

# **Canadian Pacific Lawn Bowling and Croquet Club**

## *Guidelines for Phase Two Croquet*

Date Amended: February 1<sup>st</sup>, 2021

Each club member **must read the following guidelines** related to COVID-19/public health prior to using the facilities or green.

Full responsibility lies with each club member to **strictly adhere to and engage in all measures and precautions** related to COVID-19/public health.

Prior to each member's first COVID-time entry to the clubhouse and/or green, **every member must sign a document acknowledging that they have read and agree to follow guidelines while using the facilities and/or green** (this document must be dated and must include a contact number). They must also read, complete, and sign the **BOWLS CANADA BOULINGRIN - RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT**.

The club is open at specific times for limited use by **Club members only**.

Club members with a higher risk of severe illness, including those with chronic medical conditions or compromised immune systems should carefully consider whether to participate in phase two. Club members experiencing any COVID-19 symptoms\* or any other unexplained symptoms, or who have been in close contact with a person who has a confirmed case of COVID-19 are **Not Eligible to play lawn bowls or croquet** for at least 14 days since last noticed symptoms or since contact was made.

Prior to **each training/development session**, **every member must sign a COVID-19 Symptom Screening Questionnaire** to allow health monitoring of all people using the facilities and/or green.

\*COVID-19 symptoms include: fever or chills, new cough or worsened chronic cough, chest pain, shortness of breath, nausea, diarrhea, abdominal pain, sore throat / hoarse voice, problems swallowing, any loss of taste or smell, unusual fatigue.

## Basic Procedure for Players

- a. Reserve/Sign up for a time-slot (online or via phone volunteer)
- b. Arrive at club no more than 10 minutes early
- c. Visit sign-in table, sanitize hands, fill out/sign forms
- d. Retrieve any needed items from lockerroom
- e. Wait on assigned court/sideline
- f. Train/Play while adhering to safe distancing practices (Three [3] metres)
- g. Return items to locker room
- h. Leave club

## Croquet Masters

A Croquet Master will arrive 30 minutes early and will set up the green, direct players, ensure protocols are being followed, tear down the green, and sanitize any equipment as necessary. Croquet Masters may play during their shifts.

## Operations Volunteers

A group of member volunteers will be required to oversee operations of the Club during phase 2 (and potentially into the other phases). One member of the operations team will be designated as the Monitor and will need to be present each time the club is open to play. The Monitor will arrive 30 minutes early to open the Clubhouse, set up sanitization stations, oversee sign-in procedures, and monitor washroom/ locker room use. **Monitors will not play during their shifts.** Both Social and Full members may be part of the operations team.

For security, both the croquet master and the operations monitor should be present before the clubhouse is opened. They should both also be on hand for lock up after.

We all need to use common sense and err on the side of caution when considering the health of members. **Please place public health ahead of your desire to play;** be flexible with your approach; and, at all times use your best judgment.

## **1. GENERAL REQUIREMENTS:**

- 1.1 Phase Two croquet will be restricted to practice/training, player development, and intra-club games.
- 1.2 Club officials or appointed monitors will be responsible for the setting up of sanitizing stations (i.e. disinfectant sprays, hand soap, and hand wipes) at the entrance of all facilities and outside on the greens.
- 1.3 All club members attending the club grounds and/or clubhouse must read, understand and agree to comply with the enclosed guidelines.
- 1.4 All club members attending the club grounds must sanitize their hands before (or immediately upon) entering the property.
- 1.5 All club members attending the club grounds and/or clubhouse must complete, date, and sign the COVID-19 Symptom Screening Questionnaire prior to entering the clubhouse or using any of the greens or facilities. The Symptom Screening Questionnaire must be completed every time a member enters the property.
- 1.6 All club members attending the club grounds and/or clubhouse must have completed and signed one initial copy of the insurance waiver.
- 1.7 Spectators/Visitors are not permitted. on the property.
- 1.8 No more than 16 members may occupy the property at one time.
- 1.9 Only members who have a confirmed booking time may access the green.
- 1.10 Physical distancing by staying a minimum of three[3] metres away from each other at all times will be practiced.
- 1.11 The wearing of face masks is mandatory before entering the club property and while registering at the sign in table but is not mandatory on the green and shall be at each member's discretion and be each member's responsibility. The club is not supplying face masks.
- 1.12 The club's executive will do its best to ensure that all of these conditions and procedures are followed, either directly or via an appointed committee.

1.13 If these conditions and procedures are not adhered to, the club executive may be forced to remove non-adherent members' privileges and/or to close the green to activities.

## **2. SIGN-UP/BOOKING SYSTEM:**

2.1 A simple online system will be made available for signing up/booking to attend the club for practice/training/intra-club games on specific dates at specific times. Use of the club for any sport activity is limited to these times only.

2.2 On days when the full court will be used, session starts will be scheduled two hours apart. On days when the  $\frac{3}{4}$ -size courts are used, the sessions on the first court will be scheduled two hours apart on odd hours; the sessions on the second court will be scheduled two hours apart on even hours. Players may determine which games they wish to play during their two-hour sessions.

2.3 If you cannot book via online means, you may contact a volunteer (from a designated list) who can book for you.

2.4 No drop-ins permitted. You must book a timeslot to participate (booking cutoff is 30 minutes before the time slot occurs)

2.5 Arrive at the clubhouse no earlier than 10 minutes before your booked time.

2.6 Each time you visit the club you will be required to sign in and fill out/sign a health questionnaire/acknowledgement form. Do not attend if you do not feel well.

## **3. CLUBHOUSE:**

3.1 The clubhouse will be open for locker room & washroom access only. The kitchen and its contents are unavailable. Croquet Masters and other select members will have greater access for essential purposes.

- 3.2 Come dressed to play - changing at the club is discouraged.
- 3.3 The operations volunteer will be responsible for the setting up of sanitizing stations (sanitizer sprays, gloves, wipes) at sign-in table, washrooms, locker room and equipment shed.
- 3.4 The double doors are designated as the entrance during open times. The door with the keypad lock will be designated as an exit only. There will be two metre markings for line-ups on the ground outside the double doors.
- 3.5 Players who need to use a club mallet will be allocated a clean one by the Croquet Master at the start of each session and will return it to the Croquet Master at the end of the session. The Croquet Master will be responsible for cleaning equipment before each allocation.
- 3.6 Signage will be placed inside the washrooms & locker room detailing the cleaning and sanitizing procedures to be used.
- 3.7 Only one person allowed in each washroom or the locker room at a time.
- 3.8 Members must return equipment and vacate the premises immediately after training.

#### **4. EQUIPMENT SHED:**

- 4.1 The equipment shed shall be equipped with its own sanitizing station.
- 4.2 All equipment will be sanitized before and after use by the Croquet Master.
- 4.3 Only one person will be allowed in the equipment shed at a time (only Croquet Master or operations volunteers should be accessing).

4.4 There will be two metre markings on the ground outside the equipment shed.

## **5. ON THE GREEN:**

5.1 Bring your own water/refreshments - **the kitchen is closed/off-limits**, and no bottled water or canned beverages will be available. Your water bottle must be clearly labelled with your name.

5.2 No handshakes, fist bumps, high fives or any other forms of direct physical touching allowed. Three[3] metre physical distancing to be maintained at all times.

5.3 Each player should have ready access to sanitizer products.

5.4 All benches available for use will be sanitized before each session. Players will identify the bench they will be using, and that bench will be reserved for them throughout the session. These benches will be sanitized again prior to the next session.

5.5 One Full court or Two 3/4 courts will be set up. Maximum players total for a full Court is 8 people (two games of Doubles Golf Croquet or two games of Doubles Association). Maximum players for a 3/4 court are 4 people (one game of Golf Croquet or one game of Doubles Association).

5.6 Sessions should end approximately 15 minutes before the next start time.

## **6. CONDITIONS OF PLAY:**

6.1 All members must maintain Three[3] metre physical distancing at all times.

6.2 Only single-banked singles or doubles training, or games allowed.

6.3 Use feet, not hands to reposition balls.

6.4 If a ball is out of bounds or in a ditch it must be returned to play without the use of hands.

6.5 Only touch your own clips at all times.

## **7. MEDICAL:**

7.1 All players attending their first session must read, understand, sign, and turn-in the Liability Waiver and the daily Symptom Screening Questionnaire. If players have not completed both forms, they will NOT be allowed to enter the premises.

7.2 Symptom Screening Questionnaires must be completed each time players, volunteers, and coaches attend the club.

1.1 If after you leave the greens and at any time after you have been at the club you feel unwell, you are to contact your Health Officer immediately and also inform a member of the club executive (Lorne Carnes: 250-384-5499 or Alan Forster: (778) 677-0918).

7.3 It is every player's responsibility to help ensure the safety of all and to make a timely report to a member of the club's executive.

7.4 In the event of a suspected case or outbreak of influenza-like-illness, the club will discuss the outbreak with the medical health officer (or delegate) of Island Health.

## **8. COACHING:**

- 8.1 Coaching will take place with no more than two players.
- 8.2 Lessons will only be given to registered club members.
- 8.3 The club may sign up new players but may not actively solicit.
- 8.4 The coaches and students will practice physical distancing of at least two metres.
- 8.5 The coach will ensure that all coaching aids are sanitized before and after each use.

## **9. GREENS MAINTENANCE:**

- 9.1 No green maintenance shall take place during times reserved for training and development.
- 9.2 A maximum of 2-person teams will work on each green.
- 9.3 Mowers, rollers and other used equipment (i.e. hand carts) will be wiped down with disinfectant prior to being used.
- 9.4 Personnel will be responsible for providing their own PPE. Extra gloves will be available on-site, if required.
- 9.5 Personnel will be responsible for maintaining physical distancing at all times while on site.
- 9.6 Hand sanitizer will be available onsite.
- 9.7 Maintenance personnel will depart the club as soon as possible following completion of their tasks.



*The Canadian Pacific Lawn Bowling & Croquet Club Executive are not experts on pandemics and therefore all Government and Ministry of Health information, guidelines and directives supersede this information. The Executive have created this set of guidelines to provide the members with 'best practice guidelines' as to what they believe is the best course of action to return to Lawn Bowling and Croquet during Phase Two – Training/Coaching, Player Development, and Intra-Club Games.*

*If an outbreak should occur of Club members or users, all Club activities will be suspended until the cause of the outbreak has been determined and corrective procedures have been documented and implemented.*

### **Acknowledgement**

I have read the **Canadian Pacific Lawn Bowling and Croquet Club Guidelines for Phase Two Croquet** and understand my responsibilities and the necessary protocol required for maintaining a safe environment for all members of the club.

Signed:

Print Name:

Date:

Phone Number: