

TRAINING AND MATCH GUIDANCE DOCUMENT FOR USE DURING COVID-19

Version 4 (31st March 2021)

Introduction and Contents

This document is for coaches, parents and players, and takes account of current Government and Football Association guidance, and also the specific context and environment for Coton FC.

The guidance will be updated and reissued periodically if and when required as guidance changes.

This document (and all other COVID-19 related documentation) is available on the Coton FC website: <http://www.cotonfc.org/covid-19>

This document contains the following sections:

1. Safeguarding and First Aid
2. Parents Information
3. Training and Match Protocols
4. Equipment and Facilities
5. Covid-19 Risk Assessment and Covid-19 Officer

1. Safeguarding and First Aid

Safeguarding

All coaches must hold a valid and current DBS certificate.

In line with the latest Government guidance, training sessions will be run on the basis of the following ratios: Ages 4-8 – one adult to six children; Ages 9-12 – one adult to eight children; and Ages 13-18 – one adult to ten children.

There must be a minimum of two DBS checked adults present at any one time.

Coaches (and any other adult helpers (e.g. those supervising toilet facilities)) are not permitted to be on their own with any player under the age of 18.

First Aid

All coaches are provided with a standard first aid kit. During the current pandemic this kit will be supplemented with gloves, facemasks, aprons, hand sanitiser and disinfectant wipes.

Injuries during play should still be treated as participant health and safety is of utmost importance. In all cases but particularly where emergency medical treatment is needed, the best form of protection is through rigorous cleaning, personal hygiene, personal protective equipment and regular hand hygiene.

If a participant gets injured, a member of their household can assist if present and appropriate, but others (including match officials and teammates and coaches) will still need to socially distance

unless a life- or limb-threatening injury necessitates compromising guidelines to provide emergency care.

If there is a first-aider or other medical personnel present, they should be equipped with the appropriate PPE (including face coverings) to protect themselves and others if they need to compromise social-distancing guidelines to provide medical assistance.

First aid activities should be logged in the first aid record book in the pavilion as usual. This is considered to be essential access. First-aiders should also record each participant they have come into contact with through the Club's test and trace procedure.

2. Parents Information

- a) Summary of the latest FA guidance for training and matches
- b) Coton FC's approach to return to training and matches
- c) Parents' consent template

a) Summary of the latest FA guidance

The latest FA guidance on returning to competitive grassroots football can be found here on the FA website: <https://www.thefa.com/news/2021/mar/24/fa-guidance-for-return-to-grassroots-football-20210324>

- Training sessions can take place outdoors in groups of up to 30 people (including coaching staff). Matches can take place outdoors without restriction on the size of groups that can take part.
- In outdoor competitive training and matches, physical contact is allowed, but for all other activity (e.g. warm-ups/cool-downs) Government social distancing guidelines must be adhered to (keeping a distance of at least 2m or 1m with a face mask).
- Players and coaches must practice frequent hand hygiene.
- First aid can be administered by parents or by first-aid trained coaches who are wearing appropriate PPE.
- Players should travel to training/matches by a socially distanced method (e.g. walking or cycling) or otherwise with their own household or support bubble and should avoid travel at the busiest times and routes, as well as minimising any unnecessary journeys. All players must follow the Government's guidance on safer travel.

b) Coton FC's approach to return to training and matches

- No player or coach is required to attend any training sessions or matches if they would prefer not to or are unable to do so.
- Nobody should attend a training session or match if they or any members of their household feel unwell, are isolating, or have had a positive COVID-19 test in the last 2 weeks. Feeling unwell should include a temperature above 37.8°, a continuous cough and loss of or change in normal sense of taste or smell and all coaches and players should check for these symptoms prior to attending every training session and match.
- No spectators are allowed at training or matches except that one parent or guardian (together with any siblings where it is not possible to make suitable other arrangements for them) per

child is permitted provided that this can be safely administered and that they follow all appropriate guidance including social distancing rules. Parents and guardians in attendance are encouraged to wear masks.

- FA and UK Government guidelines will be followed at all times.
- Managers will communicate opportunities for training and matches, to which players or their parents must respond if they wish to participate. This may be by email, WhatsApp, Teamer or other method. A record of attendance for each session shall be retained in case it is needed by the government for NHS Test and Trace. A central record will be kept on a WhatsApp group which has been specifically set up for the purpose and which will be accessible by the coaches of all of the Coton FC teams. Information shall be stored for a minimum of 21 days in line with the Government Recreational Team Sport Framework and collected/processed in accordance with the Data Protection Act 2018 and in line with GDPR principles. It shall only be used for the purpose of NHS test and trace.
- A risk-assessment covering the use of Coton Rec for training sessions and matches and training and matches in general has been completed, and will be available to coaches, players and parents.
- Coaches should complete their own risk assessment in advance of each training session and match.
- The toilet facilities at Coton Rec will be available for use during matches and for up to 30 minutes before and after matches but may not be available for use during training sessions. In some cases, coaches may require parent volunteers to regulate access and to sanitise toilets between uses on behalf of the children.
- Parents and guardians should ensure that:
 - prior to every training session and match they have checked that their children aren't feeling unwell which shall include having a temperature above 37.8°, a continuous cough and loss of or change in normal sense of taste or smell;
 - where possible they and the family regularly participate in the lateral flow tests that are available to households that have children in education;
 - only one parent or guardian (together with siblings where it is not possible to make suitable other arrangements for them) attends each training session and match and that while they are in attendance they should follow all appropriate guidance including social distancing rules. Wearing of face coverings is encouraged.
 - their children have been to the toilet before leaving for every training session and match;
 - their children bring their own labelled (identifiable) water bottle and hand sanitiser to the session;
 - their children's possessions brought to training are kept to a minimum. If possible, this should be just their water bottle, hand sanitiser, sun cream (where needed), additional clothing and any necessary medications; and
 - their children should come to training ready to play (including well tied shoelaces) and listening for instructions from the coach(es).

c) Coaches Statement and Parent's Confirmation Statement

Example text for statements (e.g. via email or WhatsApp):

Coaches' Statement

As coach/manager of the team, I confirm that I have read and understood this guidance document and will endeavour to keep up-to-date as new guidance is released. I am fully aware of my responsibility to receive

prior parental consent, to make risk assessment material available if requested, and to take a register of participants and provide that to the Club immediately after each training session and match.

Parent's Confirmation Statement

I, the parent/guardian of the participant, acknowledge that I have read and understood the guidelines above and I approve their participation in training sessions and matches. The participant has been made aware of their responsibilities. I furthermore give permission for the club to hold our data for NHS Test and Trace purposes including on a WhatsApp group which has been specifically set up for the purpose and which will be accessible by the coaches of all of the Coton FC teams, and will inform the club if my position on any of these matters changes.

Participant name:

Parent/Guardian name:

Contact telephone:

Date:

3. Training and Match Protocols

Prior to Attendance

- All players (regardless of age) must register with their coach to attend each training session and match.
- Parents and guardians of all players under the age of 18 shall be required to confirm that they have read and understood this Guidance, confirm that they are happy for their child(ren) to participate in training sessions and matches and give their permission for the Club to hold training session and match attendance data for NHS Test and Trace purposes (including on a WhatsApp group which has been specifically set up for the purpose and which will be accessible by the coaches of all of the Coton FC teams) and to confirm that they will inform the Club if their position on any of these points changes.
- Parents and guardians should be made aware that only one parent or guardian (together with siblings where it is not possible to make suitable other arrangements for them) can attend each training session and match and that while they are in attendance they should follow all appropriate guidance including social distancing rules. Wearing of face coverings is encouraged.
- Players should have their own labelled (identifiable) water bottle for training sessions and matches, and bring hand sanitiser.
- Planning of all training sessions and matches shall be done with a view to minimal changeover or moving of cones/equipment. Any necessary changes can be conducted safely during the players' water breaks.
- Prior to every home match managers/coaches should ensure that the away team manager/coach has been sent a summary of the Club's Covid-19 related policies and protocols and been asked to send this on to their players and (where relevant) players' parents.
- Prior to every away match managers/coaches should ensure that they have been sent a summary of any of the home club's Covid-19 related policies and protocols (if any) and that these are been sent on to their players and (where relevant) players' parents.

Upon Arrival

- An allocated spectator area will be available during all training sessions and matches for permitted parents and guardians.
- All players should be greeted by the coaching staff and allocated to a specific zone, within which their individual cone will be allocated as a location to leave water bottles, inhalers etc.
- An introduction to the new training session and match procedures shall be conducted by each coach.
- Each training session has a maximum of 30 participants (including coaching staff).
- All players and coaches shall be required to sanitise their hands-on arrival and at the close of each training session and match.

During Matches/Training Sessions

- 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.
- Substitutes are allowed, but must also always observe social distancing on touchlines/dug-outs. Social-distancing must also be observed during interactions when a substitution is being made.
- Set plays – coaches should encourage players to get on with free kicks and not unnecessarily prolong set play set-up, such as defensive walls and corners should also be taken promptly to limit prolonged close marking.
- Goal posts 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.
- 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.
- All participants should follow the Government guidance on face coverings
- When the ball goes out of play it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible. Where there are breaks in the game, or training, if throw-ins or handling has occurred the ball should be disinfected.
- Players should refrain from shouting or spitting.

Safety Briefings

A new addition to the FA guidance is to require a safety briefing before competitive matches and training. The aim is to remind players of the basic parameters, which they should have already been made aware. Set out below are 2 example briefings that can be used: “Safety briefing1” will be appropriate for most ages and “Safety Briefing 2” is an alternative for younger players. On the first occasion that a coach reads a briefing to their group, please ensure that all of the language is understood.

Safety Briefing 1

- We’re all familiar now with keeping a distance of 2m as a Coronavirus precaution. With approval of the FA and the Government, we’re allowed to break social distancing rules for competitive

football activities. When the play isn't competitive, such as before and after matches or during warm-ups, we must still keep our distance.

- Please remember to avoid unnecessary contact, including handshakes, prolonged play set-up, or team celebrations such as high-fives. We must not handle the ball with our hands except where necessary (that is, for throw-ins or by the keeper), and we should use our feet to retrieve the ball if it goes out of play. Water breaks will be scheduled, bottles may not be shared, and there is strictly no spitting allowed. Should there be any injuries, a first-aid trained coach or helper will, where appropriate, wear appropriate PPE to approach the injured person. If you feel unwell at any time, please tell your coach straight away.

Safety Briefing 2 (for younger players)

- For today's training/match we will need to play with 2m distancing from one another.
- If we play a match then we can get closer but during the warm-up, breaks, and afterwards I will remind you that we need to go back to being 2m's apart from each other.
- Please don't give handshakes, high-fives or carry out other celebrations.
- Please only use your feet to control the ball. In a match, we are also allowed to touch the ball for throw-ins. Only the goalkeeper with gloves on can pick it up.
- When we stop for a drink or a break, I will tell you. Please do not go to get a drink without asking me.
- Keep your water bottles to yourself. No sharing water and no spraying water or spitting water out.
- If you are hurt and need first aid, then I (or a helper) will, where appropriate, be wearing gloves and a mask to protect both of us whilst we check you are ok.

4. Equipment and Facilities

Equipment

The level of equipment used by a coach in a training session and match should be minimised to the following only, to reduce the risk of cross-contamination.

The following equipment should be provided by the coach(es) running training sessions to enable clear control of cleaning between sessions.

- First aid kit (which shall contain PPE and sanitiser)
- A ball for each participant
- Enough cones to mark out the training area and drill patterns (as required) and individual areas for storage of any possessions the players have brought.

Bibs can be used providing that they have been either washed before use or have been left unused for over 72 hours.

Sterilisation of Equipment

All equipment used must be cleaned between sessions and matches with either soap and water or sanitising fluid. Therefore, session planning should leave 15-20 minutes to enable this to happen if sequential sessions are to be run by the same coach(es) with the same equipment.

If the next training session or match that the equipment is to be used in is within 72 hours, then the equipment must be cleaned before placing in storage and then cleaned again prior to use in the next session to ensure maximum protection.

If the next use of the equipment is beyond 72 hours away, then the equipment may be bagged up and stored securely without cleaning, guaranteeing no use in the meantime by anyone. This is due to the guidance that the virus cannot exist beyond this length of time on surfaces. FA guidelines recommend that a record is kept of use and cleaning of shared equipment.

Cleaning procedure should be as follows:

- c) sanitise your hands;
- d) collect equipment and clean appropriately;
- e) sanitise your hands again once equipment is stored away or in place for the next session; and
- f) at all times, avoid touching your face during these steps.

Goal posts and corner flags should be wiped down before matches, after matches and at half time. This is to be carried out using standard household cleaning and disinfection products. A match ball is also to be sanitised before and after matches and at halftime. Where there are breaks in the game, or training, if throw-ins or handling have occurred the ball should be disinfected.

Stocks of PPE and sanitising spray etc.:

There will be a locked cupboard in the pavilion that will be stocked with necessary PPE, sanitising spray and paper towels etc. which is accessible by coaches for their responsible use. Coaches shall report to the Club's Child Welfare Officer when stocks of any PPE/sanitiser etc items are running low in order that they can be replenished.

Toilet facilities:

Toilets shall be open during matches and for up to 30 minutes before and after matches but shall only be open during training sessions at the discretion of the coach and only if there is a dedicated helper who can regulate access and supervise use and sanitisation. Coaches must ensure that any helpers are not left on their own with any player under the age of 18 at any time. Sanitiser spray shall be left on the high shelf in each toilet (out of the reach of smaller children) together with paper towels.

Coaches shall be responsible for restocking the sanitiser spray/paper towels in the toilets when it is running low from the PPE stock cupboard in the pavilion and should check the stock position after each match and after each training session when toilets have been in use.

Coaches shall be responsible for ensuring that paper towels are disposed off at the end of each training session/match and should bear in mind that facilities for disposal may not be available at Coton Rec.

Use of and access to the pavilion and storage container:

The pavilion and the storage container (when available) can only be used for the storage of sanitised equipment and PPE and the time spent in them should be kept to a minimum.

Coaches should ensure that all of the door handles of all of the facilities are sanitised upon entry and exit and that the facilities are locked upon leaving.

All coaches will be provided with a set of keys to the storage container and the pavilion. If keys ever need to be shared then they should be sanitised upon collection and prior to return

The keys for the padlocks for the goals will be kept in the pavilion and should be sanitised before and after use. A bottle of sanitiser will be kept near the padlock keys for this purpose.

5. COVID-19 Risk Assessments and COVID-19 Officer

Risk Assessments

The latest COVID-19 related Risk Assessments can be found here: <http://www.cotonfc.org/covid-19>

COVID-19 Officer

The Club's current COVID-19 Officer is Olly Phillips. If you have any queries regarding the contents of this guidance document, please contact Olly either via email covid@cotonfc.org or phone 07986 581267.