

A woman with dark hair in a ponytail, wearing a grey long-sleeved shirt and black leggings, is leaning forward on a green field. She is holding a white object, possibly a tennis racket, with both hands. The background is a blurred green field with trees in the distance.

Promoting social distancing at your facility

Top tips for sports clubs and organisations

Updated 25 June 2020

Introduction

This document is written for sports clubs and delivery organisations who are preparing for some of their activities to return and facilities to re-open during the coronavirus pandemic.

It gives examples of how to introduce social distancing in a club or group environment and has been adapted from a Government [approved guide](#) produced for gyms and leisure centres by CIMSPA.

This guide is best suited to clubs and organisations who own, run or manage facilities or sites. It also poses some useful considerations for clubs and organisations that hire facilities, but it's likely that the main operator will put in place their own plans for social distancing which you will need to follow.

It's broken down into easy to follow sections that will help you plan for and determine the extent of the changes you need to make before you return to play or reopen, once permitted to by the Government.

It's likely your plans will need to evolve over time in line with the staged approach set out in the Government's '[Covid-19 Recovery Strategy](#)' and any resultant easing or re-tightening of social restrictions and social distancing guidelines.



Reimagining your offer

Before putting social distancing measures in place at your site or facility, it's important to understand all of your activities and services and decide which can be safely adapted, restarted or continued in compliance with social distancing requirements.

Your activities must also align with other National Governing Body (NGB), government, health and safety, safeguarding and other relevant guidance.

We also recommend that you ask your members, participants, volunteers and staff how they feel about coming back and ask them to explain any concerns so you can decide how these can be overcome. This will give you valuable insight into how best to manage their return.

When considering your activities and services, it's important to review everything you used to do before your closure and any new activities you started during lockdown.

As you go through the list, please consider the needs of those who are clinically high risk, people aged 70+, disabled people or those with long-term health condition, those on low incomes and those facing other challenges.

Keeping connected and supporting everyone during these difficult times is really important, even if you do it remotely.

Keep up with new guidance

Guidance during the pandemic is changing at a rapid pace so we recommend you revisit this list on a very regular basis so your offer reflects the most up to date advice from the government and your NGB.

You may find that the delivery of some of your services or activities are not possible or heavily restricted at the time of reading.

However, this doesn't mean that you can't start doing them if and when restrictions begin to ease further and it's important to plan ahead to ensure you are ready to welcome people back as soon as possible.

Review your site and facilities

Once you've considered your offer and taken into account people's views and concerns about returning to activity, the next step is to review your facilities and activities to see how you can accommodate social distancing.

The following pages cover the things we recommend you look out for when doing this.

Task

- Review all outdoor spaces, including activity and communal areas to ensure they're able to support social distancing measures. Check whether your capacity or activity session numbers need to be altered to achieve current recommendations and put in place a way of monitoring this.
- Consider the size of your car park to work out if you need to limit the number of spaces for social distancing to be maintained. You can use tape to make it clear where people can park and add space markings to indicate safe distances at any payment facilities.
- If you have cycle storage, determine if you need to tape some of it off to enable social distancing.
- Consider if a one way system needs to be introduced around your site and determine how this could be marked out and managed. You may wish to have separate entry and exit points.
- Ensure there's sufficient communication regarding social distancing, including signage around the outdoor space to promote guidelines. Signage should be visible in car parking areas, any spectator areas and entry points to facilities.

Done?

Indoor facilities – Please check if your indoor facility is allowed to open

Task

- Review any indoor spaces, including any reception, communal and activity areas to ensure they are able to support social distancing measures. Check whether your capacity and activity session numbers need to be altered to achieve current recommendations and put in place a way of monitoring this.
- Move or rearrange any pieces of equipment or furniture to maximise space for social distancing.
- Identify any areas that require special considerations, for example if a limit needs to be placed on changing rooms capacity, toilets and locker space to ensure social distancing can be maintained.
- Consider if you need to create a queuing system for reception and/or activity areas and how you are going to mark this out and manage any queues.
- Ensure there's sufficient communication regarding social distancing, including signage around your facility to promote guidelines. Where necessary, this should include information on any facilities that are out of or capacity is limited. Put in place ways of monitoring this.
- If you have a social / catering area, ensure that social distancing within queues is possible. You may need to mark out distances on the floor.

Done?

Task

- Ensure there are noticeable signs that are easy to read and understand and display these in prominent places both inside and outside your facilities to promote:
 - Social distancing messaging in line with Government advice.
 - Regular hand washing / sanitising.
 - Non-attendance by all people with symptoms of Covid-19.
- Make regular announcements to reiterate social distancing guidance including before all activities start.

Done?



Queuing, one way and payment systems

Task

- Consider whether you need to create a queuing system, how you are going to do this (e.g. putting markers on the floor or rope areas off) and whether you need to have people in place to manage the queues.
- Consider if a one way system needs to be introduced (indoors and/or outdoors) within your facility and determine how this could be marked out and managed. You may wish to have separate entry and exit points to avoid crowding.
- Encourage members and participants to pay via contactless payment systems such as online banking, booking systems or card payments rather than cash to help reduce unnecessary physical contact. If this isn't possible, ensure payment systems are regularly sanitised.

Done?



Seating, social areas and spectators

Task

- Seating areas should be closed unless tables and chairs can be rearranged to ensure social distancing. This may mean reducing the number of tables and chairs etc.
- Review your approach to spectator management, you may need to limit the number of spectators and restrict the areas they can access.
- Discourage gatherings in social, communal and seating areas and consider whether you need people in place to help manage this.

Done?



Sanitisation and equipment

Task

- Provide and promote good personal hygiene and provide sanitisation stations in prominent locations.
- Agree a system for safe equipment use and, if relevant, provide and cleaning equipment/products for members/participants to use to wipe down any equipment before and after use.
- Cleaning and maintenance schedules have been amended to respond to any known threats.

Done?

General considerations

Task

- Review and update your health and safety policies, procedures and risk assessments linking them to the latest advice from the government, Health and Safety Executive, Public Health England, manufactures and other relevant bodies and regulations. Share these with relevant people.
- Limit the number of members and participants using your facilities at any one time. Ensure everyone understands the numerical limits while social distancing measures are in place and assign people to help check limits are not being exceeded.
- Regularly communicate the changes you've put in place with your members, participants, volunteers, staff, partners, parents and carers, spectators and committee members to make sure they're aware and understand what they mean for them.
- Ensure everyone knows and understands not to attend if they have symptoms of Covid-19.
- Offering re-inductions for members, participants, volunteers and staff so they are familiar with the social distancing measures and the changes to your activities.
- Encourage and regularly remind all members and participants (including parents), spectators and volunteers and staff to avoid any unnecessary physical contact.
- Consider reserving certain hours for older people and other high-risk groups (whilst observing Government advice for these groups).
- Be aware of changes in Government messaging and announcements on social distancing to ensure you stay in line with official guidance.
- If social distancing cannot be adhered to it is advised that activities/facilities do not reopen until it is considered safe to do so.

Done?

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