



Prepared in consultation with and supported by the Scottish Clay Target Association



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Scottish Target Shooting
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Scottish Target Shooting COVID-19 Guidance: Phases 1, 2 & 3 in Scotland - Extension to Exercise

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Acknowledgements

In preparing this guidance we have utilised guidance already published by the following bodies:

- National Smallbore Rifle Association (NSRA)
- Clay Pigeon Shooting Association (CPSA)

We have also consulted with the following bodies to ensure our guidance complies with the guidance, laws and best practice being applied in Scotland:

- Scottish Government (via **sportscotland**)
- **sportscotland**
- Police Scotland
- Scottish Clay Target Association

As well as the following bodies to ensure our guidance follows best practice for all forms of target shooting:

- Scottish Clay Target Association
- British Shooting
- Welsh Target Shooting Federation

This document has also been checked by Bluefin Sport to ensure it provides an accurate representation of the views of our insurance underwriters regarding cover for individual and club members carrying insurance through membership of Scottish Target Shooting.

Scottish Target Shooting

Scottish Target Shooting is a company limited by guarantee, incorporated in Scotland with registered number SC515115, having its registered office at Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ



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Introduction

This document has been produced by STS but utilises expertise from a number of key partners, in order to provide an informed guide to the Scottish target shooting community. Each Home Nation has taken a different approach regarding a recovery plan and as such advice from the Scottish Government and **sportscotland** provides the core foundation for this guidance. However, we have also consulted with the Scottish Clay Target Association for their expertise regarding the management of shotgun grounds and the practicalities around coaching and competitions so we can ensure target shooting in Scotland is working from the same document, regardless of discipline.

Health Over Sport

Health advice supersedes any concerns regarding the return to our sport as the health of our members and the wider Scottish community, combined with the containment and eventual removal of this virus from this country is paramount. Therefore, some of our advice may deviate from that issued by bodies based in other parts of the United Kingdom to reflect the approach being adopted in Scotland in tackling COVID-19.

Partnership Approach

We have tried to tie the guidance in this document in with all the appropriate shooting bodies across the UK (e.g. NRA, NSRA, CPSA) however, where there are conflicts, Scottish guidance must take precedence for clubs operating in Scotland as these outline public health requirements.

Definitions

It should also be noted that in this document, the generic reference of 'clubs' is to include all types of organisations and structures involved in delivering shooting, including but not limited to, businesses, grounds, facilities and unincorporated associations. Similarly, the generic reference to 'coaches' in this document also relates anyone providing shooting tuition and includes roles such as instructor.

Working Document

Please be aware that this guidance will be a working document and will therefore need to be updated frequently to address any inaccuracies, omissions or changes to the situation. We will do our best to respond to these issues quickly to provide support and clarity, notifying members when and where changes are made.

Finally

We hope that by providing guidance for each of the Phases it will enable clubs to prepare and respond appropriately so that we can return to our sport as quickly and safely as possible. We would like to thank our members for responding so quickly and positively to all the Scottish Government advice and guidance issued to date. We do recognise the very real practical challenges facing clubs and shooters at the current stage, and we appreciate that in some cases it will simply be impracticable for clubs and shooting grounds to restart. In those cases, we hope that this guidance will help people to plan for the future.

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This Guidance

On the 21st May 2020, the Scottish Government published Scotland's COVID-19 route map through and out of the crisis, which sets out the order in which it plans to relax restrictions. Based on our discussions with Scottish Government/sportscotland and following the easing of lockdown restrictions, STS has developed this guidance for clubs and participants to follow so that target shooting can happen in Scotland during lockdown, where the local environment allows.

The following is general guidance but later in this document, specific guidance relating to each Phase will be provided. This guidance should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene. Clubs and participants should be aware of and adapt to changes in guidance at short notice as we move through the phases and adapt to the growing intelligence being developed. Information on Scottish Governments approach to managing COVID-19 is available at www.gov.scot/coronavirus-covid-19/.

Phases

This document will cover guidance from STS relating to the Phases of the Scottish Government's Route Map recovery plan. The Scottish Government has outlined a plan encompassing four phases, each gradually increasing activity and interaction in local communities, as the Scottish Government looks to get Scottish communities moving again, while ensuring the health of our communities is always at the forefront. This document will outline general guidance to follow at all times during this pandemic, as well as specific adjustments and guidance that apply to each of the Phases specifically.

Details about each Phase will not be known until they are announced by the Scottish Government, as such this document will only be able to detail the implications of announced Phases but STS will continually update the document as and when each Phase is implemented. It is the intention of STS that by clarifying the implications of each Phase, it will help all clubs plan how and when best to reopen and return to different levels of activity.

Clubs

It should be noted that when guidance allows clubs to reopen (on the condition they can implement the safety procedures outlined in this guidance document), they are not obliged to do so. Some examples of why clubs may decide to remain closed include:

- Concerns that it will not be possible to adequately maintain the safety of participants and the public
- Travel restrictions resulting in insufficient numbers based locally therefore the cost of opening outweighs the income, placing an unnecessary financial burden on the facility.

With regards to the decision to re-open, it should also be understood that this will not necessarily apply to all facilities if clubs operate out of multiple ranges or grounds. Clubs in Scotland cover different disciplines, locations, facilities and circumstances and it will not be possible for all clubs to restart all their activities at the same time.

For those that do decide to open, please be aware that this may not happen immediately following guidance changes as plans are put in place to re-engage volunteers, staff and/or members and put in place risk assessments and processes to ensure the safety of everyone involved.

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Members

For clubs able to reopen their facilities, not all members will be able to resume shooting. People who are symptomatic should self-isolate for 10 days; household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

Club committees should respect the decisions taken by members to stay away from the club to comply with Scottish Government guidance. We appreciate that for some clubs, this may impact on the majority of members and preclude the club from being able to open and should therefore be factored into the decision making process regarding reopening.

Club Committees

STS cannot tell clubs whether to reopen or not. The club committee has a duty of care to members and knows best the specifics of the club and its suitability to meet the guidelines. Each club must decide if they are going to reopen and if their circumstances and the protocols they can put in place will meet the Scottish Government's guidance.

Insurance

STS has contacted our insurers, Bluefin. They have informed us that there is no COVID-19 exclusion to the insurance but have pointed out that all insurance is based on not putting anyone at risk. In this case that means following the Scottish Government guidance and any guidance published by STS that underpins it. It is important to note that for club members classified as being high risk, they almost certainly will not be covered by the club's insurance.

Police Scotland

STS has consulted Police Scotland who advise that the reopening of both indoor facilities and outdoor shooting ranges and grounds must take place in line with the Scottish Government advice and guidance as set out in the publication 'Scotland's route map through and out of crisis'. Clubs are encouraged to contact their Divisional Firearms Licensing SPOC to advise of the decision to reopen and timescales for doing so.

Timescales

Scottish Government guidance has kept clear of providing precise timescales for the implementation of each Phase because progression from one Phase to the next will depend on the effectiveness of the measures put in place and how strictly people adhere to the guidance. Therefore, this document has also not committed to timescales. We would also point out that there is the potential for the progression along the Phases to not always be a positive one and in cases of a secondary outbreak, Phases may move backwards (i.e. from Phase 3 to Phase 1). We appreciate this will be frustrating for all involved but the health and protection of our community through the containment of COVID-19 is the most important aspect of our guidance and the guidance issued by the Scottish Government.



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Checklist

STS has some simple steps for a committee to follow when considering re-opening:

- Step 1.** Gain consensus on re-opening from the following:
 - i. Minuted approval by the Club Committee
 - ii. Verbal agreement by key club personnel not on the committee (i.e. RO's, Officials, Staff, Safeguarding/Welfare Officers etc who may not be on the committee but are essential for the return to shooting)

- Step 2.** Read all appropriate guidance, in particular:
 - i. Scottish Government
 - ii. Scottish Target Shooting

- Step 3.** Undertake a thorough risk assessment on the facility's suitability to safely re-open managing the health of all those using the facility.

- Step 4.** If possible, provide sufficient hand washing or sanitiser, communicating to members where this will not be possible and the requirement for them to bring their own.

- Step 5.** A booking system to ensure social distancing guidelines are maintained. (We appreciate this is a substantial restriction for certain types of shooting and shooting locations.)

- Step 6.** Once established, clearly communicate rules to members so they are clear what is expected of them on arrival, when shooting, and on completion. This can also include providing signage at the club.

Also Consider:

- i. Notifying the landowner (for clubs that hire or lease the facility)
- ii. Notifying the Divisional Firearms Licensing SPOC

If you have answered YES to the steps above, then your club may be able to re-open. We encourage you to use the guidance below and please contact us if you require support.

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General Guidance for All Clubs

The following is provided for guidance for club committees when consider the reopening of clubs, ranges facilities or grounds. Each club will need to consider this for each facility it uses, as well as considering the skillset and capacity of your volunteers and the needs, location and demographics of your membership to determine what would be best for you. We would emphasise that simply because your club is able to open, it does not always mean it is in your of your members' best interests to do so. The utmost consideration must always be the health and welfare of those involved, whether officials, coaches, members or other volunteers and staff.

IMPORTANT: Indoor facilities are NOT ALLOWED TO OPEN under Phases 1, 2 & 3

sportscotland has also issued the guidance 'Getting Your Facility Fit for Sport' (<https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>) to support clubs plan and prepare for when sport can resume. The guidance is applicable to all phases of the Scottish Government route map, includes a four-stage plan (Plan, Prepare, Protect, Review) for clubs and grounds follow to ensure the health and safety of participants is protected and can be adapted and applied to both indoor and outdoor facilities.



Club, facility and ground committees/management should ensure all appropriate management processes are in place to oversee and maintain the implementation of the recommended measures below and take time to ensure they reopen safely. Any measures put in place to enable activity to resume must be flexible and able to adapt quickly if physical distancing rules change in the future or when restrictions are tightened or relaxed.

Assessing the Risk:

- The club must assess the risk of reopening and produce a system to manage it.
- Risk assessments should be carried out and documented for all activities and facilities. Templates can be found at: <https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport-resources/>
- Consider safety first, particularly minimising the risk of infection/transmission and following Scottish Government guidance regarding health, hygiene, travel, and physical distancing.
- Appropriate measures must be put in place to ensure participants, staff and volunteers are protected.
- Once completed, the club risk assessment should be shared with all volunteers before they return to the club so they are aware of what is expected of them.
- A nominated club volunteer should manage this process and ensure that all those attending observe social distancing and other Scottish Government guidelines.
- The risk register and management of risks should be reviewed regularly to align with the latest guidance and the unique circumstances each club operates under.



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Booking Systems:

- It's really important that the number of people visiting the club is minimal and shooting opportunities are limited and controlled to ensure the safety of all members. Where possible, we recommend the use of a booking system to manage access.
- There are various ways of implementing a booking system with little to no cost or IT expertise. Systems can be as simple as a basic email and Excel Spreadsheet, to a Doodle Poll or a specific/bespoke ticketing system.
- There are a number of online booking systems (e.g. Bookwhen, Eventbrite, Clubevent, Bookitbee, TicketTailor, Cognitofoms, Openplay), which offer a free ticket (and cost you and person making the booking nothing) and a paid option. Each will take a small charge for making the booking so be sure to check the fine print for each system.
- If online bookings are not possible, alternative plans should be used e.g. phone bookings.

Regardless of the system you use, when implementing a booking system, you should consider the following:

- In line with Data Protection regulations, maintain a log of people present, including details of their arrival and leaving times, and firing point/layout(s) used for firearms and attendance logs, as well as track and trace purposes: <https://www.gov.scot/publications/coronavirus-covid-19-test-trace-isolate-support/>
- Implementing a short buffer period (e.g. 15 minutes) between booking slots to allow time for people to leave before the next arrives. Especially consider where the participant has a firearm stored at the club to allow for this to be collected and prepared
- Be clear in how long the session is for so people know when they need to start and leave.
- Where necessary and possible, any payments should be taken online, to avoid the handling of cash.
- Consider range or ground capacity and use systems that can make sure bookings limits are not exceeded.
- Check parking to ensure social distancing can be maintained.

Coaching:

- Coaches may work with current shooters but should not engage with people wanting to try the sport out for the first time. We appreciate the difficulty around this messaging but this is a requirement for the safety of the coach and participant.
- If coaches are to be present during shooting they must be taken into account when booking the range facilities and not fall outside the permitted numbers and spacing.
- It is insufficient for them just to turn up along with a shooter. They must maintain safe distancing, avoid handling any shooters equipment and not be in close personal contact with their shooters at any time.

Communication with Members / Customers:

- Clubs communicate clearly and regularly with members and participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the club.
- Clubs should explain that the new normal may include adjustments to rules where necessary to ensure social distancing and optimal hygiene.
- Ideally clubs should publish an action plan detailing their plans to reopen safely.
- Clubs should clearly communicate their opening times and how people can safely access the club, if relevant, for example through a booking or queuing system.
- Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.

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Equipment:

- Clubs should, where possible, remove equipment including benches, tables and any other objects that are not essential for participation purposes.
- Where the above is not possible appropriate cleaning measures, including provision of sanitiser and disposable gloves, should be put in place to reduce the risk of contamination.
- Equipment (e.g. firearms, telescopes, mats etc.) should only be shared where appropriate cleaning processes and provisions are made available.
- Cleaning of personal equipment should be done at home and not on site to minimise time at the club for anything other than shooting.

Facility and Ground Management:

- Limits on the number of participants should be considered to ensure appropriate social distancing can be maintained.
- The requirements to follow safety procedures when shooting must still be observed. These requirements remain unchanged and must still be followed.
- Manage the opening of gates, locks, target sheds etc. and ensure they are sanitised at the end of a session.
- Manage car parking spaces to enable social distancing to be adhered to.
- It is often easier to have a nominated person to open and close the facility, allocate participants to firing points/traps, book people in and book the firearms in the firearms register, disinfect and put targets out, disinfect benches and other structures after use. This limits exposure.
- Anyone developing symptoms after attending must notify the club.
- Clubs are permitted to carry out routine maintenance, but the primary consideration must be to ensure the safety of staff and volunteers.
- No food or drink is allowed to be produced on the premises in Phase 1.
- Rubbish is to be taken away and disposed of at home instead of at the club.
- Consider marking 2m distances at appropriate points, such as the entry gates to the facility.
- A checklist of considerations and actions is available here: <http://www.sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>

First Aid:

- Please ensure access to first aid and emergency equipment is maintained, first aid equipment has been updated appropriately for the COVID-19 pandemic and first aiders have appropriate training.
- If first aiders need to provide immediate assistance requiring close contact until further medical assistance arrives then the guidance from the Health and Safety Executive should be followed: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>. Taking sensible precautions to ensure you can treat any casualties effectively while keeping yourself safe.

Health, Safety and Hygiene:

- It is recommended that someone present, who is not fulfilling a safety role on the range or ground and not shooting, is present to supervise the maintenance of hygiene standards.
- Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.

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- Make hand sanitizers or wipes available for use at entrance/exit to the club where possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standards.
- Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles, handrails etc) should, where possible, be left open but if not possible or safe to do so, regular cleaning with disposable gloves should be undertaken. Detailed guidance is available at:
www.hps.scot.nhs.uk/a-to-z-of-topics/hand-hygiene/
www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Promote effective hygiene to all those taking part in the activities at the club, in particular, the use of hand sanitiser.

Insurance:

- Clubs should check with their insurance provider to ensure that correct and full insurance cover is in place and valid before any activity takes place.

Members, Participants and Spectators:

- Limits on the number on location (participants, volunteers, staff etc) should be considered to ensure appropriate social distancing can be maintained.
- Due to the changes in operating practice and the requirement of social distancing, it will not be safe to introduce new people to shooting at this time. We appreciate the difficulty around this messaging for the club but this is a requirement for the safety of the coach and participant.
- No spectating should take place but where a parent is supervising a child or vulnerable adult, this will be allowed if social distancing measures are followed.
- At all times, participants and clubs should adhere to the Scottish Government's social distancing guidelines of staying at least 2m away from others. Scottish Government guidelines are available at: <https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/>.

Travel:

- Travel restrictions outlined by the Scottish Government should always be adhered to by participants. The latest advice can be found on the Scottish Government website.

Workforce:

- Clubs must ensure that relevant workplace guidance is followed by volunteers, contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.
- It is for each employer to decide when it is the appropriate time to return staff to work from the Coronavirus Government Job Retention ('furlough') scheme: <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>.
- A furloughed employee can take part in volunteer work, if it does not provide services to or generate revenue for, or on behalf of your club or a linked or associated club.

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Guidance for Re-Opening Outdoor Ranges

From Phase 1 of the Scottish Government route map, it is possible for outdoor ranges to open. The following is specific guidance for club committees when consider the reopening of **OUTDOOR** ranges. This should be considered and applied in conjunction with the previous 'General Guidance for Clubs'.

Before Anything Else, Is It Really An Outdoor Range?

Due to the nature of covered ranges, there can be some question over whether it is truly an outdoor facility. You will need to consider if the range uses what is effectively an indoor space at the firing point. If so, then it may not be possible to restart shooting. Where there is any room for doubt, clubs should pursue the safest option.

If the club committee considers the range to be outdoors, then we would recommend considering and implementing the following guidance where relevant:

Range Management:

- The normal requirements of shooting still apply where shooters will still need to be supervised by an RCO. Clubs should consider how this can be done safely, maintaining hygiene standards and social distancing.
- Due to the requirement of the role and limited number of RCOs in any one club, assuming guidance can still be followed, RCO's are exempt from Scottish Government guidance of only being allowed to interact with one person from one other household during their time on the range acting as an RCO. This is to ensure range safety can be maintained.
- Maintain a minimum of 2m at all times between people using the range – not only when shooting but also when changing targets. When on the range, this is likely to mean that only one person can be present on the firing point at any time, and in some cases it will be necessary to leave certain firing points empty to space out the participants.
- Consider rotating the use of firing points to limit contact with surfaces.

- Manage the changeover of shooters to maintain physical distancing and sanitise any benches/tables/brass collection brushes etc. that are used.
- Where safe to do so, keep the back doors of ranges open to allow the flow of air to ventilate the range.

Targets:

- Consideration must be given to how target frames or other target systems are put out and handled. Many will be too complex in shape to sanitise successfully. If this is the case, ensure sufficient PPE is available. Hand sanitising after handling any equipment is crucial and people using the facilities must be made aware of this.
- Where targets are sold to those using them, the club must consider where these are stored and how they are accessed to prevent transmission. Payment should also be made using bank transfers where possible to avoid the handling of cash.

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Guidance for Re-Opening Shotgun Grounds

From Phase 1 of the Scottish Government route map, it is possible for shotgun grounds to open their outdoor facilities. The following is specific guidance for shotgun grounds to consider when contemplating reopening. This should be considered and applied in conjunction with the previous ‘General Guidance for Clubs’.

Ground Management:

- Due to the requirement of the role and limited number of safety officers in any one club, assuming guidance can still be followed, safety officers are exempt from Scottish Government guidance of only being allowed to interact with one person from one other household during their time on the ground acting as a safety officer. This is to ensure safety can be maintained at the ground.
- Due to the fact that all indoor facilities will be closed, all preparations that can be done before going to shoot that should be carried out in advance at home and/or before leaving your car when arriving at the venue. When leaving the car, take only essential equipment with you to shoot as this will reduce the risk of infection, time spent on location and valuables left in your car while shooting.
- Provide appropriate signage to those using the ground, advising them of where they can go and what they can do.
- Membership cards should not be handled. Details can be checked electronically before shooting.
- Trap release buttons and scorecards to be handled by a single person, to avoid handling between shooters, and cleaned after use.
- There maybe a requirement for shooters to keep their own spent shells so as to remove them from the ground for disposal at home.

Gun Shops:

- Purchases of cartridges should be made in advance and can then be delivered (non-contact) to the shooter’s car on arrival (e.g. phone / click and collect).
- Gun shops could consider local (non-contact) delivery of orders.
- Encourage electronic payments in advance or contactless payments on the day to avoid handling cash.

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Guidance for Coaches and Instructors

From Phase 1 coaches and instructors can return to carrying out these services outdoors, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene. They need to make sure they can adapt to changes in guidance at short notice and consider the following. Advice is also available from sportscotland at: <http://www.sportscotland.org.uk/covid-19/getting-your-coaches-ready-for-sport/>

Can I Return To Coaching?

To be suitable to return to coaching or instructing you must comply with the following rules:

- Coaches must observe all Scottish Government and club guidance.
- Coaches and instructors have appropriate insurance policies in place and have checked for validity with the relevant insurance provider before undertaking coaching with or instruction for participants.
- Due to social distancing, it is not possible to properly teach firearm safety. Therefore, coaches and instructors are not to provide coaching for people new to the sport and must only work with existing clients.

Before Delivering Sessions:

- Coaches and instructors should plan for the session in advance, be aware of responsibilities, clear on expectations with participants and build in a review to reflect on effectiveness and safety of the session.
- Find out about the direct and surrounding delivery environment in advance of the session and contact the club, where relevant, to confirm any changes in processes and procedures ahead of the session.
- Ensure documented risk assessments, based on local circumstances, are completed prior to any activity taking place. Consider safety first, especially minimising risk of infection/transmission.
- Communicate clearly and regularly with participants setting out what you are doing to manage risk, and what advice you provide individuals with before, during and after sessions.
- Online booking systems should be used, otherwise use alternative measures e.g. phone bookings.
- Ensure there is a process for cancellation.
- Where possible and in line with Data Protection regulations, a register of users should be kept in case there is a need to track and trace.
- Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time.
- Where possible use online or contactless payment options and avoid handling cash.

During Coaching Sessions:

- Participants should bring their own equipment where possible and arrive in appropriate clothing for the session as no changing will be available.
- Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.
- Cleaning, hand and respiratory hygiene are core measures. Provide clear guidance and plans for cleaning of equipment and waste disposal.
- No personal equipment should be left at a club by a coach or participant once the activity has ended.
- Ensure you have access to first aid and emergency equipment and check in advance that it is appropriate for the COVID pandemic.
- Ensure, where possible, that everyone involved avoids touching surfaces, sharing equipment and touching their mouth and face.
- At all times coaches, instructors and participants should adhere to the Scottish Government's physical distancing guidelines of staying at least 2m away from others: <https://www.gov.scot/publications/coronavirus-covid-19-staying-safe-and-protecting-others>

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Guidance for Members and Participants

People who are symptomatic should self-isolate for 10 days; household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity (<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-shielding#overview>).

IMPORTANT: Do not leave your home to take part in sport or physical activity if Scottish Government advice means you should stay at home because you or someone you live with has or has had symptoms of COVID-19.

In addition to the warning above, review the following guidance ahead of visiting a club, facility or ground:

Stay Up To Date:

- Information from the Scottish Government is available at: www.gov.scot/coronavirus-covid-19/.
- Be aware that guidance can change, and restrictions may be reintroduced - ensure you have checked the latest version of our guidelines.

Before Going:

- Travel restrictions outlined by the Scottish Government should always be adhered to by participants. The latest advice can be found on the Scottish Government website.
- Use toilet facilities at home before you leave.
- Bring your own hydration / food to the venue.
- Bring your own hand sanitiser to the venue and use regularly through the activity.
- If you are ill or have any symptoms of COVID-19 then stay at home.
- Book your time in the manner prescribed by the club. Under no circumstances should you arrive at the club without booking in advance. If you are unsure, contact someone before travelling.
- Aim to arrive at the club no more than 5 minutes prior to your booking (assuming booking time also allows time for getting ready).
- Park your car to facilitate physical distancing.
- Put on as much equipment as possible in the car beforehand.

When There:

- Maintain social distancing - always stay at least two meters away from other participants including before, during and after the activity or when taking breaks.
- Be aware that some indoor areas may be closed.
- Follow guidance and signs issued by the club.
- Equipment (e.g. firearms, telescopes, mats etc.) should only be shared where appropriate cleaning processes and provisions are made available.
- Do not touch anything you do not need to and use wipes to clean anything you do touch.
- Spectating is not allowed other than if you are supervising a child or vulnerable person.
- Take any rubbish away with you.
- Cleaning of personal equipment should be done at home and not on site to minimise time on location for anything other than shooting.

On Finishing:

- After going to the club or ground return directly to your car and leave. Where possible and safe to do so, do not store equipment at the club or ground.

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Phase 1

Following the Scottish Government's announcement on Thursday 28 May 2020, Scotland will enter into Phase 1 of the Scottish Government's COVID-19 Response Plan from Friday 29 May. This will mean that some sporting activities can be undertaken outdoors, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – you will also need to make sure that your club, facility and participants are made aware and can adapt to changes in guidance at short notice. Information on Scottish Governments approach to managing COVID-19 is available at www.gov.scot/coronavirus-covid-19/

Clinically Vulnerable People:

- The advice for those in clinically vulnerable groups remains the same – stay at home.
- If you are living in a household with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, you should remain and exercise at home

Clubs:

- For **OUTDOOR** clubs shooting can now begin to be considered, on the condition that it does not contravene any of the Scottish Government guidance and it is safe to do so, based on a thorough risk assessment.
- Clubs will need to consider if they use what is effectively an indoor space at the firing point. If so, then it may not be possible to restart shooting. Where there is any room for doubt, clubs should pursue the safest option.

Coaches and Instructors:

- One on one personal coaching is permitted if it is outdoors, physical distancing can be maintained, and is with members of your household and/or members of 1 other household.
- Depending on the circumstances, this may create issues with coaching participants less than 18 years of age. Please see our Child Protection Policy for more details.
- Coaches should not deliver training to more than 1 household at any one time or provide training to more than 1 household per day.

Competitions:

- The initial focus during this phase should be on facilitating recreational and social play, and letting participants practice and exercise.
- Due to the restrictions on travel and gatherings of individuals, all competitions conducted in the same physical location are still prohibited.
- Some formats of competition will be able to resume before others and updates should be provided at the appropriate phase.

Facility and Ground Management:

- All indoor facilities should remain closed to the public including clubhouses, toilets, locker rooms, retail outlets and activity areas.
- All social spaces should remain closed.

New Members:

- Clubs, coaches and instructors are still not to take on new members as proper safety instruction cannot be provided through social distancing.

Travel:

- It is possible to drive within the local area for the purposes of undertaking outdoor exercise and physical activity.
- As a guide, rather than a fixed limit, broadly 5 miles from your home would be within your local area.
- Travel restrictions outlined by the Scottish Government should always be adhered to.

Scottish Target Shooting

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Phase 2

The Scottish Government confirmed on 18 June 2020 that due to the positive action and response to date by the Scottish public, Scotland would be entering into Phase 2 of the Scottish Government route map to recovery. Moving to Phase 2 is a clear, positive and welcome step forward in Scotland's recovery from the COVID-19 pandemic. Full details of Phase 2 guidance can be found at: <http://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-2-update/>

From a target shooting perspective, Phase 2 does not mean a significant change to the guidelines issued for Phase 1 but it is moving in the right direction and bring us one step closer to increased activity. STS would like to acknowledge and thank the shooting community for its patience, continued respect of the guidelines, and careful and measured approach towards restarting activity, all of which has led us to this next positive step.

Clinically Vulnerable People:

- People who are shielding can now undertake outdoor exercise activities.
- Coaching of people who are shielding is now permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed.
- Further information is available at: <http://www.gov.scot/publications/covid-shielding/pages/staying-safe-outdoors/>

Clubs:

- Activity undertaken in clubs must fully comply with Scottish Government household, physical distancing and travel guidance with appropriate hygiene and safety measures also in place.
- This should take into consideration that at Phase 2 it is possible to meet up to two other households (or extended households) at a time outdoors, and no more than 8 people in total at a time, with 2m physical distancing in place at all times.
- Limits on the number of participants accessing outdoor facilities should be risk assessed to ensure appropriate social distancing can be maintained.

Coaches and Instructors:

- A maximum of 8 people, including the coach and participants from up to two other households (or extended households), can participate in a session. Physical distancing and hygiene measures must be fully implemented and maintained.

- Coaches can, for paid work purposes, travel beyond 5 miles.
- Volunteer coaches and participants can only drive within their local area for the purposes of undertaking outdoor exercise and physical activity. As a guide, rather than a fixed limit, broadly 5 miles from your home would be within your local area.
- Coaching of people who are shielding is now permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed.
- Up to date guidance on extended households, physical distancing and travel is available at: <http://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/meeting-others/>

Competitions:

- Competitions or events where groups of more than two households (or extended households) (maximum of 8 people) congregate at any one time are not permitted.
- Competitions should only be undertaken locally and informally at your own club where household, physical distancing and hygiene measures are in place.
- Travel to a competition out with your locality (broadly five miles) is not permitted.

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Facility and Ground Management:

- From 30 June sports facility operators and clubs may now open toilets for public use if they follow the guidelines outlined on the Scottish Government website: <http://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/pages/overview/>
 - Public toilets are defined as any toilets accessible to the public. The opening of toilets should be accompanied by local risk assessment, and control measures should be proactively monitored by clubs/operators.
 - All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance.
- Outdoor hospitality, including catering and bar services can reopen from 6th July 2020 providing they adhere to Scottish Government guidance. Further information is available at: <http://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/>
- Small retail units operated by clubs may reopen from the 29 June 2020 provided all specific Scottish Government guidance for retailers is in place and adhered to. Further information from the Scottish Government is available at: <http://www.gov.scot/publications/coronavirus-covid-19-retail-sector-guidance/>
- Where external access to outdoor sports facilities is not possible, access through an indoor area can be provided if suitable risk assessments and safety measures are put in place. These should include restricting access to one person at a time, ideally with a one-way system in operation, and no contact

with hard surfaces such as door handles. Persons moving through the area should not stop or congregate at any time.

- Bins may be provided but should be regularly checked, cleaned/sanitised, emptied and disposed of using appropriate personal protective equipment.
- All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.
- Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.

Members and Participants:

- At Phase 2 it is possible to meet up to two other households (or extended households) at a time outdoors, and no more than 8 people in total at a time, with 2m physical distancing in place at all times.

New Members:

- Clubs coaches and instructors are still not to take on new members as proper safety instruction cannot be provided through social distancing.

Travel:

- It is possible to drive within the local area for the purposes of undertaking outdoor exercise and physical activity.
- As a guide, rather than a fixed limit, broadly 5 miles from your home would be within your local area.
- Travel restrictions outlined by the Scottish Government should always be adhered to.

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Phase 3

The Scottish Government confirmed on 9 July 2020 that Scotland will be entering into Phase 3 of the Scottish Government route map to recovery from 10 July. Similar to Phase 2, Phase 3 will see a series of measures introduced gradually throughout the Phase to ensure a measured easing of restrictions. While the Scottish Government continues to take a cautious approach, this is yet another clear, positive and welcome step forward in Scotland's recovery from the COVID-19 pandemic however the First Minister notes that this easing carries with it the biggest risk to date so clubs and members of the public are urged to follow the guidance closely and not be complacent about the very serious and real risk the virus still carries. Full details of the Scottish Government's Phase 3 guidance can be found at: <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-3-update/>

From a target shooting perspective, Phase 3 still does not allow a return to indoor shooting for grassroots clubs and members and the cautious approach by the Scottish Government means the 2m distancing remains in force for adults but restrictions on travel are now lifted. STS would once again like to acknowledge and thank the shooting community for its patience, continued respect of the guidance, and careful and measured approach towards restarting activity, all of which has led us to this next positive step. However, we would also remind clubs that failure to follow the Scottish Government's guidance poses a very serious health risk to members, reputational risk to the club and sport, voids any insurance policies held by the club and therefore also carries a very serious financial risk. We understand the desire to return to shooting but safety and wellbeing remain the priority and should always be the first consideration.

Children and Young People

- Organised outdoor sport specific activity can be undertaken by children and young people from the 13 July.
- Clubs providing children's activity must abide by STD guidance and have a named 'COVID Officer' who will complete documented risk assessments and ensure all appropriate mitigations are put in place by the club before any children's outdoor activity is undertaken.
- Physical distancing;
 - Children aged under 12 years are not required to physically distance, as set out in Scottish Government guidance. This extends to organised sports activity and the field of play.
 - Coaches and other adults supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the club 'COVID Officer' should consider appropriate mitigating actions as part of the risk assessment.
- Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.
- Health, safety & hygiene measures for children's activity should be in line with guidance provided within this document.
 - In the event of first aid treatment being required it is recognised that a suitably qualified coach/supervising adult may require to attend to a child. The sports organisation 'COVID Officer' should consider processes for managing this as part of the risk assessment. This could include but not be limited to;
 - Provision of suitable PPE
 - Training of coaches/supervising adults
 - Presence of one parent/guardian being required at the activity

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- Participant numbers and duration of organised activity;
 - The focus should be on delivering the organised activity with as few participants as possible interacting with each other and for the minimum amount of time, whilst still allowing the activity to be run effectively.
 - The focus of activity at this stage should be non-competitive, essentially a return to training. No competitions, matches or other activity between clubs should be arranged.
- Adult involvement and ratios;
 - All adults involved in coaching children should have undertaken appropriate safeguarding and, where available, COVID-19 training.
 - Sports organisations should always ensure appropriate ratios of coach/adult to child as per SGB guidance and follow all related safeguarding advice.
 - Health, safety and welfare policies should always be risk assessed and implemented.

Clinically Vulnerable People:

- People who are shielding can undertake outdoor exercise activities.
- From 1 August, people shielding can undertake work, including sports coaching (paid or voluntary).
- Coaching of people who are shielding is permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed.
- Further information is available at: <http://www.gov.scot/publications/covid-shielding/pages/staying-safe-outdoors/>

Clubs:

- Activity undertaken in clubs must fully comply with Scottish Government household, physical distancing and travel guidance with appropriate hygiene and safety measures also in place.
- This should take into consideration that at Phase 3 it is possible for 5 households (or extended households) to meet up at a time outdoors, and no more than 15 people in total at a time, with 2m

physical distancing in place at all times, except for children aged under 12.

- Limits on the number of participants accessing outdoor facilities should be risk assessed to ensure appropriate social distancing can be maintained.
- All indoor exercise and changing areas to remain closed. An indicative date of 14 September has been by Scottish Government identified as a potential date for reopening indoor sport and exercise areas.

Coaches and Instructors:

- Up until the 3 August 2020 coaches should not deliver training to more than 4 households (or extended households) during the course of a day.
- From the 3 August 2020 restrictions will be lifted on the number of households (or extended households) that a coach can deliver to per day but individual sessions remain limited to 15 people and 4 other households (or extended households).
- Children under 12 do not need to maintain physical distance between themselves. Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1st**: <http://www.sportscotland.org.uk/media/5774/cyp-return-to-sport-after-covid-19.pdf>
- There are no longer restrictions on travel in Scotland if you are acting in line with all other Scottish Government guidance.
- Coaching of people who are shielding is now permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed.
- Up to date guidance on extended households, physical distancing and travel is available at: <http://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others>

Competitions:

- Competitions or events where groups of more than 5 households (or extended households) (maximum of 15 people) congregate at any one time are not permitted.

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- Competitions should only be undertaken locally and informally at your own club where household, physical distancing and hygiene measures are in place.

Facility and Ground Management:

- From 30 June sports facility operators and clubs may open toilets for public use if they follow the guidelines outlined on the Scottish Government website: <http://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/pages/overview/>
 - Public toilets are defined as any toilets accessible to the public. The opening of toilets should be accompanied by local risk assessment, and control measures should be proactively monitored by clubs/operators.
 - All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance.
- From 6 July outdoor hospitality, including catering and bar services can reopen and from 15 July clubhouses can re-open to provide indoor bar and restaurant services. In both cases Scottish Government guidance must be followed at all times. Further information is available at: <http://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/>
- Other indoor facilities including changing/locker rooms, meeting rooms, storage and activity areas should remain closed.

- Retail units operated by clubs may reopen from the 29 June provided all specific Scottish Government guidance for retailers is in place and adhered to. Further information from the Scottish Government is available at: <http://www.gov.scot/publications/coronavirus-covid-19-retail-sector-guidance/>
- Limits on the number of participants accessing facilities should be risk assessed to ensure physical distancing can be maintained. This should take into consideration that at Phase 3 up to 5 households (or extended households) and no more than 15 people in total at any one time can meet up outdoors.

Members and Participants:

- It is possible for 5 households (or extended households), with a maximum of 15 people participating in total, to exercise together.

New Members:

- Clubs coaches and instructors are still not to take on new members as proper safety instruction cannot be provided through social distancing.

Travel:

- There are no longer restrictions on travel in Scotland if you are acting in line with all other Scottish Government guidance available from: <http://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/getting-around/>

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Appendix 1

COVID-19 Club Attendance Opt-In

This form must be completed by anyone wishing to use the Club's facilities

Print Name: _____	Mobile Number: _____
Home Address: _____	Post Code: _____
Email Address: _____	Membership Number: _____

I, a member of [**Insert Name of Club**] (the Club) with the details stated above, confirm the following statements:

1. I hereby agree and accept that I am attending shoots at ranges organised by the Club of which I am a member entirely of my own free will and entirely at my own risk, during such time as Scotland operates under the Phases outlined in the Scottish route map for recovery from COVID-19 as stipulated by the Scottish Government.
2. I fully understand the risks I may be undertaking, particularly, but not limited to the potential for my possible exposure to COVID-19 by being at the Club and so in public (namely attending the range, with other members of the public) as opposed to isolating. I hold and will continue to hold the Club free from all harm and liabilities arising from the risk of my contracting COVID-19 by reason of my attendance at the Club.
3. I confirm that I will only attend if I have not been symptomatic for 10 days or have shared a household with someone who has been symptomatic 14 days prior to me attending and have not been advised to remain at home for any other reason.
4. I also agree that if I demonstrate symptoms within 10 days prior to the booking, I will not attend and will inform the relevant Club personnel of my cancellation. In such circumstances, the club agrees to refund any fees paid at the time of booking.
5. On attending the Club, I fully understand that social distancing and hygiene measures stipulated in general by the Scottish Government and applied locally by the Club must be followed at all times. I will keep myself up to date, knowledgeable and compliant with all updates issued by the Scottish Government and the Club. I agree to abide by the safety procedures put in place by the Club and follow any guidance and signs issued in advance and on the day.
6. I agree to only go to areas of the Club that I have been allocated to and agree to inform the relevant Club member on the day should I visit other areas of the Club so appropriate cleaning measures can take place and records for track and trace purposes can be maintained.
7. I also understand that if I have any safety concerns at the range, I will notify the RCO immediately, leave the range if necessary, and advise the relevant Club member present as soon as possible. Ways of reaching out to these individuals will be provided on the day.
8. I also undertake that if I demonstrate any COVID-19 symptoms within 10 days of leaving the Club, I will notify the Club secretary and NHS Scotland immediately so that track and trace procedures can be implemented if necessary.

Signature: _____

Date: _____