

English Indoor Bowling Association Ltd

David Cornwell House, Bowling Green,
Leicester Road, Melton Mowbray
Leicestershire LE13 0FA
Telephone: 01664 481 900

Website: www.eiba.co.uk

General Enquiries: enquiries@eiba.co.uk



RETURNING TO INDOOR BOWLS

GUIDANCE

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CONTENTS PAGE

Introduction.....	3
The Aim	3
The Club.....	4
Playing the Sport	7
The Players	9
Hosting Meetings	9
The future	10
Key References	11
Appendix One - Entrance & Exit from the rinks	12
Appendix Two - Social Distanced Rink Markings	13
Appendix Three - "T" Moved	14
Appendix Four - Bar/Restaurant Check list	15

Guidance Document for Indoor Clubs To Prepare and Open

Introduction

The English Indoor Bowling Association can confirm that Indoor Bowls can take place under Step 3 of the Road Map out of lockdown from Monday 17th May 2021, following the Government's further easing of COVID-19 lockdown announcement on 10th May.

Any club wanting to open from this date will have to demonstrate that their facility and bowls activities are COVID secure.

The following guidance document, which has been produced in line with the Government's COVID-19 Directives and Guidance, will aid Clubs in making final preparations so that they can ensure that they are able to comply with the conditions associated with being allowed to return to operations.

With regards to conditions on the number of people allowed to participate the Government have stated that for Indoor Sports facilities gatherings of groups of up to 6 people or 2 households can take place subject to sport specific guidance.

However, for organised indoor sport there is no limit on group numbers as long as participants adhere to capacity restrictions of the playing area. The maximum occupancy should be limited by providing a minimum of 100sq ft per person.

To determine the maximum occupancy for your rinks please multiply the width of all rinks by the length of green then divide by the minimum space figure.

The definition of an organised sport or physical activity is "organised by a qualified instructor, Club, National Governing Body, Company or Charity and follow sport specific guidance where appropriate."

In addition, Clubs need to have systems in place to ensure that on every rink used players are 2 metres socially distanced throughout the game. Alternatively, social distancing of 1m with players standing side by side is permissible, as it is a mitigating action which reduces the risk of transmission.

The Aim

The EIBA in producing this guidance document wants to provide Clubs with areas which need to be focused on and how they can be implemented. Not all Clubs are the same so the implementation will be specific to them, but the requirement to implement procedures is key.

These areas are based upon the Government's directives as of 10th May 2021 but please note as the COVID-19 situation is going to fluctuate over the next number of weeks / months the EIBA will continue to assess this document and if appropriate re-issue with updated sections.

For ease of planning the Guidance has been split into 4 sections: -

- The club
- Playing the sport
- The players
- Holding meetings

It is important that Clubs critically assess the requirements and decide that, under the current conditions, whether they are able or unable to open, due to not being able to protect people and or is not financially viable to do so.

To assist further you can refer to the key Government webpages listed in the Key Reference Section.

The Club

Club management need to critically review and fully complete a COVID-19 risk assessment on how they can set the facility up and play bowls so that they have the legal social-distancing and hygiene measures in place, in order to mitigate the risk of transmission.

This risk assessment should be continually reviewed and updated as the club is used by the Membership.

a) Premises

Entrance & Exit

Identify how members are able to enter the club for the start of their game and exit the club afterwards, keeping 2 metres apart or if not feasible 1 metre plus, with mitigating risk procedures: -

Use one door for entry and another for exit. This would allow people for the next session to enter the building safely.

If only one door place 2m distance markings outside and inside to aid the members keeping apart. Also allow sufficient time between sessions so to avoid people entering and exiting at the same time.

Inform all members that they can only enter the building at specific times for their session e.g. 15 minutes before the start and leave immediately afterwards.

Place a sign at the entrance informing members that if they have any of the symptoms listed e.g. persistent dry cough, temperature, loss of taste & smell that they should not enter the building.

Access to and from the rinks (see appendix One)

Identify and appropriately mark how the players can get on and off the green safely.

Limit or remove the number of chairs and tables at the end of the rink in order to give social distancing space.

Changing rooms / Lockers

Changing rooms and lockers can be used but players should be encouraged to avoid or minimise the use of these areas where possible.

Put plans in place and if you can, actively manage limiting people gathering.

Toilets

These need to be available but consideration as to how many people can enter at one time, due to space.

May need to operate a one in one out system with appropriate signage to be used to indicate vacant / occupied.

If access is via the changing rooms then block off the changing area and have route to the toilet clearly marked.

Ideally provide paper towels in a dispenser, although hand driers are now permitted as being safe to use.

Display posters about appropriate hand hygiene as a reminder for members to follow.

Toilets should be cleaned regularly, and a schedule of cleaning is prominently displayed.

Bar / Restaurant / Lounge area

From Monday 17th May these are only permitted to be open with table service only. They have to be COVID-19 secure and follow the appropriate **Government Guidance (this can be viewed by using the specific link listed in the Key Reference Section)**.

With regards to the number of people using these facilities at any one time this is governed by how you can mitigate the risk of transmission. **The number of people per table is up to six or two households and they are not to socialise with other tables, even if they know them.**

To help you operate the bar and or restaurant please use the sample Checklist, **appendix Four**.

Face Coverings

It is encouraged that people wear face coverings when they enter and walk around the club

Once in the Club individuals would be permitted to remove the face covering for the following actions: -

- **When on the rink bowling due to partaking in a sport and physical activity.**
- **Due to a physical or mental illness or impairment, or disability**

Catering Areas

- Face Coverings are permitted to be removed when members are eating or drinking in designated seating areas e.g. restaurant and or bar.

Face coverings do not replace the need to social distance and maintain continued washing and or sanitising of hands.

Hygiene

Place hand sanitisers at the entrance, exit and in or outside the toilets and prominent places.

Signage to remind people to wash their hands.

Keep all internal doors open to limit the number of people touching the handles / push panels.

Fire doors will need to remain closed, unless they have a specific fire safety retainer fitted.

Implement a cleaning / disinfectant schedule pre, during and post opening.

In preparation of a member / visitor having coronavirus you should add to your plans what needs to occur as a result: -

- Keep a list of names & **contacts (GDPR compliant – please refer to the specific link in the key reference section)** for 21 days which can be provided to NHS Track and Trace.
- Closure of the facility until a ‘deep clean’, preferably by a specialist contractor, has been completed. **Please refer to the specific link in the Key Reference Section.**

Ventilation for the Bowling Green

Ventilation is an important part of mitigating against the transmission of COVID-19. Ventilation into the building should ensure a fresh air supply is provided to all areas of use.

The current design guidance notes (2005) for an Indoor Bowls hall states that this depends on the number of players and or the cooling need, but a rate of 12 litres per second per person is usually considered appropriate. E.g. 8 players per rink x 12 litres = 96 litres compared to 4 players per rink x 24 litres = 96 litres.

The Government, to mitigate the COVID-19 risk are recommending a 100% fresh air supply of 20 litres per person per second.

The fewer players on the rink the higher the fresh air supply will be.

Please check with your heating / air conditioning engineers or advisers to review your current installation.

The HSE advise that the risk of air conditioning spreading the coronavirus is very low. They do add that if you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use fresh air supply.

You do not need to adjust other types of air conditioning systems.

b) Operations

Rink Bookings

Based on the advised number of people who are allowed to play Sport at one time the Club need to implement a pre booking system – no casual walk ups permitted.

Use of on-line booking systems

Via email

Via phone

Or combination of.

This needs to be agreed and communicated to all members along with the timings of sessions, specified arrival time, how many times they can play in a week and timeframe for booking sessions e.g. one week in advance, 4 days in advance.

Keep a list of names & contacts (GDPR compliant – **please refer to the specific link in the key reference section**) for 21 days which can be provided to NHS Test and Trace.

Clubs are required to display Official NHS QR Code Posters, under law, for the NHS COVID-19 app. To create your unique venue poster please visit the following website address: - <https://www.gov.uk/create-coronavirus-qr-poster>

Every visitor over the age of 16 must scan the NHS QR code using their NHS COVID-19 app or provide their name and contact details, not just the lead member of the household, to support the NHS Test and Trace.

Payment

All rink fees should ideally be paid by debit / credit cards. If this facility is not available, then investigate how it can be implemented. This could assist payments in the future.

Offer block booking option so the member pays in advance by card or cheque and does not have to deal with payment on the day. Helps social-distancing and removes the handling of cash issue.

E.g. purchase a book of hour session tickets, which are redeemed when playing, which lessens the number of transactions and can alleviate minimum card payment levels.

If not feasible then for cash payments, consider rounding up or down the rink fee to limit number of coins required and have a box at reception which the player can show the steward correct amount and deposit. This can be dealt with later by the staff / volunteer wearing disposable gloves.

There are a number of card payment options listed in **the Key Reference Section**, which you may wish to investigate, along with speaking to your bank.

Staff / Volunteers

The club has a duty of care to its staff and volunteers who will be in the building at the time. As such a risk assessment should be carried out on the people being asked to work and where they will be working: -

Distance between each working station – remove furniture to achieve and or have people working side by side or back to back but not face to face.

Provide appropriate hand sanitiser in the office / reception space.

Ensure the office space is well ventilated with fresh air.

Ask the personnel to wear a face covering when in the building and provide the appropriate PPE.

Investigate placing a Perspex shield at the reception desk if no glass windows are in situ already.

When bar and catering staff are required, they are provided with face covering and disposable gloves. You have to keep their name and contact details for 21 days to comply with Test and Trace compliance.

Clearly define / allocate roles, what you are asking staff / volunteers to do and monitor effectiveness.

Document when staff / volunteer training has taken place along with who attended.

Playing the sport

Equipment

- Mats - They are disinfected before and after use – by club official or player
In multiple player games 1 person from each side e.g. lead nominated to use the mat
A policy of the mat having to be on the 'T'
- Jacks - They are disinfected before and after use – by club official or player
In multiple player games 1 person, e.g. skip from each side nominated to touch the jack.
If sufficient have 1 jack per side
Policy of no jack cast but placed by foot on the nominated length.
Implement re-spotting if jack is displaced towards the ditch / side rinks
- Scoring - Decide if rink scoreboards are to be used
If yes 1 player is nominated to operate it with hand sanitiser provided.
If no, use of scorecards only and players need to use own pen and place card in a bin at the end of the game.

Format

All affiliated Indoor Bowls Clubs who have implemented COVID-19 secure protocols, based on the EIBA's 'Returning to Indoor Bowls' guidance can continue to provide organised bowls sessions for members and visitors.

Under Step 3 of the road map, from Monday 17th May 2021 the EIBA would recommend that Clubs operate with only up to 6 players per rink. Multiple rinks in the club can be used, subject to appropriate social distancing measures, but players are not permitted to interact with the people on the next rink.

It is not permitted to replace any of the 6 players on the rink once the game has started.

The key areas to factor in deciding what format to be played are: -

- Social distancing can be maintained
- Implementation of robust hygiene procedures for the equipment, players to use their bowls only.

Disabled and non-disabled people can take part in activities together. For more information please read the guidance on from Sport England - https://www.sportengland.org/how-we-can-help/coronavirus/return-play/frequently-asked-questions-national-coronavirus?section=step_3_from_17_may If you have any immediate questions, please email steverodwell@eiba.co.uk

Single Play

With the dimensions of the rink and how the game is played this is the safest format to be played as distance between players can be easily maintained, across all rinks.

Pairs Play

Again, the dimensions of the rink will allow 2 players at each end to have ample space between each other and those players on adjoining rinks.

Clubs may wish to place a suitable mark(s) on the green 2m distance from the 'T' to ensure the players can comply to the social distancing.

Consider a policy that all 'Ts' are moved up a further 1 or 2 metres to create more space for players behind the mat. **(See appendix Three)**

Triples Rink Play (Recommended format)

The four people on or behind the 'T' can be at the 2m social distance, either with two off the rink and two on the rink.

For those Clubs who have a wall immediately at the end of the rink they should consider the moving of the 'T' to 4m from the ditch. **(See appendix Three)**

To help allow adjoining rinks to be used, if the club is unsure of the distance between the non-bowlers then operate an alternate start end system.

Fours Rink Play

If you can ensure that six players can maintain social distancing at one end, then a standard game can take place. This does not apply if all players are taking part in an exclusive Under 18 game.

Also, participants adhere to capacity restrictions of the playing area. The maximum occupancy should be limited by providing a minimum of 100sq ft per person.

Non-playing officials

The club to make a policy on whether umpires and or markers will be allowed.

If yes, they should ensure they are adequately socially distanced from the players. They are to be included in the capacity numbers for the session.

With regards to measuring the club makes a policy on whether this takes place during games and by whom.

At this time, the EIBA recommend that any coaching is done on a 1:6 basis with the appropriate Covid-19 secure procedures in place.

Alternate rink use (Optional)

If the club deems it more appropriate or as a starting point to have bowls played, by their members' / visitors, then this option is the one which will enable Clubs to ensure social distancing is maintained whilst the games are underway.

Walking up and down the rink (see appendix Two)

The club to advise members that they should maintain the social distancing when they are changing ends. Have each team use a dedicated side of the rink, throughout the game.

Monitor how players manage this and Clubs may need to consider having an identifying mark(s) on each side of the 'T' to guide players.

The Players

Even though the club will have assessed and implemented plans to ensure the safety / wellbeing of everyone, the successful outcome will be influenced by the members / visitors who want to start bowling again.

The club needs to: -

- Communicate its plans to all members, staff, committees etc.
- Get the players acceptance to the plans when they book, if no then no booking allowed.
- Advise / publicise that players who display symptoms should self-isolate as per Govt guidance.
- Display prominently within the club key messages / statements on actions expected
- Continually monitor / review how the plans are working
- Advise players who aren't complying that they need to or if not will not be allowed access
- Listen to feedback / concerns from staff, volunteers, members and visitors.

Car Sharing

Players will be able to car share for participation in sport and physical activity. They should comply with the guidance for safe travel <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> which will be updated ahead of 17th May.

Meetings / AGMs within the Indoor Bowls Club

The guidance is that meetings should ideally be held using remote working tools to avoid in-person meetings wherever possible.

If this is not possible then check your controlling document (Articles or Constitution) to see if there is flexibility in delaying the need to meet. **Which we the EIBA strongly recommends.**

If it is deemed essential to meet, then the following procedures need to be implemented: -

- The Club is a COVID-19 secure venue and has completed risk assessments.
- Using remote working tools to avoid in-person meetings.
- Ensuring participants should physically attend meetings only where reasonably necessary. Participants should maintain social distancing (2m, or 1m+ with risk mitigation where 2m is not viable). This will affect the number of attendees based on capacity.
- Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.
- Providing hand sanitiser in meeting rooms.

- Holding meetings in rooms where there is good ventilation through open doors, windows and vents, mechanical ventilation (such as air conditioning) or a combination of both.
- Airing rooms between meetings, opening all the doors and windows as fully as possible to maximise the ventilation in the room.
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.
- **All contact details of the attendees are recorded and held securely for 21 days so available to the Test and Trace programme**
- The current officers / staff are included in the maximum numbers and are not extra.
- The meeting will be legal if the stated quorum is achieved by those in actual attendance and, if permitted by the controlling document, written proxies for Members that cannot attend.

If you have further queries or questions relating to forthcoming meetings, please contact the EIBA Head Office.

The future

We all want to see indoor bowls return to normal as soon as it can but only on terms which protects the health and wellbeing of everyone. But ultimately the final decision on whether the club stays closed or operates under these conditions, remains a CLUB decision.

These guidelines relate to Step 3 of the Government's Roadmap out of COVID-19 restrictions and will remain in place until the Country is advised that Step 4 will be allowed, which is no earlier than 21st June 2021.

The Government is expected to make a decision on this on Monday 14th June 2021.

Key reference documents

Department of Culture, Media & Leisure -

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

Sport England -

<https://www.sportengland.org/how-we-can-help/coronavirus/return-play/frequently-asked-questions-national-coronavirus>

Coronavirus (COVID-19) what has changed – Step 3 of Roadmap 17th May

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

Guidance for Bars & Restaurants -

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Guidance for Face Coverings

Section 7 of <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

NHS Test and Trace

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

GDPR – Contact Tracing – protecting customer and visitor details <https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/contact-tracing-protecting-customer-and-visitor-details/>

Health & Safety - <https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/work/health-safety-at-work>

www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

Risk Assessment

https://learn.sportenglandclubmatters.com/pluginfile.php/31273/mod_resource/content/2/Club%20Matters%20-%20Creating%20a%20Risk%20Assessment%20SO.pdf

<https://www.hse.gov.uk/risk/assessment.htm>

Cleaning

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<http://www.eiba.co.uk/news/2020/greengauge-fogger.pdf>

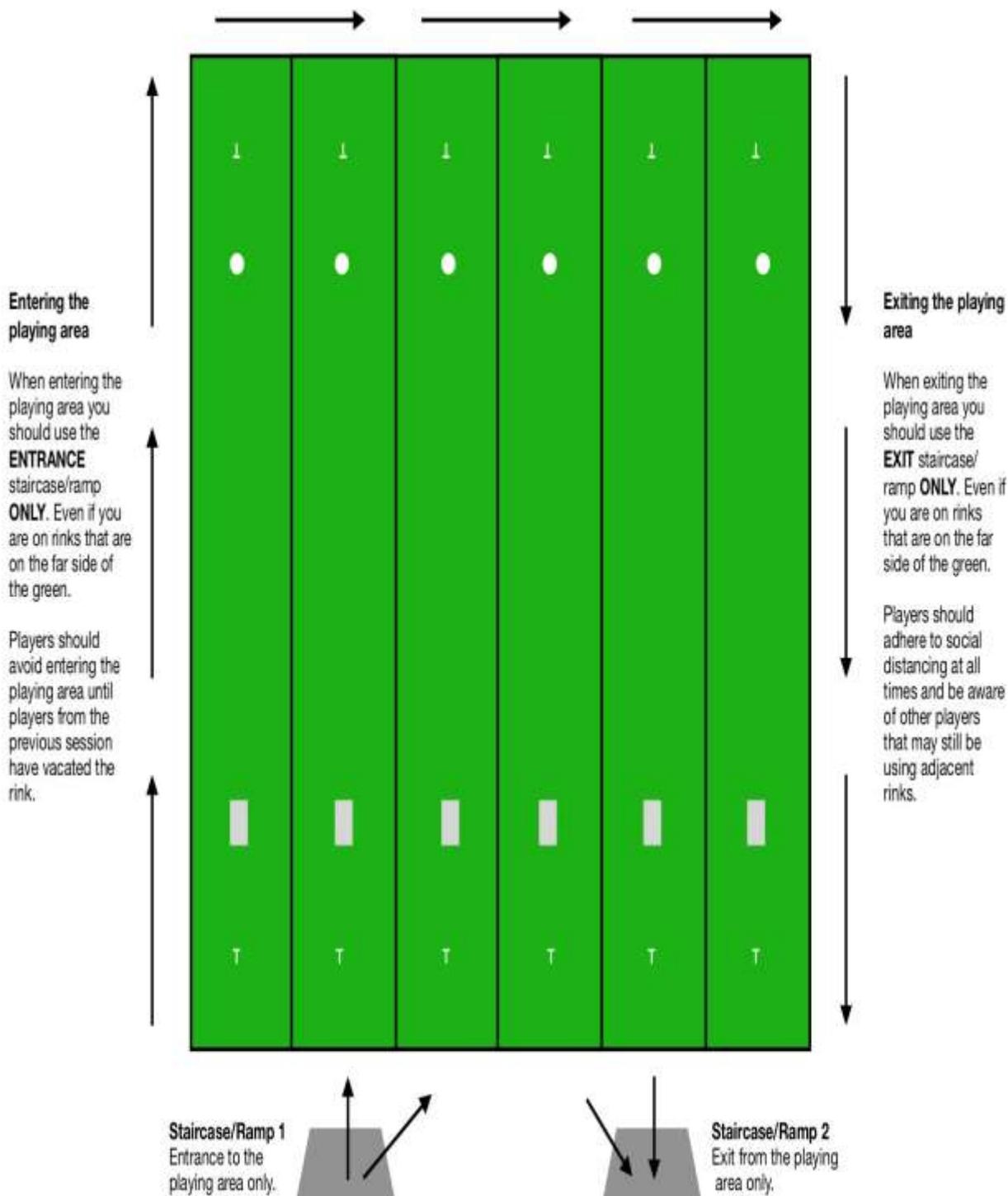
Hosting meetings - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

Card machine options - <https://www.mobiletransaction.org/card-machine-small-business-uk/>

**ISSUED BY
ENGLISH INDOOR BOWLING ASSOCIATION LTD
13th May 2021**

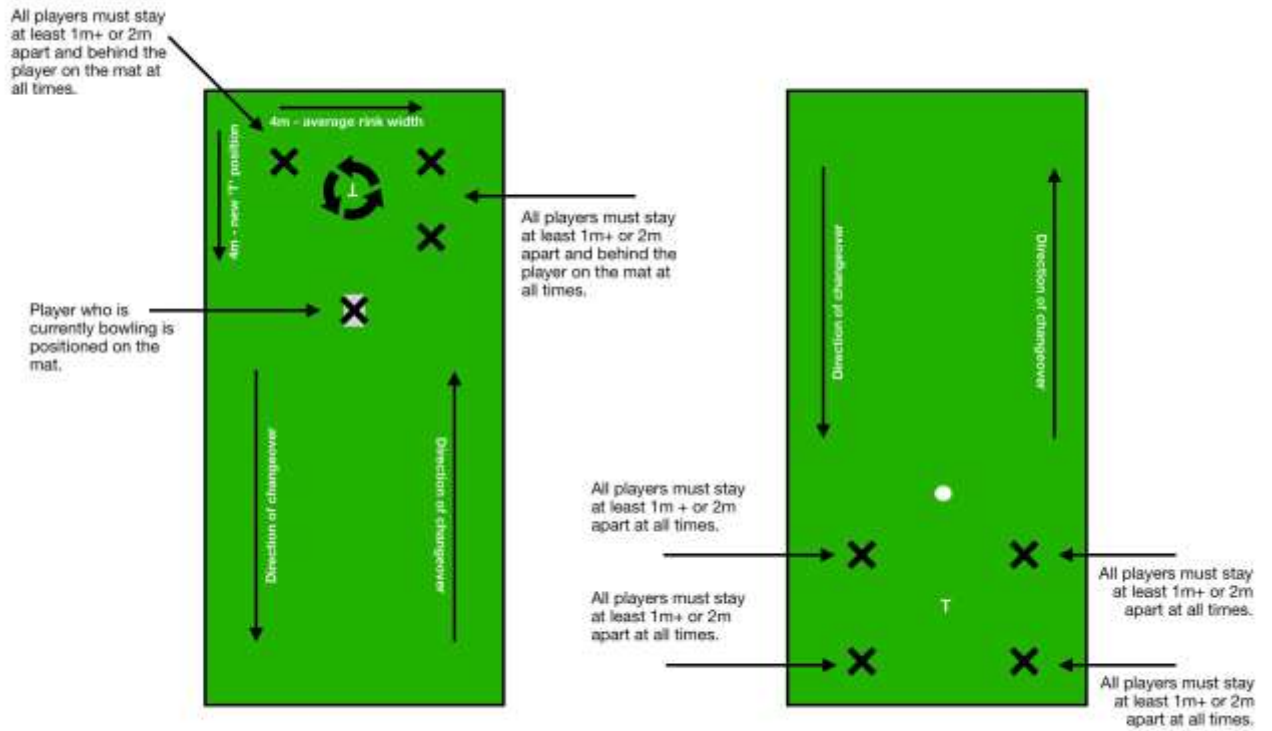
Appendix One

Entrance & Exit from the rinks



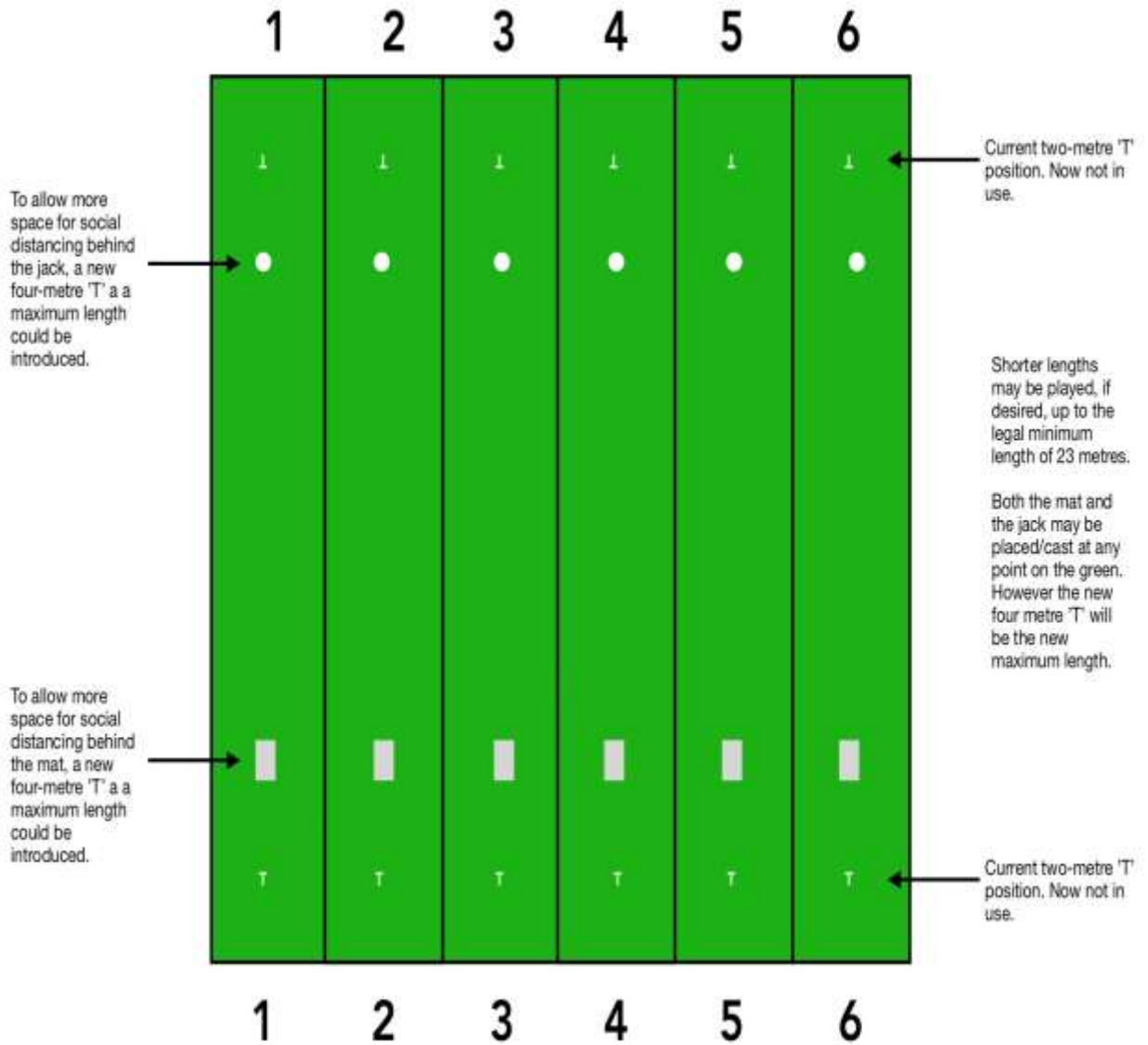
Appendix Two

Social Distanced Rink Markings



Appendix Three

'T' moved



Appendix Four Bar / Restaurant Check

This checklist is designed to assist Clubs who do wish to reopen their bar and restaurant area – it is not an exhaustive list and some of the items highlighted within may not be relevant to your club.

We recommend that you tailor this checklist to meet your club's individual requirements.

1. Capacity, signage, spacing and movement

	Relevant	Completed
Consider maximum capacity for all areas based upon social distancing requirements and means of managing capacity (e.g. time limits for length of stay)		
Establish a mechanism to collect contact details for all entering the clubhouse and to store the data for 21 days. Ensure compliance with GDPR in collection and storage of details		
Ensure all seating areas (indoor and outdoor) are sufficiently spaced and enable movement of people whilst maintaining appropriate social distancing		
Consider the safe movement of people and queueing mechanism for access and service – including implementing one-way systems and bar areas		
Provide clear signage throughout the facility to guide and inform members and visitors, including any mandatory signage according to government regulations		
Enable cashless payment for any services you are able to provide within government guidelines		
Consider whether to have a member of staff or volunteer at the entrance to manage the number of people in the clubhouse at one time		

2. Food and beverages

	Relevant	Completed
Introduce a limited menu with items quick to produce to limit service time and queueing		
Consider how social distancing can be maintained for staff and/or volunteers		
Remove any non-essential objects that users may touch		
Provide only single-use condiments		
Ensure cleaning and sanitisation of glasses and crockery are appropriate		
Provide training for staff and/or volunteers to ensure knowledge and understanding of their responsibilities for maintaining cleanliness and sanitisation		
Ensure compliance with food standards by checking use by dates on all produce		
Check cellar for CO2 leaks and open cellar door and delivery hatches to change the atmospheric air in the cellar (in case of CO2 leaks)		
Clean beer lines		
Check for signs of rodent or insect infestation		

3. Hygiene and Sanitation

	Relevant	Completed
Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish		
Ensure all soap dispensers are full and that stock levels are sufficient to regularly replenish		
Ensure paper towels are available and that stock levels are sufficient to regularly replenish		
Regularly clean and sanitise all hard surfaces		
Wedge doors open to avoid the need to touch door handles, where possible		
Provide ventilation to the building by opening windows and doors, where possible		

4. Fire-related

	Relevant	Completed
Check the emergency lighting and fire alarm are operational and that the fire panel is not flagging up any problems		
Review and, if necessary, update building evacuation plans to support appropriate social distancing		
Check all evacuation routes are clear, unlocked and operational		
Visually check fire extinguishers - look for leaks and ensure gauges are pointing to full		

5. Plant-related

	Relevant	Completed
Check kitchen gas auto-safe valve is operational		
Check mains fuse board for tripped RCDs, both before and after turning on bulk of electrical appliances		
Check door locks and windows for signs of forced entry		
Check heating is fully operational		
Ensure ladies feminine hygiene bins are empty		

6. Water system-related

	Relevant	Completed
Follow and implement your locally agreed L8 (control of Legionella bacteria in water systems) safety measures to flush though and disinfect all water outlets		
Regularly clean and disinfect sinks, toilets etc.		
Flush and clean all toilets		
Check building for signs of water leaks - especially older clubhouse buildings		