



BHC Track and Trace Roles and Responsibilities

1. Introduction

The intention of this document is to define the various roles and responsibilities of key members of Basingstoke Hockey Club (BHC) in the implementation of Track and Trace for all club members such as players, coaches, club officials and umpires, spectators and visitors to the Down Grange pitches and pavilion.

Refer to BHC's Track and Trace Guidelines for details of the Track and Trace methods currently being implemented for the pitch and pavilion.

Please note that this document is subject to revision and should be read in conjunction with the latest revision of England Hockey's (EH's) Getting Back onto the Pitch – Step 4 which can be found at:

<http://www.englishockey.co.uk/page.asp?section=2633§ionTitle=Covid%2D19+Club+Support>

2. Club Chairman

The Club Chairman is responsible for-

- Establishing BHC's Covid Committee.
- Chairing meetings of the Covid committee.
- Appointing BHC's Covid Officer and registering them on the EH Club Portal.
- Overseeing the implementation and continual operation of BHC's Track and Trace System.
- Chairing any disciplinary meetings with respect to Covid Code of Conduct non-compliances and violations.

3. Covid Committee

The Covid committee shall consist of BHC's Chairperson, Club Captain, Junior Coordinator, Junior Lead Coach, and Welfare Officer and shall be responsible for:

- Overseeing the implementation of BHC's Track and Trace methods.
- Attending regular meetings to determine the progress of the implementation and operation of BHC's Track and Trace System.
- Providing ongoing guidance and feedback on the operation of the system to the Covid Officer, Covid Coordinators and Junior Admin Team in the application and use of the Track and Trace Systems.
- Checking SPOND against EH Participation Agreements by person.

4. Club Covid Officer

The Club's Covid Officer will be responsible for:

- Establishing guidelines for the use of BHC's Track and Trace system.
- Overseeing the implementation of the Track and Trace system for both the Junior and Senior Sections of BHC
- In conjunction with the Junior Section Coordinator establish a methodology to ensure that all players, coaches, Junior Admin Team Members, club umpires and officials have signed EHs Participation Agreement.
- Implement EH's Covid Officer Guidelines, details of which can be found at: <http://www.Englandhockey.co.uk/page.asp?section=2633§ionTitle=Covid%2D19+Club+Support>
- Prepare posters, containing the contact details for the Covid Officer, and ensure that they are easily visible and positioned at key locations in the Maidenwell Pavilion and around the pitches.
- Ensure that all Junior Team Leaders, Captains and Coaches, and Covid Coordinators are aware of EH's reporting requirements.
- Frequent checks in the Senior section on the progress of signed Participation Agreements and that attendance reports are being emailed to EH Track and Trace in a timely manner.
- Acting as a focal point for all visiting Clubs and officials.
- Act as a focal point for NHS and EH.
- Reporting to NHS and EH any cases of, or participants who have displayed any symptoms of Covid-19
- Conducting frequent checks in the senior section to ensure that records are being destroyed after 21 days.
- Briefing of Team Captains, Coaches and Covid Coordinators of EH's requirements re administering and reporting requirements.
- Reporting non-compliances and violations to EH's Participation Agreements or BHC's Track and Trace to the Covid committee.
- Provide regular updates to Club Members on any updates to EH's Guidelines and Code of Ethics.

5. BHC Junior Section Coordinator

The BHC Junior Section Coordinator in conjunction with the Junior Section Lead Coach are responsible for:

- Implementation of BHC's track and Trace System within the Junior Section
- Checking that all players, coaches, umpires, and parent helpers associated with their team have signed EH's Participation Agreement. No sign up no play.
- Ensuring that all Junior Section Lead Coaches, Coaches, Admin Team members and Parent helpers have signed EH's Participation Agreement.
- Conducting frequent checks to ensure that records are being destroyed after 21 days.
- Frequent checks on progress of signed Participation Agreements and that attendance reports are being emailed to EH Track and Trace in a timely manner.
- Briefing of Admin Team, all coaches and parent helpers of EH's requirements re administering and reporting requirements.
- Monitoring progress of Track and Trace in the Junior section and reporting progress and any shortfalls to the Covid Officer and Committee.
- Reporting non-compliances and violations to EH's Participation Agreements or BHC's Track and Trace to the Covid committee.
- Report any players, coaches or parent helpers displaying Covid-19 symptoms to BHC's Covid Officer.

6. Junior Section Admin Team Members

The Junior Section Admin Team Members are responsible for:

- Checking that the parent/guardians of the respective players have registered them on Spond.
- On a weekly basis send invites via Spond to all players, coaches and umpires, where applicable, to training sessions and games.
- Emailing attendance records for training and games to EH within 24 hours of completing the session. Records to be sent to track.trace@englandhockey.co.uk. See Section 9 for reporting requirements.
- When confirming away games check that the opposition are Covid compliant with respect to compliance with EH requirements and that they have a fully operational Track and Trace System. Any non-compliances should be reported immediately to BHC's Covid Officer and the Junior Section Coordinator for resolution.

7. Team Captains and All Coaches

Each team captain shall responsible for:

- Identifying a Covid Coordinator within their respective team, does not necessarily need to be the team captain.
- Checking that all players, coaches and club umpires associated with their team have signed EH's Participation Agreement. No sign up no play.
- Check that all players, coaches and club umpires, associated with their team, have registered on Spond. This can be delegated to the team's Covid Coordinator
- On a weekly basis send invites via Spond to all players, coaches and club umpires, where applicable, to training sessions and games.
- Ensure that the Teams Covid Coordinator is emailing attendance records for training and games to EH within 24 hours of completing the session.
- When confirming away games check that the opposition are Covid compliant with respect to compliance with EH requirements and that they have a fully operational Track and Trace System. Any non-compliances should be reported immediately to BHC's Covid Officer and the Junior Section Coordinator for resolution.
- Report any players, coaches or parent helpers displaying Covid-19 symptoms to BHC's Covid Officer.
- Check for symptoms of all team members before each training session or game.
- Nominating a deputy if the Covid Coordinator cannot make training or games.

8. Covid Coordinator's

- If delegated by Team Captain, on a weekly basis, send invites via Spond to all players, coaches and club umpires, where applicable, to training sessions and games.
- Email attendance records for training and games to EH within 24 hours of completing the session. Records to be sent to track.trace@englandhockey.co.uk. See Section 9 for reporting requirements.
- Report any non-compliances to BHC's Covid Officer and Chairman.

9. Reporting Requirements

The following lists the contents of and the email subject heading for the attendance records that must be transmitted to EH within 24 hours of each session:

- Subject heading: - Attendance Records Submission for Club Ref. number; Date of Session in dd.mm.yyyy format where Club Ref. no. is 205304.
- Contents: -List of participant names; location and date of respective session or match; times of training sessions or games and person in charge of each session or game.