

**RETURN TO  
TABLE TENNIS  
GUIDELINES**

# RESOURCES

# INFORMATION FOR CLUB MEMBERS

## CODE OF CONDUCT/PRINCIPLES OF RETURN

As a result of COVID-19, we at .....Table Tennis Club have updated our Codes of Conduct to ensure that a return to play following COVID-19 is safe and in accordance with Table Tennis Scotland and government guidelines.

Your welfare, and the welfare of fellow club members, is paramount. Please note that it is the responsibility of all members of ..... Club to ensure that the following principles are followed:

- If you are showing coronavirus symptoms, or any of your household are self-isolating, you must stay at home and not use our facilities.
- You must contact the club by telephone or email prior to attending if you or any of your contacts/household test positive for coronavirus.
- If you wish to play, you must book your place at a session in advance.
- You must register or sign in on arrival so that we can keep a track of who has visited the club.
- You must adhere to social distancing guidelines at all times.
- Members must adhere to good hygiene practices throughout their time at the Club.
- Equipment cannot be shared during a session. Players should bring their own bats, and any equipment belonging to the club must be cleaned after use.
- Balls should be washed regularly to minimise risk.
- Players must only train with the same people in their bubble.
- Table tennis etiquette that requires contact (shaking/slapping hands etc) must be suspended for the time being.
- Players should only use one side of the table and not swap ends.
- There must be a minimum 10-minute break between sessions.
- Players must wipe down their side of the table after finishing their session.
- Proper hand washing with soap and water (or hand sanitiser as a second best) should occur before and after any activity at the club.
- Members must use their own drinks bottles, which should be brought in and taken away after every session.

..... Table Tennis Club is committed to the safety and welfare of its members. As such, we will take the following measures:

- We will keep members updated with changes in processes or protocol relating to club activity.
- We will keep communal areas closed, where possible, until restrictions are further lifted.
- We will implement a booking system to limit the numbers attending sessions to enable social distancing.
- We will provide information on good hygiene practices.
- We will ensure our coaches are equipped with the necessary knowledge to deliver sessions in accordance with government and Table Tennis Scotland guidelines.
- We will do our best to keep up to date with Table Tennis Scotland Ready to Return Guidance and government advice.
- We will make decisions based on the best interests of our membership.
- We will regularly review and update our risk assessment relating to COVID-19.

(optional signature – could be done in different ways, i.e. replying to email/ completing a form).

**I can confirm that I have read and agree to the Code of Conduct/Principles of Return.**

**Member Name:** .....

**Member Signature:** .....

As clubs start to return to activity, there may be a need to limit the numbers attending sessions in order to adhere to social distancing and hygiene requirements.

**There may also be a need for clubs to ensure they know who has attended the club, and each session, in case of an outbreak of COVID-19 among the membership.**

This guidance provides table tennis clubs with options to consider for both managing bookings in advance of sessions, and registering people on arrival.

It is important that booking and registration information is managed and stored in line with General Data Protection Regulations.

# GUIDANCE FOR MANAGING SESSION NUMBERS

## CREATING A BOOKING PROCESS

Introducing a booking system will help you to manage the number of people attending sessions. Capturing the relevant information at this stage, will also make registration at the session easier, as you will already have most of the details you need.

### THE KEY INFORMATION NEEDED WHEN BOOKING:

- Person's full name
- Contact details
- Emergency contact details
- Which session they are planning to attend
- How they will pay (this should be cashless where possible)

### OPTIONS FOR MANAGING BOOKINGS:

#### 1. See the recommended bookings templates

Example process:

- Club Secretary (or nominated committee member) emails all members, outlining session availability and asking which sessions members would like to attend.
- The template below, or similar, is populated based on responses to the Club Secretary (or nominated committee member).

#### 2. Online forms e.g. Google forms, Survey monkey

Example process:

- Club committee member creates online survey and emails the link to all members.
- Members complete survey to book onto sessions.
- Output varies depending on tool used, but whoever generated the survey should have sight of responses received.

More information about Google Forms and Survey Monkey here:

Google Forms: [google.com/intl/en-GB/forms/about](https://google.com/intl/en-GB/forms/about)

Survey Monkey: [surveymonkey.co.uk](https://surveymonkey.co.uk)

### REGISTRATION OF PLAYERS ON ARRIVAL

**Clubs will need to know who has attended sessions and how to contact them in case of a COVID-19 outbreak among the membership.**

Depending on the chosen booking method, your registration process may vary.

Many online forms enable the data collected to be exported in the form of an Excel spreadsheet that can be taken to the session.

Clubs may wish to consider having a member of the committee responsible for checking people in on arrival. This way, the information can be stored on a password-protected laptop or tablet.



## TEMPLATE 1: CLUB SESSIONS BOOKING SHEET – MANAGING SESSIONS

**One sheet required for each individual session**

Club name:

Session type: e.g. *Junior Coaching/open play*

Session date/time:

Session capacity:

Session lead:

Supporting club personnel:

Player name	Contact details (email/ telephone)	Emergency contact details	Payment method



## TEMPLATE 2: CLUB SESSIONS BOOKING SHEET – MANAGING TABLES

**One sheet required per day**

Club name:

Session date/time:

Session capacity:

Session lead:

Supporting club personnel:

Time	Session lead	Table one	Table two
4-5pm		Name: Contact details: Emergency details: Payment method:	Name: Contact details: Emergency details: Payment method:
5-5:15pm	Cleaning time		
5:15-6:15pm		Name: Contact details: Emergency details: Payment method:	Name: Contact details: Emergency details: Payment method:
6:15-6:30pm	Cleaning time		
6:30-7:30pm		Name: Contact details: Emergency details: Payment method:	Name: Contact details: Emergency details: Payment method:
7:30-7:45pm	Cleaning time		
7:45-8:45pm		Name: Contact details: Emergency details: Payment method:	Name: Contact details: Emergency details: Payment method:



## HYGIENE RECOMMENDATIONS

- Players to not attend any playing facility if they are having any symptoms or have been in contact with someone who has tested positive for COVID-19.
- Players use their own bats.
- Balls should be washed regularly to minimise risk.
- No handshaking/slapping hands.
- No breathing on the ball to clean.
- No hand wiping on the table.
- Hand hygiene (hand sanitisers, with a minimum of 60% alcohol level) on entry and exit to venues, as well as pre, post and during training. Emphasis should however be on each individual taking responsibility for their own hygiene and encouraged to bring own hand sanitisers.
- Washing of hands regularly and before the start of any activity.
- Tables should be cleaned and wiped dry using 2-3 sprays of a diluted soapy water solution. Avoid using alcohol based products and astringent cleaners, such as floor cleaners or wipes that may contain other substances, which can leave a residue and alter the matt finish on tables.

## SPATIAL AND FACILITY USAGE RECOMMENDATIONS

- Training partners are separated by at least 2 metres (length of the table) at any time.
- Training times are divided so that the minimum number of participants are engaged in a hall at any one time. For example, this may mean splitting a normal 2 hour session into 2 x 1 hour sessions.
- Implement a booking system to ensure any required limits can be adhered to and registers of participants kept.
- All tables used are separated by partitions/barriers/nets, unless in a one table venue and no one else is present in the playing hall.
- Each table area is ideally a minimum of 9m x 4.5m.
- Individuals can only train within their own bubble.
- Minimum 10-minute break is used when players using the same table are swapping over. Players must wipe down their side of the playing surface after finishing.
- Multi ball training is only permitted where the feeder also picks up all the balls. Player and feeder stay a minimum of 2 metres apart at all times.
- There is no change of sides between the two players.
- Use of changing rooms and/or showers available for participants with disabilities and special needs only, except for toilets.
- Clubs/leagues must appoint a 'Covid Officer' to monitor playing environments to ensure the guidelines clubs/leagues have set out are being adhered to.



## INJURY AND ILLNESS

- Players are encouraged not to take part in match play and more vigorous exercise straightaway. It is important to build up to match play and higher intensity play to prevent ill health and injury.
- You should feel you are in the correct physical condition before considering a return to training and match play.

As outlined earlier, this is not currently a live document. Please continue to check back to the Table Tennis Scotland website for the most up-to-date guidance and advice. We will continue to build on the information and templates provided for clubs and leagues over the coming weeks.



# COVID-19/HEALTH & SAFETY ROLE DESCRIPTION

## INTRODUCTION

Clubs and leagues must appoint a COVID-19/Health & Safety role to support the return to play. The description below highlights some of the main tasks that could make up this role. It could either be a role for one person, or shared between a small group to reduce the amount of time required by individuals. If a Covid Officer is already in place, the below tasks may be added to their current role if deemed necessary by the club or league.

## TEMPLATE ROLE DESCRIPTION

Role: **COVID-19 Officer**

Responsible to: **Club committee**

Role purpose: **To advise the club on the requirements, policies and procedures for all aspects of health and safety, with a particular focus on being Ready to Return following the COVID-19 pandemic.**

[Download Covid Officer template](#)

## MAIN TASKS

- Assist the club by keeping up to date with Table Tennis Scotland Ready to Return Guidance and sharing relevant information with the committee/members.
- Assist the club to put in place policies and implementation plans for health and safety issues.
  - This could include reviewing current member/club codes of conduct to prepare for a return, developing a process for reporting positive cases of COVID-19 to the club, and ensuring members have all the information they need ahead of returning to the club.
- Act as the first point of contact for club volunteers, young people and parents for any issue concerning health and safety/COVID-19.
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments.
  - A **template risk assessment** and **method statement** can also be found in Phase 3 Ready to Return Guidance.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.





# RISK ASSESSMENT TEMPLATES

## INTRODUCTION

The Risk Assessment Templates outlined below provide some areas for clubs and leagues to consider when preparing to return to activity following the coronavirus pandemic.

The latest government guidelines should always be considered, and the following guidance may need to be adapted for individual venues to ensure that government guidelines can be adhered to.

This document is not designed to replace existing risk management structures or systems adopted by clubs and leagues. It is intended to complement existing risk management systems to support the safe resumption of community table tennis.

## HOW TO USE THIS TEMPLATE

The templates below outline some of the hazards/risks that a club or league may need to consider when returning to activity.

Pages 22 to 29 provide a space to record all the potential hazards or risks you can think of for your venue. We have added some examples to help get you started. These may need to be adjusted to suit your club or league circumstances.

Page 30 helps to assess the severity and likelihood of the hazards to assist with prioritising the action to be taken. Again, these may vary depending on individual club and league circumstances.



### Risk Assessment Generic Format

<b>Location/Dept:</b>	<b>Date Assessed:</b>	<b>Assessed by:</b>
<b>Task/ Activity:</b>	<b>Review Date:</b>	<b>Reference Number:</b>

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
<p><b>Pre-activity:</b> Health of participants / players prior to activity</p>	<p>Coronavirus infection within group.</p>		<p>Club keeps a record of who attends training by implementing a booking and registration process. <b>See 'Guidance for Managing Session Numbers'</b></p> <p>Signage displayed at club entrance, advising people not to enter if they have symptoms of coronavirus.</p> <p>Members advised to contact the club by telephone or email prior to attending if they or any of their contacts/household test positive for coronavirus – completion of isolation period to be confirmed.</p> <p>Club committee member checks that no one is feeling unwell as participants arrive. If they are feeling unwell or showing symptoms, advise self-isolation as per government guidelines.</p> <p>Keep a record of vulnerable</p>				

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
			<p>participants – delay return to training.</p> <p>Distribute information to members and coaches – use emails to members, update your website, use team communications and display materials around venue.</p>				
<p><b>Pre-activity</b> Social Distancing (2m rule)</p>	<p>Participants are either unaware of don't abide by the social distancing rules.</p> <p>Too many people (including parents/spectators) attending training means that social distancing can't be implemented.</p>		<p>Educate players, coaches/volunteers and parents – use emails, update your websites, use team communication channels such as WhatsApp or Zoom</p> <p>Adopt new Club Policies for COVID – require members to abide by guidelines. See Table Tennis Scotland 'Ready to Return' for guidance and templates</p>				
<p><b>Pre-activity</b> Coaching &amp; support resources</p>	<p>Coaches don't feel like they're equipped with drills and skills that minimise close contact.</p>		<p>Educate coaches on requirements and any changes that are made to these.</p>				

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
	Coaches are competitive and ignore guidelines.						
<p><b>During Activity:</b> Controlled sporting activities</p>	<p>Coronavirus infection within group.</p> <p>Injury to participant.</p>		<p>See Table Tennis Scotland 'Ready to Return' for guidance and templates.</p> <p>Avoid unnecessary contact e.g. no handshaking/slapping hands</p> <p>Players to use their own bat.</p> <p>Balls to be washed regularly to minimise risk (this has been adjusted from the previous guidance about using different balls for each player).</p> <p>No breathing on the ball to clean it, or hand wiping on the table.</p> <p>Implement good hygiene practices at training, including regular handwashing and wiping down tables after use.</p> <p><b>See downloadable club posters.</b></p> <p>Ensure appropriate warm up and cool down as part of training.</p> <p>Ensure age and skill appropriate training.</p>				

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
			Encourage players to build up to match play and higher intensity, to reduce risk of ill health or injury.				
<b>During activity:</b> Number of participants involved	Clubs/coaches do not abide by limited numbers.  Coronavirus infection within group.		Individuals must train within their own bubble.  Allow a minimum of 10 minutes between changing users of tables.				
<b>During activity:</b> Social distancing (2m rule)	Participants are either unaware of don't abide by the social distancing rules.  Coronavirus infection within group.		Determine maximum number of participants, based on venue size, to allow social distancing.  Ensure no more than this maximum number is involved in any activity.  Training partners are at least 2 metres (length of the table) apart at any time.  All tables used are separated by partitions/barriers/nets, unless in a one table venue and no one else is present in the playing hall.				

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
			Each table area is ideally a minimum of 9 metres x 4.5 metres.				
<p><b>During activity:</b> Hygiene protocols (individuals, venue, facilities, equipment)</p>	<p>Participants are either unaware of aren't practising hygiene protocols.</p> <p>There are no cleaning facilities at the place of training.</p>		<p>Adopt mitigation/minimisation strategies as above.</p> <p>Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue.</p> <p>Implement good hygiene practices at training.</p> <p>Place hand sanitiser/soap and water around the venue and in toilet/bathroom facilities.</p> <p>Ask participants to bring their own hand sanitiser and regularly wash their hands.</p>				
<p><b>During activity:</b> Sporting equipment (controlled use)</p>	<p>Coronavirus infection within group.</p>		<p>Ask players to bring their own bats and balls. If shared equipment is used, this must be cleaned after every use.</p> <p>Implement good hygiene practices at training.</p>				

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
			<p>Place hand sanitiser/soap and water around the venue and in toilet/ bathroom facilities.</p> <p>Ask participants to bring their own hand sanitiser.</p>				
<p><b>During activity:</b> Communal facilities (controlled use)</p>	<p>The extent of hygiene protocols used by other groups is unknown.</p> <p>Coronavirus infection within group.</p>		<p>Limit the use of communal spaces and keep them closed if possible.</p> <p>Wipe down surfaces before and after training.</p> <p>Implement good hygiene practices at training.</p> <p>Place hand sanitiser/soap and water around the venue and in toilet/ bathroom facilities.</p> <p>Ask participants to bring their own hand sanitiser.</p> <p>Changing rooms and showers are not to be used for showering or changing. This should be done at home instead.</p> <p>Ensure first aid kit is equipped with protective equipment e.g. gloves, facemask, plastic apron, safety glasses and hand sanitiser.</p>				

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
<p><b>During activity:</b> Training practice (duration restriction)</p>	<p>The longer the period of time together, the greater the risk of virus transfer.</p>		<p>Encourage players to be considerate of booking times (not arriving early or hanging around afterwards).</p>				
<p><b>During activity:</b> Coaching and support resources (controlled provisions)</p>	<p>Coaches don't feel they're equipped with drills and skills that minimise close contact.</p> <p>Coaches are competitive and ignore guidelines.</p>		<p>Direct coaches to training resources based on skills with set drills, but no close contact.</p> <p>Multi ball training is only permitted where the feeder also picks up all the balls. Player and feeder should stay a minimum of 2 metres apart at all times.</p>				
<p><b>Post activity:</b> Response procedures</p>	<p>A participant notifies the club that they or a family member has a suspected case of coronavirus.</p>		<p>Keep up-to-date record of the protocols the club has put in place to mitigate the risk of contracting coronavirus.</p> <p>Advise the affected member to follow government guidelines.</p>				



Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
	A participant notifies the club that they or a family member has contracted coronavirus.		<p>All participants are required to report to the club by telephone as soon as possible if they or contacts become unwell after they have attended a session – this is written into member information, and shared in advance of return, as well as a follow up to sessions.</p> <p>Ensure regular education of club members about COVID protocols e.g. newsletters, emails, website, briefing on arrival.</p> <p>Establish a Communication Plan outlining who the club needs to advise if there is a suspected or positive case of coronavirus, and who is responsible for doing that.</p> <p>Maintain protocols for returning to training following a positive case.</p>				
Other							

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

# TEMPLATE METHOD STATEMENT

## INTRODUCTION

The Method Statement Template outlined below provides some areas for clubs and leagues to consider when preparing to return to activity following the coronavirus pandemic, and may be used in conjunction with a Risk Assessment.

The latest government guidelines should always be considered, and the following guidance may need to be adapted for individual venues to ensure that government guidelines can be adhered to.

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## HOW TO USE THIS TEMPLATE

A method statement is a description of how a particular area of work will be carried out safely – in this case, the 'Pre-activity' element of returning to club or league activity. The method statement should link with the risk assessment, and contain sufficient detail to enable everyone involved in an operation to be clear about what has to be done, where and with what.

Rather than repeating what's included in a risk assessment, a method statement enhances the information gathered for the risk assessment and goes further in planning the sequence of the activity.

A club or league may decide that multiple method statements are required to provide the necessary level of detail to accompany the risk assessment. Additional method statements may also be helpful for 'During activity' and 'Post-activity'.





**METHOD STATEMENT – RETURNING TO CLUB OR LEAGUE ACTIVITY (PRE-ACTIVITY)**

**COVID-19 RESPONSE – BASIC INFORMATION**

Responsible person: e.g. Health & Safety lead/Covid Officer	
Address of premises:	
Reviewed by:	
Date method statement completed:	
Suggested date for review:	

**HEALTH & SAFETY CONTACT DETAILS**

Name:		Contact Number:	
Name:		Contact Number:	

**FURTHER INFORMATION**

**HEALTH & SAFETY PROCEDURES**

Name of on-site first aiders:		On-site first aid box location:	
Address of nearest hospital:		Designated evacuation meeting point:	

### **TRAINING REQUIREMENTS**

Consider here who needs to receive training on procedures relating to COVID-19, how this will be delivered and who is responsible e.g. online committee meeting for volunteers delivered by Club Chair/newsletter for members and approved by Hygiene/Covid Officer.

### **EQUIPMENT NEEDED**

Consider here what equipment is needed to take the steps outlined in your risk assessment e.g. social distancing markers, posters outlining good hygiene, hand sanitiser/soap etc.

### **ORDER OF OPERATIONS**

A step-by-step method that should include: working procedures; the equipment and materials needed; what hazards will be present; how to reduce the associated risks.



**EXAMPLE:**

- ..... to establish booking and registration process
- ..... to purchase hand sanitisers/soap
- ..... to print signage for the hall (including entrance signage)
- ..... to create and maintain a list of vulnerable members who may have delayed return to training
- ..... to ensure that those responsible for running the club/session are aware of COVID-19 procedures by updating website/creating newsletter
- ..... to contact all members in advance, outlining codes of conduct and booking process by updating website/creating newsletter (including how to get in contact if they or someone in their household tests positive for coronavirus either in advance of returning or after attending the club).
- ..... to contact all parents of juniors in advance, outlining codes of conduct and booking process by updating website/creating newsletter
- ..... to put up signage in venue
- ..... to ensure soap or hand sanitiser is widely available
- ..... to check in participants, and check on wellness of members on arrival

**ANY OTHER IMPORTANT INFORMATION**

