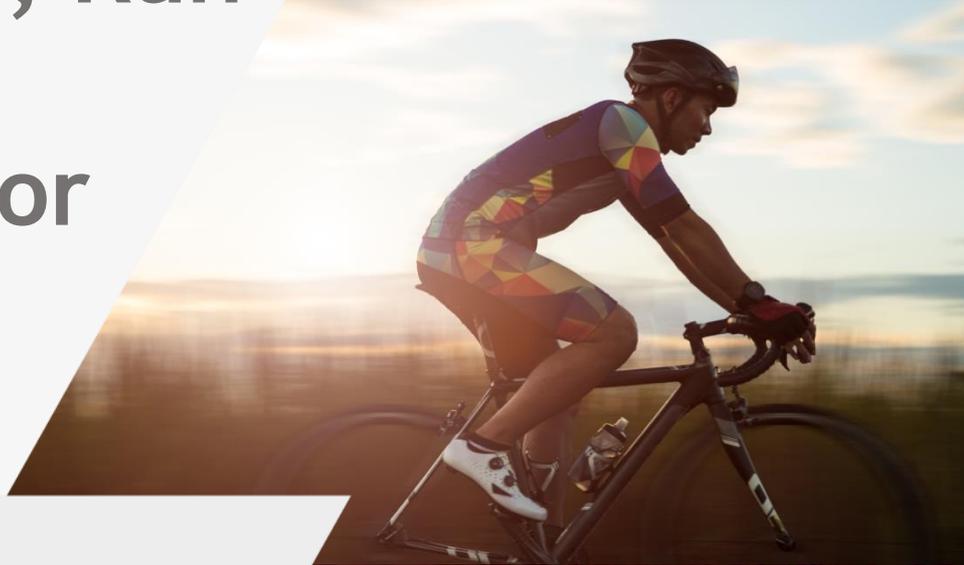




COVID-19 GUIDANCE:

Our Return to Swim, Bike, Run Activity: Guidance for Clubs and Coaches



v10 - 19 July 21

Introduction

The guidance set out in this document is intended to support clubs and coaches to set up and operate organised swim, bike, run activity safely. These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene. Be aware that guidance can change, and restrictions may be reintroduced so ensure you have checked the latest version of guidelines. Information on the Scottish Government's approach to managing COVID-19 is available [here](#).

From Monday 2nd November a new 'Protection Levels' approach was introduced in Scotland. Please ensure you are aware of which Level the Local Authority area you reside in is at, you can check [here](#). In all areas the key message is to avoid travel to other areas regardless of their level unless essential, with all triathlon activity and individual activity being kept local wherever possible.

Please note that outwith organised settings normal physical distancing, group size and household restrictions apply.

No spectating should take place other than where a parent is supervising a child or vulnerable adult, and physical distancing guidance should always be followed.

[Travel guidance](#) outlined by the Scottish Government should always be adhered to. We ask that you continue to behave responsibly, follow all public health advice rigorously and be sensitive to those living in rural communities.

People who are symptomatic and household members should self-isolate for 10 days as per NHS guidance. No one who is self-isolating should undertake activity or attend an outdoor sports facility.

SECTION 1

Key requirements for Clubs & Coaches:

1. All community clubs must appoint a named Covid-19 Officer
2. All community clubs must develop a Covid-19 Action Plan and Risk Assessment
3. All clubs and coaches must comply with government guidance around physical distancing before, during and after activity
4. All clubs and coaches must capture pre-activity health questionnaires, including participant contact details which can be shared upon request with the government's Test and Protect initiative
5. Clubs and coaches must ensure everyone at the session maintains good hygiene and that provisions are in place to allow for this
6. Sessions that include children and young people under the age of 18 should be more meticulously planned to ensure their needs are catered for

The next section gives more detailed guidance that sets out six key requirements specifically when **preparing for activity** and **delivering activity**.

1.1 Preparing for Club and Coached Activity

1.1.1 Covid-19 Action Plan and Risk Assessment

All community clubs must develop a written Covid-19 Action Plan and Risk Assessment prior to activity and maintain it throughout their operation. Ownership of this plan and its delivery sits with the club's designated Covid-19 Officer on behalf of the wider club committee.

This Action Plan and Risk Assessment should be focused around Triathlon Scotland guidance as well as the wider Scottish Government guidance, which can be found [here](#).

Coaches who operate outside of club settings should also develop a written Covid-19 Action Plan and Risk Assessment. Should they hold separate insurance to that provided as part of a British Triathlon Home Nation Coach Membership (if they are a member) then they are strongly advised to seek any additional requirements of their own insurer in terms of planning and risk assessment procedures and protocols.

Template COVID-19 Action Plan and Risk Assessments for Clubs can be found [here](#).

Template COVID-19 Action Plan and Risk Assessments for Coaches can be found [here](#).

These templates are designed to support clubs and coaches. Whilst use of these templates is not mandatory, care should be taken to ensure all elements provided are covered.

1.1.2 Covid-19 Officer

All community clubs must appoint a named Covid-19 Officer (CO) for the club. This person can be part of the club committee, the coaching team or just a general member. The CO should have overall responsibility for the delivery of the club's Covid-19 Action Plan and Risk Assessment, including the risk and mitigation planning, communicating information to all parties and ensuring that the necessary standards are met. This individual does not have to be medically trained.

British Triathlon has created a role description for clubs to use when recruiting their Covid-19 Officer that can be found [here](#).

sportscotland have developed an e-learning module for COVID-19 Officers which is available [here](#).

1.1.3 Planning for Physical Distancing

At all times, clubs should ensure participants adhere to the current Scottish Government physical distancing guidelines including before, during and after the activity or when taking breaks. Please note there are specific physical distancing guidelines for organised sporting activity.

Coaches and others supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the club 'COVID-19 Officer' should consider appropriate mitigating actions as part of the risk assessment.

Where a disabled participant requires functional support to help them participate coaches or carers can provide this without maintaining physical distancing. In such circumstance the responsible 'Covid-19 Officer' should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.

In order to support physical distancing:

- Online bookings should be taken if possible. If not, alternative measures should be put in place. Clubs and coaches should be aware that a proportion of disabled people, people from low-income households and older adults do not have access to the Internet. Ensure you have alternative measures in place. For example, telephone bookings.
- Clubs that own or lease their facility should limit capacity to reflect Triathlon Scotland and Scottish Government guidance. This should be agreed with the facility operator.
- Clubs using public spaces should risk assess the training environment and activity to ensure that numbers attending are appropriate for maintaining physical distancing.
- Clubs should plan the allocation of athletes for a session in advance to avoid larger groups congregating before being split into smaller training groups.

A checklist for physical distancing considerations and actions is available here: [Getting your Facilities Fit for Sport](#).

Further information on physical distancing guidance is available at [Staying Safe and Protecting Others](#).

1.1.4 Pre-attendance Official Symptom Check

All participants, officials, volunteers and spectators must undergo a self-assessment for any Covid-19 symptoms. No one should leave home to participate in club or coached activity if they, or someone they live with, has any of the following:

- A high temperature
- A new, continuous cough
- A loss of or change to their sense of smell or taste

Participants should be reminded that it is their responsibility to be sufficiently fit and healthy to participate in swim, bike, run activity. They should think about any pre-existing medical conditions that they may have and, if they are in any doubt, clubs and coaches should recommend that they do not participate.

Due to lockdown, a participant's level of fitness may have changed, particularly in terms of swimming where they may have been unable to access pools. They should think about their perceived level of fitness and ensure that they feel confident to participate fully in any activity being considered in either a club setting or a coached setting outside of the club environment.

It is as yet unclear what impact Covid-19 will have on the long-term health of those who contracted the virus. As a precaution, clubs and coaches should consider the following:

- ! If any participant were hospitalised due to Covid-19, they should undergo a form of health screening prior to taking part in triathlon activity. This screening is best led by a doctor with specialist training in sports medicine. However, other doctors may feel competent to make decisions on your fitness to compete and to decide any appropriate investigations that might be required.
- ! If any participant were not hospitalised due to Covid-19, but self-isolated having shown symptoms at any time, they are also recommended to undergo a form of screening.
- ! If any participant has felt at all unwell during the pandemic, they are not routinely recommended to undergo health screening, but it is something to be considered as part of normal health monitoring for the health-conscious competitor.
- ! People who are shielding are permitted to undertake activities providing strict physical distancing is adhered to. Further information is available [here](#).
- ! People who are symptomatic and household members should self-isolate for 10 days as per NHS Scotland guidance. No one who is self-isolating should attend a sports facility/activity.
- ! GPs should be able to guide participants directly on what level of screening they may require and who is the best person to assist them in the process. Again, if clubs and coaches are in any doubt about the health of their participants, they should not encourage participation in triathlon activity

1.1.5 Equipment Provision and Use

Clubs should, where possible, remove equipment that is not essential for participation purposes.

Where the above is not possible appropriate cleaning measures, including provision of sanitiser and disposable gloves, should be put in place to reduce the risk of contamination.

All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.

Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.

No personal equipment should be left at a facility by a participant once the activity has ended.

1.1.6 Test and Protect Initiative

The opening up of the sport and physical activity sector (and the wider economy) following the Covid-19 outbreak is being supported by the Scottish Government's Test and Protect initiative.

It is a mandatory requirement that clubs collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Sports facility operators should store information for 21 days and share it when requested to do so by public health officers.

Many organisations already have systems for recording their participants. If clubs and independent coaches do not already do this, you should do so to help fight the virus.

NHS Scotland has launched a free mobile app designed to help with contact tracing efforts and slow the spread of COVID-19. The app will alert users if they have been in close contact with another app user who tests positive for coronavirus. Supported by a dedicated Protect Scotland website, the app is an extra tool complementing existing person-to-person contact tracing which remains the main component of NHS Scotland's Test and Protect system.

Further guidance is available at:

[Harper Macleod: What sports clubs need to know about coronavirus and data protection](#)

[Scottish Government: Tourism and hospitality sector guidance](#)

[Protect Scotland Website](#)

1.1.7 Hygiene

Increased hygiene measures must be in place at all times and clubs and coaches are encouraged to make provision for the following when running all activities:

- ! Encourage regular hand washing amongst participants for at least 20 seconds where you are able to facilitate this.
- ! Make hand sanitiser or wipes available for use at sessions where possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standards
- ! Clean all common touchpoint surfaces (e.g. gates, door handles, handrails etc) regularly whilst wearing disposable gloves
- ! Participants should, where possible, use their own personal equipment and ensure it is wiped down before and after use. Where shared equipment is used, the guidance provided in section 1.1.5 must be followed.

Further guidance is available at:

[Health Protection Scotland: General guidance for non-healthcare settings](#)

[Health Protection Scotland: Cleaning in a non-healthcare setting](#)

[Health Protection Scotland: Hand hygiene techniques](#)

1.1.8 Planning for First Aid Provision

Ensure access to first aid and emergency equipment is maintained. Where equipment is stored indoors please ensure public access to enclosed indoor areas is restricted as much as possible with hygiene and safety protocols reviewed as part of the risk assessment.

Please ensure that first aid equipment has been updated appropriately for the COVID pandemic and first aiders have appropriate training.

Further guidance is available at:

[St. John's Ambulance: Covid-19 advice for first aiders](#)

[HSE: First Aid during the coronavirus](#)

1.1.9 Equalities & Inclusion

The impact of the Covid-19 pandemic is not being felt equally. It is more important than ever to consider inclusive approaches for people who need extra support to be active and clubs should consider this as part of their work to encourage people to return.

The evidence emerging has clear implications for how we design and deliver sport and physical activity. Some key areas for consideration include:

- ! Communication - Digital exclusion is a key issue. With so many sessions and so much information moving online it risks worsening the health impacts of the pandemic. We have to think innovatively about the range of ways we can provide information to people about swim, bike, run activity.
- ! Accessibility - Accessibility of our environments is another key issue emerging from the pandemic. As clubs and leisure centres re-open it's important to build

understanding of people's specific accessibility needs around things like hygiene, physical distancing and face coverings so we can provide the best possible support to people to take part in swim, bike, run activity.

- ! Anxiety, mental health and wellbeing - The pandemic is leading to an increased risk of anxiety and mental ill health for people who share all characteristics. We know that sport and physical activity can have significant benefits for people's mental health so it's vital that we continue to promote those benefits, so people are encouraged to get involved.
- ! Confidence - Confidence to return to sport is a big issue across all groups. We know that some groups are at higher risk from Covid-19 than others (including some ethnic minorities, disabled people and households experiencing poverty). These groups may be even more nervous about returning to sport or starting to participate. They are also less likely to participate in sport in the first place, so we'll need to give extra attention to their needs to help build their confidence.

1.1.10 Carer Support

Where a person requires the support of a carer to undertake sport or physical activity safely, the carer will not be counted in any group size or "field of play bubble" limit. In such circumstances the COVID-19 Officer should risk assess and where required take additional precautions to minimise risk. For instance, the carers may wear, if appropriate, personal protective equipment (PPE) such as face masks during the activity.

1.1.11 Local Outbreaks or Protection Level Changes

Where a local outbreak has been reported or a change of protection level occurs, clubs & coaches within this locality should consult Scottish Government guidance and any additional guidance from Triathlon Scotland. They should then review, their COVID-19 Action Plan and Risk Assessments and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.

Scottish Government travel advice relating to protection levels is available at: [Scottish Government: Protection Levels](#).

1.2 Delivering Club and Coached Activity

1.2.1 Injury Treatment and Administering First Aid

Injuries during club or coached activity should still be treated as participant wellbeing is of utmost importance. The best way to protect everyone in club and coached settings is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment using standard household cleaning and disinfection products is recommended. Face coverings are also advisable when undertaking treatment.

After contact with an injured participant, first aiders should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations regardless of whether there was close contact or the minimum two metre social distancing was maintained. Avoid touching your mouth, eyes and nose.

1.2.2 Physical Distancing Whilst Training

At all times, clubs should ensure participants adhere to the relevant physical distancing guidelines before, during and after the activity or when taking breaks. **Triathlon Scotland recommends that where possible physical distancing should be maintained during activity.**

Club & coaches should follow guidance based on the area protection level in which the triathlon activity is to take place. A summary of what triathlon activity can be undertaken at each protection level is available in the *Supplementary Guidance: Protection Levels* documents and should be read in conjunction with the rest of this document.

Subject to the relevant protection level and this guidance, organised triathlon activity may be able to take place indoors or outdoors, in effect suspending physical distancing and household guidelines, for the duration of the activity.

Note: any 'field of play' rules will apply once sporting activity has begun and will end when the organised activity ends. Normal physical distancing guidelines will however apply before and after this.

Spaced areas for equipment and refreshment storage for each individual including volunteers and coaches should be provided. Water bottles or other refreshment containers should in no circumstances be shared. Participants are advised to bring their own in a named container.

1.2.3 Physical Distancing on Arrival/Leaving and Post Training

Where possible avoid using public transport and adhere to Scottish Government physical distancing and [travel guidance](#).

Arrive as close as possible to when you need to be at the venue and allow others to leave before you enter. If you need to wait, then do so away from the facility and clear of the gates.

If driving, park your car in such a way as to facilitate physical distancing.

Avoid touching fixed equipment including gates, fences or benches.

After completing your exercise/activity return directly to your car (if appropriate) and leave.

1.2.4 Spectating at Club and Coached Sessions

No spectating should take place other than where a parent/guardian is supervising a child or vulnerable adult. In all cases physical distancing should always be followed.

1.2.5 Face Coverings

Sports facility operators should ensure participants and visitors wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility e.g. reception, locker rooms and storage areas. This is a mandatory requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering. Clubs should make participants aware of this.

Further guidance on general use and exemptions is available at:

[Scottish Government: Staying Safe and protecting Others, Face Coverings](#)

1.3 Specific Considerations for Organised Triathlon Activity for Children (Under 18s)

1.3.1 Physical Distancing

At all times, clubs should ensure participants adhere to the relevant physical distancing guidelines before, during and after the activity or when taking breaks.

In general, young people find it harder than adults to stick to physical distancing rules. Special attention should be given to how you communicate physical distancing rules to young people.

Coaches and other adults supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the club 'COVID-19 Officer' should consider appropriate mitigating actions as part of the risk assessment.

Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and household rules.

1.3.2 Health, Safety & Hygiene

Health, safety & hygiene measures for children's activity should be in line with guidance provided within this document.

In the event of first aid treatment being required it is recognised that a suitably qualified coach/supervising adult may be required to attend to a child. The club 'Covid Officer' should consider processes for managing this as part of the risk assessment. This could include but not be limited to:

- ! Provision of suitable PPE
- ! Training of coaches/supervising adults
- ! Presence of one parent/guardian being required at the activity

1.3.3 Participant Numbers and Duration of Organised Activity

Where there is likely to be close contact between children in an organised sporting activity mitigation should be put in place to minimise risk and keep participants safe.

The focus should be on delivering the organised activity with as few participants as possible interacting with each other and for the minimum amount of time, whilst still allowing the activity to be run effectively.

The guidelines for training and participation group sizes are set out in section 2 of this document.

1.3.4 Adult Involvement and Ratios

All adults involved in coaching / actively engaging with children in an organised environment should have undertaken appropriate safeguarding and, where available, Covid-19 training.

Clubs should always ensure appropriate ratios of coach to participant are maintained in line with this guidance and the [British Triathlon Coaching Guidelines](#).

For coached open water swimming activity, parents and/or guardians are not required to accompany U18s in the water however parents and/or guardians of U16s must remain on site for the duration of the session. Throughout the session, the coach and water safety team are in charge of ensuring the safety of the children and young people taking part in the coached session.

1.3.5 Wellbeing & Protection

If coaching athletes under the age of 18, ensure you are a member of the PVG Scheme and have a PVG check for the organisations in which you carry out regulated work.

All clubs and coaches must operate to the relevant codes of conduct found in the Child Wellbeing & Protection Policy [here](#).

Written prior parental consent must be obtained if a child is taking part in a 1-2-1 coaching session. The session should take place in a public place and parents/guardians should also be present.*

Report any concerns you have about the welfare of an athlete to your Club Wellbeing Officer or Triathlon Scotland at welfare@britishtriathlon.org.

*Parent/guardian (non-participant) attendance should be limited to one per child where possible, with social distancing strictly observed while watching the session.

SECTION 2

2.1 Triathlon Scotland Adopted Practices for Clubs and Coaches During Covid-19

Triathlon Scotland has reviewed and updated the adopted practices that clubs and coaches must operate within during the Covid-19 period. The following points must be met for activity to take place and for insurance to remain valid:

1. Clubs & coaches should follow the guidance laid out in the relevant *Supplementary Guidance: Protection Levels* document relevant to the protection level for the area in which activity is to take place.

Where there are multiple groups operating at the same venue these must be risk assessed to ensure there can be no mixing of participants before, during or after the activity. Specific mitigations could include staggered start times, limiting car parking or controlling access / egress points.

2. All coach-led session must adhere to the British Triathlon Coaching Guidelines with the exception of the recommended coach participant ratio which should adhere to the table below:

		Level 1	Level 2	Level 3
Swim	Pool Setting	1:10	1:20	1:24
	Open Water	-	1:16	1:20
Cycle	Closed Settings	1:8	1:16	1:20
	Open Road	-	1:8	1:8
Run	All Environments	1:12	1:20	1:24

3. Club-organised sessions that are not coach-led can also take place. Typically bike or run sessions (but could be any activity under the club's operation) which are organised by clubs for club members, but are not led by a coach. They have no technical coaching or session plan in place. Coaches may be involved as a club member participant only.

Session ownership is taken on by the club and therefore should be included in the club's risk assessment and action plan.

Clubs must take account of both safety and public perception when allowing club sessions of this type, particularly when cycling on the open road. More care than usual should be taken to consider routes, weather, ability, confidence levels and space around members whilst training. Clubs should consider the group size according to these (and other) factors when completing their risk assessment and action plans.

This type of session cannot be delivered to under 18s in any discipline, as they do not provide adequate supervision and safeguarding.

SECTION 3

Significant Considerations for Clubs and Coaches

3.1 Virtual Challenges/Events

Clubs may develop and deliver virtual events and challenges. British Triathlon insurance for clubs will apply. Additionally, British Triathlon Home Nation members will also be insured to take part in these in line with normal training cover.

[Separate guidance](#) is available for both clubs and event organisers to use when developing and delivering virtual events and challenges, including a template [risk assessment](#) designed to support and guide safe virtual activities. This is not a permitted process as is operated for normal events and Triathlon Scotland do not intend to promote events and challenges run by clubs, nor will risk assessments be checked or approved. Virtual challenges are not events and do not need to be registered.

3.2 Internal Club Events

Internal club competitions / events may be possible subject to the relevant restrictions. It is possible for clubs to run multiple competition ‘sessions’ to allow the whole club to take part in any club event / competition activity.

All internal club events must adhere to additional guidance available [here](#).

3.3 Local Lockdowns

Where a local outbreak has been reported, clubs within this locality should review Scottish Government ‘local measures’ guidance, their operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.

3.4 Insurance

Triathlon Scotland affiliated clubs are provided with public liability cover and the committee members, directors and officers with liability cover. This remains in place but, for absolute clarity, is invalidated by any club or member acting against government instruction. Information for clubs can be found on our [website](#) and guidance for operating in the current COVID-19 pandemic is supported and updated by our insurers, Sports Insure. This can be [found here](#).

3.5 Triathlon Scotland Support

To support clubs in navigating through their return to swim, bike, run activity, Triathlon Scotland are hosting a regular programme of Club & Coach Development Sessions. The sessions provide an overview of updated advice and guidance, give clubs the opportunity to ask any questions to clarify understanding and give clubs the opportunity to share learning with one another.

Members of the [Triathlon Scotland Development Team](#) are available to support clubs with specific requirements.

3.6 Using Facilities for Club and Coaches Sessions

Where clubs rely on third party owned or managed facilities, adherence to these guidelines should be worked out collaboratively between club and facility. It will be the responsibility of the Club COVID-19 Officer to act as the liaison between the club and the facility. Each facility must have a specific facility operations plan that incorporates a full risk assessment. Full details on the guidance for providers of outdoor facilities on the phased return of sport and recreation in Scotland can be found [here](#).

From the 31st August indoor swimming pools will be able to open. Triathlon Scotland has produced specific Return to Pool Guidance that clubs should use when working with their facility providers.

3.7 Coaching in Non-Club Settings

Self-employed coaches need to be conscious that they are solely responsible for their sessions, both planning for them and delivering them. They should ensure compliance with government guidelines and use this guidance as a support tool.

Whilst self-employed coaches are not required to have a Covid-19 Officer, they must follow Covid-19 guidelines.

Self-employed coaches, just like coaches in club settings, should develop and maintain a specific Covid-19 Action Plan and formal risk assessment that caters for all delivery, and seeks to enact all parts of this guidance.