

# Waitakere City FC, Return to Football

## Covid 19 Alert Level 2 Plan



### General

This plan addresses how Waitakere City FC will manage a return to football during Alert Level 2, and the policies and processes we all need to follow to minimize the risk of community transmission of Covid 19. It recognizes that our activities will be attended by both members and visitors to the Clubs

The Plan is based on the following key messages:

- Contact tracing is important for all people attending football, with a record keep of everyone attending our various activities, their name, address, phone number and email address.
- Activities are limited to 10 people per pod, until further direction given by the NZF. If required, fields areas can be separated to ensure limits are maintained. For matches, this number excludes players and officials
- All non-players should maintain a 2m physical separation to others. There is an understanding that physical distancing cannot be maintained by players on the field.
- All members should wash or sanitize their hands before starting and at the end of their activity.
- Members must not share water bottles or food.
- Anyone showing any signs of illness should remove themselves from the activity and return home.

### Activities

Our Football activities can be split into three areas of activity:

- **Administration and management activities**, these events would typically involve few people, who hold roles within the club. Individuals would typically be attending meetings within the clubrooms or working on club resources. All members must be reminded of the need for appropriate physical distancing and the need for good personal hygiene practices. Practice. Full contact tracing is not required as in all cases the individuals attending would be known to the others attending, and for any meeting a list of attendees would be recorded. Where possible, meeting should still be held by video conferencing or phone.
- **Training**, taking place during the week, these activities are less crowded than game days, and have no visitors (non-members). In addition to the above, on the field management will be required, training equipment must be disinfected before and after use, and contact tracing must be completed for all attendees. Senior teams may use the Changing Rooms, and the Clubrooms after their training.

- **Game days**, taking place during the weekend, there will a larger number of people present at the grounds, with the potential for visiting clubs and spectators. In addition to the above, contact tracing processes will need to be more thorough, and on the field, management may be more complex to manage attendees. An amendment to this plan with be forth coming pending NZF guidelines.

To support the above activities the Clubs, need to manage the following Policies:

- Encouraging appropriate physical distancing and good personal hygiene
- Contact Tracing
- Disinfecting of equipment
- Management of clubrooms
- Management of changing rooms
- On the field

<b>Encouraging appropriate social distancing and good personal hygiene</b>		
<b>Name</b>	<b>Process</b>	<b>Responsible</b>
Communications	Communicate to all members outlining this Plan, and the importance of their role to ensure compliance with the policies and processes.	Executive
Signage	Signage at the Clubrooms and grounds communicating the need to: <ul style="list-style-type: none"> <li>• Register their attendance</li> <li>• Maintain physical distance</li> <li>• Maintain good personal hygiene</li> </ul>	Executive
Distancing	All non-players should maintain a 2m physical separation to others.	Non-players
Hygiene	All players should wash or sanitize their hands before starting and at the end of their football.	Players
Water bottles	Members must not share water bottles or food. Junior payers should ensure drink bottles are obviously named	Members

Sanitizing areas	Coaches will have hand sanitizer for their teams to use at the beginning and end of their activities. Areas for individuals to sanitize their hands will set up for non-players on game and training days.	Executive
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## Contact tracing

Name	Process	Responsible
Friendly Manager	Friendly Manager will be made available to coaches to record attendance of players	Executive Club Admin
Manual Register	Where Friendly Manager is not available, coaches will record attendance of players. This record will be photographed/scanned and sent to the club administrator within 24 hours. Refer Appendix A	Coaches
Meetings	For all meetings, a recorded note will be kept of all attendees. This record will be photographed/scanned and sent to the club administrator within 24 hours. Refer Appendix A	Chair
QRS	A QRS code recording system will be established with appropriate signage.	Executive
Reporting	The club administrator will ensure that via manual records, Friendly Manager or the QRTS contact tracing there is an ability to report on contacts at all activities	Executive Club Admin
Training	Training of all Friendly Manager and QRS tracking Apps will be provided via social media platforms along with coach and manager meetings. Advice on downloading of QR Scanners will also be provided by social media and email data base.	Executive Club Admin
Tracing APP	The tracing APP selected for Fred Taylor Park and WCFC Clubrooms is <a href="https://app.covidregister.nz">https://app.covidregister.nz</a> This will be in use until further guidelines from NZF on a preferred QRS provider is recieved.	Executive Club Admin

## Disinfecting equipment

Name	Process	Responsible
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Disinfecting Area	An area by the equipment storage will be established with washing facilities, a container of disinfectant for quick immersion, and spray disinfectant equipment	Executive
Balls, and cones	At the conclusion of the training session or match, all balls or cones must be taken to the equipment sanitizing area, cleaned and disinfected	Coach/Manager
Nets	Sprayed with an approved disinfectant	Coach/Manager
Goal posts	Sprayed with approved disinfectant	Designated club member

### Management of clubrooms

Name	Process	Responsible
Room layout	Tables should be positioned with limited chairs to provide seating arrangements with a minimum of 1 m separation	Executive Bar Manager
Crowd management	Numbers in the club will be monitored by QRS code check ins monitored by club staff. Proof of scan must be shown to staff on entry. Refer Appendix C	Executive/ Bar Manager/Club Staff
Contact Tracing	The club rooms will have its own QRS code separate to the grounds to maintain traceability of patrons inside the club rooms at any one time. Proof of scan must be shown to staff on entry.	Members or Visitors
Cleaning	Tables will be cleaned with disinfectant each time a group has finished at the table before a new group sits down. Toilets will be cleaned at end of each shift. Any Glassware used will be cleaned in the commercial dishwasher at the end of each shift or as required during the shift. Bar surfaces to be cleaned regularly during shift and before staff leaves at end of shift.	Bar Manager
Purchasing Drinks	All purchasing of drinks will be via table service and contactless eftpos transaction, where contactless is not available the eftpos machine will be wiped with disinfectant wipes post use.	Members or Visitors
Bar Operation	Bar Grate will remain closed during operating hours to avoid congregation and only staff will be allowed behind the bar to obtain drinks to be delivered to the tables.	Bar Manager

## Management of changing rooms

Name	Process	Responsible
Checking	Ensure changing rooms are in a clean state before teams are allowed entry	Executive Game Day Manager Club Administrator
Cleaning	After use by a team, the changing rooms must be physically cleaned and disinfected	Designated team member
Toilets	Toilets will be disinfected in between each team by the designated team member	Designated team member
Records	Designated team member to sign, date, time of cleaning on supplied document refer Appendix B	Designated team member

## On the field

Name	Process	Responsible
Field management	Field areas will be communicated to players, and if required appropriately signposted. Field areas may be physically roped off if required, to manage limitations of 10 people in an area. If separation of areas is required, Contact Tracing will record the area that an individual is attending	Executive
Attendance	All players should make themselves known directly on arrival so their attendance can be recorded	Players
Register	On arrival the coach will record attendance of players, either directly into Friendly Manager, or directly to a written register. Refer Appendix B	Coach
Injuries	Any injuries to a pod member will be dealt directly with the coach in the same Pod. If a higher degree of assistance is required, the designated club medic (First Aid Qualified) will have access to approved Protective Personal Equipment supplied by the club to render assistance.	Executive Coach Manager Designated Club Medic

**Appendix A    Manual Register**

**Manual Register**

**Team \_\_\_\_\_ Coach \_\_\_\_\_ Date \_\_\_\_\_**

<b>Player Name</b>	<b>Field</b>	<b>Comments</b>

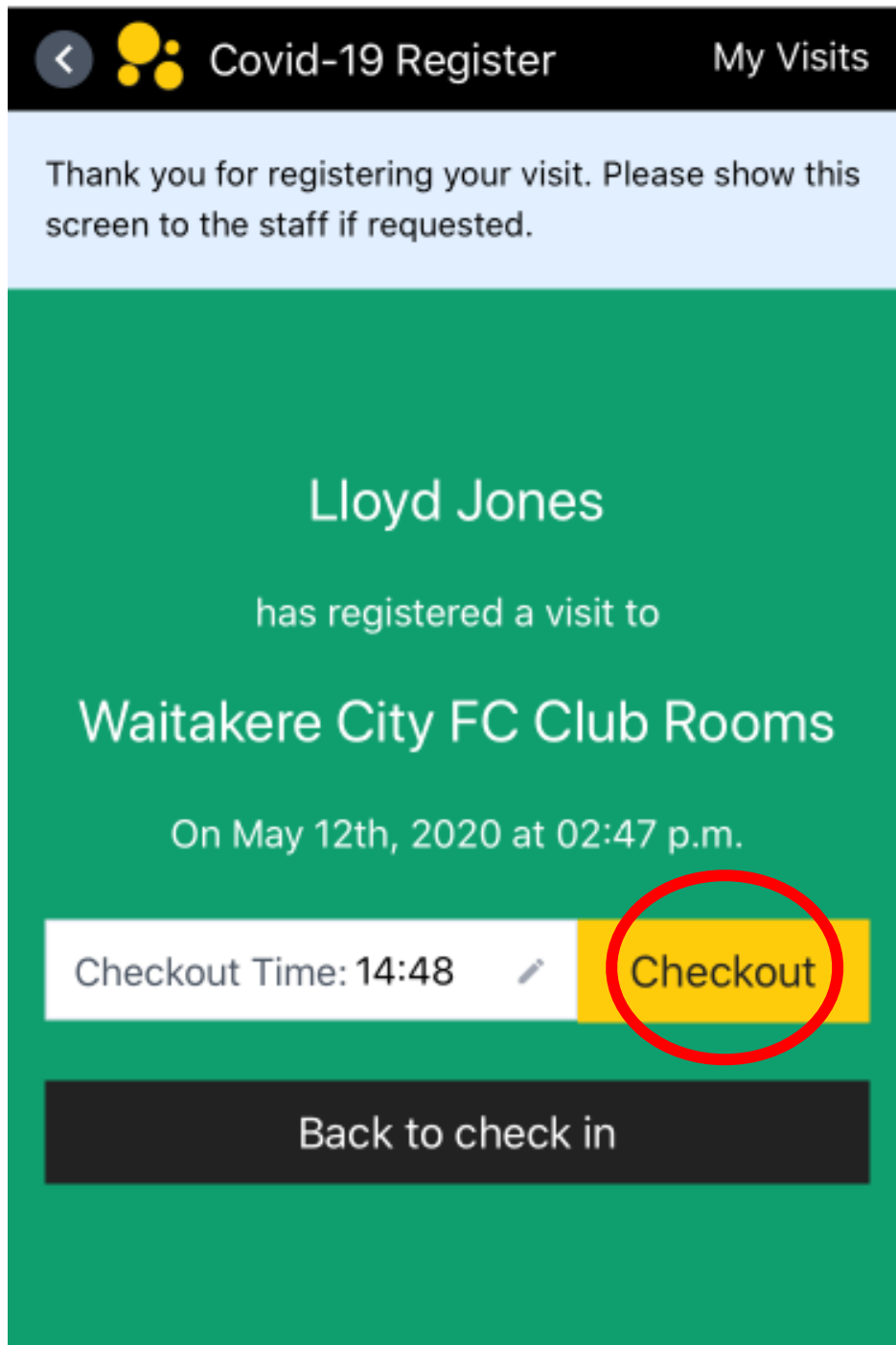
**To be photographed/scanned and sent to [waitakerecityfc@xtra.co.nz](mailto:waitakerecityfc@xtra.co.nz) or club administrator Michelle 027598250 within 24hrs of training**

**Appendix B Changing Room Register**

Changing Room Cleaning Register			
Team Name	Date	Time	Comments

<b>Must be cleaned by the designated team cleaner</b>			






**Appendix D QRS Code Fred Taylor Park, WCFC Clubrooms**


Note:- will be used by WCFC until guidelines provided by NZF on a preferred QRS Code provider

Scan the QR Code below or visit  
<https://app.covidregister.nz/b/6mb>  
to register your visit to Waitakere City FC Club Rooms and  
**help stop the spread of Covid-19!**



Visit the below link for more information  
<https://covidregister.nz>

<https://app.covidregister.nz/b/adq>  
to register your visit to Waitakere City FC and  
**help stop the spread of Covid-19!**



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