



## **Howden AFC Covid 19 Track and Trace Policy**

As part of our commitment to adhere to the Government guidelines on track and trace procedures, we have outlined the following policy for our teams at Howden AFC:

1. Each team will nominate a person to collect the names of players, coaches, parents and other supporters on training and matchdays on a Howden AFC track and trace attendance sheet / record attached as Annex 'A'. This could be a coach, player aged 18 or over, parent or volunteer.
2. Any additional supporters or attendees should state their names and who they are with, for track and trace purposes, or supply us with an address and contact details. If they fail to do so. They may be asked to leave the venue.
3. It should be communicated to visiting opposing teams, prior to matchday, that they should supply a contact name from the club should we need to inform them of any track and trace issues in the future. They should be asked to keep for at least 21 days a list of attendees on the day from their side with contact details and to provide a copy to Howden AFC. The onus is on the opposing team contact to maintain the list of their attendees and be the single contact point for us for track and trace (if needed) – Howden AFC will only take and keep a record of the opposition contact's details.
4. At the end of each training session or match, the nominated Howden AFC track and trace contact for the event will email a copy of their track and trace attendance sheet to Howden AFC's COVID-19 Officer, Keith Tinkler, at [mail@howdenafc.co.uk](mailto:mail@howdenafc.co.uk) together with a copy of any opposition track and trace document. No WhatsApps, screenshots etc please as this makes it harder for the Club to maintain a record.
5. The track and trace record for each Howden AFC event will be preserved by Howden AFC's Secretary for a period of 21 days from the event and then destroyed in line with the General Data Protection Regulations 2018. Until destruction the record will be available upon request should there be a track and trace issue.
6. The names and details of Howden AFC players are kept on file by the club, and Howden AFC parents' names and addresses are also documented on our system should they be required for track and trace purposes.

At Howden AFC we take the safety of our players, coaches, volunteers, parents and supporters in the upmost importance and wish to keep everyone as safe and healthy as possible which is why these measures are being taken.

We thank you for your continued support



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Howden AFC Committee