

POLICIES AND PROCEDURES

SECTION 1: COMMUNICATIONS PLAN



Plan statement and objectives	<p>Ellerslie AFC is committed to its members, employees, suppliers and stakeholders. The Purpose of the Covid-19 Communications Plan is to ensure employee and members' safety is put first while the provision of the Clubs services continue.</p> <p>This Plan has been prepared alongside the Clubs Facilities, Contact Tracing and Training & Game Plans.</p> <p>Where possible, this Plan is to be made available to all staff and members. The key objectives include:</p> <ul style="list-style-type: none">• The Club delivers football to its members to the best level possible during the lockdown period as NZ move through the Alert Levels, while not compromising health and wellbeing of staff and members.• Keep members informed of changes in Alert Levels and changes to how trainings, and then games, operate.• Ensuring staff and members have a clear understanding of field layouts, parking restrictions, best practices for attending training sessions and games.• Ensuring there is adequate signage at fields to communicate basic messages directed by Ministry of Health, Sport New Zealand, New Zealand Football and Council as required.• Ensuring everyone has a clear understanding of the roles and responsibilities of the Communications Plan.
Review Protocol	<p>Plan Signed off by: Ellerslie AFC Executive Committee Date Signed off: 18/05/2020 Next Review Date: 01/07/2020</p>

COMMUNICATIONS CONSIDERATIONS

Before any training can commence NZ Football require clubs to have in place the required Public Health Measures and that they have been communicated to, and understood by, all participants. These Public Health Measures are covered in the Clubs Facilities, Contact Tracing and Return to Training & Play Plans.

As information on Covid-19 and activities at Alert Level 2 are constantly changing, the Club must keep its members up to date with the latest information and Guidelines from the Ministry of Health, Sport NZ, NZ Football and any other authority which our Club operates.

The requirements of AFF/NFF are:

- 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

The following list outlines initiatives to support these communications measures and additional measures the Club has initiated:

Communications Initiatives - General	Date Completed
Communication Briefings have been held with Coaches before resumption of training	
Communication Briefings have been held with Players (and/or parents/guardians of junior/youth 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	

In addition to the above, the Club has initiated the following:

Communications Initiatives - Club Specific	Person responsible	Date Completed
One clear concise message from Club. Appoint one person to communicate with membership in relation to Covid-19.	Julie Vidovich	
Regular email updates to Members through Club Hub as Alert Levels move and rules within Alert Levels change. In all emails reiterate base requirements to Membership. Ex-Comm to sign off on all emails to Members.	Julie Vidovich	
Post email updates to Website and social media	Tim Adams	
Set up a Junior/Youth Facebook Group and a Senior Facebook group and request one representative from each team join. Use this platform to give any urgent information, remind protocols surrounding training at Alert Level 2, advise updated protocols, reminders and updates for representatives to pass on to teams. Platform for representatives to ask questions, seek clarification from Club on protocols.	Tim Adams, Julie Vidovich, Kelly Bolus	
Have all feedback/complaints directed to one person in Club	Julie Vidovich	
Identify any additional signage required to support other plans		
Communication with YMCA and Ellerslie Cricket Club with copies of our Plans for Return to Train & Play	Tim Adams	

PROCESS & SANCTIONS FOR BREACHES OF COVID-19 RETURN TO TRAIN/PLAY PROTOCOL

If the Club becomes aware of a breach by a player, coach, parent/caregiver/spectator, team of our Covid-19 Return to Train/Play policies, a review committee shall be appointed to review any breaches as required by the processes set out. If there are any breaches, the following shall occur:

- If the breach is by an individual player or players:
 - , in the first instance the Coach is able to ask the player to either leave the training (in the event of it being a senior player) or sit to the side of training (in the event it is a junior/youth member).
 - If there is a second breach by the individual, the Coach shall advise the Club of the breach.
 - After meeting to discuss the breach the individual shall be contacted and educated on the process and required to acknowledge they understand what they need to do to remedy the breach and understand the protocols (in the event of players under 16 years, this will be done through parents).
 - If the individual breaches the protocol again, they would be suspended from playing until further notice
- If the breach is by a coach:
 - The review committee will meet to discuss the breach.
 - The coach will be contacted and be educated on the protocols and receive acknowledgement from them that they understand what they need to do to remedy the breach and understand the protocols.
 - If the coach breaches the protocols again a supervisor would attend the next training session to supervise and then discuss with the coach after the session the steps they need to take to meet the protocol.
 - If the breach continues, the coach will be replaced for a period of time until it is deemed that the coach is able to resume their duties.
- If the breach is by a parent or caregiver:
 - The review committee will meet to discuss the breach.
 - The person will be contacted and educated on protocols and we shall receive an acknowledgement from them that they understand what they need to do to remedy the breach and understand the protocols.
 - If the breach continues, the individual will be asked to not attend at the facility until the Alert levels drop to a point where the breach is no longer an issue.