



BHC Track and Trace Guidance Notes

1. Introduction

The purpose of this document is to provide guidance on the methods of Track and Trace that Basingstoke Hockey Club (BHC) will adopt. It is also to inform all members of their responsibilities with respect to Track and Trace controls at Maidenwell Pavilion and Down Grange Pitches.

The Track and Trace methods that BHC will adopt are:

- QR code for the Maidenwell Pavilion
- QR code for spectators' pitch side
- "Spond" for all players, coaches, and club officials

The following sections describe the controls that will be implemented and adhered to.

Should you have any queries please contact Ian Pett (COVID Officer) on covid@basingstoke-hockey.com.

2. EH Participation Agreement Form

All players, club officials, coaches, and the parents/guardians of all juniors under the age of 18 must complete the England Hockey (EH) Participation Agreement in order to train, play or officiate in any hockey at BHC. The form can be found here:

https://forms.office.com/FormsPro/Pages/ResponsePage.aspx?id=NvkYmuiQxU--asEa8eSc6g-NqKCAUipGoe_luyiEaiZUMIE4NUVKRDZENzJGNUtNVEE5NVIXME9ETC4u

This MUST be completed to participate. This will be reviewed by the club COVID officer and any non-completion will be reported to the section captains and selection will not be allowed for both training and games. Please note it can take at least 24hours for this information to reach BHC.

3. Maidenwell Pavilion Facilities

In order to provide limited facilities in the pavilion, there will be a QR code that you must scan on entry to the first floor and provide your details for track and trace purposes. Please ensure you keep the confirmation email as this can and will be checked by the facilities team to ensure your adherence to this guidance.

This applies to all players, coaches, club officials, guardians, spectators' and umpires.

For those who do not have a smart phone there will be a manual paper copy register available or we would encourage you to let your teammates support you in completing the above.

4. Spond

4.1 General

Spond is the club approved app for Track and Trace of all club members and officials, please download and register on the app as soon as possible. As part of your registration on Spond there is a requirement to confirm the date you completed the EH participation agreement.

Once you have downloaded the app or registered on the website you need to complete the following steps:

- Ensure your contact details are complete and they remain up to date
- Confirm attendance/non-attendance to any events you are invited to

4.2 BHC junior Section

All Parents and Guardians will have been issued with a link to Spond via a member of the Junior Section Admin Team. On receipt of request please follow the process outlined above to register.

4.3 BHC Junior Admin Team

You will have been issued a link to Spond by the Junior Section Coordinator. Please download and register on the app as soon as possible. On receipt of request please follow the process outlined above to register.

As a member of the Junior C19 team you also have the responsibility to complete the following on Spond:

- Confirm all juniors in your team have signed the EH participation agreement
- Register attendance for training/match days
- Ensure all players in your squad are aware of the expectations upon them
- Ensure all players/parents/guardians in your squad have read and understand the BHC COVID guidance
- On request from the COVID officer, issue a report of attendance within 12hrs.

Within 24 hours of completion of training or a match email the list of attendees to track.trace@englandhockey.co.uk.

4.4 BHC Senior Players

You will have been issued a link to Spond via the section captains, team captains or coaches. On receipt of request please follow the process outlined in 4.1 above to register.

4.5 BHC Coaches/Captains

You will have been issued a link to Spond via the section captains. Please download and register on the app as soon as possible. On receipt of request please follow the process outlined above to register.

As a coach or captain, you (or your delegated person of responsibility) should complete the following on Spond:

- Confirm all players have signed the EH participation agreement
- Register attendance for training/match days
- Ensure all players in your squad are aware of the expectations upon them
- Ensure all players in your squad have read and understand the BHC COVID guidance.
- On request from the COVID officer, issue a report of attendance within 12hrs.

Within 24 hours of completion of training or a match email the list of attendees to track.trace@englandhockey.co.uk.

You may choose to delegate the administration of this function to a squad member; however, you must ensure that person is reliable and trustworthy to complete the above tasks.

4.6 BHC Club Umpires

You will have been issued a link to Spond via the section captains, team captains or coaches. Please download and register on the app as soon as possible. As part of your registration on Spond there is a requirement to confirm the date you have completed the EH participation agreement.

Once you have downloaded the app or registered on the website you need to complete the following steps:

- Ensure your contact details are complete and they remain up to date
- Confirm attendance/non-attendance to any events you are invited to

5. Visiting Officials

Please confirm ahead of the fixture that you have completed your EH participation form. On arrival at BHC, please scan the QR code available to confirm attendance both on the pitch and in the pavilion. We ask you to scan both so that we ensure we capture track and trace information regardless of whether you enter the Down grange Pavilion or not.

6. Spectators

Please ensure as you enter the pitch you scan the QR code and provide your contact details for Track and Trace purposes. Please ensure you keep the confirmation email.

Supporters, parents/guardians, and other spectators to remain socially distanced whilst attending events. Spectator groups must be restricted to discrete six person gathering limits and spread out in line with wider government guidance.

7. What BHC does with your data

BHC will be processing your data in the following way:

- In order to comply with Track and Trace guidelines issued by England Hockey
- [NB1] Security of your data is paramount and will only be accessible to those who have a legitimate reason for access
- Your data will be deleted after 21days as per the guidelines issued from England Hockey

Should you have any queries on how your data will be stored or processed please contact Nicola Burrige at bhcdataprotection@gmail.com).