



Return to Basketball | Contact Tracing

Contact tracing is a vital part of our fight against COVID-19. Effective contact tracing helps to prevent potential onward transmission, raise awareness about the disease and its symptoms and supports early detection of suspected cases.

A comprehensive contact tracing system allows the Ministry of Health to ensure rapid identification and isolation of new cases. If someone is feeling unwell, please advise them to stay at home.

The impending return to basketball will require all Associations to have their own robust and sustainable contact tracing system in place. Contact tracing requirements are the responsibility of Associations as the user (hiring the venue).

Contact tracing will apply to every individual that is at a venue at any one time (indoor and outdoor) – players, officials, coaches, managers, spectators, association/competition staff and venue staff. Information will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes only.

We are **recommending** all Associations use **The Huddle**, as per normal. This will ensure all your data is located in a secure and central location online and enhances your ability to maintain an accurate database of your members. We are also recommending The Huddle because of the following:

- **Pre-registration will ensure you know exactly who should be entering the venue, adhering to gathering thresholds**
- **Pre-registration also speeds up venue entry process and the likelihood of delays and/or physical distancing issues**
- **Preferential venue entry for teams before the general public**
- **Easily identify close contacts**
- **Limits what requires sanitisation (i.e. pens)**
- **Data collected is not deleted**
- **Builds and maintains a comprehensive accurate member database**

Our procedures have been designed to streamline the process and work in conjunction with any other contact tracing system that your association or venue decides to use (i.e. an app or QR code). Having your players self-register into The Huddle should be a necessity regardless of the system used. The Huddle will also provide a back-up option in the event a player doesn't have a phone, QR code or your association doesn't have the required resource to implement an app-based solution.

This document outlines two possible scenarios that an Association can implement for contact tracing using The Huddle. We have developed and tested this in consultation with Associations and venues.

Key venue insights have also been outlined for Associations to consider when basketball resumes. These have been included to mitigate unnecessary interaction and streamline the contact tracing process as much as possible.

Irrespective of the scenario or system that applies to you, BBNZ are on hand to assist.



What information should be collected?

[Sport NZ](#) has advised the following information must be collected from everyone that intends to enter the venue:

1. Date arrived at venue
2. Time entered the venue
3. Time exited the venue
4. Full name
5. Address
6. Phone
7. Email address

SCENARIO ONE | The Huddle is currently used for competitions and membership

1. Individuals (player, coaches, managers, officials, team support) have self-registered into The Huddle and have been allocated to their team
2. Competitions have been created
3. Print team lists for games on each specific competition day (ideally export via The Huddle and use excel on your laptop to minimise the use of pens)
4. Team members to be ticked off on arrival at the venue (via team contact). This step is to help distinguish specific team members for each respective game. It also allows for unregistered people to be added
5. Unregistered team members must provide details on arrival or cannot enter. It should be strongly encouraged that they complete the self-registration process prior to entering the venue
6. Additional reporting can be completed via The Huddle to view exact dates and specific teams that have played each other (competition reporting). Advanced member reporting can be used to provide contact details for each individual and the teams contact details
7. Referees and scoretable personnel assigned by the Association, need to be allocated to games. They are required to self-register and have their details ticked off on arrival at the venue, same process as teams. If teams are asked to provide scoretable personnel, their details will already be registered as they must self-register into The Huddle and have been allocated to their team

SCENARIO TWO | The Huddle is only used for membership – not competitions OR we don't use the system at all

For those Associations using The Huddle for membership only, it is unlikely many of your members have already self-registered. Please use the following:

1. BBNZ will create **Team to Association** registration forms for all associations. This will capture the team and the competition category they will participate in. Make this form available for team contacts to complete via email, social media or website
2. A **Member to Team** registration form is already available and will be linked to the Team to Association form



Member Form for
users to register to
teams:

Do not link this form to a Member to Team form ▾

Do not link this form to a Member to Team form

BBNZ 2020 National Registration Form #2

Show Club Dropbox:

3. Once the team contact has completed the Team to Association form, they will have an option to enter the email addresses of all team members (or forward a link). This will send the Member to Team form to all players and team management that will be a part of that team
4. Once players and team management have completed the Member to Team form they will be entered into their team and the Association database. If they have never used The Huddle they will be prompted to set a password
5. If the Association is required to contact trace, use existing draws to determine dates when teams played each other. Advanced member reporting can be used to provide contact details for every individual and teams they are members of, ensuring close contacts are identified
6. Referees and scorable personnel assigned by the Association, need to be allocated to games. They are required to self-register and have their details ticked off on arrival at the venue, same process as teams. If teams are asked to provide scorable personnel, their details will already be registered as they must self-register into The Huddle and have been allocated to their team

Note: For each scenario it is vital that members have self-registered into The Huddle, a **minimum of one day in advance of their first game**. They will only need to complete the initial registration once. Following this their details will be saved in the system.

Every member now has the ability to edit their own details via **BBNZ's Member Profile** – www.members.nz.basketball.

BBNZ strongly encourages all Associations to communicate this functionality to members.

What about parents/caregivers and spectators?

We recommend that spectators are not allowed venue entry under Level 2. If you do decide to allow entry, a limit should be put in place and agreed with your host venue. Guardians of younger children should be allowed, but also accounted for within the 100 person limit.

If Parental guardians and/or spectators are likely to attend, we recommend that they complete the venues check-in process or other community tracing system your association adopts (check with your venue on their contact tracing system).

It is also recommended that if parents/spectators are allowed in the venue, that each team is allocated a maximum number of parents/spectators per team. The number of games being played in the venue, at any one timeslot may change, therefore, the number of parents/spectators per team may change.



Further details to consider at the venue to assist with contact tracing:

- **Mass gatherings:** an update is expected from Sport NZ on the **25th May**.
- **Entry and exit:** it is important to discuss with your venue provider to have a separate entrance and exit for participants. This will ensure contact between participants accessing the venue at different times is restricted, and total numbers inside the venue at any one time is controlled. Additional staffing may be required to ensure someone is manning both access points.
- **Teams nominate a contact person:** this person will be responsible for entering the venue first and collecting the pre-printed team list and/or organising the team to enter if using a contactless system (app, QR code). They will need to check off who will be at the venue on that day and add contact details for any extra people (even if an alternative system is used). This will prevent **unnecessary congregation** at entry points. Teams to enter venue once this has been completed and they have been requested to enter.
- **Players not on printed/exported team lists:** players (and coaches) not displayed on the team list will need to be manually added at the venue or complete the self-registration process prior to entry on an available device. To ensure this is as contactless as possible, the following QR code has been created to direct participants to BBNZ's association finder ([download QR code here](#)). Participants will be able to locate their association and register directly here.
The individual responsible for manning the door will need to add unregistered individuals to team list (paper/excel). They should still be completing a manual count of how many people have entered the venue – this is crucial.
- **Set restrictions on the number of members per team:** restricting members will ensure that you are able to comply with mass gathering thresholds in advance, limit movement through the venue, manage timeframes, reduce possible cleaning and contact tracing if required.
- **Ensure everyone that is involved in the current round of games has exited the venue before opening the doors to the next round of games:** this also includes all game officials – referees and scoretable personnel.
- **Ensure that an appropriate length of time has been factored in for each round:** ensure enough time is available for checking in, warm-ups, game time, exiting the venue and cleaning between games. **We recommend entering as a team and exiting as a team (timestamping both)**
- **Ensure good cleaning and hygiene is adhered to:** participants should wash and dry their hands before and after playing; equipment should be washed and dried before and after playing, or replaced. Also exercise caution with common touch points (gates or doors) and wash or sanitise your hands after touching these surfaces. Water, soap and paper towels/drier should be available for participants to wash and dry their hands.
- **Physical distancing** of 2 metres should be maintained wherever possible, especially from people that you do not know. It is recognised that contact during physical activity will occur, but this should be minimised as much as possible, especially off the court.
- **If possible, refrain from players using the venue changing rooms after games:** ensuring all players have vacated changing rooms prior to the next round of players entering the venue has the potential to eat into scheduled timings and unnecessary additional cleaning.
- For more information on COVID-19 guidelines and updates including Health and Safety Guidelines, please visit <https://nz.basketball/bbnz-covid-19-updates/>





Printing Team Lists using The Huddle

1. Dashboard → Reports
2. Members → Advanced Member Report
3. Create report (refer to example below for fields to include and how they should be filtered)
4. Export as a CSV file, email to appropriate staff member
5. Open in excel and sort by team name (or competition name) in order of team entry

Selected Fields

Selected Fields

- First Name
Filter:
- Family Name
Filter:
- Primary Contact number
Filter:
- Season
Filter:
- Competition Active
Filter:
- Team Name
Filter:

Run Report

Options

Show Unique Records Only Summary Data All Records

Sort by

Secondary sort by

Group By

Report Output

Choose how you want to receive the data from this report.

Display
Open the report for viewing on the screen.

Email
Email the report in a format suitable to be imported into another product.

Email Address

	A	B	C	D	E	F
1	First Name	Family Name	Primary Cont	Season	Com	Team Name
2	2020	Yes	ARK Basketball MW Men
3	2020	Yes	ARK Basketball MW Men
4	2020	Yes	ARK Basketball MW Men
5	2020	Yes	ARK Basketball MW Men
6	2020	Yes	ARK Basketball MW Men
7	2020	Yes	ARK Basketball MW Men
8	2020	Yes	ARK Basketball MW Men
9	2020	Yes	ARK Basketball MW Men
10	2020	Yes	ARK Basketball MW Men
11	2020	Yes	ARK Basketball MW Men
12	2020	Yes	ARK Basketball MW Men
13	2020	Yes	ARK Basketball MW Men
14	2020	Yes	ARK Basketball MW Men
15	2020	Yes	ARK Basketball MW Men
16	2020	Yes	Atami Casa de Banos MD1
17	2020	Yes	Atami Casa de Banos MD1
18	2020	Yes	Atami Casa de Banos MD1
19	2020	Yes	Atami Casa de Banos MD1
20	2020	Yes	Atami Casa de Banos MD1
21	2020	Yes	Atami Casa de Banos MD1