



Office of Sport

Sydney International Regatta Centre

Reopening procedures

Effective 1 July 2020

Updated 1 August 2020

PURPOSE

The Office of Sport (the Office) is working closely with government agencies to provide guidelines and principles for sporting organisations to recommence activity in a safe manner, in adherence with the current NSW Public Health Orders (the Health Order) issued by the NSW Minister for Health. These guidelines and principles will also assist the Office in determining what activities will be permitted at the Sydney International Regatta Centre (SIRC).

This procedure document will outline the mandatory steps to prevent infection and control of COVID-19, based on NSW Health recommendations. This document is an operational protocol for SIRC staff and users setting out how SIRC will operate under [Public Health \(COVID-19 Restrictions on Gathering and Movement\) Order \(No 4\) 2020](#) as amended on the 16 and 23 July 2020.

The Public Health Order requires

- a maximum density of one person per four square metres other than for the specified exempt gatherings or recreation facility (major), as defined in the PHO.
- the organiser of a community sporting activity must ensure that a gathering for the activity involves no more than 500 participants.
“Participant” includes:
 - a) a person engaged in the sporting activity, and
 - b) an official involved in the conduct or organisation of the sporting activity, and
 - c) a spectator of the sporting activity
- the organiser to keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, for a period of at least 28 days.
- the organiser of any event in a food and drink area must have a nominated **COVID-19 Safety Hygiene Marshal** responsible for ensuring the COVID-19 Safety Plan for the venue is being adhered to. For each separate area within the hospitality venue., the maximum number of persons in each of the areas is the lesser of
 - a) the number of persons that is equivalent to one person per 4 square metres of space in the area, or
 - b) 300 persons
- the organiser of a community sporting activity must ensure that a gathering for the activity involves no more than 500 participants.
- the organiser of a community sporting activity that involves a gathering of more than 20 participants must –
 - a) develop and comply with a COVID-19 Safety Plan that addresses the matters required by the COVID-19 safety checklist approved by the Chief Health Officer for community sporting competitions and published on the New South Wales Government website ([Safety Plan for community sporting competitions](#)) and

- b) keep a copy of the COVID-19 Safety Plan and make it available for inspection by an authorised officer as requested.

Variations from this Procedure must be approved by the Director Greater Sydney Region, or the Executive Director, Regional Delivery.

The following set of procedures has been developed to to implement the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020*, as amended on the 16 and 23 July 2020 and the NSW Government COVID-19 restrictions on people that have attended of the known locations where a COVID-19 case has occurred.

RESTRICTIONS ON PEOPLE FROM LOCATIONS WHERE KNOWN CASES HAVE OCCURRED

All COVID-19 Safety Plans must ensure processes are in place to exclude participants (including spectators and officials) if they have

- visited Victoria in the 14 days prior
- attended any of the reported case locations during the dates listed on the NSW Health website (<https://www.nsw.gov.au/covid-19/latest-news-and-updates>)

These restrictions also apply to SIRC casual hirers.

Any person who has been to any of the reported case locations places within the dates is strongly advised to:

- immediately [self-isolate](#) until 14 days after you were last there
- [get tested](#) even if you have no symptoms
- watch for [COVID-19 symptoms](#) and get retested should any symptoms recur
- even if you get a negative test, you must [stay in isolation for 14 days](#) (this is because it can take 14 days before you may show symptoms or test positive).

The reported case location list is updated regularly. Please check for the latest list of COVID case locations at <https://www.nsw.gov.au/covid-19/latest-news-and-updates>

OPENING DATES

SIRC is currently open for use. Bookings are essential.

The SIRC will be operating in zones across the venue, the zones applied to your booking will be based on your activity and participant numbers, this is to enable compliance with the Health Order and to ensure groups do not come into contact with each other.

An Organisation can only book 1 (one) Zone within the Venue for their activity. For example, an Organisation cannot book the island for 500 participants and the Southern Bank for an additional 500 participants.

RECORDS AND EXCHANGE OF INFORMATION

All people entering the Venue must provide their contact details (name, mobile number or email) at time of entry at the SIRC Venue Management Office unless that person

- is a member of a discreet group of people who are attending the premises together and the Venue obtains contact details from one adult member of the group (for example a person who makes a booking or reservation)
- part of an organised Sporting Competition/Event or Community Group Booking, as records will be kept by the Booking organisation
- is using the precinct for activities that are recreational, casual and not an organised group activity.

The Venue is required to keep the records for at least 4 weeks.

COMPETITIONS

From Wednesday 1 July 2020, community sport competitions can restart for participants of all ages.

Under the current restrictions of the Health Orders, all bookings for each zone are limited to a maximum of 500 participants and a maximum density of one person per four square meters, including all participants, support staff, coaching and officials.

CURRENT RESTRICTIONS

Hirers are reminded that they must comply with the current Public Health Order and follow the recommended physical distancing measures.

- All gatherings are limited to 500 participants or a maximum density of one person per four square meters. This includes athletes, coaching staff, participants, support staff and spectators
- Individuals should maintain distance of 1.5m
- Change rooms / Change areas / Showers will be closed
- Toilet areas will be available
- Organisations/Groups facilitating activities are responsible for ensuring compliance with the Health Orders under the overarching supervision of the Sydney International Regatta Centre

Specific SIRC Requirements

- Boat Shed access will be limited to a maximum density of one person per four square meters at any one time
 - The Capacity of each boat shed, based on one person per four square meters, will be displayed on the front of each Boat Shed
- Boat Racks will not be available, training groups will need to use own slings

Canoeing, kayaking, surf ski, paddling, and rowing

- If outdoors, groups of up to 500 participants (including athletes, support staff and spectators), with at least 1.5m between each vessel and participants / coaches practising physical distancing are permitted.

Dry land training

- Group resistance training sessions and ergometer training placed at least 1.5m apart and one person per 4 square metres.

Cycling, running and multidiscipline sports

- Maximum Group Rides of 500 participants, including athletes, officials and spectators

Any other sporting disciplines, or recreational activity bookings will need to be discussed in further detail with the Venue Management Team. All bookings will be required to comply with current Public Health Orders and recommended Social Distancing measures.

HOURS OF OPERATION

SIRCs general opening hours are from 06:30am – 17:00pm on all non-event days

There will be two time slots available for training. These time slots include rigging of boats and on-water training:

1. Venue access from 7:00am and off site by 11:00am and
2. Venue access from 12:00pm and off site by 4:00pm

SIRC opening hours on all competition or event days will be determined by the event requirements.

Community Group booking times will be determined by the booking requirements.

SAFETY PROCEDURES

General Hygiene

- If any person has had any contact with a person who has tested positive to COVID-19 or has displayed symptoms in the last 14 days, do not attend the

venue. People with COVID-19 symptoms should, get tested at a COVID-19 testing clinic self-isolate until they get their results. Symptoms include cough, sore/scratchy throat, shortness of breath or fever.

- Staff, participants, and hirers must practice physical distancing through reducing close physical contact and good personal hygiene must be practiced at all times. This means people
 - keep 1.5 metres away from others wherever possible and one person per 4 square metres
 - avoid physical greetings such as handshaking, hugs and kisses
 - use tap and go instead of cash where possible
 - travel at quiet times and avoid crowds
 - if you see a crowded space do not enter
 - avoid large public gatherings
 - practise good hygiene
 - must stay at home if they have any cold or flu symptoms. Seek medical advice and get tested for COVID-19

- Avoid touching your face, with unwashed hands.

- All amenities at SIRC have soap dispensers. Please ensure that you wash your hands for at least 20 seconds (following the good handwashing hygiene recommendations). Use alcohol-based hand sanitisers when you can't use soap and water.

- The current Health Order permits the use of outdoor equipment with caution. Users should wash their hands before and after the equipment is used and assume that others that use the equipment could have the virus.

- Office of Sport has supplied soap dispensers in the amenities blocks. Please ensure that you are washing your hands for a full 30 seconds.

- Please ensure you are using proper hygiene etiquette by coughing and/or sneezing into your arm or tissue. If using a tissue, please place it in the bin after use and then re-sanitise your hands.

- Patrons must take responsibility for their own health and safety and assume the venue is unclean (it is outdoor). Ensure you clean the equipment and surfaces before use. Wash or sanitise your hands prior to and after handling any equipment or touching surfaces.

- Booking Organisers are responsible for supplying Personal Protective Equipment (PPE) to protect their participants and others. (e.g. hand sanitiser, gloves)

- Lunch must be eaten within the training groups allocated training zone.

- Additional cleaning measures have been put in place within each of the allocated zones, with detailed cleans happening between each time slot, however, patrons are to assume the Centre is unclean (it is outdoor) and they are to clean their training area prior to and after use.
- No spitting in public. If you need to spit, please spit into a tissue, and place it in the bin then re-sanitise your hands.
- A 4-metre square space will be enforced per person. Please be aware of this and if asked by an Office of Sport staff member to abide by this rule, please do so with respect or you will be asked to leave.
- There will be no entry to the Venue Management Office. Please do not ask for access.
- All Venue Management Staff will conduct random checks of training groups and events as they perform their daily tasks around the venue. Staff will have the authority to correct behaviours or report any non-compliance to senior Venue Management personnel

SPORTING COMPETITION OR EVENT OPERATIONAL PROCEDURES

1. Sporting Competitions or Events can only have a maximum of 500 participants (including athletes, officials and spectators) with a maximum density of one person per four square meters at a time.
2. Participants, officials and spectators cannot interact with any other group or activity at the venue.
3. All Competitions or Events must be pre-booked with the SIRC Venue Management Team – This can be done by calling the team on (02) 4730 0000.
4. The Organisation will be allocated a specific zone within the Regatta Centre based on their competition or Event requirements
5. Therefore, at the time of booking the organiser must specify:
 - a. The type of competition/event
 - b. Confirmed number of participants
6. Prior to the booking being confirmed the organiser must provide:
 - a. A COVID Safe Plan, if participant numbers exceed 20 (including participants, officials and spectators)

7. The Organisation will be required to collect all contact details (name, mobile number or email) of those participants in attendance on the day of their competition/event

NOTE: Additional Security or Staff may be required to ensure that numbers of the competition or event does not exceed 500 participants, this will be at the expense of the organisation

TRAINING OPERATIONAL PROCEDURES

Booking in procedure

1. Training groups can only have a maximum a maximum of 500 participants (including athletes, officials and spectators) and a maximum density of one person per four square meters at a time.
2. Participants and support personnel cannot interact with any other group or activity at the venue.
3. All Training Sessions must be pre-booked with the SIRC Venue Management Team and advanced payment will be required – This can be done by calling the team on (02) 4730 0000.
4. There will be two time slots available. These time slots include rigging of boats and on-water training:
 - a. Venue access from 7:00am and off site by 11:00am and
 - b. Venue access from 12:00pm and off site by 4:00pm
5. Three training groups can be allocated into each time slot.
6. Groups will be allocated a specific zone within the Regatta Centre, with their own designated land area, pontoons, and toilets.
7. Therefore, at the time of booking the organiser must specify:
 - a. The type of training
 - b. Confirmed numbers of participants
The preferred time slot
8. Prior to the booking being confirmed the organiser must provide:
 - a. A COVID Safe Plan, if participant numbers exceed 20 (including participants, officials and spectators)

9. 24 hours prior to the training booking, the organiser will receive a confirmation email along with their allocated training time, training zone, on water training map and any required training documentation

Admittance to the Venue Procedure

1. The nominated representative must be the first arrival on site and notify SIRC of their arrival.
2. The nominated representative is to facilitate that their participants are notified and directed to the designated meeting area
3. The nominated representative will be required to collect all contact details (name, mobile number or email) of those participants in attendance
4. The nominated representative will be required to marshal all members at the designated meeting area. Once all members have arrived the nominated representative will call the Venue Management team using the number on the sign in form to gain access to the Island.
5. Please ensure members of the training group arrive on time, otherwise they will be cutting into their training time
6. All cars are required to park in P1. NOTE: any access to the boat sheds is to be pre-organised with Venue Management staff and only boat trailer and tow vehicles will be permitted to park within your allocated zone.
7. Throughout the training session SIRC Venue Management team will monitor the numbers within the allocated zone and if this is exceeded in any way, or members are not abiding to the 1.5m distancing, a warning will be given, if further breaches, ALL MEMBERS will be asked to leave.
8. Coaches must remain on the Island area of the venue and cycle down the Media Road ONLY, between the Eastern Bridge (750m) to Grandstand. No coaches are permitted to cycle along the southern bank pathways. Any coaches cycling on the Southern Bank will be provided with a warning, if the coach continues to use the Southern Bank ALL MEMBERS of the training session will be asked to leave. The pathway usage will be monitored by CCTV.
9. At the end of the allocated time slot, members will leave the venue, a clean of each zone will be conducted prior to the next group being allowed access to the Venue. Any zone left with rubbish laying on ground or pontoons will be charged additional cleaning fees.

NOTE: Additional Security or Staff may be required to ensure that numbers of the training booking does not exceed 500 participants, if required this will be at the expense of the organisation.

COMMUNITY GROUP OPERATIONAL PROCEDURES

Booking in procedure

1. Community groups can only have a maximum of 500 participants with a maximum density of one person per four square meters at a time, including all support personnel.
2. Participants and support personnel cannot interact with any other group or activity at the venue.
3. All Community Groups must be pre-booked with the SIRC Venue Management Team – This can be done by calling the SIRC Events team on (02) 4730 0000.
4. Community Groups will be allocated a specific zone within the Regatta Centre, with their own designated land area. This zone will be the same as the allocated area prior to COVID-19
5. Therefore, at the time of booking the organiser must specify:
 - a. The type of Community Group
 - b. Confirmed numbers of participants
6. Prior to the booking being confirmed the organiser must provide a COVID Safe Plan, if participant numbers exceed 20 (including participants, officials and spectators).
7. 24 hours prior to the Community Group booking, the organiser will receive a confirmation email along with their allocated zone.

Admittance to the Venue Procedure

1. The nominated representative must be the first arrival on site and notify SIRC of their arrival.
2. The nominated representative is to facilitate that their participants are notified and directed to the designated meeting area.
3. The nominated representative will be required to collect all contact details (name, mobile number or email) of those participants in attendance.

NOTE: Additional Security or Staff may be required to ensure that numbers of the Community Booking does not exceed 500 participants, if required this will be at the expense of the organisation.