



Covid Officer Guidelines

This summary is aimed at helping individuals understand their responsibilities as a Covid Officer when getting back on a hockey pitch safely. This is an extract of the full England Hockey Getting Back on the Pitch – Step 4 Guidance, which is available [here](#). We recommend reading the full guidance if you have wider responsibilities or would like to gain a greater understanding of the requirements and measures in place.

Covid Officer summary guidance

In order to return to playing hockey, all clubs or organisations must have a Covid Officer in place. The Covid Officer is the person who will lead the Covid-19 response in the Return to Play and be the single point of contact for people (internal and external) to refer to. The Covid-19 response is not solely the Covid Officer's responsibility, as the responsibility should be shared amongst the committee and members.

It is the club's responsibility to appoint and register a Covid Officer, not the individual themselves. Covid Officers must be registered via the Club Portal [here](#).

Non-affiliated bodies (including Player Pathway activity deliverers) looking to deliver hockey activity must also have a Covid Officer. For more information about how to sign up a non-affiliated body Covid Officer, please contact clubs@englandhockey.co.uk.

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

Planning

1. Review the relevant Government and England Hockey guidelines on Return to Play and Data Protection legislation.
2. Make sure all participants, coaches, managers, volunteers are aware of how to get in contact with you.
3. Develop a plan to ensure that only participants who have signed an England Hockey Participant Agreement take part in training and match play. No one should participate in any hockey activity without signing the Participant Agreement in advance.
4. Develop a plan to capture Attendance information – names, locations, dates, times and responsible person in charge for each session and match. Plan to store this securely and make sure the attendance data is destroyed after 21 days*.
5. Ensure England Hockey has your correct contact details. Sign into the Club Portal and change your details [here](#).

**If the club uses the attendance registers for 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

- Make it clear that all participants have a responsibility for reducing the risks of Covid and they are opting in to participate in hockey activity.
- Ensure participants and parents know who to contact if they experience Covid-19 symptoms.
- Remind participants, coaches, match officials and 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.
- Ensure that participants know that they need to complete the self-assessment check list before attending hockey activity.
- Ensure that before any training or match, there is a short briefing to remind participants of their responsibilities aligned to the England Hockey guidance.
- Continue to provide or update messages about the [Code of Ethics & Behaviours](#) expected from all players, coaches and volunteers within the club.
- Encourage participants to talk with people they trust about their concerns and how they are feeling.

Reporting

- Participants who want to take part in hockey activities must sign an England Hockey 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.
- 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.
- You will need Attendance 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.
- The Attendance lists need to be destroyed after 21 days*.
- The collection, storage and destruction of personal data needs to be done in line with Data Protection legislation. 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 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.
- Participants should contact you as soon as they suspect that they have Covid-19 symptoms.
- Ask 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.
- Advise the Facility Operator, if they may have staff that was present, of the suspected case of Covid-19.
- If a match has been played, contact the Covid Officer from the opposition team, and any match officials, 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.

Important notes

- If you show symptoms of Covid-19 you should phone NHS Track and Trace. If you become too ill to continue in the role of Covid Officer, you should consider a handover with another committee member who can assume responsibilities in a smooth transition.