

# JFA Link Asset Services Centre of Excellence Monday/Wednesday/Friday 4.30 pm-9.00 pm 28<sup>th</sup> September, 2020 – 31<sup>st</sup> May, 2021 Springfield Stadium 3G Covid-19 Risk Assessment

# Introduction

This site-specific Risk Assessment has been developed following the guidance for Covid-19 procedures in line with Government of Jersey Level 1 'Safe Exit Framework' for those providing childhood provision within our JFA Link Asset Services Centre of Excellence. The assessment identifies the significant hazards presented during the Covid-19 outbreak and describes how the risks will be controlled.

The process of risk assessment is on-going, with dynamic assessments being conducted by competent staff. It is possible that the assessments in this document may be amended or augmented as new risks are identified or more refined control systems developed.

## **Risk Rating**

Each assessment identifies two risk ratings; the initial risk which assesses the hazard without any design, engineering or management controls in place.

The residual rating gives an indication of the resulting level of danger once all the controls identified have been implemented. This is aligned to the FA's Risk Assessment Process and details how Govt. guidance will be implemented.

Likelihood (L)	<b>1</b> – Very Unlikely	<b>2</b> - Unlikely	<b>3</b> – May Occur	<b>4</b> – Likely	<b>5</b> – Very Likely	<b>6</b> – Will Occur
Severity (S)	<b>1</b> – Very Minor Injury	<b>2</b> – Minor Injury	<b>3</b> – Lost Time	<b>4</b> – Major Injury	<b>5</b> – Fatality	<b>6</b> – Multiple Fatalities
Risk Factor (LxS)		LOW Required	7–17 = M Some Actior		Immediate Ac	= <b>HIGH</b> ction & Further Required

The risk rating has been drawn from the following table:

# Contents

	Page
Physical Distancing and use of 'Bubbles'	3
Staff Welfare and Protection / Coaches and Volunteers	4
Signs of symptoms of Covid-19 and actions that need to be taken	5
Practical coaching session plans and delivery	6
Staff coming to and leaving Springfield Stadium 3G	7
Drop off and pick up within Springfield Stadium car park	8
On site signage – Covid-19	9
Moving around the Stadium and 3g pitch – staff	10/11
Toilet facilities	12
Drinks Breaks	13
Hygiene – Hand Washing, Sanitation Facilities and Toilets	14
Designated areas cleaning at Springfield Stadium 3G	15
Personal Protective Equipment (PPE) and Face Coverings	16
Accidents & First-aid	17
Fire Evacuation	18
Managing Visitors and Contractors	19
Physical activity delivered on Springfield Stadium 3G	20
Reduce the use of shared equipment	21
Cleaning premises and equipment	22

Task or Activity:	Physical Distancing and use of 'Bubbles'			
Hazards:	Exposure to Covid-19			
Likelihood:	3	Severity:	5	
Persons at Risk:	Players & Staff	Seventy.	5	
Initial Risk Rating:	3x5=15 Medium			
Existing Control: Not re	quired previously			
<ul> <li>All children will includes children</li> <li>All groups/bubb cones;</li> <li>Toilets available</li> <li>Delivery:         <ul> <li>All sessions deliv secondary school</li> <li>Jersey FA Covid</li> </ul> </li> </ul>	<ul> <li>All groups/bubbles will have their own area on the pitch clearly marked with coloured cones;</li> <li>Toilets available at Springfield Stadium.</li> </ul> Delivery: <ul> <li>All sessions delivered will follow current government guidelines – children within secondary school can play football through fleeting contact;</li> </ul>			
<ul> <li>Further Action Required:</li> <li>All Coaches and Volunteers to be updated on government guidelines regarding physical distancing and use of 'Bubbles';</li> <li>JFA Link Asset Services CoE Co-ordinator (Covid-19) to be in regular dialogue with JFA Link Asset Services CoE Coordinator to support staff to be aware of need to physical distance (where required) at each session;</li> <li>Registration forms for each group/bubble to be produced to include staff and children key information;</li> <li>It is accepted that secondary school groups or 'bubbles' do not need to distance within as this is difficult to implement and can have a negative effect on learning and learning experiences;</li> </ul>				
Residual Risk Rating: 1x5=5 LOW				

Task or Activity:	Staff Welfare and Protection / Coaches and Volunteers		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Players & Staff		
Initial Dial Dating	3x5=15		
Initial Risk Rating:	Medium		

Staff provided with uniforms (Coats/tracksuits/t-shirts/shorts/socks) prior to the programme along with an outline of the JFA Link Asset Services CoE programme delivery. Staff will attend a Covid-19 update on the first day of delivery.

# Coaching uniform:

• Staff to arrive in coaching kit to avoid use of the changing rooms;

# **Delivery:**

- Staff will remain in their group/bubble for the session to help the tracing process and reduce contact;
- Coaching ratios of 1-16 will be adhered to within each bubble;
- Maintaining one-metre physical distancing, between staff / adults from a different household;
- Access to training day resources (risk assessment/policies/session plans) to all coaches throughout the term;

# **Pre/Post Session:**

- Ensure physical distancing of one metre between coaches from a different household, managing the transmission risk;
- Regular and thorough hand cleaning through use of hand sanitizer before and after session;

# **Further Action Required:**

- Each coach to be given a coat (in case of inclement weather);
- Ensure staff face away from each other if 1-metre social distancing is not possible;
- Protective equipment available when required for indoor use purposes only;
- Follow cleaning process by ensuring high risk areas are cleaned more frequently ie entry and exit Gates;

Residual Risk Rating:

1x5=5 LOW

	r			
Task or Activity:	Signs of symptoms of C needs to be taken	ovid-19 and actions that		
Hazards:	Exposure to Covid-19			
The contract of the contract o				
Likelihood:	3	Severity:	6	
Persons at Risk:	Players & Staff	, , ,		
Initial Risk Rating:	3x5=15 Medium			
Existing Controls:				
Springfield Stadium 3G. 445566. Contact should	They should be advised to be made with the JFA Lin	should not come to the JF o isolate at home and call k Asset Services CoE Co-o not be attending the sessio	the helpdesk on 01534 rdinator (Covid-19) to	
<ul> <li>ideally outside.</li> <li>Staff attending t and remain in Pl</li> <li>The parent/care 01534 445566 a injured or their l</li> <li>The member of any other PPE u clothes have be change these; Tl</li> <li>If they need to g bathroom if pos cleaning produc</li> </ul> Staff Member showing so Must make the solution of the staff member	now symptoms, they mus This child should be kept to the sick person should PE until they leave; or of the child or should be s soon as possible. In an e life is at risk; staff dealing with the chi used and wash their hand ten contaminated by som hey do not need to go ho go to the bathroom while sible. The bathroom shou ts before being used by a symptoms: JFA Link CoE Co-ordinator per should remove thems	s thoroughly, for 20 secon neone coughing or sneezi me unless they themselve waiting to be collected, the ild be cleaned and disinfed nyone else; (Covid-19) aware that the elves from the session and	ted; any contaminated zone oronavirus helpline on y are seriously ill or ould dispose of gloves and nds if they feel their own ing on them, they should es are symptomatic ney should use a separate cted using standard	
Covid-19 to wait	<ul> <li>Have a designated area prepared for any child or staff if they were to show symptoms of Covid-19 to wait for collection or further action needed;</li> <li>All Personal Protective Equipment (disposable face mask, apron, gloves) available when</li> </ul>			
Residual Risk Rating:	1x5=5			

Task or Activity:	Practical coaching session plans and delivery		
Hazards:	Exposure to Covid-19		
Likelihood:	2	Severity: 5	
5Persons at Risk:	Players & Staff		
Initial Rick Pating	2x5=10		
Initial Risk Rating:	Medium		

Currently practical coaching sessions plans are in place to provide children with a safe, fun and enjoyable learning environment.

# Set up of sessions:

- Session delivery will take place within the same bubble (maximum 20 people per bubble which includes children and coaches) during the session;
- As a team all staff members will go through their sessions with their coaching assistants at the beginning of each session to make sure all are suitable;
- JFA Link Asset Services CoE (Covid-19) will observe sessions and intervene and support if any are unsuitable;

## **Rules of sessions:**

- No requirement to physically distance as this can have a negative effect on learning and the learning experience;
- No children or staff from outside of their bubble to touch another groups equipment;
- Limited use of bibs, and if they are used, they will be taken to the laundrette on a weekly basis;
- Session examples to be conducted through demonstrations to give clear instructions to the children;
- Debriefs to check learning will be conducted with close contact kept as short a time as possible – 5 mins maximum;

#### **Further Action Required:**

• Session plans to be reviewed on a weekly basis by the JFA Link Asset Services CoE Coordinator and Lead Coach to ensure they are appropriate for delivery;

Residual Risk Rating: 1x5=5

	Staff coming to and leaving Springfield Stadium 3G		
Hazards:	Exposure to Covid-19		
	-		
Likelihood:	3	Severity:   5	
Persons at Risk:	Staff		
Initial Risk Rating:	3x5 = 15 Medium		
Existing Controls:			
nember of their househ possible staff should avo Car:	old with Covid-19 sympto bid public transport;	adium 3G; Anyone feeling unwell or has a oms should not come to the facility; Where sion using the main customer car park;	
C C	ferent households should	not car-share;	
•	cle racks available at Sprir	gfield Stadium adhering to the 1m social	
distancing; Public Transport: • Staff using publi	c transport should adher	gfield Stadium adhering to the 1m social e to the requirement of 1m social distancing; them and sanitise their hands upon arrival;	

Posidual Rick Pating	1x5=5	
Residual Risk Rating:	LOW	

Task or Activity:	Drop off and pick up within Springfield Stadium car park			
Hazards:	Exposure to Covid-19 and safe space in car parks			
Likelihood:	3 Severity: 5			
Persons at Risk:	Players & Staff			
Initial Risk Rating:	3x5=15 Medium			

Children must be dropped off for the JFA Link Asset Services CoE Sessions by their parent/guardian at main customer car park. Children to sign in and out with group coaches at the 3G entry/exit gates unless told otherwise.

# Main Customer Car Park:

- There is enough space within the main customer car park for all players to adhere to physical distancing when during drop off and collection. Reminder to be given by coaches at each session;
- Sessions times have been adapted to give each group with separate arrival/departure times;
- Parents/guardians to drop of children at main customer car park and children to walk down to 3G with children only within their group/bubble;
- Parents/guardians to be advised to maintain 1 metre physical distance from each other;
- Covid-19 signage to be displayed (Springfield Stadium Facility);

# Arrival / Departure Times:

• Session times adapted to ensure minimal risk of crowding during drop off and collection;

#### Late Arrivals

• Late arrivals to be overseen by the JFA Link Asset Services CoE Co-ordinator (Covid-19) at the main entrance gate.

#### Breaks:

• Quick water breaks throughout session, each group will have a designated area for equipment and personal items.

#### **Further Action Required:**

- Staff to be allocated to specific a group/bubble;
- Staff to encourage correct protocol if signage is unable to be placed around facility;

Residual Risk Rating: 1

1x5=5 L**OW** 

Task or Activity:	On site signage – Covid	-19			
Hazards:	Exposure to Covid-19				
Likelihood:	3	Severity: 5			
Persons at Risk:	Players & Staff				
Initial Risk Rating:	3x5=15 Medium				
Existing Controls:	e used around the facility	will be under the management of Springfield			
Stadium facility Ideal signage is listed be					
<ul> <li>Signage to be put</li> <li>NO ENTRY signs</li> <li>Toilet signage to</li> <li>Signage to state</li> </ul> Sign Hygiene: <ul> <li>Signs to be 'wipe</li> <li>beginning and e</li> </ul>	<ul> <li>Toilet signage to relate to each group/bubble;</li> <li>Signage to state which equipment box is assigned for each group;</li> </ul>				
<ul> <li>Children not permitted to touch signage;</li> <li>Further Action Required: <ul> <li>Discuss with facility if signage can be placed on site;</li> <li>Print spare signs and keep in safe space in case any are lost or contaminated;</li> <li>Signs to be clear and concise with required information;</li> </ul> </li> </ul>					
Residual Risk Rating: 1x5=5 LOW					

Task or Activity:	Moving around Springfield Stadium site and 3g pitch – staff				
Hazards:	Exposure to Covid-19				
Likelihood:	3	Severity: 5			
Persons at Risk:	Staff / Contractors / Vis	itors / Directors / Volunteers			
Initial Risk Rating:	3x5=15				
Initial Misk Natilig.	Medium				
Existing Controls:					
Staff are encouraged to a minimum.	keep their movement arc	ound the Springfield Stadium site and 3g pitch to			
<ul><li>are from the san</li><li>Staff to use the san</li></ul>	<ul> <li>are from the same household at all times;</li> <li>Staff to use the same route to and from the main car park to the 3G pitch;</li> <li>Staff to be aware of any potential hazards while walking to and from the 3G before</li> </ul>				
<ul> <li>Toilet / Changing Room</li> <li>Use of Springfiel guidelines</li> </ul>	• Use of Springfield Stadium toilets available. If using must adhere to all premise Covid-19				
<ul> <li>Football 3g pitch:</li> <li>Each group/bubble has a designated area on the pitch for session delivery;</li> <li>All groups to have designated equipment areas for their own use;</li> <li>Staggered timings for groups to enter/exit the pitch;</li> </ul>					
Further Action Required	l:				
None					
Residual Risk Rating: 1x5=5 LOW					

Task or Activity:	Toilet Facilities				
Hazards:	Exposure to Covid-19				
Likelihood:	3	Severity: 5			
5Persons at Risk:	Players & Staff				
Initial Risk Rating:	3x5=15				
	Medium				
Eviative Controler					
Existing Controls:					
<ul> <li>the toilet facilities. Sprin</li> <li>Distancing in Toilets: <ul> <li>Only one persor</li> <li>Staff will ensure groups/bubbles,</li> </ul> </li> </ul>	<ul> <li>Current use of Springfield Stadium toilets, premises Covid-19 Guidelines are followed when using the toilet facilities. Springfield Stadium/CoE staff to conduct all cleaning.</li> <li>Distancing in Toilets: <ul> <li>Only one person from each group/bubble will be allowed to the toilet at one time;</li> <li>Staff will ensure there is staggered toilet breaks with social distancing between groups/bubbles;</li> <li>1 person only in the toilet at a time;</li> </ul> </li> </ul>				
<ul> <li>Paper towels / H available;</li> </ul>	<ul> <li>All participants will wash hands after using the toilet;</li> <li>Paper towels / Hand Dryers will be provided to dry hands (use paper towels when</li> </ul>				
<ul> <li>Springheid Stadium/CoE Premise start to conduct cleaning of the facility</li> <li>Further Action Required:         <ul> <li>Hand-sanitizer to be readily available for players / staff before and after using Springfield Stadium toilets as well as washing hands thoroughly;</li> </ul> </li> <li>Residual Risk Rating: 1x5=5         <ul> <li>LOW</li> </ul> </li> </ul>					

Task or Activity:	Drinks Breaks	
Hazards:	Exposure to Covid-19	
Likelihood: Persons at Risk:		Severity: 5
Initial Risk Rating:	2x5=10 Medium	
group/bubble have desig Personal Equipment: • Parents/guardia • There will be no	gnated areas separate fro ns will be asked to ensure sharing of drinks under a	e all children are provided with a water bottle;
Hygiene: • Staff will ensure	ing to be bought down; children clean their hand on site for regular use and	ls both before and after drinks breaks; requirements;
•		/hen entering the 3G for each group/bubble; lelines during breaks;
	1x5=5	

Residual Risk Rating: LOW

Task or Activity:	Hygiene – Hand Washir	g, Sanitation Facilities and Toilets
Hazards:	Exposure to Covid-19	
Likelihood:	3	Severity: 5
Persons at Risk:	Staff/ Contractors/Visite	ors
Initial Risk Rating:	3x5=15 Medium	
<ul> <li>Hand-sanitiser is</li> <li>Where possible handwashing fac</li> <li>Only 1 person sh</li> </ul> Course delivery: <ul> <li>Hand-sanitiser a</li> </ul>	t arrival points and befor	oup/bubble; d as an alternative to hand dryers in hroom facilities at any time; e access to toilet;
Wash hands tho	ent in pairs to the toilet w roughly before and after o be used before and afte	use of the toilet facilities;
<ul> <li>Further Action Required</li> <li>Ensure all hand-</li> </ul>		available throughout the session;
Residual Risk Rating:	1x5=5 <b>LOW</b>	

Task or Activity:	Designated areas on the pitch requiring cleaning at Springfield Stadium 3G		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff/ Contractors		
Initial Dick Dating	3x5=15		
Initial Risk Rating:	Medium		

All equipment (including learning resources) to be cleansed before and after each session.

## Cleaning

- High-touch items such as whiteboards to be cleansed;
- Disinfectant wipes to be available for whiteboards and other equipment;
- Staff should clean their equipment before and after sessions using the disinfectant wipes;
- Equipment areas should be kept as clear as possible, with any litter put in the bin and personal belongings placed in a designated 'safe area';
- Hand washing and sanitiser facilities will be checked and restocked regularly;
- Enhanced cleaning arrangements to be in place for busy areas i.e. during arrival, breaks and at departure;
- Touch points on entrance/exit gates to be cleaned on arrival and departure;

#### **Specialist Cleaning**

• A specialist deep clean will be carried out after a known or suspected Covid-19 infection.

# **Further Action Required:**

• All cleaning products to be purchased are validated against enveloped viruses including SARS coronaviruses.

Residual Risk Rating: 1x5=5

Task or Activity:	Personal Protective Equipment (PPE) and Face Coverings		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff		
Initial Risk Rating:	3x5=15		
IIIItidi KISK Katilig.	Medium		
Evicting Controls			
Existing Controls:			
	leemed as beneficial, out	side hospital and healthca	are settings, for most
work activities.			
Personal Protective Equ	• • •		1.0
PPE is for use in	first-aid emergency situa	tions where the likelihood	d of accident is greater;
Face Coverings			
•	are not recommended as	1m social distancing can b	e achieved.
-		moved before entering S	
Gloves			
Gloves are not r	ecommended for routine	protection against Covid-	-19.
Further Action Required:			
<ul> <li>Purchase PPE for use in first aid emergencies (face mask, apron, gloves)</li> </ul>			
Residual Risk Rating:	1x5=5		
	LOW		

Task or Activity:	Accidents & First-Aid		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff	Sevency.	5
Initial Risk Rating:	3x5=15 Medium		
Existing Controls:	uals are encouraged to se	lf-administer first-aid for s	smaller iniuries.
<ul> <li>1m social distan</li> <li>First-aiders x 2 a necessary, the restrict of protective</li> <li>Use of protective</li> <li>First-aid Equipment:</li> </ul>	cing can be maintained; are available to each grou equired PPE will be used;	first aid box for first-aider	required. If this is
<ul> <li>Further Action Required:</li> <li>If a box is opened and equipment is used, staff to contact the JFA Link Asset Services CoE Co-ordinator (Covid-19) and arrangements will be made for it to be replenished;</li> <li>First aid equipment is available to be restocked from Springfield reception before each session;</li> </ul>			
Residual Risk Rating:	1x5=5 LOW		

	[		
Task or Activity:	Fire Evacuation		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity: 5	
Persons at Risk:	Staff/Contractors/ Visite	ors	
Initial Risk Rating:	3x5=15 Medium		
	Medium	I	
Existing Controls:			
<ul> <li>would be unsafe to do set</li> <li>Evacuation Routes: <ul> <li>In the event of a site specific Eme</li> <li>Evacuation route</li> </ul> </li> <li>Assembly Points:</li> </ul>	o. In emergency evacuation ergency Action Plan;	d be maintained wherever possible, unless it , normal evacuation routes should be used as per ver any social distancing routes; Assembly Point;	
Further Action Required:       • The Co-ordinator (Covid-19) will remind staff of social distancing at the Fire Assembly Point.         Residual Risk Rating:       1x5=5         LOW			

Task or Activity:	Managing Visitors and	Contractors	
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff/Visitors/Contracto	rs	
Initial Rick Pating	3x5=15		
Initial Risk Rating:	Medium		

Only essential visitors and contractors will be allowed onsite if required. Anyone feeling unwell or has a member of their household with Covid-19 symptoms should not come to the facility. Parking should be arranged for visitors/ customers/ contractors.

## Visitors:

• No visitors/parents will be permitted to be onsite during course programme hours;

# **Contractors:**

- All contractors will be known to JFA Link Asset Services CoE Co-ordinator records kept;
- All contractors to notify staff of any works to be carried out prior to arrival;
- Contractors will be asked to use hand sanitiser before and after signing in;
- Clear guidelines will be communicated relating to social distancing and hygiene;

## **Further Action Required:**

• Weekly meeting between site manager and JFA Link Asset Services CoE Co-ordinator (Covid-19) to discuss any scheduled work.

Residual Risk Rating: 1x5=5 LOW

Task or Activity:	Physical activity delivered on Springfield Stadium 3G				
Hazards:	Exposure to Covid-19				
Likelihood: Persons at Risk:	3 Players & Staff	Severity: 6			
Initial Risk Rating:	3x6=18 High				
Existing Controls: All sessions delivered ou	Existing Controls: All sessions delivered outside on Springfield Stadium 3G.				
The JFA Link Ass	<ul> <li>Indoor v Outdoor activities:</li> <li>The JFA Link Asset Services CoE Programme will only use OUTDOOR facilities;</li> <li>Each group/bubble will have clearly mark designated areas for activity and storage of belongings;</li> </ul>				
	<ul> <li>Facilities on site:</li> <li>Changing rooms, showers and water fountains will not be accessible in level 1 as they are considered higher risk areas for virus transmission;</li> </ul>				
<ul> <li>Toileting:</li> <li>Toilets will not be used as changing facilities - children should arrive in their kit;</li> <li>Each group/bubble will have children go in pairs to the toilet with a 1 in 1 out process;</li> </ul>					
<ul> <li>Further Action Required:</li> <li>Coaches to ensure use of hand-sanitizer for any children within their group/bubble when entering designated pitch area;</li> <li>Each bubble will be allocated an area of the pitch for delivery throughout the week;</li> </ul>					
Residual Risk Rating:	Residual Risk Rating: 1x5=5 LOW				

Task or Activity:	Reduce the use of share	ed equipment	
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Players & Staff		
Initial Risk Rating:	3x5=15 Medium		

Players are responsible for collecting in their own groups, balls, bibs, cones and packing them away.

# Football Equipment:

- Each group/bubble will have their own set of cones, goals and footballs they will use each session to avoid cross contamination;
- Equipment will be sanitized and wiped down at the beginning and end of each session by the coaches within the bubble;
- No individual working outside a certain group/bubble will be allowed to touch/use other groups equipment;

# Children's Understanding:

- Staff will do everything they can to help each child understand why equipment cannot be shared and the hygiene rules to be followed;
- Staff to give clear instructions for children to follow throughout the day;

# **Further Action Required:**

• We will send out communication to parents to make sure they understand children are to arrive in kit and not share personal items.

Residual Risk Rating: 1x5=5 LOW

Task or Activity:	Cleaning premises a	nd equipment
Hazards:	Exposure to Covid-1	9
Likelihood:	4	Severity: 5
Persons at Risk:	Players & Staff	
Initial Diak Dating	4×5-20	
Initial Risk Rating:	4x5=20 High	
Existing Controls: Premises are cleaned da equipment used through		ium staff. Staff onsite during session to clean JFA
Frequently touch handles will be of External Cleaning:	leaned regularly usin	ects, such as JFA equipment, entrance gates and g appropriate detergent solutions;
gates frequently <ul> <li>Hand-washing factors</li> </ul>	;	walkways accessible to ensure people do not touch ed hand sanitiser should be available for staff to use
Further Action Required <ul> <li>Enquire about S</li> </ul>		ovision of cleansing of facility;
Residual Risk Rating:	1x5=5 LOW	

Risk Assessed by:	Paul Renton	Date:	12 <sup>th</sup> November,
Role:	JFA Link Asset Services Centre of		2020
	Excellence Manager		
For Distribution:	Appropriate arrangements are in place to communicate the risk assessment findings and to co-ordinate the safety arrangements of all those affected including, staff, volunteers and contractors.		
Approved by:	Brian Oliver	Date	12 <sup>th</sup> November

Approved by:	Brian Oliver	Date:	12 <sup>th</sup> November,
Role:	JFA Football Development Manager		2020