



## COVID-19 Example Green Booking Form - Guidance Notes

- A booking process and booking form will be essential for clubs to manage members booking green time. It will be important to keep a log of who is playing on the green for contact tracing purposes
- The template booking forms can be adapted as required to fit the number of rinks and green opening times.
- The example time slots are just a guide, however the 30-minute time in between sessions is vital to allow members to sanitise all equipment before and after use.
- Clubs should discuss who is best placed to be responsible for taking the bookings for the green. Clubs should ensure that another member of the committee is aware of club daily bookings
- Members will need to be notified of the process for booking a rink and time. This could be done via email or phone.
- Members personal information for booking:
  - Basic and emergency contact details should be collected for each member accessing the green
  - Members must confirm they are aware and will always adhere to guidance
  - Personal information should be stored safely as per GDPR guidelines and policy
- Setting Up the Green:
  - Clubs should check with the greenkeeper when they will be working on the green as it will need to be closed and no one allowed in the club while they are working on the green.
  - Discuss as a committee and with your greenkeepers around rotating the rinks. This could be done weekly or daily this is entirely up to the club.
  - A weekly example is shown below:
    - Week 1 – Rink No. 1, 3, 5
    - Week 2 – Rink No. 2, 4, 6
    - And so on...
  - An example green layout template has been created if clubs are unsure how to set the green to comply with restrictions
- Club should remind members to sanitise any mats and jacks before and after play. Members are to leave once cleaning of equipment is completed.
- Please make sure the club has read the full guidance issued by Bowls Scotland.
- Your club should undertake a risk assessment to determine if it is able to open the green for play under the current restrictions.