



Scottish
Swimming

Land Training

Back to the Water COVID-19 Guidance

Phase 3

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1.0 Introduction

The following guidance sets out how a coach, on behalf of a club, can deliver land-based training and ensure that they are operating within Scottish Swimming's parameters and the club is covered by their Scottish Swimming insurance policy for this activity.

As we progress out of lockdown it is important to bear in mind the phased approach to the opening up of opportunities to exercise with our team mates. We are all looking forward to getting back to training within our clubs, which we know is a hugely important part of our sport. Land-based training opportunities are now permitted outdoor as long as the Scottish Government physical distancing guidelines are met. <https://www.gov.scot/coronavirus-covid-19/>

Please find detailed in 3.0 the latest sportscotland and Scottish Government Guidance around Phase 3 restrictions effective from 10 July 2020 and updated 30 July 2020. Key points are summarised on page 13 of this document.

2.0 Guidance for Coach-led Land Training Sessions

2.1 Level of Coach

Coaches should only deliver activity for which they are trained. In all of the instances below, coaches should apply good coaching practice. They should risk assess the activity, ensuring that it is appropriate for the developmental stage of participants and also take into account the fact that they will need to maintain current Scottish Government set physical distancing from athletes and athletes need to do so from each other. Adjustments should be made accordingly.

a. **Coaches with a recognised land training or strength and conditioning qualification**

These coaches can deliver land training activity as long as they risk assess the activity appropriately, ensure as far as possible safe practice on behalf of the participant and work within the level for which they are trained.

b. **Coaches with a recognised aquatic qualification (but not a land training qualification)**

It is clear that non-pool activity is going to be the main form of training for participants at this time. If the coach has been educated to deliver pre and post pool dryland activity then they can use this in their training, ensuring that they deliver appropriate technique and ensuring that the volume and intensity is within healthy limits for the participant.

c. **Coaches with no recognised qualification**

These individuals should not be delivering land-training content.

d. **Activity outside of the scope of the qualification**

If the coach wants to utilise techniques that are out of the scope of their qualification then ideally they would use a person with a relevant qualification to deliver this as per (a). If this is not possible, then they could refer the participant (or their parent if Under-18) to relevant and reputable content available elsewhere. There will be

content available on the relevant groups on Scottish Swimming's HIVE Learning platform with links to reputable sources of further content. It should be made clear to the participant / parent that the club, coach and Scottish Swimming accept no liability for any injury or issue arising from following such content.

2.2 Safety

Safety of the participant must be paramount. Delivering sessions outdoors can bring extra challenges that should be addressed. The following guidelines should be considered.

Before commencing any session:

2.2.1 Pre-Session considerations:

- We strongly recommend the coach visit the chosen venue prior to the first training session. This will aid session planning, suitability and health & safety considerations.
- Clubs should collect and keep the contact details of participants and visitors for a period of 21 days. This would fit with the recommendations around hospitality requirements also. Club should also consider embedding a COVID screening questionnaires as part of the return process to ensure participants, coaches and athletes are free of COVID symptoms.
- The coach must ensure that they are allowed to use the outdoor space and has acquired the relevant permit for this if necessary.
- Risk assessments should be carried out and documented at all sites. Consider safety first, particularly minimising the risk of infection/transmission.
- Appropriate physical distancing and hygiene measures must be put in place to ensure participants, staff and volunteers are always protected.
- Coaches should plan appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session.
- Coaches should stick to the guidelines with regards to the number of athletes and households and carefully consider their workload if they are expected to run multiple sessions per day (online and in person).
- Clearly outline the session timings to athletes and highlight that athletes / parents are responsible before and after these set times.
- Consider how athletes will get to the venue, can you group the athletes by locality to limit transport requirements.

- Cleaning, hand, and respiratory hygiene are core measures and provision should be made for these. Clear guidance and plans are needed for cleaning of equipment and waste disposal. Note that toilets and other washing facilities may not be available. Detailed guidance is available at;

www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/

www.hps.scot.nhs.uk/a-to-z-of-topics/hand-hygiene/

2.2.2 Consider the outdoor environment that is being used:

- What is the ground like, is it suitable for the activities being undertaken?
- Is the training area safe and free from intrusion from others?
- Is the weather appropriate, is there enough shade from the sun, plan of action in case of rain/heavy rain?
- Can the athletes be seen and supervised effectively?

2.2.3 Consider the athletes to attend:

- People who are shielding are permitted to undertake activities providing strict physical distancing is adhered to (see 3.2). People who are symptomatic should self-isolate for 10 days: household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend an outdoor sports activity.
- Coaches should ensure appropriate coach:participant ratios and have no more than 14 participants per coach in any land-training session. For more detail on maximum numbers see 3.4.
- Communication with participants is important and participants should know what to do before / during / after attending their coached session.
- The coach must ensure that those taking part are sufficiently fit and healthy to participate in the activity including considering any pre-existing medical conditions that athletes may have and if in any doubt, we recommend they do not train. If a participant has recovered from COVID-19 we strongly recommend they receive a medical check up to ensure they are fit to train before they start.
- Consider the condition of athletes who may not have trained fully for some time – we strongly recommend a gradual return to training with particular attention taken to avoid unnecessary injuries through doing too much too soon.
- The coach must agree any necessary measure to ensure physical distancing is adhered to and reduce the possibility of virus transmission. This should be communicated to athletes before the first session, at the start of all sessions and

during sessions as necessary. This must also be documented within the risk assessments.

- Encourage any parents / guardians to adhere to social distancing guidelines whilst the session is taking part
- It must be noted that all participants must be members of Scottish Swimming for insurance purposes. Any non-members engaged in the activities will render the insurance for the entire group void.

2.2.4 Consider the equipment being used:

- Athletes should bring their own equipment and should not share it. It should be cleaned thoroughly before and after use.
- Is the equipment safe and appropriate to be used in the environment? Please note, dangerous equipment must be avoided (e.g. garden trampolines).
- Can it be transported safely, and securely?
- Equipment (e.g. balls) cannot be thrown or passed between athletes due to the risk of virus transmission.
- Ensure appropriate clothing is worn by athletes including suitable footwear, no jewellery etc.
- The coach and participants should stay hydrated and remember to use appropriate sun-protection including sun-cream, caps etc.

2.3 Safeguarding

As with any other form of coaching, implementing good safeguarding practice is extremely important to protect the coach and the participant. All usual safeguarding considerations should be taken into account. In addition, the following guidelines should be followed:

All clubs and coaches must operate in a safe and effective manner in accordance with the Scottish Swimming insurance policy and Wellbeing & Protection Policy: Children & Young People Policies and Procedures, which are still in operation.

The club Wellbeing & Protection Officer (WPO) must be aware of the training that is being undertaken, undertake risk assessments, and give guidance as appropriate. This should include assessing that the venue, activity and supervision is appropriate from a safeguarding point of view.

Coaches should ensure they do not put themselves in compromising positions, in particular ensuring that they are never left one-to-one with an under-18 year old athlete.

Report child safeguarding concerns immediately to your designated WPO or Scottish Swimming's safeguarding officer Lindsey Booth (l.booth@scottishswimming.com, 07832117491).

3.0 Scottish Government & sportscotland guidance

3.1 Introduction

Clubs and participants should be aware that the easing of restrictions does not mean that all facilities/venues will open immediately. Owners and operators will require time to consider all the implications of opening facilities/venues and put plans in place to re-engage staff and to set up operations that ensure the safety of participants, staff and volunteers. This is a difficult time for everyone so please be patient.

These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene. Facility operators, clubs and participants should be aware of and should be ready to adapt to changes in guidance at short notice. Information on the Scottish Government's approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland Guidance](#).

Risk assessments should be carried out and documented for all activities and facilities. Consider safety first, particularly minimising the risk of infection/transmission and following Scottish Government guidance regarding health, hygiene, travel, and physical distancing. Risk Assessment guidance can be found in the [Open Water Health & Safety Risk Assessments Guidelines](#) and further templates can be found on the [Scottish Swimming website](#) and at:

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

[UK Government / HPE: Cleaning in a non-healthcare setting](#)

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

3.2 Before Participating

1. These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing, and hygiene as above.
2. People who are shielding are permitted to undertake activities providing strict physical distancing is adhered to. Further information is available at [Scottish Government: COVID-19 Shielding support & contacts](#).
3. People who are symptomatic should self-isolate for 10 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

IMPORTANT: Do not leave your home to undertake exercise or outdoor activity if Scottish Government advice means you should stay at home because you or someone you live with has or has had symptoms of COVID-19.

4. Travel restrictions outlined by the Scottish Government should always be adhered to. Further information is available at [Travel & Meeting Others Outdoors](#)
5. At all times, participants should adhere to the Scottish Government's physical distancing guidelines of staying at least 2m away from others unless identified exceptions as per 3.3 A) below. It is advisable to check the Scottish Swimming & Sport Scotland websites regularly as guidance will be updated in line with changes from the Scottish Government.

3.3 Organised Outdoor Sport for Children:

- Only outdoor sport and physical activity should be undertaken at this time with all indoor exercise and changing areas remaining closed. An indicative date of 14 September 2020 has been identified by the Scottish Government as a potential date for reopening of indoor sport and exercise areas. Organised outdoor sport specific activity can be undertaken by children and young people from the 13 July. The Scottish Government has also provided an indicative date of 24 August 2020 for this to be extended to include outdoor contact sport for adults subject to SGBs agreeing guidance with **sportscotland**.
- All sports organisations providing children's activity must abide by relevant SGB guidance and have a named 'COVID-19 Officer' who will complete documented risk assessments and ensure all appropriate mitigations are put in place by the sports organisation before any children's outdoor activity is undertaken

The following guidance should be adhered to:

A) Physical distancing:

- Children aged 11 years and younger are not required to physically distance, as set out in Scottish Government guidance. This extends to organised sports activity and the field of play
- For older children aged 12-17 a 'field of play bubble' can be created during organised sports activity that allows contact whilst the activity is taking place, in effect suspending physical distancing guidelines for the duration of the activity. Normal physical distancing guidelines will however apply before and after the activity takes place
- 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
- Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at [Scottish Govt: COVID-19](#)
- Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with

their own household. Groups of parents from different households should not congregate before, during or after the activity

B) Health, safety & hygiene measures:

- Health, safety and 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 require to attend to a child. The sports organisation 'COVID-19 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 required at the activity

C) 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 focus of activity at this stage should be non-competitive, essentially a return to training. No competition, matches or other activity between sporting clubs/organisations should be arranged

D) Adult involvement and ratios:

- All adults involved in coaching / actively engaging with children in an organised environment should have undertaken appropriate SGB safeguarding and, where available, COVID-19 training
- Sports organisations should always ensure appropriate ratios of coach/adult to child as per SGB guidance and follow all related safeguarding advice
- Health, safety and welfare policies should always be risk assessed and implemented

For further information please refer to [Return to Sport & Physical Activity Guidance](#)

3.4 Guidance for Coaches

Please note an indicative date of 14th September has been given for the reopening of indoor gyms, pools and leisure facilities. This is under review.

- It is the responsibility of each venue operator, club and coach to ensure documented risk assessments, based on local circumstances, are completed prior to any activity taking place. Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected at all times
- A maximum of 15 people from up to 5 households (or extended households), including the coach and participants can participate in a session, unless coaching children when restrictions on the number of households for exercise purposes do not apply. Physical distancing and hygiene measures must be fully implemented and maintained
- Children under 12 do not need to maintain physical distance between themselves
- Coaching of people who are shielding is now permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed
- Coaches who are shielding can undertake work (paid or voluntary)
- Up to date guidance on extended households, physical distancing and travel is available at [Scottish Government Guidance: Staying safe and protecting others](#)
- **At all times coaches should:**
 - Adhere to the Scottish Government's physical distancing guidelines of staying at least 2m away from others and ensure participants they are coaching do so too. No contact training should be undertaken unless in organised children's activity as stipulated in the [Return to Sport & Physical Activity Guidance](#)
 - Plan appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session. A detailed document including checklists is available to support coaches at [Getting Coaches Ready for Sport](#)
 - Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date
 - Check Scottish Swimming guidance for the relevant activity being delivered. This can be found at www.scottishswimming.com. Where relevant, also check with your venue provider, such as a local authority/leisure trust or club to ensure you follow their specific guidance and processes
 - Be aware of their responsibilities and that of their participants before, during and after each session

- Check, in advance of delivery, that appropriate insurance policies are in place for all coached activities and that their insurance is valid for the activities they plan to deliver
- Find out about their direct and surrounding delivery environment in advance of the session and contact the facility operator, where relevant, to confirm any changes in processes and procedure
- Ensure appropriate policies are in place in line with Scottish Swimming and local authority or leisure trust regarding safeguarding best practice
- Ensure they have an approach to activity that is feasible and safe to deliver

Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#)

▪ **Communication with members/customers:**

- Coaches should communicate clearly and regularly with participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity
- Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system. Ensure there is a process for cancellation should it be necessary

▪ **Health, Safety & Hygiene:**

- Coaches should ensure they have access to first aid and emergency equipment. Where equipment is stored indoors, coaches should ensure public access to indoor areas is restricted as much as possible with hygiene and safety protocols reviewed as part of the risk assessment. Coaches should ensure that first aid equipment has been updated appropriately for the COVID-19 pandemic and first aiders have appropriate training
- When undertaking coaching the coach should ensure, where possible, that everyone involved avoids touching surfaces, sharing equipment and touching their mouth and face
- Cleaning, hand, and respiratory hygiene are core measures and provision should be made for these. Clear guidance and plans are needed for cleaning of equipment and waste disposal. Toilets may be available if operators follow the guidelines outlined on the Scottish Government website [Opening Public Toilets Guidelines](#). Please check with your venue operator in advance of your session
- Coaches should ensure hand sanitisers or wipes are available for use at entrance/exit to activity where possible and ask participants to bring their own hand sanitiser (Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on)
- All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance. Cleaning products should conform to EN14476 standards

- A checklist for health, hygiene and cleaning considerations and actions is available here: [Getting your Facilities Fit for Sport](#)
- 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](#)

[Health and Safety Executive: First aid during the coronavirus \(COVID-19\) outbreak](#)

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

▪ **Equipment provision & use:**

- Participants should bring their own equipment where possible, including water bottles, towels and sport specific items. They should arrive in the appropriate clothing for the session as no changing will be available
- 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 coach or participant once the activity has ended

▪ **Bookings and payment:**

- Online bookings should be taken if possible. If not, alternative measures should be put in place including phone bookings
 - Where possible and in line with Data Protection regulations, a register of users should be kept in case there is a need to track and trace. Please follow any guidance provided by your employer or venue operator
 - Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time
 - Where possible use online or contactless payment options and avoid handling cash
- Workers, venue operators and clubs must ensure that they follow all relevant workplace guidance for contractors and staff and that existing health and safety advice is maintained and aligned. This should be detailed in the documented risk assessment

3.5 FACTS Guidance

Please follow the FACTS Guidance given below from Friday 10 July 2020

It's everyone's responsibility

During Phase 3, the various changes that are due to come into effect will result in larger numbers of people moving around and coming together across a variety of settings and sectors, both indoors and outdoors. This will give the virus more opportunities to spread. There is a risk of outbreaks and while we should strive to avoid them, we must also prepare for them and our Test & Protect system will help us to contain them. Staying safe and keeping others safe is as important as ever which is why, for example, we have made face coverings mandatory on public transport and in shops. And it is especially important to be considerate of people whose health conditions mean that they haven't been able to enjoy the easing of restrictions that the rest of the population has benefited from.

To prevent spread of the virus we should all follow the FACTS. It is the sum of our individual actions, our collective endeavour, that is suppressing the virus.

FACTS:

- F**ace coverings.
- A**void crowded places.
- C**lean hands regularly.
- T**wo metre distance.
- S**elf isolate and book a test if you have symptoms.

Remember **FACTS** for a safer Scotland

F	Face coverings	
A	Avoid crowded places	
C	Clean your hands regularly	
T	Two metre distance	
S	Self isolate and book a test if you have symptoms	

nhsInform.scot/coronavirus
#WeAreScotland



CORONAVIRUS
 STAY SAFE
 PROTECT OTHERS
 SAVE LIVES



4.0 Summary of Key Points

If coaching 18yrs and over:

- A group of up to 15 from up to 5 households (or extended households) including coaches can meet for a coaching session. ~~For sessions~~ Coaches are no longer limited on the number of households they can coach in a day. Physical distancing is required throughout the session for athletes and team

If coaching 17yrs and under:

- A group of up to 15 (including coaches) can meet for a coaching session. For anyone 12-17 years old they need to keep to physical distancing rules pre & post session and where possible, but can have a “field of play bubble” created during organised activity that allows contact . There is no guidance how often per day this can happen for the 17 and under age group

All ages:

- Equipment should not be shared between the group and if it's used by another group would need to be efficiently cleaned between sessions
- Coaches should ensure hand sanitisers or anti-bacterial wipes are available for use at entrance/exit to activity where possible and ask participants to bring their own hand sanitiser (Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on)

Parents/guardians:

- When supervising their children, parents/guardians should abide by Scottish Government physical distancing guidance and stay at least 2m away from those outwith their own household. Groups of parents from different households should not congregate before, during or after the activity

5.0 Disclaimer

When referring to any documents and associated attachments in this guidance, please note the following:

1. Reliance upon the guidance or use of the content of this website will constitute your acceptance of this disclaimer.
2. The term guidance should be taken to imply the standards and best practice solutions that are acceptable to Scottish Swimming.
3. The documents and any associated drawing material are intended for information only.
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5. All downloadable drawings, images and photographs are intended solely to illustrate how elements of a facility can apply Scottish Swimming's suggestions and should be read in conjunction with any relevant design guidance, British and European Standards, Health and Safety Legislation and guidance, building regulations, planning and the principles of the Equality Act 2010.
6. The drawings are not 'site specific' and are outline proposals. They are not intended for, and should not be used in conjunction with, the procurement of building work, construction, obtaining statutory approvals, or any other services in connection with building works.
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9. The content of this guidance does not constitute specific advice to clubs; this is a guide and the information should help clubs make their own decisions in due course. We recommend that you obtain professional specialist technical and legal advice before taking, or refraining from, any action on the basis of information contained in this note.
10. Clubs should continue to check information published by the Scottish Government and sportscotland after reading this guidance.

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This guidance is not intended for, and should not be used in connection with, any procurement activities, or for obtaining planning or other statutory approvals. Clubs hold and will continue to hold Scottish Swimming free from all harm and liabilities arising from any action taken by clubs under this guidance.