**Event Proposal Flowchart in accordance to SCA Ltd COVID-19 Response Plan Version 2.2, 10 December 2020**

All Australian events must include the text in each event proposal:

"Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend." (Section 8.4)

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**Where appropriate, stewards and sub-stewards to complete COVID-19 infection control training.** (Section 3 of COVID Safety Guidelines - Sport and Recreation)

**Event steward/s to sign 'SCA Ltd COVID-19 resumption of face-to-face events'** (Section 4.2)

**Event is proposed to Council with completed COVID-19 Activities/Event approval checklist (Australia)**

**Event proposal is submitted and shall include a proposed site that demonstrates suitability to adhere to the following requirements:**

- Event will comply with WA regulations and safety guidelines (Section 4.1).
- Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements (Section 7.1i; Section 8.1i).
- Show demarcation (barriers, signage) on site to ensure physical distancing can be maintained (Section 8.1ii).
- Advise of maximum participant numbers and bookings officer. Attendance restrictions guided by jurisdictional limits on gathering sizes (Section 8.1).

**Hand washing with paper towel and/or hand sanitising facilities must be available at all access points and around toilets during events (Section 8.2iii)**

**Posters indicating how to hand wash and hand rub should be prominently displayed (Section 8.2iii)**

**Steward will be required to nominate a Bookings Officer to handle pre-payment arrangements.**

**Pre-payment or cashless system to be implemented (Section 8.3i).**

**Bookings shall be capped as per the attendance restrictions.**

Please note the information contained within is intended as a guide only. Devine Winter and Gumiwinus de Eggafriacapella disclaims any liability for any damages sustained by a person acting on the basis of this information.

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**The Canton of Dragon's Bay**

**Event Proposal Flowchart in accordance to SCA Ltd COVID-19 Response Plan Version 2.2, 10 December 2020**

All sections refer to 'SCA Ltd COVID-19 Response Plan' policy unless otherwise noted.

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This plan applies to SCA sponsored events and activities conducted in Australia and includes, but is not limited to, feasts, tournaments, regular meetings, practices, and online activities including online meetings, mailing lists and social media as well as any other online space used by and/or for SCA participants in official capacity (Section 2).

In addition to usual attendance records, accurate documentation of attendees present for each event must be retained for 4 weeks and made available if and when requested by a government agency performing contact tracing. In the event of such a request, the Kingdom Seneschal must be notified. Contact numbers should be included on all sign-in forms. (Section 8.2iv)