



NATIONAL LEAGUE SYSTEM CLUB GUIDANCE COVID-19 RETURN TO FOOTBALL

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FOR CLUBS



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This is the first of a family of guidance notes designed specifically for National League System (NLS) Clubs as we move towards the resumption of outdoors 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 NLS, 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 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 NLS Club Covid-19 return to football guidance document has been split into these sections.

- A. Football Activity Guidance** (Matches and Training)
- B. Player Welfare** (Travel, Welfare, Equipment, Medical)
- C. NLS 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 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 including coaches. Competitive matches, including pre-season friendlies, can begin from Saturday, August 1st.

The FA and the Leagues are aiming for a September start of competitive matches in the NLS; however, this is subject to change in accordance with Government guidance and approval for paying spectators, which may be published from time to time. NLS (or relevant FA Competition) fixtures are proposed to commence on:

- **Step 1 & 2:** No earlier than Saturday, 5th September 2020
- **Steps 3 & 4:** Saturday, 19th September 2020
- **Steps 5 & 6:** From Saturday 5th September 2020

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 in accordance with the published [FA Guidance](#).

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.

Clubs and facility providers should follow current NHS Test and Trace guidance, which is available [here](#).

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. Government guidance if a participant has symptoms is [here](#).



B. PLAYER WELFARE

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 carshare 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 Government requirement outside of the Elite Protocols 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 allow the NHS Test and Trace service 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)

Changing rooms for training should be avoided where possible, as such provisions by players for a change of clothing post activity of match must 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 cleaned 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 [here](#).

IV. MEDICAL / PHYSIOTHERAPY

Clubs are advised to refer to [The FA First Aid Guidance](#). The FA Medical Department has produced a Guidance note specific to the NLS, with key principles of working and specific additional guidance per Step of the NLS. The guidance can be found in Appendix B.



C. NATIONAL LEAGUE SYSTEM FACILITIES

I. PLAYERS – TRAINING FACILITIES/CHANGING ROOMS

Current Government advice 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 reopen, 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.’¹*

An important factor for Clubs to consider is how they can create one way systems at their facility, especially at entry and exit points, through buildings and around the ground.

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, in accordance with your League Directive, on your club website. 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 staff².

Clubs that may have separate training facilities or grounds will need to undertake 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 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.

¹ Covid-19 Government guidance for providers of outdoor facilities [here](#)

² Covid-19 Government guidance on decontamination in non-healthcare settings [here](#)

C. NATIONAL LEAGUE SYSTEM FACILITIES (CONTINUED)

II. MATCH OFFICIALS

This guidance is specific additional guidance for NLS clubs, beyond the Referee Grassroots Guidance.

Travel: Match officials will travel independently in accordance with transport guidance. Clubs will need to be aware that this will impact on travel costs for match Officials. Owing to the conditions for travelling as part of this guidance, consideration will be given to the location of match officials when appointing to fixtures. 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 hand shake: The Respect hand shake 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 4th July, 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.



C. NATIONAL LEAGUE SYSTEM FACILITIES (CONTINUED)

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 / GATHERINGS

Current Government guidance: Gatherings of more than 30 people are not permitted while social distancing. Therefore, clubs are unable to have gatherings or spectators of any size at this time for any matches or training.

We are currently working with DCMS and other key stakeholders to understand the timescale for the return to spectators at sporting events. Initial discussions have identified that it will be difficult to return to competitive matches without the ability to welcome some form of spectators to matches. There is no current available or formal guidance. The following guidance is designed to provide clubs with suggested considerations to prepare for spectators based on social distancing. We strongly urge clubs to give this some thought now in order to move forward when guidance becomes available:

Considerations for clubs: If social-distancing measures are relaxed in future to permit spectators, Clubs will need to consider the management of any spectators within the applicable social distancing guidelines. As with **Section B & C** clubs are advised to consider their own Risk Assessment and Action Plan. If spectators were to be allowed at, for example, a reduced capacity, Clubs should consider how they could manage this effectively such as introducing advance purchase ticket schemes, allowing clubs to manage walk ups.

Clubs may need to consider markings for queues with tape on the floor at **2m where possible, but a minimum of 1m if not** (i.e. at turnstiles and takeaway food areas), markings for spectator standing, reducing the availability of seats within covered accommodation, management of toilets, hygiene protocols (more hand sanitisers in toilets, entrances and exits to spaces), extensive signage, crowd management processes, i.e. barriers at pinch point/one way flow.

Each ground will be unique and will require their own individual Risk Assessment and Action Plans.

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

The NLS relies heavily upon volunteers to effectively operate clubs. 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 contacts NHS Test and Trace.

E. FURLOUGHED STAFF

- Current Government advice [here](#)
- 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

If your club has a Youth Section, or other senior sides outside of the National League System, this will be covered by the guidance issued by The FA's Grassroots Division or your County FA. The current FA Guidance is at the link [here](#).

If your team has 16 or 17 year olds, please refer to the additional safeguarding guidance and risk assessments [here](#).

APPENDIX A

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 COMPLETE
<p>Spread on Covid-19</p>	<ul style="list-style-type: none"> • Users • Workers • Cleaners • Pitch contractors 	<p>Promoting good hygiene:</p> <ul style="list-style-type: none"> • Provide additional hand sanitisers throughout the clubhouse • Clearly direct people to where they can wash their hands • Ensure that all handwashing stations are in good working order and provide soap, water and hand sanitiser • Provide hygiene standards promotional poster and signage throughout the clubhouse • Use disposable paper towels in handwashing facilities <p>Keep facilities and equipment clean:</p> <ul style="list-style-type: none"> • Daily cleaning throughout the clubhouse • Identify high-contact touch points for more regular cleaning (e.g. door handles, grab rails, vending machines) • Frequent cleaning of work areas and equipment between use • Provide more waste facilities • Follow Public Health England guidance if a Covid-19 case is reported at the facility <p>Maintaining social distancing and avoiding congestion</p> <ul style="list-style-type: none"> • Provide signage so people can find their destination quickly • Review how people walk through the clubhouse and adjust this to reduce congestion and contact between users • Regulate the entry to the clubhouse to avoid overcrowding • Apply two-metre markings where possible to the clubhouse entrance/toilets/and the queue to the café serving hatch • One-way arrow markings to help foot traffic flow management • Single-use doorways to avoid congestion i.e. one-way only entrances/exits • Single/limited use of toilet facilities to avoid congestion in confined spaces 	<ul style="list-style-type: none"> • Hourly check process (sanitiser, soap and paper towels and handwashing stations) • Daily stock check (sanitiser, soap and paper towels) • Daily check (promotion posters and signage) • Train all workers on new protocols and the important of good hygiene <ul style="list-style-type: none"> • Weekly stock check (cleaning products) • Empty waste facilities regularly • Train all workers on Public Health England guidance for reported Covid-19 cases <ul style="list-style-type: none"> • Monitor effectiveness, especially at peak times • Train workers to promote compliance to facility users • Train workers to report / deal with issues of non-compliance • Daily check (promotion posters and signage) 	<p>To be completed by Leisure United operating at the Ford Quarry Hub</p> <p>To be completed by Leisure United operating at the Ford Quarry Hub</p> <p>Signage and functional operations to be guided by Leisure UNited. WFC to complete training with volunteers and to provide appropriate levels of volunteers</p>	<p>Please see timescales submitted by host venue on additional RA</p> <p>Please see timescales submitted by host venue on additional RA</p> <p>Leisure United to complete all operational elements before their reopening. WFC to complete training 1 week before first home game.</p>	<p>Week prior to the start of the new season. (New season date TBC)</p> <p>Week prior to the start of the new season. (New season date TBC)</p> <p>Week prior to the start of the new season. (New season date TBC)</p>

APPENDIX B

These Medical guidelines will follow on from [The FA First Aid Guidance](#) published as part of the Covid-19 club guidance.

GUIDANCE PER NLS STEP

Please remember: It can never be certain that a player does not have Covid-19, even in absence of symptoms. The following guidance is based on risk mitigation, and the assumption that someone could be infected during all medical care provision.

Step 1 Clubs

Clubs within the NLS at Step 1 follow the English Football League and thus all guidance is contained in their return to training⁴ document as well as The FA advised pitch side emergency care and personal protective equipment: a framework for elite sport during the Covid-19 pandemic² are the documents that HCPs working in this Step should follow without exception.

Biosecurity measures to be implemented will be a club based medical decision and information on pre-training screening are displayed in Table 1 and discussed further in the elite sport framework².

Social distancing guidance as advised by the government should be adhered to at all time unless a medical incident requires a breach of that guidance. Medical action plans should reflect changes in the current environment of Covid-19 and medical records should detail pre-training health checks.

Step 2 Clubs not in Play-Offs.

Clubs within Step 2 will have a variety of HCPs working across the club setting. All HCPs should abide by the guidance as depicted in this document, as advised by the Government and the elite sport framework². First aiders within the club setting should follow the guidance set out in the Return to Grassroots Football¹.

Pre-training screening should be conducted before players enter the training environment where possible and before contact with other players or staff.

Social distancing guidance as advised by the government should be adhered to at all times unless a medical incident requires a breach of that guidance. Medical action plans should reflect changes in the current environment of Covid-19 and medical records should detail pretraining health checks.

Step 3 Clubs

Clubs within Step 3 will have some HCPs working within the club setting but will mainly utilise club first aiders. Of those clubs who have HCPs they should abide by the guidance as depicted in this document, as advised by the Government and the elite sport framework². The level of club is irrespective, the HCP must abide by the guidance for health care professionals. First aiders within the club setting should follow the guidance set out in the Return to Grassroots Football¹ as a minimum and ensure EAPs reflect the current Covid-19 circumstances.

Pre-training screening should be conducted before players enter the training environment where possible and before contact with other players and staff.

Social-distancing guidance as advised by the government should be adhered to at all time unless a medical incident requires a breach of that guidance. First aid health records should detail pretraining health checks.

Step 4 Clubs

Clubs within Step 4 will mainly utilise club first aiders. Of those clubs who have any HCPs they should abide by the guidance as depicted in this document, as advised by the Government and the elite sport framework². The level of club is irrespective, the HCP must abide by the guidance for health care professionals. First aiders with the club setting should follow the guidance set out in the Return to Grassroots Football¹ as a minimum and ensure EAPs reflect the current Covid-19 circumstances.

APPENDIX B (CONTINUED)

Pre-training screening should be conducted before players enter the training environment where possible and before contact with other players and staff.

Social distancing guidance as advised by the government should be adhered to at all times unless a medical incident requires a breach of that guidance. First aid health records should detail pretraining health checks.

Step 5 and 6 Clubs

Clubs within Steps 5 and 6 may have designated club first aiders or may have coaching staff/volunteers taking on the responsibility for first aid provision. First aiders or those acting in a first aid capacity with the club setting should follow the guidance set out in the Return to Grass Roots Football¹ as a minimum ensure EAPs reflect the current Covid-19 circumstances. It is imperative that all who may take on this role have knowledge of the EAP, PPE requirements and are updated on the changes to first aid during this period.

Pre-training screening should be conducted before players enter the training environment and where possible before contact with other players and staff.

Social distancing guidance as advised by the government should be adhered to at all times unless a medical incident requires a breach of that guidance. First aid health records should detail pretraining health checks.



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

The Football Association
Wembley Stadium
London HA9 0WS
T: +44 (0)800 169 1863
F: +44 (0)800 169 1864
W: TheFA.com