



## Attendance Tracker

Tracks attendance throughout each game/ practice. This will include any players, coaches, and spectators that watch for an extended period of time. You are not responsible for casual park users.

It has been determined that as the facility owner, the Township has an obligation under the 'Gatherings and Events' public health order to collect the attendance information from all groups using Township facilities. To facilitate this, our designated attendance tracker must follow the instructions below:

- The contact information for all facility users (participants, spectators, etc.) must be collected.
- Only the TOL-provided form 'COVID Facility Attendee Register' may be used for attendance tracking. If electronic attendance tracking is being used.
- Photographs of the completed 'COVID Facility Attendee Register' must be emailed to [covid-attendance@tol.ca](mailto:covid-attendance@tol.ca) immediately following the completion of the event (training session or game). All photographs must be clear and free from any blur such that all information on the form can be easily read.
- The subject line of the email must follow the following format:

[PSO or LSO name] – Location- Facility – YYYY MMM DD – Booking start time

Based on the defined format, here are a couple of examples:

"Langley Fastball Association – Noel Booth Park - Southeast Diamond – 2020 Sept 5 – 9:00am"

- **Failure to submit complete (or readable) attendance tracking information to the Township immediately following an event may result in the EOC's endorsement of the submitted RTP and park facility allocation being revoked.**

**The home team is responsible for tracking attendance for ALL participants at any softball activities in Langley.**

### [TOL COVID Facility Attendee Register](#)

The Attendance Tracker must ensure that attendance sheets are submitted to the Township of Langley Attendance Coordinator at the completion of each softball activity. This information will only be provided to an authorized health authority or local government representative who has the legal right to obtain such information, or to Softball BC staff for the purpose of contact tracing in the event of an outbreak of COVID -19. All records are to be destroyed after the 30 - day period.

When a team attends an event outside of Langley, please track your own team and role holders only. You can use the TOL Attendee Register or our own Attendance Tracking Sheets that you have already created.