



POLICIES AND PROCEDURES

SECTION 1: CONTACT TRACING PLAN

Plan statement and objectives	<p>Ellerslie AFC is committed to its members, employees, suppliers and stakeholders. The Purpose of the Covid-19 Facilities 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 Communication, Facilities 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.• Risks of contagion to people that come to the Club are managed, ensuring the health and wellbeing of staff and members.• Ministry of Health directives are the initial basis for decision making in the event of a pandemic, such as directives regarding self-isolation and gatherings of people.• Ensuring everyone has a clear understanding of the roles and responsibilities of the Contact Tracing Plan.
Review Protocol	<p>Plan Signed off by: Ellerslie AFC Executive Committee</p> <p>Date Signed off: 18/05/2020</p> <p>Next Review Date: 01/07/2020</p>

CONTACT TRACING

iDme is the system to be used for football nationwide and all the info needed is shown here. There is no cost for use or set-up.

We do not have venue codes from AFF and at this time do not know when they will be delivered. NZF are scheduled to officially release the information on Monday 25th, May. We have requested whether NZF will be sending communications to all our members registered in Comet.

The plan is to have signs made up for each venue with the venue code clearly visible and the one page iDMe instructions (attached) to show how to get your QR code and check in. It is felt that it was best to do with venue check in rather than with a QR scanner as this would need to be on the iPad at the club and would need to stay charged to stay 'awake' otherwise it would require multiple people to touch the iPad and could cause issues with people waiting to check in at one place.

Our coaches and team managers do not need to do anything other than remind everyone when they attend each session, that they need to have checked in.

Communications to our members would be to include the link to the short video on how to create your QR code and check in as well as the one page flyer. It would also be beneficial to include that the information is only stored for a month and that it is not shared, it is only accessible to the sport organiser using that venue code and any other FAQ's that would be useful to our members to know.

NEW ZEALAND FOOTBALL CONTACT TRACING SYSTEM

Contact tracing is a key requirement to the return of football in all Alert Levels. New Zealand Football has partnered with [Sporty.co.nz](https://www.sporty.co.nz) to use a contact tracing system called iDME that all federations, clubs and members will be required to use. Please see the attached document as to how iDME works and is implemented across each federation.

A helpful video for users can be found [here](#).

New Zealand Football will be officially releasing this information on Monday.

Early next week, information will be released on a date or point in time at which iDME must be used and will be the only accepted form of contact tracing for football. We would also like to remind you that, until that transition period to where iDME must be used, other forms of contact tracing can be used, including a simple pen and paper, as long as it holds all the required information. I have attached the Covid 19 rego form that can be completed for anything in the meantime.

Please find a link to the New Zealand Football guidelines [here](#).

TRAINING CHECKLIST

We know everybody is itching to get on the fields, we are too, but before you do please make sure you have all of the requirements checked off. Attached is a simple guide we have put together for these initial weeks to make sure the basics are covered. New Zealand Football will be releasing further information on these with further details, but please until then, make sure you have everything covered.

We cannot stress enough how important it is to play it safe.

Please refer to attached documents:

- COVID-19-contact-tracing-register-A4
- iDMe User Guide
- Contact Tracing - Information for Clubs & Members

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.