

SCOTTISH FA

PHASE 3

MATCHDAY PROTOCOLS

ADULTS (AGED 18+)

12 SEPTEMBER 2020



PHASE THREE / UPDATE / SCOTTISH FA RETURN TO MATCHDAY ACTIVITY – PLAN & PREPARE

M

MEMBERSHIP

Take time to plan with your club and groups about the return to matchday activity and make sure you include everyone in the decision making process. Only restart match activity when it is safe to do so.



A

AFFILIATED

Ensure all your players and team officials are registered with the appropriate Affiliated National Association, and that you have acquired the necessary PERMIT from your Local League or Association.



T

TEAM TALK

Make sure everyone in your club knows the processes and what is required to keep everyone safe. Ensure all visiting teams are aware of your matchday protocols.



C

COVID COORDINATOR/OFFICER

Clubs with more than one team must have a COVID Coordinator and every team must have a COVID Officer who has completed the online training found [HERE](#)



H

HEALTH & WELLBEING

Follow all COVID-19 protocols, including local restrictions and guidance as outlined by the Scottish Government. Ensure an accurate register, including contact details, is kept for every match.



E

EMPHASISE

Please emphasise the importance of respecting the rules on and off the pitch. Focus on the enjoyment of getting back to playing matches; not just on results. Let's work together to ensure everyone plays their part.



S

SAFE

Keep everyone safe by reminding all matchday attendees of the importance of physical distancing off the pitch, playing bubbles and clear guidance on what changing/toilet facilities will be available.



Before taking part in any match day activity, please ensure you are aware of all guidance on the Return to Football Hub: scotfa.co/ReturnToFootball



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INTRODUCTION

- This guidance applies to all Scottish FA National Affiliated Associations leagues and clubs and is in accordance with the Scottish Government 'Phase Three' guidelines published on Thursday 20 August 2020 for implementation from **Saturday 12 September**.
- This guidance relates to **Adults aged 18 years and over**.
- This guidance applies to **OUTDOOR** activity only
- Players do not need to adhere to physical distancing whilst on the pitch, but all adult coaches must maintain 2 metre physical distancing at all times.
- During this phase and to assist with planning and communication, **all participants must observe 2 metre physical distancing off pitch and around the venue**.
- Due to the size and scale of football we encourage clubs where possible to play more localised games. We are aware that due to the diversity of communities across Scotland, this will not always be possible with clubs based in rural settings often having to travel further to play matches. We therefore would encourage all clubs, ANA's and league bodies to adopt a common sense approach at all times, reducing risk to everyone involved.
- It is a club's responsibility to follow all appropriate guidelines applicable to them to enable the return to matchplay in a safe manner.
- Clubs must visit and understand all relevant guidance available on the [Scottish FA 'Return to Football Hub'](#).

MATCHDAY ZONES – ADULT

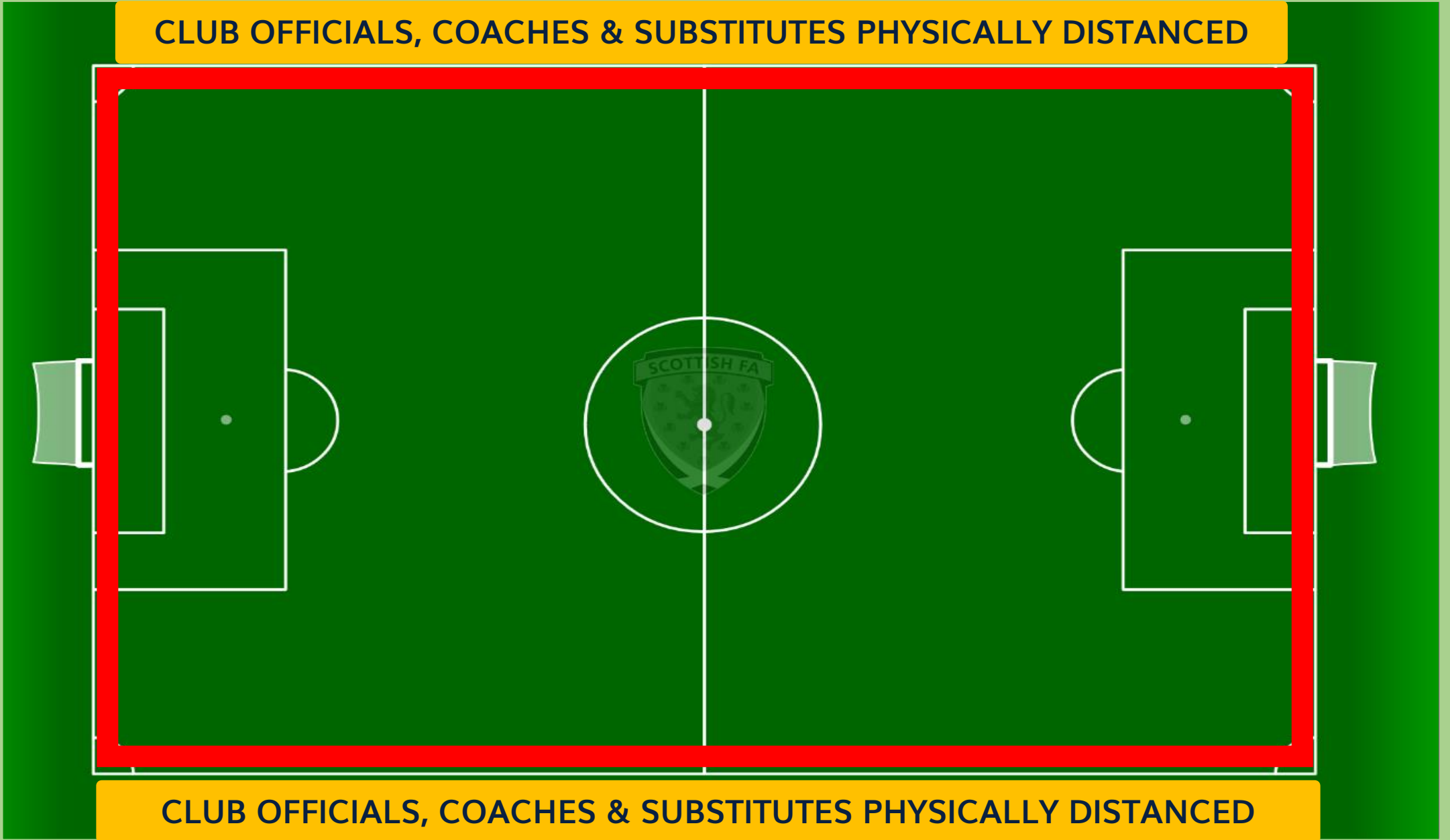
- To allow games to be played in a safe and welcoming environment, we require all facility providers, clubs, spectators and members to adhere to the following matchday zones.
- **Red Zone** - this is the competition 'bubble' and refers to the area that only players and match officials can enter. The only exemption to this is the administration of first aid from the relevant club official.
- **Amber Zone** - this 'bubble' should be used by the coaches, officials and substitutes. This should be a minimum of 2 metres from the red zone and all persons in this zone MUST remain physically distant.
- **Green Zone** - this 'bubble' is for access to the pitch and should be a minimum of 4 metres from the Red Zone (i.e. the pitch). Again, all persons in this zone MUST remain physically distant.
- The following diagrams show recommended good practice.
- It is the responsibility of everyone to follow the facility protocols and ensure that games can be played.

***At this stage, spectators are not permitted to attend and it is the clubs responsibility to communicate this to relevant fans and the wider community.**

MATCHDAY ZONES

PLAYER - COACH - ACCESS

CLUB OFFICIALS, COACHES & SUBSTITUTES PHYSICALLY DISTANCED



CLUB OFFICIALS, COACHES & SUBSTITUTES PHYSICALLY DISTANCED

MATCHDAY ZONES – EXAMPLE A

RED Zone

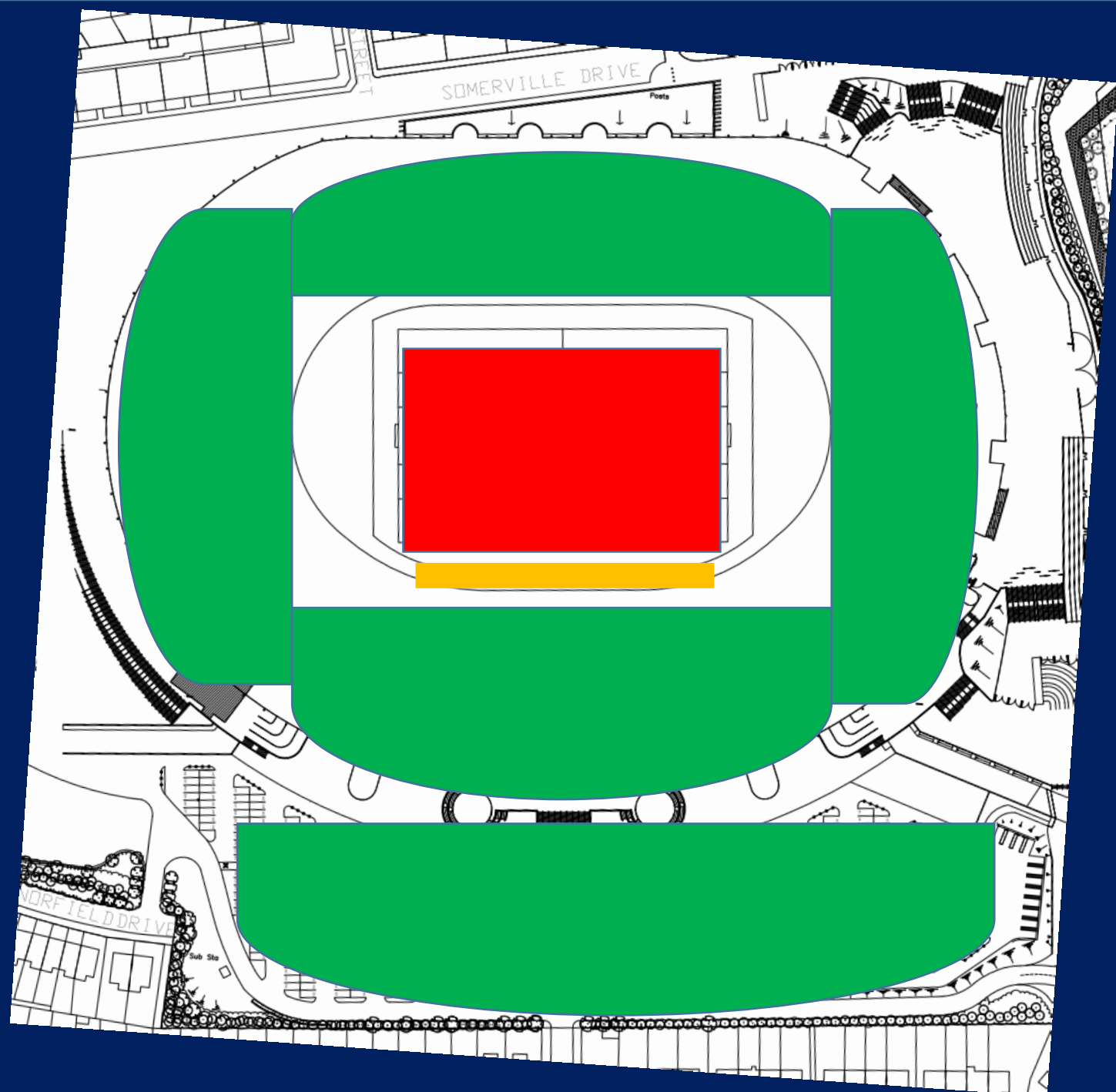
- Strictly players & match officials only.

AMBER Zone

- Substitutes, match officials & coaching staff only.

GREEN Zone

- Access/car park.



MATCHDAY ZONES – EXAMPLE B

RED Zone

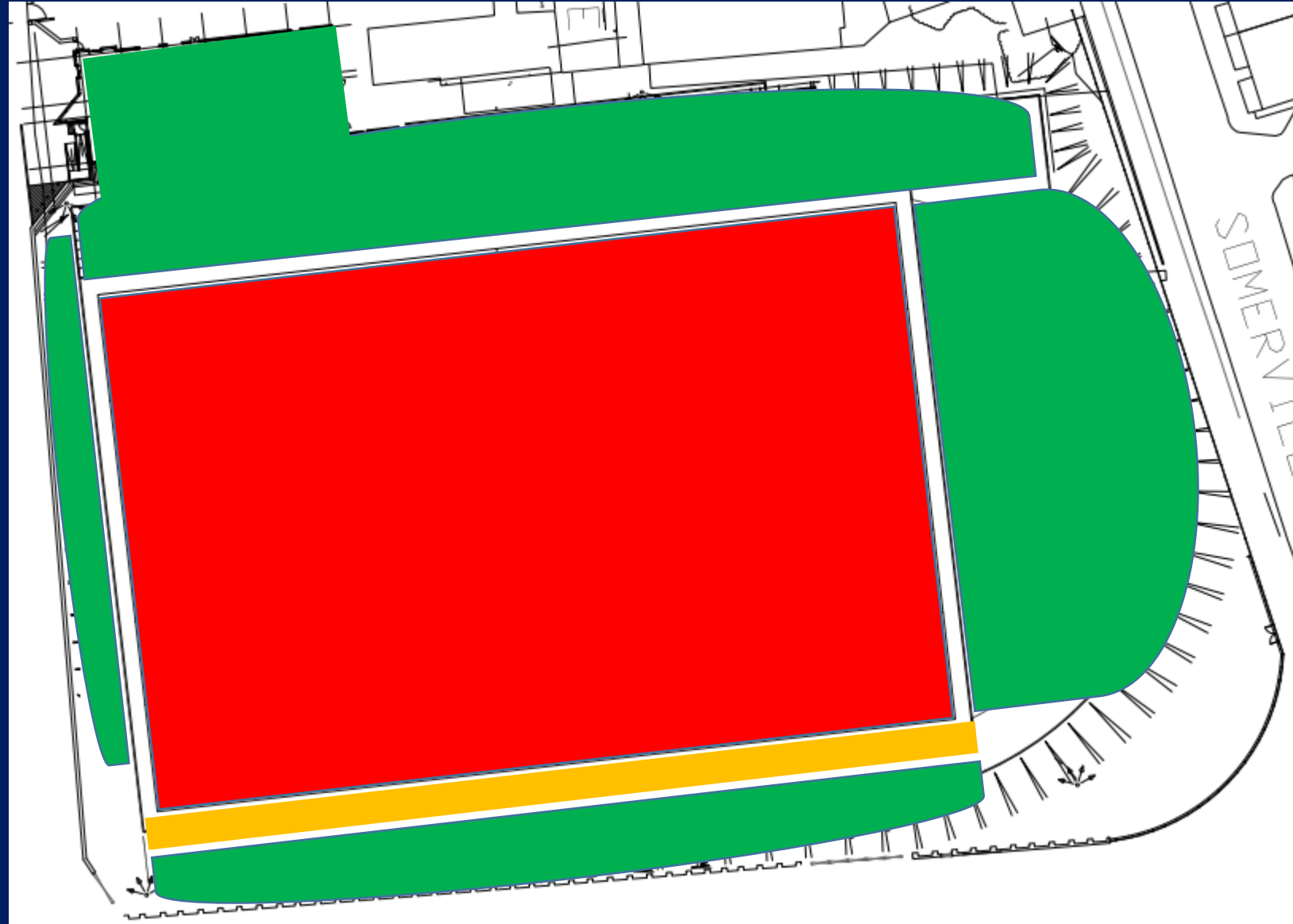
- Strictly players & match officials only.

AMBER Zone

- Substitutes, match officials & coaching staff only.

GREEN Zone

- Access/car park.



PLAYER PATHWAY - THE GAME IN NUMBERS

Game Format	11 v 11
Maximum numbers on/around the pitch	Red zone = 26 22 players + max 4* Match Officials
Maximum numbers on/around the pitch	Red + Amber zones = 52 Team A - 11 players + 9 subs* + 4 coaches = 24 Team B - 11 players + 9 subs* + 4 coaches = 24 + Match Officials = max 4* *The total numbers of substitutes and officials will be dependent on individual ANA or League Association rules/guidelines
Maximum numbers on/around the pitch	Green zone – spectators are not permitted

TRAVEL GUIDELINES

- Clubs must play games as locally as possible. However, we are aware that due to the diversity of communities across Scotland, this will not always be possible with clubs based in rural settings often having to travel further to play matches. Therefore, we would encourage all clubs, ANA's and league bodies to adopt a common sense approach at all times, reducing risk to everyone involved.
- Players should travel to matches by, foot, bike or car wherever possible. These remain the preferred method of travel and the lowest transmission risk.
- Current Scottish Government advice recommends that if travelling by car you should only travel with members of your own, or extended, household. We recognise that there may be occasions when there is no alternative but to travel with people out with your household. In these circumstances please follow these guidelines:<https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/#section-63888>
- If a club has access to a bus or coach this can be used providing all rules that apply to public transport are implemented, i.e. the use of face masks and maintaining 2m physical distance.
- Ensure you remain up to date with any travel advice or restrictions posted on the Scottish Government's website: <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/getting-around/>
- It is a club's responsibility to follow all appropriate guidelines to enable the return to match play in a safe manner. Clubs must visit and understand all relevant guidance available on the [Scottish FA 'Return to Football Hub'](#).

ROLE OF THE FACILITY OPERATOR



FACILITY GUIDANCE / FOUR STAGE PLAN / PHASE THREE

PLAN

1

Considerations to ensure you are prepared for the opening of your facility



CHECKLIST

Consider sportscotland 'Getting Your Facilities Fit for Sport' checklist



DEVELOP

Develop a facility 'Reinstatement Plan'



RISK ASSESSMENT

Ensure that risk assessments are completed based on Scottish Government guidance



IDENTIFY

Identify a Facility Covid Co-ordinator from your club's current pool of members



PARTICIPANT ATTENDANCE

Put measures in place to record participant attendance



CONSIDER

Consider programme of booking. Ensure social distancing requirements are met including participant entry and exit of facility

PREPARE

2

Actions to prepare your facility prior to any sport or physical activity



FACILITY ESSENTIALS

Pay consideration to water, gas, electricity, insurance, alarm system and other essentials



CLEANING

Ensure a cleansing plan is in place prior to opening



HYGIENE, HEALTH & SAFETY

Ensure all hand sanitising measures are in place



SOCIAL DISTANCING

Ensure all requirements are met



INFORM

Ensure all hygiene and social distance procedures are communicated with all participants and workforce/volunteers

PROTECT

3

Actions to protect the safety of participants while your facility is open



MAXIMUM NUMBERS

Adhere to these strictly. They are set to protect



PITCH LAYOUTS

Apply these and implement 'bubbles' where advised



MATCHDAY ZONES

Ensure players, coaches, parents/spectators understand all zones and why these are important



FACILITY RULES

Understand and communicate these across your club



IMPLEMENTATION

Continue to follow all COVID-related guidance

REVIEW

4

Review and update your plans regularly once your facility is open and operating



CHECK & AMEND

Review EVERY policy and process. Change anything that's not working as planned



UP TO DATE

Be aware of changing Scot Gov guidance and how this affects your facility-numbers, contact/non-contact, indoor/outdoor



CHANGING ROOMS

Due to Scottish Gov restrictions use will be limited. Any exemption must be authorised by relevant league association/ANA. There will be NO shower facilities at this stage



SPECTATORS Are not permitted at this stage

Follow all spectator related guidance closely when this is released



FOOTBALL-SPECIFIC GUIDANCE

Revisit the Return to Football Hub: to stay across all updates

scotfa.co/returntofootball



OWNER/OPERATOR CHECKLIST

- All facility owners and operators must familiarise themselves with the guidance that is freely available via the dedicated section on the **sportscotland** website:<https://sportscotland.org.uk/COVID/getting-your-facilities-fit-for-sport/>
- Together with general facility guidance, there are specific operational guides for both indoor and outdoor environments and links to further resources. This comprehensive suite of documents contains important information on the various steps and measures to be implemented to ensure a safe return for all football activities. The individual documents can be found at the following links:
- Getting Your Facilities Fit For Sport:https://sportscotland.org.uk/media/6012/getting_your_facilities_fit_for_sport_aug_2020.pdf
- Getting Your Facilities Fit For Sport – Resources:<https://sportscotland.org.uk/COVID/getting-your-facilities-fit-for-sport-resources/>
- Getting Your Facilities Fit For Sport - Operational Guide - Sports Courts & Pitches:https://sportscotland.org.uk/media/6009/sports_courts_pitches_gyfffs_info_sheet.pdf
- Getting Your Facilities Fit For Sport - Operational Guide - Sports Halls:
https://sportscotland.org.uk/media/6010/sports_halls_gyfffs_info_sheet.pdf)

IF YOU OWN/OPERATE A FACILITY

- If you own or operate your own facility, you must ensure that all users are aware of and adhere to your protocols.
- Please ensure that you share your protocols with all users and ensure that the facility has clear and suitable signage.
- Owners/Operators must be aware of all facility criteria with regards football competitions and leagues and ensure that your facility is compliant, before confirming a booking with a club.
- Please ensure that your bookings are timed accordingly to avoid any 'bottlenecks' or excessive numbers of adults and children between games.

IF YOU HIRE OR LEASE A FACILITY

- If you hire or lease a facility, you must ensure that all of your users are aware of and adhere to the facility protocols.
- Please ensure that you share these protocols with all of your users and ensure that you follow facility signage.
- You must be aware of all facility criteria with regards football competitions and leagues and ensure that your facility is compliant, before confirming a booking.
- Please ensure that your bookings are timed accordingly to avoid any 'bottlenecks' or excessive numbers players between games.

CHANGING AREAS



CHANGING AREAS

- At this stage due to Scottish Government COVID-19 restrictions the use of changing areas will be limited. Any exemption for the use of changing areas must be authorised by the relevant league association or ANA and further information will be provided.
- There will be NO shower facilities at this stage.
- We are working with the relevant stakeholders to provide further guidance and we will update the Return to Football hub in due course.
- The use of any changing areas would need to comply with Scottish Government COVID-19 regulations i.e. 2 metre physical distancing at all times, mandatory use of face masks and high hygiene levels.
- At this stage for friendly matches the recommendation would be all players and officials should arrive ready for football, participate in the game and then depart the facility.
- All facility owners and operators must familiarise themselves with the guidance that is freely available via the dedicated section on the **sportscotland** website:
<https://sportscotland.org.uk/COVID/getting-your-facilities-fit-for-sport/>

ROLE OF THE CLUB



PLAN & PREPARE

- Ensure your club and ALL players and officials are registered with your Affiliated National Association.
- Clubs must appoint a [COVID Co-ordinator](#) to ensure all 'best practice' guidance is followed by all members - players, coaches and club volunteers alike – promoting a safe & confident return to match activity.
- Each **team** must appoint a COVID Officer to ensure all 'best practice' guidance is followed by all team members - players, coaches and club volunteers alike – promoting a safe & confident return to match activity.
- Coaches are responsible for the safety of the players and should be fully aware of their own club's policies and those of any venue(s)
- Online payments for sessions should be taken if possible. If not, alternative measures should be put in place. Where possible avoid handling cash.
- Ensure all officials have completed all relevant and appropriate appointment and selection procedures (including PVG)
- Ensure there are sufficient first aid-qualified officials and adequate first aid provision at all match sessions.
- Communicate with all members to ensure they feel safe and ready to return to match play
- Complete risk assessments for return to match play
- Liaise with your insurers to check that you're covered for all activity.
- Communicate with coaches and players to ensure they understand the new procedures to keep everyone safe.

TEST AND PROTECT

- If you have COVID symptoms, contact the NHS to arrange to be tested at 0800 028 2816 or www.nhsinform.scot
- If someone who has attended your club activity develops symptoms of COVID, they should be directed to follow the Scottish Government's 'test and protect' guidelines, which can be read on the nhsinform.scot website
- Ensure an accurate register, including contact details, is kept for EVERY session. This register should be held by both the appropriate COVID Co-ordinator and session lead coach for the duration of lockdown.
- Ensure all club members are aware of who their relevant COVID Co-ordinator is, should they have to pass on their details to a member of the NHS Scotland Test & Protect team.
- Ensure every club involved in any match day activity have the contact details for their opposing teams COVID Officer for the purposes of sharing details.
- It is not the responsibility of the football club to inform members if someone at the club has tested positive for COVID. This will be done by the NHS Scotland Test & Protect team. An individual's right to privacy must be observed.
- The football club will be expected to be able to pass on contact details of all attendees should they be asked by a member of the NHS Scotland Test & Protect team.
- Data protection guidance should be followed at all times and personal details not held for any longer than is necessary.

HEALTH & HYGIENE

IMPORTANT: Remind all members of the following protocols:

- Scottish Government advice remains that anyone with symptoms of COVID should self-isolate for 10 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.
- Outside your organised match activity, 2 metre physical distancing must be adhered to by EVERYONE at ALL times.
- Face masks are mandatory indoors, unless there is a reasonable excuse as defined by the legislation.
- First aid protocols can be found at [HERE](#).
- Further information can also be found at the following websites:
 - HSE: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>
 - St Johns Ambulance: <https://www.sja.org.uk/get-advice/first-aid-advice/COVID-advice-for-first-aiders/>
- If you need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue in an appropriate bin at the venue or place in a plastic bag and take home. Wash your hands afterwards for a minimum of 20 seconds.
- Avoid touching your face and ensure you clean your hands when you finish participating.
- Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should confirm to EN14476 standards.

ROLE OF COVID CO-ORDINATOR

This person should:

- Follow the role profile as outlined here – [COVID Coordinator](#).
- Be familiar with Scottish Government and Scottish FA guidelines in relation to COVID, and be guided by them at all times.
- Be a registered club official.
- Encourage everyone involved with the club to take collective responsibility and ensure all guidelines are adhered to.
- Ensure each club team has an appointed COVID Officer.
- The COVID Coordinator will retain all session registers for their allocated groups and act as first point of contact for NHS Scotland Test & Protect staff in the event of any reported positive tests.
- In addition, all Team COVID Officers must retain a copy of the register for every session they lead as back-up in the event of any admin issue.
- Liaise with and support each team COVID Officer to ensure they are aware of and adhere to club & Scottish FA Return to match activity Guidelines.
- MUST attend sportscotland COVID Officer training: https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#

ROLE OF THE COACH



PRE-MATCH

- Where possible, come to the football club or facility on foot or by bicycle and avoid using public transport.
- Come dressed in your coaching kit as changing rooms may be closed.
- Bring your own water bottle clearly marked to ensure no sharing.
- Coaches / COVID Officers must maintain accurate registers of players, times and dates. These should be shared with the appropriate COVID Coordinator to allow contact tracing if required.
- Individuals from high risk groups should self-assess whether they should attend match day sessions. Consult your doctor for advice if you are unsure.
- Arrive in time to ensure that all preparation measure are completed for when players arrive.
- Set up a designated 'Hygiene Station' and 'Players Area' for your players.
- Clearly communicate the rules relating to match play to all players involved in advance.
- Remind players of all pre and post game 'etiquette' - e.g. no handshakes, high fives etc. Instead players can adopt elbow or fist bumps as signs of sportsmanship.
- The above also applies at the point substitutions are being made.

DURING MATCHDAY

- It is important that we don't push players too hard, increasing the risk of injury.
- Goalkeepers - please see the Scottish FA's COVID Goalkeeper guidelines [HERE](#).
- Players should stay well hydrated at all times drinking plenty of water with regular small sips from their *own* bottle.
- Spitting is not allowed.
- Although 'physical fitness' is something that may have decreased during this break, we should still keep our main focus on technical and tactical development.
- Ensure players touch or share as few items of equipment as possible.
- During matches, please encourage all individuals at pitch-side to remain physically distant where at all possible.
- Please remind players to remain physically distanced from match officials.
- Always follow club guidance from, for example, other coaches, COVID Coordinator/Officer or committee members. Stay with your own group when several groups are active at the same time.

POST-MATCH

- Once all players have left the facility safely, please also leave promptly.
- Clean and wipe down your equipment, including any goals used, before and after match day.
- Ensure you take all personal belongings and equipment with you at the end of the activity.
- Do not leave anything at the venue/facility.
- Remind and manage your players, to maintain 2 metre physical distancing at ALL times out-with your organised matches. This applies when not on the pitch immediately before and after the session and whilst within the confines of the facility being used.

ROLE OF THE PLAYER



PRE-MATCH

- If you are feeling unwell, contact the relevant official at your club and don't attend on a matchday.
- Wash your hands regularly with soap and water for 20 seconds, including just before you leave home on a match day.
- Come ready to take part in match day:
 - Have clean match day kit on
 - Bring a water bottle that is clearly identifiable as yours - you may want to add your name or initials
 - Bring your own hand sanitiser.
- Put your belongings in your designated 'Players Area' (if applicable).
- Do not enter the pitch before you are asked to do so by your coach or another club official.
- Use only your own equipment where at all possible.
- If you have any questions or concerns about going back to play matches, please raise these with official of you club.
- You must maintain 2 metre physical distancing from everybody before and after a match.

DURING MATCHDAY

- Do not touch equipment that is not yours. This includes goalposts, cones, markers, poles, hurdles or any other equipment that is used for match day.
- Goalkeepers – please see the Scottish FA's COVID Goalkeeper guidelines [HERE](#).
- If you need to sneeze or cough, do so into a tissue or your elbow and then wash your hands at the hygiene station provided.
- When asked to do so, wash your hands using the 'Hygiene Station' provided.

POST-MATCH

- Follow instructions from your coach to leave your match day session quickly once you are finished
- Please limit your attendance at the football club and only attend for arranged match day sessions.
- Apply hand sanitizer.
- Ensure you take all personal belongings and equipment with you at the end of match day and do not leave anything at the venue/facility.
- You must to maintain 2 metre physical distancing from everybody before and after your match day session.

MATCHDAY RUNNING ORDER



MATCHDAY RUNNING ORDER

Before matchday:

Home COVID Officer/Club Official to contact the opposition club official in line with ANA/League Association prior to the game and discuss:

- Arrival areas & Car Parking.
- Pitch Set Up (including the 2m zone round the pitch).
- Changing room set-up's (if applicable).
- Warm up areas.
- Explain signage to limit people congregating.

Matchday – on arrival:

- Players/Officials should stay in the car/bus until instructed to move to agreed area.
- All Players/Officials should physically distance on route to agreed areas
- All players must then follow the changing area guidance.
- Once changed all players should move (2m physical distancing) to the designated warm up area.
- All other team official then move to (AMBER zone) physically distanced by at least 2m off the park.
- Players & Team Officials are reminded that they should remain 2m from the Match Officials during communications.

MATCHDAY RUNNING ORDER

Matchday - Warm Up:

- Players from each side should enter the **RED** ZONE to commence the warm up.
- At this stage both sides should remain in their bubble.
- Match Officials will warm up in the agreed warm up area.

Matchday - Half Time:

- Only the 3 Team Officials from each side should enter the field of play with those participating players.
- Players and Team Officials should remain 2m apart during the half time team talk.

Matchday - Full Time:

- Teams should return to agreed half of the park.
- All players and team officials should then physically distance.
- Away team leaves the pitch first maintaining physical distance.
- Home team then leave the pitch maintaining physical distance.
- Officials are last to leave the pitch.
- Teams follow the changing area protocols and leave the facilities as quickly as possible.

PLAYER PATHWAY STAGE – GUIDANCE 11 v 11

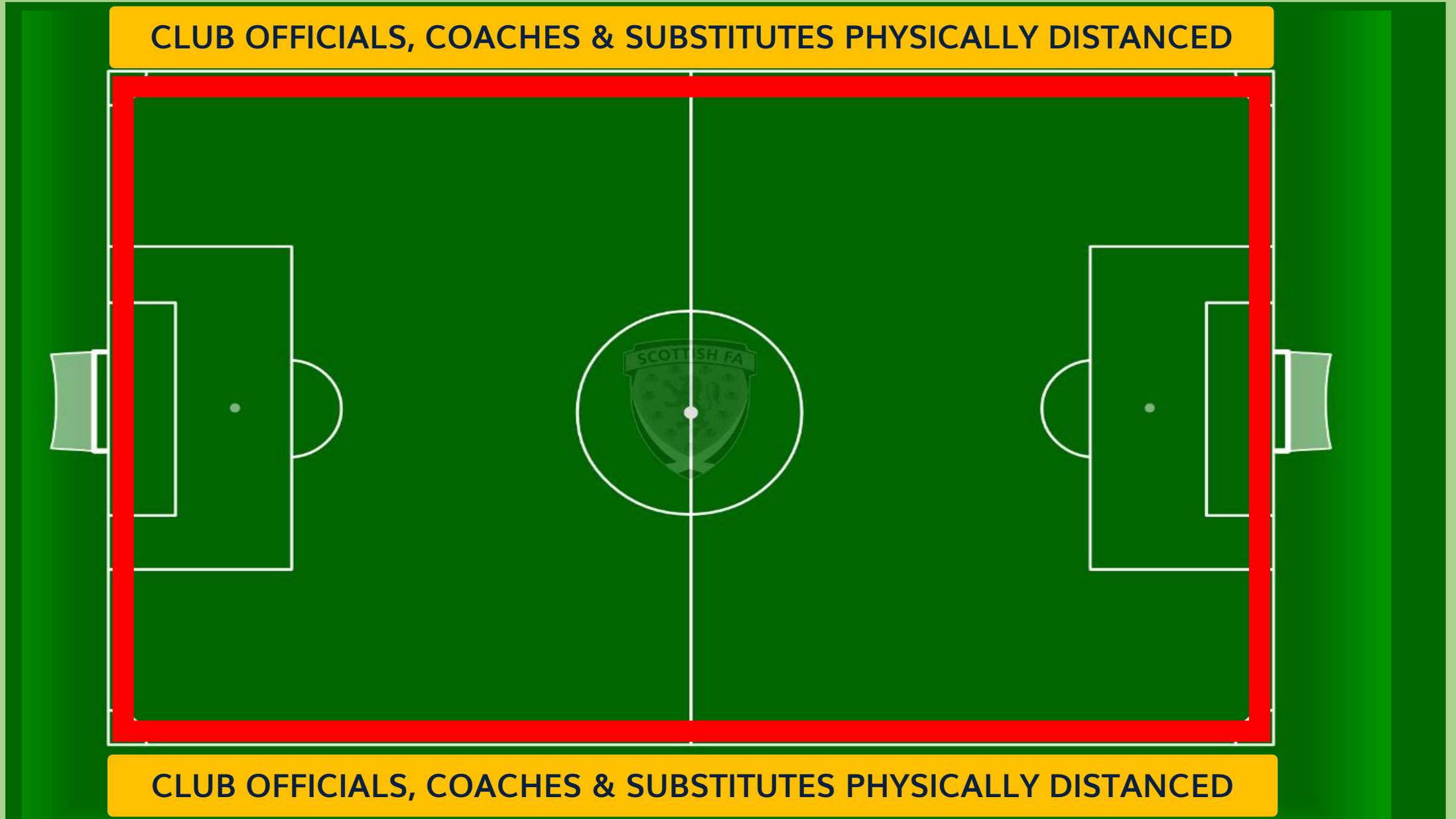


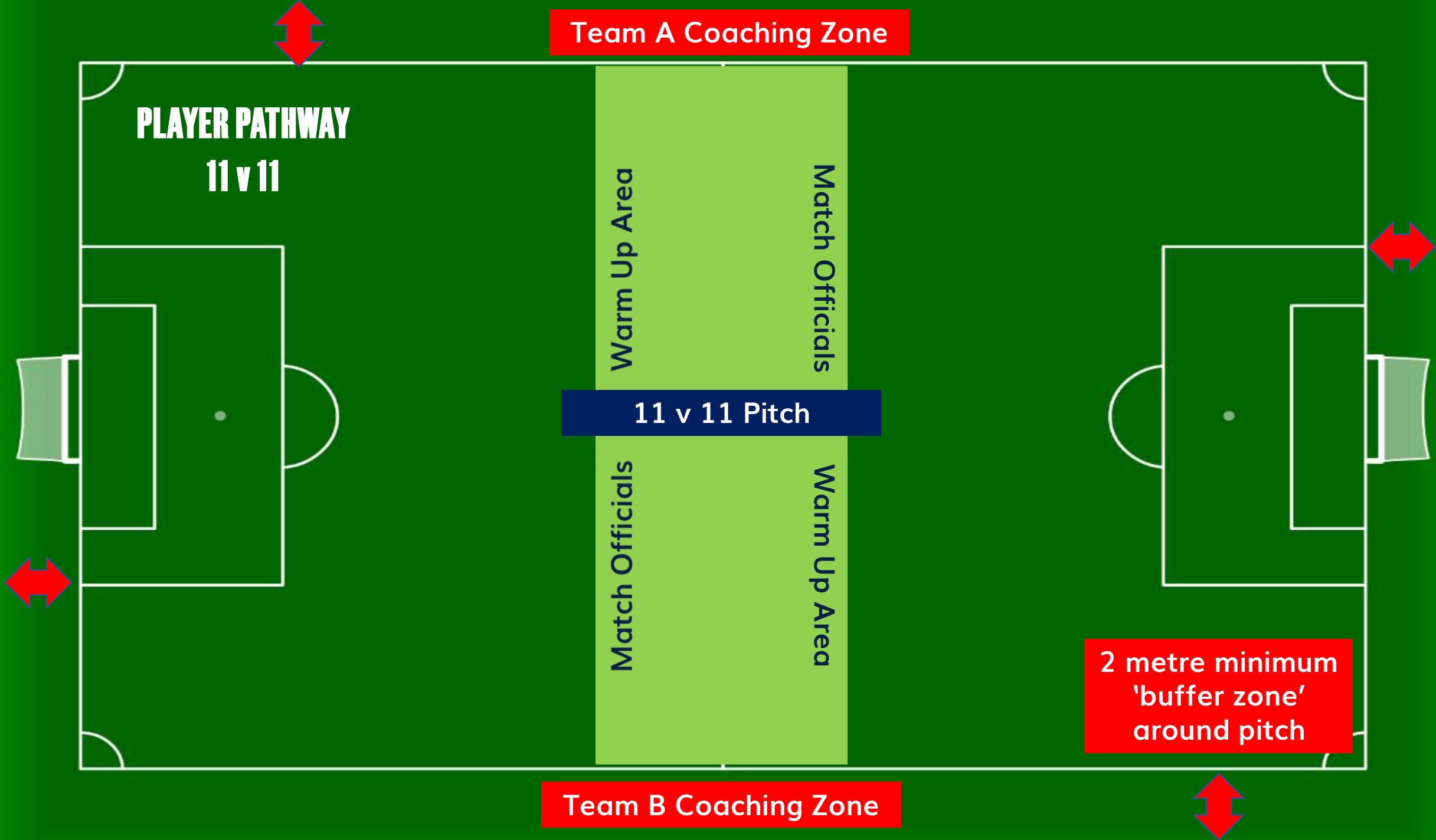
MATCHDAY ZONES - ADULT

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MATCHDAY ZONES
PLAYER – COACH – ACCESS



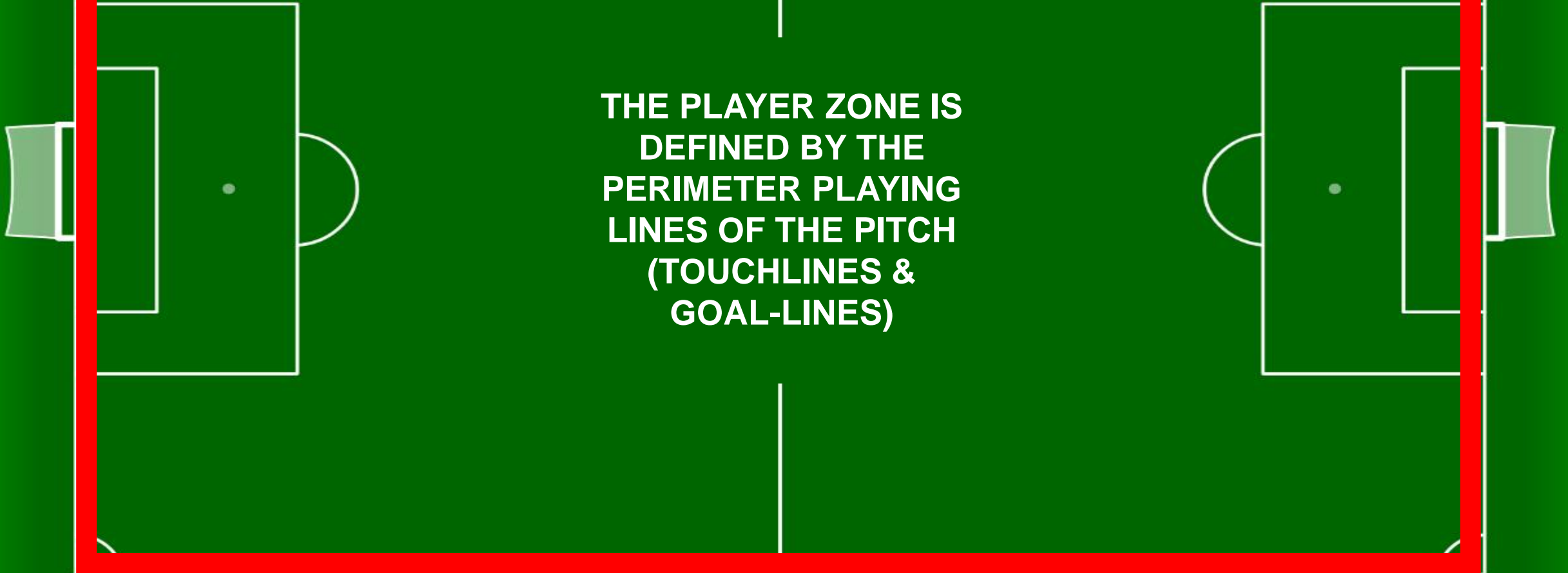


MATCHDAY ZONES

11 v 11

PLAYER

**THE PLAYER ZONE IS
DEFINED BY THE
PERIMETER PLAYING
LINES OF THE PITCH
(TOUCHLINES &
GOAL-LINES)**



CLUB OFFICIALS, COACHES & SUBSTITUTES PHYSICALLY DISTANCED

MATCHDAY ZONES

11 v 11

**OFFICIALS, COACHES &
SUBSTITUTES**

TO PROMOTE PHYSICAL DISTANCING,
OFFICIALS, COACHES & SUBSTITUTES
COULD TAKE THEIR POSITIONS ON
OPPOSITE TOUCHLINES. THIS
INCLUDES THOSE VENUES WHERE THE
TECHNICAL AREAS ARE NORMALLY
ADJACENT TO EACH OTHER ON THE
SAME TOUCHLINE

CLUB OFFICIALS, COACHES & SUBSTITUTES PHYSICALLY DISTANCED

MATCHDAY ZONES

11 v 11

ACCESS

**PLEASE REMAIN
PHYSICALLY DISTANT
ENTERING AND
LEAVING THE
FACILITY**





Visit: scotfa.co/ReturnToFootball