



COVID OFFICER – GUIDELINES

- In order to return to playing hockey, all clubs or organisations must have a COVID Officer in place. The COVID Officer is the single point of contact in the Club for people (internal and external) to refer to. The full guidance is at “*England Hockey Getting Back on the Pitch – Step 4 Guidance*” which is available via the club’s website.
- The management of the COVID-19 response is not solely the COVID Officer’s responsibility: **The responsibility is to be shared amongst the committee, coaches, captains and members.**
- If there are any issues that the COVID Officer is unable to resolve by their own actions - or through club captains, team captains or coaches - then the matter is to be reported to the Club Chairman and/or Club Secretary at the earliest opportunity. Issues concerning the reporting of attendance should also be discussed with the Club Membership Secretary, and equipment issues to the Club Equipment Officer.

Planning

- The Club’s Management Committee have reviewed the relevant Government and England Hockey guidelines on Return to Play and Data Protection legislation and have put in place measures to ensure that players, coaches, umpires and supporters comply with these guidelines in order that they may participate in hockey. The key points are:
 - A Risk Assessment has been done to identify the hazards, and the precautions necessary to ensure participants comply with the guidelines.
 - Protocols, procedures and systems - including the provision of additional equipment - have been put in place to ensure participants comply with the guidelines.
 - Only participants who have signed an EH Participant Agreement take part in training and match play: No one should participate in any hockey activity without signing the Agreement in advance.
 - Attendance information – names, dates, times and locations – at each training session and match must be recorded and shared with England Hockey.

Role

- The COVID Officer is the person who will lead and monitor the implementation of the protocols, procedures and systems put in place as part of the COVID-19 response in order to permit a return to playing hockey. To do this the COVID Officer should monitor and report on whether both the Club and SSDC are complying:
 - *Are the protocols, procedures and systems adequate, and do they reflect EH’s guidelines?*
 - *Are the protocols, procedures and systems adequately publicised on posters, on the club website, on Facebook and Twitter, and via e-mail?*
 - *Are participants adhering to the protocols, procedures and systems?*
 - *Is there sufficient equipment, particularly PPE in first aid kits, to keep participants safe?*

THE COVID OFFICER SHOULD UNDERTAKE THE TASKS HIGHLIGHTED IN BOLD BELOW

Contact details

- It is important that you are contactable by club members, England Hockey and opposition teams:
 - **Ensure that your correct contact details are on the England Hockey Club Portal.**
 - **Make sure all participants, coaches, managers, volunteers are aware of how to contact you.**

Opting-in

- Clubs must ensure that participants (coaches and umpires as well as players) who want to take part in hockey activities sign the England Hockey Participant Agreement (available through the club website) to abide by the expectations set out in England Hockey’s guidance:
 - **Ensure that participants sign the Participant Agreement at least 24 hours in advance of attending their first hockey session.**
 - **Ensure that everyone in the Club participating in hockey activity has signed the Agreement.**

Communication and Messaging

- All participants have a responsibility for reducing the risks of COVID and they have to opt-in to participate in hockey activity:
 - **Ensure that participants know that they need to complete the self-assessment check-list before attending hockey activity.**
 - **Ensure that before any training or match, there is a short briefing to remind participants of their responsibilities aligned to the England Hockey guidance.**
 - **Ensure that participants, coaches, match officials and volunteers know that they should stay at home if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms, or a confirmed or expected case, and when they can return to hockey.**
 - **Ensure participants and parents know who to contact if they experience COVID-19 symptoms.**
 - **Continue to provide or update messages about the Code of Ethics & Behaviours expected from all players, coaches and volunteers within the club.**
 - **Encourage participants to talk with people they trust about their concerns and how they are feeling.**

Reporting

- Clubs must support test and trace efforts by collecting attendance information at both training sessions and matches. This should be stored for a minimum of 21 days in-line with the Government Recreational Team Sport Framework and accessed in line with GDPR guidelines and used only for the purpose of test and trace.
 - **Ensure that attendance lists (capturing all participants names, date, session times and location) for every hockey session (match/training) are emailed to track.trace@englandhockey.co.uk within 24 hours of the session finishing.**

Preparations for if someone gets sick

- Participants should not attend hockey activity and they should notify you, as the COVID Officer, as soon as they become sick with COVID-19 symptoms, test positive for COVID-19 or have been exposed to a suspected or confirmed case:
 - **Ask participant to contact [NHS Track and Trace](#) if they haven't already.**
 - **Contact other participants to let them know that there is a suspected case of COVID and to monitor their own health. NHS may get in contact with them if they have been in direct contact and need to self-isolate.**
 - **Advise the Facility Operator, who may have staff that were present, of the suspected case of COVID-19.**
 - **If the individual participated in a match, contact the COVID Officer from the opposition team, and any match officials, to inform them of a suspected case. NHS may get in contact with them if they have been in direct contact and need to self-isolate.**
 - **Contact England Hockey to inform them of a suspected or actual case through the [COVID Incident Reporting Form](#).**
- You may also be contacted by NHS Track and Trace to provide attendance information and contact details of those that is needed.
- Follow up with the participant(s) after the self-isolation period has been completed and check that they are ready to return to hockey activities. Inform coaches and managers when the participant is ready for selection.
- If you yourself show symptoms of COVID-19 you should phone NHS Track and Trace. If you become too ill to continue in the role of COVID Officer, you should consider a handover with another committee member who can assume responsibilities in a smooth transition.