants will be reminded of all guidelines and of restricted access zones.
- Anyone who presents to the club in an unwell state, will be told to leave immediately.

DURING THE EVENT

- The club will hand over control of the event to Archery ACT or judge as appointed by Archery ACT.
- During change of distances, ground crew will be used to move all target butts and not the archers.
- Target face changes will be done by the ground crew.
- Access to clubhouse areas will be restricted to ground crew and organisers only.
- The club has many microphones available for use with the audio system. This minimises the need to share microphones. In the event a microphone needs to be shared, it shall be wiped over with disinfectant prior to being shared.

MEDAL PRESENTATION

Medal presentation is at the discretion of AACT and in accordance with AACT's covid-safe plan. If Medal presentation is to be carried out, the following will be adhered to:

- Entrants will be urged to pack up their equipment and if time permits, to put in their cars.
- Entrants will be urged to move to the grassed area under the flagpoles, for medal presentations. This area is large enough for everyone to be spaced far enough apart to maintain the necessary 4sqm/person, whilst being able to hear announcements.
- Archery ACT will conduct the medal presentation.
- At the completion, entrants will be encouraged to move on in a timely fashion.

PACK UP

- Ground crew will remove all target faces and place in the bin. Target faces that are suitable for reuse, will be sprayed with disinfectant and stored away in a quarantine situation, within the club's storage shed.
- Target pins, flags, target numbers and lane numbers will be washed and wiped over with disinfectant before storage.
- Target butts will be wholly wiped and sprayed with disinfectant before being stored away. The use of gloves will assist in not re-infecting items after being cleaned.
- Audio equipment, microphones and timing systems shall be wiped over with disinfectant before storage.

- Tables, chairs and any other equipment used, will be wiped over with disinfectant prior to storage.
- All signs and barrier control systems will be suitably disinfected prior to storage.
- Hand rails, door handles and any other common touch points to be disinfected before the club is locked up.

COACHING CAMPS (JETS, QUOLLS, RDP ETC.)

From time to time, the Canberra Archery Club will assist Archery ACT, by providing facilities for various coaching camps. The promoting and organising of these events, is solely the responsibility of Archery ACT. After discussions with Archery ACT about what requirements are needed for each individual event, the club may choose to either

- Close the entire range to allow Archery ACT full access to the club facilities. This will be done via email to all club members and via notices at the clubhouse.
- Close a portion or the range, allowing Archery ACT limited access to club facilities. This will be done via email to all club members and via notices at the clubhouse.

It will be Archery ACT's responsibility for all participants to adhere to the club's physical distancing requirements as outlined in section 3.2. Other requirements for the event will be:

- Participants will need to sign an attendance register that will be provided by either the club or by AACT.
- Anyone who presents to the club in an unwell state, will be told to leave immediately.
- Participants will place their equipment on the retaining wall behind the shooting line.
- The clubhouse awning area will be for admin purposes only, i.e. sign in. No congregating is to take place in this high traffic area.

Canberra Archery Club will provide all necessary cleaning equipment, hand sanitiser, disinfectant and wipes. It will be Archery ACT's responsibility to ensure that all equipment used, is cleaned before putting away.

- Target butts to be wiped over with disinfectant.
- Target pins to be disinfected
- Target faces to either be placed in bin, taken home or wiped over with disinfectant.
- Tables, chairs and any other equipment used, to be thoroughly wiped over with disinfectant.
- Hand rails, door handles and any other common touch points used, will be wiped over with disinfectant prior to the closure of the club.

COMMITTEE MEETINGS

Committee meetings will be held as a need by need basis. Meetings will be held at a location that is suitable to maintain the required 1.5m spacing and 4sqm/person rules.

5: COMMUNICATION

Canberra Archery Club will only provide advice to individual members that are relevant, via the three communication avenues; which are email, Facebook and our website. This report will be made available on our website. Only urgent updates or changes will be conveyed by email to all members. Signage and posters will be placed around the club to help remind members of current regulations.

6: INCIDENT MANAGEMENT

The club will nominate Klara Fay as the point of contact for a scenario when a member contracts COVID-19. Members will be instructed to contact the nominated point of contact

as soon as possible, after their diagnosis. Once an incident occurs, the club will employ relevant cleaning and communication procedures, as described in this plan; and also close the club for a period of 14 days. The club will retain logs of member attendance for a minimum of 14 days. These logs should be used in the event of an incident to support contact reporting in conjunction with ACT Health. It is recommended that in the event of an incident, that all club members are notified about the outbreak, and the steps the club is taking to reopen. It is recommended that AACT is notified of any incident as soon as possible, to ensure other clubs can be notified as required.

7: REVIEW AND MANAGEMENT

This document will be reviewed as a needs basis, to remain current with advice provided by ACT and Federal Government, as well as Archery Australia and Archery ACT guidelines.

8: ARCHERY AUSTRALIA GUIDELINES

For reference Archery Australia have provided their Guidelines.

|  Guidelines for Rebooting Archery into the community – based on Sport Australia Framework for Rebooting Sport | | |
|--|---|--|
| Level A | Level B | Level C |
| <ul style="list-style-type: none"> The responsibility lies with individual Archery Club and members to ensure that they are fully aware of and compliant with their own State Government legislation, Federal Government Legislation and any RGB advice, Only outdoor club activity can operate, no indoor archery activities are currently permitted. Hand sanitiser should be made available at each club. Archers should practice safe hygiene at all times, including washing hands for at least 20 seconds before and after any archery activity. State legislation on the maximum persons allowed at the archery club at any one time must be followed at all times. Archery equipment cannot be shared between archers. One Archer Per Lane – unless a family are shooting who live at the same address. It is recommended that only every second lane is opened/in use to help maintain social distances of 1.5m. No field archery is currently permitted unless in groups of one archer per target. No archery tournaments, QRE's or planned events are currently permitted (excluding online shooting competitions) | <ul style="list-style-type: none"> The responsibility lies with individual Archery Club and members to ensure that they are fully aware of and compliant with their own State Government legislation, Federal Government Legislation and any RGB advice, Outdoor and Indoor club activity can operate Hand sanitiser should be made available at each club. Archers should practice safe hygiene at all times, including washing hands for at least 20 seconds before and after any archery activity. State legislation on the maximum persons allowed at the archery club at any one time must be followed at all times. Archery equipment cannot be shared between archers. Appropriate distancing between archers should be adhered to at all time Field archery is permitted provided social distancing and restrictions in number of participants are adhered to. No archery tournaments, QRE's or planned events are currently permitted (excluding online shooting competitions). Sport Australia have provided a practical resource for clubs that provide a roadmap for a safe return to club activities – Click Here | <ul style="list-style-type: none"> The responsibility lies with individual Archery Club and members to ensure that they are fully aware of and compliant with their own State Government legislation, Federal Government Legislation and any RGB advice, Full training and competitions can resume Archers should practice safe hygiene at all times, including washing hands for at least 20 seconds before and after any archery activity Hand sanitiser should be made available at each club. |

9: USEFUL RESOURCES

ACT Health: <https://www.covid19.act.gov.au/home>

ACT Health Posters: <https://www.covid19.act.gov.au/resources>

ACT Sport and Recreation: <https://www.sport.act.gov.au/>

Archery ACT: <http://archeryact.asn.au/policies-procedures>

Archery Australia plan for rebooting sport: <https://archery.org.au/state-by-state-gudielines-covid-19>

AIS Framework for rebooting sport:

<https://www.health.gov.au/sites/default/files/documents/2020/05/australian-institute-of-sport-aisframework-for-rebooting-sport-in-a-covid-19-environment.pdf>

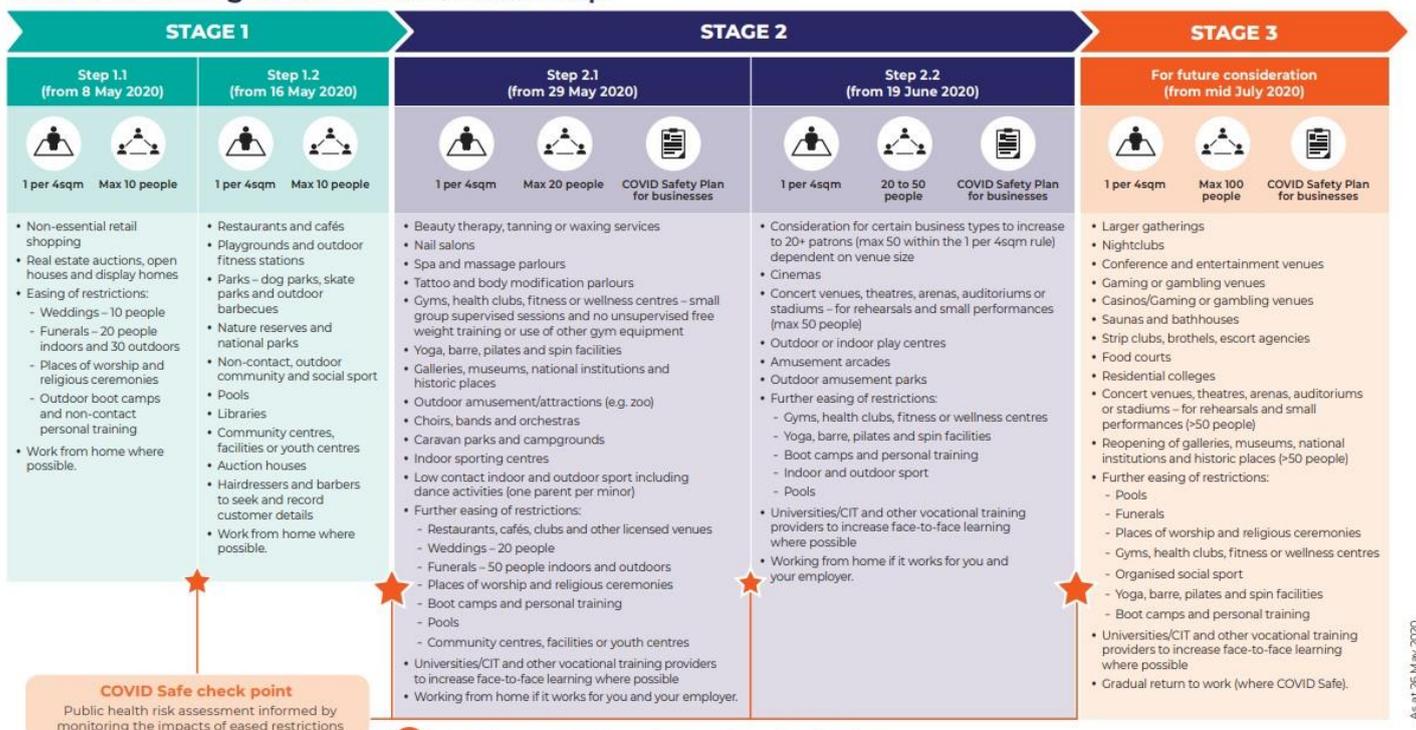
Safe Work Australia: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industryinformation/general-industry-information/cleaning#heading--8--tab-tocdoes_every_surface_need_to_be_cleaned?

Safe Work Posters: <https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>

10: CANBERRA'S RECOVERY PLAN

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COVID-19 Easing of Restrictions Roadmap



COVID Safe check point
Public health risk assessment informed by monitoring the impacts of eased restrictions

Use public transport in off-peak times when it is quieter, if possible.

As at 26 May 2020

RESTRICTIONS MAY HAVE EASED BUT YOUR RESPONSIBILITY HASN'T

- Maintain good hand hygiene
- Stay 1.5m apart
- Stay home if you are unwell
- Get tested if you have symptoms of COVID-19

Access Canberra Business Helpline – (02) 6205 0900
Detailed information on restrictions including FAQs at covid19.act.gov.au