

Dundee and District Table Tennis Association

(Registered charity no. SC045977)

Minutes of a Sub Committee meeting held in WRG at 7pm on Thursday 3 September 2020

Present: Trustees: Arthur Pritchard, Chair; David Sim, Vice-chair; Elaine Forbes, Secretary; Dave Beveridge, Treasurer; Andy Hughes, Match Secretary; Callum Riddoch

1 Welcome and apologies

Arthur welcomed those present.

2 Resumption of table tennis

There was a discussion about the resumption of table tennis at Ward Road Gym. The sessions to offer initially, dates, times, safety measures etc were all discussed. The decisions made are mostly reflected in the draft notice to members which is attached to this minute.

Action points:

Dave to circulate the draft notice to Stuart, Emma and Juliet with a view to issuing this on TT365 webmail on Saturday 5 September.

Dave to contact Mike Scott-Flynn about WRG lets and payment arrangements for the sessions that we use.

Elaine and Callum to deal with the issues around resuming the development squad session, which will be by invitation rather than as a booked session.

Arthur to draft and then circulate to committee a written risk assessment for Ward Road.

Elaine to contact club secretaries about TTS's requirements for Covid Officers and risk assessments.

Elaine to contact John Thain about supervising Tuesday and Fridays sessions.

Depending on the first few weeks' experience of the resumption of practice we will resume the 'active and healthy' sessions at the start of October. We will also keep in view early opportunities, in the first instance, to complete the 2019/20 handicap cup final and whether some form of league competition can be organised to start in December or January.

3 Financial update

Dave explained that we had accumulated more than £500 surplus in the period up to the lockdown. Since then we have incurred expenses for the JBL entry fees, 2019/20 winners/runners up mementos and cleaning supplies to combat Covid 19. We are currently sitting almost exactly on break-even for this year but with bank balances of around £21,600.

4 Awards

Elaine distributed some of the mementos for 2019/20 league winners etc as it seems very unlikely that we will hold a presentation of prizes. We also agreed how to pass on the Sponsors award and the Murray Cormack award.

5 AOB

Callum asked why we hadn't organised a full committee meeting. It was explained that the office-bearers have been meeting until now in David's garden and that a full committee attendance had been avoided this evening in the interests of keeping the numbers meeting indoors to a minimum. Normal meeting arrangements should be able to be resumed in future.

6 Next meeting

To be decided.

Resumption of DDTA TT sessions at Ward Road Gym

The management committee is pleased to announce that table tennis will resume at Ward Road Gym from **the week commencing 14 September 2020**. However, numbers will be limited and you will have to pre-book your sessions. If you attend without booking and the session is full you will be turned away.

How to book a practice session

- initially, only the sessions with a start date in the table below will be available. We will issue a new timetable as and when we add more sessions:

Session ref.	Start date	Day	Time
TU1	15.9.20	Tuesday	7:00-9:00pm
WE1	TBA	Wednesday (Active & Healthy)	10:00-12:00pm
-	17.9.20	Thursday (Development squad)*	6:00-8:00pm
FR1	TBA	Friday (Active and Healthy)	10:00-12:00pm
FR2	18.9.20	Friday	7:00-9:00pm

*Thursday's development squad session is by invitation only. Bookings are not available or required for Thursday sessions.

- booking requests should be sent to treasurer@ddta.co.uk **between 9am and noon on a Sunday** for the following week's sessions. **The first bookings can therefore be made from Sunday 13 September**. Places will be allocated on a 'first come, first served' basis. Any booking received before 9:00am will be processed last and any received later than the stipulated time may not be processed
- you may book more than one session in a week, but only one session on any day. Spouses/partners from the same household may submit a joint booking. You may not get all the sessions you request if it prevents others from playing at all.
- the booking email must contain the following information:
 - type 'WRG BOOKING' in the subject line** of your email. This will help us to automatically redirect your message if the booking organiser is on holiday
 - full name(s)**
 - address, phone number and emergency contact number**
 - the **session(s)** you wish to attend (e.g. for the 7-9pm session on a Tuesday specify 'TU1')

- we will aim to confirm bookings by 2pm on the day you apply
- **you must comply with the safety directions and guidance below.**

DDTTA Covid-19 safety guidance - Ward Road practice sessions

Table Tennis Scotland

These arrangements have been informed by guidance issued by Table Tennis Scotland. Please read them carefully before attending. The full guidance is available at <https://tabletennisscotland.co.uk> A named volunteer/key holder will supervise each practice session and they will explain these arrangements.

Spectators will not be allowed except when collecting youngsters at the end of a session.

Capacity and organisation of play

Six tables will be available at most sessions and numbers will be limited to 18 per session. Players will be placed in 'social bubbles' of no more than six players and they must practice only with the players within their allocated bubble. You will require to socially distance by 2m whenever possible and wear a face covering when you are not playing. During play, players must not change ends and doubles play is not permitted. Do not shake hands and please refrain from wiping your hands on the table.

Entry to WRG

The main entrance is clearly a 'pinch point' so players are asked to be particularly careful to socially distance when queuing and entering the premises. Players should arrive on time (but not sooner) and be ready to play. Changing areas will not be in use. Doors will be left ajar to permit ventilation. Please do not touch door handles or any surfaces unless necessary.

Payment arrangements

Payment will be dealt with in the entrance foyer. All players **MUST** bring the exact amount due. Until further notice this is **£4.00** per player for all sessions except the Development Squad where the charge will be £5.00 to help cover coaching costs. Arrangements will be in place to ensure cash is handled safely. Once payment has been made the players should proceed to their allotted table(s) where they should join their practice partners. Entrance to the sports hall is another 'pinch point' so players should also be careful to distance when entering and exiting the hall.

Equipment use/setting up/putting away

DDTTA will provide hand sanitiser and cleaning materials for each session and ensure this is placed by each table. Each social bubble of players will be responsible for setting up their tables and organising the cleaning material within that area. Hand sanitiser should be used before and after each session but **should not be used on equipment**. At the conclusion of each session each bubble will be responsible for

cleaning their tables, umpire table and any chairs used in their area, using the materials provided. Social distancing MUST be carefully observed if you are setting up or putting away, so this may take more time than usual.

In line with TTS guidance, bats should not be shared (please bring your own if possible). If you are a regular attendee and you need to borrow a DDTA bat, this will be recorded so that you can take it home with you and use it at future sessions until circumstances have returned to normal. Any lost bats will be charged for.

A number of balls will be allocated to each bubble of players. If a ball is hit outside the court area of the tables used by that bubble it should be kicked to the side and left on the floor until the end of the session at which time all balls should be collected and returned to the box of balls allocated for that session.

Toilets

Only one person may access the toilet area at a time. Ward Road will have signage in place to indicate if a toilet is in use. Please ensure the sanitiser/paper towel roll which Ward Road has put in place is used to ensure the area stays safe. i.e. wash hands thoroughly/use paper roll to dry hands.

Upstairs area

Again Ward Road Directors will ensure appropriate cleaning materials are available here. Please use as few chairs and tables as possible. It will be each player's responsibility to use the materials provided to wipe down any chair or table surface they use immediately they vacate it.

If you develop symptoms of Covid-19

If you become unwell with Covid-19 symptoms, either during or after a session, you MUST immediately self-isolate and inform the government's Test and Protect system at www.NHSinform.scot/test-and-protect. If you return a positive test result please inform Dave Beveridge (booking organiser) at treasurer@ddtta.co.uk immediately and inform the NHS contact tracer that the details of those attending TT sessions at WRG can be obtained from Dave.

Dave will be required to inform the DDTA management committee and the Ward Road Gym board of Directors if a player tests positive for Covid-19 but will not divulge names or other contact details except to the authorised contact tracer. **By attending any practice session you agree to your personal information being shared in this way.**

We will inform participants immediately if sessions require to be suspended for a period.