



Kapiti Sports Turf and Pavilion : Covid-19 Alert Level 2 Protocols



LET'S PLAY

As a result of the Governments recent announcement that the region has returned to Covid-19 Level 2, the Kapiti Sports Turf and Pavilion Trust in concert with the Kapiti Coast Hockey Club has formulated the following protocols which are effective immediately and will apply up until midnight Friday 14 August 2020. These requirements will need to be met and followed by all individuals and groups to be able to access the turf safely under the current Government Covid-19 Alert Level 2 restrictions.

Essentially this will be achieved through social distancing, contact tracing, hygiene, common-sense and co-operation from all involved with the ultimate intention of keeping everyone safe.

Non-compliance of these protocols may prohibit your access to the turf.

The Government will continue to review the appropriateness of the covid-19 levels and if changed, new protocols will be communicated to the hockey community.

Operational Procedures

Contact Tracing for Clubs and Schools

Local teams must carry a contact tracing list of their players and management, with entry and exit times recorded. This is explained in greater detail at the bottom of this document.

Wellington Hockey has developed an online Google Document Folder system specific to each club and school that plays in the Wellington Competition. Kapiti Club teams and schools should already be in receipt of this information, however if not these procedures can be found on the WHA Contact Tracing Process Form for Team trainings. Please note the onus is on teams and schools to be responsible for ensuring the contact tracing requirements are observed and implemented.

Contact Tracing for Spectators

All spectators must adhere to these protocols. There are **three sign-in options available at Kapiti Turf** and you must use one of these to gain entry. Wellington comp teams must update their WHA google doc online forms regularly and must be updated within 48 hours of attending our turf. We are conscious that there will be a fair degree of trust involved and we hope that you abide by this requirement to keep everyone safe.

1. NZ Covid QR Code tracer App (Contactless sign in)
2. NZ ID-Me **CODE is JNGWY** (Contactless sign in)
3. Manually on paper (please sanitise before using the pen)

Accessing and Cleaning of Changing Rooms and Dug-outs

Each local team must have a designated person present who will be responsible for overseeing their team whilst at the Kapiti turf. Each team is also required to have a designated cleaning person who is willing to clean surfaces in those areas that team wishes to enter, such as changing rooms and dugouts. All “high touch surfaces” must be sanitised thoroughly prior to the team entering these areas, however you may simply choose to not use them.

At the Kapiti turf - Underneath the pavilion deck are two large grey boxes. One is lost property and the other contains minimal first aid items, blood injury towels and a supply of gloves/cloths/cleaning products including a hand sanitiser for the cleaning person to use. If any of these items run out or (sadly) have been taken, please notify the café staff and you will be reissued some more items.

People Management

A maximum of x100 persons will be allowed to access the Kapiti Sports Turf and Pavilion facility at any one time. This includes all players, staff, team management and spectators. Once the 100 person limit has been met, access to the facility will be prohibited until space is freed up by anyone departing.

Although not ideal, viewing is available outside the perimeter fence with best views from the southern end embankment area.

Pavilion Café – Food and Beverages

Food, beverages, and alcohol will be available from the café through the side window which leads onto the deck, however the pavilion complex itself will not be opened. The toilets will be accessible in the main changing room block only.

After placing an order for food, individuals must not stand and wait on the deck area - please proceed back down the northern stairway and wait for you order to be called out.

Alcohol consumption is restricted to the viewing deck **only** and we only have room for a maximum of 13 persons spaced out. Current social distancing rules will apply, with limited seats and standing points identified

Access and departure areas will be well advertised.

Procedural Practice and Game Requirements

A representative from each 'local' school **must complete and return the declaration form** (as per below) to the Turf Manager Sue Spellacey manager@kapitispportsturf.org.nz before any Group Practice. Visiting Wellington teams can use the wha system.

- **Each group must also complete the attached Contact Tracing Register** or similar for each session, noting any absences or changes. Once completed this should be kept with the team's representative for four weeks, then destroyed.
- Practice groups should be limited to players, coaches, and management only.
- Everyone must try to maintain the **minimum Social Distancing requirement of 2 metres** and must not mix with other groups whilst inside the turf facility.
- Groups need to be made aware in advance as to where on the turf they will be practicing. Please notify the access and departure points prior to arrival – a detailed plan of the turf is included below.
- **Practice sessions must start and end at the times specified** – no exceptions. Training slots will be for 1 hour but, the actual practice period will be for **50 minutes only** to enable groups to leave the turf safely without encroaching on another groups space.
- **If anyone in your group is unwell, they must not enter the turf.**
- Individuals asked to leave the facility by **management or officials must do so immediately.**
- Group members must maintain good hygiene practices for both themselves and practice equipment.
- We are governed by policies issued from Wellington hockey, Hockey New Zealand and the FIH hockey rules.
- Individuals who feel their safety is compromised, **should be encouraged to leave and report any breaches.**

- **ALL GEAR MUST BE CLEARLY LABELLED AND SANITISED CORRECTLY**
- Everyone is to limit the gear brought to the turf. Preferably only a stick, safety gear and pre-filled drink bottle. There is no drinking allowed from any turf taps.
- No chewing gum, and all rubbish must be disposed of in the green rubbish bins.
- Anyone reported for spitting or blowing their nose on any surfaces at the turf, may be asked clean up and/or to leave the premises. They may also be liable for any turf hire costs associated with the stoppages. Immediate sanitising of the turf is required, potentially causing closure. No one should be allowed to return to the turf, unless this has been addressed correctly. Spray on cleaning agent is stored in the lockable grey boxes underneath the deck. There is also a first aid kit, old towels for blood injuries.
- Everyone must wash their hands thoroughly, before and after practices/games. It is encouraged that everyone carries their own hand sanitiser.

All changing room toilets will be open for use, they are being cleaned daily. **The changing rooms and dug outs will remain closed to your team - unless you send someone in from you team to spray and disinfect areas in advance before your players enter. The home teams will have access to the cleaning kits in the umpires room. If the items aren't there, please go and ask in the café or ring Sue 029 777 4822.**

There will be no storing of personal equipment at the turf (e.g. goalie kits, balls and hockey balls), players cannot enter the umpire or club equipment rooms.

Turf lights and watering should be undertaken by your designated person only, please hand sanitise on entry/exit and wipe switches.

Managers should check for any equipment or clothing left behind. Lost property will not be kept and thrown out immediately.

Preparing to Practice

- All teams must organise their Practice Groups prior to arrival at the turf and have a Contact Register completed before entering the turf. Please prepare well in advance and communicate this early to everyone concerned.
- No bikes, scooters, skateboards, or animals are allowed inside the turf complex.
- No smoking or vaping.
- Each group must supply and set up its own practice equipment, this includes First Aid Kits and Ice. All equipment especially balls must be clearly labelled, so they are identifiable. Identify one person to handle items like balls/cones.
- On entering the turf complex the practice groups must stay together in their designated waiting area/s until the turf is clear. All members of the previous group must vacate swiftly. Do not block stairwells or pathways.
- Make the most of your turf time by holding your team meetings off-site or using zoom.

Practicing

Once inside your designated playing area please store all bags and equipment etc. inside the fence line, preferable along the full field backline. Do not store them in the dug outs as it will hold up the changeover if moving to games. We recommended that you bring as little as possible.

- Mouthguards should be worn for practices and must stay inside each player's mouth for the entire session.
- The first group who accesses the turf is to leave all turf gates open. The last person to exit must ensure all entry points are locked including changing rooms, pump shed and all entry gates.
- Please do not move goals from their six-aside half field position.
- Practice Group members must remain in their allotted practice area for the entire session. If a ball passes into another groups practice area, please ask for it to be returned from players in that area by using their stick or shoe – contact with the ball by hand should be avoided with coaching personnel being the only ones to physically handle practice equipment.
- Do not share equipment, especially face masks or helmets unless thoroughly sanitised.
- Do not allow hard hitting, hard hitting or overheads towards the building. **Please report any damage.**
- Please ensure you follow hockey New Zealand safety policies <http://hockeynz.co.nz/wp-content/uploads/2018/11/HNZ-Safety-Policies.pdf>
- HNZ link to overall information regarding Covid - <https://hockeynz.co.nz/covid-19/>

Playing Games

Once inside the turf please store all bags and equipment etc. inside the fence line, sitting on the turf. Do not store them in the dug outs as it will make cleaning and transitioning difficult for teams looking to enter the turf. Preferably along the full field backline or beside dug outs, keeping in mind we do not trip up umpires. We recommended that you bring as little as possible.

- Bring Two water bottles and only the team organiser should refill water bottles (tap in dug out 2 only).
- Mouthguards should be worn for games and must stay inside each player's mouth for the entire session.
- Please sanitise and close the turf gates, taps, main hockey goal frame, and the dugout seats and high touch areas. Cleaning products will be supplied and stored in the umpire dug out area.
- Please do not move goals from their six-aside half field position unless a 11 aside game is going ahead, please push into cubby areas.
- Team members and management must remain in their allotted dug out area. If a ball during warm up passes into another groups practice area, please ask for it to be returned from the players in that area by using their stick or shoe – contact with the ball by hand should be avoided with coaching personnel being the only ones to physically handle any team equipment.
- Do not share equipment, especially face masks or helmets unless thoroughly sanitised.
- Do not allow hard hitting, or overheads, drag flicks towards the building, car park or houses. **Please report any damage.**
- Please ensure you follow hockey New Zealand safety policies <http://hockeynz.co.nz/wp-content/uploads/2018/11/HNZ-Safety-Policies.pdf>
- HNZ link to overall information regarding Covid - <https://hockeynz.co.nz/covid-19/>

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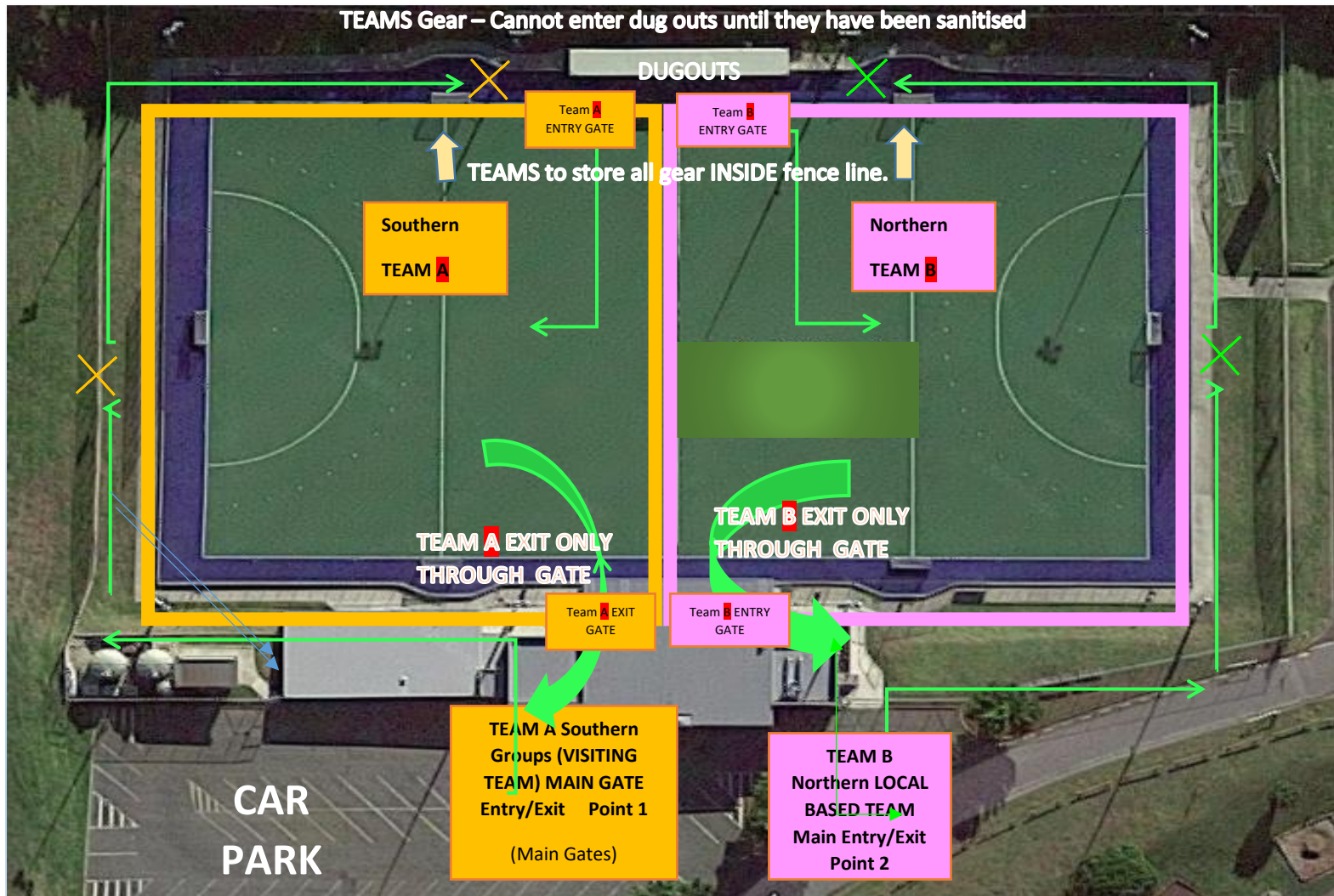
Kapiti Sport Turf Group Instructions – Junior Hockey inc Six/Seven ASIDE HOCKEY - Entry, Waiting & Exit points

Currently there is a limit of 100 persons in the facility at any one time which includes players, managers and spectators. Please meet outside the turf. You cannot enter the turf if the manual 'spectator' sign in contact tracing register has reached x100. Each team should have a printed contract tracing list on them. We have allowed for approx. x15 player/coaches for each team. On entry please move immediately to your designated meeting area = X. **You can only enter the changing rooms or dug outs, if one person from your team has gone inside to sanitise each area first** - (Cleaning kits are in grey box under the pavilion deck). Each team must follow the same Entry & Exit points on the map. Do not enter the turf until the other group has fully exited. Your session must end on time with exiting done swiftly. The home team is responsible for opening the turf (at least one-hour prior) issuing cleaning kits and locking up if they are the last team out. Please open changing rooms, water the turf & operate the lights if required by ringing Sue 029 777 4822



Kapiti Sport Turf Group Instructions – 11 ASIDE HOCKEY - Entry, Waiting and Exit points for Groups

There is a limit of 100 persons in the facility at any one time which includes players and spectators. Please meet outside the turf. You cannot enter the turf if the manual 'spectator' sign in contact tracing register has reached x100. Each team should carry an up to date printed contract tracing list with them. We have allowed for x20 people to attend with each team. On entry please move immediately to your designated meeting area = X. You can only enter the changing rooms or dug outs, if one person from your team has gone inside to sanitise each area first - (Cleaning kits are in grey box under the pavilion deck). Each team must follow the same Entry & Exit points on the map. Do not enter the turf until the other group has fully exited. Your session must end on time with exiting done swiftly. The home team is responsible for opening the turf (at least one-hour prior) issuing cleaning kits and locking up if they are the last team out. Please open changing rooms, water the turf & operate the lights if required by ringing Sue 029 777 4822



DECLARATION

Kapiti Sports Turf Covid-19 Alert Level 2

Practices & Games Protocol **GAME PLAY**

This is only for local Schools or out of the area teams, that do not play in the Wellington competition.

Wellington Club teams should use the WHA google doc forms, denoting the Kapiti turf.

Team manager's to complete and return to the Turf Manager (manager@kapitisportsturf.org.nz)

Sue Spellacey 029 777 4822

I _____, representing this group
_____, (School/Club Team and grade) acknowledge that I have
read and understood the Kapiti Sport Turf Covid-19 Alert Level 2 Practice Protocols.

I will ensure all our teams, players, coaches and managers will be briefed on these protocols so that they are aware of and can comply with their requirements to ensure the safety of everyone using the Kapiti Sport Turf.

I will ensure that all future protocol updates received from the Kapiti Community Recreational Turf Trust will be communicated to all teams, players, coaches and managers. We understand that random checks for contact tracing lists may occur randomly.

Name:	School/Club Team:
Position:	Email:
Date:	Contact No:
Team 1:	Group 1 Contact Name: Contact No.:
	Group 2 Contact Name: Contact No.:
Team 2:	Group 1 Contact Name: Contact No.:
	Group 2 Contact Name: Contact No.:
Team 3:	Group 1 Contact Name: Contact No.:
	Group 2 Contact Name: Contact No.:
Team 4:	Group 1 Contact Name: Contact No.:
	Group 2 Contact Name: Contact No.:
Team 5:	Group 1 Contact Name: Contact No.:
	Group 2 Contact Name: Contact No.: