

ESSEX COUNTY FA: CLUB RESOURCE GUIDE

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INTRODUCTION: welcome to this guide

Over the last three months, grassroots football has had to overcome various challenges. But, with information released on 18th July, we now have a pathway back to competitive grassroots football.

This is Version Two of our Club Resource Guide where we have collated a great deal of information into one useful document to help you prepare for the 2020/21 season.

A lot of our member clubs have received funding support during these challenging times via the Sport England Community Emergency Fund and the Football Foundation's Pitch Preparation, Club Preparation and generic funding programmes.

Through these different pots, over three quarters of a million pounds of financial support has been allocated to ensure sustainability and prepare facilities for the 2020/21 season.

The focus, now, is on providing support to all of our stakeholders to ensure a safe and enjoyable return to grassroots football. We encourage clubs to keep an open dialogue with us and our affiliated leagues.



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1. COVID-19 GUIDANCE & SUMMARY

As highlighted within the introduction, The FA released a statement on 18th July providing us with a pathway back to competitive grassroots football.

- **Until 31st July** - When ready, you can begin competitive training, with the overall group size (inclusive of coaches) being limited to 30 people
- **From August** - Competitive matches to begin (for example, pre-season fixtures, festivals and small-sided football competitions)
- **From September** - Grassroots leagues, men's National League System, Women's Football Pyramid tiers 3 to 4 and FA Competitions can commence

Below you will see a summary of the guidance released on the 18th July, with full details found on our website: [Click Here](#)



RE-STARTING OUTDOOR COMPETITIVE GRASSROOTS FOOTBALL – SUMMARY

COVID-19 GUIDANCE



FOR CLUBS, PLAYERS, COACHES, CLUB OFFICIALS, CLUB WELFARE OFFICERS, MATCH OFFICIALS, LEAGUE OFFICIALS, VOLUNTEERS, PARENTS/CARERS SPECTATORS AND FOOTBALL FACILITY PROVIDERS – Published: 18 July 2020

This document outlines actions to be taken before, during and after all competitive grassroots football activity in England. It should be read in conjunction with the latest UK Government Covid-19 guidance available [here](#) and the more detailed guidance document produced by The FA, available [here](#).

In outdoor competitive training and matches, physical contact is now allowed, but for all other activity (e.g. warm-ups/cool-downs) the Government guidance on social distancing should be observed, read [here](#).

Should Government guidance change in response to the current Covid-19 Alert Level, The FA guidance will be updated accordingly.

BEFORE ACTIVITY

- Everyone should self-assess for **Covid-19 symptoms** before every training session or match. If you are symptomatic or living in a household with possible or actual Covid-19 infection you must not participate or attend. You should stay home and follow the latest **Government guidance**.
- Clubs/facility providers should appoint a Covid-19 officer and conduct a thorough **risk assessment** before re-opening or re-starting competitive activity. They should also follow current **'NHS test and trace'** protocols, such as keeping an attendance register.
- Personal hygiene measures should be carried out by everyone and hand sanitisers brought and used at the training/match venue.
- The sharing of kit and equipment should be avoided, but where equipment is shared, it must be cleaned before use by another person.
- Goal posts and corner poles should be wiped down before matches, after matches and at half time.
- Follow Government guidance for travel, including minimising use of public transport.
- Active participants should arrive changed and ready to take part.
- Youth team coaches should re-acquaint themselves with all safeguarding policies and procedures.
- Meet-up times should be adjusted to avoid time spent congregating at venue.
- Use of clubhouses, hospitality facilities, changing rooms and toilets must adhere to **Government guidance**.

Anyone who is deemed vulnerable in respect of Covid-19 is reminded to follow the Government's guidance, only returning to football when it's right for them to do so.

DURING TRAINING & MATCH PLAY

- Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches).
- Competitive match play is permitted, with social distancing in place before and after the session, and in any breaks in play.
- The sharing of kit and equipment should be avoided and participants should bring their own drinks or refreshments, in named containers.
- When the ball goes out of play, it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible.
- Participants must not spit and should avoid shouting or raising their voices when facing each other, as detailed in The FA Covid-19 Code of Behaviour.
- Set plays: players are encouraged to avoid unnecessarily long set-up or close marking. Other modifications apply to specific situations, such as goal celebrations being discouraged. Read more in The FA's more detailed guidance [here](#).
- Youth football coaches are encouraged to limit persistent close proximity of participants during match play and training.
- Observing rigorous hygiene standards, injuries can be treated. See full guidance [here](#).
- Spectator groups should be limited to six people per group and spread out in line with wider **Government guidance**.
- Match fee payments should be cashless – consider using **The FA Matchday App**.
- Small-sided football should include more regular hygiene breaks in activity and players discouraged from touching or tackling against boards.

AFTER ACTIVITY

- Hands should be washed at the earliest opportunity and personal equipment should be wiped down with a disinfectant.
- Unless absolutely necessary, participants should take their kit home and wash it themselves, or by family members. Post-activity showers should be taken at home.
- Everyone must continue to maintain **social distancing** including in any facilities where groups of people congregate (e.g. clubhouses).
- Everyone should leave following the traffic flow system the club or facility provider has put place.
- Anyone who becomes infected after training/matches should report this to the **NHS test and trace system**.

DISCLAIMER:

This guidance is for general information only and does not constitute legal advice, nor is it a replacement for such, nor does it replace any Government or PFI 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.

THANK YOU! NOW LET'S GET OUR GREAT GAME GOING AGAIN – SAFELY.



@EssexCountyFA



EssexFootball

www.essexfa.com

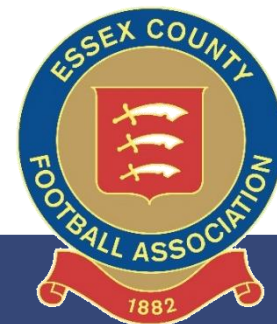
2. AFFILIATION AND COUNTY CUP COMPETITIONS

Many thanks to all the clubs who have completed the affiliation process, as well as all clubs who are continuing to work their way through.

We remind all clubs they are required to be affiliated prior to commencing football activity, to ensure all the necessary insurances are in place. Insurance covers for the 2019/20 season expired on 30th June 2020.

Any club who has not started, or completed, the affiliation process, should please work through the affiliation form, which can be found on the FA Whole Game System Portal at <https://wholegame.thefa.com>. If there are any issues or concerns, do not hesitate to contact your local Governance Team member, details of whom can be found on the last page of this guide.

As part of the affiliation process, we have asked clubs to signal their interest in entering County Cup competitions for the 2020/21 season. After the 7th August, a final analysis of potential entries will be undertaken and consideration given to how a County Cup competition schedule could be delivered on behalf of member clubs. This will be shared with leagues to consider the possible impact on the football calendar.



3. FOOTBALL FOUNDATION FUNDRAISING OPPORTUNITIES

Clubs with grassroots teams (non-National League System) are eligible to access financial support through the Football Foundation's single fund.

As part of the Football Foundation's funding matrix, clubs can now apply for up to £25,000 for smaller projects, which can be funded up to a 75% by the Football Foundation. Clubs can go back into the pot as often as they wish (after previously being restricted to an application once every two seasons). The items you could potentially apply for are set out below:

- * **Goalposts** - replacement or new
- * **Storage Containers**
- * **Fencing** - site perimeter
- * **Clubhouse Refurbishment Works**
- * **Pitch Maintenance Equipment**

Before considering any of the above, we advise clubs to thoroughly read the guidance document which can be found at the following link on our website before then discussing it further with your local Football Development Officer.

www.essexfa.com/leagues-and-clubs/finance/grants-and-funding (see 'Related Documents')

Following that discussion, if appropriate, clubs can then visit the Football Foundation website at www.footballfoundation.org.uk to start their application.



3. FOOTBALL FOUNDATION FUNDRAISING OPPORTUNITIES

Clubs with a teams who play within the National League System (Step 7 and above), may be eligible for financial support through the Football Foundation's Football Stadia Improvement Fund (FSIF).

The maximum grant available depends on the level the team plays within, and clubs are eligible for a maximum grant of 70% of the total project cost.

Steps 3-4 = £150,000

Steps 5-6 = £100,000

Step 7 = £20,000 (up to £50,000 for changing room projects)

The purpose of the FSIF fund is to support clubs across the three following areas:

- * to meet the FA ground grading criteria of their league
- * to ensure the club complies with health and safety requirements
- * to promote club sustainability

For more information on the FSIF, including what your club may be eligible for, please visit:

www.footballfoundation.org.uk/grant/football-stadia-improvement-fund



4. CLUB DEVELOPMENT TOOLS - FA Club Webinars

The FA have delivered a series of Club Webinars in recent weeks, all of which can be viewed by visiting the links on Essex County FA YouTube channel below.

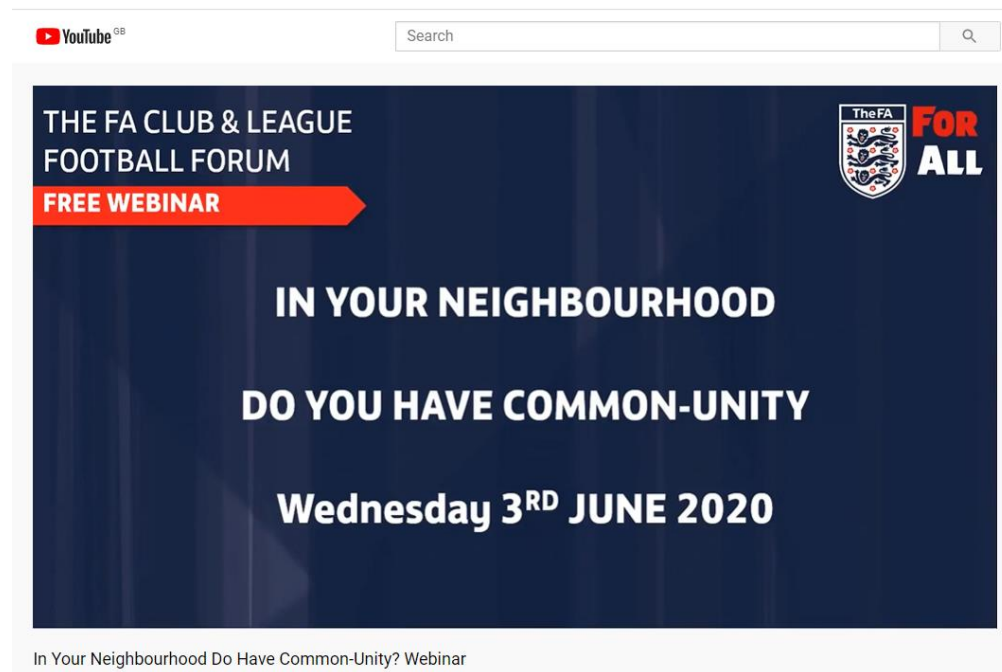
Following the series of webinars delivered during lockdown, discussing 'How to Plan Effectively During these Challenging Times', the next series of webinars available are based on 'Community Engagement' via the links below.

[In your neighbourhood do you have Common-Unity?](#)

[Ways in which you can begin to understand the power of your local network](#)

[How you can build relationships with education establishments in your local community](#)

[Exploring places, faces and spaces to support football and community development](#)



4. CLUB DEVELOPMENT TOOLS – Club Welcome Guide

Sharing key messages with club members can be challenging for club committees, particularly as the clubs grow their membership.

We've created a template club handbook which can support clubs in sharing key information to all members (parents/guardians, managers and coaches) in one place.

Some clubs will already have handbooks in place and this document may simply act as a reference point to check against the existing document. For other clubs, this might be a good starting point in developing one.

It is designed for clubs to be able to input the key information bespoke to their club. Sections can be added or removed, and details highlighted in red can be edited.

Contact your local Football Development Officer to get access to the template.



5. SUPPORT FOR YOUR COACHING WORKFORCE

Coaching Courses: following the announcement to restart grassroots football, we now await further updates from The FA regarding the implications for all face-to-face coach education courses. For now, all courses remain postponed until at least September. We would ask learners to be patient whilst we resolve this situation with The FA as quickly as possible. If you have any immediate concerns, [please contact our Coach Education Team](#).

Coach Education Club Updates: In order to better support the coaching community across Essex, our Coach Education Department would like to provide more regular communication to our affiliated clubs. This will be in the form of a monthly update, sent via E-Mail to nominated contacts from your club. You can find out more [here](#).

Online Coaching Resources: Throughout this period of restricted activity, we'll be offering support to coaches via online workshops, discussions and other useful resources. Content is regularly added to our [Essex County FA YouTube](#) channel, and you can remain up-to-date with the latest information from the Essex Coach Education Team by following [@EssexCoaches](#) on Twitter. We'd also recommend utilising the following online resources:

FA Learning on YouTube: access the latest coaching webinars, sessions, interviews and ideas to stay active

The Boot Room: The FA's new home of coaching

FA Grassroots Guide: useful for all adults in youth football

Twitter: @FALearning: the latest FA session plans, guides and interviews

5. SUPPORT FOR YOUR COACHING WORKFORCE

Further Recommended Online Resources

FA Talent ID: Level 1 free online course

Inclusion & Anti-Discrimination: helpful documents, resources and guidance

The FA Matchday App: organise your football life

Liverpool FA Podcast: interesting discussions with special guests

The FA Player: multiple matches and highlights to review

UK Coaching: ideas, tips and practical guidance for coaches

The Open University - Coaching Others to Coach: free online course

The Open University - Exploring Sport Coaching and Psychology: free online course



5. FA PLAYMAKER

New Online Course Summer 2020

For anyone aged 14+ interested in taking a more active volunteer role in grassroots football, The FA Playmaker online course will soon be available.

No matter what your background, football experience, or ambition as a volunteer, the course is designed to give you the knowledge and skills to help out at a local grassroots club or FA participation programme.

Across the five modules, there are FA session plans plus tried-and-tested techniques, as well as guidance on how to respond to medical emergencies.

All you'll need is a laptop, mobile or tablet device.

You can find more information, and register your interest, [here](#).



6. SAFEGUARDING UPDATE

For advice, guidance and information, including 16-17-year-olds playing in open-age football, and updates on DBSs, join our HIVE forum. E-Mail chloe.hookins@essexfa.com to receive the invitation.

Hive learning

Search

Essex County FA - Welfare Officers

Group Activity

Resources

People

15 Resources

Sort by: Name Filter: All

16/17 yr old players in Open Age ...
3 Cards

AAR (Adult At Risk)
3 Cards

Adult Safeguarding Online Wk
2 Cards

Best Practice and Other Guidance
10 Cards

Coronavirus - COVID-19
1 Card

DBS Guidance
4 Cards

7. CLUB MATTERS

Club Matters

Club Matters is Sport England's home for sports clubs, groups and organisations involved in the delivery of physical activity and sport. You can find a lot of useful information on there in many different forms, including podcasts and templates.

They have updated it recently to include a wealth of resources to support the development of clubs with recruiting volunteers, improving club structures, fresh marketing ideas and supporting clubs to make sustainable financial decisions ahead of the new season. Visit www.sportenglandclubmatters.com.

Muckle LLP Support

Muckle work in partnership with The FA to provide legal support to The FA, County FAs and FA Charter Standard Clubs across the country. Muckle offer advice covering a full range of legal areas such as contracts, landlords, tenants and health and safety.

All Charter Standard and NLS clubs can access 30 minutes of free advice per matter. They have an updated 'Impact of Covid-19 Club FAQs' document available on their website, where you will also find contact details should you wish to discuss your club's situation with a member of their team. Visit www.muckle-llp.com/what-we-do/sports/the-football-association.



8. STAFF CONTACTS

Group One: Braintree, Colchester, Maldon, Tendring

Governance: Jake Fairman, (01245) 393080, jake.fairman@essexfa.com or Mark Wallis, (01245) 393084, mark.wallis@essexfa.com

Development: Lana Gillard, (01245) 393092, lane.gillard@essexfa.com

Safeguarding: Helen Hever, (01245) 393098, helen.hever@essexfa.com

Refereeing: George Lowe, (01245) 393097, george.lowe@essexfa.com

Group Three: Rochford, Southend-on-Sea, Castle Point, Basildon, Thurrock

Governance: Robert Craven, (01245) 393082, robert.craven@essexfa.com or Mark Wallis, (01245) 393084, mark.wallis@essexfa.com

Development: Rhys Elmer, (01245) 393099, rhys.elmer@essexfa.com

Safeguarding: Chloe Hookins, (01245) 393093, chloe.hookins@essexfa.com

Refereeing: Lukas Wood, (01245) 393076, lukas.wood@essexfa.com

Group Two: Brentwood, Chelmsford, Epping Forest, Harlow, Uttlesford

Governance: Cairo Duncan, (01245) 393081, cairo.duncan@essexfa.com or Mark Wallis, (01245) 393084, mark.wallis@essexfa.com

Development: Karl Sear, (01245) 393094, karl.sear@essexfa.com or Emma Burden, (01245) 393073, emma.burden@essexfa.com

Safeguarding: Helen Hever, (01245) 393098, helen.hever@essexfa.com

Refereeing: George Lowe, (01245) 393097, george.lowe@essexfa.com

Group Four: Barking & Dagenham, Havering, Newham, Redbridge, Waltham Forest

Governance: Fran Smith, (01245) 393083, fran.smith@essexfa.com or Mark Wallis, (01245) 393084, mark.wallis@essexfa.com

Development: Jake Ling, (01245) 393092, jake.ling@essexfa.com

Safeguarding: Chloe Hookins, (01245) 393093, chloe.hookins@essexfa.com

Refereeing: Lukas Wood, (01245) 393076, lukas.wood@essexfa.com



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