

COVID-19 safety plan

Use this form to document your thinking about how you and others will keep safe at your event during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help those working, volunteering, or attending your event to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/> ; <https://sportnz.org.nz/assets/Uploads/Level-2-Quick-Reference-Guide2.pdf>; https://sportnz.org.nz/assets/Uploads/Play-Active-Recreation-and-Sport-at-Alert-Level-2.pdf?mc_cid=5050f1ac60&mc_eid=5eafeac9fb

Event details

Event name: NZCTA secondary school clay target nationals Tournament – Event provider: WCTC
Date completed: 2 September 2021
Event Dates: Saturday 2 nd October – Monday 4 th October 2021

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Provide an overview of your pre-event processes showing how you will manage the risks associated with COVID 19 exposure	<p>Communications out to all schools outlining how we will manage the tournament under Level 2 guidelines, and get notification from schools that they are willing to participate under these guidelines.</p> <p>This will outline any changes (outlined below) that will be made to minimize risk. At the Managers Meeting held prior to the first round of competition teams will be reminded of these guidelines and the steps they need to take to ensure they are met.</p> <p>Brief our volunteers and referees with Covid-19 Risk Assessment Protocols.</p> <p>Constant reminders to be passed onto parents etc. from teams about no spectators at the tournament.</p>	WCTC, Schools
Provide an overview of your during-event processes showing how you will manage the risks associated with COVID 19 exposure	<p>Gathering limit of 100:</p> <ul style="list-style-type: none"> - Teams are instructed to arrive, play, and leave. There is to be no mingling around the club rooms or watching of other team taking part. - Spectators are STRONGLY DISCOURAGED. Schools have been advised to pass this message onto parents etc. - Toilet facilities will be cleaned regularly. - Utilise WCTC committee members to assist with managing people who are passing by / stopping to watch. Reminding them to remain 2m away from everyone. <p>Physical Distancing:</p> <ul style="list-style-type: none"> - teams advised to practice physical distancing at any appropriate time i.e. walking to/from trap field where appropriate <p>Cleaning and Hygiene:</p> <ul style="list-style-type: none"> - WCTC volunteers to wipe down surfaces at referee stations. - Equipment wiped down before next team uses. 	WCTC, Schools

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Provide an overview of your contract tracing protocols that will be in use for this event	<p>All teams to update their playing lists to WCTC including coaching and team management. This list to be handed into WCTC at the managers meeting.</p> <p>Team coaches/managers are also required to keep a register of the players with contact details etc.</p> <p>WCTC will keep their own record of who is part of the administration team including officials, tournament controllers etc.</p> <p>Contact tracing QR codes are required to be used upon entry to the grounds.</p>	WCTC, Teams
Provide an overview of your hygiene, social distancing, and mass gathering protocols for this event	<p>As mentioned above...</p> <p>Gathering limit of 100:</p> <ul style="list-style-type: none"> - Teams are instructed to arrive, play, and leave. There is to be no mingling or watching of other games taking part. - Spectators are STRONGLY DISCOURAGED. Schools have been advised to pass this message onto parents etc. - Utilise WCTC volunteers to assist with managing people who are passing by / stopping to watch. Reminding them to remain 2m away from everyone. <p>Physical Distancing:</p> <ul style="list-style-type: none"> - teams advised to practice physical distancing at any appropriate time i.e. walking to/from trap field and at times during practice. <p>Cleaning and Hygiene:</p> <ul style="list-style-type: none"> - WCTC to wipe down surfaces surrounding referees benches. - Equipment wiped down before next team uses. <p>Prize giving will NOT be held for this event, instead medals and trophies will be posted by NZCTA.</p>	WCTC,
How will you manage an exposure or suspected exposure to COVID-19?	<p>We will alert the MOH immediately and the schools involved by contacting the managers of all teams. The tournament will be abandoned if this happens. We then follow any Ministry Guidelines.</p>	WCTC

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How will you check to see if your processes and risk controls are effective?	We will keep checking that these protocols have been followed throughout the day and make adjustments where necessary. WCTC Committee and Shoot Marshal will be used to constantly float around the fields to enforce and check up on the processes and ensure they are being followed.	OSSSA