



Scottish Petanque Association – COVID-19 Playing Guidance 12 October 2020

The Scottish Petanque Association's (SPA's) aim in issuing this guidance is to ensure the safety and wellbeing of members.

The guidance has been developed in line with Scottish Government COVID-19 guidance, with a particular focus on the rules for sports, culture and leisure activities.

<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/sports-culture-and-leisure-activities/>

It is also aligned to **sportscotland's** latest sport and physical activity guidance.

<https://sportscotland.org.uk/covid-19/latest-sport-and-physical-activity-guidance/>

The guidance is updated to reflect the latest national position. However, players and clubs must first and foremost adhere to any Scottish Government local measures and restrictions that apply:

<https://www.gov.scot/publications/coronavirus-covid-19-local-measures/>

Our main priority in producing this guidance is to recognise the collective responsibility we all have for suppressing the spread of COVID-19. Any club found in breach of the guidance may be deemed as bringing the game into disrepute and will be subject to disciplinary action.

Please remember that all players and clubs have a responsibility to take care of themselves and their members.

1. Guidance for clubs

- 1.1. Clubs are responsible for ensuring the club and members comply with Scottish Government legislation and follow the guidance outlined in this document.
- 1.2. We recommend all clubs familiarise themselves with the Scottish Government route map and associated guidance.
<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>
- 1.3. More detailed guidance for sport can be found on the **sportscotland** website.
<https://sportscotland.org.uk/covid-19/> &
<https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>
- 1.4. To ensure the effective implementation of this guidance and all other applicable guidance for clubs and their facilities, each club must nominate a COVID Officer. The job description for the COVID Officer role can be found here: <https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf>
Further guidance on the role of the COVID Officer can be found here: <https://sportscotland.org.uk/covid-19/support-for-clubs-and-community-sport-organisations/preparing-your-organisation-as-coronavirus-covid-19-restrictions-ease/>

The COVID Officer must complete the **sportscotland** COVID Officer eLearning module:

https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/
and provide the SPA with a copy of their certificate on completion. On receipt they will be added to the SPA COVID-19 sub-committee who will be tasked with overseeing the development and implementation of COVID-19 guidance, and for sharing best practice.

- 1.5. All clubs must undertake a risk assessment to determine if the guidance can be implemented in full. The safety of players and members is our primary focus. Clubs are advised to take a cautious approach and remain closed unless all aspects of the guidance can be followed.

All clubs must have an up-to-date risk assessment before allowing players to return or before introducing any new easing of restrictions.

We recommend using the **sportscotland** templates:

Sample risk assessment: <https://sportscotland.org.uk/media/5868/risk-assessment-example.pdf>

Blank template – Word: <https://sportscotland.org.uk/media/5765/risk-assessment-template-blank.docx>

Blank template – Excel: <https://sportscotland.org.uk/media/5766/risk-assessment-template-blank.xlsx>

- 1.6. It is the responsibility of the club to check if their area is subject to additional Scottish Government localised measures and restrictions. COVID Officers should regularly check Scottish Government advice and guidance relating to local outbreaks and measures at:
<https://www.gov.scot/publications/coronavirus-covid-19-local-measures/>
- 1.7. Clubs in areas subject to local measures and restrictions may continue to open their terrain if documented risk assessments are undertaken and all appropriate mitigating actions including the guidance herein is put in place to ensure the safety of players and volunteers. Clubs should also refer to additional guidance provided by **sportscotland** at:
<https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>
- 1.8. Where a local outbreak has been reported, clubs should review their risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.
- 1.9. Clubs may wish to appoint a Return to Sport Coordinator to support participants as they return to the club. Full details on the Return to Sport Coordinator role can be found in **sportscotland**'s support section for preparing your organisation as COVID-19 restrictions ease:
<https://sportscotland.org.uk/covid-19/support-for-clubs-and-community-sport-organisations/preparing-your-organisation-as-coronavirus-covid-19-restrictions-ease/>
- 1.10. Clubs should note that the situation around COVID-19 is fluid and activities may need to be cancelled at short notice should there be a change in local or national restrictions. In such circumstances plans should be in place to notify players of event cancellation and to ensure they do not attend the club or activity.
- 1.11. Clubs are not required to open their terrain or additional facilities and should decide on what best suits the club and its members.
- 1.12. Clubs should check their insurance before allowing players to return.
- 1.13. Clubs should also check if any additional requirements, as set out in the Health Protection Scotland guidance for non-healthcare settings, need to be applied.
- 1.14. Club meetings should not take place face to face.

- 1.15. No spectating should take place other than where a parent or carer is supervising a child or vulnerable adult or when following specific sector guidance for events: <https://www.gov.scot/publications/coronavirus-covid-19-events-sector-guidance/>
- 1.16. Clubs should, where possible, remove equipment including benches, scoreboards, tables and any other objects that are not essential for participation purposes.
- 1.17. Clubs may open additional facilities, such as a clubhouse, providing this can be done in accordance with all current Scottish Government guidelines: <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/>
- 1.18. Where a clubhouse is shared with another organisation, the club must ensure that adequate measures, including record keeping, are in place and adhered to by members.
- 1.19. **Additional restrictions are in place for clubs that provide catering or bar services. Clubs should refer to Scottish Government guidance for details of these restrictions:** <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>
- 1.20. Clubs should make hand sanitizers or wipes available for use in bar and restaurant areas and at the entrance/exit to the venue/facility where this is possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standards.
- 1.21. Clubs must ensure participants and visitors wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas. This is a **mandatory requirement** except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering. For example, if you have a health condition or you are disabled, including hidden disabilities such as autism, dementia or a learning disability.
- 1.22. Use of changing rooms and showering facilities should be avoided where possible, although they may be made available for participants who require additional support such as disabled people or those with special needs.
- 1.23. **Where changing rooms and showering facilities are to be use specific guidance relating to use of 'Changing and Showers' is available at** <https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>

- 1.24. Access to indoor locker rooms and storage areas is permitted for dropping off and collecting sports equipment or clothing. Clubs should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.
- 1.25. Clubs should not provide any playing equipment, such as scoreboards, plastic circles, boules, practice aids.
- 1.26. Clubs should provide clear signage around their facility.
- 1.27. Clubs should inform their members when the facility is available for play and procedures for arranging to use the terrain.
- 1.28. Clubs must make arrangements for players to book lanes for games in advance and retain records of all attendees. To manage a safe return to sport and leisure activities it is a **mandatory requirement** that all clubs, facility operators and deliverers put in place Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available at: <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>
- 1.29. For organised club activities a sporting 'field of play bubble' can be created which consists of up to 30 people including coaches and officials at any one time.
- 1.30. Clubs should mark the terrain into lanes with a minimum width of 3m and a minimum length of 12m.
- 1.31. For Singles games, all lanes on the terrain may be used. One lane must remain out of use between games involving Doubles and Triples. Clubs must make it clear which lanes are in use for play and which ones are not to be used.
- 1.32. Clubs should advise players on how to enter and exit the terrain and how to access lanes to ensure social distancing rules are maintained at all times.
- 1.33. The playing area containing the 'field of play bubble' must be clearly identified and hand sanitisation stations positioned at entry and exit points.
- 1.34. Where possible, physical distancing should still be maintained within the playing area and players should exit the playing area immediately after the activity has finished.
- 1.35. Good hygiene standards should be applied throughout the activity.
- 1.36. Normal household guidelines must be adhered to before and after the activity.
- 1.37. Clubs seeking to host competitions, i.e. internal club competitions, inter-club matches/friendlies, league matches or open competitions must obtain a competition licence from the SPA in advance:

- Clubs must submit an SPA competition licence application form, a competition risk assessment along with a terrain plan to receive authorisation and a competition licence.
 - Once authorised, the club will receive a competition licence detailing the formats they can host, i.e. singles, doubles and triples, and the maximum number of players for each format based on their terrain plan.
- 1.38. Organisers should ensure that all promotional materials and notices of an open competition clearly indicate that the event has an SPA competition licence.
 - 1.39. At least one COVID Officer or a Return to Sports Coordinator should be present at each competition to ensure players are aware of protocols and their responsibilities.
 - 1.40. All competitions must ensure they comply with SPA COVID-19 guidance, physical distancing and good hygiene standards.
 - 1.41. Competition organisers must undertake a competition risk assessment to determine if they can host a competition in line with all required guidance.
 - 1.42. Payments and entry fees should be cashless.
 - 1.43. Formal presentations are not allowed.
 - 1.44. All other SPA policies and procedures must be adhered to.

2. Guidance for players

- 2.1. Players must only play if they feel fit and well and can adhere to the guidance put in place by their clubs. Players should not feel under any pressure to play and should be supported to return once they feel ready to and are able to play in line with this guidance.
- 2.2. Players who have COVID-19 symptoms, or are part of a household where someone has symptoms, must stay at home and self-isolate in line with NHS Scotland guidance.
- 2.3. Players should follow Scottish Government guidelines on physical distancing by staying at least 2m from anyone outwith their own household and follow good hygiene: <https://www.hps.scot.nhs.uk/a-to-z-of-topics/hand-hygiene/>
- 2.4. Players in higher risk groups should follow any medical advice they have been given.
- 2.5. Players requiring personal support can bring a carer with them.
- 2.6. Players should check if the club is open and available for play.

- 2.7. Players must arrange and agree their use of the terrain for games or practice in advance with the club. This includes any player that intends to visit another club.
- 2.8. Players should make a record of their activities in line with the requirements of the 'Test and Protect' scheme and retain them for at least 4 weeks.
- 2.9. Players should only travel to and from the venue with their own household and not mix households, i.e. no car sharing or minibus hire.
- 2.10. **Players should avoid travel to or from an area where Scottish Government local measures or restrictions in place.**
- 2.11. Players should not consume any food or drink on the terrain.
- 2.12. Players' personal belongings should be kept separate from others.
- 2.13. Players must bring their own hand sanitiser and use this throughout play. Hand sanitiser should be at least 60% alcohol based.
- 2.14. Players should not shake hands or greet other players in a way that would require physical contact or be within 2 metres of each other.
- 2.15. Players must only use their own boules and jack.
- 2.16. Players must only use their own equipment, e.g. tape measures.
- 2.17. Prefabricated circles should not be used.
- 2.18. If an invalid jack is thrown, then the placed jack should be the one belonging to the opposing player or team.
- 2.19. Players should not moisten their hands with saliva, e.g. blowing or licking, before taking a shot.
- 2.20. Players must wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas. This is a **mandatory** requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering. For example, if you have a health condition or you are disabled, including hidden disabilities such as autism, dementia or a learning disability. **Guidance for using face coverings and exceptions can be found here:**
<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

- 2.21. Players should leave the playing area immediately after the conclusion of play.
- 2.22. Players should ensure they wash their hands and ensure all equipment is cleaned and disinfected after returning home.

3. Children and Young People

- 3.1. Players under 16 should always be accompanied by a parent/carer throughout the session.
- 3.2. Only one non-playing parent/carer from the family can accompany a player under the age of 16.
- 3.3. Where the player is under 16 the parent/carer will have first aid responsibilities.
- 3.4. All members should have access to the club wellbeing policies and procedures and know who to contact if there is a welfare concern or issue.
- 3.5. Children aged 11 years or younger are not required to physically distance.
- 3.6. Coaches, officials, parents and carers should continue to observe physical distancing when involved in children's activity.

4. Coaching sessions

- 4.1. Only SPA qualified coaches can run coaching sessions. The minimum requirement is for the coach to have achieved a pass at an SPA Club Coach Assessment Day.
- 4.2. Coaches may only deliver coaching sessions involving children or vulnerable adults if authorised to do so by the SPA.
- 4.3. Playing areas to be used for coaching must be booked in advance with the host venue or club.
- 4.4. Records of participation must be kept by the coach in line with the requirements of the 'Test and Protect' scheme.
- 4.5. Coaches should liaise with the hosting club's COVID Officer and undertake a risk assessment in advance of the session. **sportscotland's** guidance for coaching sessions and COVID-19 should be used as a template.
<https://sportscotland.org.uk/covid-19/getting-coaches-ready-for-sport/>

Useful links

NHS Inform – coronavirus (COVID-19)

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Scottish Government - coronavirus in Scotland

<https://www.gov.scot/coronavirus-covid-19/>

Phase 3: return to sport and physical activity

<https://sportscotland.org.uk/media/6017/phase-3-return-to-sport-and-physical-activity-guidance-210820-final.pdf>

Preparing your organisation as COVID-19 restrictions ease

<https://sportscotland.org.uk/covid-19/support-for-clubs-and-community-sport-organisations/preparing-your-organisation-as-coronavirus-covid-19-restrictions-ease/>

Getting your facilities fit for sport: sport courts and pitches

https://sportscotland.org.uk/media/6009/sports_courts_pitches_gyfffs_info_sheet.pdf

Support for clubs

<https://sportscotland.org.uk/covid-19/support-for-clubs-and-community-sport-organisations/>

COVID Officer role descriptor

<https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf>

Return to Sports Coordinator role descriptor

<https://sportscotland.org.uk/media/5951/sportscotland-return-to-sport-coordinator.pdf>

Test and Protect

<https://www.nhsinform.scot/campaigns/test-and-protect>

Health Protection Scotland – guidance for non-healthcare settings

<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>