**Covid-19 session rules**

Coaver Volleyball Club are running volleyball sessions in line with guidance from UK Government, the Coaver venue and the Volleyball England sport specific action plan. At the heart of our plans is ensuring the safety and wellbeing of each of you attending the sessions. Therefore, we’ve set out a few basic rules that everyone should follow when attending sessions so that we keep each other safe.

**By attending sessions you agree to follow these rules.** If people do not follow the rules and put other participants at risk then you may be asked not to attend the sessions.

We will continue to monitor the guidance and any local lockdown restrictions. Should we have to change or contact session at short notice we will endeavour to inform everyone as soon as possible. Please do follow the website and social media channels for the latest updates.

1. **Attending sessions**

The number of attendees at sessions will be strictly limited. You are booking your spot in advance by emailing your team details (including full name and contact details) to martin.oram123@gmail.com. We will notify each team captain of the slot allocated, including venue parking and access arrangements. Teams are permitted a maximum of 6 players to attend each session. The number of spaces available is strictly limited. Any remaining available spaces will be publicised on the CVC facebook group page (<https://www.facebook.com/groups/coaver>). There is no entry fee for the 2021 season. Until further notice you will not be able to attend a session if you turn up without booking in advance. This is so that we can control the numbers for everyone’s safety and collect information for Test and Trace. If you can no longer attend, please ensure that your team captain is aware of this – team captains are responsible for updating the attendance log on a weekly basis.

Prior to attending each session you must undergo a self-assessment for any COVID-19 symptoms. If you, or someone you live with, has symptoms of COVID-19 (as set out below) you must not attend the session. You must follow the NHS and PHE guidance on self-isolation:
• A high temperature
• A new, continuous cough
• A loss of, or change to, their sense of smell or taste

If you are a vulnerable person because of age, underlying health condition, clinical condition or pregnant or are living with someone in self-isolation or that is vulnerable you should avoid sessions because of the increased risk associated in taking part in volleyball.

You are also strongly advised to comply with public health restrictions and avoid high risk behaviour outside of volleyball to reduce the risk to their fellow participants when you do attend.

**2. Volleyball**

We will be following and strictly adhering to all guidance given to us by our venues and also by Volleyball England (our National Governing Body) and attendees must comply with this guidance ([Volleyball England](https://www.volleyballengland.org/news/article/6125/government-gives-green-light-for)) and you should familiarise yourself with this (note the relevant guidance for your session (i.e. outdoor) and the risks of participating in volleyball at this time. In particular, please read the minimum standards of behaviour and conduct. You can view the Coaver venue Covid-19 risk assessment in Annexe B and Coaver Volleyball Club’s Covid-19 risk assessment in Annexe C.

In particular, note you must adhere to social distancing before and after sessions and during any breaks in activity. COVID19 Officers, Organisers and Team Captains will give further guidance at the relevant sessions to ensure that this is maintained.

You must follow the instructions of the COVID19 Officers, Organisers and Team Captains at all sessions.

1. **Travelling to sessions and arrival at venue**

You should follow best practice for travel including minimising use of public transport and limiting car sharing. The Coaver Club has separate car parking available for each group – alternatively walk or cycle if you can. People from a household or support bubble can travel together in a vehicle. See the government’s safer travel guidance for passengers for further information.

Do not congregate at the venue before activity begins but aim to arrive at the start of the session. If you do arrive early wait in the car park until the start time. You should arrive changed and ready to begin the warm-up - changing rooms and showering facilities are not available at the venue.

Ensure you put your water bottle/other belongings at least 2 metres apart from other people to ensure continued social distancing in any breaks and after the session.

1. **What to bring**

Sharing of equipment will be limited as much as possible. You should bring:
• a facemask which may be required to be worn in venue in order to access toilets. Please follow venue guidelines and requirements for this;
• your own hand sanitiser with a least 60% alcohol content and you should use this before and after each session and during each break;
• your own full water bottle which should be labelled or highly distinguishable in order to avoid any confusion; and
• your own sweat/fitness towel, foam roller, resistance band, joint supports or any other equipment you need for warm up/warm down or during activities.

Beverages will be available in the beer garden, but you will need to follow venue rules at all times – ordering arrangements are via app, with details posted at the venue.

Catering takeaway services may also be available in the beer garden - but you will need to follow venue safeguarding rules at all times.

**5. During the session**

Follow the instructions of the relevant officers or organiser and take care at all times to respect the other participants and any Club volunteers / staff. If you have any concerns please speak to the group organiser or your Team Captain or email the Covid-19 officer (kelly) at Kelly.browning@devon.gov.uk . For more information about Club Welfare see Annexe A.

Avoid all on court contact such as high-fives or handshaking. Maintain social distancing during all breaks. Do not share water bottles or food with other participants that you do not live with.

If you develop any Covid-19 symptoms whilst at the session ensure that the coach or team manger present is informed and avoid touching anything. Cough or sneeze into a tissue and put it in a bin, or if a tissue is not available, cough and sneeze into the crook of your elbow. You should notify the COVID-19 officer (Kelly.browning@devon.gov.uk ) and follow the guidance on self-isolation and not return to activity until your period of self-isolation has been completed in accordance with UK Government guidelines. Please provide the Kelly.browning@devon.gov.uk address to Test and Trace if required so that we can liaise with them and protect all members accordingly.

**6. After the session**

At the end of the session social distancing must be maintained. You should leave the court area promptly at the end of the session once kit has been packed away. You can make use of the beer garden, but must adhere to venue rules at all times. You must change/shower at home rather than at the venue (until further relaxations are permitted).

At the end of each session the organisers will be responsible for cleaning all balls and equipment. Please do play your part in helping with this on a rotation basis to help keep everyone safe.

By signing up to the session you understand that you will provide your contact details to Coaver Volleyball Club (via email or otherwise) and you consent to them holding the details and, if required, passing these to the third party venue hosting the session (The Coaver Club), the NHS or any other Government body as part of the NHS test and trace programme relating to Covid-19.

Should you develop any symptoms following the session you should immediately notify the Club Covid-19 officer (Kelly) on Kelly.browning@devon.gov.uk . If you need to provide contact details to NHS Test and Trace please provide this email address and the Covid-19 officer can ensure we comply with our test and trace requirements.

**7. Spectators**

In line with current Government guidance, spectators will not be permitted at any sessions unless specifically agreed in advance with the session organiser for outdoor sessions. However, spectators may use the beer garden, space permitting provided contact details are provided to the Coaver Club where required.

**8. Questions**

If you have any questions or concerns about attending the session please do speak to your team captain or any other member of the committee (organisers) or email Kelly.browning@devon.gov.uk . We want to keep everyone safe – please do look after each other.

Annexe A

**Club welfare**

Our Club Welfare Officer is Kelly Browning. She is here to ensure the safety and well-being of all members of the Club. As Manager of the Coaver Club, the location of our summer league venue, she is also responsible for undertaking risk assessments for the Club and its various activities.

Kelly is our lead COVID-19 officer, managing a team of Committee members who each have an awareness of COVID-19 requirements to enable them to work with Team captains and players to ensure safeguarding.

If you are concerned about any issues relating to welfare or safeguarding, contact Kelly at Kelly.browning@devon.gov.uk who will deal with your issues in the utmost confidence.

**Health and Safety**

Our venue has first aid equipment and emergency procedures in place, and these are available at every session / match.

**Covid-19 compliance**

As part of our compliance with Covid-19 requirements we have undertaken additional risk assessments in respect of the venue which can be accessed in Annexe B.

In addition, we have undertaken additional risk assessments in respect of the Coaver Volleyball Club which can be accessed [here](file:///C%3A%5CUsers%5Cmartin.oram%5COneDrive%20-%20Devon%20County%20Council%5COther%20folders%5CCVC%5CCOVID19%5CCOVID19%20volleyball%20risk%20assessment%20120421.docx).

These should be read in conjunction with the Covid-19 session rules above, and the Volleyball England (our National Governing Body) Return to Play requirements which we will be adhering to as a Club. If you have any questions or queries about returning to play you can contact the Covid-19 officer at Kelly.browning@devon.gov.uk.

Note these risk assessments will be updated on a regular basis so do note the date and check back regularly for any updates. Each participant in a session is responsible for familiarising themselves with the session rules and risk assessments and complying with these.

Annex B

|  |
| --- |
| Coaver Club Covid -19 Risk Assessment Address – Coaver Club Matford LaneHow to open Workplaces Safely while Minimising the Risk of Spreading Covid-19 Exeter EX2 4PS  |
| Persons at Risk Date Assessment Completed 26/06/2020Assessor Kelly Browning Club ManagerStaff and Customers |

|  |  |
| --- | --- |
| Keeping Staff, customers and Visitors Safe | Control Measures in Place |
| \* |  All employees must stay at home if they feel unwell | Employees must phone the club or assistant manager to report illness |
| \* | In every workplace increase the frequency of handwashing and surface cleaning | Additional handwashing facilities and notices will be in place to remind staff and customer. Antibacterial wipes will be provided for tills & card readers on the bar. Hand sanitising stations will be on all entrances and exits to the building and on entrance to the toilets, encouraging customers to sanitise and handwash as they enter the club. |
| \* | Use side by side working wherever possible | Staff will work side by side |
| \* | Reducing number of people working each session  | A rota is in place with the same teams working together |
| \* | Social distancing on breaks | Staff can use a room upstairs in the club alone or outside for a break |
|  \* | PPE for Staff | Staff will be offered a washable mask and be equipped with hand gel and handwashing facilities whilst on shift |
|  \* | Staff Entry guidance | Staff will arrive before the venue opens limiting contact with others |
| \* | Reconfiguring all seating areas in-door & outdoor (2m or 1m where 2M is not possible) | Outside tables will be spread out at least 2 m apart - inside tables need to be moved and spread out accordingly |
| \* | Where customers need to queue discourage customers from queueing indoors and using outside space for queueing where available and safe,  | A one way queueing system will be in place for customers to queue up and floor markings to indicate where to stand |
| \* | Provide clear guidelines on social distancing and hygiene to people on arrival | An email will be sent out to all the members of the club to let them know about our rules & regs under new covid-19 opening regulations. The information will also be available on our web-site and facebook page |
| \* | Managing Entry of customers and the number of customers at a venue so that all indoor seating and standing room doesn’t become overcrowded | The club will operate on an outdoor seating policy only to begin with. This allows the indoor area for bar service only. Floor markings for social distancing whilst queuing will be clear |
| \* | Making customers aware of and encouraging compliance with limits of gatherings, indoor gatherings are limited to two households only and outdoor is limited to any two households or support bubbles or up to a group of six people from any other household whilst maintain social distance. | Indoor seating is at present not an option, but we will work quickly to resolve this once opened - Outdoor seating only customers will have signage to remind them of the rules with regards to what is allowed. |
| \* | How customers move through the building  | A one-way queueing system will be in place and a different entry and exit point set up  |
| \* | Planning for maintaining social distancing during adverse weather conditions (2m or 1m with risk mitigation where 2m is not viable. Let customers know that cannot shelter indoors unless social distancing | When the club opens it will be outside only so it will be made clear in all communications to the customer that inside shelter is not an option  |
|  \* | Any deliveries to the venue to be revised in order to reduce interaction with any customers | All deliveries will be made whilst the bar is closed |
| Managing Service of food and Drink | Control measures in place |
| \* | maintaining social distance from customers when taking orders | A screen will be up where customers place their drink orders and pay by card only |
| \* | using social distancing markers to remind customers of the 2m or 1m with risk mitigation between customers of difference households or support bubbles | Markings inside will indicate a 2m distance for queueing at the bar |
| \* | Reducing the number of surfaces touched by both staff and customers by encouraging to remain at tables and not to lean on the bar  | Notices on each table will have information for customer safety and guidance on how to conduct themselves whilst using the facilities |
| \* | Minimising contact between front of house and customers at point of service  | Encouraging contactless payments only and use a screen where the customer’s order their drinks |
| \* | Adjusting processes to prevent customers from congregating at points of service and to minimise staff contact with customers. Indoor table service must be used where possible. Outdoor table service should be encouraged but if there is a provision to stand outside if distanced appropriately customers can do so. Where bar service is unavoidable, venues must prevent customers remaining at the bar or counter after ordering. | Bar staff to collect empty glasses and return them to the bar for washing. Indoor waitress option is not applicable at the start of opening. Waitress service is not viable due to limited staffing numbers. Customers will be encouraged to follow the floor markings after they have been served to leave the bar area. |
| Customer Toilets | Control Measures in Place |
| \* | Using Signs and posters to build awareness of good handwashing and the increase in frequency must be in place.  | Posters and signage will be available in all toilets |
| \* | consider the use of social distance markings in areas where queues normally form  | markings will be on the floor to keep customers socially distanced |
| \* | Encourage good hand hygiene and make hand sanitiser available on entry to the toilets | suitable hand sanitising stations will be available including liquid soap and hand towels or a hand dryer |
| \* | Keep facilities well ventilated  | Doors can be wedged open where appropriate, (fire doors not to be wedged open) |
| \* | Extra cleaning of the facilities  | a visible cleaning schedule will be kept up to date and checked by a member of staff frequently throughout the shift |
| \* | Waste facilities monitored  | More frequent rubbish collections will take place  |
|   |   |   |
| Providing and explaining available guidance | Control Measures in place |
|  \* | Providing clear guidance on expected behaviour from customers behaviours, social distancing and hygiene to people before they arrive | An email will be sent out to all the members of the club to let them know about our rules & regs under new covid-19 opening regulations. The information will also be available on our web-site and facebook page |
|  \* | Provide written or spoken communication of the latest guidelines to both workers and staff  | Staff training and Posters and guidelines of how customers should behave will be up in the club |
|  \* | Encourage workers to remind customers to follow social distancing advice and to clean their hands regularly | Staff will be trained on how to enforce this message and signage will help |
| Who should Work | Control Measures in place |
|  \* | Consider those who can work off-site for example admin etc | Admin staff can work on laptops from home |
|  \* | planning for the minimum number of staff needed to operate the venue safely and effectively | A rota system in place to ensure staff are operating safely and effectively |
|  |

Annexe C

**Coaver Volleyball Club – Constituted Volleyball Club affiliated to Volleyball England**

**Training and Matches Risk Assessment**

|  |  |
| --- | --- |
| Low risk (score 1-6) | Acceptable |
| Medium risk (score 8-10) | Task should only proceed with control measures |
| High risk (score 12-25) | Task must not proceed – evaluate and reduce risk |

|  |  |
| --- | --- |
| RISK RATING = LIKELIHOOD (L) X SEVERITY (S) | Hazard Severity (S) |
| 1 | 2 | 3 | 4 | 5 |
| **Negligible** no absence from work | **Slight** minor injury / illness | **Moderate** injury / illness absence from work | **High** single person suffering serious injury or illness and long-term absence from work | **Very High**multiple persons suffering serious injury or illness and long-term absence from work |
| Likelihood (L) | 1 | Very Unlikely | LOW | LOW | LOW | LOW | LOW |
| 2 | Unlikely | LOW | LOW | LOW | MEDIUM | MEDIUM |
| 3 | Possible | LOW | LOW | MEDIUM | HIGH | HIGH |
| 4 | Likely | LOW | MEDIUM | HIGH | HIGH | HIGH |
| 5 | Very Likely | LOW | MEDIUM | HIGH | HIGH | HIGH |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Persons affected**e.g. members of the public, workforce, etc | **Risk** | **Control measures** | **Residual risk** |
| L | S | R | L | S | R |
| **Training facilities and equipment**Transfer of virus via equipment used in session.Transfer of virus within the location. | Employees at venueCoachesAthletesPublic | 3 | 4 | 12 | * Cleaning and wiping down all equipment with sanitiser before and after sessions
* Having a limited number of balls to reduce overall risk of transfer
* Only use essential equipment
* Training outdoors in an open space, with courts well-spaced, reduces risk of transfer
 | 2 | 3 | 6 |
| **Transfer of virus** as a result of increased interaction between athletes, coaches, Coaver Club staff and the public | Athletes, Coaches Employees at venuePublic | 3 | 4 | 12 | * Coaver Club safeguarding rules to be followed at all times
* Limit number of players to 16 per court
* No other staff members to be present
* Volleyball England’s safeguarding policy to be adhered to
* For both training and competition, the maximum number of people to be restricted to 32
* Athletes and coaches to maintain two metre social distancing at all times during sessions other than for any specified technical training phases
* Athletes and coaches to avoid all unnecessary contact such as handshakes or hand slaps
* Athletes and coaches to hand sanitize during breaks
* Athletes to avoid sharing all personal equipment (drinking bottles, towels etc.)
* Athletes and coaches should keep their belongings at least two metres apart
* Maintain the same ‘social bubble’ of athletes and coaches involved in training sessions to minimise risk of transfer from outside parties
* Travel to sessions under government guidelines with social distance
* Avoid unnecessary activities associated with sporting development during training session (e.g. no group briefings, meetings, season planning, which could be conducted online at a later date)
* Conduct drills that will remain purposeful but can be performed at an appropriate social distance.
 | 2 | 3 | 6 |
| **Sport Specific Activity Defining Specific Incidents in Outdoor Volleyball**  It is a fair statement to say that Outdoor Volleyball is NOT a contact sport, and that the close-contact exposure risk is low. The main incidences where contact may occur and result in intrusion into the two-metre social distance radius: 1.Blockers and hitter being in close vicinity to of one another albeit opposite sides of a net, occasionally brushing hands (e.g. jousting) 2.Colliding or making contact with one's partner on the same side of the net e.g. chasing a ball in defence, going for the same ball in serve receive. 3. During some drills, players may find themselves within two metres of another athlete’s e.g. passing and setting drills, where one person acts as a target and can find another athlete close to them due to an errant pass. 4. Players making contact in breaks of play to slap hands with partner or opponents.  The risks associated with points 3 and 4 can be easily controlled by avoiding these drills (on point 3, targets can simply adjust to make sure they don't come into contact should this occur). The likelihood of incident occurring is very low even at the elite level, sometimes not occurring at all across the course of a training session, and would fall into what government advice deems as appropriate to break the two metre social distance boundary.  However, incident one is likely to occur frequently in a game situation with a blocker and a hitter. Whilst this may be frequent, this does not involve any direct contact and does not occur for extended durations of anymore than one to two seconds. If athletes follow the above personal hygiene guidelines during water breaks and before and after sessions, the this should be able to be performed safely and fall into what government advice deems as appropriate to break the two-metre social distance boundary.  This makes Volleyball a low risk sport in general in terms of resuming group training. Taking into account the above:  | AthletesCoaches | 3 | 4 | 12 | * ALL OF THE ABOVE CONTROLS
* Avoid all drills in sessions where physical, hand to hand contact may occur
* Structure drills that remove risk of unpredictability in some cases that may result in contact e.g. randomised defence
* Maintain two metre social distance at all times and in all other drills when not involved in the incidences outlined above.
 | 2 | 3 | 6 |
| **Recreational Club matches** | Athletes Coaches/Team captains CVC OrganisersSpectators Other Club sports users | 2 | 4 | 12 | * CVC Organisers to brief team captains before the start of matches regarding the controls in place
* Travel under government guidelines with social distance
* Restrict group of players to the minimum number to safely and competitively play the matches
* Players to arrive at venue in match kit to avoid using changing rooms on arrival
* Club first aid available on training / match nights
* No match officials to be used
* One ball system to be adopted with the ball cleaned with sanitizer pre-match, post-match and during breaks in play and with sets played up to 25 points
* Players will also sanitise or wash their hands at this point in games
* No sharing of equipment for players including drink bottles, any items of kit or warm up equipment
* No hand slapping between points
* No pre match or post-match handshakes between teams
* Organisers will have powers to sanction/expel players or bench personnel for serious breaches of COVID-19 controls
 | 2 | 3 | 6 |

**ALL COACHES/TEAM CAPTAINS AND ATHLETES MUST READ AND COMPLY WITH THIS RISK ASSESSMENT – BY ATTENDING THES SESSIONS YOU AGREE TO FOLLOW THESE RULES**