



COVID-19 CODE OF CONDUCT – RETURN TO TRAIN - LEVEL 2

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Welcome back! As we return to training and games this week, we continue as always, to place the health and wellbeing of our football community as our number one priority. Our Clubrooms and changing facilities remain closed for now, but we have prepared a safe environment for your return to training at approved venues and ask that you please accept and follow the information below.

Football activity venues (w/b 1 Jun 2020)

See **Annex A** for a list of venues that are supported by this code of conduct.

Public health measures – polite reminders to help us train and play safely

- Maintain 2-metres, especially from people you don't know and our controlled environments that we've designated for football activity. Contact may occur between players during physical activity, but this should be minimised as much as possible, especially off the field of play.
- If you need to enter an UHCF controlled environment, you will be required to record attendance and adhere to gathering and physical distancing requirements for planned football activity.
- Good personal hygiene practices should continue – please cough into elbows.
- Play it safe, and please be kind, and please check regularly for updates and re-issued guidelines as refinements are made to the public health measures.

Planned football activity measures

Football activity will take place in a controlled environment that is subject to conditions on gatherings, record keeping, hygiene requirements and physical distancing.

Controlled environment: - This is a gathering where planned football activity is managed safely.

Up to 100 people are permitted within a controlled environment. This includes players, coaches, managers, officials, spectators (including parents/caregivers) and other designated support staff.

Physical Distancing:

- Maintain 2m distance from those participating in a football activity and avoid mingling with people you do not know. All are to maintain at least 1 metre distance between people you do not live with or are not family/whānau and close friends.
- Minimise physical contact where possible. Avoid unnecessary physical contact such as touching your face, group huddles, and other forms of close contact.

Record Keeping (Contact Tracing):

- Membership Renewal and Registration | You **must** be registered with current contact details in COMET before participating in an activity - this includes all players, coaches, managers, and other support staff. Club captains will allocate members to teams in COMET. You can register in COMET [here](#).
- Attendance of registered members will be manually recorded by the coach/manager for each activity. Once complete, this is to be saved using the filename [DDMMYY-GRADE-TEAMNAME-VEUENAME], then emailed to hello@upperhuttcityfootball.org.nz immediately following the activity. It will be held on file for the required time frame.

Cleaning and Hygiene:

- Always wash and dry hands, or use hand sanitiser, before and after any activity.
- Hand sanitiser will be made available to for use by participants who will be encouraged to use it regularly.
- Bring your own water bottle – NO SHARING
- Do not share equipment (including referee whistles and goalie tops)
- No spitting inc, (on GK gloves)!
- Avoid touch points where possible.

For Players:

- Minimise personal belongings that you bring with you, essential items only.
- You must be ready to train or play before you enter your allocated training area or playing field – this means strip where allocated for games, and boots & shin pads on.
- Do not enter the allocated training area or playing field until five minutes before your scheduled time and sanitise your hands before you do so.
- On the field you will receive a short brief from your coach/manager to confirm your understanding of the football activity measures. This will include where to place your personal belongings and completing registration in support of contact tracing.
- Minimise physical contact where possible. During training and games, or for incident management this may not be practical. Avoid unnecessary physical contact – such as touching your face, group huddles, and other forms of close contact. No shaking hands or high-fives.
- Contact Tracing – A team official will register your attendance (where, when and who).
- Please vacate the field and general area of the club immediately following training. Another group may be waiting to start their session. No loitering/gathering in the carpark.
- Managers/coaches will manage the cleaning of ALL team gear.
- Don't forget to sanitise your hands before leaving.

If you are feeling unwell please stay home and if you show signs of COVID-19 before or after attending a training session please call Covid-19 Healthline (for free) on 0800 358 5453, we would also ask that you let your coach know or email us at Hello@upperhuttcityfootball.org.nz

For Coaches:

- Coaches will limit the use of coaching equipment, and a responsible team member will clean and disinfect all club gear (i.e bibs, cones, footballs, portable goals) prior to every session.
- Where practical, coaches should allocate players to smaller groups, sufficiently distanced and phased to minimise unnecessary contact.
- Please maintain minimum distancing when giving feedback, while players are resting, and before and after the football activity
- Bibs and playing shirts are to be machine washed and hung dried after each use.
- Balls and cones are to be bucket washed with disinfectant.
- Disinfectant will be supplied and is to be used according to manufacturer's instructions.

For Parents & Spectators:

- All participants and spectators who enter a controlled environment MUST register using the New Zealand Football sponsored IDme digital contact tracing web browser. Registration via IDme will enable public health authorities to contact you directly if required. Records will be maintained by for 2 months. Guidelines on how to use IDme can be found at <https://www.idme.co.nz/>

If in doubt, play it safe

References:

[Sport NZ – Play, active recreation and sport at Alert Level 2 – as at 28 May 2020](#)
[NZF – Alert Level 2 – Return to Play – As of 27 May 2020](#)

Grounds and facilities

Important. For UHCC maintained grounds, training **must not** take place on marked playing field areas.

UHCF VENUE NAME	IDME Venue Code	Entry/Exit	Quick look team allocation	Information specific to ground
Maidstone Turf (outside)	VSOJY	Carpark side of Main Turf club side	Mens 1, 2, 3 Womens 1, 2 Womens U18s UHCF U12 Scorpions UHCF U12 Lightning UHCF U11 Orange UHCF U11 Black UHCF U11 Bears UHCF U11 Wolves UHCF U11 Piranhas UHCF U11 Scorpions UHCF U11 Jaguars UHCF U10 Orange UHCF U10 Black UHCF U10 Tigers UHCF U10 Lions UHCF U10 Jaguars UHCF U10 Leopards UHCF U9 Riley UHCF U9 Erceg UHCF U9 Hasset UHCF U9 Percival UHCF U9 Wilkinson UHCF U8 Kestrels UHCF U8 Hawks UHCF U8 Eagles UHCF U8 Condors UHCF U8 Falcons UHCF U8 Kites UHCF U8 Buzzards	Changing rooms and club rooms remain closed. Water fountain is not to be used Trust toilets may be open too. These are not to be used as changing rooms UHCC maintain public toilets Entry/Exit is Club side Access through the walkway between the main turf and warm-up area is not permitted during training sessions. Equipment Rooms Two rooms have been allocated to facilitate cleaning and hygiene of senior (1-3) club gear. These will be clearly labelled as 'Dirty Gear' changing room number 2 and 'Clean Gear' changing number 4.
UHCF Club Rooms, Maidstone (inside)	Tbc			Club rooms remain closed
Harcourt Park	RJFFP		UHCF U13 Black UHCF U10 Premier Squad (Orange, Black & Tigers)	Changing rooms are closed
Trentham Park (outside)	CFIJF			Applies to fields only
Awakairangi Park	YJUMW			Applies to fields only
Heretaunga Park	AWROF			
Oxford Park	DPJTT			

UHCF VENUE NAME	IDME Venue Code	Entry/Exit	Quick look team allocation	Information specific to ground
Davies Field	tbc		UHCF U12 Apex UHCF U12 Black UHCF U12 Anacondas	Adhere to NZDF guidelines in addition to UHCF Code of Conduct. Assumes UHCF will use fields only
Trentham Indoor (cricket) centre	tbc		UHCF 10 Orange	Adhere to centre guidelines in addition to UHCF Code of Conduct.
Trentham School	tbc		UHCF U13 Falcons	Adhere to school guidelines in addition to UHCF Code of conduct. Assumes UHCF will use fields only
Indoor Facilities	tbc	tbc	tbc	tbc

iDMe Touch-Free Contact Tracing Information and Instructions

What is Contact Tracing?

Facilitates the identification of individuals who have been in contact with a confirmed, probable, or suspected case of COVID-19. Contact tracing is undertaken by the Ministry of Health and District Health Boards. UHCF must comply with requirements to enable contact tracing of its members if required.

Who is required to 'check-in'?

All players, coaches, managers, referees, spectators, parents/guardians, and anyone else who needs to enter one of our football activity-controlled areas. Members must check-in each time they visit a venue related to football. Please help us keep access to our controlled areas to a minimum where possible.

How do I enter details and check-in to a controlled football activity?

- Head to idme.co.nz, input your details, then select show QR code.
- You can show your QR code to your team iDMe organiser to check-in or there is a self-check in option using the manual sign-in and entering the UHCF approved 5-character venue code, then click check in.
- Be aware that some clubrooms, including UHCF clubrooms have separate venue codes to its outdoor training areas so will need to check-in to both separately when visited. UHCF venue codes can be found at Annex A to this Code of Conduct

Useful Tips & Info

- Save the web app to your phone home screen for quick access, even offline. Do this by clicking the share button in your browser and then clicking save to home screen (if using iPhone only Safari supports this function)
- The last venue a member logged into will be auto populated next time.
- You can use your personal iDMe QR code to check-in at multiple venue locations.
- Multiple personal QR codes can be saved to a single phone. Once the first person is set up just click the update details button below the QR code then click the add another person link.
- Your data (name, address, email, phone number) is held in an iDMe secure database, that is accessible to your sporting authority
- Multiple scanners can operate at the same time but this requires Admin access and has not been set-up yet.
- Any members without a phone can enter their details on another device (as above) or check-in on a PC before or after and adjust the timestamp on the manual check-in screen.
- The data is stored for 2 months in a secure database that Capital Football has access to. After that it will be deleted.
- iDMe is provided free to all non-profit community sports organisations.

FAQs

1. I've got the NZ Govt COVID Tracer App. Do I still need to sign in with iDMe? *Yes. NZ Government guidance requests that you still sign in to any contact tracing register maintained by the locations that you visit. The NZ Govt COVID Tracer App does not currently support multiple venues that are not owned by an organisation*

2. Do I need to download and install a mobile app from the App Store or Google Play? *No. iDMe is a web app so works simply by you visiting www.idme.co.nz and saving your personal QR Code to your phone home screen.*

