



UPDATED COVID-19 MANAGERS & COACHES GUIDANCE COMMENCING MONDAY 27TH JULY 2020

Club Covid Officer: Mr Ian Woods

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

Updated guidance to all Team Managers for Covid 19 after updated guidance from the FA on the 18th July 2020.

St Albans City Youth Football Club can today issue updated guidance to all of our Managers and Coaches for our roadmap back to competitive football over the next few weeks.

The roadmap sets out 2 steps;

The first is the return to contact training and will commence on **Monday 27th July 2020, subject to all compliance being completed by Managers and Parents as detailed on page 2.**

Until compliance has been completed you must remain at the current social distancing guidance dated 1st June 2020.

The second step is for teams to commence friendly matches and competitive competition in line with FA and Government guidance. The Club has and will continue to undertake its risk assessments for the return to competitive fixtures and will issue further guidance once this has been completed by the Club Covid Committee.

Until the second step, the updated guidance below **MUST be adhered to, with no exceptions, in order that we stay within FA guidance and our own Covid roadmap.**

St Albans City Youth Football Club have appointed Ian Woods as their Covid Officer.

St Albans City Youth Football Club's Covid Committee consists of Sam Mardle, Ian Woods, Andy Lawrence, Steve Mann, Sarah Kropman, and Stephen Neville.

Any questions and queries must be communicated to the Covid Officer or the Covid Committee.

It is the responsibility of all our Trustees, Officials, Players, Coaches and Parents to keep all of us safe within the St Albans City Youth Family, but also keep the wider community safe as we move through these stages of guidance.



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**YOU MUST READ ALL THREE PAGES OF THIS DOCUMENTATION CAREFULLY AND ENSURE ALL ITEMS BELOW HAVE BEEN COMPLETED BEFORE YOU RETURN TO CONTACT TRAINING.
THIS ENSURES WE STAY WITHIN FA AND GOVERNMENT GUIDANCE, OUR INSURANCE IS COVERED AND WE STAY COVID SECURE.**

**PARENT CONSENT AND MANAGER CONSENT COMPLIANCE IS BEING AUDITED AT ALL TIMES
SPOT CHECKS AT ALL VENUES WILL TAKE PLACE ALONGSIDE TRACK AND TRACE**

AFTER YOU HAVE READ ALL OF THIS DOCUMENT YOU MUST:

- 1. YOU MUST RECEIVE CONSENT FROM YOUR ALL OF YOUR PLAYERS PARENTS/GUARDIANS BY SENDING THEM THE FOLLOWING LINK:**
https://docs.google.com/forms/d/e/1FAIpQLSfvGcKLdbbE90xts_MnxCXmwVdZlobEZ6LVfp6nFZUH5VN1pq/viewform
This form contains Player and Parent information, and must be consented to before the player can return to contact training.
All parents/guardians must complete this form.
- 2. You must inform Ian Woods via email to ian.829woods@btinternet.com of the following with your Age Group and Team Name.**
A) Where you are training
B) What day you are training and the frequency
C) What time you are training
If you change your training plan you must let Ian Woods know immediately;
This is **CRITICAL** to adding the location and time to the Track and Trace App.
- 3. Once the above is complete, you must complete the Managers Consent Form via the following link.**
https://docs.google.com/forms/d/1j8HA7qiW4OHRVxUzn7VlbUTehPqvZIFFvdDEz5F9t4E/viewform?edit_requested=true
All managers must complete this form.

THERE IS A VIDEO TUTORIAL AVAILABLE HERE FOR ADDITIONAL GUIDANCE FOR THE ABOVE

<https://screenrec.com/share/w4DCIc1lMj>

**ONCE ALL OF THE ABOVE IS COMPLETE YOU CAN THEN RETURN TO CONTACT TRAINING FROM MONDAY 27TH JULY 2020
DAILY CHECKS WILL TAKE PLACE TO MONITOR THE CONSENT FORMS, AND THE TRACK AND TRACE SYSTEM**

TRAINING GUIDANCE CONTINUES ON PAGE 3



GUIDANCE FOR RETURN TO CONTACT TRAINING COMMENCING MONDAY 27TH JULY 2020

ENSURE YOU HAVE COMPLETED ALL COMPLIANCE ON PAGE 2 BEFORE YOU COMMENCE CONTACT TRAINING

BEFORE TRAINING

1. If any player (plus family) or coach (plus family) is showing any symptoms of Covid-19, they must not train and inform the manager of their symptoms, throughout this stage of guidance. The manager must then inform the Club Covid Officer, Ian Woods.
2. Ensure you have parental consent for every player to train. This must be via Email, WhatsApp or text message.
3. **Managers and Coaches must keep a record of who has trained and attended within their group, via the St Albans City Track and Trace System. Instructions are on page 4 of this document. Please read them carefully and ensure you understand them. This is compliance that will keep us covered under our insurance and FA and Government guidelines. Failure to do so could result in the Club being stopped from playing football. This stage of guidance covers just using the track and system for Training.**
4. Ensure all players have adequate drinks/refreshments and they are left with them prior to the session and not touched by other coaches or players.
5. Parents must still stay in groups no more than 6 when attending, as per the current government guidance.
6. Ensure parents are within sight, but they are also socially distancing and not mixing with any other parents from other groups.
7. Equipment should only be handled by Coaches and cleaned before and after sessions.
8. Players and Parents should ensure they have washed hands thoroughly before training.
9. Players, Parents and Coaches must bring their own Hand Sanitiser with them to all sessions and keep this accessible to them at all times.
10. Players must continue to arrive in their own kit, and continue to have their own bibs if possible so these are not crossed over between players.
11. For teams who have yet to notify the Club of their return to training, Managers MUST inform Ian Woods of their intention to return with the date, and where they intend to train.
12. Please continue to park in the designated areas assigned to the Club from the guidance at 1st June. For example, at Highfield, you must park in the YMCA car park.

DURING TRAINING

1. Only training sessions are permitted at this time; **No friendlies** with teams outside of St Albans City Youth Football Club
2. A Training session can now be up to a group of 30, including coaches, but we advise to keep these groups as small as possible as you can.
3. Where possible, social distancing should still be encouraged, when addressing players, when players are static in sessions, and when certain training routines permit the allowance of social distancing.
4. Continue to try and limit the usage of hands on footballs where possible.
5. You may play "practice games" within training, but only with your own group. You must not mix with any other group from St Albans City Youth.
6. You must try and sanitise footballs as many times as you can during sessions and practice matches within training.
7. If possible, go through the session with the players prior to starting so they are aware of their movements as the session progresses by running a demonstration;
8. If possible, mark the area in full that you are planning to work in with the group
9. Ensure your players are aware to not touch equipment (markers, goals, etc)
10. In the event of an injury to a player during the session, ensure that all other players return safely to their bases and assess the injured player immediately. If you can, keep 2 metres apart, but in an Emergency where First Aid is required you must treat the player per First Aid emergency guidance. If it is not an emergency, but the player requires assistance from their Parent\Carer, ensure you keep 2m apart whilst this is completed.

AFTER TRAINING

1. Ensure the group continue to socially distance.
2. Ensure that players are aware to wash their hands as soon as they can, and if possible, parents to carry antibacterial gel so it can be completed before they leave
3. Clean equipment and footballs as soon as possible before you arrive home, or in a safe place at home
4. Ensure managers have also cleaned hands etc with hand gels prior to returning home.



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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 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, (not applicable at this stage), 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.