



## **Bowls Victoria: navigating a return to play, COVID guidelines for Bowls Clubs**

### Key introductory points:

- Information is changing rapidly, be sure to check the BV website, Facebook page and DHHS for updates.
- Check with your local council for any rules they may have.
- There can be different rules where clubs are interstate but affiliated with BV, awareness of the local rules is a must.
- At all times, keep safe and use common-sense.
- If any member is unwell, tell them to get tested and not attend the club.
- Be patient with others, particularly those who are trying to construct/interpret rules and regulations.

The following pages are designed to complement the guidelines on the BV, DHHS and SRV websites.

**UPDATED: 23 November 2020 (V7)**

Topic of advice	ALL OF VICTORIA (Metropolitan and Regional) (Last Step as of 23 November 2020)
<b>Masks</b>	<p>When playing the sport of bowls outdoors, a mask is not required as players can maintain 1.5m social distancing. Players should still carry a mask with them for times when they are needed (e.g. where physical distancing cannot be maintained such as in a queue).</p> <p>Indoors: Face coverings are mandatory indoors unless an exemption applies. Includes settings such as public transport, including when waiting at stations, ride shares, hospitals, care facilities and shopping. It also includes an indoor bowling green.</p> <p>It is still noted that wearing a face covering protects you/your community by providing an additional physical barrier to COVID-19. Where a person has a lawful excuse not to wear a mask, it is the sole responsibility for the person for any fine or sanction applied under law to the individual (e.g. by the Police).</p> <p>When playing in NSW located clubs, NSW law applies.</p>
<b>Mask use while eating, drinking or smoking</b>	<p>Can I remove my face covering to smoke or use an e-cigarette? Yes, subject to existing restrictions on smoking in public places in Victoria. A person may remove their face covering to smoke or use an e-cigarette, but must put a face covering back on as soon as they finish.</p> <p>The hand-to-mouth action of smoking and e-cigarette use means that people who smoke may be more vulnerable to coronavirus (COVID-19), as they are touching their face and mouth more often. You should wash your hands as soon as you finish and not share an individual cigarette or vaping device.</p> <p>Can I take my face covering off when eating or drinking? Yes. You can take your face covering off when eating or drinking. You should maintain physical distancing of 1.5 metres and practise good hygiene. Eating and drinking should not be used as an excuse not to wear a face covering. You must use common sense and wear a face covering at all times where possible.</p> <p>Do I need to put on a new face covering if I take it off to eat or drink? If you are using a mask, it is best if you put on a new face covering to avoid the risk of contamination from touching the front of the face covering. If it is not possible, make sure to wash your hands with soap and water before you put on your face covering.</p> <p>If you are using a reusable mask you should carry a paper bag or zip lock bag with you to carry clean masks and keep them clean. If it is not possible, make sure to wash your hands with soap and water or alcohol-based hand gel before you put on your face covering.</p> <p>You should always wash your hands before and after changing your face covering.</p>

<p><b>Number of players</b></p>	<p>There are effectively 2 different caps – the venue cap, and the group cap.</p> <p><b>Venue Cap:</b> The directive from Government states the number of people permitted in the outdoor space at any time is limited to the lesser of:</p> <ul style="list-style-type: none"><li>• the number permitted by the density quotient of 1 person per 4 sqm; or</li><li>• 500.</li></ul> <p><b>Group Cap:</b> The number of people permitted in each group at any time is limited to the lesser of:</p> <ul style="list-style-type: none"><li>• the number permitted by the density quotient of 1 person per 4 sqm; and</li><li>• 50.</li></ul> <p>For Bowls, this means that the number of participants is well less than the directive above for the Venue Cap but importantly, Spectators are to be factored into the cap. There can be multiple groups and a reasonable distance should be maintained between each group at all times. The Government provides no guidance on what a “reasonable distance” is.</p> <p>For <b>Pennant, Pennant Practice and Club/State Championships</b>, the simplest definition is the number of players permitted is the number required to play the game.</p> <p><b>For all other forms of bowls (Social play, Tournaments and Barefoot Bowls etc):</b> The directive from Government is to comply with the two caps above.</p> <p>Outdoor greens only may be used and covered greens that are not fully enclosed are considered outdoor.</p> <p>For Indoor bowls, the same density quotients apply as per above, however with a venue cap of 150 and a group cap of 20 persons.</p> <p>Clubs should consider how breaks will be managed given restrictions to clubhouse entry and may elect not to have a break. Additionally, staggered starting times should be considered to ease congestion of foot traffic.</p> <p>Clubs must set up their venue to ensure players can keep 1.5m apart at all times and can use the bank and surrounds to assist. Clubs and players should also consider options for inclement weather.</p> <p>The number of players doesn’t include the minimum number of employees or agents of the person necessary to safely operate the facility being present at the facility.</p>
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<b>Social distancing</b>	<p>All players should keep 1.5m apart at all times.</p> <ul style="list-style-type: none"> <li>• Refrain from shaking hands, high-fives or any contact with others.</li> </ul>
<b>Access to the clubhouse</b>	<p>Clubhouses are open and subject to density quotients/patron caps and should be cleaned/sanitised regularly. Please refer to the hospitality guidelines on the DHHS website for up-to-date advice on clubs/restaurants: <a href="https://www.coronavirus.vic.gov.au/cafes-and-restaurants-victoria-last-step">https://www.coronavirus.vic.gov.au/cafes-and-restaurants-victoria-last-step</a></p>
<b>Sanitising and hygiene</b>	<p>Good hygiene is critical for slowing the spread of coronavirus (COVID-19). Everyone should be taking the following hygiene actions:</p> <ul style="list-style-type: none"> <li>• Wash your hands regularly for at least 20 seconds, using soap and water, or use a hand sanitiser that contains at least 70 percent alcohol.</li> <li>• Wash your hands when you get home, arrive at other people’s homes, at venues or at work.</li> <li>• Wash your hands after blowing your nose, coughing, sneezing, or using the toilet.</li> </ul> <p><a href="https://www.dhhs.vic.gov.au/staying-safe-covid-19">https://www.dhhs.vic.gov.au/staying-safe-covid-19</a></p> <p>All attendees shall sanitise their hands upon arrival and leaving the venue.</p> <ul style="list-style-type: none"> <li>• Leads shall also sanitise their hands regularly</li> <li>• All other players should sanitise their hands after every 6 ends.</li> </ul>
<b>Travel, Transport and Carpooling</b>	<p>The DHHS website states: (<a href="https://www.coronavirus.vic.gov.au/travel-victoria-last-step#can-i-have-passengers-in-my-car">https://www.coronavirus.vic.gov.au/travel-victoria-last-step#can-i-have-passengers-in-my-car</a>)</p> <p><b>Can I drive my car? Can I get out of the house and just go for a drive?</b> Yes, you can go for a drive. There are no restrictions on reasons to leave home or the distance you can travel in Victoria.</p> <p><b>Can I have passengers in my car?</b> Yes. Where possible: your passenger should sit in the back seat in order to maintain physical distancing. All passengers should wear a fitted face mask in the car unless you have a lawful exemption. Increase ventilation in the vehicle by opening windows wherever possible. Avoid having air-conditioning on recirculate. High touch surfaces in the vehicle should be cleaned and disinfected regularly.</p> <p><b>Can I carpool with people outside my home if we live near each other and travel to the same (or nearby) workplaces?</b> You should avoid carpooling to and from work with a person you don’t live with:</p>

	<ul style="list-style-type: none"> <li>• You can carpool if it is not practical for you to get to work without carpooling (e.g. you don't have a licence or access to a car).</li> <li>• Where possible you should make other arrangements, such as getting driven to and from work by someone you live with.</li> <li>• If traveling in a car with someone who is not part of your household, one of you should sit in the back seat in order to maintain physical distancing and both wear a fitted face mask in the car unless you have a lawful exemption.</li> <li>• Increase ventilation in the vehicle by opening windows wherever possible. Avoid having the air conditioning on recirculate.</li> <li>• High touch surfaces in the vehicle should be cleaned and disinfected regularly.</li> </ul> <p>You are advised to avoid carpooling because the enclosed space of a car increases the risk of transmission of coronavirus (COVID-19).</p> <p><b>Can I use taxis and ride-shares?</b> Yes. You must wear a face mask and so must your driver. Where possible, maintain physical distancing by sitting in the back seat, and wash or sanitise your hands before and after getting in the vehicle.</p> <p><b>Can I use public transport?</b> Yes, you can use public transport.</p> <p>Where possible maintain a distance of at least 1.5 metres from others while using public transport. Wash or sanitise your hands before and after using public transport. You must wear a face mask at all times, unless you have a lawful reason not to.</p>
<p><b>‘COVID Marshal’ or ‘COVID Officer’</b></p>	<p>BV recommends clubs have a designated COVID Marshal on duty at all times. We recommend having multiple COVID Marshals available to ensure there is always at least one COVID Marshal on duty during club opening hours. We stress that the role of a COVID marshal for sport is not onerous but provides some responsibility for ensuring participants use the sign in/out process to assist with contact tracing and to ensure the equipment is sanitised etc.</p> <p>A COVID Marshal must:</p> <ul style="list-style-type: none"> <li>• Be 18 years of age or over.</li> <li>• Take reasonable steps to visually identify as a COVID Marshal (whiteboard, rink marker, etc).</li> </ul> <p>A COVID Marshal is required to:</p> <ul style="list-style-type: none"> <li>• Promote and ensure infection control practices (e.g. frequent hand washing) are followed.</li> <li>• Promote and take practical steps to ensure people* participating in the operations are complying with density requirements as per guidelines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote and take practical steps to ensure people are physical distancing, comply with 1.5 metre rule.</li> <li>• Ensure that all COVID Safe Plans and COVID Management Plans (where relevant) or specific polices/protocols in relation to the prevention of coronavirus are effectively implemented and monitored.</li> <li>• Ensure that the operation has sufficient seating, hand washing facilities and cleaning regimes.</li> </ul> <p>Other resources can be found here:  <a href="https://www.sportaus.gov.au/return-to-sport# covid-19_safety_coordinator">https://www.sportaus.gov.au/return-to-sport# covid-19_safety_coordinator</a>  <a href="https://www.coronavirus.vic.gov.au/covid-marshals">https://www.coronavirus.vic.gov.au/covid-marshals</a></p>
<b>Spectators</b>	Spectators are allowed, subject to <i>venue</i> and <i>group caps</i> – see the heading “Number of Players”.
<b>Members and non-members</b>	<p>Members are permitted to play.</p> <p>Non-members are permitted to play.</p>
<b>Breaks in play</b>	<p>The historical tea break is not recommended in the current circumstances with the mandatory distancing requirements needed and the limit on numbers currently allowed inside Club rooms.</p> <p>Should any Club consider they can have a workable alternative arrangement that would allow them to provide a tea break outside of the Club Rooms than it is their responsibility to mutually arrange such with the visiting Club/Clubs.</p> <p>BV’s recommendation is that Clubs consider playing straight through over 21 ends and that such be allowed with the Playing areas/Divisions Conditions of Play. This must be arranged prior to the commencement of any play and agreed on by both Clubs.</p> <p>A short break of 10 minutes can be arranged during the play period but this would be at differing times for each rink so as to not create a crowding and distancing issue.</p> <p>Breaks for bad weather and potential rain periods could cause a major concern for some home Clubs. Players will need to be able to seek whatever cover is available during any rain delay being mindful of social distancing requirements. If the available covered area is limited then Managers and Umpires may need to make an early decision on cancellation of play.</p> <p>Players should be prepared for inclement weather which may include rain-coats and/or spray jacket and/or an umbrella.</p>

<p><b>Types of competitions</b></p>	<p>People must keep 1.5m apart at all times. Further information is in the heading “Number of Players”</p> <p><b>Pennant:</b> can occur as per the number of people required to play the sport.</p> <p><b>Pennant Practice:</b> can occur as per the number of people required to play the sport.</p> <p><b>Club Championships:</b> can occur as per the number of people required to play the sport.</p> <p><b>Social play:</b> can occur as per <i>venue</i> and <i>group caps</i> under the heading “Number of Players”.</p> <p><b>Training/Practice/Roll-ups:</b> can occur as per <i>venue</i> and <i>group caps</i> under the heading “Number of Players”.</p> <p><b>Tournaments:</b> can occur as per <i>venue</i> and <i>group caps</i> under the heading “Number of Players”.</p> <p><b>Barefoot bowls:</b> can occur as per <i>venue</i> and <i>group caps</i> under the heading “Number of Players”.</p>
<p><b>Equipment (mats and jacks etc)</b></p>	<p>All equipment must be sanitised when placed out by the home side and also by the lead bowlers prior to them commencing the end.</p> <p>Spray chalk and liquid chalk must be the only markers used.</p> <p>Players are not to touch other players bowls unless of absolute necessity. If such does occur further hand sanitising is required immediately.</p> <p>The handling of the mat and kitty is to be limited as much as possible to the leads.</p> <p>Leads’ should use hand sanitiser prior to picking up the jack and the mat to commence the next end. Once the jack is rolled the Skip at the other end is to straighten it with his or her foot. Should the jack go into the ditch or out of bounds such should be collected with a lifter and returned as necessary. Skips picking up the mat should use a lifter, or if none available sanitise their hands regularly. Prior to further delivery the lead bowler will need to sanitise their hands.</p> <p>Under no circumstances can bowls be shared.</p> <p>The home team should supply one player per rink responsible for updating the scoreboard. Away teams should not touch the scoreboard.</p> <p>Pens to keep score should not be shared. For Regional areas not yet using BowlsLink and therefore still completing the yellow pennant-check forms, they are to be completed by the Home team only.</p>

<p><b>Contact tracing register</b></p>	<p>To support contact tracing, Clubs must request that each person who attends the premise for more than 15 minutes (including staff) provide (clubs can elect to record all persons regardless of the duration they spend in the club):</p> <ul style="list-style-type: none"> <li>• First name and Last name</li> <li>• Phone number</li> </ul> <p>Clubs must keep a record of those details, and the date and time at which the person attended the facility. Where the patrons spend most of their time in a single space (i.e. a dining room), a record of the space used should also be kept. There is no need to keep multiple records if patrons move through multiple spaces. Records can be kept electronically or in hard copy. Records must be kept for 28 days. Entering player data accurately in BowlsLink will greatly assist with contact tracing.</p> <p>BowlsLink can be used for all players entering a venue for the purpose of contract tracing requirements. Clubs must also provide an option for non-players.</p> <p>Records should be destroyed after 28 days.</p> <p>Pens used to record details should be wiped with an alcohol wipe between users.</p> <p>The State Government are trialling a QR code system which will be rolled out in the near future and will likely be free of charge. Clubs can use a QR code system or paper based system noting the advantages of not having to sanitise pens where a paper-based system is used.</p>
<p><b>Green and surrounds Maintenance</b></p>	<p>Greenkeeping and surrounds work is permitted, however, workers should be aware of the current rules in their area and ensure they practice recommended social distancing and sanitising.</p>
<p><b>Meals and drinks</b></p>	<p>The rules regarding meals are constantly changing and clubs should consult the DHHS website referring to the hospitality and club guidelines. <a href="https://www.coronavirus.vic.gov.au/cafes-and-restaurants-victoria-last-step">https://www.coronavirus.vic.gov.au/cafes-and-restaurants-victoria-last-step</a></p>
<p><b>Shared facilities – tea/coffee stations</b></p>	<p>Shared/Communal tea and coffee stations are not to be used until further notice. Clubs can provide tea or coffee (i.e. served by volunteers/staff and not for general member use). Members can bring their own subject to the rules of the club.</p>



<p><b>Shared facilities – water fountains</b></p>	<p>Water fountains are considered a high risk that needs to be managed carefully. The advice from Government is to reduce touch points where possible.</p> <p>It is recommended that clubs and players BYO and/or provide individual bottles but noted that water fountains are not banned.</p>
<p><b>Bins</b></p>	<p>Ensure there are plenty of bins situated around the facilities and cleaned regularly.</p>
<p><b>Shared facilities – toilets</b></p>	<p>All persons should minimise use of communal facilities where possible. Club should:</p> <ul style="list-style-type: none"> <li>• Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points.</li> <li>• Take all reasonable steps to ensure that frequently touched surfaces accessible to members of the public, including tables, bars, chairs, toilets and handrails, are cleaned regularly including when visibly soiled and post events or between groups.</li> </ul>
<p><b>Use of club cutlery, crockery etc</b></p>	<p>Venues may continue to use their cutlery, crockery and beverage containers with appropriate hygiene, cleaning and sanitation processes in place  <a href="https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services">https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services</a></p> <p><b>How often should surfaces be cleaned?</b>  This should be done regularly (at least twice a day) for high-touch surfaces, between users, and immediately after spills. Surfaces and fittings should also be cleaned immediately when visibly soiled. See Cleaning and disinfecting to reduce coronavirus (COVID-19) transmission - tips for business and construction sites.</p> <p>Workplace amenities, including kitchens, lunchrooms, communal areas, change rooms, toilets, drink fountains and vending machines, should also be regularly cleaned. <a href="https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services">https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services</a></p> <p>Are smoking areas allowed?  Yes. However, no food or drink is permitted in these areas.  These areas count towards density quotients/patron caps.</p> <p>You must also take into account the requirements of the Tobacco Act, which are set out on the BetterHealth website and COVIDSafe measures such as social distancing must be adhered to in these areas.  <a href="https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services">https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services</a></p>

<p><b>Bringing meals from home</b></p>	<p>Canteens, kiosks or at-venue dining facilities may be opened in line with hospitality guidelines.</p> <p>Cash can still be accepted as payment, but it is strongly recommended that all clubs use contactless payments.</p>
<p><b>Temperature checks</b></p>	<p>Temperature checks of members and visitors may be useful as an added precaution in high-risk places such as hospitals and aged care facilities. This helps protect the vulnerable people in those settings.</p> <p>If the scanner’s reading result is within the normal range of body temperature (equal to or less than 37.3°C) then it is considered safe to allow access to the location.</p> <p>If a person’s temperature is equal to or in excess of 37.4°C, the designated screener must follow the procedure to manage a person with symptoms and the person will not be allowed to enter the location to commence work. The person shall be placed in an approved location until reassessment occurs.</p> <p>But temperature checks aren’t always an accurate way of knowing whether someone has COVID-19. This is because:</p> <ul style="list-style-type: none"> <li>• people with COVID-19 don’t always have a fever</li> <li>• various other medical conditions or infection can cause a fever, not just COVID-19</li> <li>• fever can go up and down during an infection or after taking medication—it might be down at the time of the check.</li> <li>• Temperature gauge calibration might not be 100% accurate.</li> <li>•</li> </ul>
<p><b>Signage requirements</b></p>	<p>Clubs should display all signage as per DHHS guidelines.</p> <p>Copies of a selection of posters are available for download from the BV website.</p>
<p><b>AGMs</b></p>	<p>Indoor and Outdoor AGMs can occur for the number of persons which comply with the density quotient and venue/group caps is an opportunity to conduct an AGM in person (subject to physical distancing of 1.5m).</p> <p>Online meetings can also occur which your RBM can assist you to set up.</p>
<p><b>Gaming</b></p>	<p>Clubs with Gaming should consult the guidelines (<a href="https://www.coronavirus.vic.gov.au/last-step-coronavirus-roadmap-reopening">https://www.coronavirus.vic.gov.au/last-step-coronavirus-roadmap-reopening</a>)</p>

<p><b>What to do if someone contracts COVID</b></p>	<p>Anyone who is unwell should not be at a club/workplace. If anyone develops symptoms at the club/work such as fever, cough, sore throat or shortness of breath, you should ask them to seek medical advice.</p> <p>It is important to remember that if a person becomes sick with these symptoms at work they may be suffering from a cold, the flu or other respiratory illness and not COVID-19.</p> <p>For the full list of steps to take, visit: <a href="https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/covid-19-your-workplace">https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/covid-19-your-workplace</a></p>
<p><b>Should the club provide sanitiser?</b></p>	<p>Yes.</p> <p><b>HAND SANITISER (ALCOHOL-BASED ANTIBACTERIAL WITH MINIMUM 70% ALCOHOL (ETHANOL))</b></p> <ul style="list-style-type: none"> <li>• Alcohol-based hand sanitisers - min. 70% alcohol (ethanol) content must be readily available at facilities for all training/games.</li> <li>• Soap/Handwash must be readily available in all bathrooms/toilets.</li> <li>• Clubs must ensure that frequently touched surfaces and objects (e.g. tables, countertops, light switches, doorknobs, and cabinet handles) are cleaned regularly when in use.</li> </ul> <p>Ensure signs that can't be secured, and club-based sanitiser are safely stored. If the club stores large quantities of sanitiser check with the manufacturer for storage instructions as the Dangerous Goods Act 1985 (Vic) has required protocols for the storage and handling of flammable and combustible liquids with respect to hand sanitiser. To reduce the likelihood of excess storage at the club consider each team storing some sanitiser for match day offsite.</p>