

Phase 3 Guidelines



NATIONAL
GOVERNING BODY

Return to Snooker and Billiards In Scotland

Phase 3 Guidelines



Phase 3 Guidelines



INTRODUCTION

The Scottish Government approved this document for implementation from the 24th August 2020.

This document is intended as a guide to all Scottish Snooker & Billiards clubs and their affiliated members as to the correct and most effective safety measures for clubs and individuals as opportunities to increase exercise & activity in sport gradually begin to return.

The guidance we have published is in line with the Scottish Government [route map](#) published on Thursday 30th July 2020. This document interprets the route map guidance provided for Phase 3. Guidelines will be updated as we progress through the Scottish Governments phases. Current information is available [here](#).

Clubs and Players must ensure that all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – club committees & businesses will also need to make sure that the club members, staff and participants are made aware and can adapt to changes in guidance at short notice. Information on Scottish Government's approach to managing covid-19 is available [here](#).

Travel guidance outlined by the Scottish Government should always be adhered to. Guidance is available at: [Staying Safe & Protecting Others: Getting Around](#).

Clubs and participants should be aware that the easing of restrictions does not mean that all facilities/ venues will open immediately. Owners and operators will require time to consider all the implications of opening facilities/venues and put plans in place to re-engage staff and to set up operations that ensure the safety of participants, staff and volunteers. This is a difficult time for everyone so please be patient.

For Scottish snooker venues, the guidance from Scottish Government and also the guidance within this document should be read in conjunction with the WPBSA /EPSB guidelines, adapted for Scotland available on Scottish Snooker Website & Facebook Page:

- Scottish Snooker Reopening Facilities Infographic
- Player Guidance – Scottish Snooker
- Scottish Snooker – COVID 19 Transmission Assessment



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Comment from the Board of Scottish Snooker

The Board of Scottish Snooker wishes to pass on its deepest thanks to all who have been part of the key work effort over the past few months and of course to members, clubs, officials, volunteers and partners indeed everyone who has followed the guidance on movement and staying at home in order to ensure that we move through and out of this pandemic safely.

Scottish Snooker are pleased to confirm our phase 3 guidelines as approved by Scottish Government. Phase 3 has seen significant changes, particularly around group sizes, venues open and the nature of how children and young people can interact.

We hope this guidance is a step forward for clubs, coaches and members to a phased return to snooker & billiards and the further easing of restrictions may allow more members to return to this great sport.

We ask our members to stay patient as only by moving through these small steps in a slow and considered manner can we play our part in maintaining public health and help the whole country realign for the future.

We want snooker & billiards to play a pivotal part in the sporting and health landscape and our vision statement of “Working Together – Moving Forward” becomes ever more relevant as we progress through this crisis.

We all look forward to seeing you soon, ideally at a tournament or within a local club.

Take care & stay safe.

Paul Marinello

Chairperson of Scottish Snooker

Board Members

Paul Marinello, Anne Totten, Craig MacGillivray, George Cunningham & Alan Shepherd



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OVERVIEW



Phase 3 Guidelines Summary	
Activity	<ul style="list-style-type: none"> Facilities / Venues may now open from 24th August 2020. Sporting Venues and clubs may now open toilets for public use if they follow the guidelines outlined by the Scottish Government here Opening Public Toilets Guidelines Physical distancing applies at all times for adults and children 12 years of age or older. No time limit on snooker / billiard activity provided all safety measures and physical distancing adhered to. A face covering must be worn by all people when in indoor communal areas, except where an exemption applies (as defined in the legislation, or where there is a 'reasonable excuse' not to wear a face covering such as eating or drinking. Scottish Snooker Policies apply for any Scottish Snooker activity.
Facility	<ul style="list-style-type: none"> Limits on the number of participants should be considered to ensure appropriate physical distancing can be maintained: A maximum of 3 households (or extended households) present in a group No more than 8 per group (multiple groups allowed) 3 households per group A one-way system allowing clear entry and exit should be in place if possible (or alternative method) to maintain physical distancing at all times. It is a <u>mandatory</u> requirement that clubs collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Further information is available at NHS Health Scotland: Test and Protect. Please refer to additional guidance produced by sportscotland at Getting Your Facilities Fit for Sport
Player	<ul style="list-style-type: none"> Adult, 11 and under and 12-17 yr old guidelines regarding physical distancing can be viewed in the player section Interaction indoors is permitted with 3 other households per group with physical distancing applied Players should bring their own equipment as much as is possible, if equipment is to be shared a clear and appropriate cleaning routine will be implemented within the venue People from different households should not travel in the same car. Travel guidance outlined by the Scottish Government should always be adhered to. Guidance is available here
Coach	<p>Adults (maintaining full social distancing):</p> <ul style="list-style-type: none"> Up to 3 households at a time up to a maximum of 8 people Recommendation of only 1:1 coaching at this point- will change as advice from the government changes. <p>Under 18's:</p> <ul style="list-style-type: none"> Group size as per normal ratios for the age and stage you are coaching, when government guidance allows – currently we advise only 1:1 but you can coach up to 3 households (8 people including yourself) at any one time should appropriate risk assessment, hygiene and physical distancing measures be put in place Coaches must maintain physical distancing during sessions. <p>More guidance for coaches can be viewed in the coaching section of this document. Scottish Snooker Child Protection and other policies are in place at all times. All coaches are also WPBSA coaches and those policies also apply.</p>



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PREPARING THE VENUE

Maintenance of the venue is the responsibility of the business / venue. The primary consideration should be to ensure staff, customers & volunteers' safety when undertaking any maintenance or activity.

The club committee, appointed [COVID-19 officer](#) or venue operator should ensure all appropriate management processes are in place so that they can effectively oversee and maintain the implementation of measures outlined herein. An e-learning module for COVID officers is available [here](#).

The club should undertake a risk assessment **BEFORE** allowing players to use the facilities. All activity should be consistent with the Scottish Government guidance regarding health, travel, physical distancing and hygiene at all times.

Measures for opening should include but not be limited to:

- Ensure suitable disinfectant and hand sanitiser is provided (Hand sanitiser should be at least 60% alcohol based and detergent wipes are appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent is followed by chlorine releasing agent).
- Disinfect / sanitise all surfaces that are touched, for example doors, handles, tables, cues, balls, scoreboards, triangles, rests
- Encourage players to bring their own equipment and fully sanitise all equipment before and after use

RISK ASSESSMENT

Clubs are required to record how they are implementing the guidance, mitigating the risks and ensuring that they are meeting the Scottish Government requirements. Risk assessments should be carried out and documented for all activities and facilities.

Consider safety first, particularly minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure players, staff and volunteers are protected.

If a club cannot adhere to the Scottish Government's safety and physical distancing guidance the club cannot return to snooker & billiards and will have to wait for the next phase or review again, as guidance changes.



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Scottish Snooker in collaboration with WPBSA / EPSB/ Scottish Government and sportscotland has provided documents to use and adapt for local circumstances. A risk assessment for each venue reflecting their own facility needs / area / layout / activities must be undertaken and documented prior to opening.

A nominated staff member should manage this process and ensure that players know to observe the physical distancing and other Scottish Government guidelines.

Players MUST NOT come to the club if they show symptoms of any illness but in particular of Covid-19. These are highlighted on NHS Inform and include but are not limited to:

- A new persistent and dry cough
- A temperature
- Recent loss or change to your sense of taste or smell

If you are symptomatic, living in a household with a possible COVID-19 infection or in quarantine you must not attend the club.

Players must notify the club as well as Trace & Protect should they develop symptoms after playing snooker or billiards.

Clubs and venue operators must ensure that relevant workplace guidance is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the **Risk Assessment**.

Health, Safety & Hygiene:

- After the session, players should sanitise their hands, clean their equipment and anything else used at the session.
- If you need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds or use hand sanitiser
- Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these within each venue. Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (door handles, handrails etc), doors should where possible be left open but if not possible, regular cleaning wearing disposable gloves should be undertaken.

Detailed guidance is available at;

[Health Protection Scotland: COVID-19 guidance for non-healthcare settings](#)

[Health Protection Scotland: Hand Hygiene](#)



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CLUBS

These guidelines will cover the majority of snooker & billiard clubs; however, we recognise that not all clubs will be able to open during Phase 3 for various reasons, and clubs should only open if they can confidently meet the guidelines.

At all times, participants and facility operators should adhere to the Scottish Government's physical distancing guidelines. Scottish Government guidelines are available [here](#)

- Members must practice physical distancing at all times.
- People from different households should not travel in the same car.
- A face covering must be worn by all people when in indoor communal areas, except where an exemption applies (as defined in the [legislation](#), or where there is a 'reasonable excuse' not to wear a face covering such as eating or drinking.
- We advise clubs to use a booking system that will support access, avoid disappointment and stagger timings to avoid encounters between people, including in car parks and at entrances. Turning up at the venue without a slot is discouraged.
- Clubs and operators should communicate clearly and regularly with members and players setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity.

sportscotland has produced the Getting your Facilities Fit for Sport [guidance](#) to help owners and operators of sports facilities as they prepare for when sport/activity resumes. The guidance includes a checklist and is applicable to all phases of the Scottish Government Covid-19 route map and can be adapted to support other planning-based work being undertaken by sports, clubs and community organisations.

- Any equipment should be handled as little as possible, and cleaned before and afterwards.
- Please ensure any first aid equipment has been updated appropriately for the COVID pandemic and first aiders have undertaken appropriate additional training.
- Bins may be provided but should be regularly checked, cleaned/sanitised, emptied and disposed of using appropriate personal protective equipment.
- All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.
- No personal equipment should be left at a facility by a participant once the activity has ended.
- It is a mandatory requirement that clubs collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient.
- Clubs should store information for 21 days and share it when requested to do so by public health officers.
- A leaflet providing information on the Test and Protect service from NHS Scotland is also available [here](#).



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PLAYERS

Stay up to date, Scottish Government information is available at [Scottish Government: Coronavirus in Scotland](#).

Be aware that guidance can change, and restrictions may be reintroduced - ensure you have checked the latest version of guidelines.

Travelling to and from an activity/venue

- Please check before you leave that toilet facilities will be available at the venue.
- Wash your hands with soap and water for at least 20 seconds before leaving home. Information on hand hygiene is available at: [Health Protection Scotland: Hand hygiene techniques](#)
- Where possible avoid using public transport and adhere to Scottish Government physical distancing and travel guidelines.
- Arrive as close as possible to when you need to be at the venue/facility and allow others to leave before you enter. If you need to wait, then do so away from the facilities and clear of the entrance/exit.
- Take your own hand sanitiser to the venue and use regularly throughout the activity.
- Take your own hydration / food to the venue if the venue permits.
- If driving, park your car in such a way as to facilitate physical distancing.
- Avoid touching fixed equipment.
- After completing your activity return directly to your car (if appropriate) and leave.

Health & Hygiene

- If you need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds.
- Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel when you finish participating.
- A face covering must be worn by all people when in indoor communal areas, except where an exemption applies (as defined in the [legislation](#), or where there is a 'reasonable excuse' not to wear a face covering such as eating or drinking).

Maintaining physical distancing

- At all times, participants should adhere to the Scottish Government's physical distancing guidelines including before, during and after the activity or when taking breaks.
- Coaches, officials, parents and carers should continue to observe physical distancing when involved in children's activity as a coach, official or spectator.
- Please refer to any specific club/venue guidelines.
- Please ensure to follow guidance from club or venue operator on maximum numbers able to take part in the activity.
- Further information on physical distancing guidance is available at [Staying Safe and Protecting Others](#)



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11 year olds and under

- Under 11s are not required to observe physical distancing with each other even if they aren't from the same household. All other guidelines should be the same as for adults.

12-17 year olds & Adults

- If you have children with you, you can participate with members of your household, including children, or with members from up to 3 other households (or extended households), with a maximum of 8 people participating in total, subject to physical distancing and club / venue rules / risk assessments.
- For 12-17 year olds and adults – physical distancing measures apply at all times in accordance with Scottish Government guidelines.

Spectators

- No spectating should take place other than where a parent/carers is supervising a child or vulnerable adult. In all cases physical distancing should always be followed.

Clinically vulnerable people

- People who are shielding are now permitted to undertake activities providing strict physical distancing is adhered to. People who are symptomatic should self-isolate for 10 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend a sports facility/activity.

Be aware guidance can change and restrictions may be reintroduced - ensure you have checked the latest version of government Covid-19 guidance.

Player Bookings

- Where a venue operator allows, book in advance and make payment online if possible.

Competitions

- Competitions or events where groups of more than 3 households (or extended households) (maximum of 8 people) congregate at any one time are not permitted at this time.
- Competitions should only be undertaken locally at your own club/venue where household, physical distancing and hygiene measures are in place.

Equipment & Facilities

- Where possible take your own equipment with you.
- Only take the minimum amount of equipment that you need to participate.
- Clean and wipe down your equipment, including water bottles before and after use.
- Bring a full water bottle (if appropriate / allowed in venue), and do not share food or drink with others.
- Ensure you take all personal belongings and equipment with you at the end of the session.



COACHING

INTRODUCTION

This is a guidance document developed to support partners during phase 3 and should be considered in conjunction with current Scottish Government guidance. This is specifically to support coaches on the phased return of sport in Scotland. All Scottish Snooker coaches should also ensure they are fully informed and up to date with WPBSA coaching information and guidelines.

Coaches can work, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – they will also need to make sure that they can adapt to changes in guidance at very short notice.

In addition, please see [Getting Coaches Ready for Sport](#) which can be used by coaches to help them get ready for delivering sport. It can be used as it is or amended to reflect the sport or delivery activity.

- People who are symptomatic should self-isolate for 10 days: household members for 14 days as per info on NHS guidance.
- No one who is self-isolating should attend a sports activity.
- Coaches and participants should cancel attendance, even if at very short notice, if symptomatic.

GUIDANCE FOR COACHES

It is the responsibility of each venue operator, club and coach to ensure documented risk assessments, based on local circumstances, are completed prior to any activity taking place. Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected at all times.

Coaching and Instructing

Guidance for coaches, leaders, personal trainers, and instructors is available at [Getting your coaches ready for sport](#).

- Coaches should not deliver training to more than 3 households or a maximum of 8 people (including themselves) at any one time. Coaches and instructors working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#).
- Children under 12 do not need to maintain physical distance between themselves.



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Indoor sports facilities: Snooker and Billiard halls are allowed to re-open from the 24 August 2020 if following guidance, including physical distancing and enhanced hygiene. For further information please refer to [Return to sport and physical activity guidance](#). Up to date guidance on extended households, physical distancing and travel is available at Scottish Government Guidance: [Staying safe and protecting others](#).

At all times coaches should:

- Adhere to the Scottish Government's physical distancing guidelines away from others and ensure participants they are coaching do so too.
- Plan appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session. A detailed document including checklists is available to support coaches at [Getting Coaches Ready for Sport](#)
- Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
- Where relevant, also check with your venue provider / club to ensure you follow their specific guidance and processes.
- Be aware of their responsibilities and that of their participants before, during and after each session.
- Check, in advance of delivery, that appropriate insurance policies are in place for all coached activities and that their insurance is valid for the activities they plan to deliver.
- Find out about their direct and surrounding delivery environment in advance of the session and contact the facility operator, where relevant, to confirm any changes in processes and procedure.
- Ensure appropriate policies are in place and in line with Scottish Government and local authority regarding safeguarding best practice.
- Ensure they have an approach to activity that is feasible and safe to deliver.
- Coaches working with children should familiarise themselves with the additional considerations developed by Children 1st: [Child Wellbeing and Protection Considerations](#).

Communication with members/customers

- Coaches should communicate clearly and regularly with participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/ activity.
- Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system.
- Ensure there is a process for cancellation should it be necessary.



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Health, Safety & Hygiene

- Coaches should ensure they have access to first aid and emergency equipment.
- Coaches should ensure that first aid equipment has been updated appropriately for the COVID pandemic and first aiders have appropriate training.
- When undertaking coaching the coach should ensure, where possible, that everyone involved avoids touching surfaces, sharing equipment and touching their mouth and face.
- Cleaning, hand, and respiratory hygiene are core measures and provision should be made for these.
- Clear guidance and plans are needed for cleaning of equipment and waste disposal.
- Toilets may be available if operators follow the guidelines outlined on the Scottish Government website Opening Public Toilets Guidelines.
- Coaches should ensure hand sanitizers or wipes are available for use at entrance/exit to activity where possible and ask participants to bring their own hand sanitiser (Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on)
- A face covering must be worn by all people when in indoor communal areas, except where an exemption applies (as defined in the [legislation](#), or where there is a 'reasonable excuse' not to wear a face covering such as eating or drinking.

All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance. Cleaning products should conform to EN14476 standards. A checklist for health, hygiene and cleaning considerations and actions is available here: [Getting your Facilities Fit for Sport](#).

Further guidance is available at;

[Health Protection Scotland: General guidance for non-healthcare settings](#) [Health Protection Scotland: Cleaning in a non-healthcare setting](#)

[Health Protection Scotland: Hand hygiene techniques](#)

[Health and Safety Executive: First aid during the coronavirus \(COVID-19\) outbreak](#)

[St. John's Ambulance: Covid-19 advice for first aider](#)



(Adapted from WPBSA information)

Standards of hygiene

- Commit to a thorough clean of the venue daily
- Access to hand sanitiser will be provided
- Customers will be encouraged to bring their own cues from home
- Club cues will be allocated by staff and these will be cleaned after every customer
- Club snooker balls and boxes/trays will be cleaned and wiped after every customer session
- A face covering must be worn by all people when in indoor communal areas, except where an exemption applies (as defined in the [legislation](#), or where there is a 'reasonable excuse' not to wear a face covering such as eating or drinking.
- Table and equipment will be cleaned between customers, with special attention to 'touch points', such as table edges, scoreboards, triangles

Hospitality

- Bar areas must have COVID-19 secure measures in place according to Scottish Government guidance
- A limited choice of food and drink will be available for table service from a safe distance as per individual venue risk assessments / arrangements
- Venues may offer take away food, but collections must be managed in line with Scottish Government physical distancing guidance
- All used glasses/cups/plates on side tables must be cleared and the area cleaned after every customer
- All payments will be contactless or online, wherever possible

Limit entry

- Customer contact details will be recorded and retained for a minimum of 21 days
- The venue may consider adapting opening hours to allow adequate time for cleaning procedures
- Clubs operating a membership system should consider limits on guest entry
- Venue entry will be controlled/monitored by staff, where applicable – physical distancing measures should be in place to control any queues
- Tables should be booked in advance where possible
- Clubs should consider implementing staggered start/finish times for bookings to avoid any overlap with customers and allow time to clean
- Clubs should consider a limit on the number and length of bookings for each member while initial demand is assessed

Physical distancing

- Risk assessment to be completed by the club to ensure it is COVID-19 secure in line with current physical distancing guidelines
- Clear signage for customer flow to enable players to get to and from allocated tables. This includes government guidance signage on prevention measures
- Staff will monitor toilet usage to mitigate too many customers being in the same area



Player guidance

- Players must not enter the club if they are symptomatic or living with someone who has a possible or confirmed case of COVID-19
- Players should wash their hands with soap and water for at least 20 seconds before leaving home & sanitise their hands before and after play
- No shaking hands before or after play
- Avoid unnecessary touching of the table, such as leaning on the table edges
- Players should use their own equipment as much as possible – clean and wipe these down before and after play



Coaching

- All coaching activity should be consistent with the government guidance regarding health, travel, physical distancing and hygiene at all times
- Coaches must complete a risk assessment, liaising with the venue to follow the correct protocols implemented by the club
- Coaching should where possible be limited to one-to-one sessions although coaches can coach up to 3 households (8 people including themselves) at any one time should appropriate risk assessment, hygiene and physical distancing measures be put in place
- Group coaching activities, including junior coaching clubs are permitted if up to 3 households (8 people including themselves) at any one time, appropriate risk assessment, hygiene and physical distancing measures be put in place
- Physical distancing should be maintained at all times between the coach and the player
- Coaches should avoid sharing any equipment with customers, such as coaching aids
- Payments should be taken online wherever possible to avoid handling cash



Snooker activity

- Competitive snooker and billiards will be limited to singles matches, until further notice
- Inter-club team competition should not take place, such as local league activity, until further notice
- Internal club competition can re-commence, restricted to singles matches and within Scottish Government guidelines. For example, a club 'ladder' competition would be permissible with arranged fixtures over a period of weeks or months, whereas a singles knock-out competition taking place in one day would not currently be viable due to mixing too many households
- National Governing Body amateur competitions will not take place, until further notice
- Other formats of competition should be carefully considered by clubs in line with Scottish Government guidelines and club risk assessments

