**PRACTICE PROTOCOL AT HQ**

**WELCOME BACK!**

HQ has had many alterations during the closed period and is now ready for controlled and supervised practice. Further alterations will continue and will include an increase in ventilation and a new Emergency Exit in Room/Table 5, new LED lighting for Room/Table 4. Also CCTV will be installed and the premises will be under 24 hour surveillance.

HQ will once again open from **Monday 27th July 2020** and the Booking System on the website (see below) will be up and running for bookings from the **Friday 24th July 2020**

**ENTRY AND EXIT OF HQ:**

The entrance door has now been replaced with a PVC door along with a new lock and keypad entry. Old keys will be swapped on a one for one basis or a £5 charge will be payable. This does not mean all existing people will get keys at present. On obtaining a new key you will be shown how the new door lock works. Those without keys will have to obtain the new key code by contacting Tony Powlesland on 07837786300 or Russ Keith on 07738273476. The Emergency Exit door (bottom of stairs) and the Fire Exit Door (by table 3 upstairs) have also been changed to PVC with push bar controller for ease of use.

**HEALTH AND SAFETY:**

We have used the guidance from the Government and Table Tennis England (TTE) for returning to play. TTE have established a 5 stage process for retuning to play:

Stage 1 – Play and exercise at home and limited outdoor play

Stage 2 – Limited club activity (WHERE WE ARE NOW)

Stage 3 – Preparing for localised competition

Stage 4 – Local competition resumption

Stage 5 – Full play and spectating in place

During these stages, you must not come to the club if you are having any symptoms, or have been in contact with someone who has tested positive for Covid-19.

Health and Safety of all our members is our main concern and to this end, on entry to the club we have provided an automatic hand sanitiser dispenser inside the main front door. You will notice that there is also a thermometer for all to use before fully entering the facility. You must use the non-contact sanitiser immediately and thoroughly cleanse your hands. Then use the non-contact head thermometer which should be placed approx. 3-5cm from your forehead and the trigger squeezed. The reading will show your temperature and the colours Green, Amber or Red will be displayed. If the reading is Amber or Red please contact Russ Keith 07738273476 and do **NOT** enter the building. Only enter if the colour is Green.

**SANITISERS:**

Other automatic hand sanitisers can be found outside of the toilets and upstairs on entry to the main playing area. Use them frequently to keep yourself and others safe. Other pump hand sanitisers will be provided for each table. However, we advise that you should also bring your own hand sanitiser.

**STAIRS:**

You must **NOT** cross each other on the stairs. Give priority to those coming down the stairs.

**WALKWAY:**

Access to Tables 2 and 3 is now through a newly created walkway in main playing area. Players are requested to avoid passing each other when going to and from their table.

**SEPARATION MARKERS:**

Curtains have been put up between playing and seating areas. Also seating areas have been marked out of bounds; again this is to maintain the safe distancing policy. You must **NOT** move any of the chairs etc.

**AIR CIRCULATION:**

Doors (except external doors) and windows were possible should be left open during practice. The fans upstairs should be turned on to allow circulation of air. Government guidance suggests that fans should be kept running for 24 hours a day. However, in our situation, if there are no further practice sessions on the day, fans should be switched off when you leave.

**MEMBERSHIP FORMS:**

All members will have to complete a new membership form, printing clearly all their data PRIOR TO RETURNING TO PRACTICE, this is a requirement of the TTE Insurance and membership policy. Forms will be sent to all members where we have their email address. Forms will also be on the website. Send them to PDTTC@HOTMAIL.CO.UK

**PRACTICE SESSIONS:**

All practice sessions must be supervised and are limited to 16 people (including the playing supervisor). Bookings **will have to be made in advance** using the PDTTC.COM website. There will be **NO** ad-hoc walk-ins until further notice. **If you turn up without a booking you will be denied access.** Visit the website and click on *PRACTICE SESSION BOOKINGS* to make a booking. Full details of how to book a session are on the website.

Parents or Spectators will **NOT** be permitted to enter the building at any time.

Sessions are 3 hours long and both Practice Session 01 and 02 start at the same time

*NOTE: Practice Session 02 starts 30 mins earlier than advertised; this is a feature/problem with this Booking System. There is no difference in the starting times of each Practice Session... see start and finish times of* ***ALL*** *sessions below.*

MONDAY: 12pm to 3pm

THURSDAYS: 3pm to 6pm

SUNDAYS: 3pm to 6pm

More sessions will become available once supervisors have volunteered to attend the sessions.

When attending the practice session either print your booking confirmation beforehand and bring it with you, or, show your email confirmation on your mobile device to the session supervisor.

To alter or delete a booked practice session contact Russ Keith 07738273476

**PAYMENT:**

The club is no longer accepting Cash payments. To pay for your sessions players can pay at the club using the iZettle non-contactless card machine or transfer money using the Bankers Automated Clearing Services (BACS) system. The details are: **Sort Code 30-12-74 Account No 00767848. Make reference to Your Name.**

**TRACK AND TRACE:**

The club has to keep a record of all members entering the club for at least 21 days and therefore the Booking System will send you a confirmation email as well as the Club. This will be kept on file on a rolling 1 month system. For advanced Track and Trace each member will have to complete the register within the club (by table one upstairs) by printing their name, telephone contact details and the time they arrive and depart.

**BUBBLES:**

TTE guidelines will only allow play between bubbles of up to 6 players.

Therefore the Executive Committee has agreed that…

Tables 2 and 3 will become one Bubble of 6 players,

Tables 4 and 5 will become another Bubble of 6 players,

Table 1 will have a bubble of 4 players.

These Bubbles must **NOT** mix during the practice session and there must **NOT** be any interchanging between Bubbles during the sessions.

You will be allocated a Bubble on entry to the club by the session supervisor. Stay within your bubble.

**SELF PREPARATION:**

Please come already changed and ready to play and note the showers and kitchen facilities are out of bounds. Please bring your own sanitiser and mask.

**HYGIENE RECOMMENDATIONS & FACILITY USAGE:**

Do **NOT** come to the club if you have symptoms or have been in contact with someone who has tested positive for Covid-19.

**Whilst at the club:**

Use your own bats and do **NOT** share with anyone else.

Balls should be washed/sanitised regularly (but it is not necessary between points).

Do **NOT** change sides after each set.

**NO** handshaking/fist bumps/slapping hands.

**NO** breathing on the ball.

**NO** hand wiping on the table.

Frequent hand sanitisation is advised.

Tables should be cleaned and wiped dry using either a mild soapy water solution, or the spray provided by P&DTTC. Do **NOT** use alcohol-based products for this purpose (alcohol-based products can leave a residue and alter the matt finish of the tables).

A minimum 10 minute break to cleanse the table etc should be adhered to when changing players.

When you are not exercising i.e. not playing/practicing, you **MUST** wear a face covering and maintain social distancing.

You are **NOT** permitted to play doubles.

Changing rooms and showers are **NOT** to be used but toilet facilities are available.

Bring your own towels and drinks but leave them in your bags until you require to use them.

The kitchen area is **NOT** available for drinks or hand washing.

Do **NOT** move barriers to move between tables.

There must **NOT** be any music playing and members are **NOT** permitted to shout.

At the end of each session, tables, door handles, stair rails, benches, seats etc are to be cleaned.

***'By booking a place at any Practice Session at HQ you are agreeing to all Rules as laid down in this document and as directed by the session Supervisor’***

**PLAY SAFE : STAY SAFE**