

## Re-Opening Toolkit for Clubs and Organisations

Before you use this toolkit, it is recommended that you look at the accompanying guide on how to complete this – [Click here to access to the guide](#)

### OVERVIEW

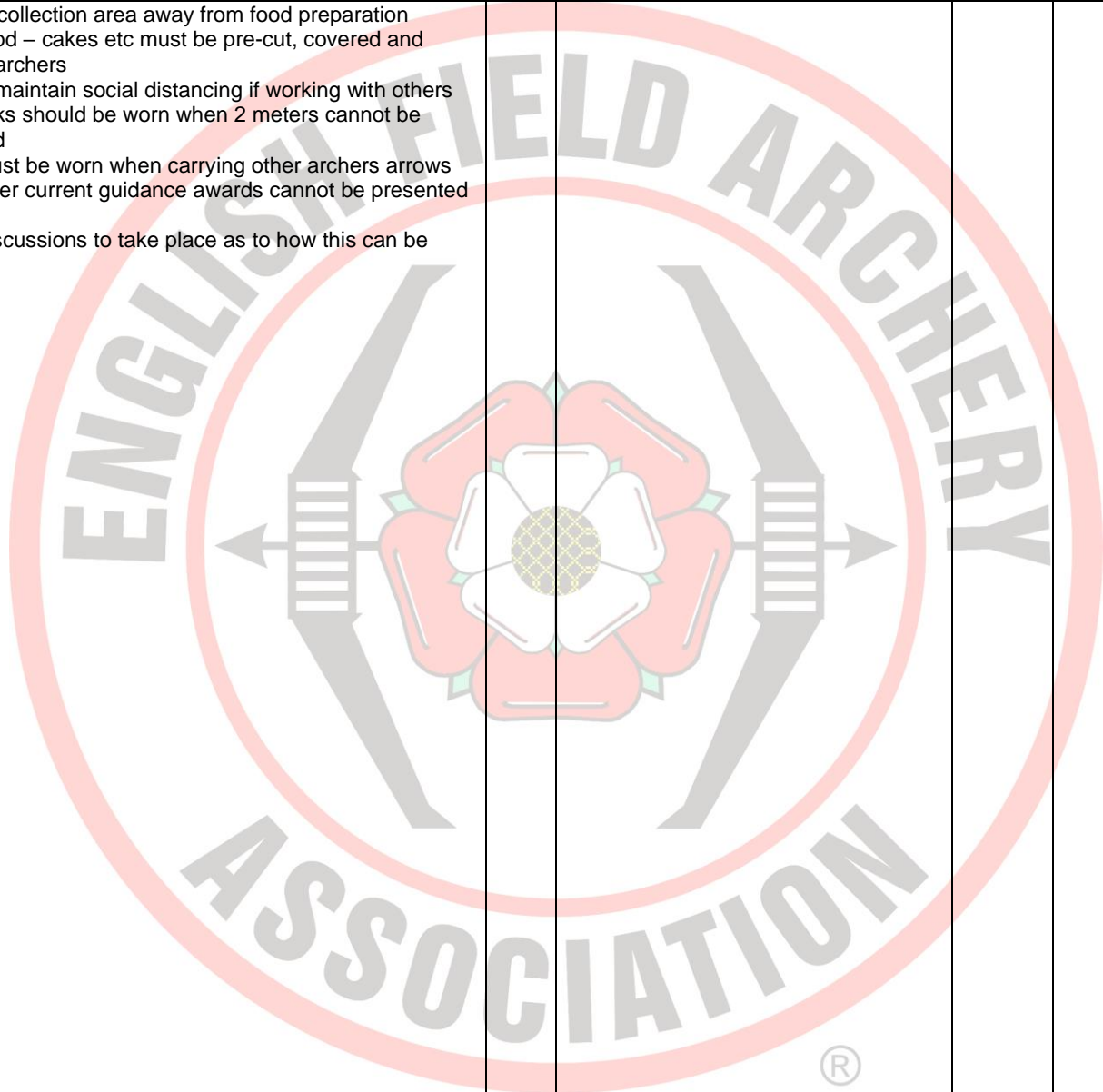
<b>Name of your club / organisation:</b>	<i>English Field Archery Association (EFAA)</i>
<b>Title, version number &amp; date:</b>	<i>Action Plan to return to normal shooting V1 August.2020</i>
<b>Authors:</b>	<i>Lesley Underwood (Tournaments Officer) RGN, Dip HE, BA (Hons) MSc Public Health</i>
<b>Scope of re-opening - services &amp; activities:</b>	<i>Field Archery practice, friendly shoots, classification shoots, national competitions, and international competitions</i>
<b>Stopped services &amp; activities:</b>	<i>Classifications, national and international competitions</i>
<b>Approvals process:</b>	<i>Discussion with the Executive committee of the EFAA and then the committee before being shred with the Club Chairmen</i>
<b>Distributed to:</b>	<i>EFAA Committee (10 members) Shared for information with all Club Chairmen and Landowners if required</i>
<b>Plan storage:</b>	<i>Held with the EFAA Secretary both electronically and hard copy plus stored with the author for amending where necessary</i>
<b>Next review date:</b>	<i>Monthly on 1<sup>st</sup> each month and when Government Guidance changes</i>
<b>Emergency contact details:</b>	<i>Lesley Underwood, Dave Moore, Dave Underwood, Steve Kendrick, Tony Sparks, Alec James</i>
<b>Communication plan:</b>	<i>EFAA committee, EFAA Club Secretaries and Chairmen, DMCS, IFAA (if requested) other archery organisations if requested, available for all of the EFAA members via the EFAA Secretary, EFAA Insurance brokers</i>

### UNDERSTANDING YOUR PEOPLE

TASKS: VOLUNTEERS, COACHES AND STAFF	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
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<p>Identify all the volunteers and any staff /delivery partners that are required to support your initial return to activity and how this may change as more people/activities are able to return.</p> <ol style="list-style-type: none"> <li>1. Range Officer and support members – no action required as lone working with own tools – if ‘club tools’ then they must be cleaned on touch points before and after use       <ul style="list-style-type: none"> <li>o Additional hand cleansing facilities to be available at the toilets</li> <li>o Provision of equipment to clean the toilet by each person before use</li> <li>o Gloves, plastic apron and masks to be worn when attending to the toilets and when cleaning them</li> </ul> </li> <li>2. Club secretary/booking officer – no changes required as telephone or on-line booking</li> <li>3. Instructors –       <ul style="list-style-type: none"> <li>o Records of student’s name, address and telephone number to be kept for 21 days</li> <li>o Masks should be worn for each session</li> <li>o Communal equipment must be cleaned before and after each session with disinfectant wipes</li> <li>o Hand sanitiser must be used and available throughout the session</li> <li>o Instructors not to stand directly in front of the student but to the side</li> <li>o Further guidance to be sought by National Coaches</li> </ul> </li> <li>4. Car parking official – to wear face mask during duties</li> <li>5. Tournament officer/secretary –       <ul style="list-style-type: none"> <li>o To wear face mask and gloves to enable acceptance of money and classification cards</li> <li>o If possible, officer to be outside rather than in club house</li> <li>o Score cards to be pre-prepared and placed in plastic sandwich bags (72 hrs min)</li> <li>o The nominated scorers on registration to remove their groups cards from the bag held by the officer</li> <li>o On completion of shooting score cards to be return to a collection point</li> <li>o Using PPE scores may be generated on the day or without PPE left for 72 hours and then generated</li> </ul> </li> <li>6. Chairman/president – to wear a mask when addressing the archers and to stand a minimum 2 meters from them</li> <li>7. Caterers – where operating must be a takeaway service       <ul style="list-style-type: none"> <li>o Caterers to wear PPE</li> </ul> </li> </ol>		<p>Dan/Alec to seek further Instructions guidance if necessary</p>		<p>1/1/2021</p>	<p>No changes to instructing is expected before 1.1.2021</p>
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- Provide a collection area away from food preparation
  - All cold food – cakes etc must be pre-cut, covered and served to archers
8. Marshals – should maintain social distancing if working with others
- Face masks should be worn when 2 meters cannot be maintained
  - Gloves must be worn when carrying other archers arrows
9. Awards team – under current guidance awards cannot be presented as normal
- Further discussions to take place as to how this can be achieved



<p>Engage with your volunteers and coaches to understand their feelings on returning -</p> <p>Club Chairmen to discuss with their relative committees how the 'new normal' will look and how each role will need to adapt to the new challenges. Allow the committee members the opportunity to identify if they have any additional requirements in relation to isolation or protection that is above what is required for the general population. These should be explored, and advice sought if required.</p>					
<p>Explore and plan for the formal/informal training or development needs of your staff/volunteers/coaches:</p> <p>The EFAA Committee to support clubs to review their:</p> <ul style="list-style-type: none"> <li>• Health and safety – through revisiting their risk assessments</li> <li>• Hygiene awareness – through the guidance supplied by the committee and additional posters for members</li> <li>• Social distancing – guidance has been distributed to all clubs with grounds and to all members through the Field Archer Magazine</li> <li>• Sport specific adaptations – Guidance has been distributed to clubs with grounds and again through the magazine</li> <li>• Safe use and storage of equipment – Majority of equipment used is personal equipment so does not provide an issue. Where shared equipment is used i.e. for maintenance cleaning requirements have been identified.</li> </ul>		<p>EFAA to re-issue the COVID19</p> <ul style="list-style-type: none"> <li>• risk assessment</li> <li>• Hygiene posters</li> <li>• Cleaning schedules</li> </ul>			
<p>Check whether any individual's qualifications (coaching, first aid, safeguarding) or DBS have expired or are due to expire across the next six months. Create a simple plan to:</p> <ul style="list-style-type: none"> <li>• Track whose qualifications/training needs updating, by when and what needs to be done.</li> <li>• Who needs to be contacted for any clarification?</li> <li>• Who is responsible for overseeing this?</li> </ul>	N/A				
<p>Explore whether new roles may need to be temporarily created in order to support the return to activity. This may be needed to support additional cleaning, marshalling or communication to members.</p>		<p>Each club to decide what roles if any they need in place</p>			
<p>Share relevant hints and tips with your volunteers and any staff to support their mental health and wellbeing where possible.</p> <ul style="list-style-type: none"> <li>• <i>MIND have some great resources to support individuals <a href="#">here</a></i></li> </ul>		<p>Helping your mental health poster to be added to the group sent to all clubs with grounds</p>			
<p>Update your Codes of Conduct, get these approved by the committee (which may require an EGM / AGM) and signed by your volunteers / coaches / committee.</p>	N/A				



Plan and deliver a volunteer/staff/coaches/committee re-induction ( <u>virtually</u> or at the club/organisation) before activities take place.		Clubs to decide if this is required with their teams			
Arrange to have more volunteers available when bringing groups back to the club, so there are more personnel available to support the movement of people arriving, transitioning around and leaving the club / organisation.		Clubs to decide if this is required at each venue			
Create an issues log and use it to record and resolve any issues your staff / volunteers / committees encounter <ul style="list-style-type: none"> <li>An issue log will be sent to each club secretary and any identified entries will be returned to the General Secretary to hold a central log</li> </ul>		An issue log will be issued to each club and a copy of it's entries will be returned to the EFAA Secretary			

TASKS: MEMBERS AND PARTICIPANTS	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
For any sport or activity that you plan to run, check the website for that governing body for the most up to date playing guidance. You do not need to be affiliated to a governing body to receive advice!		Interactive action plan and risk assessment to placed on EFAA web site and sent to all club secretaries	Gen. Sec	When approved	
Consult with your participants / members / parents and carers (if applicable) to understand: <ul style="list-style-type: none"> <li>Whether they are in a high-risk group or shielded? <ul style="list-style-type: none"> <li>Many EFAA members are in the older age bracket and therefore more at risk, some are shielding and others have underlying health conditions. The EFAA advises all members if they have concerns to contact their doctor for specific advice or the Tournaments Officer for more general issues</li> </ul> </li> <li>Whether they intend to return to activities immediately or later? <ul style="list-style-type: none"> <li>It will be up to each archer to determine when and how they will return</li> </ul> </li> <li>Any concerns they have about returning? <ul style="list-style-type: none"> <li>Encourage archers to discuss any concerns they have with their club officials in the first instance and if resolution cannot be found then forward onto Tournament Secretary</li> </ul> </li> <li>Whether they would be willing to take on any volunteering roles to support the club / organisation? <ul style="list-style-type: none"> <li>Should clubs require additional volunteers then they should approach their members to support them.</li> </ul> </li> </ul>		Articles to be placed in the Field Archer			

## CREATING YOUR ACTIVITY OFFER

TASK	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
<p>Develop an inclusive plan for phasing the return of your members/participants which sets out your approach for different age groups / abilities / groups. The following tasks will help you to do this.</p> <ul style="list-style-type: none"> <li>Basic plan of introducing               <ul style="list-style-type: none"> <li>maintenance</li> <li>Practice</li> <li>Fun shoots – no records/score cards</li> <li>Classifications</li> <li>National Championships</li> <li>Internationals – i.e. UKIFAC.</li> </ul> </li> </ul>					
<p>Consider whether timings and formats of sessions or activities need to change and consult your members on any plans.</p> <ul style="list-style-type: none"> <li>Attach plans as written as evidence of changes to timings/formats etc.</li> </ul>		Clubs to consider what changes need to be in place			
<p>Consider the maximum number of participants that can take part at any one time based on the space available, volunteer/coach/staff availability and amount of equipment.</p> <ul style="list-style-type: none"> <li>This will be club dependant as some clubs have more grounds than others and bigger courses (14 or 28 target)</li> </ul>		Clubs to consider if restrictions on numbers needs to apply			
<p>Consider how to best design your activities and the use of equipment to ensure that social distancing and hygiene measures can be adhered to. Make sure that guidance is put in place and shared with members/participants and spectators.</p> <ul style="list-style-type: none"> <li>This has been considered as part of the new guidance issued to clubs</li> </ul>					
<p>Create a booking / registration system so that you are aware of how many members/participants are expected. Where necessary you may need to limit numbers / split groups.</p> <ul style="list-style-type: none"> <li>This is incorporated within the new guidance issues to clubs</li> </ul>					
<p>Plan for re-inductions (virtually or at the club/organisation) before activities take place</p> <ul style="list-style-type: none"> <li>This is not felt to be required for club members but available via the club instructors or for visiting archers when they are able to do so</li> </ul>					
<p>When all plans and club logistics are complete, publish training plans for all members and participants and include options for training virtually, solo or at the club to ensure everyone remains included</p>	N/A				

## PROTECTING YOUR PEOPLE

TASK	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
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<p>Consider any safeguarding risks and issues associated with new ways of working (i.e. online activities, changes in coaching ratios, 1 to 1 training etc) and put appropriate procedures in place which comply with relevant guidance from your NGB, The Child Protection in Sport Unit <a href="#">CPSU</a> and the <a href="#">Ann Craft Trust</a>. Update and share your safeguarding policies accordingly.</p> <ul style="list-style-type: none"> <li>• There are no changes to practice that warrants any changes to the Child Protection Policy, no child or vulnerable adult will be able to shoot without a parent/guardian or carer present at all times who are responsible for their welfare.</li> <li>• There is no one to one coaching/instruction of minors or vulnerable adults</li> </ul>					
<p><u>Review and update your health and safety policies and procedures</u>, linking them to the latest advice from the Government, Health and Safety Executive, Public Health England, manufactures and other relevant bodies and regulations. Make sure these changes are communicated to your wider club/organisation.</p> <ul style="list-style-type: none"> <li>• Risk assessment with link/attachments to the latest advice will be circulated to all clubs, via their secretaries</li> </ul>					
<p>Establish procedures to determine the course of action should anybody at your club/organisation become ill during the pandemic. For the latest guidance on what to do if someone has symptoms, <a href="#">visit the NHS website</a></p> <ul style="list-style-type: none"> <li>• This has been documented within the guidance already distributed and through any subsequent guidance released</li> </ul>					
<p>Ensure that social distancing protocols are in place and are clearly communicated to all members/participants, volunteers/staff, and visitors prior to attending the venue.</p> <ul style="list-style-type: none"> <li>• Guidance has been issued through the Field Archer Magazine, which goes to each archer, through the web site and social media</li> <li>• Guidance to clubs has been distributed through "How to" guidance</li> </ul>					
<p>Develop, agree and communicate enhanced cleaning practices and schedules for your organisation. Cleaning should be regularly scheduled for any public spaces, touch points (e.g. door handles or gates), workspaces and equipment.</p> <ul style="list-style-type: none"> <li>• Cleaning schedules and protocols to be provided to all clubs with sample recording sheets to include: <ul style="list-style-type: none"> <li>○ Gate padlocks</li> <li>○ Club hut locks</li> <li>○ Maintenance tools</li> <li>○ Club archery equipment</li> <li>○ Toilet door locks/handles</li> <li>○ Toilets</li> </ul> </li> </ul>		<p>Clubs to develop cleaning protocols and advice hand cleansing after touching communal equipment.</p>			
<p>For guidance on cleaning and PPE please visit the <a href="#">government website here</a></p> <p>Consider the need/requirement for additional training for cleaners and arrange this where necessary.</p>					





<ul style="list-style-type: none"> <li>Clubs to be advised that training is available via Tournaments Officer if required</li> </ul>					
<p>Update hygiene and infection control processes and communicate these</p> <ul style="list-style-type: none"> <li>New Infection Prevention and Control Policy to be written and agreed by EFAA Committee</li> </ul>		Guidance to be drafted and agreed by committee by qualified IPC Nurse	Tournaments officer	September 20	
<p>Arrange for your equipment to be thoroughly cleaned and introduce measures to ensure it is cleaned between sessions.</p> <ul style="list-style-type: none"> <li>The majority of equipment used by archers is their own, however there is a small amount that may be shared and therefore needs to be considered as part of this action plan</li> </ul>		See above			
<p>Make relevant personal protective equipment (PPE) and hygiene and cleaning products available and provide instructions for their use.</p> <ul style="list-style-type: none"> <li>It is only possible to offer guidance on what type of cleaning products to use and how to use them, each club will provide their own cleaning products so will be required to hold the COSHH data sheets and information regarding their use.</li> </ul>		Each club to determine			
<p>Develop an inventory for all cleaning products, PPE and hand sanitiser. Appoint a dedicated person to be responsible for making sure stock is in place and ordering more as needed.</p> <ul style="list-style-type: none"> <li>Each club will need to appoint a volunteer to ensure that supplies are available and to undertake this role</li> </ul>		Clubs to determine			
<p>Provide hand sanitiser, which is readily available for all members/participants, volunteers/staff and visitors.</p> <ul style="list-style-type: none"> <li>Each archer is asked to carry hand sanitiser as part of their equipment, and this will be checked by club volunteers</li> <li>Clubs will also provide hand sanitiser by toilet facilities and on entry to club huts</li> </ul>		Action for clubs			

### GETTING READY TO USE A FACILITY – OWNED OR **HIRED FACILITIES**

TASK	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
<p>Arrange for appropriate signage and other markings to be displayed around your site to direct members/participants, volunteers/staff and visitors to maintain social distancing measures.</p> <ul style="list-style-type: none"> <li>Appropriate posters will be sent to clubs to use if required</li> </ul>					
<p><u>Perform a risk assessment</u>, making sure to schedule any repairs and remedial work identified. Use the following points to help:</p> <ul style="list-style-type: none"> <li>A generic risk assessment will be issued to each club, they will be required to add any issues identified locally to their risk assessment and communicate that to their members</li> </ul>		Risk assessment available if requested			



<ul style="list-style-type: none"> <li>• <b>Carry out a facility risk assessment:</b> identify the issues and associated actions to mitigate them (incorporating the Club's operating and maintenance manuals) and the items set out below.</li> <li>• <b>Record and communicate key issues/changes:</b> Advise members/participants, staff, coaches and volunteers of their responsibilities. This could include temporary changes to reception or key-holder procedures, changes to regular cleaning and hygiene arrangements, use of personal equipment only, restrictions on bookings and access to changing and toilet provision as well as observing social distancing rules.</li> <li>• <b>If you hire facilities:</b> you can request confirmation that all relevant risk assessments have been carried out and request the details of the specific risks associated with your club/organisation's operation.</li> </ul>					
<p>Perform routine checks and testing of plant, installations and equipment where appropriate. Use the following short checklist and links to guidance to help:</p> <ul style="list-style-type: none"> <li>• <b>Electrical Installations:</b> Guidance on checking electrical installations is available <a href="#">here</a>.</li> <li>• <b>Fire Alarms / Escape / Doors:</b> Review your risk assessment and check on fire alarms, means of escape, fire doors. More information is available from the Health and Executive <a href="#">here</a>.</li> <li>• <b>Heating Systems:</b> Arrange inspection and servicing of gas and oil heating systems by a suitably qualified person.</li> <li>• <b>Kitchen Equipment / Fixtures:</b> arrange for appliances to be checked by a suitably qualified person (e.g. gas safe contractor or electrician) and agree a suitable servicing programme where necessary.</li> <li>• <b>Portable Appliance Testing:</b> Arrange for PAT testing to be carried out by a competent person or Electrical Safety Contractor. More guidance is available from the Health and Safety Executive <a href="#">here</a>.</li> <li>• <b>Other Considerations:</b> Arrange for any specialist air conditioning and air handling checks, tests, servicing and filter cleaning to take place if needed. If appropriate, arrange for any water supply and maintenance works, such as a service check by a specialist contractor, or monitoring and maintenance by a suitably qualified engineers with particular attention on measures to prevent Legionella. Further guidance is available from the Health and Safety Executive <a href="#">here</a>.</li> <li>• <b>If you hire facilities,</b> you can request confirmation that all suitable checks and testing have taken place and request details of specific issues which may impact on your operations and members/participants. This could include temporary changes to ventilation and heating systems, limitations on access to equipment and programming to allow for more regular maintenance and cleaning.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>				



<p>Carry out a maintenance and repair review. This can include:</p> <ul style="list-style-type: none"> <li>Developing a schedule of remedial work, repairs and replacement required to perimeter fencing and gates, buildings and play surfaces due to dilapidation during closure, vandalism and theft (separate schedule which may be required for insurance claims).</li> <li>Carrying out general condition surveying, based on internal and external visual inspection, and drafting a schedule of repairs.</li> </ul> <p>For further guidance and support, use the following links:</p> <ul style="list-style-type: none"> <li><a href="#">Sport England building maintenance overview</a></li> <li><a href="#">Sport England building maintenance checklist</a></li> </ul>		<p>Each club will need to review this in light of their individual circumstances</p>			
<p>Notify your insurers, landlords and other organisations with a vested interest in your club facilities / operations to advise of changes in circumstances and operation. Relevant bodies you need to contact can include:</p> <ul style="list-style-type: none"> <li>Insurance companies – EFAA Insurers have been kept in the loop throughout the COVID 19 situation</li> <li>Mortgage lenders – each club would be responsible if appropriate</li> <li>Landlords / tenants – each club would be responsible if appropriate</li> </ul> <p><i>If you hire facilities - Maintain regular contact with your host organisation and observe, support and adapt to any reasonable changes made to reduce or eliminate risks.</i></p>					
<p>Review and update product warranties from contractors based on prescribed care and maintenance procedures being undertaken and recorded.</p> <ul style="list-style-type: none"> <li>Each club would be responsible if appropriate</li> </ul>					
<p>Where services have been isolated, drained, immobilised or disconnected, appoint a suitably qualified person to reconnect and certify and/or advise safe to use.</p> <ul style="list-style-type: none"> <li>Each club to organise if required</li> </ul>					
<p>Review the condition of any outside sports surfaces condition and arrange any repairs and maintenance work. This can include:</p> <ul style="list-style-type: none"> <li><b>It is the responsibility of each club to ensure that the condition of the club and its facilities are fit for the purpose intended. The EFAA advises on the safety of the courses through its Range Chartering procedures.</b></li> <li>Clubs are therefore advised to:</li> <li>Checking entrance gates and perimeter security, equipment and fittings and checking surfaces for damage – note, record and report for planned maintenance.</li> <li>Checking for litter and debris, organising manual collection or removal. Debris and litter should be collected on a regular basis, ideally daily. If left to stand on the surface, debris will accumulate, decay and contaminate the surface. Regular brushing to remove build-up of moss and algae.</li> <li>Referring to <a href="#">Grounds Maintenance Association (GMA)</a> guidance for natural turf.</li> </ul>					

<ul style="list-style-type: none"> <li>Referring to <a href="#">Sport and Play Construction Association (SAPCA)</a> guidance for Artificial Surfaces.</li> </ul>					
<p>Explore further sector guidance to make sure you have taken all relevant considerations into account. Use the below links to help:</p> <ul style="list-style-type: none"> <li><a href="#">Sport Governing Body Guidance</a> – Contact or visit the website of your Sport's governing body and review and apply relevant guidance to your club's operations.</li> <li>Updates are being provided by the EFAA Committee to club secretaries and they are also available via the magazine and social media</li> </ul>					
<p>Ensure venues and facilities have been deep cleaned prior to re-opening</p> <ul style="list-style-type: none"> <li>Only a requirement of the club hut, toilets and communal equipment</li> </ul>					

## GETTING OPERATIONALLY AND FINANCIALLY READY

OPERATIONAL TASKS	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
<p>Create a <a href="#">risk register</a> to log and assess all of the risks associated with managing, operating and delivering your activities. Identify actions to mitigate against the risks you have identified and appoint individuals to be responsible for their completion.</p> <ul style="list-style-type: none"> <li>Clubs to be issued with a risk/issues log, these are to be held centrally by the EFAA</li> <li>Where issues are related specifically to clubs then they would be required to hold their own log and to action any remedial work or mitigation for the issues/risks identified</li> </ul>					
<p>Review your existing business plan and any emergency financial plan to help guide your financial management through your recovery period.</p> <ul style="list-style-type: none"> <li>This would be an action for individual clubs to undertake. The EFAA has offered to look at supporting clubs where finance has become an issue.</li> </ul>					
<p>Task key people within your club/organisation with monitoring the latest advice and guidance on managing the Pandemic from the Government, NGB(s), Public Health, Sport England, your Local Authority, facilities providers and other relevant organisations. This information should be fed back to your working group on a regular basis to help shape your planning and delivery.</p> <ul style="list-style-type: none"> <li>The EFAA has a Public Health qualified member of the Committee who has taken on this responsibility for the organisation and who is co-ordinating the response and communications to the various clubs.</li> </ul>					
<p>Develop a process for reacting to an outbreak of Coronavirus within your club/organisation, including planned communications with all relevant users and stakeholders, the closure of facilities and cleaning of facilities and equipment.</p>					



<ul style="list-style-type: none"> <li>This will be written, agreed and shared with the EFAA Committee initially and then with clubs once approved. Prior to its release clubs with work with NHS Track and Trace</li> </ul>					
<p>Check whether you need to review or amend any of your governing documents, codes of conduct, club rules or other policies as a result of the changes made to your activities and practices. Where necessary, you may need to hold an AGM/EGM to agree these changes and minute the decisions made.</p> <ul style="list-style-type: none"> <li>The decision not to hold classifications at present has negated the need to change the rules and regulations.</li> <li>Once the EFAA decides that these will go ahead then decisions will need to be made about amending the rules</li> </ul>					
<p>Verify that all your suppliers are able to demonstrate that they are have understood and continue to implement any relevant NHS, Government, Health and Safety Executive and relevant body and industry guidance.</p> <ul style="list-style-type: none"> <li>All clubs purchase their own equipment so this would only be relevant to them should they make purchases.</li> <li>Purchases on behalf of the EFAA will only be made through preferred suppliers who meet the agreed standards</li> </ul>					
<p>Make contact with any contract leads to discuss and agree any changes to your service offer in the future and assess the financial impact of this. New contracts, agreements and terms and conditions are discussed and put in place as required.</p>	N/A				
<p>Research the lead in time for any new suppliers required to support your club/organisation's services and activity offer (e.g. kit, merchandise and food and drink suppliers).</p> <ul style="list-style-type: none"> <li>Whilst not required currently this will need to be considered once we start to resume international shooting</li> </ul>					
<p>Contact the relevant authorities to discuss any impact the emergency might have on any of your operating licenses and make appropriate changes.</p> <ul style="list-style-type: none"> <li>It is not believed that this is relevant</li> </ul>	N/A				
<p>Ensure that any volunteers/staff who have been required to work remotely continue to have access to required email accounts and servers if required.</p>	N/A				
<p>Develop a plan to return any ICT equipment, electronic and hard copy files as and when appropriate.</p>	N/A				
<p>Review and amend your data protection and GDPR policies as required if any processes (e.g. storage of data) have changed.</p> <ul style="list-style-type: none"> <li>GDPR policies will be reviewed as information will need to be shared with the Governments new Track and Trace system if requested</li> </ul>		Completed and in line with Governments requirements			
<p>Develop/review a Business Continuity Plan for your club/organisation to ensure that you have plans in place in case of lockdown measures being re-tightened.</p> <ul style="list-style-type: none"> <li>Business continuity plan to be drawn up and discussed by the committee</li> </ul>		To be discussed at the next committee meeting	Gen Sec		



FINANCIAL TASKS	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
<p>Work out the costs of returning to activity for your club/organisation and create a 6-month forecast, which should be updated weekly and considers the different scenarios related to your club/organisation service and activity offer.</p> <p><i>Club Matters has an emergency financial planner available <a href="#">here</a></i></p> <ul style="list-style-type: none"> <li>This is an issue for individual clubs to consider and should be owned by them, each club has its own financial burden and savings</li> </ul>					
<p>Consider the financial impact of the closure and changes to your activity offer in relation to the financial sustainability of your club/organisation (e.g. repayment of any loans, replenishment of reserves etc).</p> <ul style="list-style-type: none"> <li>This is an issue for individual clubs, the EFAA has offered support to clubs if needed</li> </ul>					
<p>Discuss and agree with your committee any changes to membership fees and options associated with this. Make sure any changes are communicated to your members so they know an affordable offer is in place for those who need it.</p> <ul style="list-style-type: none"> <li>It is envisaged that no changes to the fees will be made at this time</li> </ul>					
<p>Put a plan in place to re-start any stopped direct debit payments linked to payment holiday items such as business rates, VAT, rent/mortgage, and TV subscriptions. Ensure that the club is in a suitable financial position before re-starting any payments if payment holiday options are still available.</p>	N/A				
<p>Decide whether it is appropriate to return any petty cash, paperwork, card readers, bank cards, paying in books, cheque books, savings books, and other documents/equipment if these were moved off-site. Documents and equipment should only be returned if they will be regularly used and appropriate security measures are in place.</p>	N/A				
<p>Consider the requirement and practicalities of collecting payments via cashless methods i.e. card payments or electronic transfer.</p> <ul style="list-style-type: none"> <li>Whilst the EFAA recommend cashless payments clubs may not yet have these facilities and therefore may need to consider if this is an option. If not they will need to consider how they will manage money in a COVID safe way.</li> </ul>					
<p>Claim all relevant rate reliefs, government grants and insurances for loss of income during the period of closure.</p> <ul style="list-style-type: none"> <li>This would be open for clubs to explore and use if appropriate</li> </ul>					
<p>Contact your funders, supporters and sponsors to discuss any immediate and future changes to your service offer and work with them to identify and manage any impact on the terms, conditions and financial considerations associated with their support.</p> <ul style="list-style-type: none"> <li>Discussion with sponsors of the magazine to be undertaken by the Field Archer Editor</li> </ul>		Field Archer Ed. to discuss with sponsors			

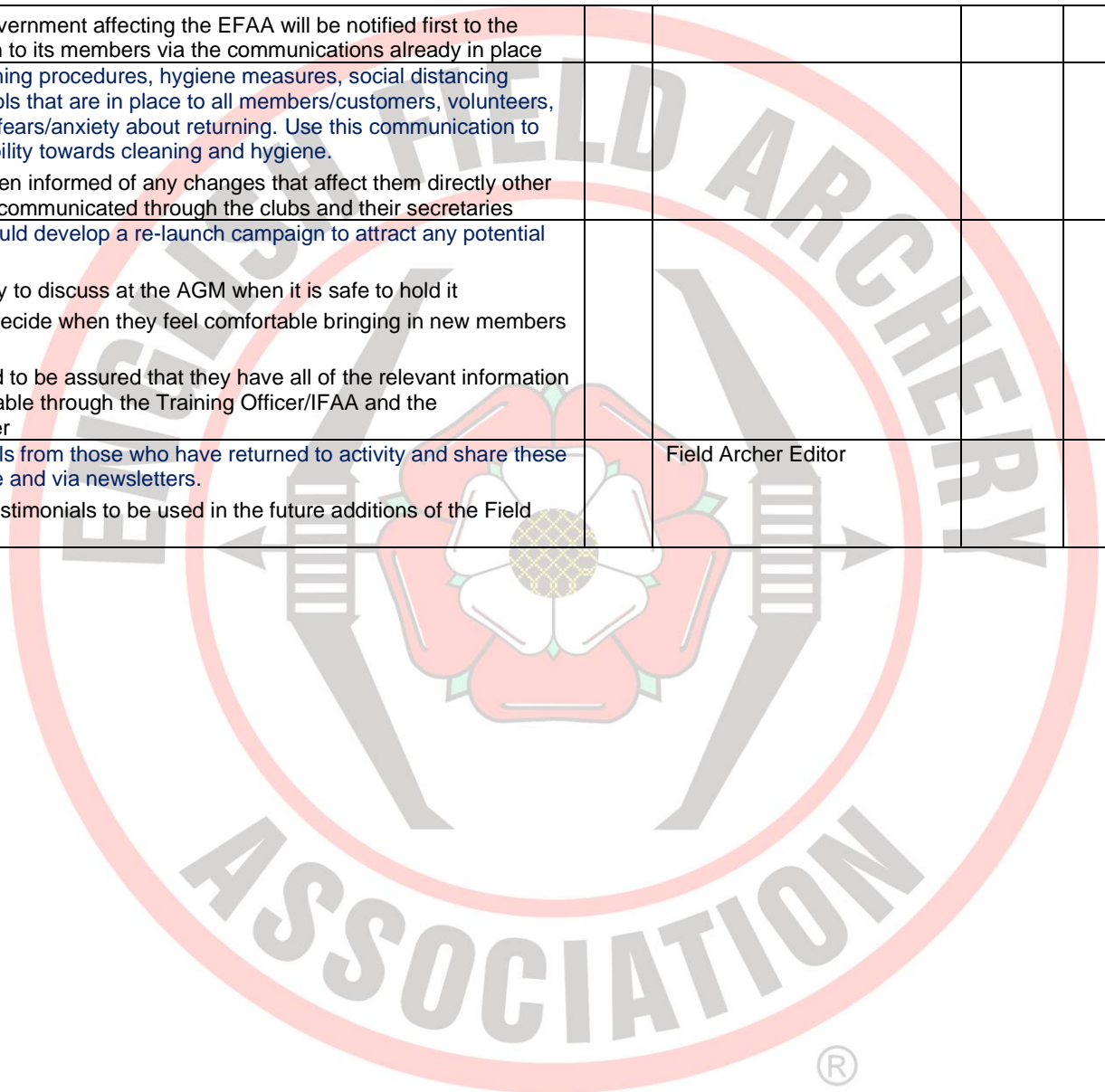
<ul style="list-style-type: none"> <li>Discussion with event sponsors to only be undertaken once agreement for events to take place</li> </ul>		Tournaments Officer once events have been agreed			
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## MARKETING AND COMMUNICATIONS

TASKS	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
<p>Put in place a meeting schedule and establish <u>virtual methods of communication</u> for these. All discussion points and decisions agreed during meetings should be recorded and distributed to the relevant people.</p> <ul style="list-style-type: none"> <li>Already in place via our normal methods of communication</li> </ul>					
<p>Prepare a communications plan to enable you to inform all relevant people and organisations of your plans to restart activities and re-open your facilities. Be clear on what you will restart/reopen, the activities that will be delivered, changes to your service offer and actions being taken to minimise risks.</p> <ul style="list-style-type: none"> <li>Established via the communications already in place <ul style="list-style-type: none"> <li>Club secretaries</li> <li>Web site</li> <li>Field Archer magazine</li> <li>Social Media</li> </ul> </li> </ul>					
<p>Use your club/organisation's website, social media, newsletters, messaging apps, text messages and other methods to help you communicate messages about your restart and reopening to your members/customers, volunteers, and partners.</p> <ul style="list-style-type: none"> <li>As above</li> </ul>					
<p>Communicate your plans to members/participants and staff/volunteers who are not yet able to return (e.g. shielded groups, 70+ etc) or those who do not yet feel safe to return. Communications should include how you will continue to engage with these individuals and how you can help them to be active and stay socially connected to the club/organisation.</p> <ul style="list-style-type: none"> <li>As above and</li> <li>Ask club secretaries to remain in contact with their members</li> </ul>					
<p>Inform the relevant people and organisations about any planned changes to your services and what this means for them.</p> <ul style="list-style-type: none"> <li>As above</li> </ul>					
<p>Plan and arrange for communications to be regularly sent to remind members/customers and staff/volunteers about Government advice regarding returning to activity, the extent of your offer and stressing the need to remain at home for the required period of time if they are symptomatic.</p>					



<ul style="list-style-type: none"> <li>Any changes to Government affecting the EFAA will be notified first to the committee and then to its members via the communications already in place</li> </ul>					
<p>Communicate any new cleaning procedures, hygiene measures, social distancing measures and safety protocols that are in place to all members/customers, volunteers, and partners to help reduce fears/anxiety about returning. Use this communication to advise of personal responsibility towards cleaning and hygiene.</p> <ul style="list-style-type: none"> <li>All archers have been informed of any changes that affect them directly other changes are being communicated through the clubs and their secretaries</li> </ul>					
<p>Consider if and when you could develop a re-launch campaign to attract any potential new or lapsed members.</p> <ul style="list-style-type: none"> <li>Possible opportunity to discuss at the AGM when it is safe to hold it</li> <li>Clubs will need to decide when they feel comfortable bringing in new members and</li> <li>Instructors will need to be assured that they have all of the relevant information and guidance available through the Training Officer/IFAA and the Tournaments Officer</li> </ul>					
<p>Gather and share testimonials from those who have returned to activity and share these on your social media/website and via newsletters.</p> <ul style="list-style-type: none"> <li>Ask members for testimonials to be used in the future additions of the Field Archer</li> </ul>	Field Archer Editor				



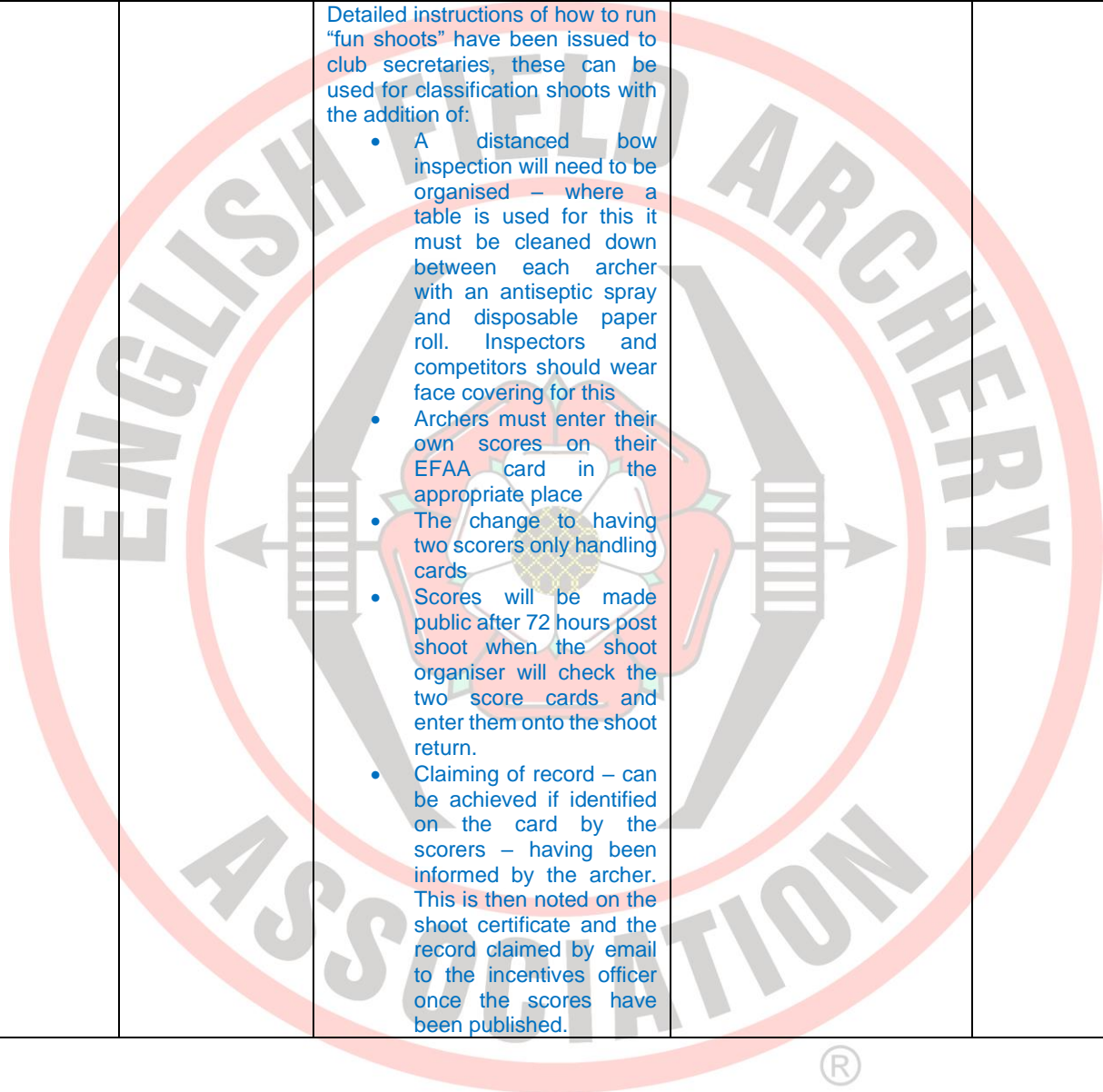
## APPENDIX: Mapping your Activity Offer

SERVICE / ACTIVITY OFFER	BRIEF DESCRIPTION	BENEFICIARIES	ADAPTABLE? Y/N AND HOW	RESOURCES	RISKS & FINANCIAL IMPLICATIONS	DESIRED DATES FOR THIS GROUP RE-STARTING ACTIVITY
<i>What you provide and what you do</i>	<i>What's involved</i>	<i>Which groups most benefit from this service?</i>	<i>Is it possible to adapt the service/activity to meet social distancing rules, government NGB and other guidance – Y/N. Think about and explain how you can achieve this.</i>	<i>What resources are involved in delivering the service?</i>	<i>What are the risks and financial implications?</i>	<i>What is the target date for restarting?</i>
Availability to practice at club members grounds	Archer to attend, alone or with up to 6 people from outside the household. They may attend as many sessions as their club allows and at times their club is open	Club members	Yes: guidance put in place for clubs to monitor and maintain records of who is shooting when and limiting the numbers to that which the club can support. Guidance also given to members regarding hand hygiene and social distancing.	Volunteer from each club to keep records and book people into times slots thus enabling smooth functioning of the archers access to the woods. Toilets need to be either closed or subject to enhance cleaning. Hand sanitiser to be available at toilets if open. No club refreshments to be on offer, archers to bring their own.	<b>NONE</b>	June 2020
Induction of new archers by club instructors	Occur on add-hoc basis as people approach clubs to join.	Clubs gain new members and archers gain induction	Yes – Initial induction can be socially distanced, i.e. tour of club and walking of course. Instruction to shoot should ensure that: <ul style="list-style-type: none"> <li>• Socially distanced/wear mask</li> <li>• Always stand to the side not in front of trainee</li> <li>• All club equipment used must be cleaned before and after being used</li> <li>• Hand sanitiser must be available</li> </ul>	In addition to what is normally required: <ul style="list-style-type: none"> <li>• Hand sanitiser</li> <li>• Cleaning products suitable for the archery equipment</li> <li>• Record of the date/time and people present during the session. With contact details for each. (Whilst the Instructor would have to keep records of their</li> </ul>	<b>Cost of hand sanitiser and cleaning equipment, met by the club.</b>	As requir



			<ul style="list-style-type: none"> <li>COVID 19 issues should now be discussed as part of induction</li> </ul>	<p>work details of people present must now be recorded and kept for 21 days.</p>		
Non classification shoots	Occur as clubs wish – do not have to abide by the classification rules but must abide by the safety rules	Clubs can allow members of the EFAA to attend their ground and start to gain some income	<p>Yes – There <b>must</b> be no:</p> <ul style="list-style-type: none"> <li>Handling of score cards by others, Archers must score their own card.</li> <li>Muster – specific instructions should be given to people as they are released onto the course</li> <li>Lunch stops –</li> <li>Prizegiving</li> </ul> <p>Detailed instructions of how to run “fun shoots” have been issued to club secretaries</p>	<p>In addition to what is usually provided, clubs will need to provide:</p> <ul style="list-style-type: none"> <li>A shoot organiser to book archers in and to give them an allotted approximate time to start – via phone/email</li> <li>A car park marshal (wearing a mask)– to prevent loitering and to keep people moving</li> <li>The shoot organiser to advise when the groups can go out</li> <li>Hand sanitising facilities – although archers are instructed to carry their own</li> </ul>	<i>None other than hand sanitiser</i>	July 2020
Classification shoots	Usually monthly at clubs with 14/28 target courses	All members of the EFAA who enjoy classification shoots	<p>Yes :- There <b>must</b> be no:</p> <ul style="list-style-type: none"> <li>Handling of score cards by others, the two scorers only handle the score cards.</li> <li>Muster – specific instructions should be given to people as they are released onto the course</li> <li>Lunch stops –</li> <li>Prizegiving</li> </ul>	Hand sanitiser, face coverings and disinfectant spray and paper roll	<i>The risks of not opening up to classifications would be that archers may not achieve the appropriate two scores on their cards before major competitions</i>	Trial run to be held at Black Eagle Bowmen in September then to roll out if successful

			<p>Detailed instructions of how to run “fun shoots” have been issued to club secretaries, these can be used for classification shoots with the addition of:</p> <ul style="list-style-type: none"> <li>• A distanced bow inspection will need to be organised – where a table is used for this it must be cleaned down between each archer with an antiseptic spray and disposable paper roll. Inspectors and competitors should wear face covering for this</li> <li>• Archers must enter their own scores on their EFAA card in the appropriate place</li> <li>• The change to having two scorers only handling cards</li> <li>• Scores will be made public after 72 hours post shoot when the shoot organiser will check the two score cards and enter them onto the shoot return.</li> <li>• Claiming of record – can be achieved if identified on the card by the scorers – having been informed by the archer. This is then noted on the shoot certificate and the record claimed by email to the incentives officer once the scores have been published.</li> </ul>			
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National and International Competitions	4 National outdoor shoots a year plus one International one (UKIFAC) every 5 years our next is 2022	Any EFAA archer wishing to gain experience for shooting abroad	These can be run as per classifications above.  There must be an agreement regarding if, when and how medals/ trophies will be presented, if at all.	As above	As above	To commence in 2021
EFAA Indoor Championships	Once a year	Any EFAA archer	Not at his time owing to restrictions on numbers in venues and the limitations of socially distancing people			To be reviewed and monitored. As soon as the restrictions are lifted plans will be made to host the championships

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