

# MADELEY WHITE STAR FC CLUB PROCEDURES COVID-19





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# 1. INTRODUCTION



**Educate**  
**Inform**  
**Health & Safety**  
**Comply**





## REMEMBER

**“We all have a duty of care to ensure our activities are safe for everyone involved”**



## **2. PREPARING FOR COMPETITIVE TRAINING AND MATCHES**



# Latest Guidance 19th December 2020

Organised outdoor football activity is permitted across all four tiers from Friday 19 December but, travel to training and matches is not permitted in or out of Tier 4. It is extremely important that clubs, players, coaches, match officials, league officials, volunteers, parents, carers, and facility providers continue to strictly follow both the **UK Government's latest guidance** on COVID-19 and respective bespoke guidance documents from The FA.

Organised indoor football and Futsal is permitted in Tier 1 areas if the rule of six is followed and in Tier 2 areas if the rule of six is followed and it is possible for people to avoid mixing with others that they do not live or share a support bubble with. Indoor football is not permitted in Tier 3 areas. In all three tiers there are exceptions for indoor disability football, sport for educational purposes and supervised sport and physical activity for U18s, which can take place with larger groups mixing.

**Training for teams in Tier 3 must have minimal contact. No travel is permitted in or out of Tier 4 .**

# Planning



Coaches must beforehand:

- read the updated FA and Government Guidance.
- read our revised Club Risk Assessments.
- Ensure all members complete the **NEW** Consent Form before they participate in any competitive training sessions or matches
- Adopt an Emergency Action Plan (more on this later)

**PLAN AHEAD IN GOOD TIME - DO NOT RUSH - TAKE YOUR TIME TO ENSURE YOU'RE READY - ASK ANY QUESTIONS IF UNSURE**





# Communication is Critical

- Please share the following items with players, parents/guardians:
  - FA Guidelines and Rules
  - Club Procedures and Risk Assessments
  - Session Plans
  - Who to contact if they have a concern?
- Please keep your players, parents/guardians up-to-date with the latest guidance and ask them to visit our website and follow us on facebook and/or twitter.

[www.madeleywhitestarfc.co.uk](http://www.madeleywhitestarfc.co.uk)





# COVID-19 Self Assessment

**Before each session**, EVERYONE must complete a self assessment for symptoms of COVID-19 BEFORE travelling to training sessions or matches

**IF ANY OF THE FOLLOWING SYMPTOMS ARE NOTED, YOU MUST ISOLATE IN LINE WITH GOVERNMENT GUIDANCE**

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste.



**IF ANYONE DEVELOPS COVID-19  
SYMPTOMS SHORTLY AFTER  
ATTENDING A TRAINING SESSION  
OR MATCH, THEY MUST INFORM  
THE CLUB IMMEDIATELY**



# Personal Protective Equipment (PPE)

The club have available for every team the following PPE items:

- ★ 1 x 500ml 70% Alcohol Based Hand Sanitiser.
- ★ 1 x 750ml Disinfectant Spray to sanitise equipment.
- ★ Paper Towels to use with the Disinfectant Spray.
- ★ 2 x Surgical Face Masks for Coaches to wear in the event of administering first aid.

We will replenish supplies as and when necessary - please let us know if you run out of anything!



# Arrival at Venues

- Follow the government guidance depending on whether Tier 1, Tier 2, Tier 3 or Tier 4.
- Social distancing must always be adhered to on arrival and when not in play. Spectators must remain 2mtrs + apart and are permitted to gather in discreet groups of no more than 6
- Discuss with your opponents any arrival protocols. Share our procedures if playing at home, and ask for theirs if playing away.



# Safeguarding and Welfare

## ALL SESSIONS MUST STILL:

- Have at least one qualified coach (minimum FA Level 1) with in date Safeguarding, First Aid and an Enhanced FA DBS Check.
- Ensure all assistants are registered with the club and also have an in date Enhanced FA DBS Check and Safeguarding.
- Follow **ALL** FA and Legislative Safeguarding Requirements including coach to child ratios.
- Contact Jo Ingram, Club Welfare Officer ([jingram3004@hotmail.co.uk](mailto:jingram3004@hotmail.co.uk)) if you need any help or advice.



# Summary

- R** - Read the rules, requirements and risk assessments
- U** - Understand them, be confident and ask if in doubt.
- P** - Plan - gain consent, plan your session so it complies.
- C** - Communicate - share your plans with participants.
- A** - Apply your plan - execute and learn from previous sessions.



# 3. DURING TRAINING SESSIONS





# Arriving to Training

- Players to arrive ready for training - already in appropriate kit and with their **own** drinks bottle and hand sanitiser.
- Remember to follow the risk assessment relating to your training venue
- Apply social distancing of at least 2mtrs (spectators advised to wear a face covering if not exempt)
- Follow one way systems in ALL areas where they are in operation



# Spectators at Training

If parents/guardians stay to watch a training session, they must:

- Must maintain social distancing of at least 2mtrs between other spectators.
- Must not congregate in groups of more than 6 people.
- Whilst not mandatory, it is recommended that a parent/guardian is there to assist with First Aid of their own child if required for U18s.



# Social Distancing in Training

If parents/guardians stay to watch a training session, they must:

- Outdoor training can take place.
- If in Tier 3/4, all participants (i.e. adult and youth) should minimise contact in training possible, e.g. minimise tackles/any drills or practices that require close contact.
- All protocols on social distancing, hand sanitising, equipment sharing, facilities and NHS Test and Trace must be strictly adhered to.

**REMEMBER NO TRAVEL IN OR OUT IS PERMITTED IN TIER 4 AREAS**



**BEFORE YOU START YOUR  
TRAINING SESSION YOU MUST  
TAKE A REGISTER OF THOSE WHO  
ARE IN ATTENDANCE FOR BOTH  
NHS TRACK AND TRACE  
PURPOSES AND SAFEGUARDING**



# Training Drills

- Warm ups and cool downs are to follow social distancing
- Team huddles should NOT take place - adhere to social distancing
- Minimise the sharing of equipment
- Seek to reduce the time drills take that result in players being in close proximity to each other - e.g:
  - ◆ Free kicks - minimise the time spent close marking or in a wall
  - ◆ Corners - minimise the time spent close marking
- Provide regular hygiene breaks where players are able to sanitise their hands and you can sanitise equipment where necessary
- **Minimise contact in training if in Tier 3 and please remember, no travel is permitted in or out of Tier 4**



## Avoid the following:

- Spitting (FA fine of £50 is payable)
- Unnecessary Shouting
- Sharing of bibs, sub coats
- Sharing of Water Bottles

**COACHES TO DISCIPLINE ANYONE WHO  
FAILS TO COMPLY**



# Completing a Session

- Participants to dispose of own rubbish
- Participants are to leave promptly and adhere to social distancing
- Coaches are to sanitise equipment using the PPE equipment provided
- Coaches to store any manual recording of details for NHS Track and Trace purposes safely and securely in accordance with GDPR guidelines



**Follow the rules to stay safe and  
enjoy your sessions**





## 4. ON A MATCH DAY



# Arranging Fixtures

- Share our risk assessments and plans with the opposition and referee. If playing away, ask for a copy of their risk assessment.
- If arranging friendlies, you **MUST** pre-book your pitch via Rob Woodward (07949 691459) to avoid clashes.
- If an away team cannot provide the necessary risk assessments or plans, or if you are in doubt about their safety protocols - do not play them, and inform Charlotte Bailey who is our Secretary and Covid-19 Officer (07706 509662) as soon as possible!



# Arriving for Matches

- Mandatory requirement to carry out a Covid-19 Self Assessment prior to arrival
- Mandatory requirement to be temperature checked on arrival
- Covid-19 Marshall to ensure everyone has scanned the NHS QR Code or completed a manual check using the book provided
- Players must arrive changed ready to play, changing facilities to remain closed
  - ◆ If your team do not already allocate players their own individual match kit, then you should now do so. If this really is not possible, then you should ensure the kit is washed immediately after use.
  - ◆ Keep a log of players who take their kit home.
- Adhere to social distancing 2mtrs+ and avoid congregating in groups
- Toilet facilities will be available with additional safety and hygiene measures in place.



# Match Day Pitch Set Up

- Each pitch to have a Covid-19 station, which will comprise of a temperature scanner, hand sanitiser, NHS QR code, a book/pen to manually record track and trace details if required, Covid-19 Code of Behaviour, Risk Assessments, disinfectant wipes, disinfectant spray to sanitise goals, corner flags, match balls and any other equipment as necessary  
Marshall



# Pre-match

- Warm ups must adhere to social distancing.
- Pre-match team talks must adhere to social distancing.
- Ensure you have your first aid kit and PPE equipment with you.
- No handshakes pre or post match.
- Players shall sanitise their hands immediately before the start of a match.



# During the Match

- Pre-match handshake should not happen. Instead players will be asked to hand-sanitise before kick-off;
- Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed and held outdoors where possible;
- Warm-ups/cool-downs should always observe social distancing;
- Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchlines. Dug outs will not be available. Social distancing must also be observed during interactions when a substitution is being made;
- Match preparation meetings by officials should be held by video call/call;
- Set plays – free kicks: referees and coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls;
- Set plays – corners should also be taken promptly to limit prolonged close marking;
- Goalposts should be wiped down before matches , after matches and at half time;
- Goal celebrations should be avoided;
- Interactions with referees and match assistants should only happen with players observing social distancing;
- Youth football coaches are encouraged to limit persistent close proximity of participants during match play (where young participants may be more likely to cluster around the ball) and provide regular hygiene breaks in activity.
- Face coverings: All participants should follow government guidance on face coverings. All participants and spectators should wear a mask in indoor facilities, unless they are playing football.
- **when the match ball goes out of play, if retrieved by a spectator it must be returned by foot, if returned by hand the ball must be disinfected and changed before play continues**



# After the Match

- NO HANDSHAKES
- Players are to sanitise their hands again.
- Coaches are to sanitise equipment using the PPE equipment provided.
- Social distancing to maintained at all times
- Coaches/Covid-19 Marshall to safely store manual recordings of track and trace details for 21 days in accordance with GDPR



**Follow the rules, stay safe  
and enjoy**





# **5. EMERGENCY ACTION PLAN AND FIRST AID**



# Emergency Action Plan

- Your plan on what to do in an emergency.
- Covered as part of the FA First Aid Course.
- Ensure your players medical details are up to date (most are as registration forms have been submitted recently)
- Remind players/parents/guardians to let you know any changes to medical details.
- Know access points to fields, ground address and information to assist emergency services.



# First Aid during COVID-19

- Follow the FA guidance on this.
- Wear the necessary PPE.
- Parents/Guardians to aid minor injuries/first aid if present.

[Covid-19 FAQs - Staffordshire FA](#)



## **6. DATA COLLECTION AND TEST AND TRACE**



# Data Collection

- We are required to collect the necessary data from all participants including coaches, players, parents, spectators, referees, volunteers etc to ensure we operate safely.
- The club have updated their Data Privacy Notice to include the possibility of data being shared with NHS Test and Trace.
- Players (or Parents/Guardians) acknowledge this update when re-consenting.



## Test and Trace - Register of Sessions

All participants are required to scan the NHS QR Code, anyone who does not wish to do this, or does not have a compatible smart phone must manually record their details in the register book provided to all teams.

**PLEASE DO NOT FORGET - THIS IS ONE OF THE MOST IMPORTANT THINGS TO DO! IT REMAINS THE RESPONSIBILITY OF EACH TEAM COACH/MANAGER TO ENSURE THAT THIS HAS BEEN COMPLETED**



## 7. SUMMARY



# Summary

- Coaches should familiarise themselves with our club procedures, risk assessments, covid-19 code of conduct, safeguarding, first aid procedures etc and keep up to date with government and FA guidance

[www.staffordshirefa.com/Covid-19](http://www.staffordshirefa.com/Covid-19)





## What Next?

- RiskAssessments, Plans and Guidance have been emailed to all team managers and uploaded to our web site [www.madeleywhitestarfc.co.uk](http://www.madeleywhitestarfc.co.uk)
- The web page will have links to any forms and outline the process required.



# Process of Holding a Training Session

1. Plan your session in accordance with the current guidelines for the relevant Tier we are placed in, and ensure that you comply with our risk assessments, plans and club rules (or the venue where your sessions are held).
2. Ensure you have written confirmation from all participants that they have completed a self-screen for covid-19 and are not symptomatic.
3. You must pre-book your pitch via Rob Woodward to control numbers on site
4. On arrival everyone to be temperature checked and ensure NHS Track and Trace data is collected and used hand sanitiser
5. Players to arrive changed, with own water bottle and hand sanitiser
6. Sanitise equipment after use.
7. Ensure you you safely and securely store your NHS Track and Trace data for 21 days in accordance with GDPR



# Process of Holding a Match

1. Confirm the fixture with your opposition and ensure that they are aware of our procedures, and that they have a copy of our risk assessment
2. Ensure you have written confirmation from all participants that they have completed a self-screen for covid-19 and are not symptomatic.
3. Strict rule of 1 spectator per child to be in place
4. On arrival, everyone to be temperature checked, ensure NHS Track and Trace data is collected and hand sanitiser is used
5. Players to arrive changed, with own water bottle and hand sanitiser
6. No team huddles, goal celebrations or after match hand shakes. Players to sanitise hands before and after kick off
7. Ensure goals, corner flags and match balls are disinfected before kick off, at half time and after the game.
8. Ensure you safely and securely store your NHS Track and Trace data for 21 days in accordance with GDPR



Any questions, please contact our designated Club  
Covid-19 Officer –

Charlotte Bailey

Mobile - 07706 509662

Email – [charlotte.baileymws@gmail.com](mailto:charlotte.baileymws@gmail.com)