



# **WOMEN'S FOOTBALL PYRAMID CLUB GUIDANCE – COVID-19 RETURN TO FOOTBALL (TIERS 3 – 6)**

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**FOR CLUBS**





# INTRODUCTION

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**This is the first of a family of guidance notes designed specifically for Women's Football Pyramid (WFP) clubs at Tiers 3-6 as we move towards the resumption of competitive football. This update will be amended as the situation develops and in line with Government guidance, as published from time to time. Clubs are encouraged to regularly check the referenced Government websites.**

The advice for this document relates to advice for England, as lockdown easing is a devolved matter. Clubs not based in England who participate in the WFP, along with other clubs visiting such clubs, must refer this guidance to any devolved notice.

This document draws on the current Government guidance to outline considerations that should be informing club preparations for a return to football within a limited timeframe. The Government has indicated that current restrictions may be relaxed at short notice and at any time.

This document does not detail the relevant football scenarios which are being worked on via The FA and League Committees in relation to detailed League 'Return to Play Scenario Plans', including FA Competitions. However, the detail has been worked on to allow for a considered approach to be adopted if there is an indication that football can restart with spectators.

This WFP document has been split into these main sections.

- A. Football Activity Guidance** (Matches and Training)
- B. Player Welfare** (Travel, Welfare, Equipment, Medical)
- C. WFP Facilities** (Changing Rooms, Referees, Clubhouses, Spectators)
- D. Volunteer Welfare**
- E. Furloughed Staff**
- F. Youth Sections**

Each club's Chair or Secretary should name an existing member of their Board/Trustees or staff as a 'Covid-19 Officer', who will be responsible for oversight of the Covid-19 risk assessments, ensuring the necessary level of risk mitigations are in place and the minimum guidance to be achieved has taken place. They should also ensure that the club, or any venue used can adhere to their guidance responsibilities within local constraints. For clarity, the Covid-19 Officer does not have to hold a formal qualification, but clubs should give thought as to who the most relevant person would be for the role.

**All clubs must undertake a Risk Assessment and Action Plan for all the following areas highlighted in this guidance note. A template Risk Assessment has been provided by The FA for clubs to work through, available [here](#). Clubs must undertake a complete individual Risk Assessment. Each club's circumstances will be unique, and they will need to prepare accordingly.**

**Clubs must then publish their Risk Assessment or Action Plan on their club website (where possible) and inform their League of this being undertaken by a date which will be pre-set by The FA, in accordance with Leagues, once a commencement date is confirmed for the 2020/21 Season.**

Clubs should also check the insurance policies they have in relation to all football activities (e.g. personal accident and public liability), specifically any changes to insurance provider's advice and guidance on returning to competitive play, ensuring full compliance with its terms.

# A. FOOTBALL ACTIVITY GUIDANCE

## I. RETURN TO COMPETITIVE FOOTBALL

The FA strongly recommend a phased return to competitive football, with no fixtures taking place before the end of July. During this time competitive training can occur, with groups limited to 30 people. Competitive matches, including pre-season friendlies, can begin from Sunday, August 2nd.

**The FA and the Leagues are aiming for a mid-September start of competitive matches in the WFP; however, this is subject to change.**

**Start dates will be confirmed to clubs via League Committees**

Clubs must complete their Action Plans for all aspects of this document as soon as possible to ensure that Leagues are able to start against these timetables.

## II. RETURN TO TRAINING

Competitive training can resume from in accordance with the published FA Guidance [here](#).

Clubs must support NHS Test and Trace efforts by collecting name and contact information on participants at both training and matches.

This information should 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 should be used only for the purpose of NHS Test and Trace.

**Considerations for clubs:** Hygiene facilities must be provided, and the sharing of equipment is discouraged. Equipment must be cleaned regularly and after each use. Signage will help remind players to undertake hygiene practices. Clubs must refer to **Sections C** for further facility-based guidance.

Clubs must complete their risk assessment based on proposed activity to ensure social distancing and hygiene practices are followed in relation to any return of group training. There is no need to undertake participant testing, but any symptomatic players or coaches, or those living with someone who is symptomatic, must self-isolate at home and **not** attend sessions.



# B. PLAYER WELFARE

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## I. TRAVEL

All participants and other attendees should follow best practice for travel, including minimising use of public transport. Participants should walk or cycle if possible. People from a household or support bubble can travel together in a vehicle.

**Club considerations:** Clubs should encourage all players to arrive for training and matches by their own personal car or by other means if viable such as walking or bike. Players must not car-share outside their household or social bubble unless unavoidable. For away games it is encouraged that clubs make arrangements for players to travel independently as above. However, if clubs absolutely need to utilise coach travel or if participants have to travel with people outside of their household or support bubble for matches or away games they and the club should try to:

- Share the transport with the same people each time;
- Keep to small groups of people at any one time;
- Open windows for ventilation;
- Face away from each other;
- Clean the car between journeys using standard cleaning products - including door handles and other areas that people may touch;
- Ask the driver and passengers to **wear a face covering** as well as yourself;
- Consider seating arrangements to maximise distance between people in the vehicle – this may mean using more than one coach or minibus, for example, if at all possible;
- Wear face coverings on coaches or minibuses;
- Require regular hand sanitisation by passengers on a coach or minibus;
- Limit the time spent at garages, petrol stations and motorway services;
- Keep distance from other people and if possible, pay by contactless;
- Wash hands for at least 20 seconds or sanitise hands often, and always when exiting or re-entering the vehicle;
- When finishing the journey participants should wash their hands for at least 20 seconds or sanitise their hands as soon as possible.

The club must give as much consideration for maintaining the social-distance measures, putting player welfare and the social-distancing measures first, exhausting all reasonable options before utilising other transport means.

## II. WELFARE

All players, officials, volunteers and spectators must undergo a self-assessment for any Covid-19- symptoms. No-one should leave home to participate in football if they, or someone they live with, has any of the following:

- A high temperature (above 37.8°C);
- A new, continuous cough;
- A loss of, or change to, their sense of smell or taste.

This check should be done before each training session and must be recorded in regular risk assessments and it is important to note that no training session should take place without this having been done. Some clubs may wish to have this completed in the form of an online or paper questionnaire at the start of sessions (please reference **Medical Guidance**).

If symptoms are checked at the start of a session rather than in advance, this should be completed on arrival before the player mixes with others, so that if they have symptoms there is no chance of others being affected.

There is no requirement from Government to undertake testing or temperature checks however clubs may wish to include these in their own protocols. Should a player be symptomatic or cause concern from their response to a questionnaire, then that player should be sent home immediately, dial for a test through the NHS and then contact NHS Test and Trace to manage contacts.

Players should bring their own personal water bottle for training and matches, which should be clearly labelled, and the use of communal water bottles should be discouraged. Players should arrive ready changed where possible and bring spare clothes to travel home (or if they choose, travel home in the kit they have used). Following activity, players must refrain from any contact. The evidence is that transmission during training or matches is minimal in comparison to social interactions over a prolonged time, hence the need to be vigilant on players not having social contact pre- or post- activity.



## B. PLAYER WELFARE (CONTINUED)

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As changing rooms for training should be avoided where possible, provisions by players to avoid needing a change of clothing post-activity or match should be considered and communicated. Whilst we recognise that this is not ideal for players, the need to travel home without social interaction in groups after training is absolutely critical.

Bibs should only be used if absolutely necessary and they must be worn once and not swapped during any exercise. Bibs should be washed immediately after use.

### III. EQUIPMENT

Equipment (balls, bibs, cones, goalposts etc) must be regularly wiped down with appropriate cleaning equipment and cleaned thoroughly after every session. Club volunteers or players may consider the use of face masks and gloves during this process.

The Government official guidance on cleaning in non-healthcare settings can be found via this [link](#).

### IV. MEDICAL/PHYSIOTHERAPY

Clubs are advised to refer to The FA First Aid Guidance [here](#).





# C. WOMEN'S FOOTBALL PYRAMID FACILITIES

## I. PLAYERS – TRAINING FACILITIES/CHANGING ROOMS

Government guidance can be found [here](#).

Outdoor facilities can be open for training to be undertaken in accordance with the criteria set out in **Section B**.

Facilities are encouraged to provide signage outlining the guidance. Indoor training facilities (such as gyms and sports halls) must remain closed, as indoor football and futsal are not permitted.

**Changing rooms:** Changing rooms provide a greater risk of transmission and therefore we all need to rethink the use of these facilities. As a foundation, changing rooms should be used for changing and showering only and done so as quickly as possible. Clubs should factor staggering the use to minimise numbers. On a matchday, the home team must make provisions of priority access for the away team. Where able, clubs should seek alternative spaces for team meetings and observe social distancing, again, minimising numbers. For example, only the manager and starting 11. Indoor spaces need to have maximum ventilation as possible (such as opening windows and doors).

**Considerations for clubs:** The Government has identified factors that clubs and facility providers may need to consider before they decide whether they are safe to re-open, identified below. It is strongly advised that each club considers its own facility and how it can implement the measures outlined in the Government guidance and do so using a Risk Assessment process. *'Consider the whole end-to-end 'user journey' when planning safe operating practices; this means all activities from the time of arrival on site to leaving, not just the sporting activity.'*<sup>1</sup>

You must publish your individual club Action Plan to advise players or members what you are doing to manage the risks and how you want players or members to act. This must be placed on your club website where possible. This will ensure your users are aware of how your ground is operating and will give opposition clubs the advice they need to visit your facility.

**Some areas for consideration to include on the Risk Assessment and Action Plan include: signage, hygiene (equipment and toilets), cleaning schedules, hand sanitisers, maintain social distancing throughout, movement flow of people to avoid contact, PPE for staff<sup>2</sup>.**

Clubs that may have separate training facilities or grounds will need to undertake Risk Assessments and Action Plans for both venues independently. Your club only need to publish the Risk Assessments for the ground used for matches, however it is good practice to publish for all venues. Clubs who hire training facilities, or ground-share for matches should seek appropriate reassurances from their venue provider that facilities have been adjusted and prepared for use within Government guidelines. Where a club ground-shares, they should publish their Venue Operator's Risk Assessment online.

As a reminder, each club's Chair or Secretary should name an existing member of their Board/Trustees or Staff as a Covid-19 Officer, who will be responsible for oversight of the Covid-19 risk assessments, ensuring the necessary level of risk mitigations are in place and the minimum guidance are achieved has taken place. They should also ensure that the club, or any venue used can adhere to their guidance responsibilities within local constraints.<sup>3</sup>

<sup>1</sup><https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

<sup>2</sup><https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<sup>3</sup><https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2>



# C. WOMEN'S FOOTBALL PYRAMID FACILITIES (CONTINUED)

## II. MATCH OFFICIALS

This guidance is specific additional guidance for WFP Clubs beyond the Referee Grassroots Guidance.

**Travel:** Match officials will travel independently in accordance with transport guidance. Clubs should ensure that sufficient car parking is reserved for match officials close to the entrance to changing areas.

**Team sheets:** Physical team sheets should not be shared between the officials or opposition where possible. This can be sent electronically via photo or e-mail if required.

**Respect handshake:** The Respect handshake pre-match will be suspended until further notice.

**Tunnel management:** Teams will not enter the field of play collectively. The teams will stagger their arrival onto the pitch and this will be pre-agreed with the match officials.

**Match official payment:** Where possible, arrangements will be made for the payment to be paid electronically, but should be communicated in advance to the match officials.

## III. CLUBHOUSES/BARS

Any food or drink facilities, including bars or restaurants, inside a clubhouse were authorised to be open from July 4th, in accordance with the latest [guidance](#). It is up to the Licensee of the premises to undertake the relevant actions within the guidance and to assess the capability to open in accordance with the Government guidance.

For other facilities within a clubhouse, toilets and through-ways may be kept open, but [guidance on hygiene](#) and social distancing should be followed.

## IV. TECHNICAL AREAS

Clubs will need to provide seating outside of the dugout in order to provide adequate social distancing for substitutes and coaching staff. Technical areas are allowed to be extended for this purpose.

## V. WARM-UP AREAS

Clubs will need to ensure that warm-up areas provide sufficient distance between the home and away teams and a provision of an area for match officials. It is advisable that these are clearly marked and/or communicated.

## VI. SPECTATORS

The guidance issued by DCMS on the return to recreational team sport has recently been amended to permit clubs to accommodate a limited number of spectators, provided that the club follows current government guidance in relation to COVID-19 and The FA's Women's Football Pyramid club guidance which was published on 18 July 2020.

### Risk assessments

Clubs must update their risk assessments and action plans, which were required to be prepared under the previous version of the government guidance, to consider and mitigate the risk posed by permitting spectators to attend fixtures (in particular, how they intend to minimise transmission rates and ensure that spectators comply with social distancing).

The risk assessment should focus on:

1. How the club intends to ensure that spectators maintain social distancing whilst at the ground (on arrival, during and after the match and on departure). Clubs may wish to consider:
  - a. marking queues with tape on the floor at 2m intervals wherever possible, but a minimum of 1m+ if not (i.e. at turnstiles and takeaway food areas);
  - b. markings for spectator standing;
  - c. reducing the availability of seats within covered accommodation;
  - d. crowd management processes, i.e. barriers at pinch points and/or introducing a one way flow within the ground; and
  - e. advance purchase ticket schemes, allowing clubs to manage walk ups.
2. How the club intends to maintain appropriate hygiene in spectator areas, including toilets, entrances and exits.
3. How the club intends to inform clubs of any new policies or procedures which will be in place. Clubs may wish to consider signage and use their communication channels to encourage spectators to follow the guidance.



## C. WOMEN'S FOOTBALL PYRAMID FACILITIES (CONTINUED)

4. Whether the club wishes to implement any COVID-19 screening measures for spectators attending fixtures. If so, what are these measures and how will they be implemented.
5. Whether the club intends to amend its usual refreshment facilities for spectators.
6. What medical provisions the club has in place if spectators fall ill and how this can be provided in accordance with current government guidance.
7. How the club intends to monitor compliance with its risk assessment and action plan and the steps it intends to take if spectators are found to be breaching social distancing measures or increasing the risk of transmission.

**Please note that each ground will be unique and will require its own individual risk assessment and action plan.**

Arrangements should also be put in place to support track and trace efforts by collecting sufficient written information from spectators to allow NHS Test and Trace to contact them if necessary. More information can be found [here](#).

### **Spectator limits**

The FA has been working with the Sports Grounds Safety Authority (SGSA) and DCMS to agree appropriate spectator levels for matches at Tiers 3-6 of the Women's Football Pyramid.

Following those discussions, The FA can confirm the following:

#### **Tiers 3-4 (FA Women's National League)**

1. During stage 1 (from 23 August 2020 – 31 August 2020), clubs can permit spectators to attend fixtures provided that the number of spectators does not exceed 15% of the minimum ground grading capacity for the relevant Step (or the figures set out in Appendix A) that the ground is graded at in the men's pyramid. If a club does not play any fixtures in the relevant period, it must have played at least one pre-season friendly or competitive match in accordance with this level of spectators before moving on to stage 2.
2. If clubs are satisfied that they have been able to comply with government guidance (in particular in relation to

social distancing) and that they are able to operate in accordance with their action plans during the pilot stage, clubs can permit spectators to attend fixtures from w/c 31st August, provided that the number of spectators does not exceed 30% of the minimum ground grading capacity for the relevant Step (or the figures set out in [Appendix A](#)) that the ground is graded at in the men's pyramid.

These limits shall apply unless and until The FA confirms otherwise. However, The FA will keep these limits under continuous review and reserves the right to amend these limits (upwards or downwards) or extend stage 1 at any time, in particular in response to any change in government guidance. If The FA becomes aware that any club has not complied with the guidance in relation to stage 1, it may direct that individual club to extend stage 1.

**Clubs who ground share in venues outside of the men's National League System or have large venue capacities should consult with their venue over crowd size**

#### **Tiers 5-6 (Regional Leagues)**

Clubs at Tiers 5-6 should follow the FA Grassroots Guidance in relation to spectators, irrespective of the Step at which the ground is graded in the men's Pyramid. However, any Clubs who expect to exceed 100 spectators on a regular basis should risk assess and determine the optimum route for the club and venue, particularly where the venue is that of a men's National League System club.

Clubs should also be mindful of the impact of any local lockdown which may prevent them from permitting spectators to attend fixtures (or play fixtures at all) and must comply with any guidance given by the government, local authorities or local health services.

## **VII. BOARDROOMS**

For the foreseeable future, Boardrooms and associated hospitality will not be required to be undertaken by clubs. With this in mind, clubs are encouraged to consider how Boardrooms could be used by players/match officials to support effective social distancing.

## D. VOLUNTEER WELFARE

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The WFP relies heavily upon volunteers to operate clubs effectively. It is strongly recommended that all clubs take time to consider all their volunteers and how they can adapt their normal roles to maximise safety.

A club may wish to provide PPE for their volunteers to safely work and support operations. For example:

- Gloves/face masks/coverings for those undertaking cleaning of equipment or indoor spaces;
- Plastic screens for those volunteers serving/selling hot and cold drinks;
- Ensure that any volunteer who has any symptoms is sent home and self-isolates, requests a test from the NHS and triggers NHS Test and Trace.

## E. FURLOUGHED STAFF

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**Government advice:** <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

From July 1st, employers can bring back to work employees that have previously been furloughed for any amount of time and any shift pattern, while still being able to claim a Coronavirus Job Retention Scheme grant for their normal hours not worked. This scheme is changing to include Employer Contributions and Eligibility (released June 12th). For the latest information on the scheme refer to [the guidance](#).

Once players are back in training, they are working for the club, the clarification from HMRC is:

- Sports professionals undertaking supervised training with their employer are unlikely to be eligible for the grants from the Coronavirus Job Retention Scheme, because such training directly contributes to generating revenue for their employer.
- Where training is a key component of an employee's role and directly contributes to generating revenue for the employer, then such training will not be allowable within the furlough scheme.

It will be for clubs to make a judgement about how this applies to their individual circumstances, but as for all aspects of the furlough scheme, we'd advise keeping a record of decisions for any future audit purposes.

## F. YOUTH SECTIONS

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If your club has a Youth Section, or other senior sides outside of the Women's Football Pyramid, this will be covered by the guidance issued by the Grassroots Division or your County FA. The current FA Guidance [here](#). The FA risk assessment guidance is [here](#).



Please note – The example risk assessment document below, is for illustrative purposes only and does not represent an exhaustive list of considerations that you will need to make.

What are the hazards?	Who might be harmed?	Controls required	Additional controls	Action by whom?	Action by when?	Date completed
<b>Spread of Covid-19</b>	<ul style="list-style-type: none"> <li>• Users</li> <li>• Workers</li> <li>• Cleaners</li> <li>• Pitch contractors</li> </ul>	<p><b>PROMOTING GOOD HYGIENE:</b></p> <ul style="list-style-type: none"> <li>• Provide additional hand sanitisers throughout the clubhouse</li> <li>• Clearly direct people to where they can wash their hands</li> <li>• Ensure that all handwashing stations are in good working order and provide soap, water and hand sanitiser</li> <li>• Provide hygiene standards promotional poster and signage throughout the clubhouse</li> <li>• Use disposable paper towels in handwashing facilities</li> </ul> <p><b>KEEP FACILITIES AND EQUIPMENT CLEAN:</b></p> <ul style="list-style-type: none"> <li>• Daily cleaning throughout the clubhouse</li> <li>• Identify high-contact touch points for more regular cleaning (e.g. door handles, grab rails, vending machines)</li> <li>• Frequent cleaning of work areas and equipment between use</li> <li>• Provide more waste facilities</li> <li>• Follow Public Health England guidance if a COVID-19 case is reported at the facility</li> </ul> <p><b>MAINTAINING SOCIAL DISTANCING AND AVOIDING CONGESTION</b></p> <ul style="list-style-type: none"> <li>• Provide signage so people can find their destination quickly</li> <li>• Review how people walk through the clubhouse and adjust this to reduce congestion and contact between users</li> <li>• Regulate the entry to the clubhouse to avoid overcrowding</li> <li>• Apply two metre markings where possible to the clubhouse entrance/toilets/and the queue to the café serving hatch</li> <li>• One-way arrow markings to help foot traffic flow management</li> <li>• Single-use doorways to avoid congestion i.e. one-way only entrances/exits</li> <li>• Single/limited use of toilet facilities to avoid congestion in confined spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Hourly check process (sanitiser, soap and paper towels and handwashing stations)</li> <li>• Daily stock check (sanitiser, soap and paper towels)</li> <li>• Daily check (promotion posters and signage)</li> <li>• Train all workers on new protocols and the important of good hygiene</li> <li>• Weekly stock check (cleaning products)</li> <li>• Empty waste facilities regularly</li> <li>• Train all workers on Public Health England guidance for reported Covid-19 cases</li> <li>• Monitor effectiveness, especially at peak times</li> <li>• Train workers to promote compliance to facility users</li> <li>• Train workers to report / deal with issues of non-compliance</li> <li>• Daily check (promotion posters and signage)</li> </ul>			

# APPENDIX A

Although Male Ground Grades F, G and H do not specify a minimum ground capacity for Steps 5 and 6, The FA considers 1,000 to be an appropriate threshold to set (given the minimum ground capacity in the grades above), which will also promote a consistent approach across the Steps.

The FA has calculated 15% of the relevant figures and rounded up/down to reach an appropriate capacity limit. For the avoidance of doubt, clubs should comply with the numbers in the capacity column below.

## Stage 1

	MEN'S GRADE	GROUND GRADING CAPACITY	STAGE 1	CAPACITY	DATES
Step 1	A	Min 4000	15% capacity	600	Aug 22nd – Aug 30th
Step 2	B	Min 3000	15% capacity	450	Aug 22nd – Aug 30th
Step 3	C	Min 1950	15% capacity	300	Aug 22nd – Aug 30th
Step 4	D-E	Min 1350	15% capacity	200	Aug 22nd – Aug 30th
Step 5	F	Min 1000	15% capacity	150	Aug 22nd – Aug 30th
Step 6	G-H	Min 1000	15% capacity	150	Aug 22nd – Aug 30th

## Stage 2 – Subject to Stage 1 being undertaken

	MEN'S GRADE	GROUND GRADING CAPACITY	STAGE 2	CAPACITY	DATES
Step 1	A	Min 4000	30% capacity	1200	Aug 31st onwards
Step 2	B	Min 3000	30% capacity	900	Aug 31st onwards
Step 3	C	Min 1950	30% Capacity	600	Aug 31st onwards
Step 4	D-E	Min 1350	30% Capacity	400	Aug 31st onwards
Step 5	F	Min 1000	30% Capacity	300	Aug 31st onwards
Step 6	G-H	Min 1000	30% Capacity	300	Aug 31st onwards



**DISCLAIMER:**

This guidance is for general information only and does not constitute legal advice, nor it is a replacement for such, nor does it replace any Government or PHE advice; nor does it provide any specific commentary or advice on health-related issues. Affected organisations should therefore ensure that they seek independent advice from medical practitioners, or healthcare providers, prior to implementing any re-opening plan, as required. Independent legal advice should be sought, as required and depending on your, or relevant circumstances.

While efforts have been taken to ensure the accuracy of this information at the time of publication, the reader is reminded to check the Government website to obtain the most up-to-date information regarding social distancing and any other Government measures.



**FOR ALL**

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