



BGHA Communication Plan

During the Return to Hockey Stages the Brantford Girls Hockey Association will maintain effective communication with our membership.

	OWHA Suggestion Communication Plan	BGHA Communication Plan
1	Ensure up to date contact information for all association/team members is on-file	<ul style="list-style-type: none"> - Paper files are stored in the Manager's office - Electronic files are filed in the BGHA website and drive
2	Determine best method to distribute information (i.e., Facebook page, direct e-mail lists, webinars ...)	<ul style="list-style-type: none"> - Information will be disseminated via 'news articles' in the BGHA website which pushes to BGHA Twitter account - Information (dated) will be posted under the COVID-19 heading in the BGHA Main Page Menu Bar - Email groupings will also be created of registered members by teams/groups for BGHA Manager
3	Determine the responsibility for communication within the association/team during the Return to Hockey stages (i.e., staff, volunteer, COVID-19 Oversight Group)	<ul style="list-style-type: none"> - Core communicator: BGHA Manager: disseminates communication - COVID-19 Oversight Group (members to be posted): receives communications from team COVID leads and notifies BGHA Manager or disseminates communication to Team COVID Leads - Team COVID leads receive information from COVID Committee to share with team members and team members notify Team COVID leads of symptom/testing activity - BGHA Webmaster is utilized for posting of information from BGHA Board/Manager/COVID Committee
4	Establish consistent cadence of communication to maintain connection with association/team members during Return to Hockey (i.e., Weekly, Bi-weekly)	<ul style="list-style-type: none"> - Information will be posted as it is received - In discussion, membership will be notified
5	Consider holding a virtual Town Hall/ Webinar to deliver information on Return to Hockey protocols and answer any questions/ concerns	<ul style="list-style-type: none"> - Discussions are occurring. - Membership will be notified of the date.
6	Consider where communications/ documents can be stored on a website or social media site for future reference by association/team members	<ul style="list-style-type: none"> - All past 'News Articles' can be viewed in the 'News Archive' in the website in all webpages - Documents and information will remain under the COVID-19 Menu in the BGHA Main Page Menu Bar

7	Designate member of COVID-19 Oversight Group to follow up with any individuals who become unwell with symptoms of COVID-19 during hockey activities	-
8	Determine paper or virtual storage location for daily Session Participation Tracking sheets	- Paper Tracking Sheets created - File stored in the BGHA website
9	If it is determined that an association/team member has been tested for COVID-19, inform all association/team members that may have been in close contact with that individual	- Process described in Response Plan - While relevant members are notified, no identifying information of the affected individual is shared
10	If it is determined that an association/team member has tested positive for COVID-19 inform all association/team members that may have been in close contact with that individual.	- Process described in Response Plan - While relevant members are notified, no identifying information of the affected individual is shared
11	Ensure the facility and OWHA are informed if an association/team member is diagnosed with COVID-19.	- Communication by Core Communicator (BGHA Manager)

Communication Pathways

