



# **Guidelines for European Club Competitions**

**2020/21**

# INDEX

<b>1. INTRODUCTION .....</b>	<b>3</b>
1.1. Objective .....	4
1.2. Recipient Groups .....	4
<b>2. REFERENTS .....</b>	<b>5</b>
<b>3. BEFORE THE EUROPEAN COMPETITIONS.....</b>	<b>6</b>
3.1. Instructions for the first transfer.....	7
3.2. The transfer team.....	7
<b>4. GUIDELINE FOR THE MATCHES.....</b>	<b>8</b>
4.1. General preparation for the match.....	8
4.2. Disinfecting and cleaning .....	8
4.3. Technical meeting... ..	9
4.4. Arrival of the guest team .....	9
4.5. The arrival of Referees and WSE Officials.....	9
4.6. Changing rooms management.....	10
4.7. Pre match procedure .....	10
<b>5. MATCH DEVELOPMENT.....</b>	<b>11</b>
5.1. Teams entering the rink.....	11
5.2. Timekeepers and Scorekeepers table.....	11
5.3. Bench.....	12
5.4. Health Service.....	12
5.5. Cleaning Service.....	12
5.6. Match Interval.....	13
5.7. End of the Match.....	13
5.8. Positive Management during the competition.....	14
<b>6. OTHER DISPOSITIONS.....</b>	<b>14</b>
6.1. Anti-Doping Controls.....	14
6.2. Instructions for the Media.....	15
6.2.1. Photographers.....	15
6.2.2. Press Conference.....	16
6.2.3. Television Interwies (Flash zone, Mixe Zone).....	16
6.2.4. TV Production.....	16
6.3. Guidelines for the Public.....	17
6.4. Protocol.....	17
6.5. Award Ceremony.....	17
6.6. Match behind closed doors.....	18
6.7. At the edn of competitions.....	18

## INTRODUCTION

7.

The current document has been written with the aim to give recommendations and general requirements which will have to be applied for the planning and the carrying out of the Club European competitions.

- a) All Clubs enrolled to the continental competitions for the 2020-2021 season, must have their detailed and ongoing Covid-19 containment Protocols, in line with the guide lines of the National and Local government, besides those arranged by the National federation, and are responsible for the application of the due measures in their environment.
- b) The Clubs are responsible for the preparation of the competitions in a safe environment guarantiing the respect of all the national guidelines and the safety provisions.
- c) The Rink-Hockey European Committee, recognises that the government regulations and reccommendations regarding Covid-19 differ from country to country, and where these are stricter, they substitute the WSE guidelines.
- d) The guidelines will be seen as strictly temporary, linked to the current situation and updated periodically, according to the government and local provisions of each country, and of the consequent rules come into force.
- e) For this reason, the European WSE Committee, will constantly monitor the evolution of the situation related to the pandemic Covid-19, in close cooperation with the National Sport Federation and e their affiliated clubs, participating to the European competitions.
- f) The guidelines are complementary to the measures applied by the local Authorities and the latter are always prevalent.
- g) The current document completes the Guidelines for the WSE competitions hygiene and the measures and the Health Protocols applied by National and Local Authorities.

## 1.1.

### OBJECTIVE

The aim is that of guaranteeing that all possible measures of mitigation are adopted to reduce the infection risk for all those that are involved in the competitions, even if the risk cannot be completely eliminated.

- a) All the interested parts will take part to the 2020-2021 season European competitions to their risk, under their **RESPONSABILITY.**
- b) This Protocol is aimed at giving a minimum standard to guarantee the health and safety, in line with the WHO recommendations, to:
  - Players
  - Technical Staff
  - Managing Staff
  - Medical Staff
  - WSE Officials
  - Match Officials
  - Accredited Media
  - Personnel involved in the event organisation
  - Public

## 1.2.

### RECIPIENT GROUPS

The current document is addressed to a series of recipient groups involved in various ways in the European competitions of the WSE European Committee for the 2020-2021 season

- a) The protocol must be followed by all the recipient groups shown in order to guarantee the application of the measures and of the protocols according to the various roles and responsibilities.
- b) The recipient groups are:
  - Players and Team Officials
  - WSE Officials and Match officials
  - Organisers, Clubs
  - Suppliers of local or international services
  - Media accredited
  - Public
- c) The application of such measures must be in total conformity with the WHO recommendations, with the rules and the national and local government laws and with possible variations of the latter due to the general evolution of the pandemic.

## 2. REFERENTS

### **Referent Federation-Covid-19 / Head of the Federal Medical Commission/ Covid-19 Officer / Team Hygiene Officer**

In order to guarantee a correct application of the general recommendations and of the specific protocols the Federations, the Delegations of the organisation of the Clubs participating to the 2020-2021 European competitions, must nominate these new roles :

- a) **Covid- 19 Federation Referent:** every Federation must send the Covid- 19 Federation. Referent generalities which will interact with the WSE European Committee, for the 2020-21
- b) **Head of the Federal Medical Commission:** every Federation must send the Head of the Federal Medical Commission generalities which will interact with the WSE European Committee, for the 2020-21
- c) **Covid-19 Officer:** every Club must nominate and send the Covid-19 Officer generalities who will be responsible to guarantee that all measures to mitigate will be applied by players, team and match officials and by all the staff involved in the event.  
This person must have the knowledge to be able to carry out the procedures and the assessed protocols.  
This person will interact with his/her Federation and with the WSE European Committee.
- d) **Team Hygiene Officer:** Every Club must nominate and send the Team Hygiene Officer generalities.  
This person is chosen among the Team Officers who are travelling with the Team Delegation (ex. Team Doctor or Team Therapist).  
The Team Hygiene Officer will check daily the health state of all members of the delegation he is well informed on the current government regulations followed by the organisers, and instructs and supervises all members of the delegation.

### 3. **BEFORE THE EUROPEAN COMPETITIONS**

The company hosting the competition has to :

- a) Organise events only if it is allowed by Local, National and WSE European Committee Authorities.
- b) Make sure that the facility of the competition respects the general National, International recommendations and specific of the WSE European Committee competitions, during the Covid-19 pandemic.
- c) Nominate a **Covid-19 Officer** and send the relevant contacts to the WSE European Committee.  
The Covid-19 Officer is in constant contact with the Local/regional authorities and with the competent authorities, aiming at monitoring day after day, the evolution of the pandemic situation.

**WHATEVER VARIATION WILL BE TAKEN HE/SHE MUST INFORM IMMEDIATELY THE EUROPEAN COMMITTEE**

- d) Send the **Protocol** of the sport facility that must contain :
  - Social distancing protocols organised and compulsory in all the sport facility structures to optimize the security and wellbeing of all the participants.
  - Greater fragmentation and strict subdivision of all the areas of the sport facility
  - the sport facility planimetry
  - the description must be detailed, the adopted ways to guarantee the respect of the protocol and government regulations on COVID-19.

**THE COVID PROTOCOL MUST BE SENT TO THE WSE EUROPEAN COMMITTEE.**

- e) Moreover the **Covid Protocol** must be sent and all the parts involved in the competition taking place must be aware of it :
  - Participating teams
  - Match Officials (Timekeepers, Scorekeepers)
  - Local Staff (Plant service, volunteers)
  - Accredited Media
- f) every time there will be a relevant variation to the Protocol or to the National or Local Regulations, it is necessary to send back the Covid Protocol to the WSE European Committee, with the applied variations within **7 days**.

### 3.1.

## INSTRUCTIONS FOR THE FIRST TRANSFER

- a) The **Covid-19 Officers** of both teams, (hosting and guest) must communicate to the WSE European Committee and to the team with whom they are going to play, immediate information on all the necessary measures to enter and exit the country without quarantine and/or other restrictive measures.

**These are the deadlines to observe in order to communicate before any single competition**

- **15 days**
- **8 days**
- **3 days**

- b) The **Covid-19 Officers** must inform immediately the WSE European Committee if travel restrictions are applied by the Local or National Government, adopted to or from European countries, which could impede the participation of the Clubs to the competition.
- c) The **Covid-19 Officer** of the hosting Team, must prepare an informative protocol about the procedures of how the guests should interact with the Health System of the hosting country (from the phone number to the Emergency Rooms, to the contacts of the Local Health system) in case of need.

**The local regulations can fix different deadlines and, if they are stricter than the WSE Committee guidelines, these must be observed.**

**Please note that the Company will be responsible for compliance with all applicable rules..**

### 3.2.

## THE TRANSFER TEAM

The team that is travelling to reach the place where the competition is taking place, must respect all current regulations about the travel phases and during the stay in the place of the competition

- a) The **Covid.19 Officer** of the hosting team, will make sure that the above mentioned procedures, regarding the Hotel and the Restaurant, are applied, to guarantee the referees and the Officials the highest safety.

## 4. **GUIDELINE FOR THE MATCHES**

### 4.1. **GENERAL PREPARATION FOR THE MATCH**

The hosting Company must carry out a meticulous control system of the entrances in order to avoid and minimize the interaction between the various groups:

- Team and Staff
  - WSE Officials and Referees
  - Members of the Local Organising Committee
  - The Health Service
  - Accredited means of communication
  - Public
- Make sure that the points of entrance/exit to the Place of the accredited groups of people above mentioned, are completely apart from the points of entrance and exit of the public (if present) and make sure that the fluxes do not cross.

### 4.2. **DISINFECTING AND CLEANING**

- a) All the public areas of the sport facility must be cleaned accurately before the opening
- b) The disinfecting and cleaning procedures must be carried out before every match or training session related to the competition:
- Playground
  - Timekeeper and scorekeeper table
  - Benches
  - Expelled players box
  - Shared elements such as balustrades, doors
  - Changing rooms and Medical areas and Antidoping
  - Isolation room
  - Removal of all the rubbish in the sport facility
  - VIP room (if available)
  - Press room (if available)
  - Areas for the Media (TV and SPR positions, Press seats)
  - Accredited desk



#### 4.3. TECHNICAL MEETING

The technical meeting, when needed, must take place in a meeting room big enough to guarantee a social distancing, where it is compulsory to wear a mask.

- a) Those who can participate are :
- WSE Committee
  - Delegates of the participating teams
  - Covid-19 Officers of the participating teams
  - Referees
  - WSE Press office

#### 4.4. ARRIVAL OF THE GUEST TEAM

- a) The access to the sport facility of the guest Team must be done through the designated entrances, interference with other sectors is not allowed.
- b) All the Delegation of the Guest Team, at the entrance of the sports facility, must comply with the local health regulations.
- c) The Team Hygiene Officer of the Guest Team will deliver the sanitary declaration forms in order to confirm that all the Team components are without Covid-19 symptoms and can be contacted if a case of virus is later signaled in the area.
- d) In case the Guest Company presents Players or Staff, who had the virus, and have recovered and finished the quarantine, he must show, apart from the health declaration, the medical certificate that states the negativity, according to the envisaged procedures, released by the competent health authorities.

#### 4.5. THE ARRIVAL OF REFEREES AND WSE OFFICIALS

- a) The access to the sport facility of the Referees must be through the designated entrances, interference with other sectors is not allowed.
- b) The referees, at the entrance of the sports facility, must comply with the local health regulations.
- c) Every Referee will give all health declaration forms so to confirm that he is free of the Covid-19 virus symptoms and can be contacted if a case of virus is later signaled in the area.

#### 4.6.

### CHANGING ROOMS MANAGEMENT

This guideline is aimed at mitigating the risk and reducing the time that Players, Staff and WSE Referees spend in the changing rooms.

- a) The Teams and the Referees must have access to changing rooms, big enough to allow a sufficient space to avoid gatherings.
- b) The Teams must have access, where possible, to separate treatment rooms.
- c) Every Team/Player is responsible to bring its personal belongings (towels, bottle) for the game.
- d) The Staff of the Sport Facility must guarantee that the changing rooms, the treatment rooms and the toilets are accurately cleaned and disinfected before the arrival of the Teams and Referees.
- e) Nobody except the Team components can enter the changing rooms during the entire period of the competition.
- f) In order to guarantee safety inside the changing rooms it is advised to activate, in the shower area, social distancing (ex. Separate shower boxes, or every second shower) keeping the shower time short.
- g) in the changing rooms it is compulsory to wear masks.

The **Covid-19 Officer** of the Hosting Team must make sure that all participants to the competition are fully aware of the Covid-19 procedures for the warm up phase, entrance to the playground, the interval and the end of the match

#### 4.7.

### PRE MATCH PROCEDURE

- a) Social distancing must be observed in the access areas of the playing area.
- b) The access areas must be conceived so to allow social distancing, through distance signals.
- c) If possible, for the access to the playing area (one way system) various paths to enter and exit must be used.
- d) The entrance of the team in the playing area must be coordinated so that both teams do not arrive at the same time at the entrance.
- e) During the warm up the teams must respect social distancing.
- f) At the end of the warm up, when the teams exit the rink to prepare for the following official entrance, the teams cannot leave simultaneously the rink (at least one minute between them) in case the same entrance is available.

5.

## MATCH DEVELOPMENT

5.1.

### TEAMS ENTERING THE RINK

- a) In the entrance area of the rink, those allowed to remain are:
- The Covid-19 Officer
  - Safety Staff
  - TV Producers
  - Camera Operator

Respecting social distancing and wearing a mask.

- b) The Team that enters second in the rink must be kept away from the entrance until the first team has not entered.
- c) Nobody else can take part to the entering in the rink (no flag holders, no kids at the entrance of the rink).
- d) The referees and the teams in the middle of the rink when greeting must respect social distancing.
- e) The teams and referees must not get in contact, when greeting.
- f) The players presentation can maintain the regulation procedure.

5.2.

### TIMEKEEPERS AND SCOREKEEPERS TABLE

- a) The timekeepers and scorekeepers table must be cleaned and disinfected before the arrival of the staff, including all the equipment (console..).
- b) All the people at the table must wear masks during all the competition.
- c) All communications between the table and the benches must be done observing the social distancing rules.
- d) There must always be a disinfectant dispenser at the table
- e) The only people authorized to stay at the table are:
- Auxiliary referee
  - Timekeeper
  - 45'' Responsible
  - Scorekeeper
  - WSE Official (if present)

5.3.

### BENCH

- a) The teams must make sure that every player has been assigned a specific seat/space where to put the towel, the water bottle and the mask box.
- b) The team benches must be cleaned and disinfected before the arrival of the teams and during the interval of the match.
- c) At the end of the first half, the teams must take all their belongings from the bench so to allow the cleaning by the staff. Nothing can be left on the benches.
- d) All the people on the bench must wear a mask.
- e) The main trainer can sit up without the mask if he is at least 2 meters away.
- f) The substituted players, after recovering, must wear masks.
- g) In the area for the expelled players, they do not have to wear the mask if they are arriving from the rink, but if they have been expelled from the bench they must wear a mask.
- h) On each bench there must be a disinfectant dispenser.

5.4.

### HEALTH SERVICE

The health and physiotherapeutic staff that enters the rink or intervenes outside it must have all individual protection equipment required by current regulations.

5.5.

### CLEANING SERVICE

The cleaning staff authorized to access the rink for drying, or maintenance, can do it only when nobody will get closer than 1,5 meters.

5.6.

**MATCH INTERVAL**

- a) The Teams and the Staff must leave the rink in the following order, under supervision of the Hosting Covid-19 Officer:
  - Guest Team
  - Hosting Team
  - Referees
- b) At the end of the first half the teams must take away all their personal belongings from the benches, to allow the cleaning.
- c) During the interval the benches, the timekeeper table, and any other pertinent equipment must be cleaned and disinfected.
- d) The Covid-19 Officer must remain at disposal to guarantee that the teams and the Officials respect the provisions when re-entering the rink.
- e) During the interval the speaker must remind the main hygienic and behavioral regulations the public must observe.

5.7.

**END OF THE MATCH**

- a) At the end of the match the Referees and the Teams will align in the middle of the rink for the final greeting, without mask keeping social distancing.
- b) At the signal of the first Referee, the Players of the two teams will greet .
- c) It is not allowed to any kind of greeting if not with the elbow between the Captains of the two teams and the Referees.
- d) The guest Team, once finished the greeting, will head for the changing rooms together with its staff.
- e) Then the Home team will follow, that can greet the public, (when present) keeping a distance of at least 2 meters under the surveillance of the plant safety staff)
- f) The Referees must monitor the teams behavior after the final whistle for the end of the match to guarantee that all participants behave in a sportive way until all participants have left the playing area and the checking areas.
- g) For the Captains it is not necessary to sign the minutes, but it will be possible to communicate any objection within 24 hours following the match, while the Referees will complete the competition form in the changing rooms.

## 5.8. POSITIVE MANAGEMENT DURING THE COMPETITION

- a) If a Player, a Staff member or a Referee are found positive to the Covid-19 virus after arriving in the competition area, or during the match, the health protocol of auto-isolation and mitigation will have to be followed.
- b) The person will have to wear a mask and avoid close contacts.
- c) Competition Referees must be informed immediately and the health staff will intervene.
- d) The person will be kept away and taken to the room designed to people with symptoms, as described in the Covid protocol of the sport facility, preparing the intervention of the emergency health service.
- e) The Local authorities must be informed and also the owner or manager of the sport facility.
- f) All the people will be invited to leave the facility respecting the current regulations.

**In this case the competition will be suspended immediately.**

## 6. OTHER DISPOSITIONS

### 6.1. ANTI-DOPING CONTROLS

During the competition anti-doping controls can be done.

- a) There must be a clean and disinfected room available for the anti-doping controls.
- b) The room must be big enough to allow players and anti-doping staff to maintain social distancing.
- c) All people in the room must wear masks and gloves.
- d) The gloves are necessary only for the health procedures; the anti-doping staff must give all the negative results of Covid-19

## 6.2. INSTRUCTIONS FOR THE MEDIA

- a) All the Media representatives must be accredited, at least 24 hours before the event, at the Hosting Company giving all relevant contacts.
- b) The Media representatives are obliged to follow the Covid-19 regulations.
- c) The Media Representatives are obliged to take their temperature at the entrance (anyone with 37,5 or more cannot enter)
- d) All accredited people must fill in a form of health self-certification, to confirm they are without Covid-19 symptoms and can be contacted in case of positive cases in the area designated for the Media, in the sport facility. Anyone showing any symptoms cannot enter the facility.
- e) The self-certification form (attached form) must be downloadable from the Club website, and it is advised to fill in the health declaration before.
- f) All the Accredited must wear a mask.
- g) Media Representatives may only enter restricted areas, except those that are granted access at specific times and sectors, but under the supervision of the Media Manager of the Host Company.
- h) The assigned seats (to facilitate the research of contacts in case of infection) in the media area must be distanced, in line with the local social distancing regulation.

### 6.2.1. PHOTOGRAPHERS

- a) The hosting company must prepare photo positions according to the social distancing regulations.
- b) A maximum number of photographers should be fixed for each area, keeping in mind social distancing measures.
- c) Photographers can enter the rink only before the match, for the team photos (that can be taken only immediately after the greeting to the public)
- d) At the end of the match photographers are not allowed in the rink.

### 6.2.2. PRESS CONFERENCE

- a) Press conferences must take place according to the current regulations.
- b) All the people that will be involved in the press conference, must wear a mask and keep social distancing. (both in the mixed area and when entering).

### 6.2.3. TELEVISION INTERVIEWS (Flash Zone, Mixe Zone)

- a) The Press Officer of the Host Team (supervisor) is jointly responsible for the coordination of television interviews and must inform all those present of the provisions in force.
- b) The rules of social distance must always be respected during interviews (both in the mixed area and when accessing).
- c) It is advisable to interview few people, to reduce to the minimum the number of interviews – one for each team (Trainer or Player)
- d) For both flashes and interviews in the mixed area, a microphone must be used so that the interviewer can keep a 2 meter distance from the interviewed person.
- e) The microphone must be kept at a distance of 30cm from the interviewed person.
- f) All microphones must be disinfected before and between interviews.
- g) If any of the regulations are not observed or the interviewed is not at ease, the supervisor can stop the interview immediately.

### 6.2.4. TV PRODUCTION

- a) The tv partners of the Hosting Team are responsible for the tv production and their staff.
- b) It is the tv production responsibility to guarantee the regulations of the code of conduct are respected, so as to all the Covid-19 guidelines.
- c) All tv staff operating inside the facility must wear masks.
- d) The tv staff operating in the area closest to the players and staff, must make sure to remain always 2 meters away.



### 6.3. GUIDELINES FOR THE PUBLIC

The hosting company decides, in the respect of the current regulations, to allow or not the presence of a public at the competitions.

When the public is present all National, Regional and Local Covid-19 protocols must be guaranteed and applied.

- a) In this case, and if the Hosting Company decides to sell tickets, it is important that all regulations are respected.
- b) It is compulsory to foresee areas for the public inside the facility, respecting the current regulations.
- c) The Hosting company must communicate the availability of assigned seats for home supporters and how to buy the tickets.
- d) The decision to open shops and food shops inside the sport facility is up to the Hosting Company, in respect of the local regulations.

### 6.4. PROTOCOL

- a) National Anthems in European club competitions may not be played before the initial greeting.
- b) The official photographs in case of single matches and in the first match of a team in a tournament, will be allowed just before the official greeting of the same match, in respect of the local regulations.

### 6.5. AWARD CEREMONY

The Awards Ceremony must be a safe event, in compliance with what are the provisions Covid- 19 on the subject.

- a) The ceremony must take place in a position of the playing field where the media and photographers can have a direct view, in compliance with the rules.
- b) All people who will be involved in carrying out the awards at the end of the competitions, must use protection devices, mask and gloves.

## 6.6. MATCHES BEHIND CLOSED DOORS

In the event that the local authorities decide to close the facilities to the public, the following persons will have access to them during official competitions:

- The persons included in the game report of each team
- WSE Officials
- Referees
- Table workers
- Medical service
- A number of three members per team to be in the stands  
Federal personnel designated by the Federation of the Host Team
- Accredited press (including TV technical staff)
- Speaker
- Law enforcement's
- Service staff for the management of the Covid-19
- Personal anti-doping control
- In agreement with your Federation, you may invite and authorize access to federal executives and public authorities.

**Local regulations may impose different restrictions and, if more stringent than the WSE Committee guidelines, these must be respected**

## 6.7. AT THE END OF COMPETITIONS

All persons who develop symptoms after the match must isolate themselves, seek medical assistance and inform the organiser and the competent public health authorities about their potential exposure, both in the country where the competition took place, either at the time of return to the country of residence in order to activate the relevant contact tracing procedures

**The WSE European Committee must be informed in good time.**