

ORGANISED ACTIVITIES GUIDANCE

**To be used in conjunction with the Wales Golf Club Guidance
Document**

Version 1

23/03/2021



Updated 26/03/2021

This document is to be used in conjunction with the Wales Golf Club Guidance Document.

Playing Golf and Group Activities

As a result of 'organised outdoor activities' for under 18's (by the 31st August 2021) for children and young people, group junior coaching and golf can now take place. However, as outlined by the Welsh Government, these must be '**organised**' as in the sporting guidelines (outlined below). Golfers and clubs must also adhere to **Welsh Government** and **Industry Guidelines** including social distancing, hand hygiene and other COVID-19 safety measures.

The following can take place as an '**organised activity**' for under 18's (see below):

- 4 ball golf
- Group coaching outdoors for under 18's
- Organised club competitions **without** gathering before or after the round as this will breach Welsh Government regulations (including no presentations, these can be done virtually or announcements can be made on the club's website).

Adults, including volunteers and qualified professionals, may attend these activities where they are involved in running them or where the child is too young to be left. Adults including parents should maintain social distancing at all times.

The frequently asked questions can be found [here](#).

Summary of 'Organised Activity'

Here is a checklist to ensure the activity is 'organised', further details on each of the areas can be found below:

- ✓ Club's to appoint 'responsible officers' **which include a Coronavirus Officer and an Activity Session Responsible Person** (for general play this could be the Club manager/ professional managing the bookings on the day).
- ✓ **Social distancing** must take place at all times
- ✓ **Risk assessments** for Coronavirus impact must be conducted
- ✓ **Online or telephone pre-booking with contact details collected.**
- ✓ The guidance advises organisations to collect contact details so that the **Test, Trace and Protect System (TTPS)** will be effective should there be an incidence of Covid-19 exposure at any activity.
- ✓ Be sure that guardians have permitted their child to attend any session where this is appropriate and that you have the **guardian's contact information**. You will not need the child's contact details if you have the guardians.
- ✓ Ensure that a **register/ record** of who attends is kept.

- ✓ Ensure the register/ record is **retained and kept** secure for as long as you deem necessary – this must be at least 21 days to be of use. We would recommend that you keep this data for no less than six months. You should seek guidance from your insurers on this (Wales Golf template available [here for group sessions](#))
- ✓ A self-assessment for COVID-19 symptoms and self-declaration with advice to stay at home if they should be self-isolating, or if they or someone they live with, is **symptomatic** - or suspects they may have been exposed to the virus, or travelling from areas where restrictions are in place (e.g cross border travel). Wales Golf template [here or additional information below](#) but please update along with the most recent Welsh Government guidelines.

Officers

Appointing Responsible & Coronavirus Officers

The new Welsh Government Sports Guidance advises club's to 'appoint responsible officers' and a Coronavirus Officer. Further guidance [here](#)

Activity Session Responsible Person

All sessions must have an individual, responsible person. It is the duty of this person to ensure that the rules and requirements set out by the NGB, the Coronavirus Officer and Welsh Government are adhered to. This role can be carried out by the Coronavirus Officer or another suitably instructed person. For general play, this could be the member of staff managing the bookings on the day.

The responsible person's duties shall include:

- Taking of a register of attendees and other persons as described in this guidance.
- Ensuring all attendees understand the Covid-19 measure and rules that are in place.
- To ensure that Covid-19 self-declarations are provided where required.
- To monitor the session for compliance with the Covid-19 rules, both general and specific to the activity.
- To ensure a timely and safe dispersal at the end of any session.
- The warning of or ejection from the session of persons that do not follow the rules or reasonable instructions, thereby causing a nuisance or a risk to the health of other participants, attendees or staff.

Risk Assessment for Organised Activities

A COVID-19 risk assessment must also be conducted prior to organised activity as well as other organised events and activities.

The risk assessment should also be sufficient to ensure that activities can be run safely, in a manner that conforms to **Welsh Government legislation and guidance** and appropriately protects all individuals involved (e.g. athletes, staff, spectators). The risk assessment should be reviewed regularly to ensure that it remains relevant and appropriate under changing circumstances.

Wales Golf have produced a template here to support you. [Click here to view.](#)

Here is some information that should be included:

- ✓ **Self-Assessment** - All participants, officials, volunteers and spectators must undergo a **self-assessment for any COVID-19** symptoms. No-one should leave home to participate in sport if they, or someone they live with, is **symptomatic** - or suspects they may have been exposed to the virus and follow the government guidelines. Entry should be refused to anyone unable to provide assurance that they have done so and that to the best of their knowledge, it is safe for them to take part.
- ✓ **Travel to the club or organised activity** - Participants are to be encouraged to follow best practice for **travel**. Shared transport should be avoided. Wherever possible children, parents and organisers should avoid car sharing and lifts to attend these activities. If organisers use shared transport including minibuses, they should follow the rules on school transport. When using public **transport** people should follow the rules on the use of **face coverings** for those over 11 years old.
- ✓ **Arrival at venues** - Clubs should strictly limit the time spent congregating at a venue before activity begins. **Social and physical distancing measures** must be applied at such times. Meet-up times should reflect this. This includes arriving changed and ready to begin the warm-up, if possible, to minimise time spent waiting.
- ✓ **Use of equipment** - Sharing of equipment should be avoided where possible. Where equipment is shared, equipment must be cleaned to the appropriate standard, before use by another person. Check the latest guidance on **cleaning** and advice from **the Welsh Government**.
- ✓ **Ball use** - Participants when playing must only use their own ball. In organised group sessions, balls must be washed and cleaned before use by another participant. Before, during and after organised sessions, industry guidelines as outlined below must be followed.
- ✓ **Adherence to measures** - A code of behaviour should be developed by a club for **individuals** to ensure a commitment for all involved to adhere to COVID-19 adaptations, club officials should be empowered to ensure measures are adhered to through appropriate sanctions linked to the club's disciplinary procedures. **Wales Golf will contact clubs that are seen to be operating outside government and industry guidelines**. Additional breaches will then be reported to the relevant authority and clubs could face closure and/or suspension.
- ✓ **Injury treatment** - Injuries should still be treated as participant well-being is utmost. The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of **cleaning and disinfection** of all surfaces and equipment, using standard household cleaning and disinfection products, is recommended. **Face coverings** are also advisable when undertaking treatment (ensure these are added to the first aid kit). Before and after contact with an injured participant, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to

all situations, regardless of whether there was close contact or the minimum 2-metre social distancing was maintained. Avoid touching your mouth, eyes and nose.

- ✓ **Parents/ Guardians** - Many parents will want or need to stay in the area while their children are participating in these activities. Where this happens parents should not use this as an opportunity to gather or mix, and should continue to follow the rules on [social distancing](#). Parents and organisers should also be mindful of the use of [face coverings](#) for those over 11 years old. While it is not mandatory for face coverings to be worn outside, organisers should consider whether or not they should be used in spaces where it is difficult to maintain social distancing.
- ✓ **Face masks** - when in enclosed public places, people are still required to wear face masks. Therefore, these may be required to access a training session, enter a clubhouse etc FAQ: [Face coverings here](#).
- ✓ **Other elements** - Add other elements which may be applicable. Some areas may have been covered the clubs main COVID risk assessment, such as cleaning of toilet facilities etc.

Bookings, register of attendance, contact information and self-assessment

Taking bookings

Booking in advance, online or over the phone must take place. Encourage contactless or card payment to avoid handling cash.

Remember that some people do not have internet access. You should make provision for them to be able to make bookings/enquiries offline.

On enquiry

- Take the participant's or parent/ guardian's name, contact telephone number and email and readout/send/display on online booking system your self-assessment statement (example below).

When a booking has been taken, all the necessary information should be communicated, including:

- Booking details (and consent form with participants/parents/ guardians / spectators correct contact details if applicable)
- Session/ reservation information
- What the club has put in place to ensure participants remain safe
- Rules including those on safe arrival and departure
- Self-assessment and declaration form/ statement

Self- assessment and declaration form/ Statement

This can be read out or put on a notice board which should include a part about localised lockdowns/ travel restrictions (where applicable). Here is an example:

"I have NOT HAD in the last 10 days any of the following Covid-19 symptoms: A continuous high temperature; A loss of taste or smell; A new continuous cough. I also

confirm that I have not to the best of my knowledge, had contact with anyone else who has had these symptoms or tested positive for Covid-19.

"I also confirm that I nor any other person in my household or extended household have NOT been told to self-isolate and are not currently subject to Covid-19 quarantine after travel or illness. I also confirm that I have not travelled into or away from an area that is currently subject to any form of local coronavirus restriction or lockdown."

The participant must agree to the statement (verbally is fine) to be able to book and also play golf on the day. You may use a checkbox on a web form to indicate the participant has read and can agree to the statement. In the case of a minor, the guardian will be required to indicate the truth of the statement on the child's behalf.

Register of attendance

- Ensure the **register (or a record as with online booking/ telephone booking of tee times)** is taken for each session (or tee time booked), retained and kept secure for as long deemed necessary – this must be at least 21 days to be of use. It is recommended that you keep this data for no less than 6 months. You should seek guidance from your insurers on this.
- A template can be found **here** to be used in conjunction with the booking form and self-declaration.

Contact Information Required

The following details should be taken:

Staff

- Names of staff who work at the premises.
- A contact telephone number for each member of staff.
- The dates and times that the staff are at work.

Customers, participants and visitors

- The names of customers or visitors, or if it is a group of people, the name of one member of the group – the 'lead member'.
- A contact telephone number for each customer or visitor, or if this is a group from the same household, the lead member of that group.
- Date of visit and arrival and departure times.

Test, Trace, Protect (TTP)

Welsh Government Test, Trace and Protect information, which can be used to show your customers, if required, can be found **here**. For further information, visit:

<https://gov.wales/test-trace-protect-process-summary-html>

<https://gov.wales/test-trace-protect-your-questions>

NHS COVID-19 App

The NHS COVID-19 app is an important part of the Test Trace Protect programme to control the spread of Covid-19. The app will be used, alongside traditional contact tracing, to notify users if they come into contact with someone who later tests positive for Coronavirus.

The app allows people to report symptoms, order a coronavirus test, check in to venues by scanning a QR code, and it helps the NHS trace/ notify individuals that may have Coronavirus.

Find out more about the NHS COVID-19 app [here](#)

NHS COVID-19 App advice for business & creating your own QR code [here](#)

Local restrictions and lockdowns (if applicable)

Generally, the usual residence of someone is determined by their entry on the register of electors at their local council. Clubs and organisations must not allow temporary changes of address as a way of being allowed to participate.

Arrival and Departure of the Organised Activities

Plan the session times to avoid the potential of 2 organised sessions merging. Ensure there is adequate time between the finish of one group to the arrival of the next. Where possible, have a different entry and exit route to and from the venue.

At the sessions or before play

It is VERY IMPORTANT that upon arrival, all participants (or guardians as appropriate) are shown the COVID-19 symptom and self-isolation statement and can still agree with it. If they cannot agree, they must leave immediately. Remember that some time may have elapsed between booking and the event and their circumstances may have changed.

You should place the statement clearly on signage, and the Responsible Person should ensure that everyone looks at it and can agree to it.

COVID-19 Coaching Guidance

Coaches should adhere to the following guidelines to ensure the safety of both customers and professional staff during this or lower levels:

Coaching area:

- Creating a 2-metre exclusion zone around the participant that no one enters. For multiple users in group sessions, set out clear hitting areas to allow for social distancing along with safe areas 2-3 meters back, ensure social distancing is maintained at all times.
- Should bays not be separated by partitions or walls, close every other bay to allow for social distancing.
- Provide sanitising wipes for people to use as required.
- Clean the ball dispenser and any surfaces frequently.
- Coach on the side of the range/ practice area that fewest people have to walk past.
- Ask people to use their own equipment (where possible).
- If equipment is loaned, it should be thoroughly sanitised before and after use.
- Wash practice balls between uses.

Coaching:

- Where possible, conduct coaching and playing lessons outdoors rather than indoors (INDOOR ONLY AN OPTION WHEN AT LOWER RESTRICTION LEVELS).
- Keep group sessions to a minimum (where possible) and no more than the Welsh Government regulations (or more than capacity allows at lower levels)
- Wash hands with soap and water before and after the session.
- Provide sanitising wipes for the coach and golfers.
- Offer short game coaching sessions that allow the golfers to use their own golf balls. Therefore they are not sharing equipment that other people have touched.
- Take flags out of the holes in practice areas.