**STEWARD CHECKLIST**

The aim of this document is to provide a simple tick list to be completed by each steward overseeing table tennis play at St Neots Table Tennis Club during the period that Covid-19 restrictions apply.

**Name:**

**Date:**

**Arrival Time: Departure Time:**

|  |  |  |
| --- | --- | --- |
| **Actions to be undertaken** | **Comments** | **Initial to indicate completed** |
| 1. Ensure hall fans are on and operational for 15 minutes before allowing access to the building
 |  |  |
| 1. Record in comments box the fan setting used – (2) if both fire doors are open or (1) if only one fire door open
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| 1. Check all playing areas equipped with Table Cleaner, jay clothes and handwipes.
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| 1. Open club main entrance.
 |  |  |
| 1. Record entry of players, annotating time of arrival.
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| 1. Collect and record any payment cash or card machine.
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| 1. Once all players have entered the club, lock front door.
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| 1. Observe that all players observe all aspects of safe play and instigate any action required to ensure compliance.
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| --- | --- | --- |
| 1. If any player wilfully contravenes the rules formally ask the player to comply and note in comments box that such action has been taken and the reason why.
 |  |  |
| 1. At end of session, ensure all players have cleaned their tables, wiped their chairs, and removed from playing area all their possessions.
 |  |  |
| 1. Record leaving times for all players.
 |  |  |
| 1. If stewarding at an afternoon session,
2. Please wipe round the top of all barriers with hand wipe.
3. Restock courtside cleaning material as required.
4. Please clean toilet, in accordance with guidance.
 |  |  |
| 1. If stewarding at an evening session,
2. Restock courtside cleaning material as required.
 |  |  |
| 1. Shut fire doors, turn off fans and lights in main hall.

  |  |  |
| 1. Ensure steward checklist completed and signed, leave in Yellow Folder. Turn off remaining lights and secure main door.
 |  |  |

Signature:

Please remember to lock the car park gate before you exit the site.

Thank you, your help is appreciated.

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