

	Requirement	Essex Metropolitan Netball Association will.....	Relevant Club Documents to help	Who within our club will do it?	Status	England Netball tips and tools to help	
<b>ESSEX METROPOLITAN NETBALL ASSOCIATION - Competition COVID-19 Risk Mitigation Plan</b>							
<b>Fixture Dates / Venue Redbridge Sport &amp; Leisure Centre</b>							
Our Lead COVID-19 Officer is...	Cassandra Austin-Mckenzie	Received and read COVID-19 Netball Handbook (EN supplied)	Yes	Date completed	12-Oct-20		
Other COVID-19 Officers/squad members are	All Executive Committee Members	Watched COVID-19 Netball deliverer training video	Yes	Additional Comments:			
		Venue risk assessment received & reviewed	Yes				
		Clear understanding of venue operators guidance for COVID-19	Yes				
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<b>PRIOR TO ACTIVITY</b>	Checking for symptoms	How will you make members of your club aware of symptoms that mean they should not attend netball training or matches?	Covid Officers communicate and share EN Symptoms checker list - <b>Signage</b> available at Redbridge Sports Centre	Covid-19 Symptoms checker	Covid Officer		Social media assets and Health screening checklist
		How will your club carry out health screening prior to EVERY session or match to ensure no attendees are knowingly displaying any COVID-19 symptoms	Communication sent to Club Covid Officers or delegated person to carry our Registration process which include written or verbal health screening confirmation of each participant	Health Screening Check list	Covid Officer or delegated person		Health Screening document
		How will test & trace be implemented at your club or league & how will data be stored in line with GDPR/data protection law 2018	Participants requested to and communication sent to clubs to use NHS Test and Trace QR code on each fixture date. NHS Test and Trace QR code signage posted at Redbridge Sports Centre. EN ENgage platform used to store data in line with GDPR.	NHS Test and Trace QR code signage at Redbridge Sports Centre and published on EMNA Website	RSL, EMNA Communications Secretary		Test & Trace protocol Using NHS Test & Trace App NHS test & trace QR poster
	Opt in Policy	How will you ensure that members understand the risks of COVID-19 in a netball context at your club or league?	Club Covid Offers discuss and communicate risk to all members using EN supporting information published on EN website care taken to discuss considerations with juniors and those in high risk.	Signed Opt in Statements kept by Club Covid Officers. EMNA non club Committee Members	Club Covid Officers EMNA Lead Covid Officer		Risks of COVID-19 in netball information sheet
		How will you ensure that the Personal Risk Assessment, particularly for those who are in high risk groups is understood by all members of your club, team or league	EMNA requirement all participants including Umpires to complete Opt in statement and given to Club Officers confirming understanding of risk and wishing to willingly participate in the modified game. Opportunity available to discuss concerns with Club Covid Officer or EMNA Lead Covid Officer. On return post Covid-19 Case Club Covid Officer to confirm to EMNA Lead Covid Officer participant's return to active participation on proof of wellness.	Opt In statements signed and given to Lead Covid Officer. Proof of wellness given to Club Covid Officer on return to participation.			Personal Risk Assessment document
		How will you ensure undue pressure is not put on members to return to training or matches and they have the option to 'opt in' based on their own personal circumstances and feelings					Opt in guidance and statement
		How will you understand the needs of any players who may be returning to training post COVID-19 case once they well enough					
	Travelling to and from training and matches	How will you ensure travel is safe and well managed, as well as compliant with Government guidance i.e. no car sharing outside of household	Communication sent to clubs via Club Covid Officers advising members of EN and Government travel requirements. <b>Signage</b> available at Redbridge Sports Centre				Travel infographic
		Do you need to stagger start and finish times to help manage parking at your venue as lift shares may not be possible?	Fixtures split over two weeks; divisions 1-6 week 1 ; divisions 7-12 week 2 then played on alternate week, will reduce number of participants each week by 50% and reduce parking facilities required.	Published fixture schedule	Senior and Junior League Secretaries		
	Club Personal	How will you identify any training needs of any club coaches, volunteers, officials or others?	Club Covid Officer to ensure all coaches and officials to complete COVID training.	Confirmation of completion to Club Covid Officer	Club Covid Officers		
		How will you understand how your coaches, officials & volunteers feel about returning and how will you support them?	All participants will be asked to complete a Personal Risk Assessment and watch EN support video <b>Understanding the Risk of Netball</b> which gives opportunity to detail any concerns and how this can be supported by Club Covid Officer or EMNA Lead Covid Officer / EMNA Executive Committee	Completion of Personal Risk Assessment	Club Covid Officers		
	Safeguarding	How will the COVID risk changes affect safeguarding and can this risk be managed?	Clear guidelines and instructions available to all members on England Netball. EMNA Risk Assessment published	EMNA Risk Assessment EMNA Mitigation Plan	Lead Covid Officer		
		How will this be communicated with club coaches, officials, volunteers and members?	Specific communication sent to Club. Covid Key document published on EMNA website	Covid key documents published on EMNA Website	Lead Covid Officer Umpiring Secretary League Secretary Junior League Secretary Communications Secretary		
		What is the identified maximum number of players that can attend a training session based on your court availability and numbers of coaches, officials and volunteers needing to attend?	Total 30 including officials	EN Modified Game EN Restart Guide			

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	Not yet started or considered
	Completed, actioned and embedded into our club operations

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Preparing for training	What additional sanitisation and PPE are required to deliver your activity and how will any replenishing be overseen?	EMNA Modified Game Rules emailed to club secretaries detailing club's responsibility to provide sanitisation material for post, balls and confirming personal responsibility.				
	How will you understand any specific needs of members, e.g. they are shielding or within a higher risk group	Participants to communicate to Club Covid Officer any specific requirements if assistance needed Club Covid Officer to communicate to EMNA Lead Covid Officer		Club Covid Officer EMNA Lead Covid Officer		
	How will you ensure members (particularly playing members) are conditioned and prepared for netball activity	Club Covid officer to communicate with coaches the requirement of adequate preparation and conditioning for all participants in advance of league fixture. Coaches to follow EN recommendation of six week pre netball preparation.		Club Covid Officer Coaches		England Netball VNC activity
	How will you ensure all members, coaches, officials, volunteers and parents (if appropriate) understand the COVID-19 rule modifications	Club Covid officer to communicate to club EN game modification in conjunction with EMNA Rules modification emailed to club secretaries along with Fixture Protocols. Information also published on EMNA website. EN <b>infographic</b> Rules Modification signage at RSL	England Netball support Stage 4 modification video Stage 4 modified explainer infographic Rules Modification signage at RSL	Club Covid Officer RSL re <b>infographic</b>		
Movement on site	How will use the venue to ensure social distancing? Drawing a plan may be a useful way to plan this.	RSL to have clear signage for entrance and exit. Social distancing posters for reminders. Communication sent to club secretaries on Fixture Protocols which include travel requirements. Information published on EMNA Website along with EMNA Risk Assessment. RSL netball outdoor Risk Mitigation on RSL website identifies measures in place.	Social Distance <b>signage</b> <b>Clear people flow and traffic flow signage</b> - directional arrows positioned at all key entrances and exits	RSL		
	How will traffic of people flow at your venue, do you need to establish a one way system?			Lead Covid Officer		Site signage
	What guidance does the venue have in place and how will you ensure you implement it?			Senior and Junior League Secretaries		
	How will you communicate this with all members ahead of the sessions?					
Indoor Facilities	How will you ensure there is not an outdoor alternative venue that can be used?	No indoor facility currently available due to current Government Guidelines of no indoor sport for adults of more than six people. Adults mean 18 yrs and above @ 24.9.20. Modified netball matches are currently not allowed indoors under the latest Government guidelines for those 18 and over.				Venue selector decision making tool
	How will you ensure there is adequate ventilation in the indoor venue if an outdoor court can not be accessed?					
	How will you ensure you are fully aware of the venue operators procedures, including rigorous cleaning?					
	How will you ensure that strict hygiene and sanitisation protocols are undertaken					
Risk assessment	Who from your club will work with the venue provider to obtain a risk assessment for the venue?	Lead Covid officer along with EMNA Umpiring Secretary liaising with RSL Sports Manager Matt Crane		Lead Covid-19 Officer EMNA Umpiring Secretary		
	How will you share with your members how the venue will operate and ensure you adhere to any elements within venue risk assessment	RSL Outdoor Netball Risk Assessment published on Redbridge Sports & Leisure website. Executive Committee meet with RSL to align Risk Assessments and agree compliance by all parties	RSL Outdoor Netball Risk Assessment EMNA Risk Assessment	EMNA Chairperson, Umpiring Secretary; Senior and Junior League Secretaries, Lead COVID Officer		
	How will you ensure the Pre-Venue check with enhanced COVID-19 checks are completed at every session and match	Obtain confirmation from RSL, Lead Covid Officer and/or delegated person pre check for each fixture	EMNA Risk Assessment EMNA Mitigation Plan	Executive Committee Members		Pre Venue check
Hygiene & cleaning	How will you ensure the venue being used is cleaned regularly and in line with Government guidance?	Obtain confirmation and agreement from RSL	RSL Outdoor Netball Risk Assessment EMNA Risk Assessment	Lead COVID Officer		
	Who will identify heavily used surfaces/points at the venue you use and how will you make members aware of these to help reduce touching these surfaces?	RSL identify high touch points and implement enhanced cleaning as detailed in RSL Risk Assessment. Lead COVID officer period check with RSL to advise of additional high touch points or if RSL identify additional high touch points for enhanced cleaning.		Lead COVID Officer Matt Crane - RSL Sports Manager		
	How will you report any concerns if you are concerned about the cleaning within venues?	Contact Matt Crane RSL Sports Manager				
Changing Rooms & showers	How will you share with your members the need for them to arrive ready to play/train and that changing facilities are not available?	EMNA Fixture Protocols and Modified Games Rules circulated to club secretaries pre season detailing requirements. <b>Signage</b> available on site re EMNA Fixture Protocols. Key documents published on EMNA website	Modified Games Rules Fixture Protocols	EMNA Senior and Junior League Secretaries and Communications Secretary		Arrival infographic
	How will you share with any opposition for matches that changing rooms and showers are not available?	Specific communication sent to Club secretaries. Covid Key document published on EMNA website.	EMNA Fixture Protocols and Modified Games Rules	EMNA Senior and Junior League Secretaries and Communications Secretary		

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	<b>Toilets</b>	What is the procedure for use of toilets at you venue?	Detailed in Fixture Protocols circulated to club secretaries pre season. Protocols published on EMNA website	EMNA Senior and Junior League Secretaries and Communications Secretary			
		How will you share this with all members?					
		How will you share this with any opposition?					
	<b>Match Hospitality</b>	How will you ensure refreshments/water are available to be replenished at your venue?	RSL Risk Assessment. No refreshments sold in Jean Brown indoor Arena cafeteria. Teas, coffee, hot beverages and water available at Jean Brown Indoor Arena Reception; no "lingering" indoors will be permitted	RSL Risk Assessment	Lead COVID officer		
ESSEX METROPOLITAN NETBALL ASSOCIATION COVID-19 Risk Mitigation Plan	<b>Arrival &amp; registration</b>	How will you establish a drop off and pick up system that ensures large numbers at training/in venue is minimised?	Junior league - One parent attendance recommended. Communicated to Junior League secretaries. Spectators discouraged for senior league, RSL recommendation. Communicated to club secretaries.	Communication sent to all Club Secretaries	EMNA League Secretaries		
		How will registration work at your club including matches ensuring health screening takes place before mixing with others?	Club COVID Officer or delegated person takes responsibility for all participants' registration as detailed in Fixture Protocols published on EMNA website encouraging club participants to complete EN EMNA Test & Trace prior to arrival				Arrival infographic
		How will you register all attendees whilst maintaining social distancing and ensuring verbal confirmation of being symptom free	Participants will be instructed to maintain social distancing whilst waiting.				
		What will your clubs procedure be if someone arrives who symptoms who is U18? Where will they wait for collection by responsible adult	Club COVID Officer or delegated person takes responsibility for all participants' registration as detailed in Fixture Protocols published on EMNA website	Fixture Protocols Modified Game Rules			
	<b>Activities</b>	How will you ensure all coaches and umpires are aware of this plan and the latest guidance from England Netball when planning activities?	All information is shared via Club COVID Officers, EMNA Mitigation Plan published on EMNA website ; key information published on EMNA website for all participants and umpires to be informed.	EMNA Mitigation Plan EMNA Risk Assessment			
		How will any breaks from activity be managed to ensure social distancing is maintained?	Social distancing sanitisation protocols during quarter breaks monitored by Coaches and Umpires. Participants encouraged to Get in Play Safe Get Out as detailed in Fixture Protocol				
		How will you facilitate reminders of COVID-19 rule modifications and common netball behaviours that need to be modified e.g. idle interactions	Signage placed in key area at RSL along with social distancing infographics. Coach to regularly remind Modification guidelines available to all EN members on EN website, with all members prior to attendance	Modification information sheet published on EMNA website			Rule Modifications
		Specifically thinking about younger players (particularly U11's) how will you ensure they COVID-19 rule modifications are constantly reinforced and players reminded of the behaviours they need to modify	Club COVID Officer, Safeguarding Officer and Coach(es) to regularly remind juniors of game modifications and behaviours.				
	<b>Use of equipment</b>	How will you ensure guidance from England Netball re equipment is adhered to?	EMNA Modified Game Rules emailed to club secretaries detailing club's responsibility to provide sanitisation material for post, balls and confirming personal responsibility.	Modified Games Rules EN Code of Conduct, EN's Disciplinary Regulations	Umpiring Secretary Executive Committee		Equipment sanitisation poster
		How will you ensure the sanitisation of netballs is able to happen regularly (minimum every 15 mins) throughout session?	Umpires, Coach(es) to monitor sanitisation process during quarter breaks and post match.				Equipment sanitisation poster
		How will you manage the use of bibs within your club/league to ensure they are not shared?	Club COVID Officers to work alongside coaches to ensure workable satisfactory measures have been put in place.				
	<b>Injury treatment</b>	How will you ensure first aid can be administered appropriately during COVID-19?	Club COVID officers ensure all first aid kits includes PPE equipment and sanitisers. First Aiders to wear masks outdoors when attending players.	Guidance Sheet	EMNA Lead COVID officer, Club COVID officer		
How will you ensure all qualified first aiders within your club are aware of the guidance from St Johns Ambulance?		Club COVID office to check and share Guidance sheet	Guidance Sheet				
<b>Spectators</b>	What is your venues policy on spectators?	RSL Risk Assessment. Current venue guidelines no spectators to be in attendance so discouraged. Current discussion around junior league , one parent in attendance per child. Spectators on external perimeter of respective courts, bubble of six . Communicated in Modified Game Rules circulated to club secretaries pre season and published on EMNA website.	RSL Risk Assessment				
	How will you communicate this with your members?		Modified Game Rules				
	How will you manage during any competitions where away team have travelled a good distance. Where would any parents who had driven opposition wait?				Senior and Junior League Secretaries Communications Secretary		

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	Hygiene & PPE	How will hand hygiene been maintained during every session and match?	sanitisation protocols before during and after match. Umpiring and coaches monitoring sanitisation during quarter breaks. Special attention given to juniors. Modified Games Rules - Matches will be 4 quarters of 10 minutes , with quarter time interval of up to 5 minutes to allow for sanitising to take place	Sanitisation Infographic position at RSL	Club Coaches Match Umpires	
		What PPE requirements are there for your club	Modified Game Rules - Each team is responsible for providing the appropriate equipment for sanitising the ball, the post and players' hands and for an appropriate number of bibs. Umpires are responsible for providing appropriate equipment for sanitising their hands		Club Coaches Match Umpire	
		Who is responsible for ordering/sourcing/providing PPE within your club?	Modified Game Rules - Each club is responsible for providing the appropriate PPE equipment.			
		How will specific volunteers notify when any additional PPE or sanitisation products are required?	Club coaches to liaise with club COVID Officer			
POST ACTIVITY	Test & Trace	Who will be contacted and how will they communicate with others any positive cases of COVID-19?	Club Covid officer to communicate to club members and update EMNA Lead COVID officer or any Executive Committee member . Player to notify NHS Test and Trace who will lead advice to affected players.	Publish updated EN Restart Guide and signage for NHS Test and Trace QR code at RSL. Referral to NHS Test and Trace App or online communication.	Communications Secretary	
		How will your club check and review the operations of club sessions and activities?	Review at monthly Executive Committee meetings.		EMNA Chairperson	
	Review	How will any updates to any procedures or club protocols be issued to all members?	Updated Risk Assessment and Mitigation Plan updated on EMNA website for each update.	Risk Assessment Mitigation Plan	Communications Secretary	
		When will this plan be reviewed in it's whole?	Reviewed at monthly Executive Committee meetings as EN, Government Guidelines and/or RSL release updates or guideline changes.		EMNA Chairperson Lead COVID Officer	
		How will the club committee operate during COVID-19 to ensure timely decisions, reviews and understanding of most up to date guidance?	Following EN, Restart Guide , Government and RSL led guidelines; review Risk Assessment and Mitigation plan to bring in line; publish on EMNA website	Risk Assessment Mitigation Plan	Executive Committee Members	
	Breach in guidance	What will procedure will you have in place to manage any in the guidance?	EMNA Modified Game Rules and Fixture Protocols state breaches. Persistent breaches of the EMNA League Rules for the modified game and Fixture Protocols may be considered a Disciplinary Offence under England Netball's Disciplinary Regulations 12.2 and actioned accordingly. Modified Game Rules communication sent to all club secretaries.	EMNA Modified Game Rules EMNA Fixture Protocols	Executive Disciplinary Committee	
		What procedure will you have in place to manage any severe and consistent breach in guidance				

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