



## **SWF Media & Scout Access Protocols**

### **Purpose of Paper:**

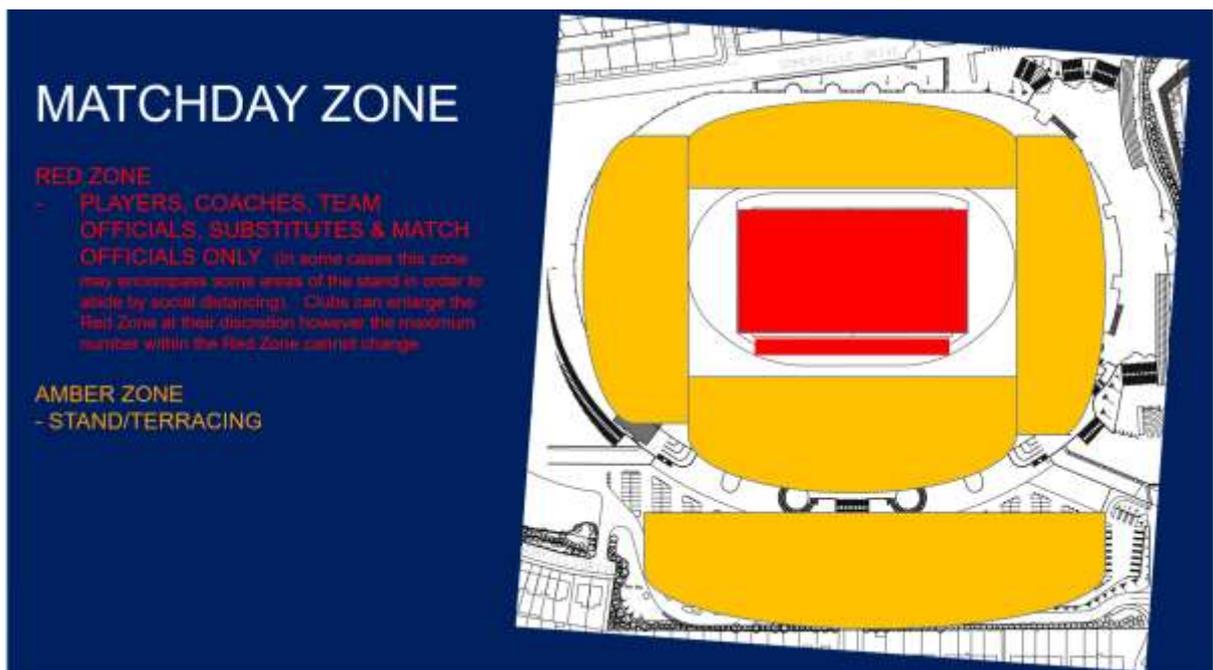
The purpose of this paper is to outline the protocol SWF intend to implement within our Scottish Women's Premier League (SWPL) to enable media access as required in line with commercial/broadcast contracts and media outlet requests. For consistency, and ease of reading, we have followed a similar format to the current SPFL guidelines. We trust that this provides confidence to the Joint Response Group that media access will be in a controlled manner with suitable safety protocols in place to ensure safety.

### **Request:**

We are therefore seeking approval for the below access so we are able to circulate and convene meetings with our media partners and SWPL clubs in advance of our scheduled start date of 18<sup>th</sup> October, which we appreciate is subject to Government guidance which may see this date moved.

### **Breakdown of Requested Access – Definition of Zones:**

- **Red Zone** - The pitch and the technical area - only players, match officials, and designated media personnel (see tables below) can enter this zone before, during, and after a match. In some cases this zone may encompass some areas of the stand in order to abide by social distancing. Clubs can enlarge the Red Zone at their discretion however the maximum number within the Red Zone cannot change. Changing Rooms must be part of a stadium's Red Zone and can only be used when fully compliant with all COVID legislation and regulations. Further information can be found in the Return to Football Hub (<https://www.scottishfa.co.uk/football-development/return-to-football-hub/>)
- **Amber Zone** - in most cases this will be the stand or terraced areas. For clarity, this is any area not designated as a 'Red Zone' that is out with the pitch and the two meter perimeter surrounding it.



Please note the above diagrams are an example and that designated media personnel (as outlined in the tables below) may enter the 'Red Zone' when absolutely necessary.

**Breakdown of Requested Access – Media Partners, Club Media, External Media & Scouts**

There are 4 key personnel/partners/bodies who require access as outlined below:

1. *Broadcast & Media Partners as contracted commercially*

Notably the SWPL has delivered significantly enhanced tv/streaming agreements for the 2020/2021 season, taking cognisance of the unlikely return of spectators in the near future. These include:

- a. BBC Alba live broadcast of **12 x SWPL 1 fixtures** (increased from 6 in 2019 season). Fixtures confirmed in for the remainder of 2020 are:

Glasgow City v Celtic	Sunday 18 <sup>th</sup> October	Broadwood Stadium
Hibernian v Rangers	Sunday 8 <sup>th</sup> November	Ainslie Park
Hibernian v Celtic	Friday 20 <sup>th</sup> November	Ainslie Park
Glasgow City v Rangers	Sunday 13 <sup>th</sup> December	Broadwood or Petershill

- b. BBC Scotland **weekly** live-stream of SWPL 1 fixture on BBC Scotland online (increase from 3 fixtures in 2019 to 21 fixtures in 2020). Fixtures confirmed to date are:

Hibernian v Spartans	Sunday 18 <sup>th</sup> October	Ainslie Park
Hearts v Celtic	Sunday 1 <sup>st</sup> November	Oriam (Outdoor Pitch)
Celtic v Spartans	Sunday 8 <sup>th</sup> November	K-Park
Glasgow City v Hibernian	Sunday 15 <sup>th</sup> November	Broadwood Stadium

## 2. *Club Media*

We are requesting access for club media and operational staff to ensure appropriate level of analysis and coverage is facilitated, especially non-broadcast matches where SWF support is not provided.

## 3. *Scottish Women's Football Media/Operation*

We are requesting access for Scottish Women's Football (SWF) media and operational staff to ensure broadcaster requirements are met and that professional coverage of the women's game is provided.

## 4. *External Media*

With increased interest in the SWPL, we anticipate and have already had a number of requests from external media partners, whom we would like to facilitate in a controlled manner with a limit on numbers.

## 5. *Scouts*

Given the current position of no spectators in stadia, we have had a number of requests from scouts from Scottish National teams to spectate. We would like to accommodate these, again putting a limit on numbers, and with appropriate protocols in place.

Details of the specific numbers requested are detailed in tables below:

Group	Cleared Individuals	Total Number of People	Red Zone	Amber Zone	Green Zone	Information
Club Media	Club Media Officers	4	2	2		1 x Home Club Red for Player Liaison  1 x Away Club Red for Player Liaison  1 x Home Club Amber for Social Media  1 x Away Club Amber for Social Media
Potential Match Operation External Staff (Clubs to advise on their own personnel in other areas)	Club Analysis Team	2		2		1 x Home Club Amber 1 x Away Club Amber
	Club Reporter	2		2		1 x Home 1 x Away
	Club Photographer	2		2		1 x Home 1 x Away
	Club Videographer	3		3		2 x Home 1 x Away
	Club Commentary	2		2		1 x Home 1 x Away
SWF Staff	SWF Matchday Co-ordinator (only at BBC ALBA live matches)	1	1			
	SWF Media Co-ordinator (only at BBC ALBA live matches)	1	1			
	SWF Videographer	1		1		

	SWF Photographer	1		1		
--	---------------------	---	--	---	--	--

Group	Cleared Individuals	Total Number of People	Red Zone	Amber Zone	Green Zone	Information
<b>Broadcast and Rights Holders</b>	Host Broadcasters for BBC ALBA live matches	25	2	23*		<u>Red Zone</u> 1 x Floor Manager 1 x Steadicam <u>Amber Zone</u> 3 x Runners 1 x Presenter 1 x Co-presenter 1 x Commentator 3 x Videographer 3 x Production Staff 10* x Staff based in Car Park/Outside Stadium
	Host Broadcaster for BBC Sport Scotland live matches	10	1	9		<u>Red Zone</u> 1 x Presenter 1 x Videographer 2 x Half-time guests
<b>Non-Rights Holder Media</b>	Photographers	Up to 2		2		2 x pool/agency.
	Non-rights holders (Written, Radio, Online) Press	Up to 10		10		

Group	Cleared Individuals	Total Number of People	Red Zone	Amber Zone	Green Zone	Information
<b>Scouts</b>	Accredited individuals associated with the Scottish FA and/or an SWF member club	6		6		

## SWF Protocols:

- All broadcast/streamed game by our media partners will be preceded by a meeting of SWF, team representatives and broadcast/media partners to ensure all are aware of above protocols and how this will work in practice in relation to specific stadia the match is taking place in
- Any access via above protocol will require advance accreditation via home club and or SWF
- The existing matchday protocols for matches will be strictly adhered to by clubs in terms of trained COVID Co-ordinator/Officer on site; physical distancing requirements; sanitisation of equipment; hand hygiene; changing room access; travel protocols; detailed registers of attendance etc.
- In addition to current protocol, a temperature check will be carried out on all personnel entering the match venue and all personnel in amber zone will be required to wear a face covering
- Post-match interviews must be conducted within the Amber zone as designated by the home club and or SWF. The player(s) and or Head Coach should remain in Red Zone where possible as outlined below. All interviews must be socially distanced and follow all safety guidelines.



## Policies and Procedures

Each club must develop a Covid-19 Operational Policy which must be:

- I. agreed by its board and Chief Executive Officer
- II. communicated to every player and member of staff
- III. Submitted to the league on request

Any member of staff or player who will require access to the club's match day facilities must have been provided with a copy of the club's Covid-19 operational policy and agree to be bound by the terms of the agreement. The document should include the following:

- I. a formal inter disciplinary risk assessment of the stadium environment with specific regard to optimising social distancing and hygiene standards specific by the Government due to the Covid-19 pandemic.
- II. a structure to support the education and familiarisation for all match day personnel regarding the club's Covid-19 operational policy.
- III. an occupational health risk assessment, with the results recorded and made available on request (appendix 1).

Each club should appoint a Covid-19 Officer, who will be responsible for oversight of the Covid-19 risk assessments, ensuring the necessary level of risk mitigation are in place and the minimum guidance achieved within local constraints.

## **Preparing Club Officials**

Returning staff may have some level of apprehension about how safe they may be and they may require reassurance and demonstration that measures recommended in workplace risk assessments have been put in place to ensure safety.

Match day staff in a high or moderate risk group should be identified. Although players are unlikely to be in this group, match day staff could be. More commonly match day staff may be living with someone who is in the high or moderate risk groups. In particularly complex cases where there is any disagreement regarding the safety of any individual a conservative stance is recommended. Further advice could be taken from an independent Occupational Physician if required.

Match day health screening procedures must be highlighted to staff and match day personnel in advance.

Clubs should ensure that match day personnel not employed by the club are aware of their obligations and the expectations on them both in the build up to and on match day. Clubs should consider and assess all match day stakeholder groups when hosting matches to ensure the number of personnel in each area within their facilities are kept to an absolute minimum. This assessment should account for the match day journey of each group and ensure that appropriate COVID-19 measures are in place at all times.

Clear communication of all match day protocols and processes in the build up to a match are vital to ensuring all stakeholders are engaged and aware of all relevant information. Clubs should recognise the need to have clear and regular communications with staff, using multiple channels to reinforce key messages.

The following guides from the Health and Safety Executive provide useful sources of information:

- [working safely during the coronavirus outbreak - a short guide](#)
- [talking with your workers about working safely during the coronavirus outbreak](#)

Access must be restricted to essential personnel only, with consideration given to the range of access each individual will have.

## Preparing Match Venues

Any facility a club is responsible for such as a stadium and training ground must be risk assessed and prepared adequately to comply with the Scottish Government guidance during the COVID-19 pandemic and provide appropriate restricted access for its users through the implementation of the appropriate measures, including the following:

- I. Detailed COVID-19 plan aligned with Scottish Government guidance which protects the health & safety of facility users
- II. Appropriate sanitisation & hygiene measures
- III. Health & Safety measures
- IV. Social Distancing measures

The extent which clubs will have to go to in preparing for these measures is dictated by current Scottish Government guidance, Health and Safety Executive Scotland requirements, medical guidance, the location, size, type of facility and the expected number of users (staff, players, coaches, volunteers, officials, supporters, media) accessing the facility.

Health and Safety within facilities is regulated through the [Health & Safety Executive Scotland \(HSE\)](#) and where appropriate the clubs designated safety officer.

The club should adhere to HSE regulations at all times, especially where measures are being considered in relation to social distancing and restricted facility access. In the planning for restricted access the appropriate risk assessments should be undertaken to ensure a facility operates safely, protecting its users and reducing the risks of the contracting and spreading of COVID-19.

Clubs should ensure any match day facilities which are not under the direct control of the club, such as car parks, undergo appropriate risk assessments and required measures can be implemented.

Further useful information can be found at the following websites

- [Coronavirus \(COVID-19\): business and physical distancing guidance](#)
- Further guidance on physical distancing can be found on [NHS inform](#).

## Venue Segregation/Zoning

The number of individuals who attend a stadium on match day should be kept to a minimum.

Furthermore, those in the stadium should only access areas they are required to do in the operation of their duties. This will further reduce the risk to them and others.

Clubs should understand who needs to be in which area of the stadium and zones with appropriate accreditation and security processes should be established.

One example zoning system could be;

### Pitch Zone

This would cover areas used by anyone who has to access the pitch. This is likely to be limited to

- Players

- Managers/Coaching/Medical staff
- Essential Club Staff eg Safety Officer, Club Secretary, Media manager - to be assessed by each club and kept to minimum
- Match Officials
- SWF Delegate
- Doping Control Officers
- On pitch first aid and ambulance staff
- Designated stewards/security staff
- Club Groundstaff

### **Media Zone**

Club should allow access to media partners as required by SWF Guidelines only. Subject to stadium layout, this designated media area will include

- Broadcast media (camera positions out with this area)
- Written media
- Photographers – during match positioning to be considered
- Club Media
- SWF Partners
- Designated stewards/security staff

### **Match Zone**

There will be a requirement for operational and other staff to attend on match day and the working areas they can access should be assessed and considered.

Subject to stadium layout, more than one such zone may be required and could include

- Control room personnel
- Stadium Manager
- Stadium Maintenance staff
- Ambulance personnel
- Home/Away Directors
- Opposition scouts if applicable
- Designated stewards/security staff

## **Appendix**

The following appendices provide guidance on areas of the match day environment which require to be risk assessed.

These recommendations are not exhaustive and clubs should ensure all measures are in line with Health and Safety Scotland Executive and Scottish Government guidance. The guidance covers

1. Pre Match Operations
2. Arriving at the stadium
3. Entering the stadium
4. Match Day Staff – Club and External
5. Exiting the stadium

## **1. Pre Match Operations**

Pre match operational meetings are standard practice for SWPL Broadcast matches and will form a key part of the match day process for all matches to be played under restrictions. These meetings provide an opportunity for key match day personnel from clubs and other stakeholders to discuss and agree match day procedures.

It is recognised that the operational set up will differ from visiting clubs previous experience and this should be discussed in detail with the visiting club shown round all facilities it requires access to.

Information can be shared, agreed and signed off to the satisfaction of all parties.

A standard Pre Match Operations documents should be used across the competition ensuring consistency of information sharing. A template document will be provided.

Effective communication of meeting outcomes is important to ensure match days run as smoothly as possible and dissemination of information should be agreed.

### **Considerations**

- Meeting organised at least 2 days before the match
- Meeting should be attended by appropriate personnel including – clubs Covid-19 Officer, clubs/venue Safety Officer, other club personnel as required, match official representative, Emergency Services personnel as required, representatives from the broadcasters & media.
- Meeting must be held in line with social distancing guidelines. Consider remote access if possible for some attendees.
- Outline COVID-19 operating procedures for hosting behind closed doors
- Pre match operations documentation completed, club COVID-19 operating procedures for hosting behind closed doors shared.
- Match day protocol for both teams and match officials discussed and agreed
- Match day protocol for other stakeholders discussed and agreed
- Technical team areas (changing rooms, medical provision, technical areas etc) viewed and agreed by both clubs and match officials.
- Evidence recent risk assessments and mitigation measures
- Effective communication of meeting outcomes to all relevant parties to be agreed

## **2. Arriving at the Match Venue**

Ensuring the arrival of all match day personnel happens in a safe, coordinated and effective manner is a key consideration and must be properly planned, agreed and communicated between by all parties.

Home clubs should consider their stadium footprint, access routes, and stadium arrival/entrance points arrival points relevant to each stakeholder group ensuring the opportunities for individuals to meet are limited. Ideally, stakeholders will have their own stadium access/egress routes.

It is possible that supporters will attend stadiums on match day regardless of the match behind closed doors and player/manager access routes which prohibit any potential support interaction should be implemented wherever possible.

Effective communication between all parties is vital to ensure entrance to the stadium runs smoothly.

## **Considerations**

Travel planning for key personnel

- All personnel including away team encouraged, to travel as per Scottish Government guidelines i.e. own transport where possible, avoiding car sharing and social distancing on team buses.
- All those attending the stadium should wear face masks on arrival and throughout the day unless otherwise stated.
- Travel plans to be communicated to home club in advance and process for changes agreed.
- Staggered arrival times to reduce congestion and waiting times on access
- Consider most effective arrival points for each stakeholder
- Both home and away clubs to consider scenarios for alternate transport arrangements e.g. if a player/staff member is injured or unwell

Parking arrangements

- Assessment of spaces available under social distancing guidelines in club controlled and non-club controlled match day car parks
- Accreditation process to be in place with appropriate security personnel/measures to ensure access to authorised personnel only.
- Car parking spaces all pre-determined and assigned in advance adhering to social distancing protocols
- Appropriate signage/markings for wayfinding within car park then to stadium access points adhering to social distancing protocols
- Ability for players/staff/match officials to park in a secure area as near to access point as possible with security escort to prevent engagement with supporters.
- Equipment/kit manager vehicle space requirements
- Requirements for TV trucks/vehicles and crew parking
- Parking options for any personnel not able to be included in club car parks

## **3. Entering the Match Venue**

Home clubs should consider their venue footprint, access routes, and arrival/entrance points arrival points relevant to each stakeholder ensuring the opportunities for individuals to meet are limited. Ideally, stakeholders will have their own stadium access/egress routes.

It is possible that supporters will attend match venues on match day regardless of the match behind

closed doors and player/manager access routes which prohibit any potential support interaction should be implemented wherever possible.

Testing procedures to be implemented on arrival (temperature testing e.g.) to be confirmed to all stakeholders in advance. All individuals entering the stadium will be required to be temperature tested.

Visiting players/staff should be checked by their own personnel on match day, ideally before arrival at the stadium. If an area for testing on arrival at the stadium is required, this should be provided by the home club.

Match officials must take their own temperature on the morning of the match as per the Match Official Testing Protocol

All home club staff must be temperature tested on entry into the stadium. Any individuals who have a temperature of over 37.8C must not be allowed access into the stadium and should return home immediately. Those personnel should contact NHS 24 immediately.

All match day personnel must be temperature tested on entry into the stadium. Any individuals who have a temperature of over 37.8C must not be allowed access into the stadium and should return home immediately. Those personnel should contact NHS 24 immediately.

Effective communication between all parties is vital to ensure entrance to the stadium runs smoothly.

## **Considerations**

### Access

- Accreditation process to be in place with appropriate security personnel/measures to ensure access to authorised personnel only enter the stadium
- Communication to each stakeholder group prior to and on arrival at stadium on specific stadium access points
- Each stakeholder group to have specific access point to stadium relative to their final destination where possible to minimise contact with non-essential personnel, spectators etc.
- Clearly marked, appropriate signage/markings for wayfinding for all stakeholders, adhering to social distancing protocols.
- Process for recording personnel data entering the stadium for contact tracing in line with data protection regulations

### Testing

- Defined process established, agreed and communicated for temperature testing on arrival at stadium access points.
- Clearly defined and adequately spaced waiting area for personnel prior to testing
- Protocol established for personnel who fail the temperature test including secure isolation room/waiting area

## Hygiene

- Hand sanitisation stations positions throughout the stadium and installed at every access point. Option to issue individual hand sanitiser issued to all personnel for continued use during match on entry
- Internal fire doors operated by single staff member to reduce amount of contact
- Non-fire doors wedged open where appropriate to reduce the amount of contact
- Which personnel are required to wear PPE and what are the changing/disposal protocols
- Periodic cleaning of surfaces at stadium entrance points

## 4. Club Match Day Staff and External Stakeholders

Club match day personnel should be kept to a minimum. Working practices should be evaluated ensuring that personnel only mix when required to avoid any cross contamination.

Clubs must engage with all relevant stakeholders and agree working practices and protocols.

Ensuring the arrival of all club match day personnel happens in a safe, coordinated and effective manner is a key consideration and must be properly planned, agreed and communicated between by all parties.

Home clubs should consider their venue footprint, access routes, and stadium arrival/entrance points arrival points relevant to each stakeholder ensuring the opportunities for individuals to meet are limited. Ideally, stakeholders will have their own stadium access/egress routes.

It is recommended that match day personnel complete a Personal Health Questionnaire on the morning of the match and have their temperature checked on arrival

Effective communication between all parties is vital to ensure entrance to the stadium runs smoothly.

### Considerations

#### Match Day Staff

- Numbers reviewed to ensure only those required
- Stadium arrival and access points to be reviewed
- PPE requirements to be considered
- Clearly defined roles and responsibilities to be communicated to all staff.
- Dedicated toilet facility access assessed.

#### Safety Personnel (Stewards/Police etc.)

- Club Safety Officer to lead on all safety and security personnel matters
- Stadium arrival and access points to be reviewed. This is likely to be different for different roles/locations
- PPE requirements to be considered
- Pre Match briefing processes to be considered

- Clearly defined roles and responsibilities to be communicated to all stewards and safety personnel.
- Locations during the match to be confirmed.
- Dedicated toilet facility access assessed.

#### First Aid Provision

- Stadium arrival and access points to be reviewed.
- Location and seating for first aiders during match to be reviewed.
- Cleaning and disinfecting of equipment, stretchers etc. to be considered
- PPE requirements to be considered

#### Broadcasters

- Risk assess all rig/derig processes to ensure compliance with social distancing measures and government guidelines.
- Stadium arrival and access points to be reviewed. This is likely to be different for different roles/locations
- PPE requirements to be considered
- Location of commentary teams to be assessed. Use isolated locations wherever possible.
- Set up of flash interview rooms to be assessed and in line with social distancing guidance. Can these be outdoor locations?
- Route to/from team changing areas to flash interview rooms to be considered.
- Interview requirements to be minimal to reduce risk of cross contamination.
- Location of staff during the match to be assessed – floor manager – technical area reporter e.g.
- PPE and hand sanitisers located in appropriate areas as required

#### Written Media

- Stadium arrival and access points to be reviewed. Waiting area required?
- Number of media accredited kept to minimum.
- Strict accreditation process in place with appropriate security
- Pre match health assessment process in place. Temperature testing on arrival?
- Location of press seats given empty stadiums. Are there other options
- Organisation of seating arrangements to ensure social distancing.
- No half time food provision.
- Access to dedicated toilet facilities to be assessed.
- Location of press conference facilities to be assessed and in line with social distancing guidelines. Could this be outdoor
- Route to/from match viewing area to be considered
- Working area for media to complete copy to be assessed and adequate cleaning protocols in place
- PPE and hand sanitisers located in appropriate areas as required

#### Photographers

- Stadium arrival and access points to be reviewed. Waiting area required?
- Number of photographers accredited kept to minimum.
- Strict accreditation process in place with appropriate security

- Pre match health assessment process in place. Temperature testing on arrival?
- Organisation of positioning arrangements to ensure social distancing.
- No half time food provision.
- Access to toilet facilities to be assessed.
- Working area for photographers to be assessed and have cleaning protocols in place
- PPE and hand sanitisers located in appropriate areas as required

## **5. Exiting at the Match Venue**

It is likely that numerous match day personnel will wish to leave the venue at a similar time.

This should be discussed and coordinated to ensure individuals can do so in a safe, coordinated and effective manner.

It may be the case that staggering of leaving times is required to ensure social distancing measures can be maintained.

This must be considered for all individuals within the venue during the match.

It is possible that supporters will attend venues on match day regardless of the match behind closed doors and player/manager access routes which prohibit any potential support interaction should be implemented wherever possible.

Effective communication between all parties is vital to ensure entrance to the venue runs smoothly. Exiting the venue should be discussed and agreed at the Pre Operations Meeting

### **Further Information**

- <https://www.gov.scot/coronavirus-covid-19/>
- <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>
- <https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/>