



Scottish  
Swimming

# Club Management

## Back to the Water

## COVID-19 Guidance

### Phase 3

Updated 15<sup>th</sup> December 2020

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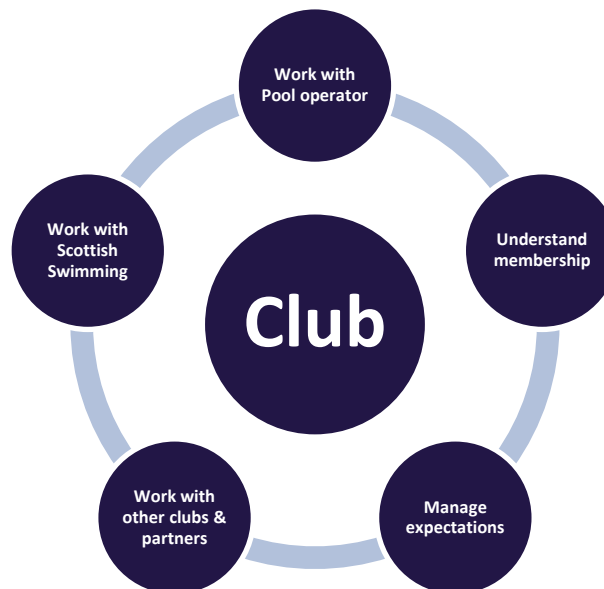
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## 1.0 Introduction

The following guidance has been developed in co-operation with the Home Countries and industry partners. The document aims to support clubs in returning to the pool following the period of closure due to COVID-19. It provides guidance on reducing the risk of COVID-19 transmission within the swimming pool environment and considerations for effectively managing the club return. Scottish Swimming are working closely with **sportscotland** to ensure the advice provided is appropriate for the current phase of the Scottish Government route map.

The guidance highlights the continued requirement for safe physical distancing and enhanced hygiene regimes and considers how this will impact on the different coaching/discipline environments. Guidance for Club training activity is contained within [Scottish Swimming Club Training Back to the Water COVID-19 Guidance](#). Additional guidance documents, templates and resources are available on the [Scottish Swimming website](#).

The points highlighted below are the priority areas clubs should consider and need to develop when planning the return to the pool. The pool operators and Scottish Swimming are working together to ensure clubs are supported as far as possible. Clubs will need to understand their membership and support their members by managing expectations and clear communication. It may be necessary for clubs to work with other local clubs along with the pool operator to ensure opportunities are maximised.



The following guidance is designed to support clubs when considering the factors that are likely to influence training sessions while physical distancing measures remain in place.

- Working with Scottish Swimming, Clubs should discuss with the pool operator any changes that may affect the pool programme and club access. When determining bather load and lane capacity, clubs should consider the advice on assessing risk in the pool as set out in the [Scottish Swimming pool operators guidance](#). It is advised that clubs should do this in collaboration with the pool operator.
- Coaches should deliver from poolside and should adhere to Scottish Government guidance on physical distancing. Clubs should work with the facility management to evaluate the number of team staff on poolside to give effect to physical distancing.
- Working with the pool operator clubs should consider the practicalities of getting athletes to and from the poolside, particularly as the majority of facilities might also be in use by the public. Clubs should review available pool space to allow for correct physical distancing, including entry and exit points.

Athletes and team staff should adhere to Scottish Government guidance on physical distancing when walking or waiting on poolside.

- Where possible athletes should bring their own, readily identifiable, equipment and clubs should allow sufficient time between squads for cleaning, and to reduce the chance of clustering groups. Equipment should be cleaned in-between use. Athletes will be responsible for cleaning their own equipment. Submerging equipment in adequately disinfected swimming pool water will reduce the risk of transmission of enveloped viruses.
- Supervision/spectating is likely to be limited, if at all, so keep those attending to a minimum. The club should liaise with the pool operator in this regard.
- Each club must have a dedicated officer or team responsible for COVID-19, making sure that from the club's perspective they are up to date with Scottish Swimming and Scottish Government recommendations. This person/team will also have a key responsibility to liaise with the pool operator and be aware of the rules and guidance set by the facility (for all facilities used by the club). More information can be found in the **COVID-19 Role Description** on the [Scottish Swimming website](#).

A range of document templates and samples will be available from Scottish Swimming to support the implementation of this guidance. More detailed guidance, including specific guidance for restarting and managing clubs, can be found in subsequent sections of this document.

## 2.0 Club Framework – COVID-19 outcomes

To provide further support and direction for club management committees the outcomes based on the six Club Framework areas have been re-focused to be more specific to promote a positive return to the pool for clubs. There are a suite of further resources and templates available in each of the six areas and will be available on HIVE and on the [Scottish Swimming website](#). There is also a flow diagram and checklist available to help clubs prioritise activities for returning to the pool. The guidance within this document has been marked with which component part it fits with. A priority rating has been applied to each of the outcomes to provide additional focus and direction for the club, split as short, medium and longer term.



	<b>Outcomes or focus areas to consider</b>	<b>Priority Rating</b>
<b>Culture</b>	Re-engage/further engage with club members, communicate changes effectively, understand the needs of the club members	Short term
	Revisit club culture and values ensuring that club restarts positively and unified. Confirm what the aims and objectives of the club are and plan accordingly	Medium to longer term
	Recognise and reward effort, positive mind-sets and excellence, and build self-awareness, respect and self-management	Longer term
<b>Pathways</b>	Re-establish the athlete pathway, ensuring the committee support an athlete-focused programme that provides competitive opportunities when appropriate and allowed	Short to medium term
	Ensure coaches, technical officials and volunteers continue to access the relevant pathway opportunities, training and development as appropriate	Medium to longer term
	Establish an appropriate link with Learn to Swim and have a strategy in place for retaining athletes with positive opportunities to stay within the sport	Medium term
<b>People Development</b>	Re-engage and support the volunteers within the club by providing appropriate development opportunities	Medium term
	Ensure appropriate re-inductions and refresher training is provided as necessary. Consider developing succession & retention plans while recruiting, rewarding and recognising club workforce as appropriate	Medium to longer term
	Ensure coaches are supported, providing the appropriate learning and development opportunities with development plans in place	Medium to longer term
<b>Programme Management</b>	Risk Assess club activities to ensure a safe operating environment. Evaluate the resilience of the club and put in place appropriate financial planning	Short term
	Update club governance policies and procedures and put in place necessary amendments/additions to reflect COVID-19 requirements. Communicate appropriately	Short term
	Update club development and club action plans to include COVID-19 considerations	Short to medium term
<b>Facilities</b>	Engage with pool operators to ensure appropriate safety procedures, staffing and inductions are in place for club sessions	Short term
	Work with pool operators to secure facility access, maximising pool programming and agree pricing	Short term
	Working with pool operator to ensure necessary safety precautions, Personal Protective Equipment ( PPE), cleaning and pool equipment is provided for club sessions	Short term
<b>Partnerships</b>	Re-engage with local, regional and national networks and partners (aquatics or otherwise).	Short to medium term
	Develop existing relationships and have a structured approach to securing new partnerships	Medium term
	Consider ways to market the club and build the club profile in the community. Identify new sponsorship and fundraising opportunities	Medium term

## 2.1 Guiding principles

The information contained within this document and that of the [Scottish Swimming Club Training Guidance](#) is based on the following overarching guiding principles:

- **Safety first** – the safety of anyone involved in our sports and activities is paramount and will be put first in all considerations. Clubs should emphasise to members that during this period of time everyone has a personal responsibility to keep themselves safe.
- **Consistent** – our guidance is across multiple activities and many stakeholders, we will seek to make it consistent and aligned to avoid creating conflict or confusion.
- **Robust** – we will ensure that our guidance is developed by experts in the sport/activity/field and then reviewed internally and by a medical practitioner to ensure it is as robust as possible.
- **Evolving** – we will provide initial guidance but understand that not all factors are currently known and that circumstances will change, to that end we will develop and improve guidance as appropriate and based on practical experience when activity recommences in the water.

## 2.2 Be prepared for change

It is becoming clear that the aquatic landscape that we knew pre COVID-19 will be vastly different on our return. Once there is a green light to open all centres it's not likely that all pools will simply open their doors on that date.

- Many pools may open with reduced pool hours – early mornings for example could be limited
- Whilst a leisure centre may open there may be a phased return to certain activities
- Local authorities / pool operators may open pools within certain geographical areas piecemeal rather than en masse
- Some pools may not reopen at all

In short there could be fewer opportunities, and we cannot expect clubs to simply step back into where they left off. This is not definitive yet, but it is something clubs must consider.

Clubs will have an important role to play in regards to managing expectations of their athletes, coaches, parents and volunteers when the club returns to training.

## 2.3 Thought starters for setting up training sessions

Guiding Principles	Athletes	Workforce	Equipment requirements	Pool layout	Pool side set up	Entry and exit points – inclusive of changing arrangements	Squad rotation (if applicable)
<b>Safety first</b>	How athletes are kept safe within this session?	How are all members of workforce i.e. coaches kept safe during sessions?	What equipment is needed to keep the session safe?	What pool layout is allowed or required?	What poolside set up is required to maintain safety and safe practice?	To maintain safety – how will all involved enter and exit the pool side and pool?	How will squad changeover be managed?
	Has guidance been provided to athletes?	Has guidance been provided to workforce?	Lane ropes, training aids, music system (artistic)	How does the pool layout ensure safety of participants?	What does the safe poolside set up look like?	What are the changing arrangements to maintain safety?	How can session times be maintained?
	Consider inclusion of para-swimmers	What is the workforce requirement to maintain safety i.e. number of coaches?	What can be used? Using the club or centres equipment / own equipment for training etc. (whiteboards etc)	E.g. roping off certain zones for disciplines or LTS?	Do you need signs or visual prompts?	What signage is in place?	Is a 10 minute gap between squads required?
	Maximum numbers?			Number and width of lanes available	Ensure wheelchair access etc are considered		
<b>Consistency</b>	How do session plans maintain consistency of physical distance rules at all times?	How do session plans maintain consistency of physical distance rules at all times for the workforce?	Are the equipment usage guidelines consistent with other pool users?	Is the pool layout consistent with other pool users of a similar type? Work with operator and maximise programming	Is the poolside set up consistent with other pool users?	Entry and exit points as consistent as possible with other pool users?	What are the facility arrangements for timetable changes?
	Is this consistent with guidance given to other aquatic users from the pool operator?	Is this consistent with rules given to other aquatic users?	Is the use of equipment consistent with other pool users?  Is the club ensuring equipment use is in line with the centre's rules?	NB: there's a need to avoid masses of pool configuration changes.  I.e. Changing lane ropes frequently	NB: Pool operators will not want multiple changes on poolside.  Have you avoided any potential crowding and kept additional bodies on poolside to a minimum?	Are changing arrangements consistent with other pool users?  Does it limit risk to have all club members changing at home before arrival and to shower at home where feasible?	Are squad changes consistent with other pool users?  What guidance has the facility operator introduced?



<b>Robust</b>	Can the club gather some participant views pre sessions to check that they are happy with the plans?	Can the club gather some workforce views, pre session to check they are happy with the plans?	Are the equipment requirements and their use achievable?	Does the pool layout and pool deck have the support of the pool operator?		Do the entry and exit arrangements have the support of the pool operator and understood by club members?	Is squad rotation practical and fair?
	Can the club gather feedback post session from the participants for any improvements that can be suggested?	Ensure teachers and coaches are comfortable with the plans?  Can the club gather feedback from the workforce post session for any improvements that can be suggested?	Does it avoid creating any additional barriers?  Is all the required equipment readily available?	Do the session plans and layout stand up to scrutiny for physical distancing?		Do the club's changing arrangements have the support of the pool operator and are they understood by club members?  Is physical distancing guidance being applied throughout?	Does it work within the pool or pools being used?  Can this be regularly reviewed?
<b>Evolving</b>	What are the next progression steps from this session?	How can the workforce grow, adapt and evolve?	Will the club require more or less equipment as sessions evolve?	How does the pool layout need to change as athlete numbers can be increased or physical distancing measures change?	How does the poolside layout need to change as athlete numbers can be increased or physical distancing measures change?	Can changing arrangements and entry and exit points be changed?	Can the changeover of squads become less restrictive?
	How do the sessions evolve?	Can additional coaches be brought back into the club but maintained within the rules?	How would the use of more equipment be managed if required?			How can this be monitored and changed accordingly?	What could be changed?
	Could more athletes be added but maintained within the rules?						How could the club prevent loss of pool time through more efficient change overs?
	Consider how changes are communicated						

It's important to gather feedback from all those involved with the club, allowing changes to be applied where necessary and as measures evolve.

## 2.4 Accessing the facility

When facilities do begin to reopen, be aware that pools may not be accessible for a number of weeks. The timing of this will all depend on various factors, including Scottish Government guidelines and the operator's approach. The club should work closely with the pool operator to ensure an effective and safe transition back to club activity.

The table below outlines the potential considerations for pool operators when they are able to look at re-opening of facilities.



	Activity	Potential delays
Stage 1	<ul style="list-style-type: none"> <li>Reactivation of the pool plant</li> <li>Communication with booking holders</li> </ul>	<ul style="list-style-type: none"> <li>Pool plant not starting</li> <li>Algae</li> <li>Time to heat the pool</li> <li>Deep clean of pool and equipment.</li> <li>Lack of access to chemicals</li> </ul> <ul style="list-style-type: none"> <li>Reinstating staff members</li> <li>Completing return to work process</li> </ul>
Stage 2	<ul style="list-style-type: none"> <li>Independent water biological test completed</li> <li>Set up any necessary restriction to physical distancing in all public areas</li> <li>Continued communication with clubs and members</li> </ul>	<p><b>Testing</b> could take up to three weeks depending on local demand</p> <ul style="list-style-type: none"> <li>Scottish Government guidelines altering</li> <li>Producing the correct signage</li> <li>Size of the facilities</li> </ul>
Stage 3	<ul style="list-style-type: none"> <li>Retrain staff</li> <li>Communication with clubs and members regard recommencing activity</li> </ul>	<p>Scottish Government and Scottish Swimming guidelines altering</p>

Any issue with the above areas will delay the opening of the pool

## 2.5 Preparation for clubs

Based on the potential operator timeline above, a potential return to pool timeline (below) for clubs can be considered with key milestones in order to be ready for a return to the water. Scottish Swimming are and will continue to work with operators across the country where necessary and appropriate, to support the return of clubs. Clubs may need to work more closely together with regards to pool access and Scottish Swimming can help with the discussions. There are a number of supporting documents which are designed to assist club committees with the return to club activity and these can be found on the [Scottish Swimming website](#).

There are a number of important considerations that need to be taken into account and the below sections provide content and support in these areas

1. How to review your membership using the finance toolkit
2. How to work with your operator
3. How to prepare for physical distancing
4. How to formulate a new programme in line with physical distancing
5. Risk assessments
6. How to reinstate your coaching and volunteer teams



## 2.6 Potential club timeline

	Activity	Considerations
Stage 1	<ul style="list-style-type: none"> <li>• Contact your membership</li> <li>• Begin your return to club review</li> </ul>	Potential online survey to ascertain: <ul style="list-style-type: none"> <li>• How many members retained</li> <li>• Potential income generation</li> </ul>
Stage 2	<ul style="list-style-type: none"> <li>• Working with Scottish Swimming where appropriate, communicate with the facility to discuss and confirm pool time access</li> <li>• Review risk assessments for potential activity</li> <li>• Look at club timetable to offer a phased return to the pool.</li> </ul>	<ul style="list-style-type: none"> <li>• Include current government guidelines / operator and NGB guidance in risk assessments</li> <li>• Consider what your offer will be for land activity to support return to pool</li> </ul>
Stage 3	<ul style="list-style-type: none"> <li>• Communication with club members</li> <li>• Make contact with coaching staff</li> <li>• Construct draft phase 1 timetable together</li> <li>• Hold remote coach/committee meetings</li> </ul>	Consider what training is required for your coaches and lifeguards when returning to club
Stage 4	<ul style="list-style-type: none"> <li>• Discuss site specific training options with the operator</li> <li>• Confirm date opening with operator</li> <li>• Confirm Phase 1 return to the pool with operator</li> <li>• Communication with clubs and members with return programme</li> </ul>	Be aware there may be a delay to the opening date depending on where the facility is with their emergence process
Stage 5	Potential for club to access facility under physical distancing regulations	

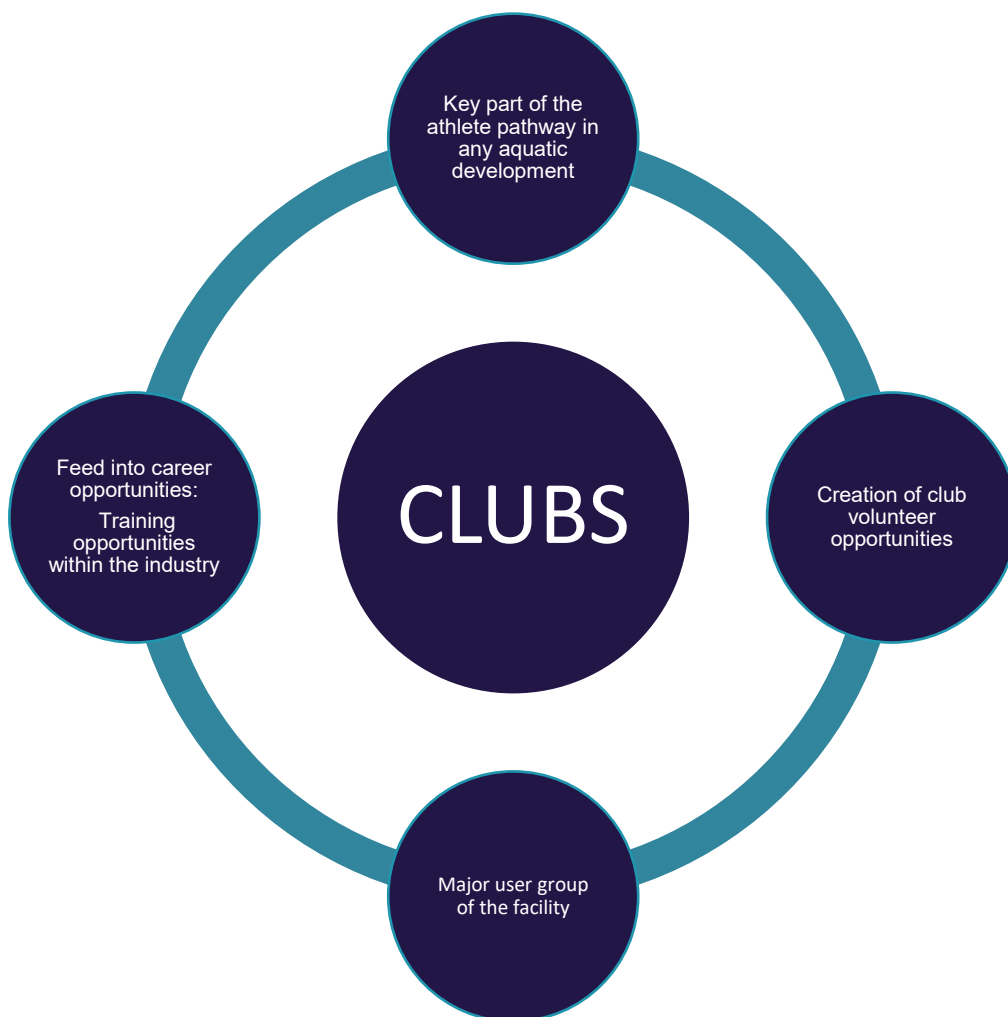
## 2.7 Maximising and exploring shared opportunities

As both clubs and operators begin to emerge from lockdown, there are many key areas where strong partnerships can and should be forged.



With potentially less pool time and water space available, it may be necessary for local clubs to work together over the longer term as well as collaborating as a network of clubs in the short term to help each other through this process. Scottish Swimming will support local conversations between facility providers and clubs as far as practically possible.

A true partnership and collaboration with the pool operator will be crucial for clubs in the current environment. 'A successful club forms part of a successful leisure centre'.



## Support Section 1

### 3.0 Completing a Club Review

Programme  
Management

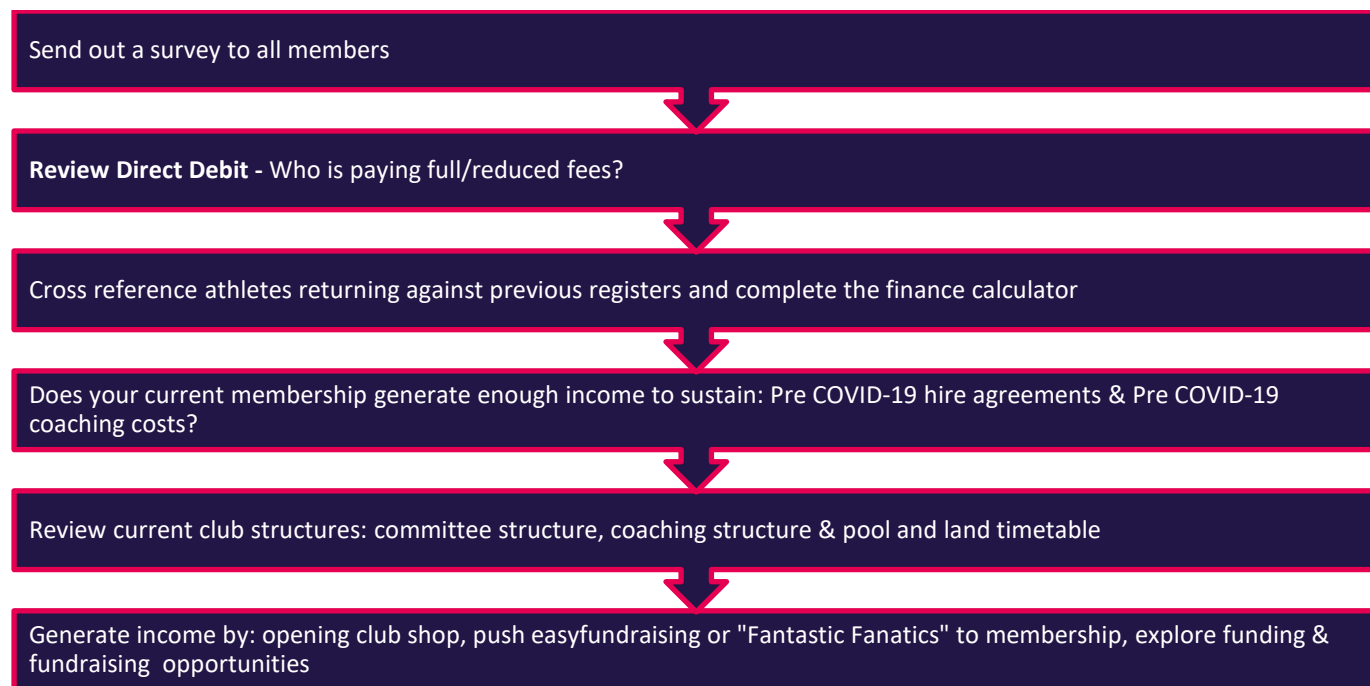


#### 3.1 Overview

This section aims to support the club in identifying current baselines in terms of Membership, Club Finances, Coaching Staff and Volunteers. It is important to have this information before any decisions can be made on how the club will reinstate pool activity once the facilities are able to reopen. Support Section 2 may be started before or at the same time as this section depending on the club situation. There are additional tools, templates and resources available to support with this section available on the [Scottish Swimming website](#) including a survey example and a financial toolkit.

#### 3.2 Process

Below is a suggested process that clubs should consider utilising. Some clubs may have already started this process and have perhaps have gathered and processed some of this information. Be aware of what work the committee are already doing in order to reduce duplication and spread workload.



#### 3.3 Considerations whilst completing this process

- Clubs may need additional support to restart/continue committee meetings or hold virtual AGMs. Scottish Swimming has already released guidance and support is available through the regional team.
- It may be necessary to adjust the proposed survey template to make it relevant to your club size and structure. The Members Survey should be a strong starting point and relevant to the majority of Scottish Swimming clubs.

- Additional support may be required when reviewing the club's (new) baseline membership. If the coaching team have been not been engaged with the club during the shutdown, it might be advisable to bring the head coach back to support this process.
- Clubs should consider planning a number of different options or scenarios for what squads or athlete numbers can resume initially based on best fit utilising both club financial and facility information. Potentially clubs working together may increase opportunities for participation.
- With regards to the wider club resilience and sustainability, clubs should be aware of what financial and other risks can potentially threaten the continuity and resilience of the club activities. Having a risk register and action plan to mitigate as far as possible some of the risk is good practice. More information and templates are available on the Scottish Swimming website to help clubs with this process.
- When reviewing pool hire and access agreements, consider how physical distancing might be applied specifically around session capacity.
- With the competition calendar nationally and regionally on hold and plans being drawn up to change the format and planning of competitions, there will be less opportunity for clubs to host meets in order to generate income. Previous income from meets should not be planned for within budgets for the foreseeable future.
- It may be a good time while club management policies and procedures require to be updated, for clubs to consider updating or progressing with SwiMark or SwiMark Plus accreditation as a means to further develop and progress the club including implementing a development plan.
- Athletes may have lost hats, goggles or grown out of kit during this period and may need to re-stock on a few items – this could be a revenue opportunity for the club from members requiring new or replacement kit.
- With so much online shopping taking place is the club registered to use [easyfundraising](#) or [Fantastic Fanatics](#) to generate additional income.
- An additional section on the club development page on HIVE will be created to allow for clubs to share club COVID-19 templates and documents that they have created/completed along with sharing best practice and good examples. If anyone requires access to this page or needs further support with HIVE, please contact the Regional Team who will be happy to help.

### **3.4 Intended outcome**

By following this process, the club should gain a good understanding of how many members have been lost or retained during this period. From this information the club should be able to generate a financial forecast and make any decisions regarding adjustments to club structures prior to returning to the pool.



## Support Section 2

### 4.0 How to Work with Your Operator



#### 4.1 Overview

This section aims to support the club in the initial contact with the local pool operator. The process below can offer additional information and highlight potential discussion areas. This will also support the club in preparing members and committee for possible changes that maybe necessary. The process should outline potential opportunities to manage these challenges in partnership with your pool operator.

#### 4.2 Process



#### 4.3 Intended outcome

By following this process, the club should be prepared for conversations with the pool operator. By stage two of the process, the club should be in a good position to begin looking at the club programme. At this stage the club may need to bring back other members of the coaching team (if they've been out of the business), considering furlough and workload implications. Where possible existing club structure/partnerships (composites etc) are in



place, these should be utilised as appropriate. Scottish Swimming will support conversations between clubs and the facility providers as far as practically possible.

## Support Section 3

Programme  
Management

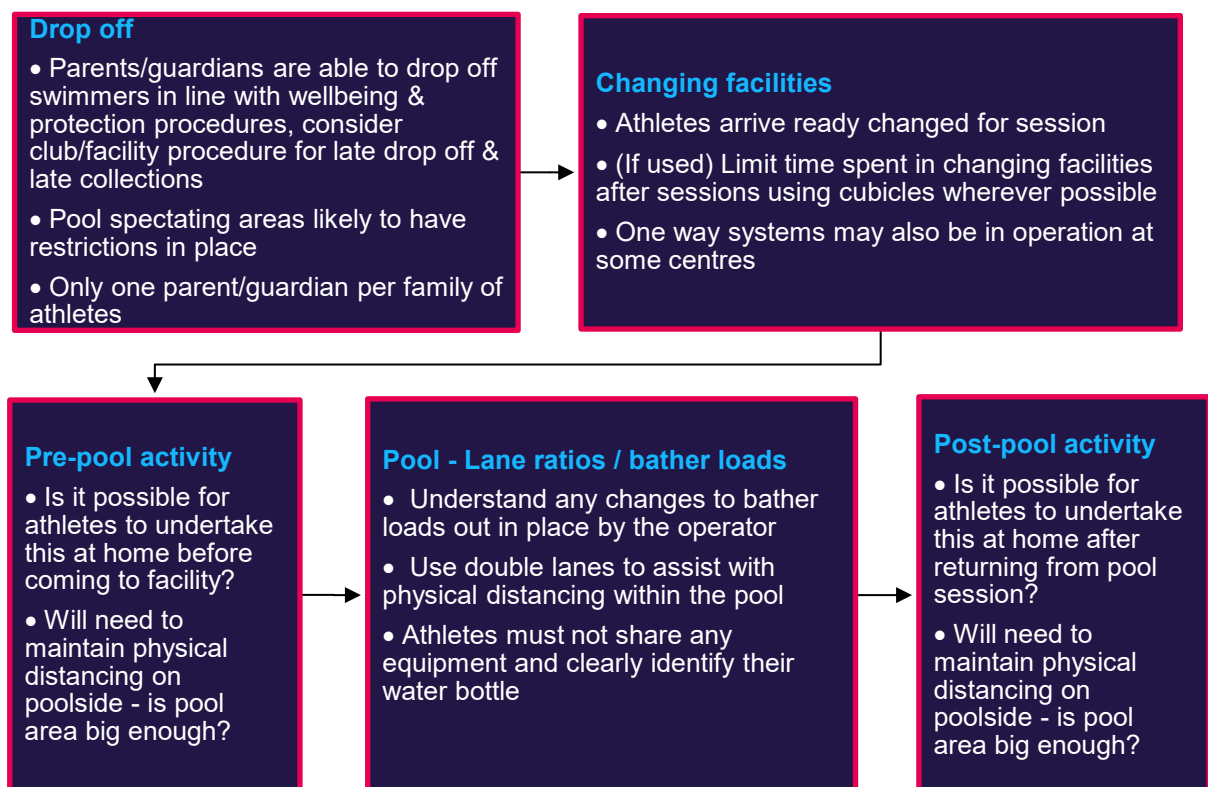


### 5.0 How to Prepare for Physical Distancing

#### 5.1 Overview

The below flow diagram should help with club planning. This section is designed to help clubs consider the factors that are likely to influence training sessions while physical distancing measures remain in place. It is important to consider the practicalities of getting athletes to and from the poolside, particularly as the majority of facilities will be in use with other user groups. Regular communication with the pool operator will be key so the club is fully aware of any restrictions or plans they are putting in place.

#### 5.2 Process



The discussions and communication with the pool operator within Support Section 2 will be key to putting these practices in place. It will be necessary for the club to update their risk assessments for training sessions with any changes made. Information on risk assessments can be found in Support Section 5 and templates and further resources can be found on the [Scottish Swimming website](#).

#### 5.3 Intended outcome

Once the club has followed this process, it should have an understanding of how to organise access to the pool and basic considerations for returning to the water. Information for each aquatic discipline within the [Scottish Swimming Club Training Guidance document](#) will

evolve this process much further. The support documents in Section 2 and 4 will also form a key part of this process.

## Support Section 4

### 6.0 How to Formulate a New Timetable

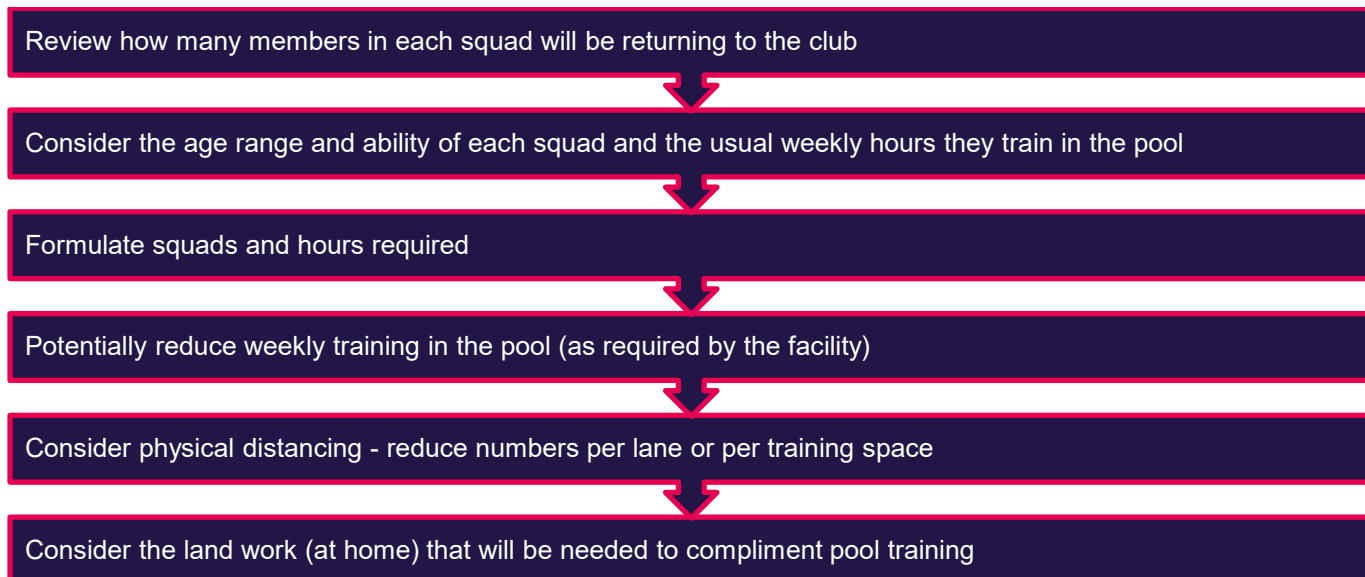
Programme  
Management



#### 6.1 Overview

This guide aims to support the club in formulating a return to pool timetable. This timetable may need to be revised as Scottish Government guidance changes. The timetable is based on activity for athletes who are not symptomatic and applies to the physical distancing measures in place within re-opening of facilities. This guide should be followed in line with Support Section 3 for physical distancing in general. Additional information and sample pool layouts can be found in the [Scottish Swimming Club Training, Back to the Water COVID-19 Guidance](#) document.

#### 6.2 Process



##### 6.2.1 Considerations before completing the squad overview

When it comes to pool space and time for club swimming, (which will also be applicable to artistic swimming and water polo training) there are numerous variables to be considered, including:

- **Coaching Team** – consider managing workload and expectations. Ensure sufficient session cover of level 2 coaches taking into account ratios, wellbeing and the other parameters listed below
- **Athletes** - consider requirements of the group (i.e wheelchair access and medical considerations)
- **Lane width** – narrower lanes = less swimmers, wider lanes = more swimmers.
- **Pool design** – specifically, a tank type pool will create significant waves from club swimmers, the ‘rough’ waters can necessitate having fewer swimmers within a club session, whereas in a deck level pool waves will dissipate over the side rather than the energy staying within the pool
- **Pool length and width** – physical distancing application
- **Pool depth** – a shallower pool will often create more turbulent waters, so may necessitate fewer swimmers per lane/pool
- **Poolside space available** – space on the deck for briefings, coaching and entry/exits

- **Lane ropes** – similar to pool design, anti-wave lane ropes dissipate the energy and prevent a build-up of turbulence on the surface, and additional turbulence could contribute to a need for amending bather loads
- **Pool plant system / air handling** – efficiency and age of the pool may have an impact on bather loads

Size, dimensions and design will be a consideration for all aquatic disciplines in terms of maximum bather loads for physical distancing.

## 6.2.2 Guidance to formulate your squad overview

Every facility will be different so dialogue and communication with the facility is paramount:

- What is the current maximum bather load?
- What are their maximum numbers per lane?
- What pool layout is being used; single or double lane widths?
- Is it necessary to work collaboratively with another club to maximise pool programming?

These answers are critical in order to plan training sessions and numbers per squad.

## 6.3 Intended outcome

By following this process, coupled with the Members' Survey, the club will be able to evaluate the number of pool hours required.

Once squad numbers have been devised, it's then possible to apportion the hours into a new club timetable to make the best use of the water time whilst adhering to physical distancing. The Head Coach as a minimum will be needed to carry out this exercise with the support of the Club Committee.

Remember this will be a starting point for the club, regular reviews and knowledge of changing guidance will allow the club timetable to evolve.

# Support Section 5

## 7.0 Risk Assessments

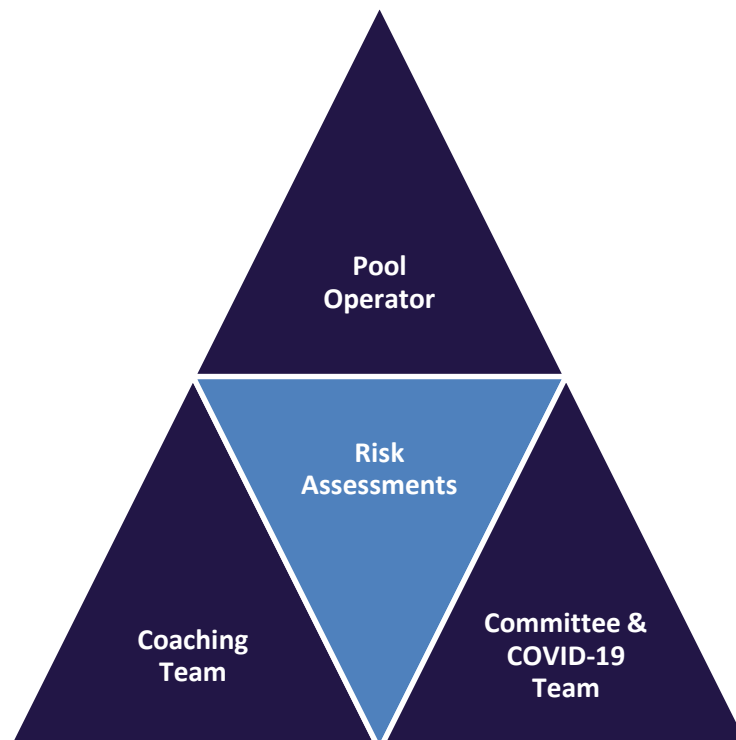
Programme  
Management



### 7.1 Overview

This section aims to provide support and guidance for clubs to create and update risk assessments taking into account COVID-19 considerations. There is further guidance, templates and risk assessment samples available for clubs on the [Scottish Swimming website](#). It is important that clubs have the appropriate risk assessments in place to enable athletes to return to training.

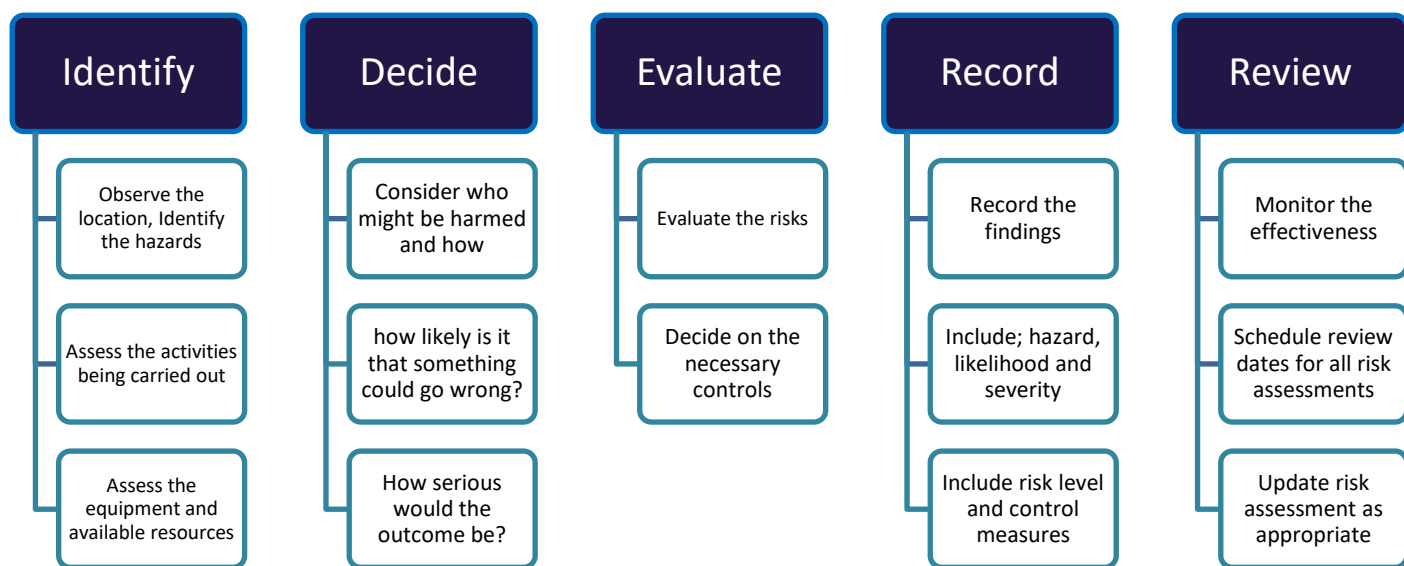
There is a key relationship to consider when creating or updating risk assessments. Working with the pool operator is vital. The operator will have to update the venue Pool Safety Operating Procedures (Normal Operating Procedures and Emergency Action Plans) so working with them to understand the key changes in processes, procedures and additional requirements that the club should be aware of, is important. The operator will also need to have risk assessments in place, and it is advisable that the club work with the pool operator and view their appropriate risk assessments as to ensure there is no conflicting information or processes. Within the club, involving the knowledge and expertise within the coaching and committee teams is also important to ensure all of the available appropriate information is factored into the risk assessments.



## 7.2 Process

<b>Hazard</b>	Something that has the potential to cause harm
<b>Risk</b>	The likelihood of someone being harmed

There are five component stages to conducting a risk assessment:



### 7.2.1 Hazard areas to consider when risk assessing

The below is not an exhaustive list of hazard areas to consider when risk assessing. Additional considerations may be necessary based on the facility that the club uses. If using more than one pool, risk assessments, processes and procedures may be different and clubs should liaise with the relevant pool operator to ensure the appropriate information is utilised. When considering the below points, please note that they may apply to more than one user group (athletes, team staff and volunteers etc).

Carpark (drop-off and pick-up)	Facility entrance & Reception Area	Changing rooms & Toilets	Equipment	Health screening	Someone becomes unwell during session
Poolside	Athletes and Team Staff	Supervision	During activity	Hygiene measures	Exit

## 7.2.2 Controlling risks

When identifying control measures to reduce the level of risk consider the following information. Eliminating the hazard is the most effective through to personal protective equipment (PPE) which is the least effective but in some occasions the only option or used as an additional control. Work closely with operators to work out collectively the best solution.

1. Eliminate the Hazard	<ul style="list-style-type: none"> <li>• Identify whether this is possible, but also consider whether this is practical</li> </ul>
2. Reduce the Hazard	<ul style="list-style-type: none"> <li>• Consider ways to reduce the hazard</li> <li>• Consider whether alternative options are realistic and achievable</li> </ul>
3. Prevent people coming into contact with the hazard	<ul style="list-style-type: none"> <li>• Consider how you can reduce the number of people coming into contact with the hazard</li> </ul>
4. Introduce a safe system of work	<ul style="list-style-type: none"> <li>• Set out a standard of how the activity should be conducted as safely as possible</li> <li>• Ensure there is awareness and set a standard of behaviour</li> </ul>
5. Provide personal protective equipment	<ul style="list-style-type: none"> <li>• Provide PPE to the people involved in the task</li> <li>• Check what staff require to use PPE through COVID-19</li> </ul>

## 7.3 Intended outcome

By using the above information and working with the pool operator along with the additional information, templates and samples available on the [Scottish Swimming website](#), clubs should have the appropriate risk assessments and other health and safety processes and information in place for the club to safely return to the water.

## Support Section 6

### 8.0 How to Reinstate Your Coaching (paid and voluntary) & Volunteer Teams



#### 8.1 Overview

This section aims to support the club in reinstating the coaching team, both voluntary and paid. This guide will link closely with the resources available on the [Scottish Swimming website](#), along with where suitable links to the [latest government guidelines and changes regarding furlough](#) and the self-employment scheme can be found. This guide should be followed in line with support section 1 to ensure the club is in a sustainable position for covering coaching costs as the club returns to the pool.

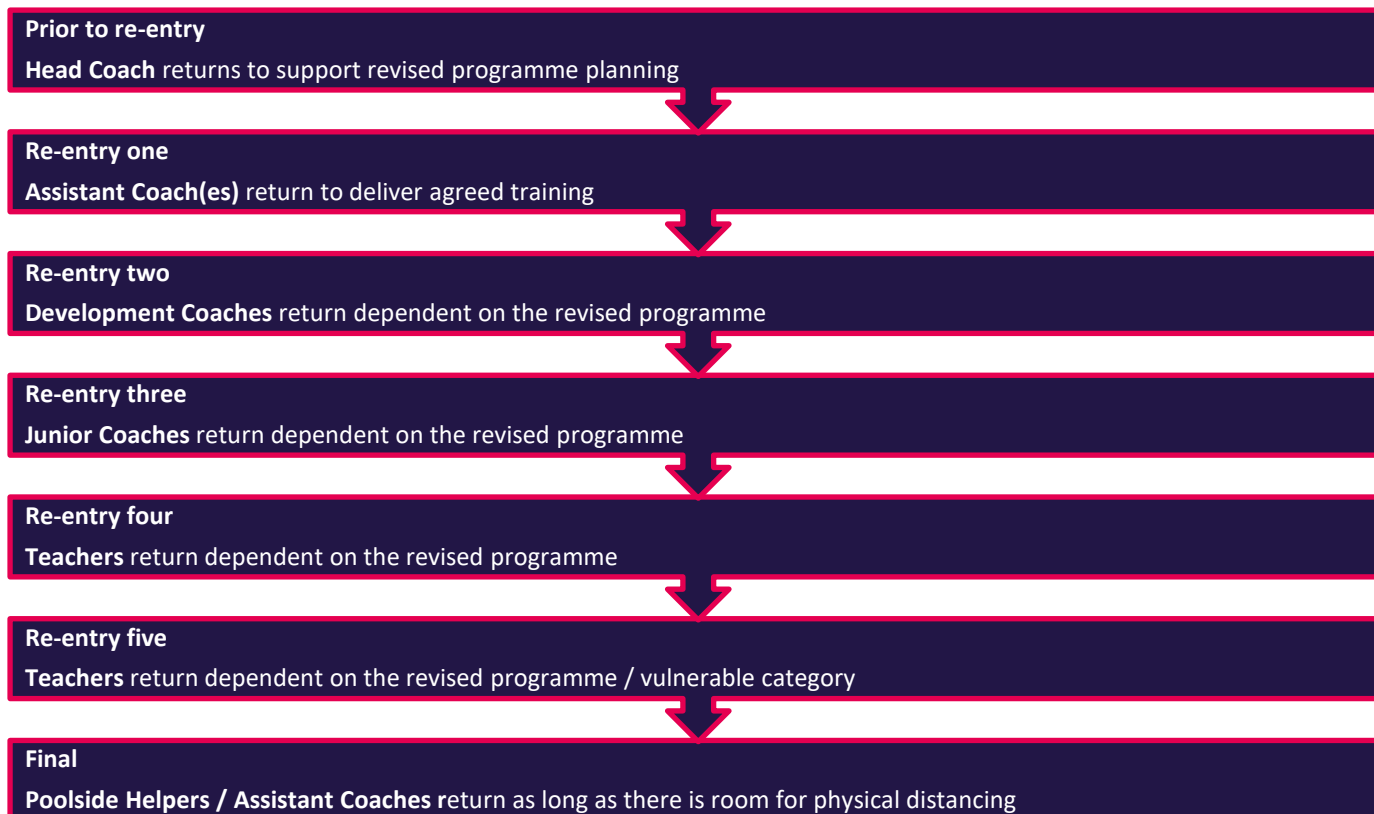
#### 8.2 Process

Re-evaluate your programme using the Club Finance Toolkit to establish the number of staff required to deliver a revised timetable (if applicable) in the first instance. Remember it is likely to be a phased approach as the club is able to regrow and new or existing members return to the water, taking the following into account:

- Safety
- Expenditure
- Revised membership fees
- Staffing costs

The chart below details a potential process for re-establishing the club's coaching team. Depending on the type of club, number of coaches and balancing workloads and expectations, the order may be different to that suggested and not all parts of the flow diagram will be applicable to all clubs. Whilst 'coaching team' has been referenced, the process would be relevant to a club's teaching workforce depending on the club type.





### 8.3 Requirements to include in the planning for coaches return

- 48 hours' notice is required before anyone on the furlough scheme can return to any form of work; administration, land delivery, pool activity etc.
- Do any of the club's coaches, either paid or unpaid, fall into the at risk category? You can visit the [NHS website](#) ([NHS Scotland](#)) for support with this area.
- Do the club's coaches also lifeguard sessions? Will they need site-specific training before they can deliver?
- Do all the coaches have PVG and other Wellbeing & Protection attributes up to date? A Child Wellbeing & Protection in Sport course can be completed online

### 8.4 Intended outcome

By following this process, the club should be able to ensure there is a safe, sustainable financial delivery plan in place to support the coaching and teaching teams. At this stage the club may need to consider both financial and legal aspects of reinstating your coaching team.

### 8.5 Volunteers

Consider what volunteers you will need to have in place for the club to return to the pool. From the club review you may have the information, but may be necessary to communicate with your volunteers and check who is planning to return to the club. These could be (but not limited to):

- Executive committee members
- Wider committee members

- Coaching and wider team staff
- Technical officials
- Club volunteers
- Poolside helpers
- Young volunteers

**Important elements to consider when managing volunteers within the club are:**



In order to support committees with managing volunteers within clubs there are a number of supporting resources which are available on the [Scottish Swimming website](#). As clubs return to the pool it may be necessary to use a selection of these tools to ensure there are enough volunteers to cover the roles, allow for succession planning and to effectively support the club volunteers.

<b>Volunteer Audit &amp; Analysis tool</b>	This tool is used to look at all volunteers within a club or across a programme, to quickly at a glance analyse where each volunteer is at in their volunteering journey
<b>Volunteer personal development plans</b>	Personal development plans are used to identify learning and development needs of volunteers and sets individual goals/targets. This helps the committee to plan courses, organise funding and how to effectively support the volunteers
<b>Volunteer management self-assessment tool</b>	The self-assessment tool enables the committee to identify strengths and weaknesses around volunteer recruitment as well as rewarding & recognizing volunteers within their club
<b>Volunteer Inductions</b>	Inductions are used to ensure volunteers have the required information, training, resources and support to carry out their role within the club. Consider whether there is any refresher training required as part of the volunteering pathways

## Section 7

### 9.0 Scottish Government and sportscotland Guidance

#### 9.1 Introduction

Organised sporting activities can be undertaken, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – you will also need to make sure that your club, facility and participants are made aware and can adapt to changes in guidance at short notice. Information on Scottish Governments approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland](#) .

People who are symptomatic should self-isolate for 10 days as per info on NHS guidance. No one who is self-isolating should attend a sports facility or activity.

To manage a safe return to organised sport and physical activities all clubs, facility operators and deliverers (herein referred to as ‘operators’) should put in place Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and at [Scottish Government: Test & Protect](#).

Scottish Government has introduced a new [strategic framework document](#) for managing COVID-19 which will become effective from 2 November 2020. This provides a 5-Level approach to restrictions with each local authority area (or sub-area) placed in a relevant protection level depending upon its COVID-19 status which will be reviewed weekly.

SGBs, clubs and participants should be aware of their local area protection level and associated restrictions which may be in place and should consider this as part of risk assessment planning. Broad guidance for sporting activity which should be followed within each Level is set out in Table A below.

Further information on protection levels that will apply in each local authority area are available at [Coronavirus \(COVID-19\): allocation of protection levels to local authorities](#). A local post code checker is also available at [COVID restrictions by protection level in areas of Scotland](#).

Table A: Sport &amp; Physical Activity Protection Levels

		Level 0	Level 1	Level 2	Level 3	Level 4
<b>OUTDOOR SPORT</b>  Organised outdoor sport, competition, events and Physical Activity (PA)	<b>Overview</b>	An outdoor sporting 'field of play bubble' can consist of a maximum of 30 people including coaches, officials and other support staff at any one time. Multiple bubbles, each with up to 30 people, can be used in training, competition or small-scale sporting events if all guidance is followed (200 max per day unless with exemption).				
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Non-contact sport & PA permitted  Contact sport & PA prohibited  Exemptions available for professional /performance sport (ALL Levels)
	Adults (18+ years)				Contact sport & PA prohibited	
<b>INDOOR SPORT</b>  Organised indoor sport, competition, events and Physical Activity (PA)	<b>Overview</b>	The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government <a href="#">guidance on the opening of sport and leisure facilities</a> and sport specific <a href="#">SGB Guidance</a> .  'Group' activity refers to adults, from more than 2 households (6 members) who take part in organised sport or physical activity. 'Individual exercise' refers to organised sport or physical activity within household rules i.e. 1:1 coaching. For further information see definitions within this guidance.				
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Indoor sport & PA prohibited: Leisure Centres, gyms and other indoor sports facilities closed.  Exemptions available for professional /performance sport (ALL Levels)
	Adults (18+ years)		Non-contact sport & PA permitted  Contact sport & PA prohibited	Non-contact sport & PA permitted  Contact sport & PA prohibited	Indoor <u>individual exercise only</u>  No contact or non-contact group activity	

<b>COACHING</b>	<b>Overview</b>	General guidance is available within this document for coaches, leaders, personal trainers, deliverers and instructors, <i>herein referred to as coach/es</i> . In addition <a href="#">Getting Coaches Ready for Sport</a> provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions.	
	<b>Indoor &amp; Outdoor coaching</b>	The local protection level in place for sport and physical activity will dictate what activity can be coached, indoors and outdoors and to whom in that area. See indoor / outdoor above for further information. Coaches can take multiple sessions per day, however the numbers allowed in each session will depend upon the protection level in place.	
<b>PERFORMANCE SPORT</b>	<b>Professional &amp; Performance</b>	Professional & performance sports with <a href="#">Resumption of Performance Sport</a> guidance in place and approved by Scottish Government or <b>sportscotland</b> is permitted at all Levels.	
<b>TRAVEL</b>	<b>Indoor / Outdoor Sport &amp; Physical Activity</b>	For further information please refer to <a href="#">Travel Guidance</a> within this document.	
<b>TOILETS, CHANGING &amp; SHOWER ROOMS</b>	<b>Clubs &amp; Sports Facilities</b>	Where changing rooms and showering facilities are to be used specific guidance relating to use of 'Changing and Showers' is available at <a href="#">Getting Your Facilities Fit for Sport. This is applicable at all levels where facilities remain open.</a>	<b>Indoor sports facilities closed.</b> <b>Changing rooms closed.</b>
		Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website <a href="#">Opening Public Toilets Guidelines</a>	<b>Public Toilets open.</b>
<b>WORKFORCE</b>	<b>Contractors &amp; Staff</b>	Sports facility operators must ensure that Scottish Government guidance on <a href="#">workforce planning in sport &amp; leisure facilities</a> is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.	
	<b>Meeting Rooms</b>	Although gym and leisure facilities can open, we would encourage providers to consider whether meetings and training must be completed in person or whether these can be completed online or via telephone. If it is essential that meetings and training takes place in person, <a href="#">Scottish Government guidance for general workplaces</a> must be followed and a risk assessment should be completed.	

The information outlined below is generic and should be used to inform the development of suitable guidance which can be shared with participants, clubs, local authorities/trusts, third sector and other sports facility operators.

## 9.2 Sports Facility and Participation Guidance

It is the responsibility of each club committee, sports facility operator and/or deliverer (herein referred to as the operator) to appoint a responsible person/s, referred to as the [COVID officer](#), to act as the point of contact on all things related to COVID-19. An [e-learning module for COVID officers](#) is available to support those undertaking the role.

The COVID officer **must** ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities.

Operators must ensure that users are made aware of the requirement to adhere to the relevant approved SGB guidance prior to any sport or physical activity being undertaken at the venue and reserve the right to intervene where there are any clear and visible breaches of this guidance by participants. Where such breaches take place operators should notify the nominated club/activity COVID Officer overseeing the activity and they should in turn take appropriate action to mitigate future risk and protect participants and the wider public.

### Travel Guidance

1. Travel guidance outlined by the Scottish Government should always be followed. Further information on what travel is permitted is available at [Coronavirus \(COVID-19\): guidance on travel and transport](#).
2. Information for each local government area, including their level is available at [Coronavirus \(COVID-19\): local protection levels](#) including a post code checker.
3. [Specific information on car sharing is available from Transport Scotland: advice on how to travel safely](#).

### Sport & Physical Activity Participation

- Participants can take part in organised sport and physical activity within their own local government area based on Level as detailed in [Table A](#). Such activity is subject to exemption from household rules as detailed within this guidance.
- When a participant travels out with their home local government area they should follow the travel guidance detailed below. Travel regulations are now legally enforceable.
- Participants should, where possible, avoid any unnecessary travel out of area and keep journeys within area to an absolute minimum.

### Children & Young People (17 years or under)

- Participants aged **17 years or under** can travel to and from Level 0, 1, 2 and 3 areas (but not Level 4) to take part in organised sport, physical activity, training and competition.
- Children and young people living in a Level 4 area should only travel locally (within their local government area) to take part in organised sport as outlined in [Table A](#).
- Children and young people living in a Level 4 area should only travel out with their local government area (up to 5 miles) to take part in informal exercise such as walking, running or cycling which starts and finishes at the same place. Such activity should follow [Scottish Government 'meeting others outdoors' guidance](#).

## Adults (18 years or over)

- Participants aged **18 years or over** can travel to and from Level 0, 1 and 2 areas (but not Level 3 or 4) to take part in organised sport, physical activity, training and competition as outlined in [Table A](#).
- Adults living in a Level 3 or Level 4 area should only travel locally (within their own local government area) to take part in organised sport or physical activity as outlined in [Table A](#).
- Adults living in a Level 3 or Level 4 area should only travel out with their local government area (up to 5 miles) to take part in informal outdoor exercise such as walking, cycling or running that starts and finishes at the same place. Such activity should follow [Scottish Government 'meeting others outdoors' guidance](#).

**Table B: Travel Summary**

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	Local Travel Only
18+ (Adults)	✓	✓	✓	Local Travel Only	

## Definitions - for the purposes of this guidance

**'Organised sporting or physical activity'** refers to activities which are undertaken in a structured and managed way following specific rules and guidance of relevant SGBs, local authorities or businesses who in turn have fully applied related Scottish Government and **sportscotland** guidance. All organised activity should be overseen by a Covid Officer with documented risk assessments undertaken and mitigating actions put in place to ensure the health, safety and welfare of participants, coaches and officials.

**Contact sport or activity** is defined as “a sport or activity in which the participants necessarily come into bodily contact or as a matter of course encroach within 2m of one another”.

**Non-contact sport or activity** is defined as “a sport or activity in which the participants are physically separated by playing rules such as to make it difficult for them to make physical contact during an activity.

**Sports competition** refers to where participants or teams compete against different opponents as part of an organised league or competition.

**Adult 'group' sport or activity** refers to adults, from more than 2 households / 6 members of those households who take part in organised sport or physical activity.

**Indoor individual exercise** refers to non-contact recreational sport or physical activity which follows general household rules i.e. no more than 2 households / 6 members of those households. This includes gym use, 1:1 personal training and swimming, activity where physical distancing can be maintained.

## 9.3 Permitted Sport and Leisure Activities

Participants and operators should follow guidance based on the area protection level in which the sporting activity is to take place. A summary of what sporting activity can be undertaken at each protection level is available in Table A and should be read in conjunction with the rest of this document.

Subject to the guidance below, organised sporting or physical activity can take place indoors or outdoors, in effect suspending physical distancing and household guidelines, for the duration of the activity.

Where there is likely to be proximity (within 2m) or contact between participants involved in a sporting activity, mitigating actions must be put in place to minimise risk and keep participants safe. For instance:

- SGB guidance should focus on providing sporting activity involving as few participants as possible, for the minimum amount of time, whilst still allowing the activity to run effectively. This may also require a change to game formats, numbers and/or rules to minimise risk to participants.
- As soon as a participant has completed training, a competition or event, they should leave the field of play/venue.

No spectating should take place other than where a parent or carer is supervising a child or vulnerable adult or when following specific [sector guidance for events](#).

No formal presentation ceremonies should take place during or after a sporting activity or competition as the focus should be on reducing the numbers in attendance at any one time.

Holiday camps, extended sports activity or events which would not normally come under the jurisdiction of an SGB should refer to the appropriate local authority, umbrella body or care commission guidance. Organisers of these activities may alternatively wish to use Scottish Government household, physical distancing and group size limits.

## Indoor Sport & Leisure Activity

- Indoor sport and leisure facilities can open if Scottish Government [Coronavirus \(COVID-19\): Guidance for the opening of indoor and outdoor sport and leisure facilities](#) is fully implemented.
- Appropriate risk assessments and mitigating measures must be put in place to reduce risk and protect participants. For instance, consider physically distanced training, reducing numbers taking part and changing game formats or rules.
- Participants should not congregate before or after an activity. Operators must ensure comprehensive mitigating actions are put in place and documented in their risk assessment to stop this happening. Consider staggering start/arrival times and any other relevant additional measures.
- The number of participants allowed to take part in indoor sport or physical activity must be risk assessed by the operator following Scottish Government [Coronavirus \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#) and sport specific [SGB Guidance](#).
- Information relating to indoor sport and physical activity that can be undertaken by protection level and age group is available in Table A.

## Coaching

- The guidance below is to support coaches, leaders, personal trainers, deliverers and instructors, **herein referred to as coach/es**. In addition, please see [Getting Coaches Ready for Sport](#) which provides a 4-stage approach/checklist to help coaches get ready for delivering sport and physical activity. It can be used as it is or amended to reflect the sport or delivery activity.
- Coaches operating within clubs and facilities should liaise with the relevant COVID Officer before undertaking coaching and all sporting or physical activity must adhere to operator and relevant [SGB Guidance](#).
- Coaches and others supporting organised sporting or physical activity should attempt to keep physically distant, but it is recognised that this will not always be possible to ensure the safety of



participants. In such circumstances the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment.

- Coaches should be aware that local restrictions may be in place for sport and physical activity and this should be considered as part of risk assessment planning and will dictate what activity can be coached, indoors and outdoors and to whom. See Table A for further information about protection levels.
- Coaches can take organised outdoor group training sessions at all protection levels with a maximum of 30 people involved at any one time or as agreed through approved [SGB Guidance](#) and [Scottish Government \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#).
- Coaches can take multiple indoor sessions per day, however the numbers allowed in each session will depend upon the protection level restrictions in place in the given location.
- Face coverings must be worn by coaches when indoors, except where an exemption applies. For instance;
  - where an individual has a health condition or is disabled, including hidden disabilities, for example, autism, dementia or a learning disability.
  - or if there is a reasonable excuse not to wear a face covering such as;
    - where there is difficulty in communicating with participants who may not be close by and safety is an issue i.e. in a swimming lesson. In such cases alternative measures should be considered such as use of a face visor.
    - being physically active or exercising as part of the coached session.

The priority should always be on ensuring the safety of the coach and participants and minimising the risk of virus transmission before, during and after activity.

At all times coaches should:

- Plan and risk assess 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.
- ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
- 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.
  - Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1<sup>st</sup>**: [Child Wellbeing and Protection Considerations](#).

## 9.4 Additional Sport & Leisure Activity Considerations

- Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain physical distancing, either practically or in terms of child development. You may, for instance, ask a parent or carer to be present.

- 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 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.
- 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 Government: Coronavirus in Scotland](#).

## Toilets, Changing and Locker Rooms

Use of changing rooms and showering facilities should be avoided where possible, although they must be made available for participants who require additional support such as disabled people or those with special needs.

Where changing rooms and showering facilities are to be used specific guidance relating to use of 'Changing and Showers' is available at [Getting Your Facilities Fit for Sport](#).

Access to indoor locker rooms and storage areas is permitted for dropping off and collecting sports equipment or clothing. The operator should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.

## Equipment Provision and Use

Operators should, where possible, remove equipment including benches, scoreboards, tables and any other objects that are 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.

Where balls are used in sports areas, courts and pitches a risk assessment should be undertaken to ensure measures are put in place to minimise uncovered body contact. Appropriate hygiene protocols should be undertaken including hand hygiene and regular cleaning of balls before, during and after exercise.

## 9.5 Equality & Inclusion

Covid-19 is affecting everyone. But the impact of the pandemic is not being felt equally. Before the pandemic certain groups were less likely to participate in sport and physical activity. These groups are also the most at risk of worsening inequalities due to Covid-19:

- Older people
- Disabled people
- Ethnic minorities
- Women
- People from deprived communities

It is more important than ever to consider inclusive guidance for people who need extra support to be active and sports facility operators 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 services 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 sport and physical activity.
- **Accessibility** – Accessibility of our environments is another key issue emerging from the pandemic. As clubs and leisure center's 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 sport and physical activity.
- **Anxiety, mental health and wellbeing** – The pandemic is leading to an increased risk of anxiety and mental ill-health for people. 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.

## 9.6 Health, Safety & Hygiene

Scottish Government has produced the [Coronavirus \(COVID-19\): FACTS poster including translations and accessible formats](#). Where possible operators should use this document to reinforce messages. FACTS stands for: **F**ace Coverings, **A**void crowded places, **C**lean your hands regularly, **T**wo metre distance and **S**elf isolate and book a test if you have symptoms.

Ensure access to first aid and emergency equipment is maintained.

Ensure that first aid equipment has been updated appropriately for the COVID-19 pandemic and first aiders have appropriate training.

In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The 'Covid Officer' should consider processes for managing this as part of their risk assessment. This could include but not be limited to;

- Provision of suitable PPE
- Training of coaches/supervising adults
- A parent or carer being present with children or vulnerable adults.

Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.

Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles etc) should where possible be left open but if not possible, regular cleaning with disposable gloves should be undertaken.

Make hand sanitizers or wipes available for use in bar and restaurant areas and at the entrance/exit to the venue/facility where this is 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.

Be aware that disabled people may face greater challenges implementing regular handwashing because of additional support needs. Some disabled people may need to use touch to help them get information from their environment and physical support. It is important they are not prevented from doing this, but operators should be aware that this increases the likelihood of virus transmission.

[Getting your Facilities Fit for Sport](#) provides a checklist for health, hygiene and cleaning considerations and actions.

## Face coverings in the club environment

Guidance from **sportscotland** and the Scottish Government in relation to coaches wearing face coverings during delivery of indoor sport sessions has been updated to include the following:

*“A face covering must be worn by all coaches when indoors, except where an exemption applies (for instance, if you have a health condition or you are disabled, including hidden disabilities, for example, autism, dementia or a learning disability), or where there is a reasonable excuse not to wear a face covering such as being physically active or exercising as part of a coached session. The priority should at all times be on ensuring the safety of the coach and participants and minimising the risk of virus transmission as much as possible. This should be considered as part of your risk assessment.”*

Scottish Swimming guidance will now be updated to adhere to the latest advice provided, and will include the following:

Best practice is for coaches to wear a face covering at all times whilst coaching indoors.

Consideration for the wellbeing of coaches is important and there may be times where coaches are concerned about wearing a face covering for a lengthy period of time within the pool hall environment. Subject to an appropriate risk assessment it may, at times, be reasonable for a coach to remove their face covering whilst on deck.

Further considerations in order to maximise safe communication with athletes:

- Maintain a strict 2m physical distance
- Projecting your voice across the pool area should be avoided where at all possible
- Coaches may consider their positioning on poolside e.g. communicating from the side of the pool rather than at the end of the lane
- Use of portable electronic speaker equipment – please consider pool operating procedures and equipment and personal hygiene as part of this process
- The use of non-verbal communication such as hand signals

A face covering should be worn at all times when in the general circulation areas of the facility e.g. reception, toilets, changing areas. In addition, a face covering should be worn when communicating with other coaches, COVID-19 Officer or facility staff.

Be aware that face coverings discriminate against some deaf people who need to look at lips to help communicate. Staff in facilities should be made aware that it is okay to remove their face coverings to communicate with someone who relies on lip reading and facial expressions.

The [Coronavirus \(COVID-19\) Phase 3: staying safe and protecting others, face coverings](#) provides guidance on general use and exemptions.

Links to supporting guidance;

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

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

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

## Test and Protect

**Test and Protect** is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and save lives, and avoid the reintroduction of social and economic lockdown. This will support the country to return to, and maintain, a more normal way of life.

### Protect Scotland App

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 information on the Protect Scotland app is available at [www.protect.scot](http://www.protect.scot).

What should someone do if they have coronavirus symptoms?

- If a person has a continuous cough, high temperature, or loss or change in taste or smell, they should self-isolate and request a coronavirus test right away. Further information is available at [www.NHSinform.scot/test-and-protect](http://www.NHSinform.scot/test-and-protect) or by calling **0800 028 2816** if they cannot get online.
- The [Coronavirus \(COVID-19\): Test and Protect information leaflet](#) provides information on the Test and Protect service from NHS Scotland.

## 9.7 Local Outbreaks or Clusters of Coronavirus Cases

Scottish Government travel advice and guidance relating to local outbreaks or clusters of coronavirus cases is available at [Coronavirus \(COVID-19\): local advice and measures](#).

Where a local outbreak has been reported, sports facility operators and deliverers within this locality should review Scottish Government 'local measures' guidance, their facility/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.

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## Section 8

### 10.0 Returning to Training: Considerations – All Disciplines

#### 10.1 Introduction

All clubs are responsible for their own decisions with regards to return to training as they must consider their individual circumstances, environments, athletes, coaches, team staff and all their members. If your club delivers a Learn to Swim Programme, please refer to the [Scottish Swimming Aquatic Participation Swimming Lessons Guidance](#).

#### 10.2 COVID-19 awareness and risk assessment

All activities should be planned and a suitable risk assessment undertaken that takes into account considerations related to COVID-19 including Scottish Government guidance. It is particularly important that the “risk assessment – physical distancing” section of the [Scottish Swimming Pool Operators Guidance](#) is taken into account as this covers our guidance on how close participants can come to each other during training sessions. Clubs should adopt these principles and apply them to their own unique circumstances in order to plan safe and effective sessions.

Clubs should follow the best practice guidelines below:

- Appointing a COVID-19 Lead officer or team within the club who have the overall responsibility to oversee the safe return to the water for athletes in partnership with the operator.
- The Club Chair/President must ensure a high level of support for the COVID-19 lead/team within the club. Ideally the Club chair would be part of the team and maintain open communication and confidential access to the Wellbeing & Protection Officer when required.
- An additional individual should also be appointed COVID-19 Liaison Officer for each training squad (or session as appropriate). A COVID-19 Liaison Officer should be available at every training session and responsible for the monitoring of physical distancing and wellbeing, reporting back to the COVID-19 lead/team after each training session identifying good practice together with any adverse findings. This person should **not** be the session coach and ideally have no other role at the training session.
- When a multi-squad training session takes place, it is only necessary for one COVID-19 Liaison Officer to be present.
- The COVID-19 lead/team should appoint Liaison Officers as required and maintain a good level of contact with them ensuring prompt dissemination of information and updates. Scottish Swimming will provide further support and resources for the COVID-19 team members.
- It is a requirement for the COVID-19 Lead and Liaison officers to be PVG checked for this role. Clubs should process PVGs for identified volunteers through the new online system as soon practically as possible. Further advice and guidance for processing online PVGs is available from the Wellbeing & Protection section of the Scottish Swimming Website. While waiting for PVGs to be processed, clubs should utilise volunteers who already have a PVG for another role through Scottish Swimming. To be clear volunteers should not carry out a role supervising children (regulated work) if they do not have a PVG in place.

#### 10.3 Planning for training activity

All clubs are unique and as such there cannot be standard guidance to cover all eventualities. Clubs will therefore need to plan for their own specific circumstances to address the need to maintain physical distancing and adhere to Scottish Government guidelines.

Clubs should ensure they have planned effectively for all aspects of their sessions and should agree their plans with the pool operator to ensure alignment and to offer the safest and best experience for their athletes and team staff. Pool operators will need to update the specific Pool Safety Operating Procedures (PSOPs) and clubs should liaise with the operator to ensure any relevant changes are incorporated into the updated club procedures and documentation including risk assessments. Communication with the pool operator is vital to ensure an effective and safe return of club activities.

Club planning and risk assessments should take into consideration (but not be limited to) the following, always with a focus on maintaining physical distancing, minimising transmission risk and adhering to Scottish Government guidance:

- Arrival and departure protocols
- Activity pre, during and post pool
- The standard of participants and the specific type of activity
- Transitions between activities (e.g. from training sets to breaks)
- The length of pool and width of lanes
- The set-up of poolside space
- Use and cleaning of equipment
- Use of facilities such as changing rooms and dryland areas
- Spectators
- Lifeguarding and safety arrangements

A number of the points above require information that the pool operator will have and will be updating so getting the most up to date information will be important to ensure any risk assessments are as accurate as possible. More information is contained within Support Section 5.

If the club has any doubt about any aspects of their planning, it is suggested that they start with smaller numbers of athletes and ensure that distancing can be maintained and guidance applied, only increasing the number of athletes when they are sure this is feasible.

Each club must assess the relevant numbers that can be catered for within its own sessions and this should comply with pool operator guidelines. This will depend on a number of factors including (but not limited to):

- Level and ability of participants involved
- Coaching workforce and supervision
- Proposed training content
- Pace/intensity/volume of training
- Requirement for equipment
- Available poolside space and need for rest
- Vulnerability of participants
- Length of pool and width of lanes

## **10.4 Athlete and team staff behaviour and safety**

When participants return to training it should be gradual, progressive, and for those in high risk groups we suggest they follow the relevant advice from the NHS as appropriate. It is very important that those in the moderate risk group continue to follow the latest general Scottish Government guidance around physical distancing.

Briefings on pool protocols and expectations should be given to all coaches and athletes via video link/recording or in writing before their first session. No briefing, no access. All involved (or their parent/guardian(s) for under 16-year-olds) should be asked to agree and confirm in writing that they have seen/read the briefing, understood the requirements, and commit to adhering to them. This may be by email or a checkbox on the health survey or as part of another document such as an updated code of conduct for example.

Athletes and team staff should be made aware that returning to training is not compulsory and they have the option to opt-in or opt-out. We advise that the club records and stores this decision. It is a challenging time

for all individuals with increased anxiety and different circumstances for many. We suggest that clubs should recognise this and there should be no compulsion or risk of losing membership if they cannot or do not want to return straight away.

Participants should be grouped and then continue to train only with that group, meaning that if anyone displays symptoms, the transmission possibility is limited only to that group rather than other club members and it will be easier to trace contacts. This may be outside of the normal squad structure of the club or where agreed, in conjunction with another club/programme. **For under 18s please reference the statement at the beginning of each discipline training guidance.**

Athletes and team staff must be issued with symptom guidance and be briefed that they must not attend training if they have any COVID-19 symptoms or know they have been in contact with others that have symptoms. They should follow government guidance as should those shielding or in any vulnerable category. If you're unsure whether someone should return to training, refer to the **Training Venue Assessment** on the [Scottish Swimming website](#). Having a briefing video in addition to written information would be more effective for athletes.

Clubs should ask athletes/coaches that have had COVID-19 during lockdown to ensure they only resume training following **advice** given by their own medical practitioner. The COVID-19 Lead/Team has the right to refuse entry to training to any member they believe may have symptoms of COVID-19 or is returning to training too early after having COVID-19. Club members and the club's workforce (including volunteers) should sign the declaration form, stating that they are symptom free, will only attend training if they remain symptom free and are returning to training fully aware of the risks associated with the COVID-19 virus. It is of critical importance that at all times the club maintains a record of those in attendance at training sessions.

Clubs should ensure that athletes are 'fit' for training, and have the pre-requisite level of fitness for the activities that are planned. To help with this, clubs can use the **Health Screen Survey & Declaration Form** on the [Scottish Swimming website](#). If in any doubt, then the volume and intensity should initially be low to enable participants to gradually build up fitness whilst minimising injury risk.

Clubs and coaches should regularly reiterate safety and physical distancing information, for example at the start of sessions and through swift intervention if anyone in the session is breaching guidelines.

### 10.4.1 Test and Protect

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.

## 10.5 Participant and workforce hygiene

Thorough hand washing with soap or if not available, hand-sanitiser, should be undertaken by all athletes and team staff before and after training. Equipment that cannot be cleaned in the pool water should be cleaned with anti-viral wipes. It is recommended that anti-wipes with a minimum alcohol content of 60% are used.

Where possible participants should change into their kit at home, arrive at the pool in a tracksuit or other suitable clothing, towel off after training and return home to shower, thus minimising the transmission risk in changing rooms and following the centre guidance where appropriate. **Clubs should work with facility operators to establish and agree changing room protocols/access before and after a session. Consideration should be given to athletes who may require additional support/space. The risk assessment should be updated as appropriate.**

Athletes and team staff should avoid using wash/toilet facilities if possible but if used, then they should wash hands thoroughly, use hand-sanitiser where possible and not touch their mouth or nose. It is advisable that



athletes should also bring their own hand-sanitiser where possible. Clubs should work with the pool operator to establish protocol for footwear on poolside, especially if access points have been changed.

## 10.6 Dealing with illness during a session

Protocols must be agreed with the pool operator to ensure that effective first-aid provision is available. Given the current situation, it is the responsibility of the club to minimise the risk of any injury/illness to reduce as much as possible the risk of requiring first aid. The club should ensure that emergency contact details are up-to-date and available on site in case of any injury or illness.

## 10.7 Coaching delivery

The number of coaches required will be dependent upon the number of athletes in the session and also the number of lifeguards present at the pool. Limit the number of team staff on poolside as far as practically possible, ensuring minimum but necessary staffing levels are calculated to balance training need, distancing protocols and reducing risk. This should be identified in the club's risk assessments prior to any session beginning.

Areas of coaching should be agreed within the risk assessment and adhered to throughout the session. Coaches should avoid close contact with any participants. As long as the area is clearly marked more than one coach can be on poolside. The COVID-19 Lead/Team should intermittently attend the training venues to maintain oversight. Clubs should have a contingency plan in place if a coach falls ill or is unable to cover the session.

Wellness and training load of athletes should be monitored closely to enable proactive management of athletes and their return to training. Coach guidance for the return of athletes has been developed and can be found on the [Scottish Swimming website](#) and within HIVE.

Additional assistant coaches and team staff may attend training sessions to support the lead coaches. Consideration should be given to physical distancing requirements and numbers within the facility. Clubs should liaise with pool operator and update risk assessment accordingly.

## 10.8 Wider considerations for clubs

The club should ensure that it has liaised with the pool operator so that all measures put in place are agreed and meet with the guidelines applied in the facility as well as local and Scottish Government requirements.

The club should also ensure that:

- It is fully aware of any amendment to Normal Operating Procedures / Emergency Action Plans (NOPs / EAPs) at the pools.
- It is aware of any changes to the Centre's protocols and that it informs participants, parents and workforce of these as necessary, for example:
  - Arrival/entry & exit
  - Parking
  - Cleaning
  - Changing rooms and toilet usage
  - Closure of areas such as balconies, meeting rooms and reception areas
  - Staffing, lifeguarding, health and safety & accident reporting

## 10.9 Equipment

Where possible, athletes should have their own equipment and only bring what is required for that particular session. It will be important for the coach to ensure this information is provided in advance.

- Personal equipment should be cleaned with anti-viral wipes or solution before and after use, and should not be stored at the venue
- Athletes should bring their own hand-sanitiser and anti-viral wipes or solution for cleaning equipment and not to expect or rely on the facility or the club to provide supplies
- Sharing of equipment is not be permitted and equipment should not be left at the facility
- Athletes should avoid handling other people’s kit and take their own kit home to clean. Athletes should consider bringing spare goggles etc in case of malfunctions or breakages
- Facility or club-owned equipment should not be issued or available for athletes to borrow/use
- Clubs should work with pool operators to understand what the process and the clubs’ responsibilities are, (if any) for cleaning venue equipment such as hoists, starting blocks, whiteboards, handrails, etc. Appropriate risk assessment and training may need to be put in place

## **10.10 Practical suggestions for applying physical distancing and reducing transmission risk**

- Briefings and corrections in sessions should be kept to a minimum to avoid athlete congestion. This will vary across disciplines depending on the level of interaction required. If there is a health and/or safety concern then the coach should not hesitate to undertake a briefing or make a correction.
- To enter the pool a one way system should be put in place, ensuring this adheres to the process the centre has in place.
- Ensure that athletes bring sufficient fluids for the session in their own clearly marked bottles and any necessary food in clearly marked containers so as not to require vending machines or water fountains.
- No physical contact between coaches and athletes should take place when making corrections, only oral communication, keeping the required distance.
- Create time gaps between sessions so that one group of participants can leave the pool and centre before the next group arrives. Be clear with athletes, parents and team staff that they must stick to scheduled timings to enable arrival and departure to take place effectively without overloading the capacity of the centre/pool.
- Clubs should work with operators to consider whether athletes undertake pre-pool and post-pool activation exercises at the venue or whether this can be done more effectively at home to avoid additional risk of transmission. It is advised that until further lockdown restrictions are lifted, clubs continue to use online/virtual sessions for land based training or outdoor training in small groups to minimise transmission risk.
- It is likely that many clubs will be working with smaller groups than usual. To that end, the club will need to determine how it caters effectively for its members, for example by offering shorter sessions that enable all of them to be involved or by phasing re-entry to the water.
- A familiarisation video of the environment, housed on the club’s website would be beneficial if possible.

## **10.11 Wellbeing & Protection**

As we move towards getting back in the pool and re-start in person training, a number of changes to keep your members safe and comply with coronavirus management will be implemented.

While implementing changes to comply with coronavirus management all clubs and coaches must operate in a safe and effective manner in accordance with the Scottish Swimming Wellbeing & Protection policies, procedures and insurance information. The principles of safeguarding children and young people and our duty of care responsibilities remain unchanged:

***Duty of Care*** = Any person (16 years or over) who has care and control of a child...has a responsibility to do what is reasonable in all the circumstances to safeguard the child's health, development and welfare. **Section 5, Children (Scotland) Act 1995**

To that end the Club Wellbeing & Protection Officer must be aware of the training that is being undertaken and be involved in all risk assessments made, giving guidance as appropriate. This should include assessing that the venue, activity and supervision is appropriate from a safeguarding point of view and in line with Duty of care responsibilities.

Coaches and volunteers should continue to follow best safeguarding practices when working with children and young people; by considering the needs and wellbeing of the child first and avoiding any situations that place the child or themselves at risk or in a compromising position e.g. unnecessary 1 to 1 situations. It is vital that coaches and volunteers report any child wellbeing or protection concerns immediately to the club's Wellbeing & Protection Officer.

Coaches and other volunteers should read and follow the guidance document from sportscotland and Children 1<sup>st</sup> relating to children returning to returning to sport which can be found HERE:

<https://sportscotland.org.uk/media/5774/cyp-return-to-sport-after-COVID-19.pdf>

## 10.12 Wellbeing & Protection Summary

- Conduct a safeguarding risk assessment when delivering sport in a revised format.
- Ensure athlete provisions are child centred and age appropriate where possible.
- Widely share Codes of Conduct for coaches, parents/carers and children and young people so that everyone understands the expectations of them
- Widely share social media and communication policies to ensure positive behaviours and practice while physical distancing measures are in place
- Make the Responding to Concerns Procedure widely available so that coaches, parents/carers and children and young people know who to contact with any concerns

### **To seek further advice and support contact:**

Lindsey Booth, Scottish Swimming Safeguarding Officer

- l.booth@scottishswimming.com
- Tel: 07832 117491
- Point of contact for wellbeing, safeguarding and child/adult protection concerns, and queries
- More information: <https://www.scottishswimming.com/clubs/wellbeing-protection.aspx>

## 11.0 Scottish Swimming staff contacts

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<b>Ally Whike</b>	Director of Performance	<a href="mailto:a.whike@scottishswimming.com">a.whike@scottishswimming.com</a>	07834 583318
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<b>Sean Dawson</b>	RSDM Grampian & Tayside	<a href="mailto:s.dawson@scottishswimming.com">s.dawson@scottishswimming.com</a>	07801 578967

## 12.0 Disclaimer

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