

## Appendix 2: Contact Tracing Requirements and Examples.

Contact tracing is a way of slowing the spread of infections by identifying people who have been in contact with an infected person.

Outdoor Team Sports will adopt the below, as well any other recommendations from State and Federal Governments:

**Requirement** → All players, officials, staff and visitors to a venue or training session are encouraged to subscribe to the Government's COVID-19 tracing app.

**Requirement** → Records of attendance at training and competitions to be maintained.

**Requirement** → Records of attendance of spectators at training and competitions to be maintained.

**Requirement** → Records to be kept for 56 days.

### Registers must include:

- Date of entry
- First name and surname
- Phone number
- Postcode
- Time in
- Time out
- Club & team

### Registers can be implemented by:

- Using the template provided, have the coach or a Covid Safe Coordinator for that session write down the details of all in attendance. Take a photo of the form and send to the venue after the session.
- Use the template provided as above but the user keeps the phone copy and they leave the form in a designated area for the venue
- If bookings can be taken online have the booker put in all the details of the group attending. This list gets emailed back to the user group as an online form to tick off attendance and then email back after the session.
- Use TeamApp to register the names of the group and then mark them off as having had attended.
- [Evacheckin.com](#) contactless QR Code Check in Technology for all attendees. [Visitor EVA demo site login poster.](#)
- Have parents and any non-participant to buy a free ticket once all 20 tickets are allocated in the spectator zone no more can register. Use free ticketing sites like [Event Brite](#) or use the event portal in data bases such as Revolutionize.

### EXAMPLE: Attendance Register – Sport Australia Template

**[Club Name] Register of attendees**

**Activity:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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