

# Victorian Community Sport and Recreation Organisations Guidance and Return to Play Plan – Camps & Activities Updated 1 JUNE 2020

## Return to Play Guidance for Community Sport and Recreation Organisations

This guidance and template has been developed to assist State Sporting Associations (SSAs), National Sporting Organisations (NSO's) and peak sport and recreation bodies prepare a Return to Play plan. Return to Play plans can be adopted and implemented by leagues, associations and clubs.

The Return to Play plan is intended to assist organisations return safely to sport and recreation activities under the latest [Directions issued by the](#) Victorian Chief Health Officer and allows each organisation to consider their activities and the environment in which activities take place.

SSAs will be supported in preparing Return to Play plans consistent with the Directions issued by the Victorian Chief Health Officer and this Community Sport and Recreation Guidance.

Sporting organisations will be responsible for developing and enforcing these Return to Play plans. Sport and Recreation Victoria can provide advice and support to organisations in the development of these, noting that those organisations are ultimately responsible for them.

Responses must:

- Align with the current Directions issued by the [Victorian Chief Health Officer](#)
- Provide complete responses and required supporting documentation
- Account for the current permitted level of sport or recreation activity in your plan, and identify how your plan will respond to changes in permitted levels of activity, whether that is community, competitive, non-competitive or recreation activities
- Ensure that activity resumption does not compromise the health of individuals or the community.

An automatic exemption will be made for individuals who have a disability or have additional needs and are unable to adhere to physical distancing rules of 1.5 metres apart (without additional support).

In instances where you are unable to find your sport or recreation activity listed in the [Resumption of Community Sport and Recreation activities list](#), you should refer to the Directions issued by the Victorian Chief Health Officer. Note: recreation includes all outdoor recreation activities, including outdoor education and adventure and the resumption of these activities will need to consider current Directions.

If you are a SSA, or a peak sport and recreation body and have any additional questions about preparing your Return to Play plan you can email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au)

All community sporting clubs, associations and leagues are encouraged to contact their SSAs or DHHS Infoline direct on 1800 675 398 for advice on compliance with the Restricted Activity Directions.

**Important note: Return to Play plans should be updated in line with the current Victorian Chief Health Officer Directions.**

**All eased restrictions and the proposed dates are subject to the advice of Victoria's Chief Health Officer and the continued and effective management of the spread of (coronavirus)COVID-19.**

## Roadmap for Return to Play for Victorian Community Sport and Recreation

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The Victorian Government has announced the gradual easing of restrictions throughout the state from 11:59pm Sunday 31 May 2020.

The roadmap provides sensible and gradual steps to safely returning to sport and recreation activities in Victoria. Explore the stages to learn more about how restrictions are easing. Planning your Return to Play is critical for organisations to keep COVID safe as restrictions are eased.

## From 26 May

The same Restricted Activity Directions as before but outdoor communal gyms, playgrounds and skateparks will reopen in adherence with public gathering limits.

## From 11:59pm on 31 May, the following community sport and recreation activities can resume according to the following rules:

- Up to 20 people can participate in group sport and exercise activities but it must be outside and non-contact.
- Up to 20 people can use public playgrounds, outdoor gyms and skateparks.
- Sport and exercise activities are only allowed if you can keep your distance (at least 1.5 metres apart) and they are not competitive.
- Indoor and outdoor swimming pools can be opened to a maximum of 20 patrons per separate enclosed space, subject to the four square metre rule calculated on the publicly accessible area excluding the pool and a limit of three persons per lane in each pool.
- Change rooms and showers remain closed. Patrons should shower at home prior to swimming and physical distancing applies to all non-water parts of pool facilities.
- Indoor physical recreation, sport centres and venues remain closed until at least 22 June 2020, as there is an increase in the risk of transmission while exercising in an enclosed space.

## Return to Play plan template

### Organisation details

Provide organisation name, contact person, phone number, type of organisation, ABN, address.

Australian Camps Association 'More People Outdoors More Often'

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The 'for purpose' Australian Camps Association (ACA) is the national peak body for camps and associated providers. We strongly believe that participation in supported outdoor experiences through camps and led adventure activities leads to happier and healthier lives.

The ACA provides groups of all kinds and interests with information about all types of camps (school camps, holiday camps, sporting camps, family camps, faith-based camps, etc) and assists them to book the camp venue that best meets their needs. We also support our member

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camps across Australia by providing resources and professional development that increases their capacity and capability to deliver excellent programs to groups from all walks of life.

Outdoors Victoria 'Live Life Outdoors'

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ABN 78 158 927 872

Outdoors Victoria is the peak body for outdoor adventure activities in Victoria, supporting and advocating for all people working in outdoor learning and education, recreational activity clubs, bush adventure therapy and nature-based tourism businesses.

Together, the Australian Camps Association and Outdoor Victoria support and represent the camps and outdoor adventure activities sectors in Victoria.

Both organisations have worked closely with the Outdoor Council of Australia (OCA) to produce two important documents that assist outdoor organisations to undertake safety/risk management planning regarding issues posed by COVID-19:

1. [COVID-19 Management Plan Template for Group Based Outdoor Activities](#)
2. [OCA Framework for Rebooting Outdoors Activities in a COVID-19 Environment](#)

## Outline your Return to Play plan under the following headings:

### 1. Hygiene

Facilitating the practice of good personal hygiene is important to slowing the transmission of coronavirus (COVID-19). Examples of personal hygiene measures that should be promoted include handwashing and covering mouth and nose with a tissue or sleeve during coughing/sneezing.

For information and procedures on cleaning and disinfection requirements, visit the [Department of Health and Human Services](#) and the [Commonwealth Department of Health](#).

What measures will you introduce to ensure all participants and spectators are maintaining personal hygiene?

The Australian Tourism Industry Council have developed a free COVID Clean online training tool.

Based on the [Safe Work Australia](#) guidelines, the COVID Clean module covers the steps businesses should be taking to provide a hygienic environment for staff and visitors, including :

- Training staff on the new health and safety procedures specific to your operation
- Creating cleaning policies, procedures and checklists tailored to your business
- Creating a COVID-19 Risk Register
- Signage and workplace posters to promote best hygiene practices to customers

The measures used for school student camps and activities appropriately will mirror the [Department of Education's Return to School Operations Guide](#) (last updated 5 June) and we'll be ensuring we are up to date with the latest Guide.

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- Outdoors Victoria has added the relevant [Safe Work Australia](#) documents to our website resource library for quick community access. We will ensure that these downloadable pdf's remain up to date and will continue to add further documents as required:
  - [How to clean and disinfect your workplace-COVID-19](#)
  - [CHECKLIST: Cleaning](#)
  - [CHECKLIST: Good Hygiene & Facilities](#)
  - [CHECKLIST: Physical Distancing](#)
  - [COVID-19 at the workplace infographic](#)

How will personal hygiene and cleaning of **facilities and equipment be maintained** to minimise transmission of coronavirus (COVID-19)?

- Extended and increased cleaning arrangements have been introduced and will continue. This involves progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services.
- The aim is thorough and regular sanitation.
- Thorough and regular cleaning needs to be undertaken of all transit areas, communal and meal break areas, shared facilities (eg. bathrooms and kitchens) and shared equipment.
- Clean, sanitise and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day and shared objects between use.
- Avoid use of items that are not easily cleaned, sanitised, or disinfected.
- Ensure safe and correct application of disinfectants and keep products away from unauthorised people.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors.
- Providers can accept bookings from multiple schools for the same time period, as long as measures can be put in place to avoid mixing between groups (e.g. staggered use of communal dining rooms and bathroom facilities) and that communal facilities are cleaned between use by different groups.

[CHECKLIST: Good Hygiene & Facilities](#)

## 1.2 Have you increased regular cleaning schedules for common use areas? Yes

### 2. Physical contact activities

Physical distancing decreases the risk of transmission by reducing incidence of contact with other persons through shaking hands, hugging or tackling. The Victorian Chief Health Officer's Directions require that participants take reasonable steps to maintain 1.5 metres distance from all other people.

For activities that contain physical contact, or close interaction with other people, what protocols or modifications to activities can be implemented to ensure physical distancing is maintained?

- Where there is physical contact adult guides and teachers will wear masks and gloves for eg. when fitting a mountain bike to student.
- Activities that involve more than momentary contact will be substantially altered or suspended.

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### 3. Arrival and departure of participants, officials, parents or carers

Physical distancing decreases the risk of transmission by reducing incidence of contact between people. The control of facilities and management of areas where people might gather will reduce the risk of coronavirus (COVID-19) transmission.

What measures have you put in place for managing entry and exit points, separating assembly areas, adjustments to activity timings and maintaining physical distancing of people?

Decisions will be informed by local circumstances, facility layout, design and street frontage and will differ at each facility.

Organisations will need to put in place arrangements that meet the intent of the health advice and ensure community confidence.

Specific attention should be paid to:

- Providing and opening as many entry and (different) exit points to the facility as can be safely managed.
- Providing signage to remind staff, students and families of the need for changed protocols.

The greater the likelihood of congestion, especially amongst adults, the more strategies the facility will need to consider.

- [CHECKLIST: Physical Distancing](#)

### 4. Spectators/gatherings.

Spectators, and other non-participants watching activities should not attend activities unless they have an essential role or they are parents and/or guardians. Public gathering limitations apply. Organisations should plan for activities without crowds to prevent the spread of coronavirus (COVID-19).

What protocols will be in place to restrict access to athletes and maintain recommended physical distancing?

Crowds are n/a.

People waiting to take part in an activity, or not directly involved in the activity are required to maintain a 1.5m social distance from both the activity participants and anyone else in the immediate area.

### 5. Sharing equipment

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In combination with good hygiene practices, a similar pre-emptive measure is to promote behaviours such as not sharing drink bottles, towels, and limiting the shared use of equipment. Equipment that touches the head of face or cannot be effectively cleaned (for example, if made from soft materials or clothing) should not be shared. Where sharing equipment cannot be avoided, equipment with smooth surfaces should be cleaned between sessions.

What modifications can be made to ensure there is no transmission of coronavirus (COVID-19) through the sharing of equipment, contact with equipment and/or contact with any surfaces where participants may be at risk of infection?

Strategies will include:

- Disinfection of shared equipment between usage by different participants,
- Potentially increasing the amount of equipment to minimise sharing of items,
- Staggering of groups to allow time for cleaning, and
- Modification of program content to minimise any extended periods of physical contact with participants, including the entire suspension of the activity if extended contact is unavoidable.

## 5.1 Do you have protocols in place for sports medicine staff who share medical equipment?

N/A

## 6. Group/team activity

The Victorian Chief Health Officer's Directions currently limit gatherings to up to 20 people outdoors (plus a coach or the minimum number of support staff reasonably required to manage the activity) which impacts team or group activities.

For team activities, what protocols are in place to enable a staged return to activities of small groups (up to 20) in non-contact formats?

We recommend that all outdoor programs have only a maximum of 20 participants, or substantially less. This is easily achievable as most outdoor programs commonly worked with smaller groups pre-covid-19

## 6.1 Are changes required to participant behaviour during sport activities in addition to no shaking hands and high fives?

Yes

## 7. Indoor physical recreation facilities (including gyms) (PLEASE NOTE THAT INDOOR SPORTING ACTIVITY REMAINS PROHIBITED)

Activities reintroduced to indoor stadiums, gyms, fitness centres or health clubs need to be done so in a cautious and methodical manner. The principles of physical distancing, personal hygiene measures, cleaning equipment and implementing the density ratio of one person per four square metres still apply.

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For information and procedures on cleaning and disinfection requirements, visit the [Environmental cleaning and disinfection principles for COVID-19](#).

How will you control access to the facility to ensure separation of 20 people per enclosed space and up to 10 people per group/activity?
All activities are outdoors, aside from meal times at camps where they will be accommodated with no more than 20 people in each enclosed space.
How will you monitor physical distancing of 1.5 metres between each person and the density ratio of one person per four square metres inside the facility?
<p>Adults are required to comply with physical distancing requirements.</p> <p>To achieve the 4 square metre 'rule':</p> <ul style="list-style-type: none"> <li>• calculate the area of the room (e.g. length of room in metres x width of room in metres = area of room in square metres), and</li> <li>• divide the area of the room by 4.</li> </ul> <p>For example, if you had a room that was 160 square metres in size, you should only allow up to 40 people in the room, to allow each person to have 4 square metres of space.</p> <p>To achieve the 1.5 metre distancing rule, organisations may need to adjust the layout of the workplace and workflows to enable adults to keep at least 1.5 metres apart whilst performing their duties. This could be achieved by spreading out furniture or plant to increase distancing, or considering floor and/or wall markings and signage to identify 1.5 metres distancing requirements.</p> <ul style="list-style-type: none"> <li>• As per the DET's Return to school Operations Guide, there is no need for social distancing required for students.</li> </ul> <p>The only exception is adults are required to fit specialised equipment to students. In these instances, the contact will be brief and gloves and masks will be worn.</p>
What are the cleaning protocols and procedures for high contact areas and the ability for sanitisation between each contact?
<ul style="list-style-type: none"> <li>• Thorough and regular cleaning needs to be undertaken of all transit areas, communal and meal break areas, shared facilities (eg. bathrooms and kitchens) and shared equipment.</li> <li>• Clean, sanitise and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day and shared objects between use.</li> <li>• Avoid use of items that are not easily cleaned, sanitised, or disinfected.</li> <li>• Ensure safe and correct application of disinfectants and keep products away from unauthorised people.</li> <li>• Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors.</li> </ul> <p><b>Protocols also need to factor in staggering of groups through particular activities and areas of any facility. Some programs may need to be altered to accommodate the extra time needed to sanitise areas and equipment.</b></p>

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Sanitation stations to be located in appropriate areas throughout a facility or activity.

## 8. Public Aquatic Centres (indoor and outdoor)

Swim centres or public aquatic centres must consider the possibility that coronavirus (COVID-19) might be transmitted through visitors or in the workplace. Owners, operators and swimming clubs must be prepared to respond appropriately, effectively and consistent with advice from health authorities. Life Saving Victoria is preparing tools and resources to guide businesses and facilities plan for a phased reopening of public pools. Visit [lsv.com.au](http://lsv.com.au) for further information. Check with your local council to find out if your swimming pool is open, the hours of operation and the processes your local council has in place to protect your health and safety.

How will you control access to the swimming pool and the centre to ensure 3 persons in each lane and 20 patrons per swimming pool is maintained?
n/a
What education and communications for swimming clubs and recreational users will be available to support effective implementation of the records, cleaning and signage requirements?
Have you consulted with Life Saving Victoria about specific guidance for the safe operation of swimming pools during the period of restrictions?
n/a

## 9. Travel

Travel is allowed for permitted activities, including day trips and overnight stays in private residences, subject to private gathering restrictions. Overnight stays are permitted in tourist accommodation provided there is no use of communal facilities.

How can your return to play plan ensure travel is minimised and participants stay in the local neighbourhoods and towns?
Where possible, groups will stay at the one venue for all activities and not travelling to other sites if unnecessary. The following are taken from <a href="#">SA Health COVID-19 Principles for Transport and Tour Vehicles</a>
<ol style="list-style-type: none"> <li>1. No one should travel if unwell or experiencing symptoms. <ul style="list-style-type: none"> <li>• This applies to everyone - passengers, tour operators and drivers.</li> </ul> </li> <li>2. Passenger numbers and seating <ul style="list-style-type: none"> <li>• The total number of passengers permitted on transport and tour vehicle is no more than 20. This does not include tour operators, the driver and other people undertaking official duties.</li> <li>• Physical distancing measures do not apply for children.</li> <li>• The density requirements of 1 person per 4 square metres do not apply, but where possible adult should space out and leave spare seats / rows in-between passengers.</li> </ul> </li> </ol>

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- Family units, friends or people who otherwise normally associate with each other can sit next to each other.
  - Seating should be assigned and passengers should sit in the same seat for the duration of the journey/tour, avoid walking up and down the aisle and touching seat headrests.
  - The contact details of passengers should be retained for contact tracing purposes.
3. Entering and exiting
- Consideration should be given to pre and post trip passenger movement and flow, this includes how passengers enter and exit the vehicle.
  - Maintain social distance whenever possible (including in waiting areas, terminals, platforms etc.) and avoid close contact with the driver and other passengers.
  - Passengers embarking the vehicle should load from the back first.
  - Passengers disembarking should leave from the front first.
4. Maintain good personal hygiene
- Passengers and staff should maintain good personal hygiene at all times by:
  - Washing hands regularly and using hand sanitiser before entering the vehicle.
  - Drivers and tour operators should make hand sanitiser available for passengers where possible and passengers should be encouraged to carry their own supply.
5. If using a hire self-drive bus, ensure transport supplier has appropriate COVIDSafe Workplan.
- Wipe down common touch points – steering wheel, gear lever, column stalks, door handles, seatbelt clips, window lifts / slides, boot handle, trailer handle if used – before and after travel.
  - Provide tissues and hand sanitising materials.
  - Put used tissues / sanitising wipes in bin (may need to purchase a lined foot pedal operated bin for hire bus use).
  - Empty receptacle into a safe bin regularly.
  - Avoid public toilets / public spaces on route to camp if possible. If unavoidable, try to maintain sanitising as best you can.

## 10. High injury risk activity

To reduce the strain on Victoria's health and emergency services, common sense should be used in avoiding activities that have a high risk of injury that may result in hospitalisation.

What measures are in place for high injury risk activities that may result in hospitalisation?

Many outdoors adventure activities are covered by safety guidelines and in the case of government and Catholic schools, the [DET's Safety Guidelines for Education Outdoors](#).

For all other groups the [Australian Adventure Activity Standard and Good Practice guides](#) will be followed.

Other outdoor adventure activities also require accreditation of the instructors/guides through a relevant peak activity association, so facilities and activity providers will be adhering to these requirements.

Statistics provided through the [UPLOADS program](#) demonstrate that the outdoor sector experiences lower injury rates than competitive sports.

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## 11. Protocols

What protocols or processes are in place to check if participants are free of coronavirus (COVID-19) symptoms?

Staff and participants are given the following directions:

1. Staff
  - Stay home if you are feeling unwell, or if you have been in contact with anyone diagnosed with COVID-19 and have yet to complete your 14-day self-isolation.
  - If anyone has COVID-19 like symptoms they must get tested and cannot attend camp.
  - All staff are required to complete online COVID-19 training <https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19>.
  - Consider downloading the COVID-19 App.
  - Consider having a flu shot.
  - Comply with common protocols – coughing, sneezing, social distancing.
  - Use non-contact greetings.
2. Campers
  - Group must carry out pre-camp screening – if any COVID-19 like symptoms are present, that person cannot attend camp and they must get tested.
  - No camper is to attend camp if feeling unwell even if they have non COVID-19 like symptoms.
  - Travel – ideally no more than two people in a car.
    - If using a bus, ensure transport supplier has appropriate Covid safe plan.
    - Wipe down common touch points – steering wheel, gear lever, column stalks, door handles, seatbelt clips, window lifts / slides, boot handle, trailer handle if used – before and after travel.
    - Provide tissues and hand sanitising materials.
    - Put used tissues / sanitising wipes in bin (may need to purchase a lined foot pedal operated bin for hire bus use).
    - Empty receptacle into a safe bin regularly.
    - Avoid public toilets / public spaces on route to camp if possible. If unavoidable, try to maintain sanitising as best you can.
  - The host site will maintain best practice – bathrooms, dining rooms, sleeping areas, equipment, etc.
  - Record all staff and participants on site in case of a need for future contact tracing.
  - Use facemasks, apron and disposable gloves when providing personal care.
  - Don and doff as per <https://www.youtube.com/watch?v=84CydmuHXD8>
  - Immediately dispose of used PPE.
  - Daily temperature checks using hand held digital thermometers.

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Note: Be aware that (i) a person may run quite high range normally, (ii) time of test might affect outcome and (iii) have an agreed process in place if someone tests outside of range – eg point below.

What protocols do you have in place for people who present to training with symptoms consistent with coronavirus (COVID-19) (fever or respiratory symptoms such as cough, sore throat and shortness of breath)?

- [COVID-19 at the workplace infographic](#)
- If any camper or staff member shows any COVID-19 like symptoms they must leave the camp immediately and self-isolate.
- Where there is a suspected or confirmed case of COVID-19 in a camp, the camp should contact the National Coronavirus Helpline ([1800020 080](tel:1800020080)) which operates 24 hours a day, 7 days a week for further advice.
- In the event of a suspected or confirmed COVID-19 case DHHS will contact the individual to identify the close contacts and the causal contacts. If the employee or participant has attended a camp while they were infectious and had close contact with other people, DHHS will contact the camp.
- All incidents involving any symptoms or possible infection breaches must be logged.

How will you coordinate and communicate and changes to the directions to your clubs, members and stakeholders?

- The Australian Camps Association publishes weekly member newsletters, monthly updates to the wider outdoor sector and member bulletins as required. We have a staff member dedicated to keeping all COVID 19 resources up to date.
- The ACA maintains an online member resource library called Outdoor Business Online, with a particular folder on COVID-19 information. This is normally locked for member only access but is currently made available to anyone who may benefit from the resources.
- The ACA also publishes templates and Guidance documents, including [a COVIDSafe Workplace Plan for Camps](#), and a [COVID 19 Guidance Document for Camps](#).
- In addition, the ACA and Outdoors Victoria are members of the Outdoor Council of Australia and have both contributed to, and have access to, OCA resources (for example the OCA's COVID-19 Management Plan Template and the OCA's Framework for Rebooting Outdoor Activities in a COVID-19 Environment).
- The ACA conducts webinars for all members to keep them informed of best practice and any developments.
- Outdoors Victoria (OV) in addition provides regular COVID-19 Bulletins and a monthly newsletter to further inform the outdoor sector in Victoria (2,800 subscribers).
- OV maintains an online resource library, with a new COVID-19 section information. We have a staff member dedicated to keeping all COVID 19 resources up to date.

## 12. Communication

Communicating coronavirus (COVID-19) risk mitigation strategies to participants is vital. Setting and promoting expectations for required behaviours prior to recommending activities will be crucial to ensuring activities remain safe for all participants.

List the measures you will use to communicate and provide guidance to participants and clubs?

As above.

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ACA members are also members of VTIC and have access to VTIC communications and resources. Most camps are accredited through the Quality Tourism Framework, which has a COVID-19 Cleaning Module incorporated into that system.

## **8.1 Do you have protocols to advise participants, officials and parents or carers to not attend if they are feeling unwell? Yes**

See section 11.

## **8.2 Do you have strategies to address non-compliance? Yes**

Facilities activity providers are to refer to the Quality Tourism Framework verification process (VTIC).

Immediate removal of non-conforming participants.