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Executive Approval: March 19, 2021

Signed: March 19, 2021

Revised: March 19, 2021

Motion to accept		The 2021 safe operating protocols for outdoor lawn bowling, as presented for 2021				
Motion By	Seconded by	For	Against	Abstained		
Michael Lynch	Dean Penny	5	0	0		

Richard Divine

President – Courtenay Lawn Bowling Club



Courtenay Lawn Bowling Club
Guidelines for Phase 2 Bowling
Training/Coaching & Player Development 2021
Date Approved: March 19, 2021

# PHASE 2 RETURN TO PLAY (RTP) GUIDELINES

1. GENERA	L REQUIREMENTS:		
1.1.	Phase 2 bowling will be restricted to Practice/Training, Player Development and Intra club games. Games may include personal games and the keeping of the scores.		
1.2.	Club officials or appointed monitors will be responsible for setting up Sanitizing Stations (i.e., anti-bacterial 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 clubhouse must read, understand, and agree to comply with the enclosed Guidelines.		
1.4.	All club members attending the facility must sanitize their hands before (or immediately upon) and when leaving the facility		
1.5.	All club members attending the club grounds and 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.	It is recommended that each bowler bring their own sanitizer and other personal protective equipment (face masks and gloves) with them to the club.		
1.7.	All members will sanitize their bowls before returning them to the storage facility.		
1.8.	Sanitize personal items before bringing them to the club whenever they have booked a practice time.		
1.9.	Only members who have a confirmed booking time for use of the greens will be allowed to bowl.		
1.10.	Physical distancing by staying a minimum of three metres while on the green and two meters away from each other in all other areas of the facility will be consistently practiced. See Section 2		
1.11.	Enter the facility:		
1.11.1.	Enter via the metal gate from the parking lot.		
1.11.2.	Exit the facility by the east gate.		
1.11.3.	If you are the first person or the gate has been closed, clean the latch and padlock.		
1.11.4.	Clean the gate and lock upon exiting at the end of the day.		
2. SOCIAL DISTANCING			
2.1.	On the green, all attendees to maintain a Three Meter social distance between themselves and other players.		
2.1.1.	The two-meter line has been increased to a three-meter line to provide for the three-meter social distancing requirement for 2021.		
2.1.2.	When changing ends, all players are to maintain the three-meter social distancing.		
2.1.3.	While bowling, all players are to maintain a three-meter social distancing.		



2.2.	All attendees are to maintain a Two Meter Social distance between themselves and other attendees in all other areas of the facility.
3. CAPACI	TY
3.1.	The maximum number of people allowed in the facility at any one time is (44) forty-four, includes all players, monitors, coaches, and visitors.
4. MEDICA	$\Lambda \mathrm{L}$
4.1.	All bowlers attending their first practice session must read, understand, sign and turn in the Liability Waiver and the daily Symptom Screening Questionnaire. If the bowlers have not completed both forms, they will NOT be allowed to enter the premises.
4.2.	Symptom Screening Questionnaires must be completed each time bowlers, volunteers and coaches attend the club.
4.3.	If you leave the greens and at any time after you have been at the club you feel unwell, you will contact your Health Officer immediately and inform the Club President, Coach, or other Executive Member.
4.4.	It is every bowler's responsibility to help and ensure the safety of all and to make a timely report to a member of your club's Executive Committee of a health or safety concern.
4.5.	In the event of a suspected case or outbreak of influenza-like illness, the club will discuss the outbreak with the Medical Heath Office (or delegate) of the local health authority.
5. MONIT	ΓORING
5.1.	The monitor must be onsite for bowling to take place. No monitor, no bowling.
5.2.	Monitors to check attendees have an up-to-date Waiver form in place, daily symptom screening form, and have a scheduled time to use the green.
5.3.	Monitors are to sign in the attendee into the daily register
5.4.	Monitors are required to set up each Rink with mats, jacks, rake, and scoreboards (if required)
5.5.	Monitors must sanitize mats, jacks, rake, and scoreboards after the players have completed their game/practice.
5.6.	Monitors are required to sanitize any piece of equipment that the players have compromised.
5.6.1.	The monitor will stop all activities on the Rink compromised Rink, sanitize the equipment.
5.7.	Monitors to watch the activities on each Rink to ensure social distancing is always maintained.
5.7.1.	When a protocol violation occurs, the monitor stops the activity, speaks with the group, and asks the skips to improve the situation.
5.8.	At the end of the day's events, the monitor is to sanitize the rink equipment and return it to the storage area.
6. CLUBH	HOUSE
6.1.	All surfaces and materials will be disinfected before and after use.
6.2.	Water fountains will be closed. Bowlers should bring their own water in a container marked with their name.
	<u> </u>



6.3.	The kitchen will be kept closed, and there will be no food or beverages allowed in the clubhouse.
6.4.	Hand sanitizer and disinfectant wipes will be provided in common places.
6.5.	The clubhouse will be closed except for washroom access only. There will no use of kitchen facilities for food or refreshment preparation or any other form of gatherings. There can be no exceptions.
6.6.	Signage will be placed by all entrances and storage facilities outlining the physical distancing guidelines in place, as well as hand-washing recommendations/protocols.
6.7.	Washrooms will be equipped with a sanitizing station with limited access for one person at a time.
6.8.	It is the Occupant's responsibility to sanitize the used, touched washroom equipment before and after use.
6.9.	The washrooms (and all other used locations in the clubhouse) will be thoroughly sanitized daily. A cleaning log will be created to identify when items are cleaned/sanitized throughout the day.
6.10.	Signage will be placed outside the washrooms detailing the entry limitations and inside detailing the cleaning and sanitizing procedures to be used.
6.11.	The floor or ground outside washrooms will have two-meter markings for line-ups to enable physical distancing.
6.12.	Only one person will line up in the clubhouse for each washroom at the marked location. All others lining up for washroom use will line up outside and maintain proper physical distancing.
7. BOWL	S ROOM:
7.1.	A maximum of one person will be allowed in the Bowls room at any one time. Only one person will line up in the clubhouse for the Bowls room at the marked location. All others lining up for the Bowls room will line up outside, maintaining proper physical distancing.
7.2.	Persons using club bowls will sign them out, label them with their name and sanitize them before returning them to their personal storage facility. The bowls will be sanitized before being returned to the club storage facility.
7.3.	There will be no gatherings inside the Locker or Bowls rooms.
7.4.	It will be the present Occupant's responsibility to sanitize any communal surfaces touched. Appropriate signage will be displayed in each Locker and Bowls room.
7.5.	Where possible, Bowls, Lifters, beverage containers, and personal equipment will be carried to and from the Greens. Beverage containers must be marked with the owner's name.
8. EQUIPME	NT ROOM/SHED:
8.1.	The equipment shed is closed to all members except for trained monitors.
8.2.	Each training, practice and game day, the monitor is responsible for putting out the jacks,
-	mats and racks for each Rink and sanitizing supplies for use for the day. No other persons will be allowed in the equipment room.



8.4.	The use of Club pushers, large mats and scoreboards are permitted.
8.5.	Only club Jacks be used during practice/training/games and will be sanitized before and after use.
8.6.	If a member must use club bowls, consider assigning a specific set of bowls to a specific person for their use during the entire Phase 2 of RTP.
8.7.	If club bowls are to be used, only one person at a time may enter the bowls storage area to remove a set of sanitized bowls.
8.8.	A safety monitor/volunteer will be appointed to ensure that used bowls are appropriately cleaned and ready for use.
8.9.	Post signage outlining the Protocol for Club Bowls Storage and Use.
8.10.	Bowls and jacks are to be used only for one practice session before being sanitized by the appointed safety monitor.
8.11.	Safety personnel will wear appropriate PPE when sanitizing bowls equipment.
	ACTIVITIES:
9.1.	No handshakes, fist bumps, high fives or any other forms of direct physical touching allowed. Three-meter physical distancing to be maintained at all times.
9.2.	Each Rink used should have ready access to sanitizer products.
9.3.	Four (4) designated benches will be provided for visitors to use.
9.3.1.	Designated benches to be sanitized after each use.
9.4.	All other benches will be off-limits during Phase 2 bowling. It is recommended that bowlers put on their bowling shoes before entering the property.
9.5.	Social distancing requirements. See section 2.
9.6.	One person will be designated to handle the Jack. The mats can be left in place during the practice, and the Jack placed on each end using a person's foot.
9.7.	The use of rakes is permitted on the greens. At each end of the green, a person is designated to operate the rake.
9.7.1.	Rakes to be sanitized at the end of each session.
9.8.	Measuring shots by eye only (no measures to be used); if you can't agree, see 9.9.
9.9.	Only one player will be authorized to perform measures during games and be determined before play starts.
9.10.	All other players are to maintain THREE Meters of social distancing during the measuring process. See section 2.
9.11.	Only every alternate Rink will be used on the greens, which means a maximum of four rinks in use at any one time, except when only three rinks are available when the overall number of rinks is reduced.
9.12.	There will be a maximum of ten bowlers allowed on each Rink.
9.13.	Game Registration
9.13.1.	Members are to register online or by phone.
9.13.2.	Rinks are to be booked online before playing the game.
10 COACIII	INC
10. COACH	ind .



10.2.	The coaches and bowlers will practice physical distancing see section 2.
10.3.	The Coach will ensure that all coaching aids are sanitized before and after each use.
10.4.	Coaches and participants to wear disposable gloves on both hands to reduce the possible contamination of the equipment.
10.5.	Coaches and participants to wear a face mask while coaching.
11. NEW M	EMBERS
11.1.	All new members must register online or by paper-based membership form.
11.2.	All new members must sign a waiver and complete daily symptom forms.
12. VISITOR	RS
12.1.	Visitors are defined as members and non-members.
12.2.	All visitors are required to sign a waiver to be allowed access to the facility.
12.3.	All visitors are required to complete a Daily Symptom Screening Form before entering the facility.
13. GREENS	S MAINTENANCE:
13.1.	Mowing will be scheduled on Mondays, Wednesdays, and Fridays mornings. Use of the green for practice will be permitted starting at 10 AM on grass-cutting days.
13.2.	A maximum of 2-person teams will work on each green.
13.3.	Mowers, rollers, and other used equipment (i.e., hand carts) will be wiped down with an antivirus solution before being used.
13.4.	Personnel will be responsible for providing their PPE. Extra gloves will be available onsite if required.
13.5.	Personnel will be responsible for always maintaining physical distancing while onsite. See section 2.
13.6.	Bacterial solution (minimum 70% alcohol) for wiping down hands will be available on site.
13.7.	All adjustments to machines will be made by the Greenskeeper (or designate) as required.
13.8.	Maintenance personnel will depart the club as soon as possible following completion of their tasks
14. GAMES	
14.1.	Permitted games to be played under Phase 2 Return to play are:
14.2.	Pairs
14.3.	Singles
14.4.	Triples (at the club's discretion)
14.5.	Fours (upon approval)
15. GENERA	AL CONDITIONS OF PLAY
15.1.	If bowlers are feeling unwell, regardless of the symptoms, they are to stay home.



15.2.	Designated time slots will be set up for all practice/training/games. During that week, members wishing to practice can book online or contact the president by phone to book a time and Rink. There will be an appointment system for practice/training and games.
15.3.	Practice/training and games times must be booked, and NO bowlers are to be at the
13.3.	
4= 4	facility unless they have an appointment to train/practice or play games.
15.4.	Bowlers are to arrive for Practice/training and games no more than fifteen (15) minutes before start time. Bowlers must vacate the premises immediately after Practice/training and games. There will be no overlap of bowlers on any rink.
15.5.	Booking times will allow fifteen (15) minutes between appointments, which will allow
13.3.	sanitizing and the bowlers exiting the grounds.
15.6	Limit your time to a maximum of two hours; this includes set up and clean-up of the rink
15.6.	,
	equipment you were using. Includes but is not limited to Jack, bowls, racks, mats.
15.7.	Use of scorecards.
15.8.	If scorecards are required, do not hand them or leave them for the games chair. Take
	them home and enter the scores via the website (link will be provided).
15.9.	The club will maintain a copy of the appointment schedule in case of a suspected
	outbreak at the club.
15.10.	Bowlers will use their own bowls. If club bowls are used, the posted safety protocols for
	using club bowls must be followed as outlined in sections 4, 4.6 and 4.7.
15.11.	The use of club mats is permitted. The mat will be placed at the 3-meter mark to provide
	physical spacing behind the mat. Mats to be sanitized after each booking/use/game.
15.12.	Equipment on the greens is not shared.
15.13.	Equipment management during games:
15.13.1.	Each participant to wear disposable gloves on their hands (both) in case equipment is
	moved during games.
15.13.2.	Each lead is to select one Jack that they will deliver when it is their turn. This Jack is to
	remain in their possession during the whole game.
15.13.3.	If the Jack or other equipment gets compromised, the jacks must be cleaned by the
	monitor before continuing the game.
15.13.4.	The leads are to determine at which end they will rake the bowls regardless of who wins
	the end.
15.13.5.	If the rakes get compromised, the rakes are to be cleaned by the monitor before
	continuing the game.
15.13.6.	Only one player will be authorized to perform measures and is to be determined before
13.13.0.	play starts. All other players are to maintain Three Meters of social distancing during the
	measuring process. See section 2.
15.14.	Bowlers are not to visit with other people. Bowlers are to stay on their assigned Rink and
15.14.	maintain social distancing. See section 2.
15.15.	Bowlers will not bring visitors with them to the club during scheduled practice times
15.16.	Bowlers may not access closed spaces or equipment, including benches.
15.17.	
	Bowlers will take home their own waste material
15.18.	Bowlers will take home their own waste material.



15.19.	Use of green mats: If required, (2) two green mats will be assigned to each team
	requiring them. These green mats will remain assigned to the same team for the length
	of the tournament.
15.20.	It is recommended the green mats remain in place on the green for the entire length of the game.
15.21.	Greens mats to be cleaned at the end of each day.
16. SINGLI	·
16.1.	Bowlers to wear disposable gloves on both hands during games.
16.2.	Bowlers to wear disposable gloves on both hands during games.  Bowlers must always maintain social distancing as per section 2.1
16.3.	Each bowler is to have their own Jack
16.4.	
16.5.	One bowler rake at one end, and the other bowler rake at the opposite end.
	One bowler will do the measuring for the entire game.
16.6.	Markers to wear disposable gloves on both hands during games.
16.7.	Marker keeps the score and does not hand them in or leave them for the game's chair.
100	Take them home and enter the scores via the website (link will be provided).
16.8.	The marker will center the Jack with their gloved hand or with a mechanical jack setter.
16.9.	The marker will remove out-of-bounds bowls and non-active bowls from the ditch with
	their gloved hand.
16.10.	Movement of players and the marker on the green. Players and markers to maintain
	social distancing while changing ends and at the beginning and end of the game.
17. PAIRS	
17.1.	Bowlers to wear disposable gloves on both hands during games.
17.2.	Bowlers must always maintain social distancing as per section 2.1
17.3.	Each lead bowler is to have their own Jack
17.4.	One bowler rake at one end, and the other bowler rake at the opposite end.
17.5.	One bowler will do the measuring for the entire game.
17.6.	Each skip will keep score and do not hand them or leave them for the games chair. Take
	them home and enter the scores via the website (link will be provided).
17.7.	Movement of players on the green.
17.7.1.	Players to maintain social distancing while changing ends and at the beginning and end of
	the game
18. TRIPLI	
18.1.	Bowlers to wear disposable gloves on both hands during games.
18.2.	Bowlers must always maintain social distancing as per section 2.1
18.3.	Each lead bowler is to have their own Jack
18.4.	One bowler rake at one end, and the other bowler rake at the opposite end.
18.5.	One bowler will do the measuring for the entire game.
18.6.	Each skip will keep score and do not hand them or leave them for the games chair. Take
	them home and enter the scores via the website (link will be provided).
18.7.	Movement of players on the green.
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18.7.1.	Players are to maintain social distancing while changing ends and at the beginning and end of the game.		
19. FOURS			
19.1.	Bowlers to wear disposable gloves on both hands during games.		
19.2.	Bowlers must always maintain social distancing as per section 2.1		
19.3.	Each lead bowler is to have their own Jack		
19.4.	One bowler rake at one end, and the other bowler rake at the opposite end.		
19.5.	One bowler will do the measuring for the entire game.		
19.6.	Each skip will keep score and do not hand them or leave them for the games chair. Take		
	them home and enter the scores via the website (link will be provided).		
19.7.	Movement of players on the green.		
19.7.1.	Players are to maintain social distancing while changing ends and at the beginning and end of the game.		
20. CLUB T	OURNAMENTS		
20.1.	Only games of pairs, singles, triples, are permitted during club tournaments		
20.2.	A maximum of four (4) games to be played at any one time with an empty rink between each game.		
20.3.	Games to have staggered starts: (15) fifteen minutes apart to allow time for		
	sanitizing/cleaning. (Example 10:00 am, 10:15 am, 10:30 am, 10:45 am)		
20.4.	Players to arrive at the club no sooner than (15) fifteen minutes before their game start time.		
20.5.	Players to vacate the club no later than (15) fifteen minutes after they finish their game.		
20.6.	Scorecards: skips to verbally advise the games chair or his designate of their game score, including their score, the opponent's score and the number of ends won.		
20.7.	The club will not be providing snacks, meals, or drinks during the tournament. Players make their own arrangements for food and beverages. No food or drinks to be left at the club overnight; please take your left-overs home with you.		
20.8.	Markers to wear disposable gloves on both hands during games.		
20.9.	Marker keeps the score and does not hand them or leave them for the game's chair. Take		
	them home and enter the scores via the website (link will be provided).		
20.10.	The marker will center the Jack with their gloved hand or with a mechanical jack setter.		
20.11.	The marker will remove out-of-bounds bowls and non-active bowls from the ditch with		
	their gloved hand.		
20.12.	Movement of players on the green.		
20.12.1.	Players are to maintain social distancing while changing ends and at the beginning and		
	end of the game.		



# Revisions

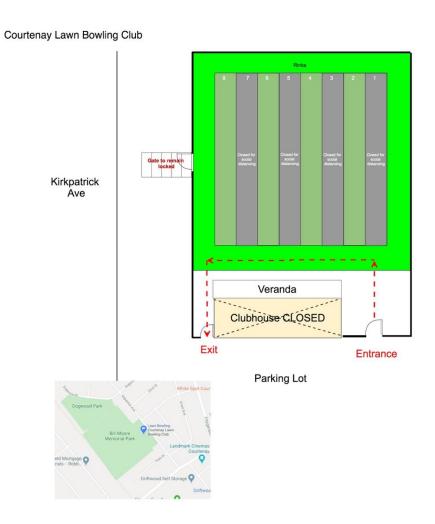
Date	Action	Description
August 8, 2020	Added	Item 8 – Games, 11 – Capacity, Updated 12.1
August 12, 2020	Added	Item 14 – Club tournaments and multi-day symptom screening form
March 19, 2021	Added	NEW section 2 Social Distancing
March 19, 2021	Modified	6.9.2 disposable gloves on both hands
March 19, 2021	Modified	Section 2 social distancing
March 19, 2021	Modified	7.12 changed the number of bowlers per Rink to 10
March 19, 2021	Modified	12.1.1 Capacity increased from 24 to 40
March 31, 2021	Revised	Section 2 Social Distancing, Section 10 Coaching, Section 13 Greens Maintenance
March 31, 2021	Added	Sections 16 Singles, 17 Pairs, 18 Triples, 19 Fours



# **Courtenay Lawn Bowling Club**

Guidelines for Phase 2 Bowling Training/Coaching & Player Development 2021 Date Approved: March 19, 2021

## APPENDIX A: SITE PLAN SHOWING ENTRANCE AND EXITING FROM THE GREEN.



Revised: March 19, 2021



# **Courtenay Lawn Bowling Club**

Guidelines for Phase 2 Bowling Training/Coaching & Player Development 2021 Date Approved: March 19, 2021

### APPENDIX B: SINGLE-DAY SYMPTOM SCREENING QUESTIONNAIRE FORM 2021

## **Symptom Screening**

Every person entering the lawn bowling greens/grounds or facilities must complete and sign the below Questionnaire EACH time they enter. No person will be allowed to stay at the club if they have not completed the below Questionnaire.

### **Symptom Screening Questionnaire**

Revised: March 19, 2021

1. Do you have any of the following new or worsening symptoms or signs?						
New or worsening cough		Yes		No		
Shortness of breath		Yes		No		
Sore throat		Yes		No		
Runny nose, sneezing or nasal congestion (in the absence of underlying reasons for symptoms such as seasonal allergies and postnasal drip)		Yes		No		
Hoarse voice		Yes		No		
Difficulty swallowing		Yes		No		
New smell or taste disorder(s)		Yes		No		
Nausea/vomiting, diarrhea, abdominal pain		Yes		No		
Unexplained fatigue/malaise		Yes		No		
Chills		Yes		No		
Headache		Yes		No		
. Have you travelled outside of Canada or had close contact with anyone that has travel	lled outside of Canac	la in the past 14 day	ys?			
□ Yes	□ No					
. Do you have a fever?						
☐ Yes	□ No					
. Have you had close contact with anyone with respiratory illness or a confirmed or prol	bable case of COVID-	-19?				
☐ Yes	□ No					
If you have answered <b>YES to any question</b> , you have not passed and <b>can</b>	not enter the clu	b grounds, greei	ns or facilit	ies.		
It is recommended that you contact your medical practitioner and discuss	ss the results of th	nis Questionnair	е.			
rint Member Name	 Date					
ignature						



Courtenay Lawn Bowling Club
Guidelines for Phase 2 Bowling
Training/Coaching & Player Development 2021 Date Approved: March 19, 2021

## APPENDIX C: MULTI-DAY SYMPTOM SCREENING QUESTIONNAIRE FORM 2021

Print Member Name:														
Symptom Screening bring this form with follows the weekly booking cycle. The	everyt last tir	ime you	ou ente i visit i	er the the clu	with everytime you enter the CLBC facility and show the form to the monitor. Each form The last time you visit the club deposit your completed form the in the tray provided.	facility osit yo	and s	show the	ne forn d form	n to th the in	e mon the tr	itor. E ay pro	ach fo	₤ .
every person entering the lawn bowling greens/grounds or facilities must complete and sign the below questionnaire EACH time they enter. No person will be allowed o stay at the club if they have not completed the below Questionnaire.	or facilit Question	ies mus maire.	t comple	ete and	sign the	below q	uestionr	naire EA	CH time	they en	ter. No	person	will be a	lowed
Sy	Symptom Screening	m Sc	reenii		Questionnaire	nnair	e 2021	1						
	Mon	UC	Tues	es	Wed	p	Thurs	IIS	Fri		Sat	at	Sun	_
. Do you have any of the following new or vorsening symptoms or signs?	YES	9	YES	8	YES	8	YES	NO	YES	9	YES	9	YES	8
New or worsening cough														
Shortness of breath														
Sore throat														
Runny nose, sneezing or nasal congestion (in absence of underlying reasons for symptoms such is seasonal allergies and post nasal drip)														
Hoarse voice														
Difficulty swallowing														
New smell or taste disorder(s)														
Nausea/vomiting, diarrhea, abdominal pain														
Unexplained fatigue/malaise														
Chills														
Headache														
<ul> <li>Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?</li> </ul>														
3. Do you have a fever?														
<ul> <li>Have you had close contact with anyone with espiratory illness or a confirmed or probable case of OVID-19?</li> </ul>														
f you have answered YES to any question you have not passed and cannot enter the club grounds, greens or facilities. It is recommended that you contact your medical practitioner and discuss the results of this questionnaire.	ed and ca	nnot ent	er the clu	ib ground	ds, greens	s or facilit	ies. It is i	recomme	nded tha	t you cor	ntact your	r medica	l practitio	ner
Date:														
Member Signature:														