



**UPDATED COVID-19 MANAGERS & COACHES GUIDANCE COMMENCING MONDAY 17TH AUGUST 2020**

Club Covid Officer: Mr Ian Woods

Club Covid Committee: Sam Mardle, Andy Lawrence, Steve Mann, Sarah Kropman, Stephen Neville

**THIS IS STEP 2 OF THE UPDATED GUIDANCE FROM ST ALBANS CITY YOUTH FOR  
OUR ROADMAP BACK TO FOOTBALL.**

Step 2 covers the period commencing **Monday 17th August 2020** to the start of competitive league football.

1. It covers the return to Friendly fixtures and Inter Club fixtures, both for home and away fixtures.
2. We will issue any additional guidance in the run up to the league seasons commencing, however many of the protocols below will be carried into your League seasons.

**THERE WILL BE A TEST EVENT DURING WEEK COMMENCING MONDAY 10TH AUGUST 2020  
WE WILL UPDATE YOU REGARDING THE DATE & MANAGERS ATTENDANCE TO THIS EVENT SO YOU  
CAN CHECK PROTOCOLS PRIOR TO THE 17TH AUGUST 2020**

**BEFORE STARTING THIS STAGE OF GUIDANCE YOU MUST:**

1. Read all of the guidance and ensure you are aware of the new protocols regarding fixtures.
2. You must continue to follow guidance from Step 1 regarding training protocols
3. You **MUST** ensure all of your players have consented using the system at Step 1 for the return to contact football
4. There is a Step 2 guidance video available here: <https://screenrec.com/share/raYQLOcwcZ>

**THE TRACK AND TRACE APP IS CRITICAL TO OUR ROADMAP AND  
KEEPING EVERYONE SAFE!**

**YOU MUST ENSURE THAT THE TRACK AND TRACE APP IS USED FOR ALL TRAINING SESSIONS FOR ALL PEOPLE ATTENDING, AND THAT IT IS USED PER THE MATCHES GUIDANCE IN THIS DOCUMENT FOR ALL OUR MANAGERS, PARENTS, PLAYERS AND FOR VISITING MANAGERS, PARENTS AND PLAYERS.**



## **RETURN TO HOME FIXTURES GUIDANCE**

### **HOME FRIENDLIES**

You may now play **HOME** Friendly matches within St Albans City Teams, and against other clubs, providing you follow the strict guidelines below; The guidelines are **non-negotiable**.

1. You must have all your parental consent in place per Step 1, and your managers consent per Step 1. Ensure any players/parents are not displaying any symptom's of Covid 19 and they inform you prior to any fixture.
2. You must still advise Ian Woods of your return to training, etc if you have not been training up to this point per Step 1 guidance

**3. THE CLUB WILL PROVIDE ALL MANAGERS WITH THE FOLLOWING:**

**500ML of Hand Sanitiser for Match Days / Laminated QR Code for Pitch Side / Masks / Gloves / Gowns**

**These will be available for collection during week commencing Monday August 10th from Highfield Park at various times during the week. We will update you with the collection times nearer the 10th August. You must collect your pack before you play matches.**

**The sanitiser should be setup on the side of your pitch prior to the game.**

**You must also display the QR code next to your Sanitiser.**

**YOU MUST DISPLAY AT THE TOP OF YOUR QR CODE WHAT THE LOCATION IS FOR THAT MATCH WITH A REMOVABLE MARKER; For example, if one week you are on Pitch 1 Highfield, display this at the top of the laminated sheet, pitch side. Then the following week you are on Pitch 3 Highfield, display this at the top of your laminated QR Code. This will ensure everyone knows what location/zone they are checking into when scanning the QR code.**

4. Both the St Albans team Officials, Players and Parents and Away team Officials, Players and Parents MUST check in at the side of the pitch using the QR code.
5. Check ins should be completed per our training routine at Step 1. For instance, the check in should be completed and then specify how many travelled in that party to the game. For example, if I travel to the game with my son and daughter, I would check in, and my party size would be 3.
6. If anyone cannot check in, they must be checked in by the Match Covid Officer, or a manual record must be taken and sent to Ian Woods after immediately after the match.
7. Ensure any referees and assistants have checked in.
8. You must assign one of your parents as the Match Covid Officer to ensure step 4 has been completed. This can be also be your match day delegate for the game. There is a separate guide included in the is document and this has been sent to you separately as well. Ensure they are aware of their responsibility prior to the game.
9. Parents should remain in no groups than bigger than 6 people, or two households.
10. For matches, even if it is an inter club game, you must inform Ian Woods of the Date, Time, Opposition and **LOCATION** of the home fixture and he will confirm if this is ok and confirm the pitch allocation and/or confirm it is ok for you to play on a non-allocated pitch (for example, where the pitch has no markings during this period)
11. **The LOCATION is important so we can ensure this is added onto the App – For instance on the Track and Trace App this will appear as MATCH/Highfield Pitch 6**
12. You and your parents and players must all check in as they have been doing for Training. The club will match these check-ins against the records when Ian Woods has confirmed the fixture is ok.
13. You must provide the away team prior to the game of our Covid guidance relating to any displaying symptoms. Send this before the game; An away pack has been sent to you for you to send to Away managers and is also on page 5 of this document.
14. You must notify the opposition prior to the fixture who are visiting of our Track and Trace App, and ensure they check in when they arrive at your designated location/pitch. They must all check in per the same procedure. **THIS IS NEGOTIABLE** and vital for Track and Trace.
15. Ensure the opposition have a pitch map, if available, so they know where they are going. We will send these to you for Highfield Park and Verulamium.
16. Ensure that you are your parents are notified of parking arrangements. For instance, Highfield Park will only be available via the YMCA.
17. Ensure the away team are notified of Parking arrangements as well.



## HOME FIXTURES PRACTICALS

**ENSURE EVERYONE HAS SANITISED HANDS FROM BOTH CLUBS**

**ENSURE EVERYONE HAS CHECKED IN USING THE TRACK AND TRACE APP**

### **BEFORE GAMES:**

1. Ensure you have appointed your Match Covid Officer/Match Delegate prior to the fixture.
2. You should continue to follow the guidelines and procedures as you would before training (Hands sanitised)
3. Arrive in plenty of time if possible to carry out the check in procedures
2. Ensure players and parents and opposition avoid contact with equipment.
3. Avoid shaking hands with opposition players, officials and parents and continue to socially distance where possible.

### **DURING GAMES**

1. You should still encourage the same guidance from Step 1, as you would during training. Ensure players do not spit, avoid goal celebrations, etc.
2. Clean your footballs as much as possible during games, and keep the use of the amount of footballs to a minimum.
3. First Aid - if the injury is not serious, stay a distance apart from the player. If emergency first aid is required please **ensure your mask is fitted** and then treat the player under normal first aid procedure. Please ensure the provided masks and gloves are in your first aid kit.

### **AFTER GAMES**

1. Socially distance after games when addressing players, ensure your equipment is not touched by any players
2. Ensure your equipment is cleaned immediately.
3. Ensure all players/parents sanitise their hands prior to leaving

### **PRACTICALS**

For matches, you must prior to the fixture

1. Have a bottle of large Hand Sanitiser available when everyone arrives, and the laminated barcode on display for every one to check in next to your pitch.
2. As you would normally for League games, assign a matchday delegate as your Match Covid Officer to ensure everyone has checked in and used the hand sanitiser. Ensure they are aware of the procedure prior to the fixture.

### **GOALS, NETS RESPECT LINES AND CORNER FLAGS**

1. During Step 2, the availability of Goals, Nets, Respect Lines and Pitch Markings will be different at all sites.
2. We will continue to update you as we move through the summer holidays and into early September of when these will be available and how these will work for access. Until we advise on the arrangements for a site to gain access to Nets, etc, these will not be available
3. We will try to use current pitch allocations/areas so that you can mark out your pitches using your own cones to play matches. For instance, at Highfield, we will still allocate a current pitch number, even if there are no goals and pitch markings.



## RETURN TO AWAY FIXTURES AND CHECKLIST

### GUIDANCE FOR THE PLAYING OF AWAY FIXTURES AT STEP 2

#### AWAY MATCHES

1. For away matches, you must still get permission from Ian Woods by notifying him and you **MUST** receive confirmation from him you are allowed to play the fixture.
2. The away team **must provide** details of their Track and Trace solution to you, and also their Covid procedure regarding hand sanitation, parking and entry into the away venue. This must be done prior to travelling to the fixture.
3. Ensure you take hand sanitiser with you for your players.

**DO NOT PUT YOUR TEAM AT RISK IF AWAY CLUBS DO NOT PROVIDE YOU WITH THIS INFORMATION.**

**IAN WOODS MUST GIVE YOU PERMISSION TO PLAY AN AWAY FIXTURE**

#### TOURNAMENTS

For this step of guidance, the club will not permit their teams playing in Tournaments/Festivals. We will update you if the guidance changes.

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## CHECKLIST

CONTINUE TO FOLLOW GUIDANCE FROM STEP 1 REGARDING TRAINING  
PROTOCOLS AND TRACK AND TRACE

CONTINUE TO USE THE TRACK AND TRACE APP FOR TRAINING AND MATCHES  
AND FOR ANY VISTORS

ENSURE YOU ARE NOTIFYING IAN WOODS OF YOUR RETURN TO TRAINING OR MATCHES, THAT  
YOUR PARENTS HAVE CONSENTED AND THAT YOU HAVE CONSENTED

ESNURE YOU NOTIFY IAN WOODS AND GAIN PERMISSION FOR ANY FIXTURES (HOME AND AWAY)

ENSURE YOU HAVE ORDERED YOUR HAND SANTISER FOR PITCH SIDE

ENSURE YOU HAVE YOUR PRINTED YOUR QR CODE FOR PITCH SIDE AND



## **GUIDANCE FOR AWAY TEAMS VISITING ST ALBANS CITY YOUTH**

**TO BE SENT TO ALL VISITING MANAGERS PRIOR TO FIXTURE**

Dear Visiting Manager and Parents

You will be visiting one of our grounds to play a fixture shortly.

Below is the guidance that you should ensure you are aware of prior to travelling to us, and ensure your parents and players are also aware of.

We have implemented strict Covid-19 protocols and guidance in order that our home fixtures can take place in a safe environment for everyone involved.

Please ensure you arrive with plenty of time prior to kick off in order for you to check in.

### **PRIOR TO THE FIXTURE OUR MANAGERS WILL:**

1. Confirm the Date, Time, and the location of the fixture, including details of the pitch location/zone.
2. Confirm parking arrangements with you.

### **WHEN YOU ARRIVE PITCH SIDE AT YOUR LOCATION/ZONE YOU WILL NEED TO:**

1. The Match Covid Officer will ask you to sanitise your hands and check in and give you any guidance.
2. You will check in on our track and trace app with your phone. A QR Code will be available for you to scan with your camera.
3. The track and trace app will automatically delete your information after 21 days. It will ask for your name, and phone number, the location which you would have already been given by the St Albans Manager.
4. You should check in the number of your party who have travelled with you. For example, if four of you have travelled to the fixture, check yourself in and choose 4 as the party size.
5. Please keep to socially distancing guidelines when at the side of the pitch. No more than groups of 6 or two households.

### **DURING AND AFTER THE GAME**

1. Please ensure that players don't touch equipment.
2. We will continually keep match balls cleaned.
3. Our goalposts and nets will be cleaned prior to the match
4. No shaking of hands between teams prior to the fixture. We will encourage a socially distanced thumbs up for example between both teams before and after the games.

**IF YOU HAVE ANY QUERIES REGARDING THE PROCEDURE, PLEASE LET THE ST ALBANS CITY YOUTH MANAGER KNOW PRIOR TO TRAVEL**

**THANK YOU FOR FOLLOWING OUR GUIDANCE AND CONTINUING TO KEEP EVERYONE SAFE AND  
ALLOWING OUR CHILDREN TO RETURN TO FOOTBALL**



## **GUIDANCE FOR MATCH COVID OFFICER**

### **TO BE SENT TO YOUR DELEGATED MATCH COVID OFFICER**

Your Match Covid Officer must be informed prior to the fixture, as you would normally with a Match Day Delegate. They can fulfil both roles, and you can swap every match. This role is normally fulfilled by one of your parents;

The Match Covid Officer is responsible for ensuring that the following is setup before players and parents arrive:

1. Ensuring the Hand Sanitiser is setup pitch side
2. The laminated QR Code is next to it with the Pitch Location clearly marked with removable marker
3. That all Parents, Players, Officials, Referees are all checked into the Track and Trace App, before the start of play, per our normal procedure, using their devices.
4. If anyone cannot check in using the app, the Match Covid Officer must check them in with their own device. In the event the QR code is not functioning they must take a manual record. If a manual record is taken this must be sent to Ian Woods straight after the game.

During the game, they are responsible for:

1. That parents/supporter stay in groups no more than 6 or two households.
2. That parents/supporters continue to social distance.

After the game, they are responsible for:

1. Ensuring the Manager has the Hand Sanitiser returned to him
2. Ensuring the Manager has the Laminated QR code returned to him



**UPDATED COVID-19 MANAGERS & COACHES GUIDANCE COMMENCING MONDAY 17TH AUGUST 2020**

**ST ALBANS TRACK AND TRACE FOR TRAINING AND HOME FIXTURES**

1. On arrival and not before, Everyone attending your training session or an organised match must check in using the St Albans track and trace system. This includes all Parents, Coaches, all members of visiting teams and Match Officials.
2. You must do this for **every session** in which you train or play and for all attending as above.
3. They can scan the QR code below from your phone or you can print out and take with you.
4. Open the camera on your smartphone; Point the camera at the QR code below. Open the link that pops up on the screen.
5. Enter your name, mobile number, and choose your location.
6. For Training at this stage of guidance - Pick one of the Training Locations, for example, Training - Highfield Park.
7. For matches from Step 2, pick your location, for example, Match - Highfield Park Pitch 1
8. You will receive confirmation of your check in - that's it!
9. The next time you use the QR app on your device, it will remember your name, but you must still stipulate the number attending with you. If you want to clear your name and re enter the next time you check in, you can clear your browser history.
10. Your data will be held for 21 days per Government Guidelines and then destroyed.
11. If for any reason the application is not functioning, please ensure you keep a paper record as these will be matched against club records. Please inform the Covid Committee if you have a paper copy so we can add them to the Track and Trace App.
12. Make sure you double check everyone has checked in by asking all parents before commencing training.



WKY5Y1

Open Camera App   
Scan Code 

The St Albans City Youth Track and Trace Application is Government Compliant.

The application is GDPR / DSGVO Compliant, Guest details are safely stored in the EU.

They remain protected from misuse and destroyed at 21 days.



ST ALBANS CITY YOUTH  
FOOTBALL CLUB



**PLEASE CHECK IN HERE USING THE TRACK AND  
TRACK AND TRACE APP  
AND CLEAN YOUR HANDS WITH SANITISER**

**YOUR PITCH LOCATION IS**



WKY5Y1

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