



Cwmbrân Town AFC

1 Tranters Terrace, Tŷ Pwca Road,
Cwmbrân, NP44 1SS

info@cwmb rantownafc.co.uk

www.cwmb rantownafc.co.uk

Chairman: Dan O'Connell (dan@brandlab360.com)

Secretary: Scott Packer (secretary@cwmb rantownafc.co.uk)

Stewarding at Home Matches

1. Steward Requirements & Competency

The club shall provide the minimum number of stewards specified in Table B, determined by a [Staffing Risk Assessment](#). All stewards must be at least 18 years of age and demonstrate the physical fitness and communication skills necessary for their assigned post.

2. Training & Qualifications

Stewards must hold, or be actively working toward, a Level 2 Certificate in Spectator Safety. The training programme shall align with the current Guide to Safety at Sports Grounds (Green Guide) and [SGSA Factsheet 5](#).

3. Continuous Instruction

Training sessions shall occur at minimum in August and January, in collaboration with Halo. These sessions shall include practical scenario-based emergency evacuation exercises.

4. Conduct & Duties

Stewards must remain at their posts until their area is fully vacated. A strict "No Smoking/Alcohol/Eating" policy applies while on duty and in public view.

5. Identification & Equipment

Stewards must wear a high-visibility jacket, uniquely numbered for identification. See Table A. Any assigned equipment must be checked for functionality during the pre-match briefing.

6. Briefing Protocols

A formal [pre-match briefing](#) led by the Head of Matchday Operations shall be held for all fixtures where specific risks, spectator profiles, and any variations from the norm are anticipated.



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Head of Matchday Operations

The club's Head of Matchday Operations shall supervise the stewarding of the ground, and shall lead any pre- or post-match security briefings.

Stewards

Stewards should be known by one of the following titles, and their duties and functions shall be as follows:

- **Crowd Steward**

A Crowd Steward shall direct, assist and control the spectators entering and leaving the ground normally, to secure good order and their general safety throughout this period of the match. In the event of an emergency evacuation being required, he/she shall secure the rapid clearance of spectators out of the ground before leaving himself/herself, subject to his/her own safety.

- **Safety Steward**

A Safety Steward shall patrol the part of the ground to which he/she is assigned throughout the period of the match. In the case of an emergency incident which requires the Safety Steward to leave the vicinity for his/her own safety, he/she shall stand by in a safe position and maintain best contact with the Head of Matchday Operations or a member of the Halo staff, and assist with his/her knowledge of the matter.

- **Exit Steward**

The Exit Steward shall ensure that his/her door/gate is not used for unauthorised entry. In the case of an emergency evacuation, he/she shall remain near to his/her gate/door until the evacuation is complete and shall ensure that no unauthorised person enters the ground, subject to his/her own safety.



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Required Steward Numbers

The Head of Matchday Operations shall determine, based on the anticipated spectator attendance, the minimum number of stewards for the duties and functions described, and their distribution. See the following tables and appendix.

Table A: Steward Identification

Title	Symbol on Site Plan	Jacket Colour
Crowd Steward	C/S	Yellow
Safety Steward	S/S	Red
Exit Steward	E/S	Green

Table B: Attendance Based Minimum Steward Numbers

Stewards Required ⇒	Crowd Steward	Safety Steward	Exit Steward
Attendance ↓			
Under 250	1	0	0
Between 250 and 500	1	1	1
Over 500	2	2	2



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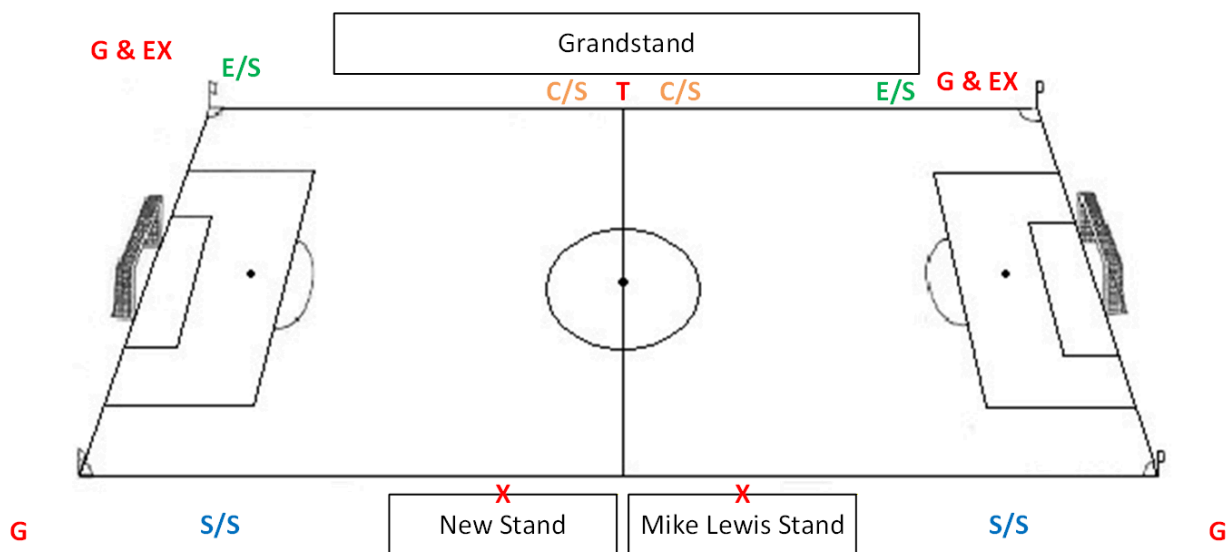
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Appendix 1: Steward Distribution

Cwmbrân Stadium, Henllys Way, Cwmbrân, NP44 3YS.



Key

T	=	Turnstile/Entrance
X	=	Stand Exit
EX	=	Emergency Exit
G	=	Gate
C/S	=	Crowd Steward
S/S	=	Safety Steward
E/S	=	Exit Steward

Signed: *S.Thomas*

Position: Treasurer

Date: 23/02/2026