



COVID-19 Safety Plan

(Effective from 18 October 2021)

This document replaces the *Return to Play* document that was issued on 8 March 2021.

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Purpose of the Plan

Government requirements

The ACT Government has released its *Pathway Forward* document, which outlines gradual and safe steps towards a COVID-normal life in the ACT. The document outlines four (4) steps forward – from 1 October 2021, from 15 October 2021, from 29 October 2021, and End November to early December 2021. The content should be read in conjunction with the *Pathway Forward* document (available on the ACT Government’s website).

Formal advice has been received from the ACT Government, indicating that dog training falls into the category of “a business not covered elsewhere in the Health Direction”. Key requirements applicable to the Club from 29 October 2021 (provided the situation in the ACT remains stable) are:

- A COVID-19 Safety Plan (“the Plan”) must be prepared, and be able to be produced if requested by an authorised officer.
- Continue using the *Check in CBR* app (including all people over the age of 16).
- Face masks must be worn indoors (effectively until further notice – refer requirements for steps 3 and 4).
- Until 29 October, all individuals aged 12 years and over must wear a face mask at all times upon leaving home, including in workplaces.
- The Club must meet its health and safety obligations.

The Plan must be clearly communicated to all stakeholders, with specific requirements communicated or promoted as required. The Plan does not need to, and will not be, approved by the ACT Government, but the Club must be able to produce a copy for compliance purposes (if so requested by an authorised officer).

The Plan will remain flexible, and acknowledges the broader principles relevant to each stage of eased restriction, while also providing a level of operational detail relevant to dog training, sports and trialling in general, the activities and operation of the Club, and the facilities used. The Plan is designed to provide consistency of activity delivery, ensure that physical distancing and hygiene principles are clear and can be easily understood, and that the health of members, participants, volunteers and spectators is protected.

Staged approach

This Plan will be implemented in accordance the *Pathway Forward* requirements. In practical terms, this will mean:

- all training activities will re-commence no earlier than 29 October 2021;
- from 15 October 2021, members may access the exercise areas, but still in accordance with the Club’s Rules – ie no more than five (5) dogs in an exercise area at any time;
- Until 29 October 2021, members must wear a mask while on Club grounds and in the Clubhouse. From 29 October 2021, members must wear a mask while inside the Clubhouse, but are not required to wear a mask outside.

Resumption of classes will include education of instructors and members, on-going assessment of the COVID-19 environment, and a training schedule that accommodates social distancing requirements at any given point in time.

The general approach to training will focus on a “get in, train, get out” approach, minimising unnecessary personal contact on the grounds and communal areas.

Duty of care

Compliance with this Plan is mandatory for all members in order to:

- satisfactorily discharge the Club’s responsibilities regarding its duty of care to the members; and
- ensure the Club complies with the directives of the ACT Government at all times.

The Club recognises that any future outbreaks of COVID-19 in the ACT may require the Club to restrict some or all of its activities, in accordance with ACT Government directives.

The detection of a positive COVID-19 case within the Club will result in a standard public health response, which could include quarantine of a large group of people, and their close contacts, for the required period.

Who MUST NOT attend Club grounds

- Anyone who is unwell, especially if they have COVID-19 or other flu/common cold-like symptoms.
- Anyone who has concerns at all for their health or the risk of exposure to COVID-19.
- Anyone who cannot comply with the requirements of this plan for any reason.

Exposure Locations

All members are to check COVID-19 Exposure locations (published on the ACT Government Health website) before visiting the Club grounds.

Plan issued as a Club Rule

The Club Committee issues this Plan under the power granted by s21(i) of the Constitution.

Administration

Committee Meetings

Committee meetings will continue as scheduled. The format/venue for a meeting will be dependent on occupancy densities applicable at the time of the meeting.

COVID-19 Safety Co-ordinator

The Committee will appoint one of its members as the Club’s *COVID-19 Safety Co-ordinator*. This person will oversight the implementation of this Plan, and manage the Club’s response to any COVID-19 incidents.

Hygiene

Personal Hygiene

Everyone who attends the Club grounds must practice good hygiene while on the grounds and in the clubhouse.

Good hygiene requires everyone at the Club to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting);
- avoid touching their face, eyes, nose and mouth;
- dispose of tissues and gloves hygienically (eg in closed bins);
- clean and disinfect shared equipment and items after use; and
- have no intentional physical contact with other persons (eg shaking hands).

To enhance good hygiene outcomes, the Club has:

- developed infection control procedures, in consultation with instructors. These procedures outline measures in place to prevent the spread of infectious diseases at the Club, including giving an instruction to a member not to attend if unwell;
- communicated these policies to instructors and members;
- placed posters near handwashing facilities showing how to correctly wash and dry hands, and clean hands with sanitiser; and
- informed instructors of hygiene standards that are expected when utilising common areas such as the clubhouse (including washing hands before and after classes, cleaning up after yourself, placing rubbish in bins provided, and avoiding putting items such as phones on food surfaces.)

Facilities Hygiene

The Club will ensure that there are adequate and accessible facilities to achieve personal hygiene measures, that these facilities are in good working order, and are clean and otherwise safe.

All required cleaning must be completed as soon as possible following training or use, but must be completed before the next scheduled use. For evening training, it is permitted to clean as soon as possible the next morning, except when training is scheduled that morning. Session Managers and activity coordinators will be responsible for ensuring cleaning has occurred, and signing the cleaning record accordingly.

Grounds

Alcohol-based hand sanitiser dispensers are widely available in appropriate locations around the training and exercise areas (eg at entry/exit gates).

Frequently touched surfaces will be cleaned and disinfected as required.

Clubhouse

Alcohol-based hand sanitiser dispensers are available in appropriate locations.

Frequently touched surfaces will be cleaned and disinfected as required.

Personal belongings such as keys, mobiles, bags etc are to be placed in the allocated storage area.

Members should minimise the use of common-use items, using individual-use items where possible. Common-use items should be cleaned and disinfected between uses if practicable.

Shared areas of the clubhouse must be kept clean and tidy at all times. All materials and items should be stored in a manner that enables easy cleaning and disinfection, such as in plastic containers. Lost property is not to be taken into clubhouse.

Time spent in the clubhouse should be reduced to the minimum practicable. Consider opening windows for more ventilation in clubhouse, and limiting time spent in clubhouse when air-conditioning (heating or cooling) is being used.

Toilets

Washroom facilities must be properly stocked, and have adequate supplies of hot and cold water, toilet paper, soap, and drying facilities (paper towels). These facilities must also be kept clean and in good working order.

Kitchen

The kitchen must be properly stocked, and have adequate supplies of hot and cold water, cleaning and disinfectant products, soap and drying facilities (paper towels). No tea towels to be used for any purpose.

Food and drink can be consumed on the premises. No shared or buffet style food is permitted. Only disposable cups, crockery and cutlery to be used. Single-use servings of tea, coffee, sugar and milk will be available. No personal belongings to be placed on surfaces where food is to be prepared or consumed.

Office

The office must be kept clean and tidy. No papers are to be left out on the tables/benches. All rubbish must be disposed of appropriately. No personal belongings to be placed on any work surfaces.

It is preferable that no cash be taken – the emphasis is to be on the use of EFTPOS facilities. EFTPOS machine to be cleaned between different users. Members will be encouraged to send completed forms via email, and pay via EFT when possible. No paper forms to be accepted. Desk, computer screen, keyboard, printer and photocopier to be cleaned between different users.

Shop/Storage

This room must be kept clean and tidy at all times. All items removed should be cleaned and disinfected, where appropriate, before returning to shop/storage. Items to be stored in sealed plastic containers where possible.

All purchases are to be conducted outside the clubhouse. Contact with a handler or dog should be avoided.

Physical Distancing

The relevant physical distancing measures will be applicable while using both indoor and outdoor areas.

Grounds

From 15 October 2021, the maximum number of people permitted on the grounds at any one time is 50.

From 29 October 2021:

- training areas – one (1) person per two (2) square metres, to a maximum of 150 people.
- the maximum number of people permitted on the grounds at any one time is 150.

Clubhouse

The maximum number of people permitted to be inside the clubhouse at any one time is 10 (based on the requirement of one (1) person per four (4) square metres of usable space) and specifically:

- only one (1) person in the office at any time;
- only one (1) person in the shop/store-room at any time;
- only Committee members and Instructors are permitted to enter those areas of the Clubhouse beyond the entrance area to the toilet facilities.

Activity-related considerations

Access to the grounds, and the conduct of classes, will be suspended/modified if required by any future changes to the current ACT Government's Health Directive(s).

Grounds

Covid-19 requirements

Effective as of 6 March 2021, the ACT Government has mandated the use of the "Check In CBR" app by all persons over the age of 16 entering a restricted business or venue in the Australian Capital Territory. Accordingly, the Club has provided "Check In CBR" QR code sheets at, or in immediate proximity to, all gates and beside the door to the Clubhouse.

Any person who does not have a smartphone, or the internet connection on their phone to use the app, should ask an Instructor to check them in (using the app's "business profile" facility).

For practical purposes at the Club, this requirement is applicable to all persons entering any part of the Club grounds, and fixtures thereon.

General issues/requirements

From 29 October 2021:

- Use of the grounds will align with an overall "get in, train, get out" approach.
- Members must carry their membership card at all times when on club grounds. Committee members and instructors may request Club members to produce their membership cards at any time for verification purposes.
- Late entry to training will not be permitted until approval is given by the Session Manager or activity coordinator/instructor.

- In outdoor areas, all persons are required to maintain a minimum 1.5 metre physical distancing. However, incidents may require an instructor and/or handler(s) to be temporarily within this limit.
- No physical contact between anyone on the grounds.
- No sharing of equipment is permitted.
- Members to arrive at the grounds immediately preceding training and activities, and leave the grounds immediately following training and activities.

From End November 2021:

- In outdoor areas, all persons are required to maintain a minimum 1.5 metre physical distancing. However, dog incidents may require an instructor and/or handler(s) to be temporarily within this limit.
- Sharing of equipment is permitted.
- Shared equipment must be cleaned and disinfected between use.
- Exercise yards are available for use during training and activities.

Gates

Access to the main training ground to be marked clearly, with entry and egress routes and sanitisation stations positioned so as to avoid bottlenecks. Sanitisation stations to be set up prior to training sessions or activities. Items such as cones etc. to be used to identify sanitisation, waiting and training areas, and to ensure the 1.5 metre physical distancing requirement is maintained.

Carpark

Members must not congregate in the car parking area, and must comply with the 1.5 metre distancing requirement.

Containers

- Members using the Containers must wear a mask when inside the container.
- Only two people at a time may be inside the containers.

Training arrangements

Obedience

From 29 October 2021, the following will apply.

Class times to be:

	Sunday	Tuesday
Level 1 and Graduate/Novice	9:00am – 9:50am	7:00pm – 7:50pm
Level 2 and Advanced	10:10am – 11:00am	8:10pm – 9:00pm

Class sizes limited to a maximum of 15 persons, not including the instructor. Class sizes may be adjusted by the Session Manager, in consultation with instructors, provided that they remain compliant with social distancing requirements. Alternate handlers/observers are permitted.

Class members to be pre-allocated to each class by the Session Manager and instructors. Class master list to be kept electronically by each Session Manager (or delegate) and emailed to the club's email address after each amendment. Class rolls (example attached) to be prefilled and completed by each instructor for each class each week, and stored in clubhouse in instructor's folder. Following the completion of each session, class rolls to be stored securely in the Club's filing system for six (6) months. Class master lists to be stored electronically on the Club's computer (all other electronic copies to be deleted).

Classes assigned a designated training area to facilitate compliance with the 1.5 metre distancing requirement. Areas for classes to be identified using items such as cones and signage.

General safety briefing to be held with Session Managers and all instructors prior to the commencement of each training session, at each change in Stage, and as required by the Committee. Instructors must attend a general safety briefing before instructing. General safety briefings can be attended in person or using a remote access application such as Zoom.

Session manager to brief instructors on any changes to safety measures in place prior to training commencing on the day. Instructors to brief classes on safety measures in place at class commencement, including hygiene and social distancing measures.

Intake lecture to be conducted on the grounds, compliant with the 1.5 metre distancing requirement.

Class syllabus to be amended to remove/remediate high-risk activities such as recalls, heelwork and sit/stand for exam. Instructors to follow the revised syllabus. Individual laminated copies of the syllabus to be provided to each instructor.

Training cards not to be used. Class progression to be recorded on rolls, and then transferred to cards at end of session.

Obedience trials may be held in line with guidelines provided by the ACT Government (ie including ACT Health), and Dogs ACT directions.

Agility

Agility is a dog sport, requiring the handler to direct the dog through a sequence of obstacles, aiming for accuracy and speed.

Agility requires the set-up of various obstacles to form a sequence. The larger 'contact' obstacles require multiple people to assist with their set-up.

There is an expectation that all handlers participating in an agility session will assist with the set-up of courses for the class, and assist with height changes during the session (to cater for differing dog sizes).

From 29 October 2021, the following provisions will apply:

- handlers will be required to use hand sanitiser, before and after handling equipment;
- handlers will be allocated equipment pieces for set-up and pack up. For contact equipment, two handlers will be allocated to each piece (3 pieces of equipment in total);

- handlers will be required to physically distance during classes, compliant with the 1.5 metre distancing requirement;
- a maximum of two (2) people will be allowed in the agility container at any one time.
- handlers must not come to class if they are feeling, or are, unwell;
- dog-to-dog interaction will be minimised, with dogs to be on lead, unless running the agility course; and
- handlers not to interact with dogs, other than their own.

Agility trials may be held in line with guidelines provided by the ACT Government (ie including ACT Health), and Dogs ACT directions.

Rally Obedience

Rally Obedience is a discipline where handlers and their dog follow a pre-determined sequence of behaviours. Each station is on average 3-4 metres apart. Due to safety concerns, only one or two handlers & dog teams can enter the course. This is to allow advanced dogs to be trained off-lead, as well as removing distractions for beginner teams (to facilitate progress in their training).

From 29 October 2021, the following provisions will apply:

- the risk associated with handlers waiting for their turn in groups can be minimised by setting out the course to provide sufficient area for handlers to queue and, at the same time, comply with the 1.5 metre distancing requirement. Cones/markers to be used to set out minimum distances.
- the risk associated with the handling of station equipment during the training period can be minimised by only the instructor handling equipment (while wearing gloves, or after using suitable hand-sanitising practices). Disinfectant wipes to be used to clean down equipment prior to packing away.
- handlers to walk the course prior to taking their dog through the course. This requires dogs to be tethered. The associated risk can be minimised by handlers tethering their dog to the same point throughout the class, and tether points being disinfected before and after class.
- there is a direct route from the carpark to the training area. Handlers to be reminded that social distancing requirements are to be maintained at all times. After class, the gates and touch points to be cleaned/disinfected.

Rally obedience trials may be held in line with guidelines provided by the ACT Government (ie including ACT Health), and Dogs ACT directions.

Flyball

Flyball is a dog sport, where each dog, in a team of four, runs over four low jumps, collects a ball from a special box, then runs back over the four jumps, returning to their handler.

Flyball training is carried out in the main grounds, with beginners training sometimes occurring in area 5. As there are no other classes on at the same time, no special measures are needed to cordon the group from other persons.

Flyball training requires the set-up of at least one 'flyball lane', consisting of four jumps, a flyball box, posts marking the start/finish line, and a plentiful supply of tennis balls. Each flyball lane requires a "box loader" - a person that stands behind the flyball box and loads it for each run.

It is common practise for all persons attending flyball classes to assist with equipment set-up for the class, changes of equipment as needed, and pack up of the equipment.

From 29 October 2021, the following provisions will apply:

- one instructor will be responsible for loading equipment to be used for the class (boxes, jumps, buckets, balls, witches hats, turning boards, training heights) into the trolley located in the obedience/flyball container. This person must wear a face mask and gloves.
- all class members will use hand sanitiser and then will take and place one piece of equipment (e.g. two sides and a base to make one full jump, or one box, or a bucket of balls, or the measuring tape). Each class member will remain responsible for that piece of equipment for the entirety of the class. All class members will use sanitiser again after the equipment has been set up.
- pack-up of equipment will be done the same as the set-up, but in reverse order, with the person that set up a piece of equipment also responsible for placing it back in the trolley. All class members will use sanitiser immediately before and immediately after the equipment has been packed up. Disinfectant wipes to be used to clean down equipment prior to packing away.
- all class members to comply with the 1.5 metre distancing requirement.
- class members will be required to take special care when sending and collecting their dogs to maintain a safe distance from other handlers and dogs.
- to avoid multiple people handling tennis balls, one person will be designated as the ball shagger, responsible for picking up tennis balls that dogs have dropped after completing their runs. This person must wear a mask and gloves.
- for hygiene purposes, only instructors will be permitted to enter the equipment container, with no more than one person permitted in the container at any one time.
- class members must not to come to class if they are feeling, or are, unwell.
- dog-to-dog interaction will be minimised, with dogs to be on lead, outside of times they are completing flyball runs.
- class members will be required to not interact with dogs, other than their own.
- classes will be suspended when/if required.

Flyball competitions may be held in line with guidelines provided by the ACT Government (ie including ACT Health), and Australian Flyball Association directions.

Trick Dog

The objective of Trick Dog training and competition is for the dog and handler to perform a selection of tricks, improving communication and, consequently, increasing the bond between dog and handler.

While some of the tricks that are taught do require equipment, handlers are responsible for the supply of their own equipment. Due to the associated health risk, equipment must not be shared between handlers.

From 29 October 2021, the following provisions will apply:

- all class members to comply with the 1.5 metre distancing requirement;
- class members must not come to class if they are feeling, or are, unwell;
- dog-to-dog interaction will be minimised, with dogs to be on lead, unless they are completing a specific activity that requires them to be off-lead for a short period of time;
- handlers must not interact with dogs other than their own; and
- classes will be suspended when/if required.

Trick Dog trials may be held in line with guidelines provided by the ACT Government (ie including ACT Health), and Dogs ACT directions.

Updogs

No training or competitions permitted at this time.

Nose Work

Nose Work provides dogs with the opportunity to use their nose (strongest natural sense) in a way that is fun, engaging, and builds and strengthens a foundation of trust between the handler and dog. It is especially beneficial for reactive, shy or timid dogs.

Nose Work is based on the work done by quarantine dogs, in that dogs are trained to recognise specific odours, and to alert their handlers when the odours are detected. Searches are conducted in containers, interiors, exteriors and around vehicles.

The training program can comprise two sequential six-week courses at least two to three times during the year, subject to interest. The two courses are *Introduction to K9 Nose Work* and *Introduction to Odour*. During these courses, dogs search for food and/or odour in boxes spread randomly in the room, with the introduction of other objects (eg chairs, dog toys, washing baskets) in the later weeks to encourage the dogs to search other objects. After several weeks on boxes, the searches are extended to include vehicles and exterior environments.

Classes will be limited to six handlers/dogs and one instructor. The teaching methodology requires strict protocols for running the classes, including that dogs must be contained in crates and/or cars when not working. Classes are to be held only when there are no other activities on the grounds.

There is to be only one handler/dog working at any time, with the instructor putting the food or odour in the box/search area. Club areas to be used include the Club house, and immediate surrounds (for vehicle and exterior searches).

From 29 October 2021, the following provisions will apply:

- handlers will be required to use disposable gloves and/or hand sanitiser, before and after running their dog in the class;

- one handler each week will be required to assist with set-up, pack-up and cleaning;
- handlers will be required to physically distance during classes, compliant with the 1.5 metre distancing requirement;
- handlers will be required to bring their own chair (so that club chairs are not used), and also provide their own food containers (prepared using gloves) for use by the instructor;
- the instructor will use and change gloves for each individual dog and search;
- all club house surfaces/equipment used during the class will be cleaned on completion of the class;
- there will be no dog-to-dog interaction, as only one dog is allowed to work at a time;
- there will be no use of the free-run areas. Handlers will be required to walk their dogs around on lead if their dog needs to acclimate, and while waiting for class to commence; and
- handlers must not interact with dogs other than their own.

Nose Work trials may be held in line with guidelines provided by the ACT Government (ie including ACT Health), and Dogs ACT directions.

Communication

Communication will be made with all instructors and members on a regular basis.

Communication methods include, but are not limited to:

- In person
- Email
- Facebook
- Website
- Written

A copy of this Plan will be made available to all Club members on request, and placed on the Club's website.

Appropriate signage will be displayed throughout the club grounds and clubhouse.

A safety briefing of Session Managers, activity coordinators and all instructors will be held prior to the recommencement of each training session. Specific safety briefings may be held in person with instructors/participants prior to the commencement of each class.

Key Messages

The Club's agreement with its members

The Club will:

- ensure relevant physical distancing measures are followed at all times;
- require no more than one person per two (2) square metres on club grounds (to a maximum of 150 people), and a maximum of 10 people in the clubhouse;

- direct that, in the Clubhouse, only Committee members and Instructors are permitted past the toilet/washroom facilities;
- maintain appropriate cleaning and sanitising practices and supplies;
- provide relevant safety training to all Instructors and activity coordinators; and
- appropriately manage instructors or members presenting with an illness.

The members' agreement with the Club

Members will:

- follow instructions given by a Committee member or Instructor while on club grounds;
- not attend the club grounds if unwell;
- comply with relevant hygiene practices and social distancing requirements while on club grounds; and
- provide personal information when requested for the purpose of complying with COVID-19 safety measures.

Review and Monitor

This Plan will be reviewed by the Committee in line with changes to requirements/restrictions made by the ACT Government, and issued Health directives.

The Committee will review the Plan, and compliance with it, at each Committee meeting, and amend the Plan as necessary.

Incident Management

If the Club is advised by ACT Health Authorities that a Club member has returned a positive COVID-19 test, then all members of the Committee must be informed as soon as practicable. Response to the incident will be managed by the COVID-19 Safety Co-ordinator.

The relevant Session Manager/activity coordinator/membership officer will provide the COVID-19 Safety Co-ordinator with all records relating to the person returning the positive test.

The COVID-19 Safety Co-ordinator will be the sole point of contact for relevant Health authorities, and all instructor/member enquiries.

The Committee, the COVID-19 Safety Co-ordinator, the relevant Session Manager/activity coordinator and instructor(s), are to observe high-level privacy protection principles in respect of the personal details of the positive case.

The Club grounds are to be closed, and all training activities cancelled, in accordance with directives of ACT Health Authorities, following notification of a positive COVID-19 case at the Club.

Cleaning in accordance with the cleaning instructions of clubhouse (if used), and grounds (where practicable), is to be undertaken by professional cleaners.

Tasks

Tasks	Who
Approve Plan	Committee
Publish Plan on website	A Bateup
Publish new training calendar dates on website and Facebook	A Bateup / J Owens
Session Managers' Meeting: <ul style="list-style-type: none"> confirm instructor numbers initial class allocations – Level 1 review syllabus and agree changes 	Session Managers
All members (other than Level 1) contacted, attendance confirmed and paperwork (membership card/new renewal date) finalised	S Tomlin
Final class allocations – all levels - session managers	Session Managers
Finalise changes in syllabus exercises and print and laminate new syllabus weekly sheets	Session Managers
Document safety procedures, in consultation with instructors	N Owens
Organise and hold instructor briefing session.	M Askew
Purchase and install necessary equipment/items, including signs, PPE and cleaning supplies	B Nilsson
Tidy, clean and disinfect surfaces in clubhouse	ALL
Print class rolls for instructors	Session Managers
Update Plan	N Owens
Update Facebook and Website	A Bateup / S Tomlin / J Owens

Example Roll

Obedience Class Attendance Dates	am / pm	**FIVE COLOURS**	Instructor's Name:		Attendance dates		21/6/20	28/6/20	19/7/20	26/7/20	2/8/20	9/8/20	16/8/20	23/8/20	30/8/20	6/9/20	13/9/20	20/9/20	PROMOTED	
			SUNDAY / TUESDAY / THURSDAY	Session Mgr's Name:	Week commencing:															
			L1 / L2 / L3 / G / N	Class #:																
No.	Handler's Full Name	Contact Ph No	Contact email address	Dog's Name	Breed of Dog	Member ID and First Name	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9	WK10	WK11	WK12		
1																				
2																				
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Version Control

Version Number	Date	Action/Changes
V1.0	15 October 2021	Initial version