

ECF County Challenge August-September – ECA Captains' Guide

Invitations to Play (references below to players includes parents/guardians)

- refer players to ECA general conditions of entry, Competition regulations, Player's guide and venue requirements (all available on the H&S page of the ECA website)
- inform players that in the Playing Area face coverings must be worn unless under 11 or with a medical condition preventing use, to observe social distancing of at least 1m, not to spectate and to vacate the Playing Area when their game is over, with refreshment to be taken away from the board
- ask players to communicate any adjustments to the Laws of Chess or the Competition Regulations they need in order to play chess, this includes those with a medical exemption from use of face coverings
- inform players that when standing or moving around Wanstead House face coverings must be worn and maintain social distancing of at least 1m
- inform players that in the waiting/breakout areas social distancing should be observed
- inform players not to touch belongings other than their own and to store their personal belongings below their playing table or on their chair back
- inform players of the conditions of eligibility namely:
 - a) any person suffering from medical conditions and at greater vulnerability should undertake their own evaluation of risk and seek medical advice where appropriate.
 - b) any person should not attend if you are required to self-isolate or are unwell with a new, continuous cough or a high temperature,
 - c) any person should not attend if suffering from flu type symptoms creating a risk of a greater viral load transmission through sneezing or coughing
- inform players of Wanstead House policy

"At all times when engaging with our staff and volunteers please ensure that you continue to sanitise hands, wear a face covering, maintain social distancing of at least 1m and respect the protective barriers. Wanstead House has a small workforce and may close at short notice if there is a shortage of staff. Help us to keep Wanstead House open for all."

"All users of the House are required to be always considerate of others whilst in the House avoiding close contact, taking steps to limit their aerosol transmissions, maintain good hand hygiene and place the sensitivities of others above your own personal conveniences. This is all part of encouraging and reassuring more to return to community activities in a safer and more comfortable way. Everyone must work together to help prevent the spread."

- players to follow: [Coronavirus: how to stay safe and help prevent the spread - GOV.UK](https://www.gov.uk/government/coronavirus/coronavirus-safety-and-guidance-guidance-for-places-and-businesses)

7 days before a home match

- notify the opposing captain of venue details including layout, venue covid requirements and emergency evacuation information (see Appendix as to notifications sent)

Before the match day

- notify the opposing captain of any players requiring playing adjustments and discuss best means of accommodation including place in board order
- identify any changes to the venue information and requirements previously supplied and communicate to players and to opposing captain
- agree with opposing captain arrangements for team exchange (use of the ECF LMS is recommended with a reveal facility 1 hour before match start)
- check whether two-boarded chess is necessary on any board
- remind team to bring pen and water bottle and that they should not play if self-isolating or displaying covid or flu like symptoms
- inform players that on arrival they should wait in the downstairs lounges socially distant until toss and pairings announced and invited to the Playing Area
- remind team that in the Playing Area face coverings must be worn unless under 11 or with a medical condition preventing use, to observe social distancing of at least 1m, not to spectate and to vacate the Playing Area when their game is over, with refreshment to be taken away from the board
- notify players and parents/guardians of the waiting / breakout areas and remind them that social distancing should be observed in these areas
- remind players of the evacuation muster point on the green opposite Wanstead House and the location of the fire escape
- remind players that smoking and vaping is only permitted on the patio area opposite the entrance to the House
- remind players that when standing or moving around Wanstead House face coverings must be worn and maintain social distancing of at least 1m
- remind players not to touch belongings other than their own and to store their personal belongings below their playing table or on their chair back
- provide the URL for the matchcard to look up pairing and remind that colours are not set until after the toss

Setting up Playing Area in Roding room & equipment – captains & helpers

- sanitise hands
- if during the setting up process there is a need for hand to face contact sanitise hands and always do so after each hand to face contact
- secure room door in open position
- open windows and keep open for duration of match and clearing away
- place a table under the window next to the Smart board as an area for taking refreshments.

- place 8 short tables around the room spaced out so that there is at least 1m between playing chairs and leaving space for the taking of refreshments
- place two chairs with each table so that one board per table
- use the designated side room for any two-boarded set up required using two short tables separated by 2m (if both players agree they can play side by side facing the same direction with the clock in between them)
- if tables and chairs unstacked on entry to the room use the room cleaning fluid to sanitise tabletops and chair backs
- place boards, board numbers and clocks (ready to play) on each playing table with a set of pieces, which should be set up if time permits
- place spare equipment in an accessible place

Pre-match before calling players to Playing Area

- enter team in the LMS (which will be automatically revealed according to the agreement reached between teams)
- complete team exchange
- check for any board order changes that need to be made & action
- toss for colours and announce it
- update the LMS matchcard
- announce board pairings to those not already aware remotely
- announce areas for refreshments and waiting socially distant when not playing – for Wanstead House these will be unused rooms on the first floor and the downstairs lounges
- announce evacuation muster point on the green opposite the house
- remind those present to be considerate of others whilst in the House avoiding close contact, taking steps to limit their aerosol transmissions, maintain good hand hygiene and place the sensitivities of others above your own personal conveniences
- invite players only to take their seats in the Playing Area (Roding room)

Pre-match in Playing Area

- Match announcements including how to find out the match position and to turn electronic devices off and not to have them on their person during play.
- Remind players that face coverings worn at board and when moving around the Playing area
- Remind no spectating of any board
- Remind to vacate the Playing Area when the game is complete

Appendix – Venue information already supplied to visiting teams (7/8/21)

Wanstead House, 21 The Green, Wanstead, E11 2NT.

A reminder to all players to bring a pen and a water bottle.

There is limited members only parking on site but good parking availability in surrounding side streets. The House is 3 minutes' walk from Wanstead underground on the Hainault via Newberry Park branch of the Central Line or 10 minutes' walk from Snaresbrook underground on the Epping branch. Wanstead High Street is nearby with a good selection of eateries.

In the event of an emergency evacuation the muster point is on the green opposite the House. The Playing Area fire escape is to the right on leaving the room.

The House will be open from 1pm. Hand sanitise on entry please. The entrance is at the side of the House through the garden. For those who smoke or vape please use the patio area opposite the entrance.

Your players should make use of the downstairs lounges whilst the Playing Area is being prepared, maintaining social distancing.

Face coverings should be worn when standing up in the downstairs lobby or moving around the House.

The male and disabled toilets are to the right of the lift on the ground floor. The ladies toilet is next to the lift on the first floor.

There is not a one way system so common sense giving way on the stairs and along corridors applies.

Captain Peter will do the toss with you when the Playing Area is ready downstairs in the lounge. This and the pairings can then be announced to those who do not know them. Players can then proceed to the Playing Area which is Roding Room on the first floor, double back along the landing and it's the room opposite the corridor before it turns left to the fire escape.

There will be an area next to a window for those who need to take refreshment in the Playing Area. Hand sanitiser will also be available.

We hope to have a breakout room available on the first floor for use during play where face coverings can be removed if socially distant. This would be in addition to the downstairs lounge.

If there are any players that may require adjustments or use of the two-boarded set up please let Peter and I know in good time.

Having considered the ECF risk assessment checklist it has not been considered necessary to apply any additional measures beyond the minimum standards set out in the Competition Regulations and those required by our venue which are set out above. Our risk assessments can be viewed at: [Event conditions and Health & Safety information – ECA](#)

Mark Murrell, Safeguarding Officer for Essex Chess Association.