



COVID-19 BEST PRACTICES **Associations**



**WASH
HANDS**



**WEAR
MASKS**



**SANITIZE
HANDS**



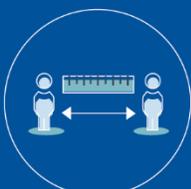
**AVOID CLOSE
CONTACT**



**COVER YOUR
COUGH**



**AVOID
CROWDS**



**SOCIAL
DISTANCE**



**WIPE
SURFACES**



**AVOID
TOUCHING**

A **Future** FOR
THE **Sport**

OVERVIEW

This document recommends operational procedures and best practices at USBC tournaments in light of COVID-19. These recommendations may not be practical for all events but should be considered and adopted where practicable. Many of these recommendations rely upon rules and regulations set forth by public health authorities, which vary depending on the location of the event. These rules or recommendations of public health authorities are subject to change, and these best practices are based on the rules and recommendations as of the time of writing. Event planners also should consider the demographic of their competitors and adjust accordingly.

These recommendations may change as regulations set forth by public health authorities change, as rates of the coronavirus change and as other factors affect local conditions.

The information provided in this document does not in any way constitute a mandate, nor is it intended to, substitute for legal or medical advice the local association is encouraged to obtain.

The National Association of County and City Health Officials (NACCHO) has created a tool for locating health officials in your area. This resource can be found [here](#).

TRAVEL RESTRICTIONS NOTICE

Participants should be aware of any travel restrictions imposed by governmental authorities that may impact an event. The CDC has posted on its website international travel restrictions which either place a ban on travelers from specified foreign countries or impose self-quarantine requirements on inbound travelers upon arrival. State and local governments or public health authorities also have varying restrictions as of this writing, and generally require travelers from coronavirus hot spots to self-quarantine upon arrival to a local jurisdiction.

COVID-19 SUMMARY INFORMATION

- COVID-19 is an infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in December 2019.
- COVID-19 is caused by a virus that can spread from person to person.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.
- You can become infected by coming into close contact (about six feet or two arm lengths) with a person who has COVID-19.
- You can become infected from respiratory droplets when an infected person coughs, sneezes or talks.
- You also may be able to get it by touching a surface or object that has the virus on it, and then touching your mouth, nose or eyes.

TOURNAMENT OPERATION GUIDELINES

Tournament Operations

1. Make certain your tournament staff is familiar with the latest CDC guidelines, as well as state and local guidelines and/or regulations regarding operating an event. Additional resources for review are available at the end of this document.
2. Talk to the center operator
 - a. This can be on the phone or in person. Have a discussion about the center's existing safety measures, so your tournament staff and the center staff are on the same page.
 - b. Evaluate the allowable building capacity, and work with the proprietor to determine how it will be enforced. Discuss lane assignments/usage with the proprietor prior to setting squad capacity.

- c. Consider if there is sufficient signage reinforcing proper social behavior, such as social distancing, hand washing, etc. Create additional signage to provide bowlers with any other information you want to disseminate.
 - d. Review the operational changes and parameters with tournament and venue staff, so everyone is aware of the requirements and can effectively communicate them to competitors.
 - e. Review any temporary rules that may be in effect, such as the permitted use of isopropyl alcohol, bowling on one lane, etc.
3. General employee best practices
- a. Coordinate with the center proprietor, so tournament and venue employees are aware of the protocols. All tournament and venue staff and all volunteers should abide by the same guidelines. It is recommended that tournament workers wear masks at all times.
 - i. Have a supply of clean masks available for volunteers who may not have one.
 - b. Consider temperature screening at the employee entrance. Employees with a fever of 100.4° or higher shall be sent to an appropriate medical facility.
 - c. Employees, venue staff or volunteers who feel ill or have COVID-19 symptoms should not report to work and should be referred to the appropriate healthcare providers.
 - d. Employees and staff are recommended to wear masks at all times in common areas of the venue.
4. Athlete services – All athlete services should be conducted electronically whenever possible.
- a. Consider expanding online presence for tournament information and registration. USBC HQ may be able to assist you in developing your online registration system. Associations can reach out to their regional managers for assistance.
 - b. Determine whether you will require participants to sign an acknowledgment or a waiver prior to competing. Requirements vary by state. Consult a local legal counsel prior to developing this document.
 - c. Limit paper transactions of any sort to the greatest extent possible. Consider all electronic transactions to avoid handling checks or cash.
 - d. Participant membership should be confirmed electronically prior to the event.
 - e. Walk-ins – Consider eliminating walk-ins to avoid lines of people.
 - i. If your event has significant walk-ins, consider a new process, where you receive a call or email in advance to better control bottlenecks at the center. Try to eliminate lines or situations where people will gather/hover.
 - f. Participants should screen daily for potential symptoms. Those experiencing a fever of above 100.4° should not come to the center.
 - g. Participants should be encouraged to wear masks when not competing.
5. Roll Call/Scoresheets
- a. Consider eliminating the traditional check-in table.
 - b. Email lane assignments to team captains, and post them to your website.
 - c. Conduct roll call using the house PA system for announcements and by visual inspection of the participants on the lanes prior to the start of competition.
 - d. Consider eliminating lane monitors. If a lane monitor system is used, designate one bowler to be the liaison with the lane monitor. The designated bowler would be the only person to go back to communicate with the lane monitor. The lane monitor should then report changes needed to the front desk.

- e. If your tournament does not use lane monitors, designate one person per pair be responsible for all scoring changes. This person would be the only bowler to use the scoring system.
 - f. If you are using recaps, consider distributing them prior to athletes arriving on the lanes. Have them returned to a designated drop box at the end of the squad.
 - g. As an alternative, if scores can be recorded from the front desk, physical score sheets would not need to be turned in.
 - h. Consider allowing teams to text or email photographs of the score sheets to the tournament director.
6. Other on-site activities, such as brackets, raffles, merchandise, etc.
 - a. Consider the options for adjusting these operations to allow for proper social distancing and limiting close contact, up to the possibility of eliminating them altogether.
 7. Awards Presentations – Consider options for trophy presentations that will maintain proper social spacing.
 8. Communications – Consider a communications plan to assist you in limiting close contact.
 - a. Use email, phone calls and websites to disseminate information and limit the need to mail letters.
 - b. Develop a frequently-asked-questions document that can be posted online, on-site and is reviewed with all tournament and venue staff.
 - c. Include information about what to expect on-site that may be different than in years past.
 - i. Clearly communicate venue admission policies (see venue operations) and refund policies, which may be applicable.
 - ii. Clearly communicate what else to expect inside the center. For instance, if you will be conducting your event with a team bowling only on one lane, or will be allowing the use of isopropyl alcohol during competition, this would be part of your plan and should also be clearly stated in the rules.
 9. Administrative functions
 - a. Equipment, such as scoring computers, should be issued in quantity, so staff members do not share equipment, if possible.
 - b. Frequent-touch equipment used by multiple employees, such as keyboards, radios, earpieces, etc., should be disinfected before and after each use.
 - c. Media interviews should occur in a designated location with adequate ventilation.

Competition

1. General
 - a. Consider designating one bowler per pair to make score corrections and/or operate the console to call center desk.
2. Number of persons per pair/pairs in use
 - a. Carefully consider the number of bowlers per pair and total squad size, so total allowable occupancy at the time of your event is not exceeded.
 - b. Consider alternate models depending on center configuration and local occupancy guidelines. These can include, but is not be limited to:
 - i. Five bowlers per pair, but only using every other pair;
 - ii. Three bowlers per pair using every pair;

- iii. Two bowlers per pair, using every pair, *and* add an additional squad on the assumption squad times will be significantly lower.
 - iv. One team on a pair, possibly bowling on only one lane.
3. Pair rotations – Consider not using pair rotations for the tournament.
 - a. For the two bowlers per pair model above, have the bowlers compete match-play style on the same pair for the entire block.
4. Participant seating
 - a. Review the seating area at your venue, and, based on number of bowlers per pair, remove or rope off seating as necessary to allow bowlers to maintain social distancing.
5. Ball cleaning/disinfectant
 - a. The use of isopropyl alcohol to clean equipment during competition is permitted. Bowlers should provide their own alcohol and should not share supplies with other competitors.
6. Squad transitions
 - a. Transitions should be designed to allow for one squad to exit the building prior to the next squad arriving.
 - b. Carefully consider whether participants not competing on the current squad will be allowed in the building. Consider addressing this as part of an overall spectator plan. Any restrictions should be clearly communicated to competitors.
7. Practice sessions
 - a. The format of the practice session should be designed based on the tournament format. Consider requesting that participants stay in their assigned practice area and not move around the center during practice.

Venue Operations

1. Spectators/seating – Consider developing a spectator plan. This plan should examine factors such local occupancy restrictions, concourse size and ability to maintain social distancing. The plan should be included in the communications sent to participants, so they know what to expect when competing. At a minimum, it would address who was permitted in the venue and at what times, including, but not limited to:
 - a. Venue and tournament staff
 - b. Volunteers
 - c. Competitors
 - d. Competitors not competing on the current squad
 - e. Family members
 - f. General public
2. Discuss with the proprietor their cleaning and disinfection plans, and schedule so you can pass this information along to those who are coming to bowl. Protocols should include scheduled sanitization including:
 - a. All common areas, such as restrooms, concourse and dining areas.
 - b. All athlete areas, such as the settee.
3. Merchandise/vendor operations
 - a. Merchandise operations should be developed based on local guidelines and venue configuration.

4. Food & Beverage – Make sure you have reviewed these operations with the host venue and communicated any restrictions to your competitors.
5. Emergency Response Plan – Consider a medical plan for the event. This should identify local healthcare resources such as urgent cares, emergency rooms and first responders. Depending on the size of your event, you may notify them of your event details. Consider a flier with the names, addresses and contact numbers for these resources that can be accessed by all attendees.

ADDITIONAL RESOURCES

World Health Organization Website [Coronavirus Information](#)

Centers for Disease Control and Prevention [Coronavirus Information](#)

National Association of County & City Health Officials (NACCHO) [Directory of Local Health Officials](#)

Worldometers website [Coronavirus Information](#)