



PRESTBURY PHANTOMS AFC
COVID19 CLUB GUIDANCE
Issued 20 July 2020

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OVERVIEW OF GUIDANCE

The FA issued new guidance on 18 July 2020 for grassroots football. A summary of this guidance is as follows:

- Competitive training can take place in an OUTDOOR setting provided that this takes place in groups of no more than 30 (including coaches). Sessions might include multiple groups of 30, but only if they can be appropriately socially distanced;
- Clubs must support the NHS test and trace efforts by keeping details of every participant at both training and matches. This must be kept for a minimum of 21 days and stored/processed in accordance with GDPR principles;
- Every parent/carer must give WRITTEN consent to the club that their child can take part in training sessions and matches. Parents should ensure that they are comfortable with the Club's COVID19 planning arrangements before giving this consent;
- If any individual is symptomatic (a high temperature, a new and continuous cough or a loss of taste and smell), living in a household with other symptomatic individuals or are classed as vulnerable they **MUST NOT** participate.

What this means for Prestbury Phantoms AFC:

- Sessions may need to be limited in numbers depending on how many coaches are available for a given session particularly for the larger younger age groups;
- Coaches will be in contact before a session to enquire as to who will be attending. **All coaches and parents should use the TEAMER (or equivalent) app for this purpose. CHILDREN SHOULD NOT TURN UP TO TRAINING WITHOUT HAVING INDICATED ATTENDANCE VIA TEAMER (OR EQUIVALENT APP) AS THIS COULD MEAN THAT WE HAVE TOO MANY CHILDREN TO BE ABLE TO RUN THE SESSION AND IT MAY NEED TO BE CANCELLED OR CHILDREN TURNED AWAY.** We also need accurate data of who attended a particular session for NHS track and trace purposes. Please help us run the system efficiently by accepting or declining as soon as possible after the session has been notified and changing your status if required before the session. For any new starters, a Love Admin form MUST have been completed before the session and the child set up on Teamer (or equivalent). Children turning up to "try" training before submitting a form and a consent (refer below) CAN NOT be accepted and will be turned away;
- Coaches will be requiring return of a WRITTEN consent from every parent/carer that they have read these guidelines and are happy for their child to participate in football organised by the Club. Children where a written consent has not been received WILL NOT BE ALLOWED to participate in training/matches. Parents should only give written consent if they are happy with the Club's COVID19 guidance;
- All Love Admin details must be up to date to allow track and trace. Please date the record to confirm that the system is up to date BEFORE sending your child to training.

DETAILED GUIDANCE

DETAILED GUIDANCE FOR PARENTS

- Participants are encouraged to follow best practice for travel including minimising use of public transport and limiting car sharing;
- Children should limit the time spent congregating at a venue before activity begins. Please arrive 5 minutes before the start time and leave promptly once the session has been completed;
- There is an additional risk of infection in close proximity situations where people are shouting or conversing loudly. If possible, players and parents should therefore avoid shouting or raising their voices when facing each other during, before and after the training sessions. Please remind your children regularly not to shout or spit during training;
- Supporters, parents, and other spectators must remain socially distanced whilst attending sessions;
- Children should bring their own water bottle to each session - please remind them not to share drinks bottles, food, towels or equipment with other participants;
- Please remind your children regularly that they need to social distance for the entire session and ask them not to touch their face - eyes / nose / mouth as far as possible;
- Please ensure that your children sanitise their hands regularly. Club sanitiser will be available, but children should also bring their own in a named bottle where possible.

ADDITIONAL INFORMATION FOR COACHES

- The Club will be appointing a COVID19 Officer who will be responsible for monitoring how compliance with COVID19 guidance is being observed within the Club. This Officer should be the first point of contact for all COVID19 queries;
- All coaches MUST undertake a risk assessment of each new venue (template attached). This completed assessment for each new venue should be sent to the COVID19 Officer with details of training session times and dates;
- All coaches MUST carry with them a download from Love Admin of all the contact details for every player in case they become ill during training. Please contact lisa.roberts@prestburyphantoms.co.uk if you are unsure how to retrieve this from the system. Note that this information MUST be kept secure at all times. Please ensure that this is not left in coaching bags in garages or in other insecure locations;
- All coaches MUST keep a record of which child attended each session in case of the need for track and trace. The list of who attended each session must be submitted to the COVID19 Officer within 24 hours of training/matches, who will keep them safe in

accordance with GDPR principles for 21 days after the session, after which they will be destroyed;

- All coaches MUST be aware of any specific medical issues of children in their care. If there are any participants with specific medical needs such as asthma, epilepsy, diabetes, or allergies requiring the use of an epi-pen, coaches need to consider if there is an increased risk for the need for one to one assistance. If so, they should consider whether it is appropriate for the individual to participate or if there is a member of the same household who could be present at the session who can assist the individual if required;
- The sharing of equipment should be avoided if at all possible. Where equipment must be shared, it must be cleaned before use by another person;
- If a ball goes out of play, it should not be retrieved by supporters and children should use feet rather than hands where possible. Where there are breaks in the game, the ball should be disinfected;
- Pre match handshakes and team talk huddles should NOT take place and goal celebrations should be avoided;
- If a player is injured, the player's welfare is of primary concern. The first aider should still administer first aid, but should wear appropriate PPE and sanitise their hands at the earliest opportunity. All first aiders should keep a record of anyone they administered first aid to for at least 21 days to facilitate track and trace;
- Coaches MUST have a well-stocked first aid kit with items such as cool packs that an individual can apply themselves or with the assistance of someone from the same household. Please recheck your First Aid Kit before starting any training sessions. Please e-mail huw.roberts@prestburyphantoms.co.uk if you require a restock. **Hand sanitiser, gloves, anti-bacterial spray and face masks will be provided by the club. Please arrange to pick these up and ensure that they are part of your First Aid kit.**



WRITTEN CONSENT

NAME OF CHILD:

TEAM/AGE GROUP:

NAME OF PARENT/CARER:

I have read the COVID19 guidelines issued by Prestbury Phantoms AFC. I consent for my child to take part in football related activities with the club and agree to observe these guidelines.

I confirm that my contact details and medical details for my child are up to date with Love Admin and their record for the 2020/21 season has been dated and saved to reflect this.

.....

DATE:

Signed consent forms should be e-mailed or handed back to the Manager of each team prior to the commencement of training. Any children who do not have a signed consent form will not be able to participate in training or matches until this has been received by the Manager.

RISK ASSESSMENT FOR THE MANAGER TO COMPLETE FOR EACH VENUE AND RETURN TO THE COVID19 OFFICER

RISK	CONSIDERED (Y/N)	NOTES
LOCATION		
Will the group be sharing the venue with other groups, could this limit your available area to train, impacting on social distancing?		
Can the coach adequately see all participants without barriers?		
Can parents still observe from a safe distance and maintain social distancing amongst themselves?		
Is there adequate parking to allow people to park, get equipment out of cars etc and still maintain social distancing?		
Do arrival and leaving times need staggering for parking?		
Can you sweep the area for dog waste, anything that can cause slips, trips or falls etc immediately before the session without compromising social distancing?		
If coaches are carrying out follow on sessions, i.e. one session after another, is there adequate time being allowed to have one group leave before the next group arrives to avoid overlap or a crowd forming?		
Do coaches have the full address of the location including post code for the emergency services?		
Can emergency vehicles gain access easily to the full location even with possible additional parking of cars (if people aren't sharing transport)?		
Have coaches checked mobile phone coverage?		
If the location has toilets, will these be open during the session? If so, how will they be cleaned in between uses and deep cleaned after the session? Is there access to running water, soap and paper towels?		
If toilets will not be available, have participants, parents, carers been informed of this?		

CHECK LIST FOR THE MANAGER TO REVIEW FOR EACH TRAINING SESSION/MATCH

ISSUE	CONSIDERED (Y/N)	NOTES
RUNNING OF THE SESSION		
Are coaches absolutely sure who is coming to the session and can run it safely in line with government guidelines, and are they ensuring that participant details are being collected? Details of all participants should be sent to the COVID19 officer within 24 hours of the session who must process/store them in accordance with GDPR principles		
How do participants, particularly children understand what a 2 metre distance is and where they can and can't go?		
Can all participants fully hear instructions when socially distanced?		
Are the activities well controlled to ensure there is no physical contact or increased chances of an injury or accident?		
How is equipment being sanitised during and after the session?		
How will the ball be cleaned if being handled during the session to avoid cross contamination?		
Have children been reminded not to shout and spit?		
Do coaches have hand sanitiser for participants to access throughout the session?		
FIRST AID AND MEDICAL REQUIREMENTS		
Does every session have a fully stocked medical kit including hand sanitiser, anti-bacterial spray, gloves and face masks?		
Have participants been told at the beginning of the session what the rules are on interaction and distance and asked not to touch their face - eyes / nose / mouth as far as possible during the session particularly if they will be handling the ball or equipment?		
Do coaches have all relevant contact and medical details and have requested another household member to be present throughout the session for an individual with specific medical need if they consider that this is a requirement to be able to deliver the session safely?		

SAFEGUARDING		
Has supervision ratio been considered? There must always be adequate supervision so if multiple groups are training at the same time, there must be sufficient adults to help deliver the session or generally supervise.		