

COVID-19 Return to Training Plan

West Auckland Association Football Club

Version 2
18 May 2020

Unite
against
COVID-19



West Auckland A.F.C.

VERSION CONTROL

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West Auckland Association Football Club COVID-19 Return to Training Plan

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|-----------------------------|--|
| Introduction | This plan contains the actions and activities that will be taken by West Auckland Association Football Club (WAAFC) to ensure the safety and wellbeing of all players, members, visitors and users of the club facilities. |
| Purpose of this Plan | This plan describes the processes, actions and activities applied by WAAFC to prepare for the resumption of training activities at the club fields and facilities. |
| Exclusions | Out of scope are the considerations and plans for the resumption of match day activities. A plan will be developed once guidance from NZ Football is received. |
| Plan Contents | <ul style="list-style-type: none">• Part 1 - COVID-19 Football Federation Instructions• Part 2 - Public Health Measures<ul style="list-style-type: none">○ Contact Tracing○ Hygiene Measures• Part 3 - Facilities Management<ul style="list-style-type: none">○ Facilities Management○ Cleaning Management○ Other Facility Users• Part 4 - Field & Training Management<ul style="list-style-type: none">○ Field Allocation, Training Schedules & Arrival/Departure Management○ Training Plans, Training Bubbles Management & Unnecessary Contact○ Illness Management○ Injuries Management○ Equipment Cleaning• Part 5 - Communications Plan & Resources<ul style="list-style-type: none">○ Communications Plan○ WAAFC COVID-19 Training Register○ Field Allocation & Training Schedule Matrix○ Copy of Coaches Information Pack○ Copy of Training Checklist○ COVID-19 Official Posters Table, Additional Posters & IDMe Poster |

Part 1 – COVID-19 Football Federation Instructions

Introduction

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. The AFF/NFF checklist represents the minimum expectation of planning by coaches/managers before training can commence. Training bubbles cannot exceed 10 people (including coaches and medical staff) and should not intermingle with any other training bubbles.

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 from the Ministry of Health, Sport NZ, NZ Football and any other authority under which the Club operates. If you are in any doubt, then you should not proceed with training.

AFF/NFF Return to Training Instructions

Under COVID-19 Alert Level 2 all clubs will have the following in place as a minimum:

- A Contact Tracing system for all training and other activities, held centrally by the Club which complies with the Alert Level-2 requirements.
- The process and equipment to ensure the sanitisation of all equipment pre and post training.
- Documented evidence that all Public Health Measures are in place.
- Documented evidence that all participants, coaches, players and parents have been advised of the Protocols established by the Club, the need to adhere to these and the self-responsibility of all participants.

AFF/NFF Return to Training Checklist At Covid-19 Level 2

| AREA | INCLUSIONS |
|--|---|
| Illness There is a plan in place to require participants to avoid training if they have any COVID-19 symptoms | <ul style="list-style-type: none">• Include on all Social Media• Include on Website• Include in all team communications• Include in pre-training brief• Resources: https://covid19.govt.nz/covid-19/about-covid-19/covid-19-symptoms/ |
| Other Facility Users There is a plan to co-ordinate with other sport users of designated training areas (if applicable) | <ul style="list-style-type: none">• Clear communication channels established with other sport users• Contact will be made early with other users to plan activities• Club and Training Bubbles will be flexible around timings and agreed usage• Club and Training Bubbles will be flexible around other members of the public using public spaces |
| Training Bubbles of 10 max There is a plan to limit training bubbles to a maximum of 10 participants (including players and coaches) in designated training areas on training nights | <ul style="list-style-type: none">• Clear Areas designated for each training bubble of 10• Training days and times staggered for teams.• Some training bubbles can be player led• Caregivers etc asked to stay in their cars during training• No opposed/mixed training with other training bubbles |

| | |
|--|---|
| Contact Tracing There is a plan in place for contact tracing for each training bubble prior to training commencing | <ul style="list-style-type: none"> • Lead individual identified to manage contact tracing • Controls in place to preserve training bubble throughout training • Training programme allows enough time for contact tracing recording to be effective and orderly |
| Equipment Cleaning There is a plan in place for the cleaning of all training equipment prior and post training | <ul style="list-style-type: none"> • Plan includes but is not limited to balls, training vests, goal nets, goal posts, cones, and flags etc • Equipment is not shared between training bubbles without being cleaned |
| Hygiene Measures There is a plan in place to provide hand hygiene measures for all participants prior to and on completion of training | <ul style="list-style-type: none"> • There are sufficient supplies of hand sanitiser available for all players on arrival & departure from training • There is access to soap and water to enable good hand washing measures |
| Injuries There is a plan in place for the treatment of injured players that ensures their safety and the safety of others | <ul style="list-style-type: none"> • Injured players will be treated separate to training sessions |
| Unnecessary Contact There is a plan in place to limit unnecessary contact during training | <ul style="list-style-type: none"> • Record training plans and when physical distancing is not possible • Avoid unnecessary close contact situations |
| Arrival/Departure There is a plan in place to ensure players and coaches do not congregate prior to and after training unnecessarily in carparks or fields | <ul style="list-style-type: none"> • Participants are expected to come to the grounds ready to train and to depart immediately afterwards • There is a staggered approach to training bubbles starting and finishing training |
| Facilities There is a plan in place to ensure facilities can re-open safely. If not, facilities will remain closed. | <ul style="list-style-type: none"> • Changing rooms will only open when these have the necessary Public Health Measures and hygiene practices • If Open Changing rooms will be fully sanitised between use by each training bubble • Clubrooms will only open when these have the necessary Public Health Measures and hygiene practices • If Open Club Rooms will be fully sanitised between before opening and at closing • Club Rooms will adhere to the requirements of the Hospitality Industry if open for serving of refreshments |
| Communication All Participants have had the Plans communicated to them and understand their personal responsibilities. | <ul style="list-style-type: none"> • Communication Briefings have been held with Coaches before resumption of training • Communication Briefings have been held with Players before resumption of training • There is clear in place signage for hygiene measures and managing all training and activities • Process and sanctions are in place to manage breaches of the Clubs Plan for training at Covid-19 Level 2 |

All areas outlined in the Return to Training Checklist will be covered in Parts 2 – 6 of this plan.

- Part 2 - Public Health Measures
 - Contact Tracing
 - Hygiene Measures
 - Part 3 - Facilities Management
 - Facilities Management
 - Cleaning Management
 - Other Facility Users
 - Part 4 - Field & Training Management
 - Field Allocation, Training Schedules & Arrival/Departure Management
 - Training Plans, Training Bubbles Management & Unnecessary Contact
 - Illness Management
 - Injuries Management
 - Equipment Cleaning
 - Part 5 - Communications Plan & Resources
 - Communications Plan
 - WAAFC COVID-19 Training Register
 - Field Allocation & Training Schedule Matrix
 - Copy of Coaches Information Pack
 - Copy of Training Checklist
 - COVID-19 Official Posters Table, Additional Posters & IDMe Poster
-

Part 2 – Public Health Measures

Overview

Part 2 - Public Health Measures describes the WAAFC protocols, responsibilities, record management processes and resources for:

2.1 Contact Tracing

2.2 Hygiene Measures

2.1 Contact Tracing

Protocol

Only players, coaches and support staff will be allowed on the fields during training.

All players, coaches and support staff details must be recorded using the Training Register.

The Training Register must align with the team list the coaches have been provided from COMET which shows full contact details of the players and support staff.

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.

Coaches, senior players and support staff must check in and out using IDMe as well as logging their details in the Training Register.

Parents and visitors must check in and out using IDMe if they leave their vehicle.

Executive Committee Responsibilities

The Executive Committee are responsible for implementing the agreed protocols, processes and tools that will be used to ensure details of all players, coaches, support staff and visitors to the club are captured and stored appropriately.

The Executive Committee are responsible for ensuring that all club members and visitors are aware of the protocols, processes and tools that will be used for contact tracing.

Coaches Responsibilities

Coaches are responsible for ensuring all persons associated with their team are familiar with and follow the protocols and instructions set out by Executive Committee.

Coaches are responsible for the contact tracing record keeping for their team.

Coaches must ensure the Training Register is maintained.

Players, Parents & Visitors Responsibilities

Players, parents and visitors must follow the protocols set out by the WAAFC Executive Committee and the instructions of the coaches at training.

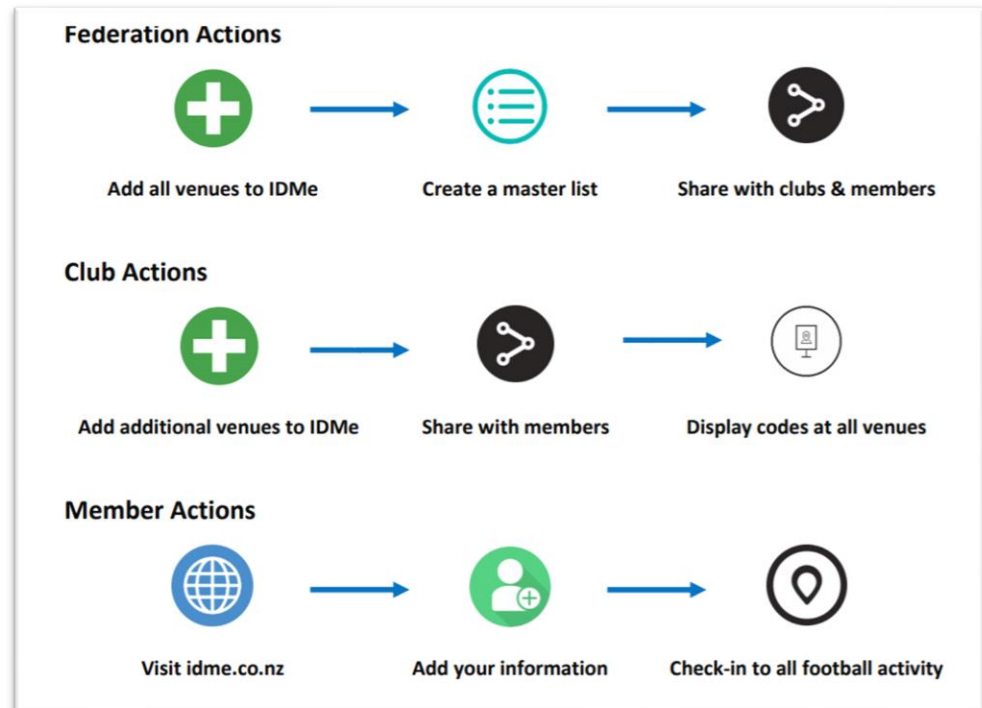
Electronic Check In/Check Out

IDMe is the New Zealand Football approved Sporty.co.nz web-based app that all clubs and players will be required to use as their contact tracing

system. IDMe creates a 5 character code for every venue logged by each federation and creates a personalised QR code for each member.

When entering a venue, members go to idme.co.nz, fill in their details and add in the venue code.

When the code is submitted it automatically creates a digital record of that members entrance, including a timestamp and date, held on a secure data base, accessible for future reference.



Creating Venues

Federations will create all training and playing venues through IDMe. This will create a 5 character code for all venues. All venues that are entered should exactly match the stadium names displayed in COMET. Note – there is an option to set up a scanner module for IDMe but with most football venues having multiple points of entry we recommend using venue codes rather than having a central check in point. Any additional venues that clubs need to set up (e.g. clubrooms) can be created by club themselves. A user guide on the set up process can be found [here](#). Note – if your club does not currently use Sporty as its main website you can still access this console. Instructions for access can be found in the user guide above.

Displaying Venue Codes

Venue codes need to be made as accessible as possible. It is advised that all venues have a physical print out copy of the code to display at every entry. An example is recommended that all codes are published on websites, social media channels and included in any fixture updates.

Entering Details and Checking-In

A member entering a venue simply heads to idme.co.nz, inputs their details then selects show QR code. To check-in click on manual sign-in and enter the 5 character venue code and click check-in. Note – you can save IDMe

to your home screen for quick access. Do this by clicking the share button in your browser and then clicking save to home screen (if using iPhone only Safari supports this function) The last venue a member logged into will be auto populated next time. Members can also add information for multiple people on the same phone. Once the first person is set up just click the update details button below the QR code then click the add another person link. Any members without a phone can enter their details on another device (as above) or check-in on a PC before or after and adjust the timestamp on the manual check-in screen.

General Information

Members include all players, coaches, managers, referees, spectators, parents and anyone else who will have an involvement in a football related activity. Members must check-in each and every time they visit a venue related to football and should be aware that fields and clubrooms will have separate venue codes so will need to check-in to both separately when visited.

Training Register Record Management

All players, coaches and support staff details will be recorded at training activities using the Training Register.

The Training Register must align with the team list the coaches have been provided from COMET which shows full contact details of the players and support staff.

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.

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.

Resource

Coaches Information Pack

Training Checklist

Training Register

2.2 Hygiene Measures

Protocol

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 training.

| | |
|---|--|
| Executive Committee Responsibilities | <p>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.</p> <p>Hand sanitiser will be provided to all coaches as part of the issued hygiene and equipment cleaning pack.</p> <p>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.</p> <p>Coaches must remind all players, support staff and visitors of the hand hygiene protocols they are to follow and the locations of hand washing facilities before and after training.</p> |
| Coaches Responsibilities | <p>The Executive Committee is responsible for implementing the agreed protocols, processes and tools.</p> <p>The Executive Committee must always follow hand hygiene protocols.</p> <p>The Executive Committee will provide all coaches with:</p> <ul style="list-style-type: none"> • instructions and information to provide to players, support staff and visitors; and • hand sanitiser for their players, support staff and visitors to use before and after training. <p>Coaches are responsible for ensuring all persons associated with their team are familiar with and follow the protocols and instructions set out by Executive Committee.</p> <p>Coaches must always follow hand hygiene protocols.</p> <p>Coaches must remind all players, support staff and visitors of the hand hygiene protocols they are to follow and the locations of hand washing facilities before and after training.</p> |
| Players, Parents & Visitors Responsibilities | <p>Players, parents and visitors must follow the protocols set out by the WAAFC Executive Committee and the instructions of the coaches at training.</p> |
| Resource | <p>Coaches Information Pack</p> <p>Training Checklist</p> <p>Hygiene and Equipment Cleaning Pack</p> |

Part 3 – Facilities Management

Overview

Part 3 – Facilities Management describes the WAAFC protocols, responsibilities, record management processes and resources for:

3.1 Facilities Management

3.2 Cleaning Management

3.3 Other Facility Users

3.1 Facilities Management

Protocol

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.

Hand washing and hygiene posters will be displayed.

Executive Committee Responsibilities

The Executive Committee is responsible for implementing the agreed protocols, processes and tools.

Coaches Responsibilities

Coaches are responsible for ensuring all persons associated with their team are familiar with and follow the protocols and instructions set out by Executive Committee.

**Players, Parents
& Visitors
Responsibilities**

Players, parents and visitors must follow the protocols set out by the WAAFC Executive Committee and the instructions of the coaches at training.

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 |

Resource

Coaches Information Pack

COVID-19 Official Posters (refer to table)

Closed signs

Closed sign

External signs for car park and shop entry doors indicating approved access.

3.2 Cleaning Management

Protocol

Two club officials will always be onsite on training nights.

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 at 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 at front entrances and bathrooms.
- Counter tops in the shop.
- Outside railing.

Executive Committee Responsibilities

The Executive Committee is responsible for implementing the agreed protocols, processes and tools.

3.3 Other Facility Users

Protocol

WAAFC Chairperson will provide a copy of this plan to Western Magpies Softball Committee and advise that they are to comply with all protocols as outlined in this plan.

Sign to be erected at the entry of the court stating no more than 10 per bubble.

IDMe signs to be erected at the entry of the court.

Official COVID-19 posters 'Keep a 2-metre distance from others' and 'Protect yourself and others from COVID-19' to be erected at the entry of the court.

Responsibilities

Executive Committee:

The Executive Committee is responsible for implementing the agreed protocols, processes and tools.

Part 4 – Field & Training Management

Overview

Part 4 – Field & Training Management describes the WAAFC protocols, responsibilities, record management processes and resources for:

4.1 Field Allocation, Training Schedules & Arrival/Departure Management

4.2 Training Plans, Training Bubbles Management & Unnecessary Contact

4.3 Illness Management

4.4 Injuries Management

4.5 Equipment Cleaning

4.1 Field Allocation, Training Schedules & Arrivals/Departure Management

Protocol

The Executive Committee have developed a Field Allocation & Training Schedule Matrix.

Training bubbles are to be a maximum of 10.

Two club officials will always be onsite on training nights.

All junior teams must vacate the park before 6-45pm.

All senior teams must not arrive before 6-45pm.

Coaches must ensure that they use their allocated field and training days/times.

Parents are not permitted at the fields.

On arrival, parents are to escort their child/children to the footpath at the field entry only. Parents 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.

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.
-

Field Numbers



Training Schedule Mondays

| 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 | | | | | | | | |

Tuesdays

| 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 | | | | |

Wednesdays

| 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 | | | | | | | | |

Thursdays

| 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 | | | | |

Executive Committee Responsibilities

The Executive Committee is responsible for implementing the agreed protocols, processes and tools.

Coaches Responsibilities

Coaches are responsible for ensuring all persons associated with their team are familiar with and follow the protocols and instructions set out by Executive Committee.

Players, Parents & Visitors Responsibilities

Players, parents and visitors must follow the protocols set out by the WAAFC Executive Committee and the instructions of the coaches at training.

Resource

Coaches Information Pack
Field Allocation & Training Schedule Matrix

4.2 Training Plans, Training Bubble Management & Unnecessary Contact

Protocol

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.

Executive Committee Responsibilities

The Executive Committee is responsible for implementing the agreed protocols, processes and tools.

**Coaches
Responsibilities**

Coaches are responsible for ensuring all persons associated with their team are familiar with and follow the protocols and instructions set out by Executive Committee.

**Players, Parents
& Visitors
Responsibilities**

Players, parents and visitors must follow the protocols set out by the WAAFC Executive Committee and the instructions of the coaches at training.

Resource

Coaches Information Pack

4.3 Illness Management

Protocol**Unwell person at venue:**

All club members and visitors **must** not come to the fields or club rooms if they are unwell.

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.

The Chairperson is to immediately contact the Northern Football Federation.

**Executive
Committee
Responsibilities**

Executive Committee members must not come to the fields or club rooms if they are unwell.

The Executive Committee is responsible for implementing the agreed protocols, processes and tools.

| | |
|---|---|
| | <p>The Executive Committee is responsible for ensuring all key messages and instructions are available to all club members and visitors as set out in the Communications Plan.</p> |
| Coaches Responsibilities | <p>Coaches must not come to the fields or club rooms if they are unwell.</p> <p>Coaches are responsible for ensuring all persons associated to their team are familiar with the protocols and instructions set out by Executive Committee.</p> <p>Coaches are responsible for ensuring that all protocols and instructions are always followed by all persons associated to their team and report any breaches to the club Chairperson immediately.</p> <p>Coaches are responsible for the contact tracing record keeping for their team.</p> <p>Coaches are responsible for notifying the club Chairperson of any unwell person present at training.</p> <p>Coaches are responsible for notifying the club Chairperson if someone associated with their team becomes unwell or is identified as a close contact, contact of contact, probable or confirmed COVID-19 case.</p> <p>Coaches are responsible for sending all Training Register information to the club Chairperson</p> |
| Players, Parents & Visitors Responsibilities | <p>Players, support staff and visitors must not come to the fields or club rooms if they are unwell.</p> <p>Players, parents and visitors must follow the protocols set out by the WAAFC Executive Committee and the instructions of the coaches at training.</p> <p>Players, support staff and visitors are responsible for advising their coach if they become unwell during or after training.</p> <p>Players, support staff and visitors are responsible for advising their coach if they are identified as a close contact, contact of contact, probable or confirmed COVID-19 case.</p> |
| Record Management | <p>The coach of the team the unwell person is associated with is to log their details in the Training Register and ask the person to leave the venue.</p> |
| Resource | <p>COVID-19 symptoms: https://covid19.govt.nz/covid-19/about-covid-19/covid-19-symptoms/</p> <p>Training Register</p> |

4.4 Injury Management

Protocol

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.

If an injury requires urgent medical assistance call 111.

Executive Committee Responsibilities

The Executive Committee is responsible for implementing the agreed protocols, processes and tools.

Coaches Responsibilities

Coaches are responsible for ensuring all persons associated with their team are familiar with and follow the protocols and instructions set out by Executive Committee.

Coaches must ensure the appropriate assistance is given to the injured player and emergency medical assistance is sort if appropriate.

Coaches must ensure all appropriate and required information is captured in the Training Register.

Players, Parents & Visitors Responsibilities

Players, parents and visitors must follow the protocols set out by the WAAFC Executive Committee and the instructions of the coaches at training.

Record Management

Coaches must ensure all appropriate and required information is captured in the Training Register.

Resource

Coaches Information Pack

Training Register template

Working with Children Policy: <http://www.westaucklandafc.co.nz/Policy-Planning/Policy>

4.5 Equipment Cleaning

Protocol

Equipment is not shared between training bubbles without being cleaned.

Equipment is not 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.

Executive Committee Responsibilities

The Executive Committee is responsible for implementing the agreed protocols, processes and tools.

Coaches Responsibilities

Coaches are responsible for ensuring all persons associated with their team are familiar with and follow the protocols and instructions set out by Executive Committee.

Coaches are responsible for cleaning all equipment used immediately after training is completed.

Players, Parents & Visitors Responsibilities

Players, parents and visitors must follow the protocols set out by the WAAFC Executive Committee and the instructions of the coaches at training.

Resource

Coaches Information Pack

Part 5 – Communication Plan & Resources

How will we communicate

WAAFC Executive Committee will use the follow methods to communicate with club members and visitors:

- WAAFC website
- Social Media – Facebook account
- Emails
- Signage at club facilities.

Information packs for coaches and players have been developed and will be emailed directly to them and published on the WAAFC website.

Coaches and support staff briefings

Briefings will be held with coaches and support staff in small groups of no more than 10 to ensure they understand their roles and responsibilities as set out in this plan and by the government.

Group 1: Under 6s/7s/8s

Group 2: Under 9s/10s/11s/12s

Group 3: Under 13s/14s/15s/16s

Group 4: Senior Men's (1st Div and Social)

Group 5: Senior Women's (1st Div and Social)

What will we communicate

Official information from the government COVID-19 website.

Official information from NZ Football, Sports NZ, Northern Football Federation and Auckland Football Federation.

WAAFC protocols and instructions.

Up to date information and guidance for coaches, players and visitors relating to safe practice, hygiene protocols and physical distancing or any other matter relating to ensuring the health and wellbeing of our members and visitors.

Executive Committee Responsibilities

The Executive Committee is responsible for ensuring effective and timely communication with all club members and visitors.

Coaches Responsibilities

Coaches are responsible for communicating all WAAFC protocols and instructions to parents and support staff.

Coaches are responsible for ensuring all players, parents and support staff know where to find information.

Resources

Coaches Information Pack

Training Checklist

Official COVID-19 Posters / Signage as appropriate

IDMe Poster

AFF/NFF Return to Training Checklist at Covid-19 Level 2

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. This checklist represents the minimum expectation of planning by coaches/managers before training can commence. Training bubbles cannot exceed 10 people (including coaches and medical staff) and should not intermingle with any other training bubbles.

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 from the Ministry of Health, Sport NZ, NZ Football and any other authority under which the Club operates. **If you are in any doubt, then you should not proceed with training.**

| AREA | INCLUSIONS | COMMENTS | CLUB PERSON RESPONSIBLE |
|--|--|--|-------------------------|
| Illness There is a plan in place to require participants to avoid training if they have any COVID-19 symptoms | <ul style="list-style-type: none"> • Include on all Social Media • Include on Website • Include in all team communications • Include in pre-training brief • Resources: https://covid19.govt.nz/covid-19/about-covid-19/covid-19-symptoms/ | Confirm Plan is in Place: YES/NO Additional comments: | |
| Other Facility Users There is a plan to co-ordinate with other sport users of designated training areas (if applicable) | <ul style="list-style-type: none"> • Clear communication channels established with other sport users • Contact will be made early with other users to plan activities • Club and Training Bubbles will be flexible around timings and agreed usage • Club and Training Bubbles will be flexible around other members of the public using public spaces | Confirm Plan is in Place: YES/NO Additional comments: | |
| Training Bubbles of 10 max There is a plan to limit training bubbles to a maximum of 10 participants (including players and coaches) in designated training areas on training nights | <ul style="list-style-type: none"> • Clear Areas designated for each training bubble of 10 • Training days and times staggered for teams. • Some training bubbles can be player led • Caregivers etc asked to stay in their cars during training • No opposed/mixed training with other training bubbles | Confirm Plan is in Place: YES/NO Additional comments: | |
| Contact Tracing There is a plan in place for contact tracing for each training bubble prior to training commencing | <ul style="list-style-type: none"> • Lead individual identified to manage contact tracing • Controls in place to preserve training bubble throughout training • Training programme allows enough time for contact tracing recording to be effective and orderly | Confirm Plan is in Place: YES/NO Additional comments: | |
| Equipment Cleaning There is a plan in place for the cleaning of all training | <ul style="list-style-type: none"> • Plan includes but is not limited to balls, training vests, goal nets, goal posts, cones, and flags etc | Confirm Plan is in Place: YES/NO Additional comments: | |

| | | | |
|--|---|--|--|
| equipment prior and post training | <ul style="list-style-type: none"> Equipment is not shared between training bubbles without being cleaned | | |
| Hygiene Measures There is a plan in place to provide hand hygiene measures for all participants prior to and on completion of training | <ul style="list-style-type: none"> There are sufficient supplies of hand sanitiser available for all players on arrival & departure from training There is access to soap and water to enable good hand washing measures | Confirm Plan is in Place: YES/NO Additional comments: | |
| Injuries There is a plan in place for the treatment of injured players that ensures their safety and the safety of others | <ul style="list-style-type: none"> Injured players will be treated separate to training sessions | Confirm Plan is in Place: YES/NO Additional comments: | |
| Unnecessary Contact There is a plan in place to limit unnecessary contact during training | <ul style="list-style-type: none"> Record training plans and when physical distancing is not possible Avoid unnecessary close contact situations | Confirm Plan is in Place: YES/NO Additional comments: | |
| Arrival/Departure There is a plan in place to ensure players and coaches do not congregate prior to and after training unnecessarily in carparks or fields | <ul style="list-style-type: none"> Participants are expected to come to the grounds ready to train and to depart immediately afterwards There is a staggered approach to training bubbles starting and finishing training | Confirm Plan is in Place: YES/NO Additional comments: | |
| Facilities There is a plan in place to ensure facilities can re-open safely. If not, facilities will remain closed. | <ul style="list-style-type: none"> Changing rooms will only open when these have the necessary Public Health Measures and hygiene practices If Open Changing rooms will be fully sanitised between use by each training bubble Clubrooms will only open when these have the necessary Public Health Measures and hygiene practices If Open Club Rooms will be fully sanitised between before opening and at closing Club Rooms will adhere to the requirements of the Hospitality Industry if open for serving of refreshments | Confirm Plan is in Place: YES/NO Additional comments: | |
| Communication All Participants have had the Plans communicated to them and understand their personal responsibilities. | <ul style="list-style-type: none"> Communication Briefings have been held with Coaches before resumption of training Communication Briefings have been held with Players before resumption of training There is clear in place signage for hygiene measures and managing all training and activities Process and sanctions are in place to manage breaches of the Clubs Plan for training at Covid-19 Level 2 | Confirm Plan is in Place: YES/NO Additional comments: | |

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:

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 | | | | | | | | |

| 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 |

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 | | | | |

Coaches Information Pack



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 a 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/>

Copy of Training Checklist – distributed separately

Training Checklist

**Unite
against
COVID-19**

| | |
|--|---|
| | ✓ |
| Training Set Up | |
| Set up training equipment in designated training area. | |
| Ensure training equipment is set to support 10-person maximum bubbles and 2-meter distancing from other bubbles. | |
| Set up cleaning equipment station at training area. | |
| Ensure players, parents and visitors are following the arrival/departure instructions. | |
| Ensure parents/visitors do not linger in groups and return to their car once their child is safely with their team. | |
| Ensure all senior teams do not arrive before 6-45pm. | |
| Before Training | |
| Confirm all players and support staff are well and do not have any signs of influenza like illness symptoms. | |
| Confirm attendance on the Training Register. | |
| Confirm all players and support staff have washed or sanitised their hands. | |
| Remind all players and support staff of the hand hygiene protocols they are to follow and where the location of hand washing facilities before and after training. | |
| Remind all players and support staff what entrance to use to access the bathrooms. | |
| Remind all players and support staff of the physical distancing protocols (bubble management). | |
| Remind all players and support staff not to share equipment between training bubbles without being cleaned. | |
| Remind all players and support staff not to share equipment between teams without being cleaned | |
| After Training | |
| Remind all players and support staff to wash or sanitise their hands before leaving training. | |
| Remind all players and support staff not to come to next training if unwell. | |
| Remind all players and support staff to inform you if they become unwell before the next training session. | |
| Remind all players and support staff to arrive on time for the next training session. | |
| Remind all players and support staff to follow the arrival/departure instructions at the next training session. | |
| 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. | |
| Ensure all junior teams vacate the park before 6-45pm. | |

Remember 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.

COVID-19 Official Posters Table, Additional Posters & IDMe Poster

| Name | Link | Poster | Location |
|---|--|--|---|
| <p>Protect yourself and others from COVID-19</p> <p>English & Maori</p> | <p>https://covid19.govt.nz/assets/resources/posters/COVID19_poster_protect_english_A3.pdf</p> |  | <p>Bathrooms</p> <p>Entries (internal & external)</p> |
| <p>Wash & dry your hands</p> | <p>https://covid19.govt.nz/assets/resources/posters/COVID-19-Wash-and-dry-your-hands-poster-A3.pdf</p> |  | <p>Bathrooms</p> <p>Hand washing facilities</p> |

| | | | |
|--|--|--|--|
| <p>Keep a 2-metre distance from others</p> | <p>https://covid19.govt.nz/assets/resources/posters/COVID-19_Key-Message_2m-Distance_A4.pdf</p> |  <p>The poster features a yellow background with diagonal black stripes. In the center, a black circle contains two stylized human figures with a large '2' between them, and the word 'metres' below the '2'. Below the circle, the text reads: 'Keep a 2-metre distance from others'. Smaller text below that says: 'Outside of your home or when you are sick, keep 2 metres away from all other people, where possible. Do not shake hands, kiss hello or hongi.' At the bottom left, it says 'Find out more at Covid19.govt.nz' and 'New Zealand Government'. At the bottom right, it says 'Unite against COVID-19'.</p> | <p>Bathrooms</p> |
| <p>2 metres graphic</p> | <p>https://covid19.govt.nz/assets/resources/posters/COVID-19-2m-poster-A4.pdf</p> |  <p>This poster is identical to the one above, featuring the same yellow background with diagonal black stripes, the central circle with two figures and a '2', and the text 'Keep a 2-metre distance from others' and 'Unite against COVID-19'.</p> | <p>Entry doors – internal and external</p> |

| | | | |
|--|---|--|---|
| Clean and disinfect all surfaces and objects | https://covid19.govt.nz/assets/resources/posters/COVID-19-Key-Message-Clean-and-Disinfect-A4.pdf |  | Bathrooms Office Kitchen Shop Entry doors – internal and external Club room tables |
| 2 people maximum | https://covid19.govt.nz/assets/resources/posters/COVID-19-2-people-max-poster-A3.pdf |  | Office Shop area Bathroom doors |

| | | | |
|-------------------------|---|---|-------------------------------------|
| Sanitise on your way in | https://covid19.govt.nz/assets/resources/posters/COVID-19-Sanitise-on-your-way-in-poster-A3.pdf |  <p>The poster features a yellow and black diagonal striped background. In the center is a circular icon showing a hand being sanitized by a bottle with a cross on it. Below the icon, the text 'Sanitise on your way in' is written in a bold, sans-serif font. At the bottom right, the logo 'Unite against COVID-19' is displayed, with 'Unite' and 'against' in black and 'COVID-19' in yellow. A small 'New Zealand Government' logo is at the bottom left.</p> | Entry doors – internal and external |
| Premises closed | https://covid19.govt.nz/assets/resources/posters/COVID-19-not-open-posters-A3.pdf |  <p>The poster features a yellow and black diagonal striped background. The text 'Premises closed' is written in a large, bold, sans-serif font. Below this, in smaller text, it says 'These premises are not open to customers. If you need to contact us, follow instructions below:'. Underneath is a rectangular box with horizontal lines for contact information. At the bottom right, the logo 'Unite against COVID-19' is displayed, with 'Unite' and 'against' in black and 'COVID-19' in yellow. A small 'New Zealand Government' logo is at the bottom left.</p> | External changing rooms |



FIELD 3:
BATHROOM ACCESS



EXECUTIVE COMMITTEE ONLY:
OFFICE
&
CLUB ROOM ACCESS

Unite
against
COVID-19

FIELDS 1 & 2:

BATHROOM ACCESS



COACHES AND OFFICIALS:

SHOP AREA

&

EQUIPMENT ROOM

Unite
against
COVID-19

iMe Touch-free contact register

New Zealand sports organisers are required to maintain a contact tracing log to identify individuals who may have come into contact with someone diagnosed with COVID-19

iDMe delivers this free for community sport



Step 1 - Sports Organisers

iDMe lets sports organisers turn your own smartphone or tablet into a QR Code scanner so you can instantly scan people into your venue, courts, turf, fields or clubrooms.

There's also a self check-in option that lets people register their attendance at training or your venue without needing to be scanned.



Step 2 - The Community

iDMe lets people create their own personal QR Code on their phone with their contact information (name, address, email, phone number). They can save it to their phone home screen so it's instantly available, even offline.

Multiple personal QR Codes can be saved to a single phone, making it easy to display and provide everyone's contact details, completely touch-free.



Step 3 - Data Stored Securely

The contact details of each person who scans in or performs a self check-in are automatically added to a secure database that is accessible to each sport organiser. Each record includes the location, date and time of attendance.



Get started at www.idme.co.nz

iDMe is powered by sporty.co.nz