

Bedford & District Netball League COVID-19 Risk Mitigation Plan

Bedford Academy

Our Lead COVID-19 Officer is...	Natascha Kelly	Received and read COVID-19 Netball Handbook (EN supplied)	Y	Date completed	Oct-20	
Other COVID-19 Officers/squad members are	Vanessa Girvan	Watched COVID-19 Netball deliverer training video	Y	Additional Comments:		
	Fran Smith	Venue risk assessment received & reviewed	Y			
	Emma Sears	Clear understanding of venue operators guidance for COVID-19	Y			
	Requirement	Bedford & District Netball league will.....	Relevant Documents to help	Who within our competition will do it?	Status	England Netball tips and tools to help
Checking for symptoms	How will you make members of your competition aware of symptoms that mean they should not attend netball training or matches?	Include instructions and the COVID symptom checklist in its guidance pack issued to all teams and officials. Teams will be asked to confirm receipt of the guidance pack and that it has been read, understood and guidelines will be adhered to. The symptom checklist will also be displayed at the venue.	B&DNL Guidance Packs Guidance Confirmation of Receipt EN Care Package (email sent to all EN members 18/08/20)	League Covid sub committee (guidance packs) Team Captains/Team COVID officer (confirmation)		Social media assets and Health screening checklist
	How will your competition carry out health screening prior to EVERY match to ensure no attendees are knowingly displaying any COVID-19 symptoms	Require all participants to use the health screening checklist each match and the team captain to confirm this has been done. Confirmation tick box will be included on the match score sheet and to be completed by each team captain for their players, coaches and officials. COVID symptom checker will be displayed at the venue	B&DNL Guidance Packs Match Score Sheet	All participants & team captains		Health Screening document
	How will test & trace be implemented at your competition & how will data be stored in line with GDPR/data protection law 2018	Use the England Netball Engage system for test and trace and require all teams and officials to be signed up on Engage prior to any activity. Instructions and example track & trace QR poster will be included in the guidance packs issued to all teams and officials. The team COVID - 19 officer will keep match records for at least 21 days in line with GDPR/data protection.	B&DNL Guidance Packs Example test & trace QR poster	Team Captain, Team COVID-19 officer, players, coaches & officials		Test & Trace protocol Using Engage for Test & Trace guide Engage 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 league?	Include information on COVID-19 Risks in Netball in its guidance packs to be issued to all teams and officials. Teams will be asked to confirm receipt of the guidance pack and that it has been read, understood and guidelines will be adhered to. The League will be operating an Opt In policy and require all participants to confirm that they are aware of the risks of COVID-19, assessed their own personal circumstances and comfortable to return to netball. Officials will be required to confirm direct to the League. Teams will be required to confirm that their members have completed an Opt In form. There is no pressure put on anyone to participate	B&DNL Guidance Packs Guidance Confirmation of Receipt Opt In Form & Confirmation of Opt In	League Covid sub committee (guidance packs) Team Captains/Team COVID officer (confirmation) Players, coaches & officials (Opt In Form)		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 league	Include information on Personal Risk Assessment in its guidance packs to be issued to all teams and officials. Teams will be asked to confirm receipt of the guidance pack and that it has been read, understood and guidelines will be adhered to. The League will be operating an Opt In policy and require all participants to confirm that they are aware of the risks of COVID-19, assessed their own personal circumstances and are comfortable to return to netball. Officials will be required to confirm direct to the League. Teams will be required to confirm that their members have completed an Opt In form. There is no pressure put on anyone to participate	B&DNL Guidance Packs Guidance Confirmation of Receipt Opt In Form & Confirmation of Opt In	League Covid sub committee (guidance packs) Team Captains/Team COVID officer (confirmation) Players, coaches & officials (Opt In Form)		Personal Risk Assessment document
	How will you ensure undue pressure is not put on members to return to competition and they have the option to 'opt in' based on their own personal circumstances and feelings	Operate an Opt In policy and require all participants to confirm that they are aware of the risks of COVID-19, assessed their own personal circumstances and are comfortable to return to netball. Officials will be required to confirm direct to the League. Teams will be required to confirm that their members have completed an Opt In form. When circulating the guidance packs a covering email will be sent to reiterate that returning to netball in the Bedford & District Netball League is voluntary and if, after reading the guidance and how the league will operate, that they should only Opt In if comfortable to return. There is no pressure put on anyone to participate.	B&DNL Guidance Packs Guidance Confirmation of Receipt Opt In Form & Confirmation of Opt In	League Covid sub committee (guidance packs) Team Captains/Team COVID officer (confirmation) Players, coaches & officials (Opt In Form)		Opt in guidance and statement
	How will you understand the needs of any players who may be returning to netball post COVID-19 case once they well enough	Ask the team captain/COVID-19 officer to inform the league of any cases and will make contact with the team and player prior their return to netball.		Team Captain/Team COVID-19 officer, League COVID sub committee/League Committee		
Travelling to and from 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	Provide the latest and up to date guidance to teams. The league's guidance packs contains a link to the latest Government Guidelines. The league has restricted the number of participants allowed per court to reduce the number of people travelling. The venue has sufficient parking available.	B&DNL Guidance Packs Guidance	League Committee / League Covid sub committee/ Team Captains / All participants		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?	Issue staggered start times for courts to reduce the vehicle flow arriving and leaving the venue. A meeting was held with the venue operator and this was deemed appropriate. The staggered times are included in the league's guidance pack	B&DNL Guidance Packs Guidance	League Committee		
Personnel	How will you identify any training needs of any club coaches, volunteers, officials or others?	Hold regular committee meetings to discuss the latest news & guidance on COVID and will act upon the relevant findings. The league has already held a forum for umpires to run through the rule modifications and guidelines. A link to the video of this forum will be made available to teams. Questions and concerns raised at the forum are being addressed. The League will put on further forums and Q&A sessions as appropriate	Link to Umpires Forum https://youtu.be/e6CoZsNWHIo	League committee		
	How will you understand how your coaches, officials & volunteers feel about returning and how will you support them?	Operate an Opt In policy and require all participants to confirm that they are aware of the risks of COVID-19, assessed their own personal circumstances and comfortable to return to netball. We will ask when sending out the guidance packs for anyone with concerns to contact the league. The league COVID-19 sub committee contact details are in the guidance packs and the league committee details are in the B&DNL handbook	B&DNL Guidance Packs Guidance B&DNL Handbook	League committee		
Safeguarding	How will the COVID risk changes affect safeguarding and can this risk be managed?	No Affect. Changes from COVID will not affect the league's ability to safeguard its members. Details of the safeguarding officer will be recomunicated to teams	B&DNL Handbook	Safeguarding Office/ League Committee		
	How will this be communicated with club coaches, officials, volunteers and members?	recommunicate the safe guarding officer details to teams	B&DNL Handbook	Safeguarding Office/ League Committee		
Preparing for competition	What is the identified maximum number of players that can attend a matches based on your court availability and numbers of coaches, officials and volunteers needing to attend?	will restrict the number of participants allowed in the court area to be a maximum of 26 - a squad of 10 per team, 2 umpires, 2 scorers and 2 adults for U18's if required. This will be monitored along with guidance changes.		League Committee		
	What additional sanitisation and PPE are required to deliver your competition and how will any replenishing be overseen?	Require hand sanitisation to be available on all courts and have agreed with the venue that they will provide and monitor for replenishment. Teams and participants will be required to provide face coverings, hand sanitiser, anti bacterial wipes/spray for their own use. Sanitisation of balls and posts will be required under the EN guidelines and information included in the league's guidance packs.	B&DNL Guidance Packs Guidance	Venue, teams and participants		
	How will you understand any specific needs of members, e.g. they are shielding or within a higher risk group	Not expect anyone shielding to be participating in activity. The league anticipates that anyone with specific needs will notify their team/club or the league.	B&DNL Guidance Packs Guidance	Participants and teams		
	How will you ensure members (particularly playing members) are conditioned and prepared for competition	Encourage all participants to ensure their level of fitness appropriate for their return to netball. The league has reduced the match times to 4 x 10 minutes in line with EN recommendations.		League committee		England Netball VNC activity
	How will you ensure all members, coaches, officials, volunteers and parents (if appropriate) understand the COVID-19 rule modifications	Include Rule Modification information in its guidance pack issued to all teams and officials. Also include in the guidance pack the link to EN Care Package where there is a rule modification video. Teams will be asked to confirm receipt of the guidance pack and that it has been read, understood and guidelines will be adhered to.	B&DNL Guidance Packs Guidance Confirmation of Receipt EN Care Package (email sent to all EN members 18/08/20)	League Covid sub committee (guidance packs) Team Captains/Team COVID officer (confirmation)		

PRIOR TO COMPETITION MATCHES

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

FACILITY USAGE	Movement on site	How will use the venue to ensure social distancing? Drawing a plan may be a useful way to plan this.	Will provide a venue traffic flow diagram and circulate to all teams & Officials. Where possible will include a one way system. At the venue 2m distancing markings to be put in place and signs up to remind people of social distancing rules.		Venue, League Covid sub committee & League committee		
		How will traffic of people flow at your venue, do you need to establish a one way system?	As above		Venue, League Covid sub committee & League committee		Site signage
		What guidance does the venue have in place and how will you ensure you implement it?	Include the venue's restart guidance in the COVID guidance packs. Obtain and review the venue's Risk assessment.	B&DNL Guidance Packs Venue Risk Assessment	Venue, League Covid sub committee & League committee		
	Indoor Facilities	How will you communicate this with all members ahead of the competition?	Issue the league's guidance packs and via email to all teams	B&DNL Guidance Packs Guidance	League COVID sub committee & League committee		
		How will you ensure there is not an outdoor alternative venue that can be used?	We are intending to use an outdoor facility				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?	We are intending to use an outdoor facility				
		How will you ensure you are fully aware of the venue operators procedures, including rigorous cleaning?	We are intending to use an outdoor facility				
	Risk assessment	How will you ensure that strict hygiene and sanitisation protocols are undertaken	We are intending to use an outdoor facility				
		Who from your competition will work with the venue provider to obtain a risk assessment for the venue?	League Committee		League Committee		
		How will you share with your members how the venue will operate and ensure you adhere to any elements within venue risk assessment	Include the venue's restart guidance in the COVID guidance packs. Updates to the venue's protocols will be advised to members via email. Information will also be displayed at venue		Venue, League COVID sub committee & League committee		
	Hygiene & cleaning	How will you ensure the Pre-Venue check with enhanced COVID-19 checks are completed at every match	Have met with the venue and have been assured that the courts and equipment will be in the best condition for the return of netball. The venue will be sanitising the equipment prior to each match, in-between sessions on a 2 tier night and after use. Teams and officials must ensure that they are happy with the court and equipment before commencing play. Any concerns must be notified to the league immediately.		Venue, team captain/team COVID officer, League committee		
		How will you ensure the venue being used is cleaned regularly and in line with Government guidance?	The venue will be required to produce a risk assessment prior to use	Venue Risk Assessment	Venue		
		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?	The venue will identify such points and ensure these are cleaned before and after use. Gates and entrances to the courts will be unlocked and propped open so reduce the touching of handles. Netball equipment to be sanitised during use by the teams and following the guidelines.	B&DNL Guidance Packs Venue Risk Assessment	Venue and teams		
	Changing Rooms & showers	How will you report any concerns if you are concerned about the cleaning within venues?	report direct to Academy key contact		League committee		
		How will you share with your members the need for them to arrive ready to play and that changing facilities are not available?	Include notification in the league's COVID-19 guidance packs which includes the link to EN Care Package. Will adopt Get In, Play Safe, Get Out. The venue re opening guidance included in the league's guidance pack stipulates no changing facilities available	B&DNL Guidance Packs Guidance Confirmation of Receipt EN Care Package (email sent to all EN members 18/08/20)	League COVID sub committee & League committee		Arrival infographic
	Toilets	How will you share with any opposition for matches that changing rooms and showers are not available?	N/A as central venue and all teams notified in the league's guidance pack				
What is the procedure for use of toilets at your venue?		Toilet access is available but limited to one at a time per the venue's re opening guidelines included in the league's guidance pack	B&DNL Guidance Packs Guidance Venue Re Opening guidelines EN Care Package (email sent to all EN members 18/08/20)	Venue			
How will you share this with all members?		included in the league's guidance packs for teams & officials		League COVID sub committee			
Match Hospitality	How will you share this with any opposition?	N/A as central venue and all teams notified in the leagues guidance pack				Relevant for home / away competitions	
	How will you ensure refreshments/water are available to be replenished at your venue?	Advise participants to bring own drinks and bottles to avoid the need to enter the venue building.		League COVID sub committee & League committee			

DURING COMPETITION MATCHES	Arrival & registration	How will you establish a drop off and pick up system that ensures large numbers at venue is minimised?	Restricted the number of participants allowed on each court and spectators are not permitted to reduce the numbers arriving at the venue. The staggered start times will also be implemented to reduce the numbers arriving at one time. The league does not require a specific drop off point at the venue.		League COVID sub committee & League committee		
		How will registration work at your competition ensuring health screening takes place before mixing with others?	require the team captain/team COVID-19 officer to be responsible for the health screening of their players, coaches & officials. It is advised that each team take one half of the court to enable them to do this safely and not congregate in the car park area.		Team captains/team COVID officer and players		Arrival infographic
		How will you register all attendees whilst maintaining social distancing and ensuring verbal confirmation of being symptom free	Require teams to register on Engage and have a laminated poster of the QR code to enable participants to safely and maintaining social distancing, register their attendance. At the same time the team captain will perform the verbal symptom checks.		Team captains/team COVID officer and players		
		What will your competitions procedure be if someone arrives who symptoms who is U18? Where will they wait for collection by responsible adult	Require them to contact their parent for collection. The teams responsible adult will escort the U18 to a point of isolation outside of the court perimeter to wait for collection.		Team captains/team COVID officer, responsible adult and players		
	Matches	How will you ensure all members are aware of this plan and the latest guidance from England Netball when planning the competition?	Provide the league's guidance pack to all teams and officials which will contain the League's plan for returning to netball and the latest EN guidelines/links. The league will continue to monitor changes in guidance and update as necessary.	B&DNL Guidance Packs EN Care Package (email sent to all EN members 18/08/20)	League COVID sub committee & League committee		
		How will any breaks in matches be managed to ensure social distancing is maintained?	Require all participants to observe the social distancing guidelines during match breaks. Match breaks are to be of 5 min duration to enable all required sanitisation to take place. Information and guidance is included in the league's guidance packs.		All participants & team captains		
		How will you facilitate reminders of COVID-19 rule modifications and common netball behaviours that need to be modified e.g. idle interactions 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	Include Rule Modification information in its guidance pack issued to all teams and officials. Also include in the guidance pack the link to EN Care Package where there is a rule modification video. Teams will be asked to remind their members of the rule modification before at match. Officials have been asked to remind players during activity to modify their behaviour where required.	B&DNL Guidance Packs EN Care Package (email sent to all EN members 18/08/20)	All participants, Officials & team captains		Rule Modifications
		See above for any U18 taking part in an adult match. No junior or youth league are restarting at this time			League committee		
	Use of equipment	How will you ensure guidance from England Netball re equipment is adhered to?	Include information and EN guidance in its guidance pack to be issued to teams and officials. Agreement has been made with the venue for equipment sanitisation prior and after matches. The league will need to be informed of any known breaches.		League COVID sub committee & League committee		Equipment sanitisation poster
		How will you ensure the sanitisation of netballs is able to happen regularly (minimum every 15 mins) throughout matches?	Require teams to provide anti bacterial wipes at each match to ensure the equipment is available to sanitise the balls. The quarters have been reduced to 10 minutes duration to enable the balls to be sanitised within 15 minutes of play restarting. Quarter breaks will be 5 minutes duration to provide time for all sanitisation to take place.		Team captains		Equipment sanitisation poster
		How will you manage the use of bibs within your competition to ensure they are not shared?	Advise teams that they will require a least 2 sets of bibs and provide information of EN alternative suggestions. The league will need to be informed of any known breaches.	B&DNL Guidance Packs	All participants, Officials & team captains		
	Injury treatment	How will you ensure first aid can be administered appropriately during COVID-19?	Include information and advice and the link to St Johns Ambulance guidance in the league' guidance packs. Anyone administering first aid must wear protective PPE.	B&DNL Guidance Packs	All participants, Officials & team captains		
		How will you ensure all qualified first aiders within your competition are aware of the guidance from St Johns Ambulance?	See above	B&DNL Guidance Packs	First Aiders		
	Spectators	What is your venues policy on spectators?	None are allowed		League committee		
		How will you communicate this with your members/clubs?	Include a statement in the league's guidance pack that no spectators are allowed. The venue guidelines also state no spectators are allowed. Remind teams via email	B&DNL Guidance Packs	League COVID sub committee & League committee		
		How will you manage during any competitions where away team have travelled a good distance. Where would any parents who had driven opposition wait?	Request that parents remain in their vehicles. We operate on a central venue so all teams will be aware of guidelines.		League COVID sub committee & League committee		
	Hygiene & PPE	How will hand hygiene been maintained during every match?	Require the venue to provide hand sanitiser on each court. All participants will be required to provide their own hand sanitiser for the match. Anyone using the toilet facilities must use the governments guidance on washing hands. Information will be provided by venue.		Teams and Venue		
		What PPE requirements are there for your competition	require anyone standing in the allocated bench area and scorers area to wear face coverings and follow the EN guidelines for social distancing. Anyone administering first aid must wear a face covering, apron and gloves.		Teams and first aiders		
Who is responsible for ordering/sourcing/providing PPE within your competition?		Teams/Clubs		Teams and first aiders			
How will specific volunteers notify when any additional PPE or sanitisation products are required?		Require them to notify the team captain/team COVID-19 officer for stock replenishment. With regard to the hand sanitiser supplied by the venue this will need to be notified to the venue.		Teams, venue, league			
POST COMPETITION MATCHES	Test & Trace	Who will be contacted and how will they communicate with others any positive cases of COVID-19?	The team COVID officer will be notified of any positive cases. The team COVID officer will use the details from Engage/team list to notify other members/attendees. The team COVID officer will inform the league Lead COVID officer so that the opposition and officials can be notified.		Team COVID officer/ League Lead COVID officer		
	Review	How will your competition check and review the operations of matches?	Regularly attend venue. Request feedback from attendees and hold regular committee meetings	Committee Meeting minutes	League COVID sub committee & League committee		
		How will any updates to any procedures or competition protocols be issued to all members?	Notify team captains via email or updated guidance documents		League COVID sub committee & League committee		
		When will this plan be reviewed in it's whole?	At the Christmas break or earlier if there is a change on EN Road Map position or a change in EN and government guidance.	Committee Meeting minutes	League COVID sub committee & League committee		
		How will the competition committee operate during COVID-19 to ensure timely decisions, reviews and understanding of most up to date guidance?	acquire a Zoom subscription to enable it to hold regular meetings . COVID sub committee and full Committee meeting schedule to be prepared		League COVID sub committee & League committee		
	Breach in guidance	What procedure will you have in place to manage any in the guidance?	Remind participants of the agreement they have made to adhere to the guidelines. Will have a 3 Stage disciplinary plan.		League committee		
What procedure will you have in place to manage any severe and consistent breach in guidance		As apart of the 3 Stage plan remove the offending team from the league		League committee			