COVID-19

HCS STADIUM MATCH DAY MITIGATION PROTOCOLS

**COVID-19 MATCH DAY MITIGATION PROTOCOLS |** 15 JUNE 2020 P

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## OVERVIEW

Horfall Community Stadium (the stadium) recognises that health and safety is the responsibility of everyone. Management will ensure this **COVID-19 Match Day Mitigation Protocol document** and COVID-19 Policy, any associated documents are fully implemented, managed and monitored. Employees and those visiting the stadium have specific responsibilities to take reasonable care of themselves and others who could be at risk by their activities, and to co- operate with management in achieving the required standards in conjunction with the COVID-19 policy arrangement and protocols set out within this document.

This document now prepares all players, football staff and match day personnel for stage 3 (return to domestic competition).

The following protocols and arrangements apply to all players, staff members, board members, supporters, visitors, contractors, emergency services, service partners, media and officials, including employees of visiting clubs who attend the stadium on match days.

**Whilst the COVID-19 policy and this document are non-contractual, failure to adhere to the terms may lead to disciplinary action or expulsion from the stadium.**

## GENERAL HYGIENE ADVICE FOR ALL

Good levels of personal hygiene and social distancing methods are the best forms of defense with regards to COVID-19. These include:

* washing hands with warm soapy water frequently for at least 20 seconds
* use of antibacterial gel
* catching coughs and sneezes in a tissue and disposing of the tissue responsibly
* social distancing by keeping a minimum of 2 metres apart unless otherwise directed
* reporting as soon as possible to the club medical staff or management if you, or a member of your family, are suffering from symptoms of COVID-19, these include:
  1. a high temperature – this means you feel hot to touch on your chest or back (you do not necessarily need to measure your temperature)
  2. a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  3. a loss of taste or smell

If you are suffering from / showing symptoms of COVID-19 whilst at home, you must remain at home and report in via telephone to the club medical staff or management.



## INTRODUCTION

The purpose of this document is to provide a framework for protocols and safe system of work with regards to match day delivery at the stadium. The document will be sent to all personnel in attendance of that fixture no later than 72 hours before each match and will cover the following areas:



|  |  |
| --- | --- |
| **1. MATCH DAY PROTOCOL**   * Staff references * Health * Advice on travelling to the DW * Car parking * Welfare * Illness / first aid * Briefing and education | **2. VENUE OPERATIONS AND CONTROL**   * COVID-19 risk assessment and policy * Stadium zoning * Access and egress for all * Accreditation system * Cleared individuals |
| **3. SECURITY OPERATION / HEALTH AND SAFETY**   * Partnerships * Safety and security * Management of perimeter and zone ex * PPE * Medical assistance * Communications | **4. MATCH PROCEDURES**   * Facilities and dressing rooms * Transport of kit and players * Match day schedule – teams and officials |
| **5. BROADCASTERS AND MEDIA**   * Accreditation * Arrivals * Media operations and communication | **6. DECLARATION** |

# MATCH DAY PROTOCOL

#### Staff references

References to individuals collectively referred to as ‘players and football staff’ include;

* players; and Football staff
* club employees, consultants and contractors essential for the performance of training (including coaches, doctors, analysts, physios, sports scientists and other members of the club’s medical team, but not including security staff, cleaners or members of the club’s catering staff).

References to ‘match day personnel’ are to individuals who are not players and football staff but who are otherwise permitted to attend the stadium at which a league match is to be played, in accordance with this matchday protocol, including:

* employees and/or or representatives of the participating clubs and/or the National League (including stewards, safety staff, crowd medical and scouts)
* match officials
* broadcaster or media representatives accredited to attend the match

#### Health

In advance of match day, stadium employees will be expected to complete and return a back-to-work health questionnaire. The questionnaire is designed to identify if the member of staff has had, has or has the potential of being infected with COVID-19.

Stadium employees who either have or potentially could have been infected with COVID-19 will be advised accordingly and asked not to attend work.

Match day personnel will complete the health questionnaire prior to entering the stadium. On entry to the facility the body temperature of the match day personnel will be taken using a thermometer. Match day personnel who are recorded as having a temperature in excess of 37.8°C will be denied entry. Appropriate medical advice will be given and if deemed necessary next of kin will be called to collect the participant. In extreme circumstances medical assistance will be provided.

Records will be kept of completed health questionnaires. GPDR regulations will be adhered to by way of holding these documents securely. The following is an example of the health questionnaire.

**COVID-19 SYMPTOM SCREENING QUESTIONNAIRE 2020**

Name

Position/Company Date

### Have you been diagnosed with COVID-19? Yes  No  If yes, have you self-isolated for 7 days and now symptom free? Yes  No 

Are you currently or have you recently experienced any of the following symptoms?:

### YES NO

New cough\*  

### Fever/temperature\*   Unusually short of breath during exercise   Loss of smell\*  

Loss of taste\*  

### Red eyes or sticky eyes (not hay fever)  

New abdominal pain or diarrhea   New blocked/runny nose (not hay fever)   New unusual fatigue with muscle and joint pains   Headache  

### \*Indicates most sensitive symptoms

Have you been in contact with anyone experiencing the above symptoms recently? Yes  No  If you have been in contact with someone with symptoms of or having being

### diagnosed with COVID 19 have you self-isolated for 14 days ? Yes  No 

Have you travelled outside of the UK after 23rd March 2020? Yes  No 

### To be completed on attendance:

Body temperature (objective fever defined as 37.8°C)

### Completed by

#### Advice on travelling to the stadium

* If you use your own vehicle to travel to work, it is important to travel on your own.
* Car sharing with other team staff members is strictly prohibited.
* If you are taken to and from work, the person taking you must remain in the vehicle. They will not be allowed into the stadium.
* It is up to you to ensure that your vehicle is kept hygienically clean and in a good state of repair.
* Ensure you sanities your hands after using fuel pumps. It is preferable to use disposable gloves.
* Try to avoid public transport. However, if public transport is used practice social distancing and wear a face covering.
* If you travel to work using a bicycle, arrangements can be made for its storage whilst on site.
* If you have concerns regarding travelling to work, please contact your manager directly before your return date.

#### Car parking

Match day personnel travelling to work via car or motorcycle will be asked to park on the car park which is situated on the east side

of the stadium via Cemetery Road. When on the car park please park leaving 2 meters or more between each vehicle. This is approximately one car park space between each vehicle. See access and egress for all on page 9 for further details on parking.

#### Welfare

* Stewards will be provided on arrival with their own high visibility jacket. Stewards will be expected to care for / launder their jacket themselves and it must be taken home at the end of the shift.

#### All match day personnel will be issued with a face covering on arrival after completing their temperature check and health questionnaire.

* Staff will be requested to provide their own food and drink. Once in the stadium, staff will not be allowed to go out to purchase food. Therefore, it is advisable to bring a packed lunch. There will be no catering provision provided at the stadium.
* The west stand concourse will be available for breaks. Adequate cleansable tables and chairs will be provided. Antibacterial wipes will be available for staff to clean tables and chairs post use.
* Please maintain social distancing and do not move the tables and chairs away from their pre-designated areas.
* Breaks will be staggered.
* Both male and female toilets will be available in this area.

#### Illness / first aid

* Match day personnel requiring first aid will be attended to by the medical team.
* Match day personnel suspected of being infected with COVID-19 whilst at the stadium will be sent home. If required, the next of kin will be called or in extreme circumstance 999 will be called.
* Adequate PPE will be made available to medical staff.
* Should any players, football staff or match day personnel develop COVID-19 symptoms while within the stadium, an isolation room has been assigned in the north west corner stand, ground floor. The isolation room will be managed by the designated crowd doctor

#### Briefing and education

* Match day personnel will be briefed prior to match day by way of this document.
* Further briefings will be provided on the day of the match via the match day safety officer to zone supervisors, who will brief their team.
* A briefing document for the day’s operation will be provided to all match day personnel.

**MEDIA**

**DUG OUT**

**BRIEFING**

**OFFICIALS**

**HOME KIT**

**LIFT**

**E GATE TESTING:**

# STADIUM OPERATIONS AND CONTROL

#### COVID-19 risk assessment

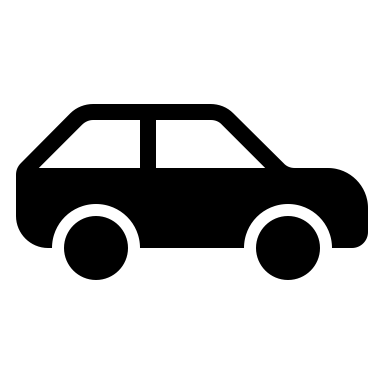
A COVID-19 match day mitigation policy has been created and will accompany this document. A COVID-19 match day risk assessment has been prepared and will be made available.

#### Stadium Zoning

EAST

**Car Park** for home players and staff only







Home Team

Entrance Gate 3

Security Entrance Gate 2

Away Team

Entrance Main gate 1

SOUTH

NORTH

WEST

Officials changing

**Coach Drop Off Point** if applicable

Away Team

Changing Room

Home Team

Changing Room

Control

Room

Press Entrance Gate 2A

**Zones**

|  |  |
| --- | --- |
| **Green zone - stadium outer Areas** | |
| Overview | The area outside the stadium where vehicle parking and access control points are located. Strict management of the stadium perimeter is required |
| Stadium areas | Stadium entrance Car parks Perimeter entrance |
| Core protocol | Medical questionnaire received  Anyone suspected of having COVID-19 to be denied entry Temperature checks on arrival  Signage throughout  Hand sanitizing points in place Staff wearing face masks |
|  | |
| **Amber zone - stadium stand and outer track** | |
| Overview | All internal areas of the stadium with the exception of the red zone. Requires rigorous management of people flow, access and egress and protocols. Signage needed throughout |
| Stadium areas | Stadium interior Concourse and stands Pitch side interview areas OB compound |
| Core protocol | Medical questionnaire received  Anyone suspected of having COVID-19 to be denied entry Temperature checks on arrival  Signage throughout  Hand sanitizing points in place Staff wearing face masks |
|  | |
| **Red zone - players and officials access corridors, changing rooms, medical rooms and dug outs** | |
| Overview | The critical area for monitoring and controlling the protocols. Match day personnel are strictly limited |
| Stadium areas | Players and match official’s area Dressing rooms  Doping control  Tunnel and technical areas Pitch  Home and visiting players route to dressing rooms and pitch side  Steaming team |
| Core protocol | Persons entering area all tested  Welfare facilities in place including hand sanitizing points. Area deep cleaned pre and post-match |

#### Access and egress for all

Vehicle routes will be as follows:

Home players, football staff and match officials

* First team players, coaching staff and officials to enter estate via Gate 3 (far gate).
* Parking on car park - postcode BD6 2NG.
* Access and egress to and from the stadium via gate 3 at the south corner and then pitch side to the changing rooms.
* Access to tunnel and pitch via usual route.

Support staff and kit team

* Enter via Cemetery Road - postcode BD6 2NG.
* Club kit van to be parked next to away team dressing room.
* Access to main stadium via through gate 1 Stadium Road.
* Team to follow designated route to changing rooms.
* Streaming and commentary team

Visiting team players and football staff

* Visiting players and football staff to use east stand changing rooms (academy room)
* Visiting team coaches to enter via Cemetery Road - postcode BD6 2NG.
* Entrance to the changing rooms via east stand Gate 1.
* Coach to be parked on Halifax Road once dropping of players equipment, players and staff arriving in cars must be pre-arranged with the club secretary in advance.
* Access and egress to and from pitch in the south west corner as sign posted.

Match day personnel

* Enter via Stadium Car park top security gates 1.
* Parking on car park nearest entry gate 1.
* Access and egress via gate 1 at the west corner.
* Health screening carried out on access.
* Proceed to designated zone following directional signage.

Media

* Enter via Cemetery Road.
* Parking in the car park – BD6 2NG.
* Outside broadcasters will be directed to the OB compound, the OB stewards will provide additional information with regards to parking to maintain social distancing.
* Access and egress via gate 1 at the west corner.
* Health screening will be carried out prior to entry.
* Proceed to press area as directed.

#### DO NOT CONGREGATE IN CAR PARKS.

**EVERY PERSON ENTERING THE STADIUM WILL COMPLETE A HEALTH SCREENING QUESTIONNAIRE AND PASS A TEMPERATURE CHECK AT THEIR DESIGNATED POINT OF ENTRY. PERSONS WITH TEMPERATURES ABOVE 37.8**°**C WILL NOT BE ALLOWED ENTRY.**

#### Accreditation system

Everyone entering the stadium will be allocated specific zone lanyards that will show the limit of areas accessible to them. Examples are as follows:

**HCS**

**HCS**

**HCS**



Temperature check

STADIUM OUTER CONCOURSE

**GREEN ZONE**



Temperature check

STADIUM STANDS

**AMBER ZONE**



Temperature check

PLAYERS ACCESS CORRIDORS, CHANGING ROOMS, MEDICAL ROOMS AND DUG OUTS

**RED ZONE**

#### Media accreditations

Media accreditations will be limited to zones green and amber:

* Media to apply for accreditation as usual, via online accreditation system. There will be a limited number of non-rights holder media on site.

Example

* Accreditation must be collected at gate 2 A.
* Strict ‘zoning’ will be in operation and will need to be made clear to media – areas that they can and cannot access. The club will provide a map of the stadium, highlighting these areas.
* The club will assign one staff member to manage the accreditation process. They will be a physical point of contact for media and therefore separated from the first team environment. The pre-match accreditation contact is Mark Leadbeater (07592 040332 – mark.leadbeater@horsfallcummunitystadium.co.uk). On match day, Calum Cullen is the dedicated press assistant and can be contacted on

#### Cleared Individuals

Media will have a different accreditation pass to the above and it will look like this:



To aid compliance with medical protocols and to reduce the risk of transmission of COVID-19, the club will minimise the number of individuals in any space at any one time as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Players and football staff** | | | |
| **Position** | **Function** | **Total access (up to)** | **Zone** |
| Players (home & visiting team) | Starting 11 squad and 9 named substitutes | 40 (pre-season +) |  |
| Coaching and backroom staff | A total of 12 for each club, as per team sheet. 6 named on team sheet and 6 overflow staff including analysts. | 24 |  |
| Scouts | 5 will be of the home clubs next opponents and 5 of the visiting club’s next 3 opponents | 10 |  |
| **Matchday Personnel** | | | |
| **Position** | **Function** | **Total access (up to)** | **Zone** |
| Match officials | Essential football staff | 4 |  |
| Club home and visiting team board of directors | Maximum of 10 home directors will be located in the pavilion chairman’s lounge. Maximum of 10 visiting team directors will be located in the club house. Follow signage to seating. | 20 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Safety officer – Philip Barsby | Match day planning and safety/security management | 1 |  | |
| Covid-19 officer – Mark Leadbeater | Manage and oversee COVID-19 operation and zones  07592 040332 mark.leadbeater@horsfallcomunitystadium.co.uk | 1 |  | |
| Covid-19 Advisor Fran Young | Medically trained COVID-19 advisor  07889 719834 francesca.young@bradford.nhs.uk | 1 | **N/A** | |
| CCTV operator Radio operator | CCTV management Communication management | 1 |  | |
| Chief steward | Steward management | 1 |  | |
| Gate & external safety/ security stewards | Stadium security and safety and green zone protection, to ensure social distancing between car parks and stadium, access & egress control to/from stadium and to maintain public right of way | 6 |  |  |
| Internal safety/security stewards | Internal safety and security and to manage/control movement of media staff | 1 |  | |
| Tunnel steward | Tunnel safety and security | 1 |  | |
| Fire steward | Fire safety | 1 |  | |
| Car park stewards | Site/car park security and maintaining social distancing | 2 |  |  |
| Head internal steward | Internal steward management | 1 |  | |
| Electrician | Electrical safety | 1 |  | |
| Resource administration manager | Booking resources on and off, issue PPE and providing a welfare | 1 |  | |
| First aiders | To carry out the temperature test of all match day personnel, and provide first aid | 4/8 |  | |
| 2 X pitch paramedics | Medical care for players | 2 |  | |
| Doping control officers | If Applicable | 4 |  | |
| Crowd doctor | Overall medical care if applicable | 1 |  | |
| Stadium operations | Ensure safe working stadium, including IT infrastructure | 1 |  | |
| Accreditation coordinator | Manage match day personnel guest list | 1 |  | |
| Stadium announcer | Safety announcements and music | 1 |  | |

#### Broadcasters, rights holders and media

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Function** | **Total access** | **Zone** |
| Productions camera | Stream Camera/commentator | 3 |  |
| Radio seats | Including 1 visiting team, 1 home | 2 |  |
| Written Press | Up to 6 written press | 6 |  |
| Photographers | 1 home, 1 visiting team, plus pooled photographers | 4 |  |

\*Those members of the visiting media team with red zone access must have been part of their club’s testing (CAT) program and recorded negative results in the final round of testing prior to the match.

# SECURITY OPERATION / HEALTH AND SAFETY

#### Partnerships

The club will continue to work closely with the local authority and other partners to deliver a safe match day experience and will seek to develop with them the venue operational plan and COVID-19 risk assessment and COVID-19 matchday mitigation policy.

Partners include;

* The local authority
* Sports Ground Safety Authority (SGSA)
* Safety Advisory Group (SAG)
* Police
* Medical services provider
* National League
* Visiting clubs

#### Safety and security

Safety regulation

The club will continue to work with these partners to ensure that any new measures introduced to mitigate against the COVID19 threat and ‘behind closed doors’ protocols do not conflict with existing safety and security plans or fire regulations.

The club will continue to conform to standards set by the Green Guide, Health and safety at work act 1974, Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

Security

As part of the stadium operations plan, the club will adopt a process that will establish a security plan that will complement the stadium’s standard and emergency operating procedures and will ensure access to the stadium and defined areas is access by cleared individuals. A sufficient number of stewards will be on duty to ensure the stadium is safe and secure and be able to respond to all incidents. Deputies have been nominated for all key roles should the designated person become unavailable or incapacitated. A pre-match safety briefing will take place with the Stadium Safety Officer and match officials on the pitch 90 minutes before kick- off.

To assist the security personnel in their roles, the club will provide the following:

* map of stadium including defined zones and routes
* information and training on COVID 19 mitigation measures and protocols along with any changes to the usual match day security routine

#### Management of perimeter and Zone Ex

Zone Ex encompasses the areas immediately outside the green zone, outside of the stadium property. A Partnership approach will be used to manage this area. The club’s security team will manage the stadium perimeter to prevent unauthorised access, vendors or gatherings. However, the area is frequently used by members of the public.

The club’s CCTV system will be used as a monitoring tool. Radio communications will be in place. Where appropriate physical barriers will be in place.

Club ambassadors will be on hand to speak to fans/on lookers if needed. An escalation plan and support method will be included in the match day risk assessment.

#### PPE

The following individuals will wear a non-surgical face covering while located in the stadium:

* all match day personnel, apart from match officials.
* all players and football staff, apart from those players and staff members who will be on the club’s bench.
* the provision of job specific PPE including masks, aprons, gloves and goggles will be made available to match day personnel.

#### Medical Assistance

A stadium Medic will be at the stadium throughout match day assisted by paramedics if applicable at the event

speaking to the nearest zone steward.

Match day personnel requiring first aid will be attended to by the medical team.

#### Communications

The club is in constant communication with the National League and will communicate its match day starter and key messaging if required. The club has clear lines of communication with local partnerships and will use social media and website to communicate to fans and local community, including the club’s Community Trust and Supporters Club.

#### Note to all

Mandatory regulations, best practice and guidance on mitigation measures with regards to COVID-19 are constantly being updated. We would advise that visiting clubs, media and match officials keep updated with the latest guidance from the National League regarding ‘behind closed doors’ matches.

Employees of the club will be updated with any further information by their line manager.

# MATCH PROCEDURES

#### Facilities and dressing rooms

Adequate space will be made available to each team and match day officials to allow social distancing. To ensure social distancing measures are in place the following preventative measures have been introduced:

#### Visiting teams

* Exclusive access and egress point via gate 1
* Exclusive use of the changing room facilities in the east stand that include hand wash basins, toilets and urinals by the Pavilion.
* Showers will not be provided as social distancing cannot be managed or guaranteed.
* Access and egress to the pitch will be via the south west corner.
* All routes will be clearly sign posted and will be within the red zone.
* HCS respectfully ask that the visiting team dressing room is cleaned as much as possible by the opposing club prior to leaving.

#### Home teams

* Exclusive use of the dressing rooms in the South stand.
* Showers will not be provided as social distancing cannot be managed or guaranteed.
* Access and egress will be via the tunnel.
* All routes will be clearly sign posted and within the red zone.

#### Officials

* The match officials will use the Officials Changing Room as their changing room to ensure there is sufficient room for all officials and their equipment.
* Showers will not be provided as social distancing cannot be managed or guaranteed. Officials area will be located in the red zone.
* The referee will alert the visiting team to leave their dressing room before kickoff and for the second half by calling the safety officer in the control room via a steward. The safety officer will then alert the visiting team positioned in the east stand via internal comms to exit and make their way pitch side.

#### Transport of kit and players Home team

Home players will travel to the ground following the instructions below.

It is important that you travel to the ground on your own, using your own vehicle

* Car sharing with other team members and staff members is strictly prohibited.
* If you are taken to and from the ground, the person and the vehicle must remain outside the ground complex, they are allowed to park and remain in the car park.
* It is up to you to ensure that your vehicle is kept hygienically clean and in a good state of repair.
* Ensure you sanitise your hands after using fuel pumps, its preferable to use disposable gloves.

#### Visiting teams

* The HCS Stadium does not have the ability to facilitate parking coaches but individual vehicles can be parked at the stadium while coaches can drop off and park on Halifax Road. Visiting teams should contact Colin Barker (Club secretary) to arrange parking of team coach and/or other vehicles.

#### Transportation of home team kit

* Home team equipment and kit will be transported via the club kit van. Equipment and kit will be sanitised pre -delivery and post use. Relevant PPE will be worn, as per the risk assessment.
* The home team kit van will be parked on car park next to the academy room, west stand.
* The equipment and kit drop off point will be separate and adjacent to west stand main entrance.
* All routes will be clearly sign posted.

#### Transportation of visiting team kit and equipment

Drop off times of visiting teams kit and equipment must be arranged in advance via Colin Barker (Club secretary).

* All kit and equipment must be sanitised pre-delivery.
* The drop off point will be the West stand visiting gate 1, this vehicle can then remain parked outside in the designated area.
* HSC respectfully ask that the visiting team dressing room is left tidy by the opposing club and areas are fully checked prior to leaving.

#### Match Day Schedule – Teams and Officials

The stadium match day information sheet will be provided to visiting clubs and officials in advance of match day.

#### PRE-MATCH

**Safety briefing**

The safety briefing will take place pre-match pitch side, 90 minutes before kickoff. The briefing will include the safety officer and match day officials.

#### Warm up

Both home and visiting teams warm up routine will need to be risk assessed by the respective club. The warm up area for each club will be clearly defined, the location will be communicated to the visiting club by Colin Barker (Club secretary) in advance of match day. The match day officials warm up will be situated on the east side of the pitch and will be clearly marked out. All equipment involved in warm ups will be sanitised by the respective club or official.

#### Pitch protection

Goal keepers will be allowed to warm up 60 minutes in advance if required. At half time players must only use the area between the penalty area and the half way line to warm up. Warm downs will last no longer than 25 minutes. All pitch protection protocols are subject to change.

#### Walk out protocol

To ensure that social distancing measures are carried out, players will enter the pitch from separate areas and should not congregate in the tunnel or corridor areas. There will be no pre-match handshakes.

#### THE MATCH

**Player behaviuor**

Players should be briefed by each club in respect of National League match protocols. Should an individual be dismissed from the technical area by a match official, they will be instructed to sit in an assigned area. All individuals are asked to adhere to the protocol provided.

#### Substitution boards

A substitution board will be available, hygiene will be maintained throughout the match.

#### Ball assistants

The club will not provide ball assistants. Spare pre sanitised balls will be distributed around the pitch. Grounds staff may be used to retrieve balls which will be sanitised before reallocating. The official will supply a new ball if one cannot be retrieved. This information will be communicated to players in the pre-match captains briefing.

#### Drinks breaks / hydration

Players from each team will be provided with their own water bottles. We respectfully ask that the visiting team disposes of used water bottles responsibly.

#### Post-match

Interactions between participant and relevant persons at the end of the match must be minimised. Post-match interviews will be carried out at the respective club’s discretion in a pre-determined pitch side area on the north west disabled pod outside in the west stand.

# BROADCASTERS AND MEDIA

#### Accreditation

Media will apply for accreditation in normal form and numbers will be restricted. Media will be designated Red/Amber/Green passes dependent upon their role. Red access will only be granted to media deemed essential by the club. Anybody with red access must have been tested in line with club protocols.

On acceptance of accreditation, media will be sent club protocols to read, which will explain procedures of arrival. Club travel guidance must be adhered to and media are recommended to travel alone and not use public transport.

#### Arrivals

* Arrive at the HCS Stadium via Cemetery Road and park in the Car Park as instructed.
* Access will be in the North East corner at Gate 1. Accreditation will be available to collect on the day at this point.
* Visiting team media will be permitted entrance on their arrival, though this is recommended to be no more than two hours before kick-off.
* Accredited broadcast media should arrive between 1:30pm and 1:45pm to enter.
* Accredited written press should arrive between 1:45pm and 2:00pm.
* Photographers should enter between 1.30pm and 2pm and must remain in their position for the duration of the game, with the exception of a switch at half-time.

All media including; visiting team media, written media, radios, data partners and photographers are to enter via the south west corner where they will have to:

* complete a COVID-19 symptom questionnaire
* pass a temperature check at or below 37.8°C
* have their bags checked for security purposes

Media will be encouraged to bring small bags and, where possible, clear bags to speed up the security process and reduce contact. Media will be issued with a face covering on arrival and instructed to regularly sanitise hands at points provided. Toilets will be available on the west concourse. Two hand sanitising points will be available in the press area.

While the objective is to keep numbers as low as possible, there will be an element of discretion and flexibility on the following numbers to fulfil operational requirements. Media numbers will be limited, with no more than 10 press (written/radio/club) and 2 pitch side photographers.

Broadcast media and camera operators will enter via west gate 1 where they will have to carry out the pre-entry procedure as previously described.

#### Entry to the stadium

All visiting team media, written media, radios and data partners will make their way to their designated seat, highlighted on their pass. Press will be socially distanced.

#### Draft press seating plan:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Total Seats | | | | | | | | | | | | | | | | | | | | | | | | | 39 |  |  |
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#### Media Operations and Communication

* Visiting media team [red zone] will be positioned on the north west disabled area with power/chair and desk provided. Accompanied by the head of home team media.
* One home club representative will be the point of contact for the media in the press area and will sit in front of this area for any general enquiries (Callum Cullen) on: 07932 554910

There will be no more than 8 people in the seat press are at one time.

Photographers should take up their position once they are in the stadium around the perimeter of the pitch but behind the advertising boards. There will only be nine photographers in the stadium (one official photographer for each club). Photographers are permitted to switch ends at half-time but must keep off the pitch and practice social distancing whilst doing so.

IN THE BUILD UP TO KICK-OFF

The team sheet exchange will take place 60 minutes before kick-off. This will take place pitch side with each team representative passing their completed team sheet to the match official who will be positioned in-between each team’s technical area and club respective media rep.

Physical team sheets will not be produced. Team news will be published on the club’s official website and via the club’s official social media channels at 2pm.

Media will not be provided with food, only access to bottled water that will be available and distributed by the media coordinator in the press area.

DURING THE MATCH

Press are advised to remain in their respective seat/position at all times. Movement is restricted to the concourse only for hand- washing/toilets.

IT Support is available by calling? (Callum Cullen) on: 07932 554910 or contacting the media coordinator, who will be sat in front of the press area.

AT THE END OF THE GAME

Post-match interviews will take place with club TV/broadcasts either pitch side or on the north west disabled area, with social distancing measures practiced.

LEAVING THE STADIUM

Media will only be able to file in their press area position; no other facilities will be available. The facilities will close 90 minutes after the full-time whistle.

Egress will be via gate 2A at the North east corner and car park can be reached through this gate only.

# DECLARATION

I acknowledge that I have read this document and am fully aware of my duties and obligations to adhering to the Horsfall Community Stadium CIC behind closed door match day COVID-19 mitigation protocol

Print name

Position

Signed

Date