



Re-Opening COVID-secure Procedures

Background

Following the success of the three trial days held in June 2020, we welcomed our Members back to play, at our COVID-secure Club on 4 July 2020. Since then we have had our rinks refurbished and have been able to reintroduce some of our fun and more competitive games.

Word has spread how seriously we are taking the safety and wellbeing of our members and, as a result, we are pleased so many have felt comfortable enough with our arrangements to now rejoin. We are also pleased to welcome new members who have decided to join us for our winter membership.

Membership and Fees

1. Fully paid up **Full/Winter, Family and Sports Members** may book a rink to play or to watch others bowl.
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/Winter 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.
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.

THE CLUB WINTER 2020-21 Opening schedule is:

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 rule of 6 will apply at all times. 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 both indoors and outdoors, on the rink, whilst spectating and in the car park.
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 common areas, e.g., gate, handles and handrails, at the start and end of each session.
 - c. Clean the jacks and mats 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 on-the-day telephone bookings if rinks 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, therefore, those wishing to hire equipment will need to make arrangements prior to, or at the time of booking.



4. 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. All other access is restricted to the Duty Stewards and Committee Members only. **Face masks must be worn by anyone in the Pavilion.**
5. Entry and exit to and from the rink areas will be via the side gate.
6. 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'.
7. 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.
8. Players and Spectators are asked to observe and keep to their session timings to avoid impacting those arriving for the following session.
9. The rule of 6 must be followed both inside and outside the Pavilion including the car park. Members are reminded they should not stop and chat to anyone if it means more than 6 people are in the gathering.
10. Everyone entering the Club's facilities who has downloaded the NHS COVID app on their smartphone is encouraged to scan our OR code which is displayed around the Pavilion.

Equipment

Use of Equipment

1. Players are asked to use their own equipment including shoes and bowls. Mats and jacks are provided.
2. Arrangements can be made in advance for members to collect any of their equipment which is currently stored in the changing room lockers.
3. A mat, jack, and pusher will be provided for use on each rink. If players on a rink want 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.
4. 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

1. Those players who do not have their own bowls 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.
2. 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 and the jack at the start and end of each session.
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.



Session Times

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.

Example 1

PROPOSED SUMMER SESSION TIMES

SESSION 1	PLAYERS			
	ARRIVE	START PLAY	END PLAY	DEPART BY
Duty Steward Unlock and Set up from	9.20			
Rink 1	09.50	10.00	11.30	11.40
Rink 7	10.00	10.10	11.40	11.50
Rink 3	10.10	10.20	11.50	12.00
Rink 5	10.20	10.30	12.00	12.10
SESSION 2				
Rink 1	12.20	12.30	14.00	14.10
Rink 7	12.30	12.40	14.10	14.20
Rink 3	12.40	12.50	14.20	14.30
Rink 5	12.50	13.00	14.30	14.40
SESSION 3				
Rink 1	14.50	15.00	16.30	16.40
Rink 7	15.00	15.10	16.40	16.50
Rink 3	15.10	15.20	16.50	17.00
Rink 5	15.20	15.00	17.00	17.10
SESSION 4				
Rink 1	17.20	17.30	19.00	19.10
Rink 7	17.30	17.40	19.10	19.20
Rink 3	17.40	17.50	19.20	19.30
Rink 5	17.50	18.00	19.30	19.40



Example 2

PROPOSED WINTER SESSION TIMES	WINTER HOURS FOR PLAYERS			
	ARRIVE	START PLAY	END PLAY	DEPART BY
Duty Stewards Unlock and Set up from	09:30			
SESSION 1				
Rink 1	09:50	10:00	11:15	11:25
Rink 7	10:00	10:10	11:25	11:35
Rink 3	10:10	10:20	11:35	11:45
Rink 5	10:20	10:30	11:45	11:55
SESSION 2				
Rink 1	12:05	12:15	13:30	13:40
Rink 7	12:15	12:25	13:40	13:50
Rink 3	12:25	12:35	13:50	14:00
Rink 5	12:35	12:45	14:00	14:10
SESSION 3				
Rink 1	14:20	14:30	15:45	15:55
Rink 7	14:30	14:40	15:55	16:05
Rink 3	14:40	14:50	16:05	16:15
Rink 5	14:50	15:00	16:15	16:25
Duty Steward End of Day Clear and Lock up from	16:25			

Bookings, Playing and Spectating

1. Bookings will only be accepted for fully paid up members.
2. No more than four of the eight rinks will be available to play at any one time to aid social distancing.
3. A maximum of 16 players will be allowed on the rinks at any one time.
4. Individuals may bowl solo on a rink or with up to 3 others from either their own or other households.
5. All bookings will need to be made in advance and before 5pm on the day before play. Late bookings may be available on the day. These need to be booked before arrival by phoning the Duty Steward.

Booking Procedures

1. The names and membership numbers of those playing or spectating must be given at the time of booking.
2. All bookings will be processed on a first come first served basis.
3. A confirmation email will be sent to the lead player to include the details of the booking.



4. Bookings will open on the Monday of the preceding week. An example schedule is:

WINTER BOOKING SCHEDULE 2020-2021

BOOKINGS OPEN ON	FOR THE FOLLOWING DAYS						
	MON	TUE	WED	THU	FRI	SAT	SUN
Mon 5 Oct 2020	12-Oct-20		14-Oct-20		16-Oct-20		18-Oct-20
Mon 12 Oct 2020		20-Oct-20		22-Oct-20	23-Oct-20	24-Oct-20	
Mon 19 Oct 2020	26-Oct-20		28-Oct-20		30-Oct-20		01-Nov-20
Mon 26 Oct 2020		03-Nov-20		05-Nov-20	06-Nov-20	07-Nov-20	
Mon 2 Nov 2020	09-Nov-20		11-Nov-20		13-Nov-20		15-Nov-20
Mon 9 Nov 2020		17-Nov-20		19-Nov-20	20-Nov-20	21-Nov-20	
Mon 16 Nov 2020	23-Nov-20		25-Nov-20		27-Nov-20		29-Nov-20
Mon 23 Nov 2020		01-Dec-20		03-Dec-20	04-Dec-20	05-Dec-20	
Mon 30 Nov 2020	07-Dec-20		09-Dec-20		11-Dec-20		13-Dec-20
Mon 7 Dec 2020		15-Dec-20		17-Dec-20	18-Dec-20	19-Dec-20	
Mon 12 Dec 2020	21-Dec-20		23-Dec-20		Closed		27-Dec-20
Mon 19 Dec 2020		29-Dec-20		31-Dec-20	01-Jan-21	02-Jan-21	

Email Bookings

The preferred method for booking a rink is by email sent to bookings@clanfieldbsc.com.

Please include the following information:

- Time and date of the required booking.
- Names of all Players and 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, if applicable.

Telephone Bookings

- To make an **advance telephone** the booking team on **07434 652166** (our new number).
- For *on-the-day rinks* bookings please telephone the Duty Steward on **07395571286**

Please Note: The phone in the Pavilion will only be answered during Club opening times.

To Cancel

- If you need to cancel a booking on the day, please ring the Duty Steward on **07395571286**
- At any other time please send an email to the Booking Team at bookings@clanfieldbsc.com or ring them on **07434 652166**
- **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 giving 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 may 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 when players arrive for the next session.
- 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 sanitiser 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.

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 a test.
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.