



**Triathlon NZ Guidelines**  
**For Coaches, Clubs and Events**  
**Under Alert Level 1**  
**Version – 11 June 2020**



## Contents

Level 1 Summary.....	3
The Golden Rules for Everyone at Alert Level 1 .....	4
Event Sector Voluntary Code .....	5
Guidelines for Clubs .....	6
Guidelines for Coaches .....	7
Example of pre-workout questionnaire (Health Screening) .....	8
Guidelines for Triathlon Events at Alert Level 1 .....	9
Resources.....	12



## Level 1 Summary

Exciting news from the Government on Monday 8<sup>th</sup> June that New Zealand was COVID19 free and that from 11:59pm on the 8<sup>th</sup> June we would move to Alert Level 1.

Sport NZ summed this up for Sport and Recreation with the following points:

- Under Alert Level 1 the disease is contained in New Zealand, but COVID-19 remains uncontrolled overseas.
- The main controls under Alert Level 1 are border restrictions and managed isolation or quarantine for people entering the country.
- Play, active recreation and sport under Alert Level 1 looks like much like it did pre-COVID-19 but with border restrictions.
- There are no restrictions on businesses and services (including hospitality), no restrictions on gathering, no requirements for physical distancing, and no requirements to keep records to enable contact tracing. You should still maintain QR codes however where possible, to allow people to log where they have been.
- While none of the public health requirements are mandatory – it is important to remain vigilant and continue to practice good hygiene to minimise the risk of community transmission.
- In Alert Level 1 we should be prepared to quickly move into higher alert levels if we need to.
- As mass gatherings limits are removed, large events such as sports games or tournaments are able to go ahead. Organisers are encouraged to adopt the COVID Code (details coming soon) and should be aware they may be asked to postpone or cancel gatherings under the circumstance that a significant outbreak has re-occurred, or if case numbers increase.

The full details from Sport NZ can be found at the following link:

[https://sportnz.org.nz/assets/Uploads/Play-Active-Recreation-Sport-Alert-Level-1.pdf?mc\\_cid=956bc2fec9&mc\\_eid=ff92a5d74d](https://sportnz.org.nz/assets/Uploads/Play-Active-Recreation-Sport-Alert-Level-1.pdf?mc_cid=956bc2fec9&mc_eid=ff92a5d74d)

**Following this announcement Major Events New Zealand released an Events Sector Voluntary Code. As best practice and as a commitment to reducing COVID-19 related risks at events, Triathlon NZ will adopt the New Zealand Events Sector Voluntary Code.**

**Full details on the code can be found on [page 5](#) of this document**

## The Golden Rules for Everyone at Alert Level 1

As per the New Zealand Government COVID-19 website the following are the Golden Rules at alert level 1.

### The Golden Rules for everyone at Alert Level 1

1. If you're sick, stay home. Don't go to work or school. Don't socialise.
2. If you have cold or flu symptoms call your doctor or Healthline and make sure you get tested.
3. Wash your hands. Wash your hands. Wash your hands.
4. Sneeze and cough into your elbow, and regularly disinfect shared surfaces.
5. If you are told by health authorities to self-isolate you must do so immediately.
6. If you're concerned about your wellbeing or have underlying health conditions, work with your GP to understand how best to stay healthy.
7. Keep track of where you've been and who you've seen to help contact tracing if needed. Use the NZ COVID Tracer app as a handy way of doing this.
8. Businesses should help people keep track of their movements by displaying the Ministry of Health QR Code for contact tracing.
9. Stay vigilant. There is still a global pandemic going on. People and businesses should be prepared to act fast to step up Alert Levels if we have to.
10. People will have had different experiences over the last couple of months. Whatever you're feeling — it's okay. Be kind to others. Be kind to yourself.

For detailed information please go to the following link:

<https://uniteforrecovery.govt.nz/covid-19/covid-19-alert-system/alert-level-1/#the-golden-rules-for-everyone-at-alert-level-1>

## Event Sector Voluntary Code

Major Events New Zealand have developed the Events Sector Voluntary Code which outlines what the Events Sector can do to safely deliver events by following best practice expectations. The Prime Minister referred to this code in her announcement on the 8<sup>th</sup> June. This 'COVID Code' is a voluntary code and is not intended to replace any specific obligations on the sector. It will not be regulated or legally enforceable.

### **As best practice and as a commitment to reducing COVID-19 related risks at events, Triathlon NZ will adopt the New Zealand Events Sector Voluntary Code.**

The following are the key components of the voluntary code

- Commitment to the Ministry of Health guidance
- Facilitates effective contact tracing
- Record retention guidance
- Ways to ensure health of operators and attendees
- Encourages a culture of best practice COVID-19 risk management.

Full details of the code can be found at the following links:

<https://www.majorevents.govt.nz/resource-bank/covid-19-advice-for-event-organisers/>

<https://www.majorevents.govt.nz/assets/Major-Events/new-zealand-events-sector-voluntary-code-june-2020.pdf>

It is important to note that the above code sits alongside an operator's own Health and Safety measures as per existing legal obligations. Sport NZ has highlighted the fact that during the higher alert levels it was clear that some organisations in the play, active recreation and sport sector did not have health and safety plans in place. If you do not currently have a plan in place there are many templates and information available at the following link:

<https://sportnz.org.nz/covid-19/sector-advice/information-for-the-sector/>

<https://sportnz.org.nz/managing-sport/search-for-a-resource/search?c=18>

<https://worksafe.govt.nz/managing-health-and-safety/getting-started/>

<https://triathlon.kiwi/wp-content/uploads/2018/06/Club-Health-and-Safety-Manual-Template.pdf>

[https://triathlon.kiwi/wp-content/uploads/2018/05/Tri-NZ-Event-Guidelines\\_Club-Version.pdf](https://triathlon.kiwi/wp-content/uploads/2018/05/Tri-NZ-Event-Guidelines_Club-Version.pdf)

## Guidelines for Clubs

### Triathlon New Zealand Club Activity Recommendations:

- Club /group coaching activity can continue at Level 1 with less restrictions than at level 2 as there are no longer any restrictions on gathering numbers
- Stay up to date with the latest information from the Ministry of Health. Alert level 1 still means there is a chance of COVID-19 re-occurring and it is important to stay abreast of the latest health information and adjust your planning where needed.
- It would be recommended that the Club adopts the Event Sector Voluntary Code for any events that they will be running at Alert Level 1 (details in [Guidelines for Events](#) section of this document)
- Review existing health & safety planning and ensure that pandemic procedures are included as a risk and what the plans would be for management of this risk would be. It could simply be referring to the plans you created during the COVID-19 pandemic.
- At Alert Level 1 some facilities may still have restrictions in place, and it is important that the club consults with the facilities being used to ensure that they will meet their requirements. For example, swimming pools and shared club room facilities.

## Guidelines for Coaches

### Triathlon New Zealand Coach Activity Recommendations:

- Group coaching activity can continue at Level 1 with less restrictions than at level 2 as there are no longer any restrictions on gathering numbers or on physical distancing
- Stay up to date with the latest information from the Ministry of Health. Alert level 1 still means there is a chance of COVID-19 re-occurring and it is important to stay abreast of the latest health information and adjust your planning where needed.
- If a coach is working with an athlete that has returned from international travel, ensure that the athlete has followed the Ministry of Health's and NZ Governments guidelines for isolation on arrival. It would also be recommended that the athlete(s) complete a health screening questionnaire prior to attending any group/coach sessions after returning – sample shown on following page.
- Review existing health & safety planning and ensure that pandemic procedures are included as a risk and what the plans would be for management of this risk would be. It could simply be referring to the plans you created during the COVID-19 pandemic.
- At Alert Level 1 some facilities may still have restrictions in place, and it is important that the Coach consults with the facilities being used to ensure that they will meet their requirements. For example, swimming pools and gyms

*If a coach is working with High Performance athletes,, refer Tri NZ for additional information and risk management for these athletes.*

## Example of pre-workout questionnaire (Health Screening)

Date:			
Name:			
Date of Birth:			
Contact Phone Number			
Email			
<b>QUESTIONS</b>		<b>Yes</b>	<b>No</b>
In the last 4 weeks have you been unwell with any of the following symptoms	<ul style="list-style-type: none"> <li>• High temperature,</li> <li>• Fever or chills</li> <li>• Cough</li> <li>• Runny nose</li> <li>• Sneezing</li> <li>• Shortness of breath</li> <li>• Sore throat</li> <li>• Loss of taste or smell</li> <li>• Chest Pain</li> <li>• Headache</li> </ul>		
At any time since January 2020, have you	Been tested for COVID-19 and it was negative		
	Been tested for COVID-19 and it was positive		
In the last 14 days, have you	Been in contact with anyone confirmed or suspected to have COVID-19		
	Travelled internationally?		
Do you currently feel UNWELL in any way			
Do you have any concerns about your general health and risk of COVID-19	If yes, have you spoken to your General Practitioner or Medical Specialist regarding your concerns		
General Comments:			

## Guidelines for Triathlon Events at Alert Level 1

There are no restrictions for events at Alert Level 1 however Tri NZ recommends that events follow the Event Sector Voluntary Code which includes the following:

1. Commitment to COVID-19 Ministry of Health Guidance
  - Regularly and consistently stay up to date with the Ministry of Health guidance.
  - The best way to do this is by monitoring the website: <https://www.health.govt.nz/>
2. Contact Tracing
  - Inform participants, spectators (where possible), workforce etc on how contact tracing will be carried out at the event, why you are doing this and how long their information will be kept, you could include the following statement during the registration process:  
  
*“As an event we are following the Event Sector Voluntary Code and should the Ministry of Health and/or the District Health Board request participant details for contact tracing purposes we will supply this to them. This will include your Name, contact phone number and contact email. This information will only be supplied to the Ministry of Health should it be requested within 4 weeks of the event.”*
  - For an event this information is generally collected for your participants during the entry process and so long as you can prove that a participant turned up on the day, this can be used as the contact tracing register for the participants. E.g. – cross checking your entry list with who has collected their race pack, or comparing to the timing as to whom has started/finish the event.
  - Encourage and remind spectators to carry out their own record keeping of their whereabouts.
  - Use the NZ Government COVID tracer App – details of how to download the QR code can be found at the link below. This poster can be displayed around the event venue - <https://tracing.covid19.govt.nz/>
  - Alternatively, you could keep a manual register at the event for participants to complete and also for spectators who wish to use it.
3. Retaining Records
  - Retain attendance records that can be later supplied to the Ministry of Health should they need to use them for contact tracing.
  - This is the same information that is collected for participants during the entry process, however participants would need to be informed that this information will be supplied to the Ministry of Health should they request it, and will only be used by the Ministry of Health for contact tracing purposes.
  - It is suggested that records are kept for a minimum of 4 weeks.
4. Health of Operators and Attendees
  - Events need to be aware of and comply with Ministry of Health guidance, staying up to date with this advice is important.
  - Ensure that anyone attending the event is reminded of carrying out good hygiene, this could be through signage at the event around registration areas and toilet facilities. Also included in pre-event information for staff and participants. Reminding everyone about washing their hands, coughing and sneezing into their elbow, not sharing equipment etc.

- Ensure that there are sufficient facilities onsite for good hygiene practices, such as hand washing facilities, hand sanitizer, waste management etc.
  - Ask staff and participants to stay home if they are unwell, this can be included in all pre-event information for staff and participants.
5. Encourage a culture of adhering to best practice COVID-19 risk management as set by an Operator
- Utilise leadership, influence, education and best practice to ensure Ministry of Health guidance on hygiene and adherence to event policies put in place by the Event are upheld in pre-event, during the event and post the event
  - This is managing the above 4 points through technology, briefings, marketing and incident reporting.
  - Including this information, and the procedures you will carry out at your event in your risk management plan, also means there will be good policies and systems in place should another pandemic arise in the future.

**It is important to note that at any time we can move to a new alert level, or the government could put restrictions on gathering numbers should an outbreak occur. It is imperative that the event organiser stays up to date with the latest information from the Government and Ministry of Health.**

Posters/information that can be displayed at the event to remind people of good hygiene practices, some examples of these can be found at the following links:

[https://covid19.govt.nz/assets/resources/posters/COVID-19\\_Key-Message\\_Clean-and-Disinfect\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID-19_Key-Message_Clean-and-Disinfect_A4.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_wash-hands\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_wash-hands_A4.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_cough-sneeze\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_cough-sneeze_A4.pdf)



## Resources

### Event Sector Voluntary Code:

- <https://www.majorevents.govt.nz/resource-bank/covid-19-advice-for-event-organisers/>
- <https://www.majorevents.govt.nz/assets/Major-Events/new-zealand-events-sector-voluntary-code-june-2020.pdf>

### NZ Government COVID-19 Website –

- <https://covid19.govt.nz/>

### Ministry of Health Guidelines for Social Gatherings

- <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-social-gatherings> -

### COIVD Tracing App and QR Code

- <https://tracing.covid19.govt.nz/>
- <https://uniteforrecovery.govt.nz/business/get-your-qr-code-poster/>
- 

### Sport NZ Guidelines –

- <https://sportnz.org.nz/covid-19/sector-advice/>

### WorkSafe NZ Guidelines

- <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/>

### Exercise NZ Advice –

- <https://exercisenz.org.nz/covid-19-shared-resources/>

### World Triathlon COVID-19 Prevention Guidelines

- [https://www.triathlon.org/uploads/docs/20200430\\_Covid19\\_Guidelines.pdf](https://www.triathlon.org/uploads/docs/20200430_Covid19_Guidelines.pdf)

### World Health Organisation Guidelines for Mass Gatherings

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/points-of-entry-and-mass-gatherings>

### World Health Organization Risk Assessment and Mitigation Checklist

- <https://www.who.int/publications-detail/how-to-use-who-risk-assessment-and-mitigation-checklist-for-mass-gatherings-in-the-context-of-covid-19>
- [https://apps.who.int/iris/bitstream/handle/10665/331764/WHO-2019-nCoV-Mass\\_Gatherings\\_Sports-2020.1-eng.pdf](https://apps.who.int/iris/bitstream/handle/10665/331764/WHO-2019-nCoV-Mass_Gatherings_Sports-2020.1-eng.pdf)
- [https://www.who.int/docs/default-source/coronaviruse/who-2019-ncov-mg-decision-tree.pdf?sfvrsn=35435b5a\\_2](https://www.who.int/docs/default-source/coronaviruse/who-2019-ncov-mg-decision-tree.pdf?sfvrsn=35435b5a_2)