



Covid Support Team – Role Guidelines

- Specific responsibilities of Team Leader or “Covid Chief” are marked CC.
- Responsibilities an involvement of Covid support team are marked CT (one person each for the ladies, men’s and junior sections).

The Covid Chief will be the person within our club to lead the Covid-19 Return to Play programme. This is not solely their responsibility and will be shared amongst the committee members and members, but it is important we have a single point of contact for people to refer to.

These guidelines have been put in place to help assist you in carrying out the responsibilities:

Planning

1. Review the relevant Government, England Hockey guidelines on Return to Play and Data Protection legislation. Link to this is [here](#) (CT/CC)
2. Make sure all participants, coaches, managers, volunteers are aware of how to get in contact with you – we have set up an email specifically – covidchief@winchesterhc.co.uk
3. Support the plan we have developed and put in place, and liaise with Coaches & Team Managers to make sure we only select participants who have signed a Participant agreement for training and match play, and who have registered on our membership APP. No one should participate in any hockey activity without signing the England Hockey Participant Agreement in advance. (CT/CC)
4. The Club has developed and implemented an attendance capture and registration plan that captures names, locations, dates, times, matches & sessions, as well as key people, and the data is automatically captured and stored for the obligatory 21 days. We need to work with Coaches and Team Captains to ensure this is properly used at all times. (CT/CC)
5. This data is automatically stored securely and will make sure the attendance data is destroyed after 21 days*. (If we have a Covid case or are advised by EH from another source, then CT can access and respond with data requirements).
6. Ensure England Hockey has the correct contact details for the Covid Chief, (key contact). Should they change for any reason. (This is managed by Club Chairman and updated within the EH Portal - [here](#)). CT

** If the club uses the attendance registers for other purposes other than Covid reporting e.g. selection criteria, then this may be kept for longer provided the legitimate interest register has been completed. The ISO has more information on this.*

Communication and Messaging

- Ensure participants and parents know who to contact if they experience Covid-19 symptoms. covidchief@winchesterhc.co.uk (CT/CC)
- Educate participants, coaches, match officials, volunteers about when 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. (CT/CC)
- Ensure that participants know that they need to complete the self-screen check list before attending hockey activity. (CT/CC)
- Ensure that before any training or match, there is a short briefing reminding participants of their responsibilities aligned to the England Hockey guidance. Briefing aide-memoir produced centrally, updated as needed, and trained out - (CT/CC)
- Continue to provide or update messages about the [Code of Ethics & Behaviours](#) expected from all players, coaches and volunteers within the club. (CT/CC)



- Encourage participants to talk with people they trust about their concerns and how they are feeling. (CT/CC) and all Committee

Reporting

- Participants who want to take part in hockey activities must sign a Participant Agreement available through the England Hockey website [here](#).
- England Hockey will share details with you as to who has signed the Participant Agreement from your club or organisation. This will make them eligible for selection. (CT/CC)
- It may take up to 24 hours from the participant registering to filter through to your list. This means participants must register at least 24 hours in advance of attending sessions.
- Using our Teamo reporting and registration facility You will be able to access Attendees lists after every hockey session capturing all participants (name), location, date, match/ training session times. This needs to be emailed to track.trace@englandhockey.co.uk within 24 hours of the session. (CT/CC) – CC to monitor
- The Attendance lists need to be destroyed after 21 days*. This is automatic.
- The collection, storage and destruction of personal data needs to be done in line with Data Protection legislation. This is in line with WHC and EH privacy policies. Further information is available at the [ICO website](#).

Preparations for if someone gets sick

- Make sure participants know that they should not attend hockey activity and that they should notify you, as the nominated Covid Officer, if they become sick with Covid-19 symptoms, test positive for Covid-19 or have been exposed to a suspected or confirmed case. covidchief@winchesterhc.co.uk (CT/CC) – CC to monitor
- Participants should contact you as soon as they suspect that they have Covid-19 symptoms. covidchief@winchesterhc.co.uk
- Ask the 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.
- Contact the Covid Officer from the opposition team, if relevant, 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. (CT/CC)

Collectively the team will be able to share the workload, cover all teams, keep Managers and Coaches & Captain's upto date. Each team member will receive specific training on the Teamo App usage, and DBS clearance, and fully supported by the Committee.