



Re-Opening COVID-secure Procedure

Background

Following the Government's announcement on Monday, 22 February 2021 we are pleased to announce we can reopen our doors on 29 March 2021 and welcome old and new members back to play Bowls.

We know word has already spread about how seriously we take the safety and wellbeing of our members and guests, and as a result, we are pleased so many have felt comfortable enough with our arrangements to let us know they are happy to renew their membership for another year and can't wait to participate once again in the friendly fun and more competitive games. We are also looking forward to meeting the new members who have decided to join us for the first time.

Government restrictions are starting to ease, but we still need to prove we can maintain a COVID-secure venue in order to remain open. This means there are still a few rules and restrictions we have to follow but we will keep them under review over the coming months.

Membership and Fees

1. Fully paid up **Full, Family and Sports Members** may book a rink to play or to watch others bowl throughout the year.
Winter Members may do the same during the Winter season (1 October and 31 March)
Sports Members wishing to play, pay £5.00 per game, in advance. The preferred method of payment is by BACS transfer and payment must be received the day before play.
Account Name: Clanfield BSC
Sort Code: 30-98-97
Account Number: 68629968
For the reference please quote your membership number, the first 3 initials of your surname followed by -SPORT, e.g., 123ABC-SPORT
2. **Full and Family Members** may invite a **Guest** to join them for a game but the Guest's name and contact number must be provided at the time of booking.
Winter Members may do the same during the Winter season.
Guests must also pay £5.00 per game, in advance. The preferred method of payment is by BACS transfer and payment must be received the day before play.
Account Name: Clanfield BSC
Sort Code: 30-98-97
Account Number: 68629968
For the reference please quote your membership number, the first 3 initials of your surname followed by -GUEST, e.g., 123ABC-GUEST.

Our Process Overview

1. All bookings to play or spectate must be made before arrival. Please do not turn up without a confirmed booking as you may be refused entry.
2. Four of the eight rinks are available to book on any one day to allow for social distancing.



3. Providing we can secure sufficient Stewards to cover each session, and subject to weather conditions, there will be 4 sessions available 4 days a week during the Summer season and 3 sessions available on 4 days a week during the Winter season. The days we open will alternate on a two-week rolling schedule.

e.g.

Week 1	Monday	Wednesday	Friday	Sunday
Week 2	Tuesday	Thursday	Friday	Saturday

4. A maximum of 16 players will be allowed on the rinks at any one time and no more than 30 people will be allowed on site (including Stewards, Committee Members and Spectators) at any one time.
5. The government rules limit outdoor gatherings to either:
 - a. A maximum of 6 (Rule of 6). This means, unless you all live in the same household or are part of a government approved bubble, you must not gather, socialise or mingle with more than 5 other people. This rule applies to all outdoor areas, on the rink, whilst spectating and in the car park.
 - b. A maximum of 2 households. This means, providing the people in the group do not live in more than 2 separate household, they can meet outdoors, e.g. a family of 4 can meet with another family of 5.
Note: People from different households are still required to maintain a 2m social distance. No household mixing will be allowed indoors and so access to the Pavilion will be strictly limited.
6. A maximum of four people from the same or different households may apply to play on the same rink. However, players not in the same household or bubble must still maintain the 2m distance from the other players at all times.
7. A Duty Steward will be on site for each booked session. They will:
 - a. Open and close the car park barrier and side gate at the beginning and end of the day.
 - b. Set up the cleaning equipment by the rinks for the players to use and also clean down the communal areas (gate handles and handrails) at the start and end of each session.
 - c. Clean the jacks, mats, and pushers at the start and end of the day.
 - d. Also, be available to help the process run smoothly and address any questions or concerns.
 - e. Be responsible for ensuring our COVID-secure processes are adhered to. Please don't be offended if you are reminded to social distance, sanitise your hands or wear a mask.

Access and Restrictions

1. Access is restricted to Committee members and those Members who have either a confirmed rink booking or have a pre-booked spectator space. Stewards may also take telephone bookings on the same day when spaces are available.
2. No more than 30 people in total are allowed on site at any one time. This includes the pavilion, rink and spectator areas.
3. Access to the bowls shed is restricted to the Green Keeper and Committee members only. It will not be accessible to members and therefore those wishing to hire equipment will need to make arrangements prior to, or at the time of booking.



- Members may only enter the Pavilion to use the designated toilet facilities, or in wet weather to use the designated chairs to change their shoes, however only players from the same house hold or government approved bubble, may be in the Pavilion at the same time. All other access is restricted to the Duty Stewards and Committee Members only. **Face masks must be worn by anyone in the Pavilion.**
- Entry and exit to and from the rink areas will be via the side gate.
- Social distancing is to be observed at all times and this remains 2 metres for anyone not from the same household or part of a Government approved "Support Bubble".
- Those arriving to play or watch should wait in the car park until all players from the previous session have departed. Once they have departed the Duty Steward will let the next sessions players in.
- Players and Spectators are asked to observe and keep to their session timings to avoid impacting those arriving for the following session.
- The rule of 6 or maximum of 2 households for gatherings must be followed in all outside areas including the car park. Members are reminded they should not stop and chat to anyone if it means more than 6 people or 2 households are in the gathering. Mixing of households inside the Pavilion is currently not allowed.
- Everyone entering the Clubs facilities who has downloaded the NHS COVID app on their smartphone is encouraged to scan our QR code which is displayed around the pavilion.

Equipment

Use of Equipment

- Players are asked to use their own equipment including shoes and bowls. Mats and jacks can be provided.
- Arrangements can be made in advance for members to collect any of their equipment which is currently stored in the changing room lockers.
- A mat, jack, and pusher will be provided for use on each rink. If players on a rink wants to use an additional mat or jack these will be available from the Duty Steward in the Pavilion but must be sanitised and returned to the Duty Steward at the end of the game.
- Members may wish to purchase their own mat and jack, if so, we can provide details of offers available.
- Players should nominate **one person** in singles games and **one team** in pairs games to place the mats and jack and use the pusher for their entire session.

Hire of Equipment

- Those players who do not have their own equipment, may wish to hire bowls from the club. This will need to be arranged in advance of the first booking and will be subject to availability.
- A £25 refundable deposit will be required for each set of bowls and this can be paid by Bank Transfer to:
Clanfield BSC
Sort code 30 98 97
Account number 68629968
For the reference please quote your membership number and the 1st 3 initials of your surname.



If you prefer you may place your £25.00 cash or cheque (made payable to Clanfield BSC) in an envelope with your Name and Membership number written on the outside. This deposit will be returned to you at the end of the loan period when you return the bowls.

Note: If a Sports Member or guest wishes to borrow a set of bowls for their game, they must request the size required at the time of booking. These will be prepared in advance and left ready for use in the pavilion.

Cleaning and Storage of equipment

1. The Stewards will set out and sanitise all equipment by each rink, so it is ready to use at the start of the day.
2. Players will be responsible for cleaning and sanitising their own and any equipment they hire/use. Players will be responsible for taking home and disposing of their rubbish, including paper towels etc they may have used for cleaning.
3. Members are asked to ensure any cleaning materials they use on their bowling equipment are safe to use and will not stain or damage the all-weather carpet.
4. Personal and hired equipment will need to be taken home for safe keeping as the Pavilion lockers and bowls shed will not be in use until further notice.
5. Members will also be asked to clean the club mats, jacks and pushers at the start and end of each session if they are not using their own.
6. Cleaning common areas, such as handles gates and handrails, will be carried out by the Duty Steward.
7. The Steward will sanitise and pack away all equipment at the end of the day and replenish the cleaning buckets when necessary.

Bowling Schedule

There will be four sessions available on 4 days a week during the Summer Season which will reduce to 3 sessions on 4 days a week in the Winter Season.

The start times on each rink within the session will be staggered by 10 minutes to assist with social distancing and avoid any potential congestion through the entrance and exits.

Initially, starting when we re-open for bowling on Monday, 29 March 2021, there will be 3 sessions each bowling day and the playing time will be 1.75hrs. A new bowling schedule will be introduced as we move closer to the summer months.



BOWLING SCHEDULE – Example

SESSION 1	PLAYERS			
	ARRIVE	START PLAY	END PLAY	DEPART BY
Duty Steward Unlock and Set up from	09.45			
Rink 1	10:20	10:30	12:15	12:25
Rink 7	10:30	10:40	12:25	12:35
Rink 3	10:40	10:50	12:35	12:45
Rink 5	10:50	11:00	12:45	12:55
SESSION 2				
Rink 1	13:05	13:15	15.00	15.10
Rink 7	13:15	13:25	15.10	15.20
Rink 3	13:25	13:35	15.20	15.30
Rink 5	13:35	13.45	15.30	15.40
SESSION 3				
Rink 1	15.50	16.00	17.45	17.55
Rink 7	16.00	16.10	17.55	18.05
Rink 3	16.10	16.20	18.05	18.15
Rink 5	16.20	16.30	18.15	18.25

Bookings Playing and Spectating

- a. Bookings will only be accepted for fully paid up members.
- b. No more than four of the eight rinks will be available to play at any one time to aid social distancing.
- c. A maximum of 16 players will be allowed on the rinks at any one time.
- d. Individuals may bowl solo on a rink or with 3 others from either their own or other households.
- e. A maximum combined total of 4 members from 2 households may play on the same rink.
- f. All bookings will need to be made in advance and before 5pm on the day before play. Late booking may be available on the day. These need to be booked before arrival by phoning the duty steward.
- g. Please have the following information available when booking a rink
 - Time and date of the required booking.
 - Names of all Players and their membership numbers.
 - Contact number for Player 1.
 - For Sports Members the size of bowls required, if applicable.
 - Name and contact number of a guest and size of bowls required, if applicable.
 - Name of spectator membership number and their telephone number, if applicable.



Advanced Bookings

The preferred method for booking a rink is by email sent to bookings@clanfieldbsc.com. Please include the following details:

Telephone Bookings

- To make an **advance telephone** contact the booking team on **07434 652166**.
- To make a **same day booking** please telephone the Duty Steward on **07395571286**. **Please note** the Stewards phone will only be answered during Club opening times.
- The names and membership numbers of those playing or spectating must be given at the time of booking.
- If an advance booking is successful a confirmation email will be sent, therefore, no bookings are accepted until the lead player receives this confirmation.
- All bookings are on a first come first served basis.
- Bookings will open on the Monday of the preceding week. e.g.

BOOKING SCHEDULE March-June, 2021-2022

BOOKINGS OPEN	BOWLING DAYS						
	MON	TUE	WED	THU	FRI	SAT	SUN
Mon 22 Mar 2021	29-Mar-21		31-Mar-21		02-Apr-21		04-Apr-21
Mon 29 Mar 2021		06-Apr-21		08-Apr-21	09-Apr-21	10-Apr-21	
Mon 5 Apr 2021	12-Apr-21		14-Apr-21		16-Apr-21		18-Apr-21
Mon 12 Apr 2021		20-Apr-21		22-Apr-21	23-Apr-21	24-Apr-21	
Mon 19 Apr 2021	26-Apr-21		28-Apr-21		30-Apr-21		02-May-21
Mon 26 Apr 2021		04-May-21		06-May-21	07-May-21	08-May-21	
Mon 3 May 2021	10-May-21		12-May-21		14-May-21		16-May-21
Mon 10 May 2021		18-May-21		20-May-21	21-May-21	22-May-21	
Mon 17 May 2021	24-May-21		26-May-21		28-May-21		30-May-21
Mon 24 May 2021		01-Jun-21		03-Jun-21	04-Jun-21	05-Jun-21	
Mon 31 May 2021	07-Jun-21		09-Jun-21		11-Jun-21		13-Jun-21
Mon 7 Jun 2021		15-Jun-21		17-Jun-21	18-Jun-21	19-Jun-21	
Mon 14 Jun 2021	21-Jun-21		23-Jun-21		25-Jun-21		27-Jun-21

To Cancel

- An **advanced booking** email bookings@clanfieldbsc.com or phone the booking team on **07434 652166**.
- A **same day booking** phone the Duty Steward on **07395571286**.
- **Please Note:**

In case there is a waiting list, a confirmed booking cannot be changed, swapped or transferred to other Members without prior consent from the Booking Team.

If the Club needs to cancel a booked session, e.g. due to bad weather, unforeseen circumstances etc, we will endeavour to contact the lead Member by phone with as much notice as possible.

Playing

1. Players should nominate one person to place the mats and jack or handle the pusher for their entire session.
2. Players should not pick up or move any equipment which is not their own.
3. Players must comply with the Government social distancing rules and remain 2 metres from anyone not from their household or social bubble.



Spectators

1. A limited number of Spectators will be allowed to sit in designated areas providing they pre-book their space with the Booking Team.
2. These Spectators will be fully paid up Full/Winter, Family or Sports Members. We are sorry but, currently, we are unable to allow any Spectators who are not Members.
3. There is limited outdoor seating available, so Spectators may need to provide their own seating. Under no circumstances may any of the furniture from the Pavilion be moved outside for Players or Spectators to use.
4. With the exception of water in a non-breakable container, no food or drinks must be consumed on site or taken rink side.

The Duty Steward

Start of the Day – Set Up

- Unlock Car park barrier and side gate.
- Set up Rinks with Cleaning Equipment, sanitise mats, jacks and pushers.
- Clean common areas ready for players arrival including all handles handrails benches etc.
- Clean the designated toilet ready for use.

Between Each Session

- Clean common areas as before, ready for next session players arrival.
- Clean the designated toilet facilities at least once during their shift if used.

End of Day – Lock Up

- Lock Side Gate and Car park Barrier.
- Pack away all cleaning equipment, mats, jacks, pushers and First Aid Kit.
- Secure and Lock up Pavilion.

Health and Safety

1. Social distancing must be adhered to at all times. This remains at 2 metres.
2. Cleaning and hand sanitizer products will be provided by the Club, for members to use.
3. If members wish to wear gloves or a face mask they should bring their own.
4. Face masks must be worn at all times when inside the Pavilion.
5. All rubbish including the disposable towels provided to clean equipment must be taken home and disposed of by the playing member.
6. A First Aid Kit will be made available for members to use, if required.
7. Any first aid incidents or accidents requiring treatment must be reported the same day to the Duty Steward for entry in the accident book.
8. In the event of an emergency or activated fire alarm, you must follow the directions of the Duty Steward.

Easing Lock down Restrictions

For Further Information regarding the Governments Roadmap to easing Lockdown please go to:

<https://www.gov.uk/government/publications/covid-19-response-spring-2021>



COVID-19 and Clinically Vulnerable Groups

1. If you have symptoms of COVID-19 you should stay at home and follow the Government guidelines.
 - a. The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:
 - i. a new continuous cough
 - ii. a high temperature
 - iii. a loss of, or change in, your normal sense of taste or smell (anosmia)
 - b. For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 – go to <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> to arrange.
2. The Government advice for **Clinically Vulnerable and Clinically extremely vulnerable Groups** remains the same. If you are in this group you are advised to stay at home as much as possible and if you do go out, take particular care to minimise contact with others.

Please always follow the up to date Government advice. go to <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Disclaimer-By placing a booking to play the Member accepts

1. Members play and attend the Club at their own risk.
2. All cleaning materials are used by members on themselves and their own equipment, at their own risk. The Club will take no responsibility for any damage caused.