



# WICK ACADEMY FC

## COVID-19 Matchday Protocol Guidance

Process Name:	<b>Wick Academy FC - Matchday Protocol Guidance</b>		
Location:	Harmsworth Park, South Road, Wick, KW1 5NH		
Date:	09/12/2020 Version 1.1	Next Review Date Date:09/01/2021	Monthly during present restrictions or if specific amendments are received.

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## 1) Introduction

This document contains guidance on all aspects of Wick Academy FC's Match Day protocols. This has been compiled to ensure the safe return of competitive matches with spectators in attendance. The document follows guidelines which have been issued by the Scottish Highland Football League, The Scottish Football Association and the Scottish Government.

This document will be provided to all home club personnel, the visiting team, and match day officials/media. It will also be published for spectators on the Wick Academy FC web site <http://www.wick-academy.co.uk>

## 2) COVID-19 Officer Details

Wick Academy FC has an appointed COVID-19 Officer and Deputy. Their details are as follows:

COVID-19 Officer:

- James More
- 07742 972394
- [james622more@btinternet.com](mailto:james622more@btinternet.com)

Deputy COVID-19 Officer:

- Donald Allan
- 07740 542464
- [Donald.allan1@gmail.com](mailto:Donald.allan1@gmail.com)

Either the COVID-19 Officer or the deputy COVID-19 officer will be present at every home match.

## 3) Specific Information with Particular Regard to Spectators

This section provides an initial summary of arrangements for spectators with further detail being provided in the relevant section of the matchday plan.

Communication - Pre Matchday - Spectators	The club will use local media, social media and connections with supporter organisations to ensure that the big messages get across, especially regarding ticketing arrangements, temperature testing, the wearing of face masks and social distancing inside and outside grounds.  It will also actively encourage all to download the Test and Protect App if they have not yet done so.
Communication – At Stadium Entry	The club will have appropriate signage to ensure social distancing while people await entry to the stadium, and to remind them of social distancing and the wearing of face masks while inside the ground.  Entry stewards will also inform spectators of the location of, and access to, toilet facilities.
Communication – During Match	The PA announcer will make regular announcements reminding all in attendance to maintain social distancing. These announcements are particularly important just before half time and to ensure distancing is maintained during exit from the stadium at full time.

	Clearly identifiable stewards will be deployed to monitor compliance and will communicate with spectators as necessary.
Stadium Capacity Limit	This plan covers arrangement for all matches which have a limit of 300 spectators.
Ticketing	The club will utilise an admission by ticket only system with numbered tickets being issued. Contact details for the purchaser will be gathered on the ticket and submitted to the club on entry to each match.
Spectator Access - Screening	<p>On arrival at the gate, spectators will be temperature tested and, if the test result shows a temperature of more than 37.8C the person will be asked to move to an identified safe area. The person's temperature will be retested after a 10-minute interval and if still over 37.8C, access to the stadium will be denied and the individual asked to leave.</p> <p>On clearing through temperature testing, entry stewards will check tickets, verify identity, maintain any register of attendees and indicate the route to Green Zone Areas.</p>
Isolation Area	The club will have a readily identifiable isolation area, appropriately distanced from the point of entry, for any individual asked to wait there.
Spectator Access – Movement in Green Zone	The club will use a one-way system for spectator areas as far as any site limitation permits.
Spectator Areas - Delimitation	<p>The club will identify Green Zone areas for spectators on its ground plan and stewards will verbally communicate the information to spectators at the point of entry. PA announcements will support this as necessary.</p> <p>The club will install suitable marking to indicate appropriate social distancing in the Green Zone.</p>
Spectator Areas - Supervision	During the match stewards will monitor spectator behaviour and provide support for ensuring compliance, especially with regard to social distancing and the wearing of face masks as well as other points of information such as the location of and access to toilets.
Hygiene	Prior to the match, the club will ensure that all touch points such as barriers have been wiped down, that toilets have had surfaces wiped and been sanitised appropriately.
Hygiene Provision	The club will have hand sanitising stations at the point of entry to the ground and at strategic locations throughout the ground. These stations will be clearly signed.
Toilets	Toilet facilities at the ground will be clearly marked on the ground plan, will be appropriately signposted and entry to the toilets will be stewarded to ensure physical distancing is maintained at all times.

#### 4) Zones Within Harmsworth Park

There will be two zones within Harmsworth Park:

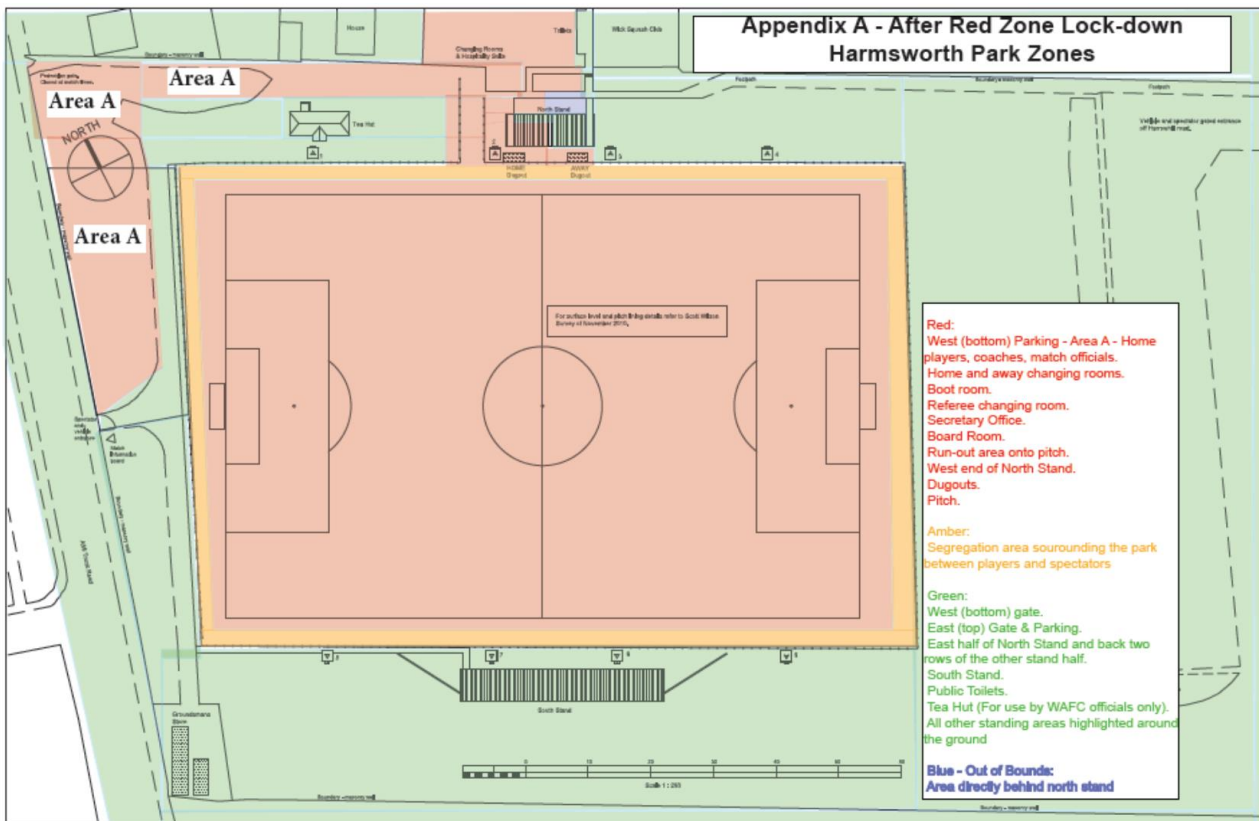
- Red/Amber Zone
- Green Zone

<p>RED &amp; AMBER ZONES</p>	<ul style="list-style-type: none"> <li>• This area will only be occupied by Players, limited number of Club Staff and officials.</li> <li>• This includes dressing-rooms, tunnel, technical areas and the pitch.</li> <li>• Half of the North stand (the end nearest the boardroom) will be reserved Areas occupied by technical staff &amp; substitutes who cannot be accommodated within technical area. Specific seats will be socially distanced and will be clearly marked.</li> <li>• The board room will be used by both the home and away secretary's for the production of team lines.</li> <li>• The number of club staff that can be within the Red &amp; Amber Zone area is currently limited to 24.</li> <li>• The Matchday Secretary will be included within the 24 listed Red &amp; Amber Zone personnel.</li> <li>• Number of Match Officials (Normally 3).</li> <li>• Routing within zone should follow the diagram below and will be marked with barriers. Matchday stewards will supply guidance to spectators on entry to the ground.</li> <li>• Area A (marked on diagram below) will be used by players and match officials for car parking. This area will be marked with barriers as part of the red zone lockdown.</li> <li>• At the point of lockdown, arrangements to ensure the integrity of the red zone section of Area A will be enacted and will remain in place until the entire Green Zone is cleared after the match.</li> <li>• Red and Amber Zone activation 75 minutes before kick-off</li> <li>• Once the Red and Amber Zone is activated there will be no access to it by anyone other than stated club staff for the duration of the match.</li> <li>• Stewards will be present in both gates and within the ground and will be able to offer further advice if required.</li> </ul>
<p>GREEN ZONE</p>	<ul style="list-style-type: none"> <li>• This will cover all other parts of the ground used by spectators/non-match critical committee, members/media. The top</li> </ul>

	<p>(east) Car park is also included within this zone.</p> <ul style="list-style-type: none"><li>• Half of the North stand (the end nearest Harrow Hill - east) will be available for seated spectators with limited social distanced seating (this will be on a first come basis) which will be marked. Entry to this area of the stand will be from the top (east) carpark only. In addition the top two rows of the other half of the stand will be green to allow access to the Public Address system.</li><li>• The tea hut, which contains the secretary's office, will not be open to the public for the sale of refreshments.</li><li>• At the point of lockdown, arrangements to ensure the integrity of the red zone section of Area A and its separation from the Green Zone will be enacted and will remain in place until the entire Green Zone is cleared after the match.</li><li>• Routing within the zone should follow the diagram below and Area A will be marked off with barriers. Matchday stewards will supply guidance to spectators on entry to the ground.</li><li>• Stewards will be present in both gates and within the ground and will be able to offer further advice if required.</li></ul>
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The Harmsworth Park Zones are depicted as follows:

**A. After Red Zone Lock-down – After 75 minutes prior to kick-off:**



**5) Playing Area**

Goalposts, Corner Flags & Match Balls	These will be sanitised prior to kick-off and at half time.
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**6) Home Team**

Red/Amber Zone Register	The Club Secretary/COVID-19 Officer will compile a register of club staff who are to be within the Red/Amber zone.
Medical Clearance	COVID-19 Officer to confirm that all stated staff are free from COVID symptoms no later than 24 hours before match kick-off time.
Social Distancing & Face Coverings	2 metre social distancing and the wearing of face coverings is mandatory for all persons at all time within the Red/Amber Zone unless playing.
Travel	Car sharing is not permitted under current regulations. Cars to be parked in Area A as detailed in the diagram above.

	Travel by bus will be permitted to away games. Players will be given specific seats on the bus and face masks will be worn.
Arrival at Stadium	<ul style="list-style-type: none"> <li>• Arrival time for staff and players to be no more than 75 minutes prior to kick-off.</li> <li>• Entry to the stadium will be through the bottom (west) gate only.</li> <li>• Follow socially distanced queue outside stadium whilst entering on foot.</li> <li>• All players to complete a Medical declaration form, see appendix A and players details will be recorded on a track-and trace register, see appendix B.</li> <li>• All players will be temperature tested and noted on register prior to entry to stadium (If temperature found to be in excess of 37.8C asked to move to safe area. Re-tested after 10 minutes. If still over 37.8C access to stadium to be denied and asked to leave).</li> <li>• All personnel should use hand sanitisation equipment provided prior to entering the stadium.</li> <li>• Players and management to use designated home dressing room only. Use of showers is not allowed under current guidelines.</li> <li>• Players to use the toilet facilities within the home dressing room.</li> </ul>
Teamlines	To be submitted to match referee and Away Club electronically no later than 30 minutes prior to kick-off. Wi-fi details will be provided to the Away Club & Match Officials.
Match Arrangements	<ul style="list-style-type: none"> <li>• Access route to pitch will be through the back dressing room door and out through the run-out area onto the park.</li> <li>• Home team will warm-up in the bottom (West) end of the park.</li> <li>• Technical area to adhere to social distancing rules.</li> <li>• Surplus technical area staff &amp; substitutes will sit in the half of the north stand nearest the boardroom.</li> <li>• Social Distancing to be maintained upon entering and leaving the pitch.</li> <li>• No Pre-Match handshakes.</li> <li>• No Post Match handshakes.</li> </ul>
Exiting Stadium	Exit from the stadium will be through the bottom (west) gate only and can only take place after all spectators have left the ground.

## 7) Away Team

Home Club Protocols	Will be supplied to the away club no later than 48 hours prior to kick-off.
Red/Amber Zone Register	Club Secretary/COVID-19 Officer to compile a register of club staff who are to be within Red/Amber zone. To be submitted to home club no later than 24 hours prior to kick-off.
Medical Clearance	COVID-19 Officer to confirm that all stated staff are free from COVID-19 symptoms no later than 24 hours before match kick-off time. Confirmation submitted to home club no later than 24 hours prior to kick-off.
Social Distancing & Face Coverings	2 metre social distancing and the wearing of face coverings is mandatory for all persons at all times within the Red/Amber zone unless playing.
Travel	<p>Away team to indicate how they will be travelling to stadium. Car sharing is not permitted under current regulations. The away team bus should enter the top (east) car-park and players should immediately follow the path down to the away dressing room. The bus must be in the top car-park no later than 75 minutes prior to kick-off. Once the 75 minute period prior to kick-off has lapsed no further access to the bus will be available until all spectators have left the ground at the end of the match.</p> <p>If any of the away team travel by car they must park in the top (east) car-park and players should immediately follow the path down to the away dressing room. Any such car must be in the top car-park no later than 75 minutes prior to kick-off. Once the 75-minute period prior to kick-off has lapsed no further access to these cars will be available until all spectators have left the ground at the end of the match.</p>
Arrival at Stadium	<ul style="list-style-type: none"> <li>• Arrival time for staff and players to be no more than 75 minutes prior to kick-off.</li> <li>• Entry to the stadium will be through the top (east) gate only.</li> <li>• Follow socially distanced queue outside stadium whilst entering on foot.</li> </ul>



	<ul style="list-style-type: none"> <li>• If travelling by bus occupants should leave one at a time. If not form socially distanced queue outside stadium.</li> <li>• All players will be temperature tested and noted on register prior to entry to stadium (If temperature found to be in excess of 37.8C asked to move to safe area. Re-tested after 10 minutes. If still over 37.8C access to stadium to be denied and asked to leave).</li> <li>• All personnel should use hand sanitisation equipment provided prior to entering the stadium.</li> <li>• Players and management to use the designated away dressing room only. Use of showers is not allowed under current guidelines.</li> <li>• Players to use the toilet facilities within the away dressing room.</li> </ul>
Teamlines	To be submitted to match referee and Home Club electronically no later than 30 minutes prior to kick-off
Match Arrangements	<ul style="list-style-type: none"> <li>• Access route to pitch will be through the front dressing room door and out through the run-out area onto the park.</li> <li>• Away team will warm-up in the top (east) end of the park.</li> <li>• Technical area to adhere to social distancing rules.</li> <li>• Surplus technical area staff &amp; substitutes will sit in the half of the north stand nearest the boardroom.</li> <li>• Social Distancing to be maintained upon entering and leaving the pitch.</li> <li>• No Pre-Match handshakes.</li> <li>• No Post Match handshakes.</li> </ul>
Exiting Stadium	Exit from the stadium will be through the top (east) gate only and can only take place after all spectators have left the ground.

## 8) Match Officials

Home Club Protocols	To be supplied to the match officials no later than 48 hours prior to kick-off.
Red/Amber Zone Register	Club Secretary/COVID-19 Officer to compile register of Match Officials who are to be within Red/Amber zone.

Medical Clearance	Match Officials to confirm to Home Club COVID-19 Officer that they are free from COVID-19 symptoms no later than 24 hours before match kick-off time.
Social Distancing & Face Coverings	2 metre social distancing and the wearing of face coverings is mandatory for all persons at all times within the Red/Amber zone unless on pitch.
Travel	Match Officials to indicate how they will be travelling to stadium. Car sharing is not permitted under current regulations. Cars to be parked in the grass area through the bottom (west) gate, Area A as indicated in the diagram above.
Arrival at Stadium	<ul style="list-style-type: none"> <li>• Arrival time for officials to be no more than 75 minutes prior to kick-off.</li> <li>• Entry to the stadium will be through the main gate with parking in area A</li> <li>• Proceed to temperature testing area at exit from area A.</li> <li>• All officials will be temperature tested and noted on register prior to entry to stadium. If temperature found to be in excess of 37.8C asked to move to safe area. Re-tested after 10 minutes. If still over 37.8C access to stadium to be denied and asked to leave. Match officials to have the temperature checks taken in their car before they move into the ground.</li> <li>• All personnel should use hand sanitisation equipment provided prior to entering the stadium.</li> <li>• Officials to use the referee's dressing room only. Use of showers is not allowed under current guidelines.</li> <li>• Officials to use the toilet facilities within the referee's dressing room.</li> </ul>
Match Arrangements	<ul style="list-style-type: none"> <li>• Access route to pitch will be through the back door in the referees dressing room and then out through the front garden gate.</li> <li>• Match officials to use the area around the pitch to warm-up.</li> <li>• No Pre-Match handshakes.</li> <li>• No Post Match handshakes.</li> </ul>
Exiting Stadium	Exit from the stadium will be through the bottom (west) gate only and can only take place after all spectators have left the ground.

## 9) Media

Home Club Protocols	To be supplied to attending media no later than 48 hours prior to kick-off.
Accommodation	Area will be within Green Zone only.
Green Zone Register	Media to confirm attendance to the club secretary via email (wickacademyfc@highlandleague.com) no later than 48 hours prior to kick-off to allow COVID-19 Officer to compile register.
Medical Clearance	Media attendees to confirm that they are COVID-19 free to home club no later than 24 hours prior to kick-off.
Social Distancing & Face Coverings	2 metre social distancing and the wearing of face coverings is mandatory for all persons at all times within the stadium.
Travel	Media attendees to indicate how they will be travelling to stadium. Car sharing is not permitted under current regulations. Cars to be parked anywhere in the green zone parking.
Arrival at Stadium	<ul style="list-style-type: none"> <li>• Media personnel cannot enter the ground until 75 minutes prior to kick-off.</li> <li>• Entry to the ground can be through either the top or bottom gates (east or west).</li> <li>• All media personnel will be temperature tested and noted on register prior to entry to stadium</li> <li>• All media personnel will be temperature tested prior to entry to stadium (If temperature found to be in excess of 37.8C asked to move to safe area. Re-tested after 10 minutes. If still over 37.8C access to stadium to be denied and asked to leave). Temperature reading will not be recorded.</li> <li>• All personnel should use hand sanitisation equipment provided prior to entering the stadium.</li> <li>• Media personnel once in the ground are only permitted access to designated green areas.</li> <li>• Media personnel to use the public toilet within the ground. Note only two people at a time are allowed inside the toilets and any queues should follow social distancing rules.</li> </ul>

Exiting Stadium	Exit from the stadium can be through either the top or bottom (east or west) gates. Any post-match interviews that need to be carried out must be done by telephone after the game as media personnel are not allowed access to the red zone within the ground.
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## 10) Spectators

For the purposes of clarity of application, a spectator is defined as a person who attends a match in a non-official capacity, i.e. those who are neither match critical nor listed on the Club's Official Return. Those defined as match critical are players, technical staff, match officials, first aid staff and the Club Official with Red & Amber Zone clearance. Others who are listed on the Club's Official Return must be accommodated within the Green Zone. The green zone which spectators can occupy is shown in section 3 of this document.

Home Club Protocols	This protocol document will be published and made available to all spectators on the Wick Academy FC web site <a href="http://www.wick-academy.co.uk">http://www.wick-academy.co.uk</a> .
Attendees	Spectators (with the exception of Club Staff & Officials) should be from the local area as defined by the Scottish Government.
Accommodation	Will be within Green Zone only.
Stand Seating	Half of the North stand (the end nearest Harrow Hill) will be available for seated spectators with seating which can be used marked. Entry to this area of the stand will be from the top (East) carpark only.
Ticketing	All those attending must purchase a ticket prior to the match. Tickets will be on sale in outlets in both Wick and Thurso and details can be found on the Wick Academy WEB site <a href="http://www.wick-academy.co.uk">http://www.wick-academy.co.uk</a> .  Spectator numbers will be strictly limited to 300 and entry will only be by ticket.
Green Zone Register	Name and number to be provided on the match ticket which is to be placed in a plastic bucket on entry to the ground. Details to be used for track-and-trace purposes if required. All tickets will be securely disposed after 21 days.

Social Distancing & Face Coverings	<p>2 metre social distancing and the wearing of face coverings is mandatory at all times within the ground.</p> <p>Only one person at any time is allowed into the public toilets.</p> <p>If the match ball leaves the playing area do not retrieve it or throw it back into play. Stewards wearing rubber gloves will carry this out.</p>
Travel	<p>Car sharing is not permitted under current regulations. Spectator car-parking will be on the top (east) car-park only. Spectators must stay within the green zone if they leave their car.</p>
Arrival at Stadium	<ul style="list-style-type: none"> <li>• Spectators cannot enter the ground until 45 minutes prior to kick-off.</li> <li>• Entry to the ground can be through either the top or bottom gates (east or west).</li> <li>• All spectators will be temperature tested prior to entry to stadium (If temperature found to be in excess of 37.8C asked to move to safe area. Re-tested after 10 minutes. If still over 37.8C access to stadium to be denied and asked to leave). Temperature reading will not be recorded.</li> <li>• All spectators should use hand sanitisation equipment provided prior to entering the stadium.</li> <li>• Spectators once in the ground are only permitted access to designated green areas.</li> <li>• Spectators to use the public toilet within the ground. Note only two people at a time are allowed inside the toilets and any queues should follow social distancing rules.</li> </ul>
Spectator Circulation	<p>Spectators entering the ground at the bottom gate can flow either left or right within the green zones, observing social distancing guidelines.</p> <p>Flow through the top gate should flow either down the path to green spectator areas or limited seating in the North stand, or to the green areas to the south of the ground.</p> <p>Car parking will be available as normal at the top (east) car-park. Please leave the front row of</p>

	<p>parking free for spectators who would wish to watch the game from within their car.</p> <p>Exit should follow the same flow.</p>
Tea Bar, Hospitality and Other Concessions	<p>These to be remain closed under current guidelines.</p>
Exiting Stadium	<p>Spectators to leave the ground immediately after the full-time whistle using the top or bottom (east or west) gates. Social distancing rules to be followed.</p>