

Annex C - SWCFC & SWPSG – Draft Note for Visiting Teams

This note will need to be tailored for each match and situation, but should be useful as a basis for correspondence with teams visiting Saffron Walden for a match.

Draft Example Text

Welcome to Saffron Walden, we are excited to be able to host you for our forthcoming fixture. Below you will find some key information of the process before, during and after the match to ensure the safety of all those attending.

The match will take place at *[insert venue name and location]*

Prior to the match, please provide a list of all players, coaches and any other officials that will be attending as part of your team's 'bubble' These names will be checked off on the their arrival so please ensure this list is up to date to avoid any issues.

On arrival at the venue anyone aged 18 or over (including all spectators, coaches, officials etc) must sign in using the NHS Track and Trace app by scanning the venue's specific QR code which will be on display. For those unable to use the app, a written register will also be available. A club representative will be able to show you where both are located. The registers will be kept for 21 days.

Players, officials and spectators can congregate at safe distances in the area close to the clubhouse, someone from your host team will be on hand to advise where this area is.

Players and officials will be able to move to their designated pitch area, having had their names checked off the list supplied and sanitized their hands 30 minutes before kick-off.

Spectators may then make their way to the designated spectator area 10 minutes before kick-off.

No changing rooms will be available, toilets are provided in the clubhouse for spectators and players – please follow the signage and procedures in place.

Spectators are expected to stay socially distanced while watching the game so as not to compromise their own 'bubbles' and not to congregate in groups larger than 6 as per the current government rules.

At the end of the game spectators should make their way back to the congregation point then players will follow to an organized collection of the boys/girls.

Someone from your host club will again be on hand to help guide spectators at this point.