

## **COVID-19 Policy: Training Session Obligations & Procedures (Senior)**

### COVID-19 Policy: Training Session Obligations & Procedures (Senior)

This is our updated guidance following the FA's amendments with immediate effect from 18 July.

***Last Updated: 7 August 2020 to accommodate more guidance on Culver Road & friendly fixtures***

If you have any questions you can contact us using the details provided below.

**This policy provides a summary of the main guidance which affects everyday operations for our football activity. Please note that, in particular for fixtures, the full more detailed FA guidance should also be read. These can be found via the below links (primarily see 'NLS Specific Guidance').**

#### **Timeline:**

- Until 31 July - When ready, you can begin competitive training, with the overall group size (inclusive of coaches) being limited to 30 people;
- From August - Competitive matches to begin, for example pre-season fixtures, festivals and small sided football competitions;
- From September - Grassroots leagues, men's National League System, Women's Football Pyramid tiers 3 to 6, and FA Competitions can commence.

*This policy will apply to all foreseeable sessions such as training & fixtures, subject to updated guidance in the future.*

#### Relevant Links

- Lancing FC Attendance Register - [Link](#)
- Lancing FC NHS Test & Trace Online Form – [Link](#)
- Lancing FC First Aid Treatment Report Form - [Link](#)
- FA Summary of changes - [Link](#)
- FA Detailed Guidance of changes - [Link](#)
- NLS specific guidance - [Link](#)
- First Aid Guidance - [Link](#)
- Online COVID-19 folder - [Link](#)

#### Aims of policy

- To satisfy the legal requirements placed upon us by the UK government, and football bodies, in relation to the management of the health & safety of our members
- To ensure that members are aware of the serious, dynamic approach we are taking to protect their health, and how they can follow our procedures to remain safe
- To clarify the very specific rules & procedures implemented by the FA and Sussex County FA, for all sessions, including those at Culver Road, to ensure clear understanding

*NB – 'Attendees' includes all people involved in a session, including but not limited to, players, coaches, staff, volunteers, personal trainers and members of the press.*

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Before each session

- The COVID-19 Officer must ensure that relevant policies, risk assessments and guidance have been circulated to managers & coaches to read & circulate to attendees
- In line with current Government guidance, all participants (players, coaches, club and match officials, volunteers, spectators etc.) should check for symptoms of Covid-19. If an individual is symptomatic and/or living in a household with a possible Covid-19 infection they should remain at home and follow Government guidance.
- **Before each session the online NHS Test & Trace form, which collects contact details & confirms that each attendee doesn't have symptoms, must be completed. This includes all attendees such as players, coaches, staff, physio etc.**
- **At the beginning of a session once all attendees have arrived, an attendance register must be completed to confirm that all attendees have completed the Test & Trace form, and confirm who is physically present at a session. Instructions are provided on the register & it must be sent physically or electronically to the COVID-19 Officer within 48 hours of the session (e.g. paper format / scan & email / photo & email).**
- Ensure that appropriate PPE / hand gels / cleaning equipment is in stock.
- All equipment should be disinfected before the session begins, and bibs (where absolutely necessary) must be washed before the session.
- Where possible, players, match officials and coaches must arrive changed and shower at home.
- Should the facility have toilets these should be open pre-match, during the match and for 30 minutes afterwards. Cleaning should be rigorous with distancing & safety measures followed according to government advice.
- It is important that we offer more tailored support and close monitoring of any players/attendees with existing medical conditions, and also members of the BAME community, who are widely believed to be disproportionately affected by the COVID-19 pandemic. Jack & Gloria can be contacted to offer support where required.
- The regular cleaning & sanitisation of equipment is mandatory before & after each session. Coaches/staff are free to keep a record of this if they wish.

**Before each session:**

- The coach should provide each attendee with the following information:
  - Start time and end time – please be **on time** (not earlier or later)
  - This document and any other relevant information such as the link to our Test & Trace form
  - A reminder of equipment needed for the session: clothing, boots, individual water bottle, individual hand sanitiser (all clearly labelled)
  - Venue details including if there are procedures such as a one-way system in place
  - A reminder that competitive sport increases risk of transmission, and that there are new & existing safety measures in place to protect attendees.
  - The need for attendees to bring their own kit & not share clothing.
  - Ensure that you have enough coaches to provide **10:1 player:coach ratio**.

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**Travel to a venue:**

- Attendees are not recommended to travel by use of public transport. Where this is necessary, appropriate PPE, such as a face mask, should be worn at all times
- All attendees should try to use a form of private transport in which they do not car-share with people from different households
- Parking should always take place in alternate bays
- Nobody should arrive or exit their car at the venue, until the designated start time

If vehicle-sharing is essential, the following advice must be circulated to attendees & followed to ensure their safety:

- Share the transport with the same people each time;
- Keep to small groups of people at any one time;
- Open windows for ventilation;
- Face away from each other;
- Clean the car between journeys using standard cleaning products – including door handles and other areas that people may touch;
- Ask the driver and all passengers to wear a face covering;
- Consider seating arrangements to maximise distance between people in the vehicle – this may mean using more than one coach or minibus if possible, and the wearing of face coverings on coaches or minibuses;
- Require regular hand sanitisation by passengers on a coach or minibus;
- Limit the time spent at garages, petrol stations and motorway services;
- Keep distance from other people and if possible, pay by contactless;
- Wash hands for at least 20 seconds or sanitise hands often, and always when exiting or re-entering the vehicle;
- When finishing the journey participants should wash their hands for at least 20 seconds or sanitise their hands as soon as possible.

**During each session:**

- Training sessions are now contact & competitive but during breaks/outside session distancing & safety measures still apply
- If an attendee feels unwell at any time during a session, isolate from the group and inform a coach or a committee member who is present. Government guidance will then be followed, and our safeguarding & welfare team should be notified in order to support the attendee, and organise necessary action to be taken to protect everyone's health.
- Attendees are to bring their own hand sanitiser and clean hands before & after a session. Sanitiser should also be provided by managers/coaches.
- Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches).
- There is no longer an FA mandatory player:coach ratio – however as a club we are making mandatory a ratio of **10:1** (1 coach for every 10 players, for example a max. sized group of 30 must include 27 players and 3 coaches).
- Care should be taken on busy sites with limited access points to ensure safe play.
- In all settings before and after the session, and in any breaks, all participants should practise social distancing, in line with Government guidelines on two metres or 'one metre plus'.

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- Any spectators at training sessions (including parents and carers) must be restricted to discrete six-person gathering limits and spread out, in line with wider government guidance, ensuring space for officials, coaches and substitutes. We await further guidance on this.
- Competitive match play is now permitted, however, in all settings before and after matches all participants should practise social distancing.
- Equipment and refreshment storage for each individual including officials and substitutes. Coaching staff and substitutes, should, for example, spread out and avoid sharing a dug out or bench if social distancing cannot be observed. Players and officials should also observe social distancing during sin-bin instances. Technical areas are allowed to be extended for distancing.
- Water bottles or other refreshment containers should in no circumstances be shared. Participants are advised to bring their own drinks or refreshments, in a named container.
- After activity participants must maintain government mandated social distancing for social interaction. This includes in any available changing rooms, showers, and any clubhouse facilities or other venue participants congregate in afterwards.
- Any payments whether at a training session, fixture or any other event is strictly cashless. Our partners at Sumup are our approved payment suppliers – for matches at Culver Road our 3G portable card machine must be used for all transactions. For any other fees such as registration fees, you can request a Sumup link from Jack which will enable remote payment.
- Until further notice, as all payments must be cashless. Informal team ‘fines’ such as fines for being late etc. are postponed & should not be collected unless explicitly cashless online
- Other club fines such as fines for dissent bookings are still permitted, however this will be organised by the committee using the Sumup app
- Equipment should not be shared unless necessary. Bibs should not be used. Kit must be taken home by each individual player & washed, not collected by a coach or official. All equipment such as balls, cones, poles etc must be sanitised before & after a session using disposable wipes.
- The nature of football means that the ball is not frequently handled. When the ball goes out of play it should not be retrieved by non-participants and should be retrieved using the feet rather than the hands where possible. Where there are breaks in the game, or training, if throw-ins or handling has occurred the ball should be disinfected.
- Where possible, attendees should avoid shouting & raising their voices particularly when face-to-face – this is to prevent transmission via droplets.
- It is mandatory that nobody can spit – this should be enforced during sessions.
- If someone needs to sneeze/cough, they should do so into a tissue which is then safely disposed of, or facing away and sneezing into their upper-sleeve.
- Before & after sessions distancing must be maintained & clustering avoided – a method could include one-way systems, staggered entry/leave times, clear instructions to attendees, and boundaries placed around sessions to distance from any other sessions which may be taking place.
- Regular hygiene breaks should be provided with players advised against touching surfaces such as railings, gates, boards and equipment unless absolutely necessary

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**First Aid:**

- Each coach must have their own first aid kit for each session
- For minor injuries attendees must self-administer with distanced advice from a coach/physio
- If a coach/physio must break the 2m rule and administer first aid, PPE should be worn, and contact kept to a minimum
- If CPR is required, only deliver chest compressions & use a defibrillator – do not perform mouth-to-mouth or similar
- As with all other equipment, the first aid bag must be sanitised after use
- Detailed guidance for first aid & physiotherapy can be found via the FA website [here](#). Distancing should still be maintained unless in an emergency. PPE should be worn if first aid requires distancing to be compromised & hands disinfected after use.
- It is vital that should first aid guidance or treatment be provided to an attendee, even if distancing is observed, our COVID-19 first aid form (link on page 1) must be completed & submitted to the COVID-19 officer for the purposes of NHS Test & Trace. Any wounds must remain covered throughout sessions.

**Fixture specific rules:**

- Pre-match handshake should not happen. Instead players will be asked to hand-sanitise before kick-off.
- Team talk huddles should not take place. Team talks can take place, as long as social distancing is observed and held outdoors where possible.
- Warm-ups/cool-downs should always observe social distancing.
- Coaches, other team staff and substitutes are allowed, but must also always observe social distancing on touchlines/dug-outs. Social-distancing must also be observed during interactions when a substitution is being made – technical areas should be extended.
- Match preparation meetings by officials should be held by video call or email messages.
- Set plays – free kicks: referees and coaches should encourage players to get on with the game and not unnecessarily prolong set play set-up, such as defensive walls.
- Set plays – corners should also be taken promptly to limit prolonged close marking and goal posts should be wiped down before matches, after matches and at half time.
- Goal celebrations should be avoided.
- Interactions with referees and match assistants should only happen with players observing social distancing.
- Goal posts and corner poles should be wiped down before matches, after matches and at half time using appropriate PPE and sanitiser wipes.
- Match officials should observe the FA's guidance in the same way as participants are required to.
- No kit should be shared for pre-season friendlies other than bibs. If a team kit is to be worn, each player must take their own kit home to wash, it should not be collectively washed.
- For league & cup matches team kits may be deemed appropriate to be worn & shared subject to further FA guidance and stringent cleaning procedures.
- No changing facilities, showers or other indoor facilities are to be used other than toilets at any venue we have a session at. Players, coaches and officials must arrive fully-dressed and prepared for the session with no indoor or outdoor changing. Toilets may be used with distancing.
- Referee payments are to be made in advance via BACS – no cash is to be handled.
- Before attending another venue managers must ensure the venue is safe, request to see the host club's risk assessment, and follow our normal rules on no use of changing rooms etc.
- More detailed guidance for fixtures is provided in the 'NLS Guidance' document (link on page 1).

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**After each session:**

- Hands should be washed at the earliest opportunity and personal equipment should be wiped down with a disinfectant.
- Unless absolutely necessary, participants should take their kit home and wash it themselves, or by family members. Post activity showers should be taken at home.
- Everyone must continue to maintain social distancing including in any facilities where groups of people congregate (e.g. clubhouses).
- Everyone should leave following the traffic-flow system the club or facility provider has put place.
- Anyone who becomes infected after training/matches should report this to the NHS test and trace system.

**Non-attendees:**

- Non-attendees, including but not limited to, spectators, parents, drivers, injured players or club scouts should not converge around the session. If using a public park or other public space, non-attendees should watch from a distance, ideally in their own vehicle. At private venues, such as Culver Road, non-attendees (including injured players) are strictly not permitted into the stadium – we will have stewards on hand to monitor this (*until Sept.*)
- Only in an emergency situation is a non-attendee allowed entry into the Culver Road stadium, or any kind of interaction with a session
- This is likely to change as of September 2020 where spectators will be allowed – however you should refer to FA policies for updates.

**Specific measures for Culver Road:**

Please note that we have worked with the Sussex County FA to implement even further measures to ensure the safety of users of Culver Road – a benchmark stadium in Sussex.

These measures apply for any facility users, be they from Lancing, opposition club or officials.

Measures to be strictly followed include:

- One-way system (enter through main turnstile, exit by Lancing FC office the other side)
- Strict entry times to car park and entry times to stadium. Do not arrive early.
- Attendees park in alternate bays. You must only exit your vehicle once directed to by a steward. This is to ensure that the managers & coaches of the session have finished preparations, and so that we can ensure distancing by staggering entry by attendees.
- Entry to ground will be subject to temperature check via a forehead thermometer gun. Discretion will be used to determine if an attendee has a symptomatic high temperature, generally anything higher than 37.8 degrees celsius. Queue 2m apart.
- Hand sanitiser is provided on entry & exit. Paper towels are also provided.
- Technical areas are extended to observe distancing and subs can sit by boards 2m apart.
- On entry to the ground you will be directed to which gates/area you need to walk to and you should follow the one-way system in place.
- Toilets are open but should only be used where necessary and cannot be used for changing. Regular cleaning will take place, hand towels are to be used with hand dryers switched off, and a 1-person limit in each toilet applies.
- No indoor facilities are to be used. The stand is strictly out of bounds until further notice and further guidance from the FA on introduction of spectators.

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- Players must arrive fully prepared and changed and must not change in the car park, stadium, pitch or other.
- As always the Lancing FC office is for committee use only unless in an emergency situation. First aid kits, accident books & relevant documents are available from the office.
- Temperature checking includes that of committee members, officials and coaches, and anybody else who may arrive & before the turnstile is open.
- When your session ends, you must vacate immediately and avoid clustering.
- PPE, cleaning products and signage are all displayed and provided.
- *Please note that whilst our volunteers will have access to PPE, the use of masks, gloves and aprons may not be possible if an underlying medical condition prevents this. Any steward coming into close contact with you will be wearing PPE for their protection & yours.*

Please follow additional guidance on the day of your session. At Culver Road, our stewards, welfare officers and committee members are all volunteers and are doing their best to ensure that you remain as safe as possible whilst enjoying a safe return to football.

We hope that the return of football for all of our members is as smooth, safe and enjoyable as can be during the gradual easing of lockdown restrictions. We take your welfare very seriously.

Policy Contact Details

Gloria Eveleigh – Safeguarding & Welfare Manager

E: [gloriaeveleigh@icloud.com](mailto:gloriaeveleigh@icloud.com)

Jack Taylor – Safeguarding & Welfare Officer (LGBTQ+) (**Temp. COVID-19 Officer**)

E: [info@lancingfc.co.uk](mailto:info@lancingfc.co.uk)

*If you wish to report any errors within any of our policies, please contact Jack for rectification.*

E: [info@lancingfc.co.uk](mailto:info@lancingfc.co.uk)

**This was approved as an official club policy on 19/7/20 & checked by the following signatories**

**Updated 7 August 2020**

Jack Taylor (Policy Creator) 

Gloria Eveleigh (Line Manager) **N/A**

Steve Taylor (Chairman) **N/A**



**\*DUE TO TIME SENSITIVE NATURE OF THIS DOCUMENT THE POLICY WAS ONLY APPROVED BY CREATOR\***



**Info Summaries for our members:**

[Summary PowerPoint](#)



### Links to our policies/guidance/forms

The following slides are basic summaries to ensure our safety measures are easy to understand. Our full guidance documents should still be referred to.

- COVID-19 Policy - [Link](#)
- Attendance Register - [Link](#)
- Test & Trace Online Form - [Link](#)
- FA Summary of Changes - [Link](#)
- Non-league system (NLS) – FA guidance - [Link](#)

Our online drive with all of our relevant COVID-19 documents can be found [here](#).

The FA have made it mandatory for club committees to have a COVID-19 Officer to organise safety measures.

Jack is our temporary officer and can be contacted on: [info@lancingfc.co.uk](mailto:info@lancingfc.co.uk) / Urgent: 07928015922



## Lancing Football Club – Season 2020/21 Policies

### COVID-19 Policy: Training Session Obligations & Procedures (Senior)

#### Timeline:

- Until 31 July - When ready, you can begin competitive training, with the overall group size (inclusive of coaches) being limited to 30 people;
- From August - Competitive matches to begin, for example pre-season fixtures, festivals and small sided football competitions;
- From September - Grassroots leagues, men's National League System, Women's Football Pyramid tiers 3 to 6, and FA Competitions can commence.

*This policy will apply to all foreseeable sessions such as training & fixtures, subject to updated guidance in the future.*



**CORONAVIRUS**  
GOT SYMPTOMS? GET TESTED NOW  
nhs/coronavirus or call 119

**STAY ALERT**  
**CONTROL**  
**THE VIRUS**  
**SAVE LIVES**

**NHS**  
Test and Trace

## Players – Essential Information

- Familiarise yourself with this information & guidance/policies communicated by your manager before the session.
- Complete the NHS Test & Trace information we legally require via our online form before every session.
- The Test & Trace form also includes a disclaimer that you do not have any symptoms, nor do you live with someone who has symptoms/has tested positive. The FA require all attendees to self-check before the session.
- If you or someone in your household has symptoms or has tested positive please self-isolate and follow NHS Test & Trace advice – do not attend any sessions until you've been told it's safe to do so.
- Please arrive on time to any session. Your manager will complete a paper-version attendance register during the session to ensure that our Test & Trace records are accurate.
- Do not share kit/equipment. Bring a labelled water bottle & hand gel. Take match kit home & wash yourself. This also includes equipment such as sock tape – please bring & use your own.
- Contact is only permitted during competitive sessions themselves; distancing, avoiding contact such as handshakes, and safe transport to a venue remains vital before/after/during breaks.
- If you feel unwell at any time during a session, self-isolate, go home & report to your manager & Jack.
- Store belongings 2m apart, any payments must be cashless via card/bank transfer, collect footballs using feet.
- You must not spit or shout when facing someone. Sneeze into a tissue and dispose of this. Follow one-way systems.
- No huddles should take place. Maintain distancing with match officials. Take set plays quickly. No goal celebrations.
- No supporters/family members are permitted at sessions until further notice (this is likely to change in September).
- If another session is taking place at a venue, stick to your section & do not interact/enter the other squad's section.

## Coaches – Essential Information

- Familiarise yourself with this information & guidance/policies – send to all attendees before the session.
- Complete the NHS Test & Trace information we legally require via our online form before every session.
- The Test & Trace form also includes a disclaimer that you do not have any symptoms, nor do you live with someone who has symptoms/has tested positive. The FA require all attendees to self-check before the session.
- If you or someone in your household has symptoms or has tested positive please self-isolate and follow NHS Test & Trace advice – do not attend any sessions until you've been told it's safe to do so.
- Send out the relevant information & link for each player to complete the Test & Trace form before each session – also check (via link provided by Jack) that all players have completed this form.
- Complete a paper attendance register at each session. Send a photo/scan to Jack within 48 hours to confirm those present.
- All equipment such as footballs, cones, goal posts, poles etc must be sanitised before & after a session. We recommend using disposable anti-bac wipes – we can provide if requested. Mark out areas 2m apart for player's belongings.
- Only use bibs where necessary. If used, each player should have their own bib which they then take home & wash.
- If you feel unwell at any time during a session, self-isolate, go home & report to Jack.
- Enforce rules, avoid sharing kit, any payments must be cashless via card/bank transfer, collect footballs using feet.
- You must not spit or shout when facing someone. Sneeze into a tissue and dispose of this. Follow one-way systems.
- No supporters/family members are permitted at sessions until further notice (this is likely to change in September).
- If another session is taking place at a venue, stick to your section & do not interact/enter the other squad's section.
- **Player: Coach ratio is 10 : 1 – Max. of 30 attendees at a session (inc. coaches/players/staff/physio – excludes committee).**

## Specific procedures for Culver Road

- Staggered timings. Players wait in cars until instructed to enter ground by committee member.
  - E.g. for a 7:45pm training time: Coach arrival from 7:15pm, player arrival from 7:30pm, players wait in cars, stewards then instruct players to leave car & enter stadium 1 vehicle at a time
- Symptom monitoring – a temperature gun will be used to scan the forehead of each attendee (everyone in stadium). If high temperature & red scan, attendee goes home to self-isolate & book a test.
- One-way system: Entry through main turnstile, exit through LFC office gate.
- Toilets open 30mins before until 30mins after a session – 1 at any time to use each toilet.
- Car parking – alternate bays where possible, but for large sessions normal parking is permitted as long as players follow procedure of only exiting vehicle when instructed to by a steward.
- PPE is available from the LFC office for any staff/physio/coaches where desired. Hand gel on entry/exit.
- If more than 1 session is taking place, the pitch will be split into clear sections. Please follow signage & enter through the pitch gates assigned to your session. Do not mix with other sessions. Coaches should stagger the times in which each session finishes e.g. the group closest to exit leave first, then 15 mins later the other session leaves.
- Use gates to enter/exit the pitch – do not jump/climb/touch barriers. Collect lost balls using feet where possible.
- As with all sessions, until September only players/coaches/staff/committee permitted into stadium.
- The indoor facilities remain closed until further notice. The LFC office is being used as our hub with forms, PPE, cleaning supplies, radios & other essential supplies stored here. Outside toilets near entry will be open.

## First Aiders – Essential Information

- Each coach/physio must have their own first aid kit for each session. Do not provide shared equipment such as sock tape unless essential. Players have been told to bring their own.
- For minor injuries attendees must self-administer with distanced advice from a coach/physio.
- If a coach/physio must break the 2m rule and administer first aid, PPE should be worn, and contact kept to a minimum.
- If CPR is required, only deliver chest compressions & use a defibrillator – do not perform mouth-to-mouth or similar.
- As with all other equipment, the first aid bag must be sanitised after use.
- Detailed guidance for first aid & physiotherapy can be found via the FA website & our online drive. Distancing should still be maintained unless in an emergency. PPE should be worn if first aid requires distancing to be compromised & hands disinfected after use.
- It is vital that should first aid guidance or treatment be provided to an attendee, even if distancing is observed, our COVID-19 first aid form (form on drive) must be completed & submitted to the COVID-19 officer for the purposes of NHS Test & Trace. Any wounds must remain covered throughout sessions.
- No non-essential treatment such as massages, basic physiotherapy or similar to be performed. Advice can be given & equipment provided – however disposable equipment should be binned after use, and if players are given basic treatments such as heat gels, ice packs etc the player must keep these as equipment cannot be shared.
- Jack has the code for the Defibrillator at Culver Road, as does Adrian & Brian at the Sussex County FA.

## Committee/Staff – Essential Information

- Please follow all advice given in policies, such as adhering to distancing & regularly washing hands.
- If attending a session it is also mandatory for committee members/staff to complete the NHS Trust & Trace form.
- If attending a session any committee/staff must also be recorded on the attendance register coordinated by the manager/coaches.
- Committee are not included in the max. session size of 30 unless they are actively involved.
- Please help to enforce rules & remind players/coaches/attendees of our policies & safety measures
- PPE is provided in the LFC office and is optional depending on which each individual is comfortable with. PPE includes masks, gloves, aprons & hand gel & are all disposable after use. It is mandatory to wear PPE if your role means coming into close contact with someone, such as temperature reading.
- Before any sessions at Culver Road, Steve will confirm attendance of committee members, and Jack will send via email/WhatsApp a PowerPoint slide with exactly what the role of each member is to ensure safety.
- For sessions at Culver Road please refer to specific Culver Road guidance, the PowerPoint sent by Jack ahead of each session, and the safety briefing on arrival to the ground. Use radios to communicate where possible.
- If you feel uncomfortable about something at any time then please see Jack or bring up the matter at a committee meetings – our safety & welfare is just as important as those players/coaches we are serving & providing sessions for.
- Particularly for Jack & Gloria – the FA have advised us to offer closer support to players from BAME backgrounds – any member of a minority group should be supported to the best of our ability to enjoy their stay with Lancing.
- If during a session, in particular at Culver Road, you have a welfare issue please contact Jack or Gloria.

