

This fact sheet has been designed to support the recommencement of Child and Youth Activities. To ensure compliance with NSW State Government requirements and our maximum building capacity it is imperative that each parish has a process in place to take bookings for activities and record the details for those who attend.

The process below outlines the requirements that need to be in place by the parish before these activities can recommence.

Requirements of the Parish:

Registrations

- A **registration process** must be implemented to allow attendees to **indicate in advance that they will** attend the proposed activity in advance.
- Individuals who do not provide an indication of their attendance will only be able to attend if the number of attendees does not exceed the maximum permitted number.
- At the time of registration or entry the Parish **must collect the following information for each attendee:**
 - Full Name
 - Contact phone number

A recommended registration method is detailed further in this Fact Sheet.

- At the time of registration or entry, the Parish must implement a process to advise parents and the children/youth of the conditions of entry and the requirements for social distancing and the use of hand sanitizer.
- **Registration information is to be collected prior to the Activity** and must be used to assist the authorised Parish representative to record attendance on arrival.
- On the day of the activity the authorized Parish representative is to use the booking list and mark off everyone who attends the site and note those who were absent together with other people in attendance.

Record Management

- The Parish must keep records of everyone who books and attends each activity.
- **Booking and Attendance records** for each activity **must be emailed to the Diocesan Office** whs@newcastleanglican.org.au at the **end of each week**, with the subject: *Attendance Records for Parish of xxxx – week ending Friday xxth Month 2020.*
 - *If electronic ticketing is utilised, please attach and complete the Attendance Record Sheet to the registration details obtained from the ticketing issuer.*
 - *If electronic ticketing is not used, please complete the Booking and Attendance Record Sheet.*

Recommended Method of Registration – using Eventbrite (or similar)

The Diocese uses event ticketing system, Eventbrite to manage the registration process for Diocesan events. To easily manage the registrations for each activity, it is recommended that the Parish implement



Eventbrite or similar system to help simplify the process. [Eventbrite](#) is free to use for free events and is simple to set up.

A procedure on how to create your activity registration in Eventbrite has been developed for Parish use. Please refer to the Newcastle Anglican COVID-19 web page for details.