**Quick Ref Guide for Coaches/Officials**

**Bathgate Thistle CFC** would like to make available this quick reference guide available to coaches and officials to help keep everyone safe leading up to, during and after sessions.

All participants are encouraged to consider everything they do relating to hygiene, health and safety as they prepare for, participate in training activity..

**PLAN & PREPARE**

* Agree and communicate how you split your team up during sessions with the ratio of max. 10 players and min. 2 coaches for each group.
* Agree with other coaches before any sessions what equipment you will take and keep this to a minimum where possible.
* Pre-prepare attendance registers before sessions to make it easier to record. (Blank copies can be found on the website in the COVID section.
* Arrive exactly on time, not early, to limit waiting time and avoid congestion.
* Arrive on your own, or if necessary, with one other person to help you.
* Ensure you have hand sanitiser and disinfectant wipes or spray for your team to use.
* Communicate to team about coming prepared with strips on and own personal items such as water bottles, etc…

**DURING TRAINING**

* Players and coaches must stay within the group they start the session with for duration of the session.
* No heading the ball during sessions and no hand contact with balls.
* Stay within your assigned areas at all times (no crossing over pitches)

**END OF SESSION**

* Sessions are capped with allocated times including hand over periods.
* A 20 minute window has been added in between each session to ensure each team have time to clean and vacate the facility or area before the next team arrive.
* Ensure your area is fully clear of all items including training equipment, bottles, etc.
* Ensure at end of session all players and officials use the proper exits in an orderly fashion considering guidelines regarding social distancing protocols.

If unclear please ask for help from any of your direct teams officials or if a there is a COVID Coordinator or Exec Committee Official on hand, as they are there to help everyone stay safe but also need everyone to act responsibly and play their part.