



## **Geographe Outrigger Canoe Racing Club Inc.**

Based at Geographe Bay Yacht Club  
1 King Street, Busselton WA

Postal Address:  
PO Box 982  
BUSSELTON WA 6280

## **CLUB RISK MANAGEMENT PLAN**

Endorsed by the Club Committee: 24 October 2019  
Revised: 08 July 2020 Addendum: COVID-19 Safety Plan  
Revised: 08 September 2020 Addendum: Canoe Management

## **INTRODUCTION**

Geographe Outrigger Canoe Racing Club Inc. (Geographe Outriggers) is a non-profit organisation whose safety and operation is managed by club members. Geographe Outriggers adheres to the Member Protection Policies and Regatta and Training Rules as supplied by the national governing body The Australian Outrigger Canoe Racing Association (AOCRA).

The club is made up of a committee and its members. The Committee are as follows: President, Vice President, Secretary, Treasurer, and a number of general committee members.

The Secretary is the primary point of contact for club members and is also the person who makes direct contact with AOCRA and the Western Australian Zone of AOCRA (WAZA). AOCRA collects a club membership list via online registrations. The secretary also provides AOCRA with a list of the committee members via the AOCRA website.

The Club Committee at its meetings discusses guidelines and directives issued by AOCRA or WAZA amongst other business.

All paddlers are made aware of current and future requirements and their obligations as paddlers in relation to safety and conduct when representing the club at regattas and other paddling related functions and fundraisers.

This Risk Management Plan outlines the process required to ensure training sessions and other club activities are conducted in a safe manner. The risk assessment process is the responsibility of every individual paddler not just that of the club coaches, session leader, or steerer/captain. Every paddler is responsible for his or her safety at all times. To ensure that all paddlers are aware of their responsibilities, all club members are obliged to read, understand and acknowledge this risk management document.

# ADMINISTRATION

## Club and AOCRA Membership

Once a paddler has come and tried paddling for 6 sessions they must join as a member of the Geographe Outriggers and of AOCRA to be able to continue paddling.

Insurance fees are governed by AOCRA and membership fees are governed by the Geographe Outriggers committee and are reviewed at the club AGM each year.

AOCRA membership and insurance involves registering or renewing via [www.aocra.com.au](http://www.aocra.com.au) Members must register with AOCRA and shall only paddle if AOCRA membership status is current.

Club paper work completed must include the following each season:

1. Club Registration Form
2. Paddler's Risk Assessment Acknowledgement
3. Parent/Guardian Consent Form

If the paddler has a medical condition they must disclose this in their AOCRA application and their Club Registration Form. Swimming competence must be declared. A Medical Declaration Form (available online at the time of application) must be completed and signed by the paddler's doctor, and returned to the AOCRA registrar. The paddler's membership with AOCRA will not be complete until the AOCRA registrar receives this Medical Declaration.

A Parent/Guardian Permission Form needs to be signed for 14U Paddlers who intend to race in senior events.

## **Visiting / New Paddlers**

- 1.** Visiting or new paddlers will be under direct supervision of the Coach, Session Leader, or Steerer/Captain.
- 2.** A brief description of the sport and paddling expectations will be discussed prior to entering the water.
- 3.** For a non-AOCRA member an Indemnity and Release Form will be completed.
- 4.** New paddlers are entitled to 6 sessions only. After 6 sessions, the paddler **MUST** complete all club membership paperwork and pay AOCRA and club registration fees.
- 5.** New paddlers are not permitted to paddle for any further sessions until paperwork is completed and the club treasurer receives payment.

## **REPORTING PROCEDURES**

The AOCRA website contains all administrative documents, regatta schedules, sporting updates, latest news and regatta results. See also the WA Zone section of this website.

### **Incidents – Injuries and Equipment Damage**

1. All injuries sustained in training, competing or during travelling to or from training or organized regattas no matter how minor are required to be reported.
2. An online incident report “Report an Incident” must be completed as per AOCRA requirements. Members must log into the AOCRA website to be able to lodge an incident report. Incidents must be reported within 7 days of the event.
3. A copy of the report is automatically sent to the AOCRA Safety Officer and the WAZA and Club secretaries.
4. An incident report must be completed to enable a paddler to make an insurance claim for medical or related expenses and for equipment damage claims.
5. Insurance claims for equipment damage will not be processed by the AOCRA insurer unless an incident report detailing how the equipment was damaged is submitted to AOCRA via the incident reporting system on the AOCRA website.

### **Coaching**

1. Geographe Outriggers has qualified coaches, experienced assistants e.g. session leaders and canoe captains, and parent volunteers.
2. All coaches and assistants must meet the requirements of AOCRA’s Member Protection Policy and hold a current “Working with Children’s Check”.
3. Coaches must meet the requirements outlined in the AOCRA Member Protection Policy.
4. Coaching records are kept by all coaches and may be periodically reviewed by the Club President, WAZA Committee, and AOCRA.
5. Swim and tread water tests are logged by the coaches and records are kept by the club secretary.
6. Canoe huli (capsize) drills - with and without covers for OC6 - are logged by the club coaches and records kept by the club secretary.

# **GENERAL WATER SAFETY PREVENTATIVE MEASURES**

## **Geographe Bay**

Geographe Bay Yacht Club is located directly on the Indian Ocean in unprotected waters. When paddling in Geographe Bay there are some unique risk management issues.

A major risk is the potential for capsize nearby and/or collision with the Busselton Jetty in windy conditions. Steerer's should give the jetty a wide berth when paddling on the windward side of the jetty. Inexperienced steerer's should only choose to paddle between the pylons of the jetty in calm conditions. Paddlers in seat one (the Stroke) should be capable of steering the bow to alter course when required, such as avoiding a jetty pylon or another canoe.

Another potential risk is an interaction with pleasure craft in and around the Port Geographe Marina. Steerer's must have a good understanding of the rules regarding entering and leaving a port.

## **Margaret River**

Margaret River is generally a safe location to paddle. Site-specific risks that paddlers must be aware of include strong winds funnelling down the valley, shallow water entry/exit, and tree roots and under water snags. It is recommended to wear water shoes or booties while entering and exiting the canoes along the banks of the Margaret River. Paddlers must also be mindful of other river users including swimmers, kayaks, SUP's, and canoe tour groups. Steerer's must aim to allow at least a 10m clearance.

## **Swim Tests**

Swim tests must be conducted in accordance with the AOCRA Member Protection Policy – Paddler Suitability - Swim, tread and huli.

The policy is in place to ensure that paddlers are able to support themselves in the water, right and reboard a canoe in the event of a huli (capsize) or other incident.

## **Huli (Capsize) Drills**

Every season club members must undergo “capsize drills” during training. The coach will explain the capsize drill prior to the canoe entering the water and then a practical “flip” is carried out. The coach logs the participants’ names and date.

The capsize drill is conducted at the start of each season to ensure every paddler understands their role in the case of a real capsize. Never paddle in equipment that you are not prepared to lose should the canoe flip.

The risk of wearing a PFD and being trapped under a capsized OC6 must be considered. Wearing a Type 2 (Level 50) PFD is better than a Type 1 (Level 100) PFD for swimming out from under a capsized canoe.

## **Re-entering an OC6 Canoe**

There is a potential risk when re-entering an OC6 canoe from the water. A paddler needs to be able to reach high and lift their body out of the water and onto the gunnel or into the cockpit of the canoe before shuffling onto the seat. In this procedure, injuries have occurred including shoulder injuries and broken ribs. If a paddler believes he/she will experience difficulty re-entering the canoe safely then a sling or bridle/lanyard can be rigged and used to assist. This is carried with the paddler every time he/she enters the canoe. Care should be taken when assisting individuals into a canoe as back strain can occur.

## **Sun Protection**

AOCRA have a sun protection clause within the Member Protection Policy. Paddling involves long periods of time exposed to the elements and appropriate sun protection should be used including, hats, sunscreen, long sleeved shirts and sunglasses. Juniors should be encouraged to wear sun protection at all times.

## **Hydration**

Another part of being in the sun for long periods is the risk of dehydration from over exposure. Suitable water bottles should be taken and used during long paddles, for new paddlers frequent stops should be built into the training session by the coach.

## **Strong Wind Warning**

AOCRA has a strict policy on the use of canoes during strong and gale force wind warnings. Under no circumstances are canoes to be put in to the water during a gale force warning (34+ knots).

If a Strong Wind Warning (26-33 knots) is issued by the Bureau of Meteorology (BOM) and is current at the time of a training session or event, then a risk assessment needs to be carried out. Offshore winds on Geographe Bay can look deceptively “calm” but a few hundred metres offshore can lead to a dangerous situation particularly in the case of a capsize. An alternative location to paddle is within the protected waters of Port Geographe Marina, or the nearby “drain”.

# **CANOE SAFETY**

## **Canoe Captain's responsibility**

A captain is appointed for each crew for every training session. This person is often the steerer and ensures the safety of the canoe and the paddlers. He/she ensures that the canoe is equipped for the training session and meets the club and AOCRA safety requirements.

## **Steerer's responsibility**

The steerer (or master) of the canoe is legally responsible for the navigation and direction of the canoe and the paddlers in the canoe. All paddlers must follow the steerer's directions.

Geographe Outriggers requires all canoes to carry the following safety equipment during training sessions. This Safety Checklist is placed in a prominent position in the club shed.

## **OC12 – OC6 – OC4 SAFETY CHECKLIST**

1. A Type 1, 2 or 3 PFD must be carried on board each canoe or worn - one for each paddler – every time the canoe is put on the water.
2. Two bailers tied into the canoe with cord.
3. Tow rope secured to the canoe and ready for deployment.
4. Spare paddle secured to the canoe.
5. Rigging secure and bungs in place.
6. If training at or within 45 minutes of dark an all-round white light must be secured to the canoe for night navigation
7. Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the Coach, Session Leader, or Steerer/Captain.
8. Department of Transport requirements, including an in-date set of flares when paddling over 400m offshore - 2 handheld orange smoke flares (day use) and 2 handheld red flares (night use).

 <b>Department of Transport</b>		<b>Paddle Craft Safety Equipment</b>				
		<i>Protected Waters</i> lakes, rivers & inlets	<i>Unprotected Waters</i>			
			0 - 400 Metres	400m - 2 Nautical Miles	2 - 5 Nautical Miles	Over 5 Nautical Miles
	<b>Bilge Pump/Bailer</b> (Only if not self draining)	—	—	✓	✓	✓
	<b>Lifejacket</b> (Level 50S or higher)	<b>R</b>	<b>R</b>	✓	✓	✓
	<b>2 Red &amp; 2 Orange Flares</b> (in date)	—	—	✓ or ✓	<b>R</b>	✓
	<b>EPIRB / PLB</b> (in date)	—	—		✓	✓
	<b>2 Parachute Flares</b> (in date)	—	—	—	—	✓
	<b>Marine Radio</b>	—	—	—	—	✓

Contact Number: \_\_\_\_\_

Alt. Contact Number: \_\_\_\_\_

Note: In this diagram 'R' means recommended and ✓ means required

## OC1/V1 – OC2 SAFETY CHECKLIST

1. A Type 1, 2 or 3 PFD MUST be carried on board each canoe or worn - one for each paddler.
2. An ankle or knee leash is a mandatory safety feature and must be attached to OC1/OC2/ and V1 canoes. It is recommended that paddlers use them to ensure their own personal safety especially when offshore and/ or in conditions where the paddler/s may become separated from their canoe.
3. Check all rigging is secure and bungs are in place.
4. V1's require a bailer – tied in.
5. If training at or within 45 minutes of dark an all-round white light must be secured to the canoe for night navigation

## **Additional Precautions**

- All paddlers must use club Check-In/Out board, make note of the Canoe and Course, paddler's names, and an Estimated Time of Arrival (ETA) back at the club shed.
- Paddlers training or paddling outside scheduled club training times do so at their own risk and responsibility. Notify someone of your course and return time and paddle with a buddy.
- A mobile phone carried in a waterproof container is recommended with the Sea Rescue number placed in speed-dial as well as any other emergency numbers.
- There are no more than 6 paddlers in each OC6 canoe for any session unless a decision is made for coaching purposes.
- Paddlers must advise the Coach, Session Leader, or Steerer/Captain if they have an illness or medical condition that may increase their safety risk or others' risk while paddling on the water as a team.
- For sessions that start or finish in hours of darkness, paddle in areas away from major boat traffic.
- Any person showing signs of alcohol consumption or other erratic/unsafe behaviours will not be allowed in the canoe.
- Club canoes and equipment must be maintained to appropriately safe standards.

## **SPECIFIC SAFETY EDUCATION**

All paddlers should be made aware of preventative and safety measures and how to deal with situations such as:

- How to rig a canoe
- Safely lifting the canoe on and off the trolley
- Carrying canoes safely to the water
- Protecting the rudders of the OC1/2's
- How to use the PFD's
- Safely entering a canoe
- Understanding the wind and ocean currents
- Managing a canoe in the surf
- How to capsize and recover a canoe
- How to exit and reboard a canoe
- Use of storm covers
- How to rig the canoe tow rope
- Use of flares
- Bailing techniques
- Using a VHF radio to contact VMR Sea Rescue (Ch 16/80) and ACRM Base (Ch 80/22)
- Emergency Phone contacts for Ambulance, Busselton Hospital, Sea Rescue
- How to load the canoe trailer and tie the canoes down safely
- How to tow the canoe trailer safely
- Preparing for the sun, cold weather, and rehydration
- Canoe maintenance and repair

The club coaches should provide education and training for all paddlers in the above skills.

# UNUSUAL RISK MANAGEMENT SCENARIOS

Procedures are detailed below for the following unusual situations:

## **1. Canoe in unexpected severe weather (strong winds, heavy rain, lightning)**

In the case of an unexpected weather event all paddlers should remain with the canoe. The canoe has positive buoyancy and will not sink. Paddlers may be asked to don their life jackets by the Coach, Session Leader, or Steerer/Captain at the first sign of inclement weather or in poor visibility or darkness. In the case of lightning and/or thunder, the canoe shall return immediately to the nearest shore. If the paddlers are incapable of returning the canoe to shore then the use of a mobile phone is recommended to alert rescue authorities. Should the mobile phone be inoperable then flares should be used to alert the public.

## **2. Canoe fails to return, lack of light**

If a canoe does not return to the club at the expected ETA a search should be conducted based on the information left on the Check-In/Out board at the outrigger shed. This information will include Canoe Description, Intended Course, Paddler's Names, and ETA and should be provided to the authorities – Volunteer Marine Rescue and the Police.

## **3. Medical emergency** (e.g. heart attack, physical injury, unconsciousness, hyperthermia, sun stroke)

The coach, canoe captain, and steerer should be made aware who in their crew has current First Aid accreditation. Prevention should be the priority for any crew and all paddlers should be appropriately dressed and prepared for sun, cold water, and hydration. In the event of a medical emergency the most qualified first aider should carry out the appropriate first aid. Each season, a list of First Aiders names should be placed on the club notice board.

#### **4. Paddler separated from the canoe**

In the event that a paddler is separated from the canoe ('Man overboard' scenario) in rough conditions a spotter should be assigned who points directly at the swimmer and continues to point at the swimmer until the canoe is turned around and able to approach the swimmer for retrieval. In rough conditions, it is easy to lose sight of a swimmer in the water.

#### **5. Shark alert**

These can be via shark alert apps on smart phones, advice from other boaters or beachgoers, or via a shark-spotting helicopter or drone. When the Coach, Session Leader, or Steerer/Captain is made aware of a shark in the vicinity all paddlers are to remain in the canoe and the canoe is to return to the club or the nearest beach landing. Swimming, deep-water changeovers, and capsize drills should be conducted in waters where there have been no shark alerts within the previous 6 hours.

#### **6. Private tender boat**

The club sometimes uses private members' boats for paddling support and coaching purposes. The skipper of the boat must have a Recreational Skippers Ticket (RST) and ensure all Department of Transport requirements are met before taking club members on their boats. In the case of junior paddlers parental permission must first be obtained. Safety around paddlers in the water includes disengaging the propeller in the vicinity of swimmers and not using reverse gear around swimmers.

### **CONCLUSION**

Geographe Outriggers complies with all AOCRA policies, rules, regulations, requirements and guidelines. All members are made aware of their membership obligations and requirements for training and should will sign the Paddler's Risk Assessment Acknowledgement.

## Addendum: COVID-19 Safety Plan

# COVID-19 SAFETY PLAN

## Geographe Outrigger Canoe Racing Club

Association/Club	Geographe Outrigger Canoe Racing Club
Location	Geographe Bay, Busselton
President	Richard Lucas
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Version	1.2
Andrea Triffit is responsible for this document	

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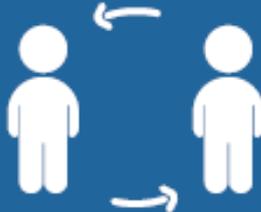
# PADDLE SAFE

TIPS FOR YOUR SAFE RETURN TO PADDLING  
AS A HIGH PERFORMANCE PADDLER



## LESS IS MORE

Limit the numbers around the boatshed and gym, and observe local restrictions around group sizes.



## PHYSICAL DISTANCING

Maintain physical distancing of 1.5m. Touch paddles instead of shaking hands.



## HAND HYGIENE

Wash your hands before and after each session and use hand sanitiser supplied.



## GET IN, TRAIN, GET OUT

Arrive ready to paddle and minimise the amount of time spent at paddling facilities.



## USE YOUR OWN

Use your own paddles and equipment during your sessions (e.g. heart rate monitor etc.).



## KEEP THE GYM CLEAN

A fresh towel is to be used every gym session. Use the towel for each exercise. Wipe down equipment after each use with the cleaning products provided.



## BRING YOUR OWN

Bring your own sunscreen, food, water bottle etc to avoid contamination.



## GO ONLINE

Limit face to face team meetings and go online where possible.



## BE COVID SAFE

Download the COVID-19 Safe App.

# Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by **Geographe Outrigger Canoe Racing Club** to support the 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 **Geographe Outrigger Canoe Racing Club** any facilities it controls, the playing/training behavior of all members and participants and the monitoring and reporting of the health of attendees at 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.

## 1. 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 o **Geographe Outrigger Canoe Racing 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 the club must consider and apply all applicable State and Territory Government and local restrictions and regulations. The club needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

## 2. Responsibilities under this Plan

**Geographe Outrigger Canoe Racing 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 **Geographe Outrigger Canoe Racing 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 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	Andrea Triffitt
Contact Email	dbtriff@yahoo.com
Contact Number	0413353595

**Geographe Outrigger Canoe Racing 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 the 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.

## 3. Return to Sport Arrangements

As at the date of this plan participants are training at Level C of the AIS Framework. The Plan outlines specific sport requirements that the club will implement for Level B and Level C of the AIS Framework.

**Geographe Outrigger Canoe Racing 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.

### 3.1 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.

## 3.2 Roadmap to a COVIDSafe Australia

**Geographe Outrigger Canoe Racing 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).

<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>

## 4. Recovery

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

At this time the Committee of **Geographe Outrigger Canoe Racing 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) N/A at this time	Plan Requirements (for activities under AIS Framework Level C)
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"> <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>
Training Processes	<ul style="list-style-type: none"> <li>• N/A at this time. In circumstances of regression Geographe Outriggers Will immediately review this plan as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Training to be permitted both in larger (OC6) and smaller (OC2, OC1, Va'a) boats</li> <li>• Club members will limit gatherings before or after training sessions</li> <li>• There will be no sharing of personal or club equipment during a single training session (for example, if a paddler selects a club paddle to use for training they will keep that paddle for the entire session and no other paddler will be permitted to use it)</li> <li>• Shared equipment will be sanitised before and after each use buy washing or wiping with suitable cleaner.</li> <li>• Personal equipment such as paddles will only be handled by the owner</li> <li>• There will be no physical contact between paddlers including high-fives, shaking hands or hugging</li> <li>• Paddlers will wash hands or use sanitiser prior to and after each session.</li> <li>• There will be no spitting, clearing nose or coughing permitted</li> <li>• Paddlers will maintain social distancing including lifting/carrying large boats (unless this poses a manual handling risk)</li> <li>• Water bottles will not be shared; each member will need to provide their own water bottle clearly labelled.</li> <li>• There will be a nominated Covid club representative at each session to ensure these guidelines are being adhered to.</li> <li>• Instateam will be considered a written record of attendance, the nominated session Club Covid Rep</li> </ul>

		<p>and coach will be responsible for ensuring this record is accurate</p> <ul style="list-style-type: none"> <li>• If a paddler chooses to ignore or fails to meet club Covid Guidelines they will be excluded from training by the Coach or assigned session Club Covid Rep</li> <li>• Should a paddler or coach become unwell or develop symptoms during a session, they will be isolated as soon as possible and assisted to return home or seek medical help. The nominated Covid Rep will notify local authorities and communicate advice from the authorities via the Committee.</li> <li>•</li> </ul>
Hygiene		<ul style="list-style-type: none"> <li>• Shared Equipment will be washed or wiped with sanitiser prior to and following use.</li> <li>• See also above.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• The club will email all members a copy of the Covid Plan highlighting Level C protocols along with a 1 page summary. The club will also promote use of the Covid Safe app via these emails.</li> <li>• Prior to each training session the Coach or nominated session Club Covid Rep will reinforce hand washing, general hygiene etiquette and social distancing requirements</li> <li>• The club will place written reminders at the entrance to and within the shed to promote good personal hygiene and social distancing measures</li> <li>• Any member will be permitted to remind another member of current Club Covid guidelines /responsibilities.</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)
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"> <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>N/A</p> <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>
Facilities		<p>Club facility is a shed. Toilet facilities are not owned or managed by the club, however the club has ensured that members are able to use these facilities following social</p>

		<p>distancing and hygiene guidelines</p> <ul style="list-style-type: none"> <li>The club fridge will not be used whilst Level C Restrictions in place.</li> </ul>
<b>Facility access</b>		<p>The number of paddlers accessing the shed at any time will be kept to a minimum. Following social distancing guidelines, there will be no more than 8 paddlers in the shed at any time. Where possible members will enter the shed through the door and exit through the roller doors.</p> <p>Spectators will not enter the premises and will maintain appropriate social distancing standing whilst outside the club</p> <p>The club will keep a written register of members accessing the facility including entry and exit time.</p>
<b>Hygiene</b>		See above
<b>Management of unwell participants</b>		<p>Members will not be allowed to participate if they have:</p> <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>Flu-like symptoms including cough, fever, sore throat, running nose</li> <li>Travelled interstate or internationally in the past 14 days</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> <li>Operation of the club's facilities in support of all Level B training activities in accordance with this Plan.</li> </ul>	As per Level B.

## Addendum: Canoe Management

### **Canoe management- Team lifting, carrying and storing of OC6 canoes**

- Appoint one person as the team leader to plan and communicate the lift instructions. Everybody else to listen and follow the lead persons instructions.
  - Only lift, carry, launch or store canoes with 5 or more persons.
  - A minimum of 4 people to lift, 1 person at back to steady canoe and 1 person to place the trolley under the canoe.
  - Always use beach trolleys to manoeuvre canoes.
  - Once the canoe is on the trolley, ensure at least 1 person guides the trolley with persons spread evenly along the canoe & 1 person supporting the ama.
  - Guide canoe safely into the shed listening to the team leader's instructions.
  - Before lifting into the designated storage space, the team leader to ensure each person is in a safe position and the load is distributed evenly.
  - At least 5 people to lift canoe (depending on weight of canoe) into place with somebody supporting the ama.
  - Place the canoe down first, and then slide it into desired position.
  - Ensure that the canoe is secure and safely stored.
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- Use correct lifting technique, think before you lift and adopt a stable position.
  - At the start of the lift, slightly bend your back, hips and knees to take the weight.
  - Keep the load close to your waist and ensure a good hold on the load.
  - Avoid twisting your trunk or leaning sideways while your back is slightly bent.
  - Keep your head up, look forward and move smoothly.
  - Don't lift more than you can easily and safely manage.