**Vaccination letter template from RSOs to clubs**

Kia ora,

Over the past few weeks there have been many questions about the mandating of vaccination certificates.

[Organisation] is supportive of a vaccinated community as soon as possible so that we can protect our communities from COVID-19. The Government’s recent announcements promoting a new ‘COVID-19 Protection Framework’ now means that every [club/facility] needs to consider if / how it supports a participant who does NOT have a vaccination certificate.

Our [Organisation]’s position is:

*We encourage and support our members being vaccinated against COVID-19, so that we can reduce the risk of exposure and transmission of COVID-19. It is important that we provide you with a safe community, in which you can [activity e.g.: play, train and enjoy tennis]. A safe community is a COVID-19 free community, and currently the best protection against spreading COVID-19 is vaccination.*

At [Organisation] we have done the following:

1. Carried out a role-based risk assessment for employees and contractors, and engaged with staff on that risk assessment.
2. Considered what stance we adopt when it comes to members and volunteers, including coaches, officials, athletes, parents and other visitors
3. Considered the need for a vaccination policy to support us having the best chance of ensuring compliance with our health and safety obligations, and operating within the NZ Government’s COVID-19 (traffic light) Protection Framework
4. Developed a draft vaccination policy and FAQs
5. Provided an opportunity for members to provide feedback on the draft policy
6. Considered all feedback received and finalised the policy
7. Implemented the policy and associated requirements

The final decision on vaccination certificates rests with each individual [club / facility] and its membership. We do not have the right to mandate how every [club/facility] conducts their individual business.

We appreciate that this is not an easy discussion for some [clubs/facilities], as you may have members (long-standing) who are not prepared to be vaccinated and who (under these new guidelines) may be lost to our [activity] and community. We need to respect these individuals’ rights to make a personal decision. Equally, we will need to also consider those who cannot be vaccinated, e.g. children under 12 and those who cannot be vaccinated for medical / health reasons.

For those [clubs/facilities] that are looking to utilise a Vaccination Certificate, we want to support you in making this process as simple and easy as possible. Please find attached the following templates and tools you can use:

1. Vaccination decision making guide: (template provided in this toolkit).
2. Letter to send to people seeking input into the development of [club/facility] draft COVID-19 Vaccination policy : (template provided in this toolkit).
3. Draft COVID-19 Vaccination policy : (template provided in this toolkit).
4. Risk assessment template to aid the development of the COVID-19 Vaccination policy: (template provided in this toolkit).
5. COVID-19 FAQs: (template provided in this toolkit).
6. Letter to send to people detailing implementation of finalised COVID-19 Vaccination policy: (template provided in this toolkit).

*Please also understand, that this communication is based upon the information currently available from the Government. You should reserve the right to restate your position as you learn and understand more about how New Zealand manages the fight against COVID-19 in our communities and workplaces. It may be that your position on vaccination certificates is reviewed in 3/6/12/24 months’ time. As a valued [member / associate] of [Organisation’s] we will keep you informed on any changes we might be making in light of future developments.*

*If there is any support you require to consider implementing what is outlined within this email, don’t hesitate to reach out to [insert name and contact details].*

Regards,

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