



COVID 19 – Guidance for **Managers and Coaches** on the restarting of football activities at Ruislip Rangers

FINAL VERSION

Important: If you, your child or any other member of your household are showing symptoms of the virus or have been in contact with someone displaying symptoms within the last two weeks, then you should stay at home until an NHS practitioner advises you that you no longer need to remain in isolation.

INTRODUCTION

The return to football at Ruislip Rangers is being done with careful consideration for everyone's safety, especially vulnerable groups, children and their families.

As a manager or a coach, you need to decide whether returning to football during this period feels right for you. If you decide that you do want to return, you must:

- do so by planning and managing all football activities in an inclusive and safe way; and
- ensure that everyone stays alert and adheres fully to this guidance and government advice.

The Club have undertaken a comprehensive Risk Assessment which has been approved by Hillingdon Council. We have based our safety measures on The FA's and the Government's guidance.

This document sets out what we have done as a Club to provide a safe environment and provides you with the information you need to know to perform your role.

VULNERABLE GROUPS

- Anyone who is deemed vulnerable in respect of Covid-19 is reminded to follow the Government's guidance, only returning to football when it is right for them to do so.
- A recent Public Health England (PHE) report published has highlighted a greater risk from Covid-19 to people from BAME communities. As the current impact of Covid-19 on members of these communities is not yet fully understood, there may be increased concerns and levels of anxiety from within these communities.

NEW ARRANGEMENTS AND RESTRICTIONS

Main changes

- The fitness and football activities will take place in groups of no more than 6, including the coach.
- The sessions for each group of 6 will take place in marked-up training areas of 10 metres by 20 metres.
- The training sessions need to be designed so that all participants are kept two metres apart at all times.
- Because physical contact with anyone outside a household is not permitted, games cannot take place during the sessions.

We have made adaptations to King's College Playing Fields to accommodate these new requirements.



- There are now 36 marked out training areas. Teams will be allocated to designated training areas by the Club.
- Walkways between the training areas have been marked out with arrows on the ground indicating the route you must take to get to and to leave the training areas.
- There are now designated entrances and exits to the playing fields. There is a sanitising station at the entrance and exit of the two playing fields that are in use.
- Teams will be allocated to designated training areas by the Club. The number of training areas that will be allocated to each team will depend on the number of players they have who wish to train. For example, a team with 10 players will be allocated two training grids and a team with 15 players will be allocated three grids.

- A coach will be required for each group of 5 players.
- Adjacent to each training grid is an area for parents/guardians/carers to use in order to observe the training session.
- Attendance requirements
 - No more than one parent/guardian/carer per child can attend training sessions.
 - *Age groups up to and including Under 11s.*
 - A parent/guardian/carer must attend for each child.
 - They must stay for the full duration of the session and must observe the session in a socially-distanced way from the designated area.
 - *Age groups Under 12s and above.*
 - Attendance by a parent/guardian/carer for a child is up to the manager’s discretion. Be aware, however, that if a parent/guardian/carer doesn’t attend the session then you may have to carry out any care or first aid for that child without their assistance.
 - When a parent/guardian/carer does attend, they must stay for the full duration of the and must observe the session in a socially-distanced way from the designated area.
 - Note – the Club needs to be made aware of the occasions where you agree that a parent/guardian/carer will not attend a training session. So, in all instances, they need to send an email to you and to the Club (covid19@ruisliprangersyfc.org.uk) no later than an hour before the start time of the training session with the following details – the date of the training session, the child’s name, the team name and the team manager’s name.
- Each training session slot will be 90 minutes which you will need to use as follows:
 - 15 minutes for preparation: in this period, you will carry out a risk assessment for your training area, set-up your session, welcome your players and obtain a self-check form in respect of each player
 - 60 minutes for training: fitness and football activities.
 - 15 minutes to clean equipment and pack away.
- An example of what the training rota will look like is shown below.

Saturday									Weeknight						
	8-8:30	8:30-9:30	9:30-9:45	9:45-10	10-11	11-11:15	11:15-11:30	11:30-12:30	5:30-6:00	6:00-7:00	7:00-7:15	7:15-7:30	7:30-8:30	8:30-8:45	
C1	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	C6	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
C2	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	C7	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
C3	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	C8	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
C4	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	C9	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
C5	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	C10	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H1	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H7	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H2	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H8	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H3	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H9	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H4	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H10	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H5	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H15	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H6	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H16	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H11	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H17	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H12	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H18	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H13	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H23	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H14	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H24	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H19	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H25	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H20	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	H26	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave
H21	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train							
H22	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train	Pack-up/Leave	Set-up/arrive	Train							

- You will need to conduct socially distanced fitness and football sessions. You can find drills and activities that you can use on the Soccer Coach Weekly website: www.soccercoachweekly.net/return-to-play/

GENERAL CONSIDERATIONS

While some players - or parents of players - might want a return to football activity as soon as possible there will be others who have real concerns, or their personal circumstances might make it difficult. You should be sensitive to these differing viewpoints. Some individuals, such as members of the BAME community, or due to their age, may face heightened risks from Covid-19. As such, any concerns should be taken seriously and addressed sensitively.

- For children that wish to return, you will need to get our consent form completed by a parent/guardian/carer. The consent form is on page 13 of this guide. You should retain these forms for three months.

You should remind anyone intending to attend the activity that if they are showing symptoms of Covid-19 infection or have been in contact with someone displaying symptoms or diagnosed with Covid-19 within the last two weeks, they should not attend and should seek medical advice.

Additional disability or medical needs

If a child has other needs that may need to be catered for, please ensure you discuss this specifically with a parent/guardian/carer. You can then agree how/if these needs can be met within current Government Covid-19 guidance.

THE KEY SPORTS HYGIENE MESSAGES

Sports hygiene has never been more important. Good practices in this area will play an important role in reducing the spread of the virus so please ensure these six messages are taken on board.

Message 1: Maintain social distancing

Maintain social distancing



Stay at least **2 metres** from another person who is not part of your household while exercising.



Exercising or playing sport is only allowed in **groups of up to six** and it must take place outside.



Go home straight away if you **feel unwell**.

Message 2: Ensure clean hands and avoid touching your face

Ensure clean hands and avoid touching your face



Wash your hands for at least 20 seconds and **shower at home** before and after taking part in physical activity.



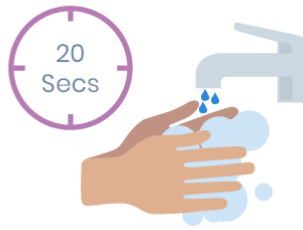
Avoid touching your face.

Message 3: Cover coughs and sneezes

Cover
coughs
and
sneezes



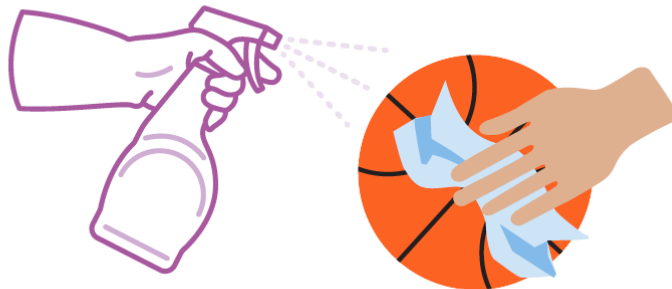
Cover your mouth and nose with a tissue or bent elbow when coughing or sneezing.



Bin the tissue and **wash your hands** for 20 seconds or with hand sanitiser.

Message 4: Ensure clean surfaces and equipment

Ensure
clean
surfaces
and
equipment



Make sure equipment is **washed thoroughly after each use** with the appropriate products such as disinfectant wipes.

Message 5: Avoid sharing equipment

Avoid sharing equipment



Don't touch other people's personal items such as towels, water bottles, or mobile phones. This includes personal sports equipment such as tennis rackets.



While groups can practice ball skills like passing and kicking, **equipment sharing should be kept to a minimum** and you should wash your hands before and after.

Message 6: Clean and cover wounds

Clean and cover wounds



Any **cuts or abrasions** should be **cleaned and covered** at the earliest opportunity to prevent infection.

REQUIREMENTS IN ORDER TO RUN TRAINING

Before your team can run training sessions you will need to have the following.

Forms

- A Parental Consent Form at the outset for each player that wishes to return
- A COVID-19 Self Check form (a form need to be given to you for each player before each training session starts)

Equipment

- Sanitiser Spray for your equipment
- Sanitiser Wipes (for cleaning footballs)
- Hand Sanitiser
- Personal Protective Equipment (PPE) for when First Aid is given – in your First Aid kit you will need disposable gloves, disposable plastic aprons and face masks
- One football per player

Coaches

Within each team, two manager/coaches must be in-date DBS checked and at least one must be Level 1 qualified and have completed the Safeguarding and Emergency Aid courses.

If you need more help to run sessions because there are not enough coaches to keep to the one coach per 5 children ratio, then parent assistants can be used.

The Club will carry out DBS checks for parent assistants so contact our Club Welfare Officer (childwelfare@ruisliprangersyfc.org.uk) to get a DBS check carried out for a parent. Pending the DBS check being completed, a parent can still assist as long as the two in-date DBS checked coaches are present at the session.

BEFORE TRAINING SESSIONS

- No changing rooms will be available so players must arrive changed and ready to exercise.
- Players need to bring the following items to each training session:
 - a water bottle; and
 - hand sanitiser (alcohol-based).
- Their name must be clearly marked on the water bottle and the hand sanitiser. They must not share their items with anyone else.

Self-checks

The purpose of a self-check is to identify if a person has:

- had a high temperature (above 37.8C)
- has developed a new continuous cough
- has shortness of breath or a sore throat
- loss of or change in normal sense of taste or smell
- is feeling unwell

The self-check form is at page 14 of this guide.

The self-check needs to be conducted by thinking if any of the above apply for the child and completing the self-check form accordingly. The parent/guardian/carer should ideally do this before leaving for the training session.

- If any of these symptoms do apply, the child will not be able to participate and you should be informed. The child should stay at home and follow NHS advice. In this instance, reassure the child that there will be other opportunities for them to participate in the future.
- If all of the symptoms do not apply, the form should be completed accordingly and it should be handed to you before the start of the session and before the child enters the training area.

If the self-check is done upon arrival at the training session, it should be conducted before the child mixes with other children. This is so that, if they have symptoms, there is no chance of others being affected. If any of these symptoms do apply, as mentioned above, the child will not be able to participate and they should return to and stay at home and follow NHS advice.

In all cases, the self-check form should be handed to you. Unless the self-check form is completed and handed to you, a child will not be able to take part in the training session.

TRAVELLING TO AND ARRIVING AT TRAINING SESSIONS

- Only one member of the household must travel to the training session with each child. If they travel by car, they should not car share with anyone outside of their household. They should consider all other forms of transport before using public transport. If they can, they should consider walking or other socially-distant methods such as cycling. This issue as regards travelling applies to you as well as the manager or coach.
- Players should arrive during the 15-minute window they are given as the arrival time for the training session.
- The car parks at King's College Playing Fields will be for the use of managers and coaches only. So if parents/guardians/carers travel by car, they will need to park on the adjoining roads.
- Everyone should enter the playing fields via the car park entrances and not via the gates on King's College Road and Park Avenue. The entrance and exit to the fields will be clearly marked with signage. If there is a queue to enter the playing fields, people should make sure they maintain social distancing as they wait to enter.
- There will be a sanitising station as people enter and as they exit the playing fields. These should be used on entry and exit from the fields.
- People must always follow the one-way system to get to the designated training areas.

DURING TRAINING SESSIONS

- If you have parent assistants involved, their role should be to supervise the session within their grid. They are not to design the session itself; this should be done by the manager or the lead coach for the team.
- The players and coaches should stay in their designated training grids for the entire session. The only exception to this is the manager or the lead coach who is allowed leave their grid to give instructions or guidance to the other grids. To do this, though, they should not enter the other grids but instead should position themselves between the grids ensuring they are 2 metres apart from the other coaches and players.

- The best practice is to keep the same groups of 5 players/1 coach from week to week. If that's not possible in a given week (for example, because of player absences) and you want to move boys or coaches around, you will need to get the permission of the relevant parents to do that.
- Give the players a reminder of the 6 sports hygiene good practices:
 - Maintain social distancing
 - Ensure clean hands and avoid touching your face
 - Cover coughs and sneezes
 - Ensure clean surfaces and equipment
 - Avoid sharing equipment
 - Clean and cover wounds
- The children should put their belongings in the safe area adjacent to their training grid and away from the belongings of the other children.
- Access to a toilet may be possible but people should try to use one at home. Toilet facilities may be available at the hockey club and at King's Café but this cannot be guaranteed. Please note that these facilities are owned and operated by other organisations and the Club has no influence or responsibility for their Covid-19 and hygiene procedures. They are not part of or operated by Ruislip Rangers in any way.
- The focus of training sessions needs to be on kicking the ball. Touching of the ball with hands and heading needs to be limited.
- After a period of low or no activity, players may be more susceptible to injury than before lockdown. Consider the need for a thorough warm-up, and for the physical demands of a session to be suitable to the individuals involved. A session should start at a low physical intensity with gradual progression. Helping decrease the risk of injury is very important while social distancing requirements remain in place.
- Because of the social distancing requirements handshakes, high-fives or group goal celebrations are not allowed. Please make sure you make this very clear to the players and that they comply.
- Equipment should be handled as little as possible by as few people as possible. Where equipment is handled by more than one person, they should wash their hands immediately afterwards, taking care not to touch their mouth/face in the meantime.
- For goalkeepers, it might be sensible for players to have their own individual ball for the session. Wipe the ball with disinfectant wipes frequently if it is being handled by more than one person.
- Players should not spit. If a player needs to sneeze or cough, encourage them to do so into a tissue or upper sleeve and advise them to avoid touching their face. Tissues should be disposed of immediately and hands washed.
- If a child gets injured, a member of their household can aid them but other people will still need to socially distance unless a life or limb-threatening injury necessitates breaking guidelines to provide emergency care. First aiders or other medical personnel should be equipped with the appropriate PPE to protect themselves and others if they need to break social distancing guidelines to provide medical assistance. It is recommended that managers/coaches/first aiders work with parents to provide any required aid whilst also considering social distancing requirements.
- If a child becomes symptomatic during the session, they should be immediately removed from the session and taken home as soon as possible. NHS guidance on further management of symptoms should be followed.

AFTER TRAINING SESSIONS

- All participants should sanitise their hands and wash their hands at the earliest opportunity.
- All equipment should be wiped down with a disinfectant.
- Please make sure people leave the venue as soon as the session is over and that they do not congregate at the exit.

SAFEGUARDING

As a reminder, you are responsible for continuing to ensure the environment is safe and for implementing the club's safeguarding children policy and procedures.

Coaches working with children must have an in-date FA DBS Check.

If Government guidance changes the position on group size in due course, you must ensure the ratio of coach to different age groups of children is appropriate. See FA safeguarding guidance note 5.5, which covers the ratios of adults to children.

Children (anyone under 18) should not be working 1:1 with a coach unless their parent/carer is present and observing social distancing.

Listening to children

While many families have coped well during lockdown, others may not have and for some children the experience will have been very difficult. You may be one of the first people outside the family unit that a child has met in recent times. It's important you know that some children may be struggling for various reasons, including:

- Lacking confidence, as they have felt cut off from their friends;
- Being confused and stressed about how to behave because of social distancing;
- They or someone they care about may have been or still be unwell;
- They may still be grieving because someone they love has died;
- Hearing that people from BAME communities may be more vulnerable to Covid-19;
- They may have been neglected emotionally and/or physically – through lack of food and/or care;
- Children with learning disabilities may find it particularly confusing, as their routine has changed.

You may also have seen media coverage on the increase in:

- Domestic violence – significantly impacting children emotionally and/or physically in households where this has happened;
- Online grooming of children;
- Cyberbullying.

You have an important role in safeguarding. If you are worried about a child as they return to football, it's vital you report your concerns. Doing nothing is not an option.

Please check-in with the children you are coaching/working with, and ask them how they've been and how they're doing. There are five ways to report your concerns if you are worried about a child as they return to football:

- To your club or league Welfare Officer;
- To your County FA Designated Safeguarding Officer.

By emailing The FA Safeguarding Team at safeguarding@TheFA.com;

- If urgent and you cannot contact your club, league or County FA Designated Safeguarding Officer, you should call the NSPCC 24-hour helpline on 0808 800 5000;
- If it is an emergency because a child or children are at immediate risk, then call the Police on 999.

The NSPCC has produced a great film which reminds us all how best to respond if a child discloses to you. It really is worth taking the two minutes it requires to watch.

- You can watch the film here: <https://youtu.be/bvJ5uBIGYgE>

MORE INFORMATION

We have a special Covid-19 section on our website:

- www.ruisliprangersyfc.org.uk/covid-19

We also publish Covid-19 information on our social media platforms:

- www.facebook.com/ruisliprangersyfc
- www.twitter.com/RRYFC

If you have any questions about the Club's COVID-19 arrangements, you can email us at covid19@ruisliprangersyfc.org.uk.

DISCLAIMER: This guidance is for general information only and does not constitute legal advice or replace any Government or PHE advice; nor does it provide any specific commentary or advice on health-related issues. 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.



RETURN TO FOOTBALL: PARENTAL CONSENT FORM

Child's name:

As a parent/guardian/carer of the above-named child, I hereby give my consent for them to attend training sessions with Ruislip Rangers. I am aware of the FA guidelines and the safety measures the Club have put in place as set out in the "Guidance for Parents, Guardians and Carers on the restarting of football activities at Ruislip Rangers" document and I agree to abide by them. I understand that by attending Ruislip Rangers training sessions I am assuming the risk of exposure to COVID19 or other public health risks.

Name of Parent/Guardian/Carer:

Signed: (Parent/Guardian/Carer)

Date:

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COVID-19 SELF-CHECK FORM

Please complete this form before every Ruislip Rangers training session and hand it to the manager or coach.

Child's name:

Has your child had a high temperature (above 37.8C)?

Yes No

Has your child developed a new continuous cough?

Yes No

Has your child had shortness of breath or a sore throat?

Yes No

Has your child had a loss of or change in normal sense of taste or smell?

Yes No

Has your child been feeling unwell?

Yes No

As a parent/guardian/carer of the above-named child, I hereby give my consent for them to attend training sessions with Ruislip Rangers. I am aware of the FA guidelines and the safety measures the Club have put in place as set out in the "Guidance for Parents, Guardians and Carers on the restarting of football activities at Ruislip Rangers" document and I agree to abide by them. I understand that by attending Ruislip Rangers training sessions I am assuming the risk of exposure to COVID19 or other public health risks.

Name of Parent/Guardian/Carer:

Signed: (Parent/Guardian/Carer)

Date: