

# **3D Archery Association of Australia Inc**



## **INFECTIOUS DISEASE POLICY**

Effective from May 2020

## PREFACE

The Covid – 19 Coronavirus pandemic in 2020 changed the way we go about our day to day lives. The importance of hazard reduction / prevention measures are a part of this. Procedures such as hand sanitisation, social distancing and self-isolation are now very much an accepted and important part of how we live. The health and wellbeing of our members is paramount.

3DAAA recognises this Policy has been implemented in an effort to guide and protect our members as to best practices in regard to infectious disease control.

There are also implications with our Insurance. Response from the underwriters has indicated that they saw 3DAAA as a leading organisation that had now taken steps to reduce the risk.

Yours in Archery

Terry Sheather  
President  
3D Archery Association of Australia Inc.  
May 2020

**TABLE OF CONTENTS**

1. Authority .....4

2. Sunset clause .....4

3. Information and Purpose.....4

4. Jurisdiction .....4

5. Procedure .....4

6. Risk Management Matrix .....4

7. Removal of Affiliation .....5

8. Responsibilities under this Policy .....5

7.1 The 3DAAA National Management Committee must:.....5

7.2 Affiliated Club Management Committees must, as a condition of their Affiliation:.....5

**ANNEX A**

A. 3DAAA Risk Management Matrix

A1 to A2

## 1. Authority

This Policy is issued by the President under Rule 2.1 (s) of 3DAAA's Constitution.

## 2. Sunset clause

Unless reviewed or revoked, this Policy will remain effective until – 30 December 2024

## 3. Information and Purpose

To ensure all 3DAAA members and visitors are aware of and use routine infection control precautions.

## 4. Jurisdiction

This Policy applies to all 3DAAA members, affiliated clubs and visitors. 3DAAA recognises and understands that State, Federal and Local Governments guidelines and Local Council laws may vary. Accordingly 3DAAA maintain adherence to State and Local Government guidelines and make recommendations accordingly.

## 5. Procedure

3DAAA Clubs are to ensure a risk assessment forms are part of their annual and shoot risk assessments and comply with the current 3DAAA Requirements at the time of their Event.

3D AAA Committee, Clubs, Members and Visitors will ensure that appropriate Infection Control Procedures are adhered to. These include but not limited to:

- All Clubs, Members and Visitors are to comply with all Local, State and Federal legislative requirements.
- Hand hygiene – Clubs will provide waterless hand wash/ sanitation solutions where appropriate.
- Competitors will use their own equipment only.
- Social distancing – Clubs to promote this.
- Any Club equipment is to be thoroughly sanitised after each use.
- Arrows to be pulled by the owning archer once officially scored where possible.
- 3DAAA Clubs are to ensure a risk assessment forms part of their annual and shoot risk assessments.
- A separate Contact Tracing Information Database / Register is to be kept secure and contain Name, Phone Number, Email, Date and Time of Entry, Date and time of Departure, Shoot Group and Signature
- All Contact Tracing Information is considered personal information and is to be kept in accordance with privacy legislation and only to be released to an Authorised person when officially requested.

## 6. Risk Management Matrix

- 3DAAA Risk Management Matrix is to be completed at all Club organised event. Local State and National. (See Annexure A)

## 7. Removal of Affiliation

If in the opinion of 3DAAA, an Affiliated Club fails to adhere to this Policy or to the standard required by Government Guidelines, they can be asked to show due cause why their affiliation should not be revoked.

3DAAA may Revoke, Suspend or Request adherence the Club depending on the circumstances involved.

## 8. Responsibilities under this Policy

3DAAA and the Affiliated Clubs must take reasonable steps to ensure that the implementation, compliance and enforcement of this Policy.

### 8.1 The 3DAAA National Management Committee must:

- Adopt and comply with this Policy.
- Recognise and enforce any penalty imposed under this Policy.
- Publish, distribute and promote this Policy (and any amendments made to it from time to time) to the Clubs / Members in a practical manner and make a copy of this Policy publicly available.
- Use any Forms, Contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy.

### 8.2 Club Management Committees must, as a condition of their Affiliation

- Adopt and comply with this Policy.
- Promote this Policy (and any amendments made to it from time to time) to their Members in any manner required by 3DAAA.
- Use any Forms, Contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy in such documents as Contracts, Event Forms and Member Sign On forms, or as directed by 3DAAA
- Report to the 3DAAA National Management Committee, any breaches of the Policy



**3D ARCHERY ASSOCIATION OF AUSTRALIA**  
**ABN 37 082 971 439**  
**Affiliations: International Bowhunting Organisation**  
**Archery Alliance of Australia**

**Language:** English  
**Author:** 3D ARCHERY ASSOCIATION OF AUSTRALIA  
**Industry:** ARCHERY SPORTS  
**Description:** This checklist helps you assess your preparedness for widespread illnesses, such as viral respiratory infections like coronavirus/COVID-19 or the flu. Edit this template according to your situation.  
**Jurisdiction:** AUSTRALIA  
**Publish Date:** 30th April 2020  
**Name:** Viral Illness & Flu Epidemic or Pandemic Preparedness Checklist

Item Number:	Question	Yes	No	N/A	Observations/Comment
1	Do you have adequate clean hand-washing facilities equipped with soap and touch-free waste bins?				
	Do you have the above at each target or how have you catered for an equivalent safety measure?				
2	Where you cannot provide hand-washing facilities, have you supplied disinfectant-based hand sanitizer?				
3	Do you provide score cards / intruments for recording scores and encourage members to use correctly? (This can be done during a safety meeting, with a poster, etc.)				
4	Do you remind Members not to share equipment and other items? (Eg Signs)				
5	Have you removed or do you regularly disinfect commonly touched items/ Surfaces, such as club room magazines, water coolers, Sign on Pens, Sign on Diarys, Door handles, etc.?				
6	Have you got on display for members safety protocols ie. proper handwashing procedure?				
7	Have you explained to members how to protect themselves from illness while at the event? (Wash hands, avoid close contact, avoid touching others' personal items, etc.)				
8	Have you instructed members what to do if someone close to them falls ill? (Assign one primary point of contact and isolate the individual.) All Sign on Sheets must be tracked weekly as a minimum.				
9	Have you advised all Members/ Visitors of the requirements to attend the event? (If any Flu like symptoms stay at home and seek medical advice. Pre attence Brief/ Outline requirements prior to the event.)				
10	Do you have a ventilation system (Airconditioning/ Ducted System) and are they working properly? (Indoor Range/ Indoor Club room)				
11	Recording attendance and Contact Tracing Information details of members attending an event in the case of an outbreak is mandatory? Describe how you are recording these details and who at your club is point of contact for these details.				
12	Who is the designated Club person to coordinator and ensure all these conditions have been met? (Write their name and contact details in Observations/Comments)				

	13 Have you clearly communicated the 3DAAA Infectious Disease Policy to your members and potentially members attending from other clubs? (Brief Explanation in Observations/Comments)				
	14 Have you planned how you will protect assisting personnel from infection? Sign on volunteers/ Rangesetters ect) (Brief Explanation in Observations/Comments)				
	15 Does your Club have a infection control plan?				
	16 Does your Club have a Risk Management Plan to manage club events?				
	17 Are your Volunteers/ Members involved with cleaning duties included in your plan and protected through control and prevention measures? (Brief Explanation in Observations/Comments)				
	18 If you provide camping or housing for members, have you included prevention and isolation measures in your control plan? (Brief Explanation in Observations/Comments)				
	19 Have you allocated funds for your infection control supplies and plan?				
	20 Are you compliant with your current Local / State Legistalions? (Brief Explanation in Observations/Comments)				
	21 Are you compliant with your current Federal Legistalions? (Brief Explanation in Observations/Comments)				
	22 Are there any other requirements specific to the running of the event at your club or offsite grounds and how you are ensuring compliance. (Brief Explanation in Observations/Comments)				
Text	<u>Write Comments or Remarks here:</u>				