

# GHANA FOOTBALL ASSOCIATION (GFA)



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## ENHANCED MATCHDAY SAFETY AND SECURITY PROTOCOLS 2025

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FEBRUARY 12, 2025



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## 1. SCOPE OF APPLICATION

- a. These Enhanced Matchday Safety and Security Protocols (these Protocols) shall apply to all competitions organized by or for the Ghana Football Association (GFA) at all levels.
- b. These Protocols specify guiding principles upon which all organizational measures intended to ensure safety and security in and around a stadium or Park, before, during and after every match in a competition are executed.
- c. That these Protocols shall be supplementary additions to all existing Regulations governing all competitions including but not limited to the GFA Stadium Regulations, the GFA Club Licensing Regulations, the Club Licensing Book of Sanctions, the GFA Disciplinary Code, the various Competitions Regulations.

## 2. PURPOSE

- a. The purpose of these Protocols is to ensure that the basic minimum standard acceptable by GFA is established as it relates to the organisation of competitions and matches.
- b. These Protocols are to help define the safety and security responsibilities of Match Organisers, officials and all participants before, during, and after a match who are responsible for ensuring the safety and security of all stakeholders attending a match.

## 3. APPOINTMENT OF SAFETY AND SECURITY OFFICIALS

- a. Each Club shall appoint a Club Safety and Security Officer (CSSO) to be responsible for their club's safety and security matters on matchdays. Clubs who haven't yet appointed the above Role and submitted the individual for training shall not be allowed to honour their matches in their home venues.
- b. The Ghana Police Service shall appoint in each Region of Ghana, a Regional Sports Security Officer (RSSO). There shall be an appointed Matchday Security Coordinator (MSC) who shall be the Police Commander in charge of the safety and security of the match. **The GFA, in collaboration with CAF Safety and Security, will organize training for the Regional Sports Security Officers (RSSOs), Matchday Security Coordinators (MSCs) and Club Safety and Security Officer (CSSO) under the CAF Safe Stadium Initiative.**
- c. The CSSOs shall be responsible for all safety and security-related issues in their club and their matches. The CSSO shall implement all the action points in the attached checklist in Appendix 1 fully in collaboration with the Matchday Security Coordinator and any other Security Officers appointed by the GFA for the match.

- d. The Regional Sports Security Officer (RSSO) shall be responsible for all safety and security matters relating to all competitions in the Region.
- e. The Matchday Security Coordinators (MSC) shall be responsible for all the safety and security matters on the Matchday. The MSC shall work in collaboration with all the security stakeholders for the successful implementation of these Protocols.
- f. CSSO for all club matches shall:
  - i. Be responsible for the effective coordination of all safety and security-related matters of the match.
  - ii. Keep in close touch with organized Supporters Groups and familiarize yourself with their customs and preferences.
  - iii. Endeavour to compile – in cooperation with the police authorities – a record of all known "risk supporters" to be used when liaising with fellow security officers of other clubs, travel companies and police authorities (etc.) in connection with both home and away matches the use of such records must be compatible with human rights considerations.
  - iv. Shall also attend the Match Coordinating Meeting for the said match.
- g. It shall be an offence should a Club fail to comply or cooperate with this Protocol 3. The initial fine shall be at least GHc20,000.00. A repeat offence shall lead to a Venue Ban and an additional fine of GHc50,000.00

#### **4. RELATIONSHIP AND COOPERATION WITH SUPPORTERS' CLUB**

- a. Clubs shall foster and encourage a good relationship with their organised Supporters Group (if any) by:
  - i) Encouraging them to develop and maintain close cooperation with the club in question.
  - ii) Must appoint supporter's liaison officers from within their membership to help manage and inform spectators at matches and to accompany parties of supporters travelling to away fixtures.
  - iii) Acknowledge their existence as supporters of the clubs and offer them constant training and education in the game. The GFA will provide resource people for such periodic training.
  - iv) Generally keeping them informed of the rules of the game as well as stadium safety and security regulations through newsletters and other suitable means of communication.
- b. Supporters Group shall be required by clubs to keep a detailed record of all registered members and ensure good behavioural standards from their members.

- c. A supporters Group shall revoke the membership of any member found to have engaged in any form of violent or antisocial behaviour associated with any football match and report the same to the national safety and security officer.
- d. Clubs must develop a Code of Conduct that can be invoked in the punishment and banning of recalcitrant supporters. This Code of Conduct shall be made available to the GFA before the commencement of the competitions.
- e. Club CEOs or Management Members and Supporters Leadership shall sign an Undertaking which guarantees their full cooperation with the Police in identifying, punishing and or arresting supporters who behave antisocially or violently at match venues.
- f. It shall be an offence for a Club to fail to comply or cooperate with this Protocol 4. The initial fine shall be at least GHc20,000.00. A repeated offence shall lead to a Venue Ban and an additional fine of GHc50,000.00.

## 5. STADIUM ZONING

### a. STADIUM ZONES

i)The following zoning system shall be maintained and implemented:

**Zone 1 – ‘pitch surroundings’**

**Zone 2 – ‘Competitions Area/ Dressing Rooms’**

**Zone 3 – ‘Spectator Stands’**

**Zone 4 – ‘Stadium exterior’**

ii)Zone 1 – The ‘pitch and pitch surroundings’ means the area between the pitch perimeter advertising boards and the stands. Along the side of the benches, this zone extends from 2m from the outer limit of the warm-up area to the stands. This zone is for players, technical teams, match officials, manned TV crew, and other staff (e.g. photographers, ball retrievers, groundskeepers).

***For the avoidance of doubt, only those who have been cleared by the Safety and Security Committee of the GFA with appropriate Accreditation will be allowed to enter Zone 1.***

iii)Zone 2 – The ‘team zone’ includes the dressing room areas (team and referee dressing rooms, doping control station, medical room, delegate’s office, tunnel).

iv)Zone 3 – The ‘stands’ are the seating sections of the stadium. This includes the usual seating areas as well as the hospitality areas, media tribunes, camera positions and the stadium control room. The 'stadium interiors' include all indoor areas at the stadium not included in Zone 1. This therefore includes any team offices and working rooms, stadium offices, media and photographer working rooms

v) Zone 4 – The ‘stadium exterior’ extends from the outer limits of Zones 1 and 3 (indoor areas) to the outer boundary of the private stadium environs (wall, fence, turnstiles, gate etc.) as well as the broadcast compound even if outside the stadium boundary but not the outside of the outer boundary of the main stadium walls.

## 6. STADIUM SECURITY INFRASTRUCTURE

### a) SAFETY AND SECURITY COMMAND CENTRE

The Stadium must have a functional Safety and Security Command Centre with a good overview of the main bowl and an override capability over the Public Address System in the event of an emergency announcement. It must be properly staffed and shall serve as the Safety and Security Command and Control Centre.

Each club shall liaise with their stadium facility owners to install CCTV cameras at their facility to enhance the operation of safety and security at matches.

### b) PUBLIC ADDRESS SYSTEM

The stadium must be equipped with a public address system.

The public address system must cover both the inside and the outside of the stadium and be secured against failures of the main power supply to be used for security announcement purposes.

### c) PITCH PERIMETER

There must be the separation of the spectators from the playing area by way of an appropriate fence/wall/barrier to prevent invasion of a minimum of 10 feet tall.

### d) SAFE ZONE AREAS

The stadium must guarantee direct, private and secure access for the teams to their Dressing room parking space called the Safe Zone. The Safe Zone must be built with brick, gated and secured enough to occupy Two Buses and four other vehicles.

e) Failure to have all the above in a match venue shall lead to the revocation of the match venue license of the match venue.

## 7. ACCREDITATION DEVICE

a) The GFA shall issue accreditation tags to holders in designated zones within the stadium or access-controlled area or part thereof.

b) An Accreditation Tag is only meant for those persons with specific work functions in the stadium or access-controlled area it is to be issued to people with specific functions.

c) The following persons shall be the only accredited persons by the GFA to go to the Safe Zone:

- |  |                     |
|--|---------------------|
| <i>i) Players on the Start List (Zones 1 &amp; 2)</i>    | <i>– 20 persons</i> |
| <i>ii) Technical Team on the Bench (Zones 1 &amp; 2)</i> | <i>– 7 persons</i>  |
| <i>iii) Team Driver (Zones 2, 3 &amp; 4)</i>             | <i>– 1 person</i>   |
| <i>iv) Equipment Officials (2, 3 &amp; 4)</i>            | <i>– 2 persons</i>  |
| <i>v) Management Team (3 &amp; 4)</i>                    | <i>– 5 persons</i>  |
| <i>vi) Club Photographer (1 &amp; 2)</i>                 | <i>– 1 person</i>   |

d) It shall be an offence for any club whose supporters or officials deny an entry of any approved delegate of the GFA and or the above persons listed above to the stadium or approved designated areas or Safe Zone. A minimum fine of GHc50,000 shall be imposed on every guilty club at first instance and a repeated offence shall lead to a permanent venue ban for the remainder of the season.

## **8. TEAM ARRIVAL PROTOCOL**

a) All Away Teams, Match Officials and any other persons appointed by GFA for a match, must submit their travelling plans and accommodation location to the RSSO and MSC before their departure for the match to enable RSSO and MSC to offer them security.

b) Team Delegation; Only the assigned persons in the above Article 7(c)(i-vi) shall have access to the SAFE ZONE upon entry of the Team Bus and additional Vehicle. In total, there shall not be more than the total number of 36 persons per club as listed above.

c) The CSSO shall inform the Matchday Security Coordinator at least 15 minutes before departing their team hotel to the stadium.

d) The Home Team's CSSO, the Match Commissioner and the Head of Police operations must be at the SAFE ZONE with other deployed security officials 15 minutes before the agreed arrival time for arrivals of the teams.

e) Aside from the assigned Security Officials, Stadium Security Officer or Manager, Match Officials including the Match Commissioner, and the Team Delegates and management in the additionally allowed vehicle, no other person or unaccredited person is allowed entry or access to the SAFE ZONE.

f) The following persons shall have unrestricted and unlimited access to Zones 1 and 2 throughout the course of the match:- (a) Players on the Start List and (b) Technical Team on the Bench.

g) The Equipment Officers shall have access to Zones 1 and 2 until the end of the warm-up after which they shall access a designated spectator area.

h) The Management Team shall immediately on arrival proceed to the VIP stands.

i) It shall be an offence for any club to breach any of the above protocols, the said club shall be fined a minimum of GHc50,000.00 A repeat offence by the Home Team shall be a home venue ban. A repeat offence by the Away Team shall attract GHc70,000.00

j) It is prohibited for any Management Member or Club Director who is not an assigned Technical Staff to have access to the dressing room at half-time. Failure of any official to comply with this shall be punishable by a minimum fine of GHc20,000.00 and a permanent stadium ban for the remainder of the season should it be repeated.

## **9. VISITING TEAMS & SUPPORTERS**

### **SAFETY OF THE VISITING TEAM**

a. The hosting club through its CSSO and the Matchday Security Coordinator need to undertake a risk assessment with the visiting team's CSSO to understand what types and levels of risks are associated with the visiting team.

b. The Home CSSO and the Matchday Security Coordinator are to ensure the safety and security of the visiting teams in relation to the provision of security at their designated hotel if any, provision of police protection for their movement from their arrival until departures.

### **c. SEGREGATION OF SPECTATORS**

i. Each club shall have a designated section at the stadium for visiting supporters only (leave a buffer zone on each side of the Away Supporters Stand).

ii the segregation of the different groups of supporters shall begin as far from the stadium as possible, to safeguard against the undesirable mixing of the various groups in the stadium approaches or turnstile areas especially in cases of rivalry between teams supporters. As much as possible there must be a secured entry and seating/standing area for away team spectators.

iii. Separate car and bus parks, preferably on different sides of the stadium and as near as possible to their respective viewing sectors, shall be provided.

iv. It shall be an offence should a Club fail to comply or cooperate with the above. The initial fine shall be at least GHc20,000.00. A repeat offence shall lead to a Venue Ban and an additional fine of GHc50,000.00

#### **PRESENCE OF SAFETY AND SECURITY PERSONNEL**

d. All safety and security personnel, first-aiders, medical service and fire service personnel, and public address announcer(s) shall be in their allocated positions in and around the stadium at least 4 hours before kick-off. They must all be briefed before taking their position.

e. Safety and security personnel, first-aiders, medical and fire service personnel, and public address announcer(s) shall remain in their allocated positions in and around the stadium for the entire time that spectators are in the stadium until they have dispersed, per the instructions of the stadium safety and security officer and relevant service commanders (police, stewards, fire, medical).

i. It shall be an offence should a Club fail to comply or cooperate with the above. The initial fine shall be at least GHc20,000.00. A repeat offence shall lead to a Venue Ban and an additional fine of GHc50,000.00

#### **SCREENING AND SEARCHING OF SPECTATORS**

f. Spectators shall be initially screened by security personnel at the outer perimeter fence or at the outer cordon created by security personnel in venues which do not have an outer perimeter fence. This is to ensure that only ticket-holders can access the last mile leading to the turnstiles and to make the first checks to prevent the passage of prohibited objects/substances into the stadium. (for matches where tickets are sold in advance).

g. Final screening and searches shall be carried out by security personnel outside the turnstile entrances to ensure that:

i. Spectators enter the correct part of the stadium.

ii. spectators do not bring any prohibited objects/substances into the stadium that are likely to be used in acts of violence, including alcohol, pyrotechnics and fireworks of any kind.

iii. Match Organisers and/or Home Club should ensure that access is denied to known or potential risk supporters or persons who are under the influence of alcohol or drugs.

iv. Each spectator is subject to screening and searching conducted by a member of the security personnel of the same gender and the search procedure should be conducted in a friendly and professional manner. The recruitment and training of sufficient stewards is encouraged as well as the need to assess the demographics of the crowd as an important element in planning the right ratio of searchers.

## **10. SPECTATOR MANAGEMENT AT THE STADIUM**

### **DISTRIBUTION OF BEVERAGES**

- a. All drinks which are sold or distributed shall be dispensed in paper or open plastic cups which cannot be used dangerously.
- b. There shall be a prohibition for the sales and distribution of beverages and drinks in cans and glass bottles. Home Teams shall ensure that the Vendors at the stadium will uncap all rubber bottles for water and drinks.
- c. There shall strictly be **No Hawking** in the stands of the stadium.
- d. Failure to abide by this protocol shall be punishable by a minimum fine of GHc5,000.00. A repeated offence shall attract a fine of GHc10,000.00

### **LIMITATION OF SPECTATOR MOVEMENT**

- e. The Home Club shall take measures and appropriate procedures to ensure that spectators cannot move from one sector to another in the stadium.
- f. In the event there is more than one group of spectators in a particular sector which operationally can't be avoided, a division shall be maintained between the spectators by means of either of the following or the combination of both i.e the use of security guards as a human barrier between the opposing supporters, or by the creation of a "buffer zone" kept free of spectators and occupied only by safety and security personnel.

### **PROTECTION OF THE FIELD OF PLAY**

- g. The match organiser shall ensure that participating players, participating officials and match officials are protected against the intrusion of spectators into the playing area. This may be accomplished in various ways, subject to but not limited to the use of one (1) or more of the following measures, depending on the specific circumstances:
  - i) The presence of a few security personnel in or around the playing area.
  - ii) a seating configuration which situates front-row spectators at a height above the arena which would render intrusion into the playing area improbable, if not impossible;
  - iii) Surmountable barriers or fences with emergency gates to the field, which may either be mounted permanently or affixed in such a way that they may be removed whenever their use is deemed unnecessary for any particular match.
  - iv) Whichever form of protection against intrusion is used, it shall incorporate adequate means for spectators to escape into the playing area in an emergency evacuation situation.
  - v) The type of protection adopted against intrusion shall be approved by the public authorities and shall not represent a danger to spectators in any way, especially in the event of panic or an emergency evacuation. i.e. all emergency gates to the pitch should not be locked with padlocks or any key once the stadium gates have been opened.
  - vi) It shall be an offence should a Club fail to comply or cooperate with the above or cause an invasion of any of the restricted areas. The initial fine shall be a minimum of GH50,000.00. A repeat shall lead to a permanent venue ban for the remainder of the season and an additional fine of GHc100,000.00



## **RETENTION OF SUPPORTERS WITHIN THE STADIUM**

h. Under exceptional circumstances, the Matchday Security Coordinator decides that, for safety or security reasons, a group of supporters should be retained within the stadium for a period while other supporters disperse, the following principles shall be observed:

i) The decision to retain a group of supporters shall be announced before the end of the match over the public address system in the language of the supporter group concerned.

ii) the announcement shall be repeated shortly before the end of the match. The home Team shall ensure that, during this period of retention, the retained supporters have access to sanitary facilities.

iii) If possible, the retained supporters shall be entertained (e.g. music, video scoreboard), to help the waiting time pass more quickly and keep them calm; and

iv) They shall be informed regularly of how much longer they may have to wait before being allowed to leave the stadium.

## **11. ENFORCEMENT OF PRE- AND POST-SAFETY AND SECURITY REPORTS FROM CLUB SAFETY AND SECURITY OFFICERS/ REGIONAL SPORTS SAFETY AND SECURITY COORDINATORS. INCOMPLETE SUBMISSION OF REPORTS BY MATCH OFFICIALS.**

a. The GFA shall establish a safety and security reporting console for monitoring, evaluation and compliance. This reporting tool shall include a pre-match and post-match security report.

The pre-match security report shall include but not be limited to the following;

- i. Expected number of spectators.
- ii. Risk Assessment of the match and mitigating measures to curb these risks.
- iii. Deployment of Security personnel with adequate information on the number of police, stewards, fire service, etc. on the match day.
- iv. The pre-match report must reach the desk of the safety and security department not later than 48 hours before the Premier, Division One or Women's League match.
- v. Pictorial Evidence of Pre-pre-match security Meetings which shall be held at least 48 hours prior to the match.
- vi. The post-match security report shall include but not be limited to the following:
  - The stadium attendance
  - Security incident detail
  - Mitigating measures deployed if any
  - Number of actual Security operatives in attendance
  - Adherence to access control mechanism by players, officials or spectators
  - Level of Cooperation between security stakeholders, etc.
  - Pictorial evidence of Security briefings of Police/Stewards.

**NB:** These report(s) must reach the safety and security department at least three (3) hrs after the match.

b. All Match Commissioners and other Official Delegates shall owe it as a professional duty to submit accurately, all incidents before, during and after the matches. It shall be an offence if the GFA identifies incomplete, inaccurate or false reportage by Match Official Delegates.

c. Failure to abide by this by an official shall be punishable by a minimum fine of GH5,000.00. A repeated offence shall lead to a permanent suspension of the said official.

## **12. MATCH COMMAND CENTRE**

- a. The Safety and Security Committee shall, as a matter of urgency, set up a National Command Centre using effective video controls to monitor all matches played in the Premier League every match week. The National Command Centre video monitoring shall only focus on stadium key areas including:
  - i. Playing area and Safe Zone
  - ii. Inner perimeter fence gates
  - iii. Spectator areas and VIPs
  - iv. Outer perimeter
- b. In the event of any security incident, the commander from the National Command Centre shall prompt the Matchday Security Coordinator (escalation to the Regional Sports Security Officer, where needed) to address any issues that may arise. The commander at the National Command Centre shall also draw up his observational report from the video coverage.

## **13. WEEKLY SECURITY EVALUATION AND ASSESSMENT OF MATCHES**

- a. These Protocols takes due cognizance of the security personnel requirements based on category of matches in the Accra Sports Stadium Disaster Commission of Inquiry – Final Report, 2001 unless otherwise advised by the national security authorities.
- b. There shall be a weekly assessment of all matches to group them according to their risk levels to gather the needed attention and monitoring. Aside from the conventional categorization of matches, the GFA Safety and Security Committee shall develop a new assessment model taking into consideration all risk factors and regrouping them into levels of risk. The re-categorization of the matches shall be grouped into A, B, C, D, and shall come with it necessary numbers for Security including but not limited to the Police, the Military and other security agencies.
- c. The Re-categorization of matches may include the compulsory recommendation of the addition of extra security layers including but not limited to Military and other security agencies and crisscrossing of security deployment from other towns or regions.
- d. Failure of any club to abide by or cooperate fully with the extra security arrangement shall lead to an immediate calling off of the match, with the culprit club forfeiting the match and/or being banned immediately from playing at their venue for the remainder of the season.
- e. The GFA Safety and Security Committee shall virtually or physically evaluate security incidents from the various centres as described in the security post-match reports and advise the match organizers or home club on actions to forestall its re-occurrences.

#### **14. PRESENCE OF SECURITY MANAGEMENT HEADS AT MATCHES**

- a. The Safety and Security Committee shall ensure the attendance and indulgence of the following security officers for all premier league matches:
  - i. The Regional Sports Security Officer of the Ghana Police Service.
  - ii. The Matchday Security Coordinator (Police Commander for the Match)
  - iii. The CSSO
  - iv. Chief of Emergency Service Providers
  - v. A Special Security Coordinator appointed from the Safety and Security Committee or Department of which if appointed a communique shall be sent to the clubs in question at least 72 hours before the match.
  - vi. Stadium Manager
  - v. The above personnel, together with the Match Commissioner, and one Management Member of each of the two teams shall form the Safety and Security Crisis Management Team.

#### **15. PROTOCOL FOR MATCHDAY SECURITY OPERATIONS/CALLING OFF A MATCH**

##### Compulsory Match Venue Security Meeting (MVSM)

- a. There shall be a Match Venue Security Meeting chaired by the Match Commissioner to be held at 10:00 am (or as otherwise determined an hour before the Match Coordination Meeting (MCM or Technical Meeting), depending on the scheduled time. The MVSM should also be used as a platform to inspect the security features of the stadium and further advice given.
- b. Agenda for the MVSM shall include but not be limited to the items listed in Appendix 2.
- c. The Match Commissioner and the Matchday Security Coordinator or the Regional Security Officer shall inform the Match Command Centre, after the meeting, of the information provided and the state of security planning.
- d. The Match Commissioner and Matchday Security Coordinator or the Regional Security Officer are to confirm the deployment of security at the various sections of the stadium at least 3 hours before kick-off.
- e. If by the said time the security is not in place, the Match Commissioner shall send an email or notice to the Match Command Centre for necessary escalation and action.
- f. The Match Command Centre Commander shall then coordinate with the Regional Security Officer directly to ascertain the situation and provide advice.

- g. If the situation is such that there shall not be adequate security as agreed at the MVSM, there shall be a security crisis meeting between the security crisis team involving the two teams to agree on alternative measures.
- h. In the event there is no agreement, and the situation is a result of non-proactiveness from the home team, the match may be called off and the Home Team shall forfeit the said match.
- i. In the event that the situation is beyond the control of the Home Team, as confirmed by the Regional Sport Security Officer, the match may be rescheduled depending on the time and availability of floodlighting with the Home Team bearing the extra cost incurred or to be incurred by the visiting team.

#### **16. MATCHDAY COUNTDOWN (~ means Minus)**

- a. Arrival of MC, MSC, Security, Cameramen, VMO (- 4H00)
- b. Security Checks and deployment Completed (- 3H30)
- c. Gate Opens (- 3H00)
- d. Arrival of Referees (- 1H45)
- e. Arrival Team A (- 1H40)
- f. Arrival Team B (- 1H30)
- g. Latest Submission of Startlist on CMS (- 1H30)
- h. Players & Equipment Check (starting with team A) (- 1H15)
- i. Start of Warm-up (- 50min)
- j. Announcement of team line-ups (- 30min)
- k. End of Warm-up (- 20min)
- l. Final inspection of the pitch (- 18min)
- m. Ball Kids line-up in tunnel and go out to their positions (- 15min)
- n. Three minutes warning to leave the dressing room (- 13min)
- o. Substitutes & Officials leave the dressing room (- 12min)
- p. Players leave the dressing room and line-up in tunnel (- 10min)
- q. Final check of players' equipment (- 8min)
- r. Announcer introduces 2 teams, Referees and Teams enter the pitch (-5min)
- s. Handshake, Team Photo, Coin Toss (- 3min to kick-off time)
- t. Kick-off (00:00)

## 17. PRESENCE OF OFFICIALS AT THE MATCH COORDINATION MEETING

- a. Aside from the delegated GFA officials, these are the ONLY officials permitted to attend the match coordinating meeting;
  - i. The Kits Manager of both teams
  - ii. The Team Manager of Both Teams
  - iii. A Senior Management Member of both teams
  - iv. The Senior Police Officer for the match
  - v. The senior Medical and Emergency representative of the Match
  - vi. Stadium Security or Manager

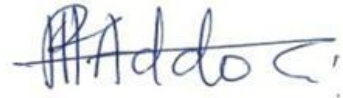
## 18. ADOPTION AND ENFORCEMENT

These Protocols were approved and adopted by the GFA Executive Council on February 12, 2025, and came into force immediately.

Accra, February 12, 2025  
For the GFA Executive Council



.....  
**KURT EDWIN SIMEON-OKRAKU**  
(PRESIDENT)



.....  
**PROSPER HARRISON ADDO, ESQ.**  
(GENERAL SECRETARY)

## APPENDIX 1

### GFA CLUB SAFETY AND SECURITY OFFICERS OPERATIONAL CHECKLIST

#### 1.0 UPON CONFIRMATION OF HOME MATCH ~ (FIVE DAYS TO MATCHDAY)

1. Send the full league fixtures to the National, Regional and Divisional security stakeholders.
2. On a Matchday basis, confirm and remind the local police and other security authorities and medical agencies of your request for personnel and surety support five (5) days before the match.
3. Confirm with the away CSSO about their arrival and itinerary and arrange for police protection for their travel and at their hotel (where applicable).
4. Confirm with the Safety and Security Department if there are any additional security arrangements and/or an additional Independent Safety & Security Coordinator (ISSC). If an ISSC is appointed, take his or her necessary contacts and establish contact immediately.
5. Make a request to the Stadium Manager for an initial briefing with security and medical services. (The date of meeting must at least be a day before the match)
6. Conduct basic research about the security situation surrounding the match.

#### 2.0 SAFETY AND SECURITY CHECKLIST FOR MATCH DAY MINUS TWO (MD -2)

1. Inspect the stadium
2. Assess the state of the fences and gates
3. Call for a Match Day – 1 Safety and Security Venue Meeting to consist of the following members
  - Matchday Security Coordinator (Police Commander for the Match)
  - CCTV ROOM manager, if any
  - Fire Service Commander
  - Stadium Manager
  - Emergency Services Reps e.g. Red Cross, Ambulance, etc.
  - Private Security Guard Manager, if any
  - Stadium/Venue Security Manager
  - Stewards Manager, if any
  - Regional Security Officer/Local Counterpart
  - All other officials whose services may be required
4. Meet with the Operational Head of Police or Security Service to discuss the following
  - Confirm key liaison people on matchday
  - Stadium capacity *vis a vis* expected attendance
  - Number of security personnel to be deployed
  - Ticket sales points
  - Accreditation, especially for pitch and competition areas
  - Access control measures for vehicles, teams, officials spectators and services
  - Stadium parking layout for teams, officials, VIPs spectators, emergency vehicles and other stakeholders
  - Drop off and pick up plans for teams, officials, and VIPs
  - Stadium evacuation measures
  - Incident management and communication plan

- Fencing and Outer and inner gates
  - Confirm vehicle and pedestrian access control measures
  - Deployment plan for pitch and competition areas
  - Demarcated seating area and arrival time for visiting spectators
  - Spectators screening process
5. Determine the Match Day operation plan
  6. Evaluate the ticketing system and crowd control measures
  7. Determine the operations order
  8. Evaluate the Emergency Evacuation procedure in place
  9. Inspect the Stadium with the Venue Security Team
  10. Determine the Arrival Time of all safety and security personnel on Match Day
  11. Submit a report to the Safety & Security Department on the above instructions/ observations. (a template shall be made available)

### **3.0 SAFETY AND SECURITY CHECKLIST FOR MATCH DAY ~1**

1. Attend the Safety and Security Stakeholders Meeting.
2. Give specific briefing to all stakeholders on MD operations and expectations
3. Review MD operations order
4. Inspect Stadium
5. Fix time for Venue Security Meeting on MD
6. Submit your report to the Safety& Security Department on the above instructions/observations. (template to be made available)

### **4.0 SAFETY AND SECURITY CHECKLIST FOR MATCH DAY**

1. Club Safety and Security Officer to Arrive at the Stadium by -6hrs to Kick Off.
2. Attend the Match Venue Security Meeting at 9 am or at the time stated.
3. Attend MCM (Technical meeting) at 10 am or at the time stated.
4. Observe Security personnel Briefings (~4 hrs)
5. Observe Security Deployment (- 3hrs)
6. Confirm Adequate execution of deployment plan/ personnel
7. Confirm to the Match Commissioner / Coordinator that Gates can be open at a specified time depending on the nature of the match but the standard is -3hrs to K.O
8. Coordinate team Escort and Movement from Hotel to Stadium and Back
9. Coordinate Officials Escort and Movement from Hotel to Stadium and Back
10. Observe team arrival protocols
11. Coordinate the security during team procession
12. Keep the tunnel clean
13. Monitor crowd inflow and Exit
14. Observe crowd behaviour
15. Ensure full compliance with GFA Safety and Security Protocols
16. Resolve all Safety and Security Related Issues that may arise
17. Maintain liaison with Match Commissioner /General Coordinator, Stadium Manager and FA Security representatives
18. Confirm if gates that should be locked are locked

19. Confirm deployment of security personnel before gates open
20. Monitor the flow of spectators into the stadium
21. Enforce activation of accreditation zoning for all areas at -3hrs to Kick Off.
22. Monitor ticket check measures
23. Monitor spectator search measures
24. Ensure that access for teams and officials is clear
25. Monitor the arrival of teams and officials
26. Ensure tunnel and competition areas are clear for team warm-up session (Team officials must wear accreditation as they make their way to the field for warm-up except for players)
27. Ensure tunnel and competition areas are clear for the end of the team warm-up session
28. Ensure tunnel and competition areas are clear for team procession to the field through the tunnel
29. Ensure readiness for kick-off
30. Monitor all aspects of security during the match
31. Ensure tunnel and competition areas are clear for teams and officials at half-time and the start of the second half
32. Monitor that all exit gates are unlocked and manned
33. In the event of an overcrowded stadium leading to the locking of external gates to prevent further entry, ensure that these gates are re-opened from the 80<sup>th</sup> minute
34. Activate deployment plan and measures for prevention of pitch invasion at the 80<sup>th</sup> minute depending on the nature of the match
35. Ensure tunnel and competition areas are clear for teams and officials at the end of the match
36. Provide a contingency plan for team protection during a victory lap
37. Keep competition areas clear of spectators until teams and officials leave
38. Monitor the departure of teams and officials/ ensure no media or supporters have access to team and officials' departure points
39. Ensure that bottled drinks and canned drinks are not distributed on the stands
40. Be observant and take pictures for your report as well as video where necessary
41. Dress appropriately and comport yourself professionally
42. Submit your MD report immediately after the match (shall be made available)

-----END-----



**APPENDIX 2  
AGENDA FOR MATCH VENUE SECURITY MEETING**

<b>Team A vs. Team B</b>	
<b>Stadium name and location</b>	
<b>Kick-off time</b>	

**OPENING**

Welcoming by the host  
Introduction of participants and roll call

**Present:**

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**Excused:**

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**GENERAL INFORMATION**

Kick-Off time	
Gates opening time	
Total capacity of the stadium	
Safe capacity for this match	
Expected attendance (Team A / Team B)	

**RISK CLASSIFICATION OF THE MATCH**

Police assessment <ul style="list-style-type: none"> <li>• Analysis of specific threats and potential / identified risks</li> </ul>	
Stadium assessment <ul style="list-style-type: none"> <li>• Analysis of specific threats and potential / identified risks</li> </ul>	
Assessment regarding the teams playing: <ul style="list-style-type: none"> <li>• Analysis of specific threats and potential / identified risks, history between both teams</li> <li>• Friendships/Rivalries</li> </ul>	

**TEAM A: SUPPORTERS & VIPS**

Number of non-risk supporters	
Number of possible risk supporters/ultras	
Number of V/VIPs • Their entry/location in the stadium	
Number of disabled fans (+helpers) • Their entry/location in the stadium	
Ticket sales/distribution arrangements • Paid/free • Tickets available?	
Behaviour in recent matches	
Tifos and fan activities	
Entry procedures and access control measures	

**TEAM B: SUPPORTERS & VIPS**

Number of non-risk supporters	
Number of possible risk supporters/ultras	
Number of V/VIPs • Their entry/location in the stadium	
Number of disabled fans (+helpers) • Their entry/location in the stadium	
Ticket sales/distribution arrangements • Paid/free • Tickets available?	
Behaviour in recent matches	
Tifos and fan activities	
Entry procedures and access control measures	

**STADIUM**

Access routes and control measures	
External barrier plan	
Outer perimeter: • Number of entry points and lanes • How many Mag & Bags? • Operated by	
Inner perimeter: • Number of entry gates and turnstiles • Operated by	
Electronic counting system	
Number of emergency gates to the pitch	
Number of exit gates from the stadium	

Prohibited items	
Protection of the playing area/pitch	
Sale of alcohol	
Medical services	
Fire precautions	
Emergency evacuation procedures	
VOC operational? • Staffing	
PA room (location, coverage, languages)	
Emergency power supply system	

**SAFETY AND SECURITY STAFF**

Number of stewards	
Number of guards/private security	
Number of Police & other security officers	
Number of firefighters & engines	
Number of medical staff & ambulances	
Other safety & security staff	

**CRISIS MEETING GROUP / EMERGENCY MEETING**

Meeting place in sportive matters	
Meeting place in more severe incident / emergency situations	
How will group members be notified	
External participants (e.g. from teams)	