

Coaches Information Pack

Unite
against
COVID-19

What you need to know

- Before a Club can resume training or other activities it must ensure it has in place the required Public Health Measures and that these have been communicated too and understood by all participants.
- WAAFC has developed a COVID-19 Return to Training Plan. The plan describes the AFF/NFF instructions, and WAAFC protocols, responsibilities, record management processes and resources for: Football Federation Instructions; Public Health Measures; Facilities Management; Field & Training Management; and the Communications Plan.
- Information on Covid-19 and activities at Level-2 is constantly changing. Clubs and all participants should ensure they keep up to date with the latest information and guidelines.

Field Allocation, Training Schedules & Arrivals/Departure Management

- The Executive Committee have developed a Field Allocation & Training Schedule Matrix (attached).
- Two club officials will always be onsite on training nights. The club officials will work with the coaches to ensure players, parents and visitors are aware of and follow all instructions.
- All junior teams must vacate the park before 6-45pm.
- All senior teams must not arrive before 6-45pm.
- Parents and visitors are not permitted at the fields.
- On arrival, parents are to escort their child/children to the footpath at the field entry only. Parent(s) and child/children are to maintain 2 meters distance from all others.
- On departure, parents are to meet their child/children at the footpath at the field entry only. Parents and child/children are to maintain 2 meters distance from all others.

Training Plans, Training Bubble Management & Unnecessary Contact

- Training bubbles are not to exceed 10.
- Teams are not permitted to partake in mixed training with other training bubbles from other teams.
- Team bubbles are not to merge.
- If protocols and instructions are not followed, training will be terminated immediately.
- Coaches are to develop training plans that ensure:
 - Training bubbles are a maximum of 10 (including players, coaches & support staff).
 - Clear areas are designated for each training bubble of 10.
 - Training can start and finish within the allocated times and field space.
 - Activities are planned carefully avoiding unnecessary close contact situations.

Contact Tracing

- All players, coaches and support staff details must be recorded using the Training Register.
- Coaches are responsible for the contact tracing record keeping for their team.
- The Training Register is not to be shared with any person other than the Executive Committee or Public Health officials if required.
- The Training Register is the property of the WAAFC Executive Committee, and all records must be returned to the Executive Committee at the end of the season or when contact tracing is no longer required by order of the government.

Hand hygiene

- All individuals who enter the facilities are to use hand sanitiser before entering.
- All coaches, players and support staff are to wash their hands (if soiled) or use hand sanitiser (if not soiled) before and after.
- Soap and paper towels will be available in the men's and women's bathrooms, sink in the shop area (downstairs) and kitchen (upstairs) for hand washing.
- Hand sanitiser will be provided to all coaches as part of the issued hygiene and equipment cleaning pack.
- Hand sanitiser will be available within the club at various areas including: the entrances, shop, kitchen, bar area, club rooms and any other area with high foot traffic.

Using the facilities

- All coaches, players, support staff and visitors must follow the instructions issued by the Executive Committee relating to the use of the club facilities. If a breach is identified, the club Chairperson must be contacted immediately.
- The club rooms (upstairs) are not to be used for any purpose other than for Executive Committee meetings (limited to 10 people) or to use the hand washing facilities.
- The office is only to be used for essential activity. No more than 2 people may be in the office at any one time.
- The entry located near field 3 can only be used by teams allocated training areas on field 3 to access the bathrooms and the Executive Committee to access the club rooms or office.
- The shop entry may only be used by teams allocated training areas on field's 1 and 2 to access the bathrooms or hand washing facilities in the shop area and the Gear Stewart and coaches to access the equipment room.
- All internal and external changing rooms will remain closed.
- Please refer to the access table for further information.
- Hand sanitiser will be available at both entries.
- Signs will be put in areas indicating if they are closed.
- Signs will be put on the external car park and shop entry doors indicating approved access.
- On training nights at 645pm, the onsite club officials will spray and wipe down all touch points in the facilities. Including (but not limited too):
 - Door handles and front entrances and bathrooms.
 - Counter tops in the shop.
 - Outside railing.
- On training nights at 930pm, the onsite club officials will spray and wipe down all touch points in the facilities. Including (but not limited too):
 - Door handles and front entrances and bathrooms.
 - Counter tops in the shop.
 - Outside railing.

Illness Management

- All club members and visitors must not come to the fields or club rooms if they are unwell.
- If someone is identified as unwell or becomes unwell whilst at the field or the club rooms the coach of the team the person is associated with is to log their details in the Training Register and ask the person to leave the venue.
- If the person refuses to leave the venue the coach is to advise the onsite club officials or call the WAAFC Chairperson immediately.
- If a player, support staff or visitor becomes unwell with an Influenza Like Illness after attending a training session, they are to immediately notify the appropriate coach. Coaches are to then immediately notify the club Chairperson.
- If a player, support staff or visitor is identified as a close contact, contact of contact, probable or confirmed COVID-19 case after attending a training session, they are to immediately notify the appropriate coach. Coaches are to then immediately notify the club Chairperson.
- If a coach is identified as a close contact, contact of contact, probable or confirmed COVID-19 case after attending a training session, they are to immediately notify the club Chairperson.

Injury Management

- Coaches must ensure the appropriate level of first aid is provided to any injured player, whilst maintaining appropriate distancing if possible, and contact 111 if urgent medical assistance is required.

Equipment Cleaning

- Equipment is not to be shared between training bubbles without being cleaned.
- Equipment is not to be shared between teams without being cleaned.
- All equipment used during training is to be cleaned immediately after the training session is completed. Including (but not limited too): balls, training vests, goal nets, goal posts, cones and flags.
- Coaches will be provided with the necessary equipment and tools to clean all equipment. Including (but not limited too): bucket and disinfectant.

What you need to do

Field Allocation, Training Schedules, Arrivals/Departure Management

- Coaches must ensure that they use their assigned field allocated and training days/times.
- Ensure all junior teams vacate the park before 6-45pm.
- Ensure all senior teams do not arrive before 6-45pm.
- Ensure players, parents and visitors are following the arrival/departure instructions.
- Ensure parents do not linger in groups and return to their car once their child is safely with their team.

Training Plans, Training Bubble Management & Unnecessary Contact

- Coaches are to develop trainings plans that ensure:
 - Training bubbles are a maximum of 10.
 - Clear areas are designated for each training bubble of 10.
 - Training can start and finish within the allocated times and field space.
 - Activities are planned carefully avoiding unnecessary close contact situations.

Contact Tracing

- Coaches are to ensure that all players, coaches and support staff details are recorded in the Training Register.
- Coaches are to ensure that the Training Register is kept in a secure location at all times.
- Coaches are to give the Executive Committee access to the Training Register immediately if requested.

Hand hygiene

- Coaches must remind all players, support staff and visitors of the hand hygiene protocols they are to follow and where the location of hand washing facilities before and after training.
- Ensure all coaches, players and support staff are to wash their hands (if soiled) or use hand sanitiser (if not soiled) before and after.

Using the facilities

- Ensure players, support staff and visitors follow the instructions issued by the Executive Committee relating to the use of the club facilities. If a breach is identified, the club Chairperson must be contacted immediately.

Illness Management

Unwell person at venue:

- Coaches must confirm with players and support staff prior to the commencement of training that no person is unwell.
- If someone is identified as unwell or becomes unwell whilst at the field or the club rooms the coach of the team the person is associated with is to log their details in the Training Register and ask the person to leave the venue.
- If the person refuses to leave the venue the coach is to advise the onsite Executive Committee member or call the WAAFC Chairperson immediately.

Unwell after attending training:

- If a player, support staff or visitor becomes unwell with an Influenza Like Illness after attending a training session, they are to immediately notify the appropriate coach. Coaches are to then immediately notify the club Chairperson.
- If a coach becomes unwell with an Influenza Like Illness after attending a training session, they are to immediately notify the club Chairperson.

Close contact, contact of contact, probable or confirmed cases:

- If a player, support staff or visitor is identified as a close contact, contact of contact, probable or confirmed COVID-19 case after attending a training session, they are to immediately notify the appropriate coach. Coaches are to then immediately notify the club Chairperson.
- If a coach is identified as a close contact, contact of contact, probable or confirmed COVID-19 case after attending a training session, they are to immediately notify the club Chairperson.

Injury Management

- Coaches must ensure the appropriate level of first aid is provided to any injured player and contact 111 if urgent medical assistance is required.
- Coaches are to ensure that in the instance that a player sustains a minor injury during training only one person from their training bubble renders assistance. Details of the incident and the players details are to be recorded in the Training Register.

- Coaches are to ensure that in the instance that a player sustains a moderate injury during training the appropriate number of people from their training bubble renders assistance. Details of the incident and the players details are to be recorded in the Training Register.
- Coaches are to ensure that in the instance that a player sustains an serious injury during training the appropriate number of people needed to provide first aid do so regardless of their training bubble. Details of the incident and the details of all those who were in close contact are to be recorded in the Training Register and the club Chairperson is to be notified immediately.

Equipment Cleaning

- Do not share equipment between training bubbles without being cleaned.
- Do not share equipment between teams without being cleaned.
- Clean all equipment used during training immediately after the session is completed. Including (but not limited too): balls, training vests, goal nets, goal posts, cones and flags.

What you need to communicate

Contact Tracing

- All players, coaches and support staff details must be recorded using the Training Register.
- Parents may escort their children to the footpaths at the edge of the fields but must ensure they remain 2 metres away from others and return to their vehicles once their child is safely with their team.

Training Bubble Management & Unnecessary Contact

- Training bubbles are not to exceed 10.
- Teams are not permitted to partake in mixed training with other training bubbles from other teams.
- Team bubbles are not to merge.
- If protocols and instructions are not followed, training will be terminated immediately.

Hand hygiene

- All coaches, players and support staff are to wash their hands (if soiled) or use hand sanitiser (if not soiled) before training commences.
- The location of hand washing facilities and where to access hand sanitiser.

Using the facilities

- Players, support staff and visitors know the entrance they are to use to access the bathroom facilities.
- Players, support staff and visitors know the areas that are not accessible during level 2.

Field Allocation, Training Schedules, Arrivals/Departure Management

All players, coaches and support staff are expected to:

- Arrive ready for training.
- Depart immediately after training.
- Wash or sanitise hands before and after training.
- Follow contact tracing instructions.
- Follow arrival/departure instructions.

Illness Management

- All club members and visitors must not come to the fields or club rooms if they are unwell.
- If someone becomes unwell at training, they must immediately tell the coach and make arrangements to leave the club as soon as possible. If they are unable to leave immediately, the person is to be seated a safe distance away from others.
- If a player, support staff or visitor becomes unwell with an Influenza Like Illness after attending a training session, they are to immediately notify the appropriate coach.
- If a player, support staff or visitor is identified as a close contact, contact of contact, probable or confirmed COVID-19 case after attending a training session, they are to immediately notify the appropriate coach.

Training Equipment

- Do not share equipment between training bubbles without being cleaned.
- Do not share equipment between teams without being cleaned.

What resources will you be given

- Copy of the WAAFC COVID-19 Return to Training Plan.
- Training Checklist.
- Bucket and disinfecting detergent.
- Hand sanitiser.

Where to go for help or more information

West Auckland Association Football Club Website: <http://www.westaucklandafc.co.nz/>

Club Chairperson: Debbie McLarin - 027 764 5502

Official COVID-19 Website: <https://covid19.govt.nz/>

NZ Football Website: <https://www.nzfootball.co.nz/>

Northern Football Federation Website: <http://www.nff.org.nz/>

Access Table

Location	Open	Closed	Comment
Entry - near field 3	✓		Only for teams to access bathrooms from field 3 and Executive Committee to access the club rooms or office.
Entry - shop	✓		Only for teams to use sink for hand hygiene, access bathrooms from fields 1 & 2.
Shop area	✓		Only for teams to use sink for hand hygiene.
Office	✓		Only for Executive Committee – restricted to 2 people at one time.
Internal changing rooms		✗	
Referee's room		✗	
Equipment cupboard	✓		Gear Stewart and Coaches only.
Men's toilets	✓		
Women's toilets	✓		
Kitchen	✓		Only to use sink for hand hygiene.
Bar		✗	Only for Executive Committee – restricted to 10 people at one time.
Club room	✓		
External changing rooms		✗	
External public toilets	✓		Managed by Auckland Council

Field Allocation & Training Schedule Matrix



Monday

Monday	Courts	3A	3B	3C	1A	1B	2A	2B
5:00								
5:30		U14 G	U14 G	U12 Poi	U16 G	U16 G		
6:00		U14 G	U14 G	U12 Poi	U16 G	U16 G		
6:30		U14 G	U14 G	U12 Poi	U16 G	U16 G		
7:00		U14 G	U14 G	U12 Poi	U16 G	U16 G		
7:30								
8:00								
8:30								
9:00								

Tuesday

Tuesday	Courts	3A	3B	3C	1A	1B	2A	2B
5:00								U12 Gua
5:30								U12 Gua
6:00								U12 Gua
6:30								
6:45	All Junior teams must vacate the park before 6-45pm and Senior teams must not arrive before 6-45pm							
7:00		1st M	1st M	Res M	1st L	1st L	Wookies	Originals
7:30		1st M	1st M	Res M	1st L	1st L	Wookies	Originals
8:00		1st M	1st M	Res M	1st L	1st L	Wookies	Originals
8:30		1st M	1st M	Res M	1st L	1st L	Wookies	Originals
9:00		1st M	1st M	Res M				

Key	Teams
U6	Under 6
U7	Under 7
U8 #1	Under 8 Team 1
U8 #2	Under 8 Team 2
U9	Under 9
U10	Under 10
U11	Under 11
U12 Pre	Under 12 Predators
U12 Poi	Under 12 Poisonberry's
U12 Gua	Under 12 Guardians
U13	Under 13
U14 G	Under 14 Girls
U14 B	Under 14 Boys
U16 G	Under 16 Girls
Westies	Westies - Social Ladies
Wookettes	Wookettes - Social Ladies
1st L	1st Team Ladies
1st M	1st Team Men
Res M	Reserve Men
Wookies	Wookies - Social Men
Originals	Originals - Social Men
Retro	O35s Retro - Men
O Farts	O35's Old Farts -Men

Wednesday

Wednesday	Courts	3A	3B	3C	1A	1B	2A	2B
5:00	U6 & U7	U8 #1	U8 #2					
5:30	U6 & U7	U8 #1	U8 #2	U9	U10	U11	U12 Pre	U14 B
6:00	U6 & U7	U8 #1	U8 #2	U9	U10	U11	U12 Pre	U14 B
6:30				U9	U10	U11	U12 Pre	U14 B
6:45	All Junior teams must vacate the park before 6-45pm and Senior teams must not arrive before 6-45pm							
7:00		Retro			Wookettes	Westies	O Farts	
7:30		Retro			Wookettes	Westies	O Farts	
8:00		Retro			Wookettes	Westies	O Farts	
8:30		Retro			Wookettes	Westies	O Farts	
9:00								

Thursday

Thursday	Courts	3A	3B	3C	1A	1B	2A	2B
5:00								U12 Gua
5:30							U13	U12 Gua
6:00							U13	U12 Gua
6:30							U13	
6:45	All Junior teams must vacate the park before 6-45pm and Senior teams must not arrive before 6-45pm							
7:00		1st M	1st M	Res M	1st L	1st L		
7:30		1st M	1st M	Res M	1st L	1st L		
8:00		1st M	1st M	Res M	1st L	1st L		
8:30		1st M	1st M	Res M	1st L	1st L		
9:00		1st M	1st M	Res M				

Key	Teams
U6	Under 6
U7	Under 7
U8 #1	Under 8 Team 1
U8 #2	Under 8 Team 2
U9	Under 9
U10	Under 10
U11	Under 11
U12 Pre	Under 12 Predators
U12 Poi	Under 12 Poisonberry's
U12 Gua	Under 12 Guardians
U13	Under 13
U14 G	Under 14 Girls
U14 B	Under 14 Boys
U16 G	Under 16 Girls
Westies	Westies - Social Ladies
Wookettes	Wookettes - Social Ladies
1st L	1st Team Ladies
1st M	1st Team Men
Res M	Reserve Men
Wookies	Wookies - Social Men
Originals	Originals - Social Men
Retro	O35s Retro - Men
O Farts	O35's Old Farts -Men

WAAFC COVID-19 Training Register

Team Name: _____ Training Bubble #: _____ Date: _____ Field #: _____

	Name (as per Comet registration)	Time In	Time Out	Comments (note any illness / concerns)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Illness/Injury Comments: