

Return to Snooker and Billiards in Scotland

Reopening Guidelines May 2021 Version 2-1



Return to Snooker & Billiards Guidelines



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 year 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 guidelines as approved by Sportscotland. We have 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 return to snooker & billiards and with the further easing of restrictions may allow more members to return to this great sport. We also thank everyone who was involved with the Scottish Parliamentary Petition PE1848 which was a lot of hard work to ensure equity and parity of opportunity to access our sport at the appropriate level.

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 when permitted 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



Return to Snooker & Billiards Guidelines



INTRODUCTION

Sportscotland approved this document for implementation from the 17th May 2021.

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.

Currently Snooker & Billiards can only be played indoors within level 2 or below of the protection levels in Scotland, full details are contained in the [strategic framework document \(version: April 2021\)](#).

Organised sporting activities can be undertaken, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – you will also need to make sure that your club, facility 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 at [Scottish Government: Coronavirus in Scotland](#).

People who are symptomatic and household members should self-isolate as per NHS Scotland guidance. No one who is self-isolating should attend a sports facility or activity.

To manage a safe return to organised sport and physical activities all clubs, facility operators and deliverers (herein referred to as 'operators') should put in place Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and at [Scottish Government: Test & Protect](#).

Scottish Government's [strategic framework document \(version: April 2021\)](#) for managing COVID-19 provides a 0-4 Level approach to restrictions with each local authority area (or sub-area) placed in a relevant protection Level depending upon its COVID-19 status which will be reviewed weekly.

Snooker and Billiards can, until further notice, only be played in areas which have a level 2 or below protection level set.

Clubs and participants should be aware of their local area protection level and associated restrictions which may be in place and should consider this as part of risk assessment planning.

More detailed information relating to **Level 4 'stay local'** restrictions and exemptions applicable for sport and physical activity is available. Further information on protection levels that apply in each local authority area are available at [Coronavirus \(COVID-19\): allocation of protection levels](#). A local post code checker is also available at [COVID restrictions by protection level in areas of Scotland](#).



Return to Snooker & Billiards Guidelines



OVERVIEW

	Guidelines Summary
Activity	<ul style="list-style-type: none"> Venues / Clubs may now open from 17th May 2021 in line with SG procedures. Venues / 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 as per Scottish Government Guidelines. A face covering must be worn by all people when in the indoor communal areas, except where an exemption applies (as defined in the legislation, or if there is a 'reasonable excuse' not to wear a face covering such as eating, drinking or whilst exercising / playing. Scottish Snooker Policies apply for any Scottish Snooker activity.
Venues / Clubs	<ul style="list-style-type: none"> Limits on the number of participants should be considered to ensure appropriate physical distancing can be maintained: Consult this document for up to date information regarding maximum numbers depending on the level of the area. strategic framework document (version: April 2021) 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"> Relevant guidance regarding physical distancing should be adhered to at all times 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 physical distancing):</p> <ul style="list-style-type: none"> Please consult with this document: strategic framework document (version: April 2021) 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 consult this document: strategic framework document (version: April 2021) appropriate risk assessment, hygiene and physical distancing measures must 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>



Return to Snooker & Billiards Guidelines



VENUES

All venues / clubs should put in place Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and at [Scottish Government: Test & Protect](#).

Scottish Government's [strategic framework document \(version: April 2021\)](#) for managing COVID-19 provides a 0-4 Level approach to restrictions with each local authority area (or sub-area) placed in a relevant protection Level depending upon its COVID-19 status which will be reviewed weekly.

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

It is the responsibility of each club, club committee, sports facility operator and/or deliverer to appoint a responsible person/s, referred to as the [COVID officer](#), to act as the point of contact on all things related to COVID-19. An [e-learning module for COVID officers](#) is available to support those undertaking the role.

The COVID officer **must** ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities.

Venues / Clubs should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place and should only re-open facilities when it is safe to do so, in accordance with Scottish Government guidance.

5

Venues / Clubs must ensure that users are made aware of the requirement to adhere to the relevant approved Scottish Snooker guidance and reserve the right to intervene where there are any clear and visible breaches of this guidance by participants. Where such breaches take place, venues / clubs should notify the nominated COVID Officer overseeing the activity and they should in turn take appropriate action to mitigate future risk and protect participants and the wider public.

Venues / Clubs should be aware of their local area protection level and associated restrictions which may be in place and should consider this as part of risk assessment planning. Further information on protection levels that apply in each local authority area are available at [Coronavirus \(COVID-19\): allocation of protection levels](#). A local post code checker is also available at [COVID restrictions by protection level in areas of Scotland](#).



Return to Snooker & Billiards Guidelines



These guidelines will cover the majority of snooker & billiard clubs; however, we recognise that not all clubs will be able to open straight away 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 relevant 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, drinking or during playing snooker.
- 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.
- Venues / Clubs 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.

- 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 venues / 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.
- Venues / 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](#).



Return to Snooker & Billiards Guidelines



Venues / 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 playing snooker & billiards.

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.

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 **or** a 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 Test & Protect should they develop symptoms after playing snooker or billiards.

7

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](#)



Return to Snooker & Billiards Guidelines



TRAVEL GUIDANCE

Travel guidance outlined by the Scottish Government should always be followed. Further information on what travel is permitted is available at [Coronavirus \(COVID-19\): guidance on travel and transport](#).

Information for each local government area, including their level is available at [Coronavirus \(COVID-19\): local protection levels](#) including a post code checker. Specific information on car sharing is available from [Transport Scotland: advice on how to travel safely](#).

Sport & Physical Activity Participation

Participants can take part in organised sport and physical activity within their own local government area based on Level as detailed in Table A of the Return to sport & physical activity guidance – Appendix 2.

When a participant travels out with their local government area they should follow the travel guidance detailed below. Travel regulations are now legally enforceable. Participants should, where possible, avoid any unnecessary travel out of area and keep journeys within area to an absolute minimum.

Children & Young People (17 years or under)

8

Participants aged **17 years or under** can travel to and from Level 0, 1, 2 and 3 areas to take part in organised sport, training, and competition.

Children and young people can also travel to and from a Level 4 area, if for example, they belong to a club which is outside their own local government area. This flexibility is to allow children and young people to take part in sport or organised activity, but they should travel no further than they need to. If attending a sport/activity in a Level 3 area or below, Level 4 guidance will apply to the whole activity e.g. 12 to 17-year-old outdoor activity should be restricted to non-contact and include a maximum of 15 participants.

Children and young people living in a Level 3 or 4 area can also travel out with their local government area to take part in informal exercise such as walking, running or cycling. Such activity should follow [Scottish Government 'local protection levels' guidance](#).



Return to Snooker & Billiards Guidelines

Adults (18 years or over)

Participants aged **18 years or over** can travel to and from a Level 0, 1 and 2 area to take part in organised sport, physical activity, training and competition. They should not travel to a Level 3 or 4 area.

Adults living in a Level 3 area should only travel locally or to another Level 3 area to take part in organised sport or physical activity as outlined in Table A.

Adults living in a Level 4 area should only travel locally to take part in organised sport or physical activity.

Adults living in a Level 3 or Level 4 area should only travel out with their local government area (up to 5 miles) to take part in informal exercise such as walking, cycling, golf or running that starts and finishes at the same place. Such activity should follow [Scottish Government 'Stay Local' guidance](#).

Table B: Travel Summary

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	✓
18+ (Adults)	✓	✓	✓	L3 Travel Only	Local Travel Only

9

Indoor sport and leisure facilities can open if Scottish Government [Coronavirus \(COVID-19\): Guidance for the opening of indoor and outdoor sport and leisure facilities](#) is fully implemented.

Appropriate risk assessments and mitigating measures must be put in place to reduce risk and protect participants. For instance, consider physically distanced or reducing numbers taking part.

Participants should not congregate before or after an activity.

Operators must ensure comprehensive mitigating actions are put in place and documented in their risk assessment to stop this happening. Consider staggering start/arrival times and any other relevant additional measures.

The number of participants allowed to take part in indoor sport or physical activity must be risk assessed by the operator following Scottish Government [Coronavirus \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#) and sport specific [SGB Guidance](#).



COACHING

INTRODUCTION

This is a guidance document developed to support partners and should be considered in conjunction with current Scottish Government guidance. 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. 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.

Coaches operating within clubs and facilities should liaise with the relevant COVID Officer before undertaking coaching and all sporting or physical activity must adhere to operator and relevant [SGB Guidance](#). Coaches should keep physically distant.

Coaches should be aware that local restrictions may be in place for sport and physical activity and this should be considered as part of risk assessment planning and will dictate what activity can be coached and to whom. Coaches should consult the [strategic framework document \(version: April 2021\)](#) for up to date information. Scottish Government [travel guidance](#) provides exemptions for travel into and out of Level 3 and Level 4 local authority areas. This includes 'travel for work, or to provide voluntary or charitable services, but only where that cannot be done from your home'. Where paid/voluntary coaches or officials use this exemption, mitigating actions should be put in place to reduce risk to the coach, official and participants. This should be documented in the risk assessment.

Coaches can take multiple indoor sessions (where protection levels allow) per day, however the number of participants allowed in each session will depend upon the protection Level restrictions in place in the given location.

Face coverings must be worn by coaches when indoors, except where an exemption applies, i.e:

- where an individual has a health condition or is disabled, including hidden disabilities, for example, autism, dementia or a learning disability.

or if there is a reasonable excuse not to wear a face covering such as:

- where there is difficulty in communicating with participants who may not be close by and safety is an issues. In such cases alternative measures should be considered such as use of a face visor.
- Demonstrating a shot on the snooker table as part of the coached session.



Return to Snooker & Billiards Guidelines



The priority should be on ensuring the safety of the coach and participants and minimising the risk of virus transmission before, during and after activity.

At all times coaches should:

- plan and risk assess 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.
- ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
- 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.
- Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#).

Additional support tools are available for coaches and volunteers at the [Getting Coaches Ready for Sport](#) section of the **sportscotland** website including [mental health and wellbeing awareness training](#).

11

Additional Sport & Leisure Activity Considerations

Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain physical distancing, either practically or in terms of child development. You may, for instance, ask a parent or carer to be present.

Where a disabled participant requires functional support to help them participate coaches, carers or those supporting the participant can provide this without maintaining physical distancing. In such circumstance the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.

Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at [Scottish Government: Coronavirus in Scotland](#).



Toilets

Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website [Opening Public Toilets Guidelines](#).

Equipment Provision and Use

Appropriate cleaning measures, including provision of sanitiser and if required disposable gloves, should be put in place to reduce the risk of contamination.

All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.

Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place before, during and after use.

Appropriate hygiene protocols should be undertaken including hand hygiene and regular cleaning of balls and other equipment before, during and after use.

Bookings and Payment

12

Encourage people to make bookings online where possible. However, be aware that a proportion of disabled people, people from low income households and older adults do not have access to the internet. Ensure you have alternative measures in place. For example, telephone bookings.

Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time.

Where possible use online or contactless payment options and avoid handling cash. Where people do not have bank accounts it is okay to accept cash payments.



Return to Snooker & Billiards Guidelines

Communication with Members / Customers

Venues / Clubs should communicate clearly and regularly with members and 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.

Make them aware in advance of measures you are putting in place at your venue, and guidelines they are asked to follow.

Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system.

Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed, up to date and in accessible formats.

When communicating with members and participants, consider how you will reach people who do not have access to the internet.

Special attention should also be given to how you communicate physical distancing rules to young people.

Safeguarding

All adults involved in coaching / actively engaging with children or vulnerable adults in an organised environment should have undertaken appropriate Scottish Snooker safeguarding training.

Venues / Clubs should ensure appropriate ratios of coach/adult to child/vulnerable adult as per guidance and follow all related safeguarding advice.

Health, safety and welfare policies should always be risk assessed and implemented.

Venues / Clubs should also refer to the additional considerations developed by Children 1st: [Child Wellbeing and Protection Considerations.](#)



Health, Safety & Hygiene

Scottish Government has produced the [Coronavirus \(COVID-19\): FACTS poster including translations and accessible formats](#). Where possible operators should use this document to reinforce messages. FACTS stands for: **F**ace Coverings, **A**void crowded places, **C**lean your hands regularly, **T**wo metre distance and **S**elf isolate and book a test if you have symptoms.

Ensure access to first aid and emergency equipment is maintained.

Ensure that first aid equipment has been updated appropriately for the COVID-19 pandemic and first aiders have appropriate training.

In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The 'Covid Officer' should consider processes for managing this as part of their risk assessment. This could include but not be limited to;

- Provision of suitable PPE
- Training of coaches/supervising adults
- A parent or carer being present with children or vulnerable adults.

Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.

14

Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles etc) should where possible be left open but if not possible, regular cleaning with disposable gloves should be undertaken.

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.

Be aware that disabled people may face greater challenges implementing regular handwashing because of additional support needs. Some disabled people may need to use touch to help them get information from their environment and physical support. It is important they are not prevented from doing this, but operators should be aware that this increases the likelihood of virus transmission.

[Getting your Facilities Fit for Sport](#) provides a checklist for health, hygiene and cleaning considerations and actions.



Return to Snooker & Billiards Guidelines

Face Coverings

Venues / Clubs should ensure participants and visitors wear face coverings, 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 e.g. if you have a health condition or are disabled, including hidden disabilities such as autism, dementia or a learning disability.

Be aware that face coverings discriminate against some deaf people who need to look at lips to help communicate. Staff in facilities should be made aware that it is okay to remove their face coverings to communicate with someone who relies on lip reading and facial expressions.

Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government [Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#).

The [Coronavirus \(COVID-19\): public use of face coverings](#) provides guidance on general use and exemptions.

Links to supporting guidance:

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

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

[HSE: First Aid during the coronavirus](#)

15

Test and Protect

[Test and Protect](#) is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and save lives, and avoid the reintroduction of social and economic lockdown. This will support the country to return to, and maintain, a more normal way of life.

Maintaining customer records

Venues / Clubs should where possible collect the name, contact number, date of visit, time of arrival, and 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.

Venues / Clubs should store information for 21 days and share it when requested to do so by public health officers.

The Coronavirus (COVID-19): Test and Protect information leaflet provides information on the Test and Protect service from NHS Scotland.



Return to Snooker & Billiards Guidelines

Registration with the Information Commissioner's Office

In order to gather and store customer information securely, operators may need to be registered with the Information Commissioner's Office (ICO). This will be the case if you are using an electronic system to gather and store data.

If you are unsure whether you need to register, please contact the ICO via their helpline on 0303 123 1113, or visit www.ico.org.uk.

Protect Scotland App

NHS Scotland has launched a free mobile app designed to help with contact tracing efforts and slow the spread of COVID-19. The app will alert users if they have been in close contact with another app user who tests positive for coronavirus.

Supported by a dedicated Protect Scotland website, the app is an extra tool complementing existing person-to-person contact tracing which remains the main component of NHS Scotland's Test and Protect system.

Further information on the Protect Scotland app is available at www.protect.scot.

What should someone do if they have coronavirus symptoms?

If a person has a continuous cough, high temperature, or loss or change in taste or smell, they should self-isolate and request a coronavirus test right away. Further information is available at [NHS inform: Get a Test](#) or by calling **0800 028 2816** if they cannot get online.

The [Coronavirus \(COVID-19\): Test and Protect information leaflet](#) provides information on the Test and Protect service from NHS Scotland.

Local Outbreaks or Clusters of Coronavirus Cases

Where a local outbreak has been reported, Venues / Clubs within this locality should review Scottish Government 'local measures' guidance, their facility 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.



Return to Snooker & Billiards Guidelines

APPENDIX 1: Level 4 Guidance – Stay Local

Introduction

- 1.1 The guidance within this appendix is applicable to sport and physical activity facilities and activities where Scottish Government have identified the requirement for **Level 4 'Stay Local'** restrictions to be applied.
- 1.2 This guidance is not applicable to professional or performance sports activity which is approved through the [Resumption of Performance Sport](#) process by Scottish Government or sportscotland.
- 1.3 The information outlined below should be used in conjunction with, and where appropriate supersede, the 'Return to sport and physical activity guidance' to inform the development of sport specific information which will be shared with participants, clubs, local authorities/trusts, third sector and other sports facility operators within Level 4 areas.
- 1.4 It is the responsibility of the relevant facility operator/COVID officer to ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place and to check if the activity is in an area which is subject to additional Scottish Government localised measures and restrictions.
- 1.5 Where a local outbreak has been reported, sports facility operators and deliverers should review their facility/operational 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.
- 1.6 Scottish Government may update or change Levels and restrictions at any time, including the local areas subject to them. Therefore COVID officers should regularly check [Coronavirus \(COVID-19\): Local Protection Levels](#).

17

Travel Restrictions in Level 4 areas

Those living in a Level 4 local authority area can travel within that area (or up to 5 miles from its boundary) to undertake informal outdoor sport, exercise and recreation including walking, cycling, golf or running that starts and finishes at the same place, as long as they abide by the rules on meeting other households.

Children and young people may travel to and from a Level 4 area, if for example, they belong to a club which is just outside their own local authority area. They should however travel no further than necessary and only participate in activities they are permitted to undertake in a Level 4 area. For instance, 12-17year olds living in a Level 4 area are restricted to participating in groups of no more than 15 people.



Return to Snooker & Billiards Guidelines



Adults living in a Level 4 local authority area may travel within, but not outwith, that area to take part in organised sport.

When taking part in sport, exercise or recreation participants should at all times follow [Scottish Government 'Stay Local' guidance](#)

Indoor Sport & Leisure Facilities

Indoor sport and leisure facilities including club houses, changing rooms and activity areas should remain closed at Level 4. Exemptions are noted below.

Public Toilets

Operators may open indoor toilets for public use if they follow Scottish Government [Opening Public Toilets Guidelines](#).

Public toilets are defined as any toilets accessible to the public. The opening of toilets should be accompanied by local risk assessment, and control measures should be proactively monitored by operators.

All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance.

Storage Areas & Lockers

One off access to storage areas and locker rooms is permitted to retrieve personal equipment which is essential for an activity to be undertaken. Personal equipment should not be returned to these areas.

18

Risk assessments should include mitigating actions to reduce the risk of virus transmission such as individual access, booking slots and cleaning/hygiene protocols.

Hospitality

Additional restrictions are in place for hospitality businesses with Level 4 areas subject to bar and café closures. Sports facility operators providing catering or bar services should refer to Scottish Government guidance for applicable guidance including takeaway services. [Coronavirus \(COVID-19\): tourism and hospitality sector guidance.](#)

Retail

Retail units operated by sports facility operators in Level 4 areas should follow Scottish Government [Retail Sector Guidance](#).



Return to Snooker & Billiards Guidelines

DISCLAIMER

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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](#)



Return to Snooker & Billiards Guidelines



APPENDIX 2: (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 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 / drinking or during activity).
- Table & equipment will be cleaned between customers, 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
 - Food and drink will be available for table service from a safe distance as per individual venue risk assessments / arrangements and only when permitted by Scottish Government
 - 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

20

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 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 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

Return to Snooker & Billiards Guidelines



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 (6 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 in line with government guidelines - up to 3 households (6 people including themselves) at any one time (adults), 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

Snooker activity

- Competitive snooker and billiards are permitted both singles and doubles within the guidelines at the time and as per level
- Inter-club team competition can take place, such as local league activity, if within number of contacts and households permitted
- Internal club competition can re-commence, 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

Return to Snooker & Billiards Guidelines



APPENDIX 3 - Table A: Sport & Physical Activity Protection Levels

		Level 0	Level 1	Level 2	Level 3	Level 4
INDOOR SPORT Organised indoor sport, competition, events and Physical Activity (PA)	Overview	<p>The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government guidance on the opening of sport and leisure facilities and sport specific SGB Guidance.</p> <p>‘Group’ activity refers to adults, who take part in organised sport or physical activity, where the number of participants is larger than allowed under normal household rules. ‘Individual exercise’ refers to organised sport or physical activity which takes place within household rules i.e. 1:1 coaching. For further information see definitions within this guidance.</p>				
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Indoor sport & PA prohibited:
	Adults (18+ years)		Non-contact sport & PA permitted Contact sport & PA prohibited	Non-contact sport & PA permitted Contact sport & PA prohibited	Indoor <u>individual exercise only</u> No contact or non-contact group activity	Leisure Centres, gyms and other indoor sports facilities closed.
COACHING	Overview	General guidance is available within this document for coaches, leaders, personal trainers, deliverers and instructors, <i>herein referred to as coach/es</i> . In addition Getting Coaches Ready for Sport provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions.				
	Indoor & Outdoor coaching	<p>The local protection Level in place for sport and physical activity will dictate what activity can be coached, indoors and outdoors and to whom in that area. See indoor / outdoor above for further information.</p> <p>Coaches can take multiple sessions per day, however the numbers allowed in each session will depend upon the protection Level in place.</p>				
PERFORMANCE SPORT	Professional & Performance	Professional & performance sports with Resumption of Performance Sport guidance in place and approved by Scottish Government or sportscotland is permitted at all Levels.				
TRAVEL	Indoor / Outdoor Sport & Physical Activity	For further information please refer to Travel Guidance within this document.				

Return to Snooker & Billiards Guidelines

HOSPITALITY & RETAIL	Clubs & Sports Facilities	Clubhouses and sports facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance appropriate to the protection Level in which they are operating. Further information is available at Coronavirus (COVID-19): tourism and hospitality sector guidance. Retail units operated by sports facility operators may reopen provided all specific Scottish Government guidance for retailers appropriate to the protection level in which they are operating is in place and adhered to. Further information from the Scottish Government is available at Retail Sector Guidance.	
TOILETS, CHANGING & SHOWER ROOMS	Clubs & Sports Facilities	Where changing rooms and showering facilities are to be used specific guidance relating to use of 'Changing and Showers' is available at Getting Your Facilities Fit for Sport. This is applicable at all levels where facilities remain open.	Indoor sports facilities closed. Changing rooms closed.
		Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website Opening Public Toilets Guidelines	Public Toilets open.
WORKFORCE	Contractors & Staff	Sports facility operators must ensure that Scottish Government guidance on workforce planning in sport & leisure facilities 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.	
	Meeting Rooms	Although gym and leisure facilities can open up to Level 3, we would encourage providers to consider whether meetings and training must be completed in person or whether these can be completed online or via telephone. If it is essential that meetings and training takes place in person, Scottish Government guidance for general workplaces must be followed and a risk assessment should be completed.	

Further information re levels and guidance is available here: [strategic framework document \(version: April 2021\)](#)

