



Scottish Target Shooting
Caledonia House
1 Redheughs Rigg
Edinburgh
EH12 9DQ

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Scottish Target Shooting COVID-19 Guidance: 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 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:

- 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.

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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** (supporting the sporting sector in Scotland) 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 and shooters 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 instructors.

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 what, when and where changes are made.

Performance Shooting

This guidance is not applicable to performance shooting which is approved between STS and sportscotland. Performance shooting applies to the STS Performance Programme only, not development or junior squads.

Finally

We hope that by providing guidance for the different protection levels (that now supersede the 'Phase' approach) 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 first 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. Information on the Scottish Government's approach to managing COVID-19 is available from www.gov.scot/coronavirus-covid-19/. Based on our discussions with Scottish Government (through **sportscotland** as the national agency for sport in Scotland with responsibility for signing off governance issued by Scottish Governing Bodies) STS has developed this guidance for clubs and participants to follow so that target shooting can take place in Scotland, where the local environment allows. This guidance should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene and, where relevant, Scottish Government guidance on areas such as hospitality and the opening of public toilets etc.

Clubs and participants should be aware of and adapt to changes in guidance at short notice as we move through the Protection Levels and adapt with the growing intelligence around the virus. The latest information on each area can be found at: <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-levels-by-area/>.

Protection Levels & Scottish Government Announcements

The Protection Levels will be applied differently to each Local Authority, in response to the data on COVID-19 for that area. It will allow a more localised response to be taken but that will add a further layer of complexity requiring clubs and shooters to be vigilant and informed of restrictions within their area (and the area the club operates in, if different). The Protection Levels system will try to get Scottish communities moving again, while ensuring the health of our communities is always at the forefront. Details about changes to guidance are not known until they are announced by the Scottish Government so STS will try to promptly update this document.

Clubs

Clubs should follow guidance based on the area Protection Level in which the sporting activity is to take place. A summary of what sporting activity can be undertaken at each Protection Level is available in Table B (page 10) and should be read in conjunction with the rest of this guidance.

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 re-open when the guidance allows, 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 re-open 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 a club or any shooting 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 re-open and should therefore be factored into the decision making process regarding re-opening.

Club Committees

STS cannot tell clubs whether to re-open 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 re-open 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 Sport. They have informed us with effect from 15th January 2021, Insurers have applied a Coronavirus Absolute Exclusion to the Liability policy. This means no cover is provided under the Liability policy for any claim, loss, cost or expense of whatever nature directly or indirectly arising out of, contributed to or resulting from coronavirus disease (COVID-19), severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), or any mutation or variation thereof.

Police Scotland

STS has consulted Police Scotland in the drafting and continuous updates applied to this document for the purposes of keeping Police Scotland informed of what we are proposing on a national level. Police Scotland advise that the re-opening 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 local Police station to advise of the club's decision to re-open and timescales for doing so.

Timescales

Scottish Government guidance is under continual review with regular updates provided. The progress made towards opening up Scottish communities will depend on the effectiveness of the measures put in place and how strictly people adhere to the guidance in their areas. Therefore, this will only refer to dates where it has been announced confirmed certain restrictions will either come into force or be lifted. As we have already experienced, there is the potential for the progression along the Protection Levels to move backwards, as well forwards. 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 STS and Scottish Government guidance.



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

- Step 1.** Read all appropriate guidance, in particular, to determine if your club is able to open:
 - i. Scottish Government National Guidance
 - ii. Local Guidance: <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>
 - iii. Scottish Target Shooting
 - iv. [Getting Your Facilities Fit For Sport](#) from **sportscotland**

- Step 2.** 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 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 local Police station

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.



5 Protection Levels

The Scottish Government introduced a new strategic framework document for managing COVID-19 which will become effective from 2 November 2020. This provides a 5 Level approach to restrictions within each local authority area (or sub-area) depending upon its COVID-19 status, which will be reviewed weekly. The latest strategic framework document is [available here](#).

General

- Information relating to what indoor shooting is possible for each age group within each of the 5 Protection Levels can be found in Table B.
- Scottish Government may update or change Levels and restrictions at any time, including the local areas subject to them. Therefore, COVID officers should regularly check: <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>
- A local post code checker is also available at: <http://www.gov.scot/check-local-covid-level/>
- See Table B for information on what shooting activity is allowed at each Protection Level. Such organised activity is subject to exemption from household rules as detailed within this guidance.
- When a participant travels out with their home local government area, they should follow the travel guidance detailed below. Travel regulations are now legally enforceable.
- Clubs should note that the situation around COVID-19 is fluid and activities may need to be cancelled at short notice should there be a change in local or national restrictions. To prepare for this possibility, plans should be in place to notify participants of any cancellation to ensure they do not attend the venue.

Level 4 Guidance (Stay at Home)

- This guidance is applicable where Level 4 'stay at home' restrictions have been applied.

Travel:

- Those living in a Level 4 area can travel out with their local government area to take part in informal outdoor exercise such as walking, running or cycling as long as they abide by the rules for meeting other households. Such activity should follow Scottish Government 'Local Protection Levels' guidance: <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-levels-by-area/>.
 - Children & Young People (17 years and under)
 - Children and young people can travel to and from a Level 4 area if they belong to a club which is just outside their own local authority area. They should however travel no further than necessary to take part in an organised target shooting activity.
 - Adults (18 years and over)
 - Adults living in a Level 4 area should only travel locally to take to take part in organised shooting activity.

Indoor Shooting Facilities:

- Indoor shooting facilities including club houses, changing rooms, ranges and other areas should be closed in Level 4. Exemptions are available as noted below:
 - Public Toilets

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- Clubs may open indoor toilets for public use if they follow Scottish Government Opening Public Toilets Guidelines: <https://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.
- All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance.
- Storage Areas & Lockers
 - One off access to storage areas and locker rooms is permitted to retrieve personal equipment which is essential for an activity to be undertaken. Personal equipment should not be returned to these areas.
 - Where equipment cannot reasonably be taken home and is stored on site, access to retrieve and return such equipment to storage areas is allowed if appropriate risk assessments are undertaken.
 - Risk assessments should include mitigating actions to reduce the risk of virus transmission such as individual access, booking slots and cleaning/hygiene protocols.
- Access to outdoor shooting facilities
 - Where external access to outdoor shooting 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.

Outdoor Shooting:

- Clubs in Level 4 areas may continue with outdoor shooting (including postal competitions) if documented risk assessments are undertaken and all appropriate mitigating actions including the guidance herein is put in place to ensure the safety of participants, staff and volunteers.
- Outdoor sporting bubbles for localised (intra-club) training and competitions have been updated:
 - Children (aged up to 11 years)
 - Children can take part in outdoor organised shooting, including training and competition, within their usual club or facility environment. This does not include inter-club competitions but does include postal competitions.
 - A children's outdoor sporting 'field of play bubble' can consist of up to 30 people, including coaches and officials, at any one time.
 - Young People and Adults (aged 12 years or over)
 - Young People and adults can take part organised shooting, including training and competition (including postal competitions), within their usual club or facility environment.
 - An outdoor sporting 'field of play bubble' for young people and adults can consist of up to 15 people, including coaches, at any one time. Physical distancing should always be maintained.
- Where there are multiple bubbles operating at the same venue these must be risk assessed to ensure there can be no mixing of participants before, during or after the activity. Specific mitigations could include staggered start times, limiting car parking or controlling access / egress points.
- The intent is to permit regular organised group activity in the location this usually takes place. Participants should not travel to other clubs or venues for sessions or activities they do not usually take part in. Over 18s must remain within their local authority area.

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Coaching

- Coaches can run organised outdoor target shooting training sessions for up to 30 children (including the coach/es) aged under 12 years.
- Coaches can run organised outdoor target shooting group training sessions in protection Level 4 for a maximum of 15 people aged 12 years or over (including the coach/es)

Hospitality & Retail:

- Additional restrictions are in place for hospitality in Level 4 areas. Clubs providing catering or bar services should refer to Scottish Government guidance for applicable guidance including takeaway services. Coronavirus (COVID-19): tourism and hospitality sector guidance: <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>
- Clubs with retail units in Level 4 areas should follow Scottish Government Retail Sector Guidance: <https://www.gov.scot/publications/coronavirus-covid-19-retail-sector-guidance/>

Level 0-3 Guidance**Travel:**

- Children & Young People (17 years or under)
 - Children and young people aged 17 years or under can travel to and from Level 0, 1, 2 and 3 areas to take part in organised target shooting training and competition.
 - Children and young people living in a Level 3 or 4 area can also travel out with their local government area to take part in informal outdoor exercise such as walking, running or cycling. Such activity should follow Scottish Government 'Local Protection Levels' guidance: <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-levels-by-area/>.
- Adults (18 years or over):
 - Participants aged 18 years or over can travel to and from a Level 0, 1 and 2 area to take part in organised target shooting training and competition. They should not travel to a Level 3 or 4 area.
 - Adults living in a Level 3 area should only travel locally or to another Level 3 area to take part in organised shooting as outlined in Table B (valid from 26 April 2021).
 - Adults living in a Level 3 or 4 area can also travel out with their local government area to take part in informal outdoor exercise such as walking, running or cycling. Such activity should follow Scottish Government 'Local Protection Levels' guidance: <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-levels-by-area/>.
- Coaching:
 - Scottish Government travel guidance provides exemptions for travel into and out of Level 3 and Level 4 local authority areas. This includes 'Travel for work, or to provide voluntary or charitable services, but only where that cannot be done from your home'.
 - Where paid/voluntary coaches or officials use the above exemption mitigating actions should be put in place to reduce risk to the coach, official and participants. This should be documented in the club or deliverer risk assessment.

Indoor Shooting:**Scottish Target Shooting**

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- Indoor ranges can open if Scottish Government Coronavirus (COVID-19): Guidance for the opening of indoor and outdoor sport and leisure facilities is fully implemented: <http://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities>
- Appropriate risk assessments and mitigating measures must be put in place to reduce risk and protect participants. For instance, consider physically distanced training, reducing numbers taking part and changing formats or rules where possible.
- All clubs should ensure participants and visitors wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas. This is a mandatory requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering e.g. if you have a health condition or are disabled, including hidden disabilities.
- Face coverings may not be required when using hospitality services such as cafés and bars. For further information refer to Scottish Government 'Coronavirus (COVID-19): Tourism and Hospitality Sector Guidance': <http://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>
- Participants should not congregate before or after the activity. Clubs must ensure comprehensive mitigating actions are put in place and documented in their risk assessment to stop this happening. Consider staggering start/arrival times and any other relevant additional measures.
- The number of participants allowed to take part in indoor shooting must be risk assessed by the club following Scottish Government Coronavirus (COVID-19): guidance on the opening of indoor and outdoor sport and leisure facilities: <http://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities>

Outdoor Shooting:

- Grounds and clubs with outdoor ranges may open if documented risk assessments are undertaken and all appropriate measures are put in place to ensure the safety of participants, staff and volunteers and where activity is undertaken in line with guidance for the appropriate Protection Level. Please also refer to guidance produced by **sportscotland** at: <http://www.sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>
- Bubbles for outdoor shooting training, competitions and small-scale events:
 - An outdoor shooting 'field of play' bubble can consist of a maximum of 30 people including coaches, officials and other support people at any one time at Level 3 (numbers are subject to further confirmation from Scottish Government for Level 0, 1 & 2). In exceptional circumstances, numbers may be increased, but only if approved directly by Scottish Government or where STS guidance and mitigating actions have been agreed by **sportscotland**.
 - Multiple outdoor shooting bubbles can be used in training, competitions and small-scale shooting events up to a maximum of 200 per day at Level 3. In such cases, clubs or organisers should undertake a comprehensive risk assessment to ensure that these bubbles do not mix at any time including before, during or after the activity. Once an athlete has finished shooting, they should immediately vacate the 'field of play' and are then subject to household rules.
- Total participant numbers allowed to take part in small-scale events at Levels 0, 1 & 2 are being reviewed by Scottish Government. Further information will be provided once available.
- Clubs and grounds which are accessed on a regular basis by the general public and/or club members and have in place a designated COVID officer should risk assess and identify mitigating measures to protect participants and staff. This may for instance include operating separate activity zones, implementing staggered time slots and putting in place other measures to ensure participation bubbles remain separate including consideration of parking and access/egress.

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- Any further exemptions or variation to training, competition (for postal competitions see the end of this sub-section) or event participant numbers, including the addition of spectators, must be agreed directly with Scottish Government and may be subject to relevant Scottish Government guidance.
- Where outdoor shooting training, competition (for postal competitions see the end of this sub-section) or events are planned and include multiple bubbles; operators and organisers should, as part of their risk assessment, consult with relevant local authorities, environmental health, the police or other body responsible for the safety of the public. Agreement must be reached with these bodies before the training, event or competition takes place.
- Clubs should include a period of training to familiarise participants with guidelines before the activity starts.
- Outdoor coaching for shooting can take place with up to 30 people at any one time, including the coach, if physical distancing is always maintained.
- Postal competitions must comply with guidance for numbers shooting on any one range at any one time but due to the remote and distanced nature of postal competitions, these are exempt from the restrictions applied to competitions. However, organisers should consider the following:
 - Give consideration to extending windows for shooting cards (which may require less rounds) to allow for reduced capacity at ranges and possible localised club closures; and
 - The checking of cards by organisers should be kept to a minimum to minimise risk of transmission.

Coaching

- Coaches can run organised outdoor group training sessions with a maximum of 30 people involved at any one time in Level 3, including the coach, if physical distancing is always maintained. Bubble numbers for Level 0, 1 & 2 are to be confirmed by Scottish Government.
- Coaches can take multiple indoor sessions (where protection levels allow) per day, however the number of participants allowed in each session will depend upon the Protection Level restrictions in place in the given location/local authority.
- Face coverings must be worn by coaches when indoors, except where an exemption applies.

Table A – Travel Summary for Organised Shooting

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	✓
18+ (Adults)	✓	✓	✓	L3 Travel Only	Local Travel Only

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Table B – Shooting Activity Protection Levels

- ‘Group’ activity refers to adults, who take part in organised target shooting, where the number of participants is larger than allowed under normal household rules.
- ‘Individual’ activity refers to target shooting which follows household rules – **currently 6 people from 6 households (outdoors), 6 people from 2 households (indoors)**
- ‘Competitions’ refer to events with all entrants on the same range/layout – postal competitions are excluded. (For more guidance on postal competitions see page 25)

		Level 0	Level 1	Level 2	Level 3	Level 4
OUTDOOR SHOOTING (Training, competitions and events)	Overview	Outdoor shooting ‘field of play’ bubbles consist of athletes, coaches, officials and other support staff with maximum numbers for each level shown below. Multiple bubbles can be used in training, competition or small-scale shooting events if all guidance is followed. Large scale events/competitions involving spectators are subject to relevant Scottish Government guidance and approval.				Local, postal competitions, intra-club training & competitions only. U12s: max 30 (incl coach) Over 12s: max 15 (incl coach)
	Children & Young People (u18 years)	Group outdoor shooting permitted <i>Max bubble size:</i>	Group outdoor shooting permitted <i>Max bubble size:</i>	Group outdoor shooting permitted <i>Max bubble size:</i>	Group outdoor shooting permitted <i>Max bubble size:</i>	Group outdoor shooting – Under 12s - max 30 (incl coach) Age 12-17 - max 15 (incl coach)
	Adults (18+ years)	<i>Subject to SG confirmation</i>	<i>Subject to SG confirmation</i>	<i>Subject to SG confirmation</i>	<i>30 people</i>	
INDOOR SHOOTING (Training, competitions and events)	Overview	The number of participants allowed to take part in indoor shooting should follow Scottish Government guidance (http://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities).				
	Children & Young People (u18 years)	Group indoor shooting permitted	Group indoor shooting permitted	Group indoor shooting permitted	Group indoor shooting permitted	All indoor shooting prohibited – clubs required to close Exemptions for professional /performance sport
	Adults (18+ years)				Individual shooting only permitted	
COACHING	Overview	General guidance is available within this document for coaches. In addition, sportscotland’s Getting Coaches Ready for Sport provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions.				
	Indoor & Outdoor Coaching	The local Protection Level in place for sport and physical activity will dictate what activity can be coached, indoors and outdoors and to whom in that area. Coaches can take multiple indoor sessions per day, however the numbers allowed in each session will depend upon the Protection Level in place.				



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		Level 0	Level 1	Level 2	Level 3	Level 4
PERFORMANCE SHOOTING	Overview	Performance sports with Resumption of Performance Sport guidance (https://sportscotland.org.uk/covid-19/latest-sport-and-physical-activity-guidance/) in place and approved by sportscotland is permitted at all levels.				
TRAVEL	Overview	For further information please refer to the travel sub-section in the most up to date guidance section in this document.				
HOSPITALITY & RETAIL	Clubs & Grounds	<p>Grounds and clubs providing catering and bar services, can only operate if they adhere to Scottish Government guidance appropriate to the Protection Level in which they are operating. Further information is available at Coronavirus (COVID-19) Tourism and Hospitality Sector guidance: http://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/</p> <p>Retail units at grounds and clubs may open provided all specific Scottish Government guidance for retailers appropriate to the Protection Level in which they operate in is adhered to. Further information from the Scottish Government is available at Retail Sector Guidance: http://www.gov.scot/publications/coronavirus-covid-19-retail-sector-guidance/</p>				
TOILETS	Clubs & Grounds	Clubs and grounds may open public toilets 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/			All indoor club facilities to be close	
					Outdoor clubs / grounds open (incl. public toilets)	
WORKFORCE	Contractors & Staff	Clubs and grounds must ensure that Scottish Government guidance (https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/pages/workforce-planning/) is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.				
	Meeting Rooms	Clubs may wish to consider whether meetings and training must be completed in person or whether these can be completed online or via telephone. If it is essential that meetings and training takes place in person, Scottish Government guidance (https://protect-eu.mimecast.com/s/pZU3CO703UmA3XCv_s4b?domain=gov.scot/) must be followed and a risk assessment should be completed.				

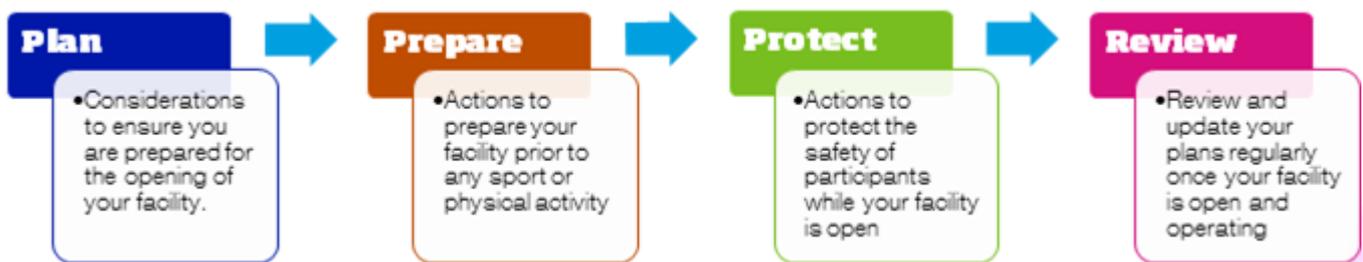


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General Guidance for All Clubs

The following is provided for guidance for club committees when consider the re-opening 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 the club’s or its members’ best interests to do so. The upmost consideration must always be the health and welfare of those involved, whether officials, coaches, members or other volunteers and staff.

sportscotland has 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 Protection Levels 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 or opening 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 does not exceed the maximum capacity calculated by the club 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.
- Be aware that a proportion of disabled people, people from low income households and older adults do not have access to the internet so ensure an alternative booking system is in place e.g. telephone 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.

Clinically Vulnerable People:

- Where a disabled participant requires functional support to help them participate coaches, carers or those supporting the participant can provide this without maintaining physical distancing. In such circumstance the responsible COVID Officer should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.
- Be aware that disabled people may face greater challenges implementing regular handwashing because of additional support needs. Some disabled people may need to use touch to help them get information from their environment and physical support. It is important they are not prevented from doing this, but clubs should be aware that this increases the likelihood of virus transmission.

Club COVID Officers:

- It is the responsibility of each club committee, sports facility operator and/or deliverer (herein referred to as the operator) to appoint a responsible person/s, referred to as the COVID officer, to act as the point of contact on all things related to COVID-19.
- The COVID officer must ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities.

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- A template for this role can be found at Appendix B and an e-learning module for COVID officers has been prepared by sportscotland to support training. It is free for all and available here: https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/

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 clearly communicate their opening times and how people can safely access the club, if relevant, for example through a booking or queuing system.
- When communicating with members and participants, consider how you will reach people who do not have access to the internet. When publishing information on websites, consider how to make it accessible when accessed via a mobile phone or tablet rather than a PC or a laptop.
- Special attention should also be given to how you communicate physical distancing rules to young people.
- Clubs should explain that the new normal may include adjustments to rules where necessary and as Protection Levels change to ensure social distancing and optimal hygiene.
- Ideally clubs should publish an action plan detailing their plans to reopen safely.
- Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.

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:

- **The requirements to follow safety procedures when shooting must still be observed. These requirements remain unchanged and must still be followed.**
- Limits on the number of participants should be considered to ensure appropriate social distancing can be maintained.
- Club may open public toilets 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/>
- Access to indoor locker rooms and storage areas is permitted for dropping off and collecting shooting equipment. The club should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.
- Clubs should ensure participants and visitors wear face coverings, if indoors, before and after activity or when not on the range. For example: reception, locker rooms and storage areas. This is a **mandatory** requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face

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covering e.g. if you have a health condition or are disabled, including hidden disabilities such as autism, dementia or a learning disability.

- Be aware that face coverings discriminate against some deaf people who need to look at lips to help communicate. Club members should be made aware that it is okay to remove their face coverings to communicate with someone who relies on lip reading and facial expressions.
- Face coverings may not be required when using hospitality services such as café's, bars and restaurants in clubs. For further information refer to Scottish Government Coronavirus (COVID-19): tourism and hospitality sector guidance: <http://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>
- 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 choosing not to re-open are permitted to carry out routine maintenance, but the primary consideration must be to ensure the safety of staff and volunteers.
- 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.
- In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The 'COVID Officer' should consider processes for managing this as part of their risk assessment. This could include but not be limited to:
 - Provision of suitable PPE
 - Training of coaches/supervising adults
 - A parent or carer being present with children or vulnerable adults.
- Further guidance has been provided by the Health and Safety Executive: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

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.
- 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.

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- 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.
- Make hand sanitizers or wipes available for use in bar/restaurant areas and at the entrance/exit to the club where this is 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.
- Participants and visitors to indoor clubs should wear face coverings before and after activity or when in non-playing areas of the facility (e.g. reception, locker rooms and storage areas).
- Face coverings do not need to be worn when undertaking physical activity, exercise or showering/changing. Guidance on general use and exemptions for face coverings can be found at:
<https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/>
- Face coverings do not need to be worn in a club hospitality environment i.e. café, restaurant or bar.
- If you are not wearing face coverings and need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the club or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds.
- Scottish Government has produced the Coronavirus (COVID-19): FACTS poster including translations and accessible formats. Where possible operators should use this document to reinforce messages. FACTS stands for: **F**ace Coverings, **A**void crowded places, **C**lean your hands regularly, **T**wo metre distance and **S**elf isolate and book a test if you have symptoms.

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.
- Clubs with Club Plus membership of STS and therefore have insurance through STS, we can confirm that currently there is no exclusion for COVID within the 2020 cover, so long as clubs follow all the correct guidance, processes and procedures for the area they operate in. (This is subject to review for 2021).

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.
- Where Protection Levels and guidance dictate that social distancing for non-contact sport must be observed, it is not safe to introduce new members to clubs with no prior shooting experience as the correct and safe handling of firearms cannot be sufficiently taught while observing social distancing. Where guidelines and local Protection Levels allow coaches to operate closely with athletes (e.g. closer than social distancing allows), or where individuals have been shooting safely for some time, clubs are able to take on new members if they wish.

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- 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.

School Clubs:

- Clubs operating out of local authority schools will need to comply with the Scottish Government's 'guidance on reducing the risks in schools' (<https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/>) and how this has been applied in the local authority the school operates in. STS guidance should only be used to supplement areas not covered by the Guidance for Education.
- For clubs operating in private schools, the club must check and comply with the conditions the school has put in place (private schools are exempt from the Scottish Government's guidance for education). STS guidance should only be used to supplement areas not covered by the School's own guidance.

Social Distancing:

- Subject to the rest of this guidance, target shooting can take place indoors or outdoors, in effect suspending physical distancing and household guidelines, for the duration of the activity.
- Where there is likely to be proximity (within 2m) between participants, mitigating actions must be put in place to minimise risk and keep participants safe. For instance:
 - Clubs should focus on providing sporting activity involving as few participants as possible, for the minimum amount of time, whilst still allowing the activity to run effectively. This may also require a change to format, numbers and/or rules to minimise risk to participants.
 - As soon as a participant has completed training, a competition or event, they should leave the club.

Travel:

- Travel guidance outlined by the Scottish Government should always be followed. Further information on what travel is permitted is available at: <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-travel-and-transport/>
- Information for each local authority area, including their Protection Level is available at Coronavirus (COVID-19): local Protection Levels (includes post code checker): <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>
- Specific information on car sharing is available from: <http://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/#section-63888>
- **It should be noted that travel restrictions may be a significant factor behind a club's decision to open/re-open or an individual's decision to return to shooting.**

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

The following is specific guidance for club committees when consider the reopening of **OUTDOOR** ranges when guidance allows. This should be considered and applied in conjunction with the relevant guidance for the current Protection Level for the area the club is operating in. Guidance allowing, clubs should only open when it is ready to do so safely, following Scottish Government guidance.

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 the following is specific guidance for outdoor ranges to consider when contemplating reopening. This should be considered and applied in conjunction with the 'General Guidance for Clubs' and the relevant Protection Level for the local authority the club is located in. As with all the guidance, the list is not exhaustive, the specifics will need to be adapted to the club's environment and local conditions may require additional provisions:

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, STS has been able to acquire dispensation so RCO's are exempt from Scottish Government guidance of only being allowed to interact with limited numbers from other households during their time on the range acting as an RCO. This is to ensure range safety can be maintained at clubs at all times.
- 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 Indoor Ranges

The following is specific guidance for club committees when consider the reopening of **INDOOR** ranges when guidance allows. This should be considered and applied in conjunction with the relevant guidance for the current Protection Level for the area the club is operating in. Indoor sport carries the biggest risk so clubs must ensure that the health and safety of volunteers and club members is always the primary concern and therefore Scottish Government guidance is followed at all times and clubs only open when it is ready to so safely.

This should be considered and applied in conjunction with the 'General Guidance for Clubs' and the relevant Protection Level for the local authority the club is located in. As with all the guidance, the list is not exhaustive, the specifics will need to be adapted to the club's environment and local conditions may require additional provisions:

Capacity:

- The maximum capacity of indoor ranges should be based on the Scottish Government requirement for physical distancing, and with consideration given to the nature of the activities to the layout, ventilation and configuration of the facility.
- For up to date guidance on capacity, see **sportscotland's** Getting Your Facilities Fit For Sport: <https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>

Ventilation:

- The issue of ventilation is referenced in the Scottish Government's guidance on the reopening of leisure facilities and it is clear that ventilation needs to be a key element of the Risk Assessment that clubs carry out. Any ventilation system should be understood by the range operator or club(s) using a facility.
- The operation of the ventilation system should comply with the guidance provided by the CIBSE (Chartered Institution of Building Services Engineers). The Institute's advice can be found at: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
- This guidance clearly states that facilities without a direct supply of outside air should NOT OPEN.
- The guidance recommends that facilities with specialised ventilation systems should seek further advice from the Institute of Local Exhaust Engineers. Information from this body can be

found at: <https://www.cibse.org/Institute-of-Local-Exhaust-Ventilation-Engineers>

- As part of dealing with an identified risk in relation to ventilation, may be managed by allowing ventilation systems to run continually for 24 hours.
- If you have no mechanical ventilation within your club or the club is naturally ventilated:
 - Doors (not fire doors) and windows should be opened to allow in fresh air 15 minutes before and when activity spaces are in use.
 - During the colder months, wind and indoor/outdoor temperature difference are greater and therefore the openings do not require to be opened as wide to create the same airflow.
 - Take care to ensure that open windows do not cause a hazard to anyone moving outside or within activity spaces.
 - It is important to ensure that windows are open even if it is cooler outside. If it is windy, cold or raining then it may not be practical to fully open the windows, but they should be open as far as reasonably possible without causing discomfort.
 - It may be necessary to heat a room more than normal or the space may be colder than previously experienced. Participants should be made aware of the changes and encouraged to wear more layers.
 - Where a room only has openable windows on one side, consideration should be given to areas within the room where air may become

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stagnant. It is generally considered that rooms can be well ventilated by single-sided ventilation if the depth of the room is less than twice the height. In deeper-plan rooms it is advisable to use a local recirculation unit or fan at the back of the room to enhance air disturbance and reduce the risk of stagnant air.

- The guidance on physical distancing will inform how many people can safely be involved in activity in each space. Consideration should also be given to reducing the numbers or removing from use any activity spaces that do not have windows, doors or vents to allow natural ventilation
- Clubs that are located in areas such as basements that have no windows and doors to the outside or only small windows where ventilation is a problem

should identify that the risk cannot be managed and as a consequence keep the club closed.

- Where there is ventilation but a risk is identified, consideration needs to be given to whether other precautions can be introduced that reduce the risk to a manageable level e.g. use of PPE etc.
- Other sources of useful information include the Ministry of Defence and their guidance on the construction, maintenance and use of indoor shooting ranges. This advice can be found in JSP 403 Volume 2 Chapter 30.
- Some commercial companies such as Vent Axia have also developed advice in terms of the reopening of gyms but some of the advice could be applicable to shooting clubs: <https://www.vent-axia.com/news/ventilation-vital-step-gyms-reopening-government-covid-19-guidance>

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Guidance for Re-Opening Shotgun Grounds

The following is specific guidance for club committees when consider the reopening of **SHOTGUN GROUNDS** when guidance allows. This should be considered and applied in conjunction with the relevant guidance for the current Protection Level for the area the club is operating in. Guidance allowing, clubs should only open when it is ready to do so safely, following Scottish Government guidance.

This should be considered and applied in conjunction with the 'General Guidance for Clubs' and the relevant Protection Level for the local authority the club is located in. As with all the guidance, the list is not exhaustive, the specifics will need to be adapted to the club's environment and local conditions may require additional provisions:

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, STS has been able to acquire dispensation so 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.
- 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.
- Grounds may open public toilets if they follow the guidelines outlined by the Scottish Government: <http://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/pages/overview/>

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 & collect).
- Consider local (non-contact) delivery of orders.
- Use electronic or contactless payments to avoid handling cash.

Hospitality:

- Face coverings may not be required when using hospitality services such as café's, bars and restaurants.
- Additional restrictions are in place for clubs providing catering or bar services. Any such clubs should refer to Scottish Government guidance for details of these restrictions: <http://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>

Staffing:

- Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at: <http://www.gov.scot/coronavirus-covid-19/>



Guidance for Coaches and Instructors

The following is specific guidance for coaches and instructors when considering a return to activity. This should be considered and applied in conjunction with the relevant guidance for the current Protection Level in the area the coach is operating in. Guidance allowing, coaches should only return to coaching when they and their clients/shooters are ready to do so safely. As with all the guidance, the following list is not exhaustive, the specifics will need to be adapted to each environment where local conditions may require additional provisions. 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, STS 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.
- Coaches should be aware that local restrictions may be in place for shooting and this should be considered as part of risk assessment planning and will dictate what activity can be coached, indoors and outdoors and to whom. See Table B for further information about Protection Levels.
- When guidance requires social distancing measures to be observed, it is not possible to properly teach firearm safety therefore, coaches must not coach people new to the sport and only work with existing clients/shooters.
- 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>

Indoor Coaching:

- Coaches can take multiple indoor sessions per day, however the numbers allowed in each session will depend upon the Protection Level restrictions in place in the given location.
- Face coverings must be worn by coaches when indoors, except where an exemption applies. For instance:
 - where an individual has a health condition or is disabled, including hidden disabilities, for example, autism, dementia or a learning disability; and/or
 - if there is a reasonable excuse not to wear a face covering such as;
 - where there is difficulty in communicating with participants who may not be close by and safety is an issue. In such cases alternative measures should be considered such as use of a face visor; and/or
 - being physically active or exercising as part of the coached session.

The priority should always be on ensuring the safety of the coach and participants and minimising the risk of virus transmission before, during and after activity.

Outdoor Coaching:

- Coaches can take organised outdoor group training sessions at all Protection Levels with a maximum of 30 people involved at any one time.

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.



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- 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.
 - 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.
 - 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.

Additional support tools are available for coaches at the Getting Coaches Ready for Sport section of the **sportscotland** website (<https://sportscotland.org.uk/covid-19/getting-coaches-ready-for-sport/>) including mental health and wellbeing awareness training (<https://sportscotland.info/mentalhealth/#/>).

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Guidance for Competitions

The following is specific guidance for considering a return to competitions. This should be considered and applied in conjunction with the relevant guidance for the current Protection Level in the area the competition or event is taking place in. As with all the guidance, the following list is not exhaustive for competition organisers to consider, the specifics will need to be adapted to each environment where local conditions may require additional provisions.

COVID Officer:

- All sports competitions must abide by STS guidance and have a named 'COVID Officer' who will complete documented risk assessments and ensure all appropriate mitigations are put in place before any outdoor competition or event is undertaken.

First Aid:

- In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The competition/event 'COVID Officer' should consider processes for managing this as part of the risk assessment.

Health, Safety & Hygiene:

- A safety briefing should be given before each relay/round commences regarding acceptable social distancing, scoring procedure and biosecurity measures in place.
- Adopt a "Shoot and Go" policy to allow the activity to happen safely, maintaining social distancing and preventing crowding.
- There will be no sharing of equipment.
- Entries (and payment) will be taken online, ensuring range/squad capacity is managed and not exceeded.

Participant Numbers & Duration of Competitions:

- A register of all attendees must be maintained.
- Total numbers taking part in training, competition or events, other than detailed below, should not exceed 200 people in any one day, including organisers, officials and participants.
 - Club facilities which are accessed on a regular basis by the general public and/or club members and have in place a designated COVID officer and appropriate risk assessments may exceed the limit of 200 people, in a single day, if mitigating measures are put in place to protect participants, volunteers and staff. This may for instance include operating separate activity zones, implementing staggered time slots and putting in place other measures to ensure participation bubbles remain separate including consideration of parking and access/egress.
 - Any further exemptions or variation to competition numbers, including the addition of spectators, must be agreed directly with Scottish Government and may be subject to relevant Scottish Government guidance.
- 30 people (no limits on household numbers) can combine to essentially create a 'competition bubble' if physical distancing measures are maintained.
- An athlete cannot be part of more than one competition bubble during the course of any one competition.
- Competition organisers should ensure no two 'bubbles' come into contact with each other at any time throughout the day. This may be achieved with staggered starts etc.

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- While children 17 and under are exempt from household and physical distancing rules during sporting activity, competition organisers should still seek to reduce risk by minimising the numbers of children taking part in competition where possible.
- The focus should be on delivering the competition with as few participants as possible in attendance at any given time, whilst still allowing the activity to run effectively.
- No formal presentation ceremonies should take place during or after an event and the focus should be on reducing numbers in attendance at any one time.
- Spectating, other than by a parent/guardian or coach should not be permitted.

Social Distancing:

- Physical distancing in line with Scottish Government guidelines must be in place before and after a competition takes place with participants and support personnel asked to immediately vacate the field of play after they have completed the competition and it is safe to do so.
- During competition it is recognised that physical distancing may not always be possible however physical contact between adult participants should always be avoided and competition risk assessments should consider mitigating actions to limit the risk of participants encroaching within 2m of each other.
- Coaches, officials and others involved in the running of the competition should physically distance at all times.
- 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.

Rifle and Pistol Competition Guidance**Postal Competitions**

- Postal competitions are exempt.
- For postal competitions, organisers should give consideration to extending windows for shooting cards (which may require less rounds) to allow for reduced capacity at ranges.

General

- Finals will not take place as it will not be possible to maintain social distancing between athletes.
- In most cases, there should only be one official on the range and one volunteer to oversee cleaning.
- Entries (and payment) should be taken in advance and online where possible.

Arrivals

- Arrivals will be staggered – athletes should arrive at a designated time prior to the relay starting.
- All athletes will be required to wear face coverings until they reach their firing point.

Departures

- Athletes will be asked to put on their face masks and leave the range on completion of their relay.

Competition Format

- Relay numbers should be limited to allow social distancing while competing.
- All sports and personal equipment should move with the athlete to the field of play when the athletes are called to the line.
- When an athlete finishes their shoot, they will remain at their firing point until all other athletes have finished.
- Athletes should pack their equipment away on the field of play.
- Firing points and chairs should be sanitised between relays.
- There will be no final and placings will be determined by qualification score.

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Shotgun Competition Guidance

General

- No score cards will be touched by shooters at any time. Either scored via a squad/shooter card with the squad Caddy/Referee or a master score card by the stand Referee.
- After shooting the stand, squad members must verbally confirm their score with the Referee when leaving the stand. Referee's decision and score marked is final.
- All squads start on stand 1 and shoot the course in order.
- For those Grounds with multiple fixed layouts (such as FSP, DTL, NSK, and Sportrap), it is acceptable to have a squad on each layout at each allotted squad time.
- Shooters will be contacted if required for a shoot-off to decide any trophies. Class prizes will be determined on count back.

Arrivals

- Arrivals will be staggered – athletes should arrive at a designated time prior to the round starting.

Departures

- Athletes will be asked to leave on completion of their round.

Down the Line and Sportrap (DTL, STR)

- DTL and Sportrap should run with squads of no more than 5 shooters plus the Referee.
- Suitable measures should be in place for shooters to rotate from station 5 to station 1, while staying at least 2 metres behind the line and away from the referee's position.

Automatic Ball Trap, Olympic Trap, Universal Trench (ABT, OT, UT)

- ABT, OT and UT squads should run with no more than 5 shooters plus the Referee/Buttoner.
- Two options are available on the ABT, OT and UT layouts depending upon the size of the layouts:
 - Option 1 for small/tightly enclosed layouts – shooters to remain on their station, as per

DTL, rather than moving towards the next station after each shot. Only move on the instruction of 'Line Change' or 'Line Move' from the Referee after the person on the 5th station has shot their target. One target will be shot by each shooter per rotation.

- Option 2 for larger layouts with room behind shooters – The layout will have a line marked behind the shooting stations to comply with social distancing guidelines. Shooters move stations as normal, moving back to the line when waiting to go to the next station. When the shooter on station 5 moves to station 1, they have to move behind the line.
- In both options, the position of the Referee/Buttoner must be decided by the Ground to ensure safety and social distancing. If the back of the layout has limited space, install a clear screen to protect the Referee station.

National Skeet and Olympic Skeet (NSK, OSK)

- National & Olympic Skeet can run with squads of up to 5 shooters plus the Referee, as long as there is only 1 squad on the layout and each shooter is able to maintain social distancing.
- When viewing the targets at the start of the round, only the first shooter in the squad can see the targets, as per National Sporting, with the remaining shooters in the squad maintaining their social distancing. Waiting squads should be outside of the layout at a designated waiting area and observing social distancing rules.

National Sporting and FITASC Sporting (NSP, FSP)

- NSP and FSP shoots can run with squads of up to 5 shooters plus the Referee, who must observe social distancing from the stand.
- Score cards will only be handled by the Caddy/Referee or the stand Referee will keep score on a master score card.
- For NSP all squads will start on stand 1 and shoot the course in order. For FSP it is acceptable to have a squad on each layout at allocated times so long as social distancing can be observed.

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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:

- Check the guidance relating to the Protection Level you are in and the club you are travelling to operates in.
- 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:

- 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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Guidance for Test and Protect

Test and Protect is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and save lives, and avoid the reintroduction of social and economic lockdown. This will support the country to return to, and maintain, a more normal way of life.

General Guidance:

- The gathering of contact information from anyone attending the club in a secure and safe manner, will assist NHS Scotland's Test and Protect service to identify any clusters of cases, contact those who may have been exposed to the virus, and request them to take appropriate steps to prevent potential onward spread.
- A leaflet providing information on the Test and Protect service from NHS Scotland is also available here: <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-coronavirus-service/>

Maintaining Records:

- In order to support Test and Protect clubs are required to collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient.
- It is important that the club and those attending cooperate, as it will be crucial to efforts to suppress the virus.
- Clubs should store information for 21 days and share it when requested to do so by public health officers.
- In order to gather and store customer information securely, clubs may need to be registered with the Information Commissioner's Office (ICO). This will be the case if you are using an electronic system to gather and store data.
- If you are unsure whether you need to register, please contact the ICO via their helpline on 0303 123 1113, or visit www.ico.org.uk

Protect Scotland App

- NHS Scotland has launched a free mobile app designed to help with contact tracing efforts and slow the spread of COVID-19. The app will alert users if they have been in close contact with another app user who tests positive for coronavirus.
- Supported by a dedicated Protect Scotland website, the app is an extra tool complementing existing person-to-person contact tracing which remains the main component of NHS Scotland's Test and Protect system.
- Further information on the Protect Scotland app is available at www.protect.scot

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Appendix A

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 Protection Levels 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: _____



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Appendix B

Club COVID Officer *Template Role Description*

Introduction

The following COVID Officer template role description is designed to help clubs establish this important role. The purpose of this role is to oversee public health and safety measures across the club, ensuring that the club is operating in a safe manner and adheres to Scottish Government and STS guidelines. This important role could be a new volunteer role or added to a current role within the club.

Purpose

1. To be the main point of contact for your club on all things related to Coronavirus (COVID-19);
2. Oversee public health and safety measures across the club;
3. Ensure documented risk assessments and all appropriate mitigations are put in place before any activity is undertaken; and
4. Ensure an accurate record of all attendees is kept in line with the Scottish Government Test & Protect scheme.

Responsibility

- Keep up to date with ongoing Scottish Government and STS advice and guidance relating to Coronavirus (COVID-19)
- Ensure documented risk assessments and all appropriate mitigations are put in place for your club before any activity is undertaken
- Ensure club policies and procedures are updated accordingly in relation to Coronavirus (COVID-19)
- Ensure an accurate record is kept of all attendees, including coaches, for all sessions in line with Scottish Government Test & Protect:
 - As a minimum, NHS Test & Protect request that this includes the name of each member, a contact telephone number, and the date/time of the session
- Ensure an update is provided to committee
- Ensure there is awareness of your club's Coronavirus (COVID-19) protocols and encourage members and participants to take individual responsibility
- Where deemed appropriate, ensure club members have access to a supply of appropriate personal protective equipment (PPE)
- Where appropriate, ensure the venue has appropriate visible signage to manage new Coronavirus (COVID-19) protocols
- Ensure all training equipment is sanitised before and after each training session
- Offer reassurance to members and participants that the club is a safe and welcoming place, e.g. share videos highlighting safe coaching practices or a facility walk through, appoint a return to sport coordinator to welcome participants. (This could be part of the COVID Officer role but is more focused on supporting participants face to face as they return to activity)
- Provide clear, up-to-date and positive communication to people using the club about COVID-19 protocols
- Engage members and participants in conversations on how they are feeling about Coronavirus (COVID-19)
- Engage with fellow COVID Officers from other sports and clubs for support and to ensure that best practice guidelines are being adhered to



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Notes

- Depending on the size of your club you may choose to divide up some of these responsibilities across several people. If this is the case, please ensure that you have one named contact that is the overall point of contact for Coronavirus (COVID-19)
- The club must ensure that all members are aware of who their COVID Officer is, should they have to pass on their details to a member of the NHS Scotland Test & Protect team
- Test and Protect: This register should be accessible by both the COVID Officer and club member in charge at each session. The register should also note the name(s) of the coaches and/or officials/RCOs who were in contact with members during their time at the club. Contact details should be held for no more than 3 weeks (21 days) after the session. All personal data should be held and disposed of in a safe and secure manner.
- It is not the responsibility of the club to inform members if someone at the club has tested positive for Coronavirus (COVID-19). This will be done by the NHS Scotland Test & Protect team. An individual's right to privacy must be observed.
- The club will be expected to be able to pass on contact details of all participants should they be asked by a member of the NHS Scotland Test & Protect team.
- Data protection laws allow for the sharing of personal data where this is necessary for certain permitted purposes, such as in the interests of public health. Disclosing relevant contact details to a member of the Test & Protect team will not be a breach of the GDPR. If you are using an electronic system to gather and store personal data and contact details you may need to register with the Information Commissioner's Office (ICO) as a Data Controller
- To find out if you need to register your club with the ICO, [complete the registration self-assessment](#).

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