



RETURN TO PLAY

SESSION REGISTERS AND INDIVIDUAL DECLARATIONS: CLUB GUIDANCE

Thank you for your support in getting your club back to wheelchair rugby safely. This process allows us to ensure we have the required information for the NHS Test and Trace service, whilst also ensuring we have people's declarations of being in a position to return to the sport. This guidance sheet is designed to help set up your Return to Play process, but please contact daniel.hook@gbwr.org.uk for any admin / data queries, or covid-19@gbwr.org.uk for general COVID-19 queries.

Step 1

We will provide you with an **Individual Declaration** form which needs to be completed by anyone attending your club sessions. This includes players, coaches, volunteers and PAs / carers.

You will need to send out the **Individual Declaration** form link and ensure it has been completed by each person attending on the day of a club session.

Steps 2-5

These tell you what you need to do as a club to check that people have completed the **Individual Declaration** form and submit this to GBWR.

Step 1: Sharing the Individual Declaration form with people attending your club sessions

We will send you the **Individual Declaration** form electronically to share with everyone attending a session – this will collect their declaration online and can be sent out via email, Whatsapp or text message and must be completed electronically.

How to use the **Individual Declaration** form:

- **Anyone attending a session will need to submit this before each session, on the same day**
- The same link will be used for all of your club's training sessions, so we advise people bookmark this link / favourite in Whatsapp for easy access
- The form will record the attendee's name, contact number, role (player / staff) and timestamp their declaration
- A parent / guardian must complete the declaration on behalf of juniors, and their name and contact number will be recorded
- **Please close the browser window after submitting the form**, to avoid the potential for the form to be resubmitted in error when the browser is reopened at a later time

Step 2: Using Google Docs to view submitted Individual Declaration forms

We are using Google Docs to collate Individual Declaration forms completed. Once an Individual Declaration form has been completed this will automatically update your club's Google Doc account so you can view who has completed their form.

How to set up your Google Account





This process requires a Google account to ensure only specific people can securely access the data.

If you don't already have a Gmail email address or other Google account, this can be set up using any other email address:

Once you've set up your Google account, please email daniel.hook@gbwr.org.uk to confirm the email address.

Step 3: Checking who has completed the Individual Declaration form before each session

We will send you a link to a Google Sheet (similar to an Excel spreadsheet) so you can access your members' registrations, which update automatically. This link is only for authorised persons within your club, so please do not share with anyone.

If your club will have more than one person carrying out this admin role, additional admin privileges can be shared – this can be added at a later date, too, but please request this from GBWR directly as you won't be able to share links yourself.

Ahead of each session **you must check the following** (screenshot below shows an example):

- Everyone you expect to attend has completed their registration on the day of the session (responses are timestamped in column A)
- Attendance is within the maximum participation limits for staff and players (the role is requested during registration) – **attendance must not be over the limit of maximum numbers**
- **Please note that responses from adults completing the form are recorded in columns C:F, and for juniors the responses are recorded in columns G:K**

14 Aug 20 Test: RTP - Individual Declarations (template) (Responses) ☆ 📄 🔗

File Edit View Insert Format Data Tools Form Add-ons Help [Last edit was seconds ago](#)

	A	B	C	D	E	F
1	Timestamp	Name	Contact number	Are you a player or a staff member / volunteer? Play	I declare the information prov	
2	14/08/2020 11:41:21	Test 1		1 Player		I agree
3	14/08/2020 13:02:19	Test 2	1111111111111	Player		I agree



Attendance at club sessions

Your club Google Sheet will detail everyone who has completed the **Individual Declaration** form. When people arrive at training you need to use this form as a register to check it has been completed before they are allowed into the training area.

If someone arrives who has not completed the Individual Declaration form they must do this before being allowed into the training area. The Google Sheet will update instantly so the form can be complete and checked in a very short time to allow the person to attend the session.

Step 4: Saving your Google Sheet after each session

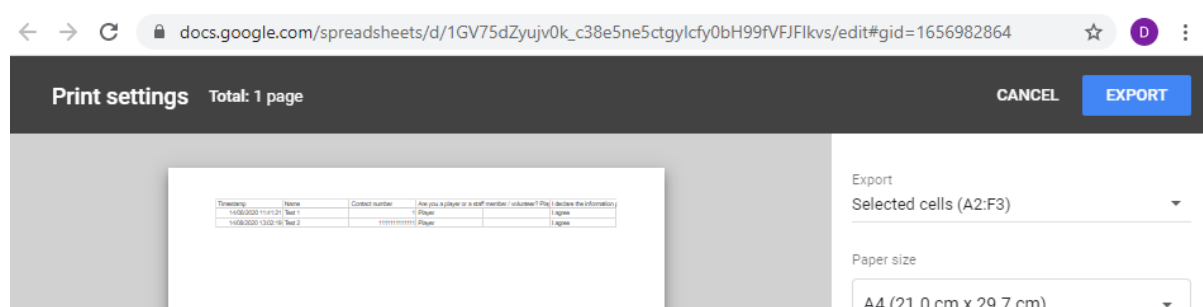
As already noted, we are required to retain copies of session registers for the NHS Test and Trace service. To do this, clubs must save the session data in a format GBWR can access and share with the NHS, if necessary.

Following a session, on the same day, **access the Google Sheet of responses and do the following:**

- Delete any registrations from people who registered and did not attend (select the relevant row number and right-click to delete the row – Google keeps a record of version history, so any accidental deletions can be reversed)
- **Select the entries for the session** by clicking on the top-left relevant cell and dragging to the bottom right relevant cell (in the example below, this is cells A2:F3)

	A	B	C	D	E	F
1	Timestamp	Name	Contact number	Are you a player or a staff member / volunteer? Play	I declare the information provide	
2	14/08/2020 11:41:21	Test 1	1	Player	I agree	
3	14/08/2020 13:02:19	Test 2	11111111111111	Player	I agree	
4						
5						

- Now, **select File-Download-PDF document (.pdf)** from the menu, and you will be taken to a preview screen as shown in the example below – here, please **change ‘Current sheet’ to ‘Selected cells (xx:xx)’** (to save just the selected date range, and not the whole document, to ensure only relevant data is being saved) and ‘export’ (save) the file to your computer





- Please rename the file by date – please **ensure you use the following naming convention** so we can easily sort through documents in date order: **yymmdd** – e.g. a session on 3rd August 2020 would be 200803; if you were to hold multiple sessions on one day, please add a supplementary note, such as 200803 AM and 200803 PM, or 200803 (1) and 200803 (2)

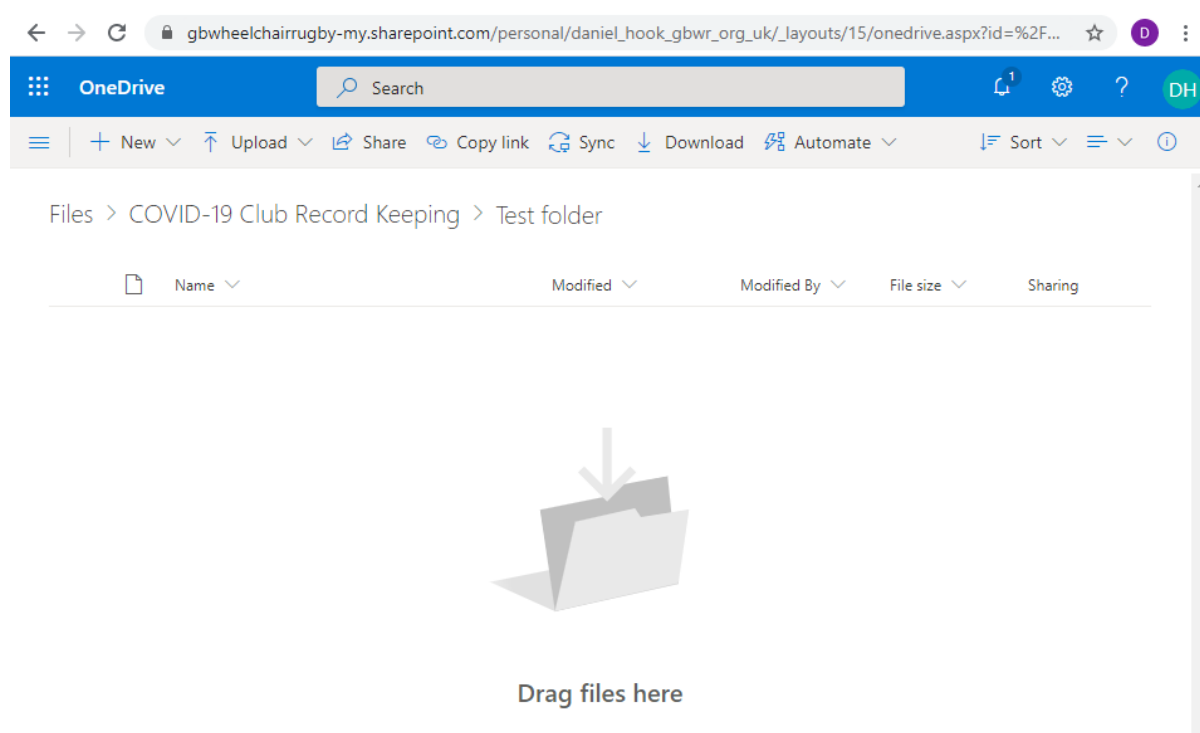
Step 5: Providing your Google Sheet to GBWR

You will be sent by GBWR a link to a OneDrive folder – this only works for authorised people, so please do not share it; if additional people in your club need access, please advise us so the link can be shared.

Unlike the Google Sheet, an account is not required to access the OneDrive folder, however if you don't have an Office account, Microsoft will send you an email confirmation code to verify your access to the folder.

To provide the PDF report to GBWR, please do the following:

- **Please upload the PDF report to the folder** by dragging and dropping the file
- A dialogue box will notify you when the file has completed uploading
- Any accidental uploads can be deleted, but otherwise **please do not delete any uploaded files** – if a file is accidentally deleted, please notify daniel.hook@gbwr.org.uk so it can be retrieved from the Recycle Bin, or reupload if you still have a copy



That's the final step, as we can now access the file – particularly for the first few uploads, please feel welcome to notify us by email, and we can check that the files have successfully been received.