

## **RETURN TO HOCKEY (STEP 4) : CovO Reporting Plan (rev 3)**

dated 07 September 2020

	<b>ACTION</b>	<b>WHEN?</b>
1.	CovO/ Presidents to identify supervisors for each session in with Step 4 hockey	<i>Complete</i>
2.	CovO to write guidelines covering sessions (agree with committee & BRSC). This will be undertaken on a phased approach with each phase commencing Step 4 contact hockey when advised they are ready by CovO <ul style="list-style-type: none"> <li>- Phase 2 Adult Team Training &amp; Max's coaching sessions</li> <li>- Phase 3 Junior Training &amp; Local Match Play</li> </ul> Step 5 comprises League matches (adult & junior)	<i>Complete</i>
3.	CovO to Brief Supervisors on Guidelines and their responsibilities regarding EH Participant Agreements and Attendance Registers	<i>Complete</i>
4.	CovO/ Presidents/ Junior Chairs to communicate EH Guidelines & BRHC Guidelines to all participants for Step 4 contact hockey via Supervisors (Coach in charge of training session, team captains, Junior Admin)	Before play
5	Supervisor/ Coach in Charge/ Captain to run booking system to determine players for training session/ match (this does not apply to junior training sessions but numbers will be monitored and a system implemented if needbe)	Every session
6	Supervisor to submit squad and/ or list of juniors to CovO who will advise if EHPA is complete for each player.	Ongoing
7	Supervisor to register all attendees at start of session checking EHPA completion. It is assumed that if a player presents as themself to play they have undertaken and passed a self-check. No EHPA equals no play and all players must pass 'self-check'.	Every session
8	Supervisor to brief players (and parents, if applicable) of the expectations and standards required. This must include, amongst other items, a reminder with regards to self-check	Every session
9	Supervisor to complete EH Attendance Register <a href="#">here</a> (see note below regarding format and file name) & email to <a href="mailto:track.trace@englandhockey.co.uk">track.trace@englandhockey.co.uk</a> within 24 hours of said session. This is to be copied by email to the Covid Officer ( <a href="mailto:jenni.godsland@hotmail.com">jenni.godsland@hotmail.com</a> )	Every session, within 24 hours
10	CovO to check at regular intervals that attendance registers are being submitted in a timely fashion and liaise as required. No register equals no play.	Daily moving to weekly as appropriate
11	CovO & Supervisor to destroy list after 21 days	After 21 days & then weekly

### **Note on Attendance Register Submissions via email to EH ([track.trace@englandhockey.co.uk](mailto:track.trace@englandhockey.co.uk))**

When it comes to submitting your Attendance Records, if you could please use the following Subject Line for each email submission, that would really help with the processing of the records:

Attendance Records Submission for Organisation [205197] for the following date: dd.mm.yyyy

so 25 September 2020 would be

25.09.2020

Obviously with the correct date showing in that format for each session. The number within the [ ] is your Organisation Reference number and allows us to track your activity back to your Participants much more easily. Excel or Numbers files are acceptable as registers – no photos, scans etc.