

<i>Status: Red = no progress to date Amber = partially complete, some action required Green = complete</i>			
<b>Required Action</b>	<b>Responsibility</b>	<b>Status</b>	<b>Notes</b>
Ensure club is affiliated with Hampshire FA for 2020/21	<b>Done</b>		<b>W-HAM6327</b>
Ensure required insurance confirmed and purchased through Hampshire FA for 2020/21	<b>Done</b>		<b>Bluefin Policy No. SL8000599922/00106</b>
Nominate COVID-19 Lead to establish and monitor delivery within FA guidelines	<b>Done -Toby Brown</b>		
Agree COVID-19 action plan and roles and responsibilities for all involved	<b>P. Jeffery</b>		<b>Officers, Committee, Volunteers, Coaching staff and players have been familiarised with the FA guidelines.</b>
Complete/review COVID-19 risk assessments for all relevant venues	<b>J. Cooper</b>		<b>Risk assessment has been completed and will be updated if necessary.</b>
Source and distribute any required signage and cleaning equipment	<b>M. Stokes</b>		<b>All signage and cleaning equipment has been purchased and is in use.</b>
Review FA First Aid Guidance and ensure nominated first aiders have sufficient PPE	<b>M. Stokes</b>		<b>All first-aider PPE has been purchased and distributed.</b>
Notify coaches, players and parents/carers of their roles and responsibilities (see additional checklists)	<b>M. Stokes</b>		<b>Officers, Committee, Volunteers, Coaching staff and players have been familiarised with the FA guidelines.</b>
Establish method for obtaining written consent to participate from all players or parents/spectators	<b>M. Stokes</b>		<b>Register is completed and signed by everyone to confirm their consent to attend at every match.</b>
Establish method for confirming self-assessment upon attendance at each training session	<b>M. Stokes</b>		<b>Everyone attending a match signs the Register to confirm their self-assessment.</b>
Establish method for recording all attendance and storing information for a minimum of 21 days (to support NHS Test & Trace)	<b>M. Stokes</b>		<b>Register is completed and signed by everyone in attendance and this is retained permanently.</b>
Establish a method for confirming match official self-assessment and recording NHS Test and Trace data for home matches	<b>M. Stokes</b>		<b>Match officials complete the register on arrival to confirm their self-assessment. Officials match fees - cash payments in sealed envelopes.</b>
Establish a method for obtaining cashless matchday subscription payments (eg. Matchday App)	<b>No match fees</b>	<b>N/A</b>	<b>Our players do not have to pay a match fee.</b>
Create/source venue specific COVID-19 safety information for all home venues so it can be shared with club and opposition coaches and disseminated accordingly (Matchday Safety Briefing)	<b>G. Skinner</b>		<b>Information sheet to be sent to opposition club with match confirmation and displayed at the ground on the day. All coaches and players made aware.</b>
Consider meet times at home venues to avoid unnecessary congestion during changeover	<b>M. Stokes</b>		<b>Potential congestion situations will be policed by club officials. Opposition members will be requested to adhere to the guidelines detailed in the Information sheet.</b>