Sports Club Activity Booking & COVID Response Flowchart

Steps	Process	Notes
1. Membership	Student buy Sports Membership and pay each individual sports club joining fee.	Student details held on Students' Associaation website membership database.
2. Booking	Member books onto Sports Club activity (e.g. training) on a weekly basis booking through the Students' Association website.	Student submits name and email contact which is stored on database.
3. Booking Check	COVID Officer appointed by the Sports Club checks each individual has registered to attend the activity.	COVID Officer has access to the session event register from the Students' Association website to check in everyone at beginning of session.
4. Attendance Register	COVID Officer completes the Activity Attendance form for each individual in attendance.	COVID Officer complete activity attendance process for all those participating.
5. Test & Protect	If individual tests positive for COVID-19 or been contact traced by Test and Protect? *Individual to contact Sports Club. *Sports Club to inform Students' Association through sport@GCUstudents.co.uk. *Students' Association informs GCU through coronavirushelpline@gcu.ac.uk.	
6. Isolate	Participant required to or advised by Test and Protect to self-isolate for the prescribed period of time.	
7. Risk Assessment	Risk Assessment reviewed to **determine any further action,** including temporary suspension of Sports Club activities.	
8 Transparency	Duty of care **contact** made by Students' Association to session participants regarding COVID positive case prior to NHS contact tracing.	Purpose of this step Is to address any lag between COVID positive individuals and contact tracing.