



Scottish
Swimming

COVID-19 Frequently Asked Questions (FAQs)

Back to the Water

COVID-19 Resource

Version 8 – 8th January 2021



COVID-19 Frequently Asked Questions

COVID-19 GUIDANCE DOCUMENTS

1. Where are the guidance documents and supporting resources stored?

Currently the Club Management and Club Training guidance documents along with all the available supporting and additional templates and resources are available on the Scottish Swimming HIVE learning platform in the Club Development and Coaching Matters Groups. They are also on the COVID-19 Hub on the Scottish Swimming Website.

2. Will the guidance and supporting documents continue to be updated?

Yes as the guidance documents evolve they will be version controlled and dated. They will be available currently on HIVE and will be uploaded to the website when they have been approved by sportscotland.

3. What are the first steps to consider in preparing the clubs' return to the water?

The club checklist is a useful resource to guide clubs through the return to water process by highlighting key steps and considerations that will be beneficial to clubs. Understanding your membership and the club's financial position is the first major step that clubs should consider.

COVID-19 OFFICERS

4. Do clubs need to have a COVID-19 Officer/Team in place?

Yes, clubs need to have a COVID-19 Officer/Team in place. sportscotland have confirmed that clubs should have a COVID-19 Officer in place to support the return of clubs to the training environment. Many pool operators are also expecting clubs to have this in place.

5. Can a club share out the responsibilities of the COVID-19 Lead & Liaison Officers?

We would recommend clubs follow a team approach when looking at the COVID-19 Lead and Liaison positions. For the COVID-19 Lead Officer, sharing the workload to a few key people may be sensible to ensure no one is asked to do too much. Having a rota of COVID-19 Liaison Officers would also be good as it allows volunteers more flexibility and is a more sustainable model.

It may be necessary for a session to be split between more than one COVID-19 Liaison Officer (for example in Masters Clubs) This is ok as long as it is a managed process which is communicated to the pool operator and wider as appropriate.

6. Who can be a COVID-19 Liaison Officer?

*The coach of a session **cannot** be the COVID-19 Liaison Officer for that session as the priority should be on the session delivery. It also **cannot** be someone who has a supervisory/Lifeguard role for that session as the priority should be the safety of those in the water. The position should be filled by an individual with no other role at that session. If there is more than one squad in a session then there is only need for one COVID-19 Liaison Officer. Where necessary a coach can carry out the role at a session where he/she is not actively coaching.*

The COVID-19 Lead Officer/Team can assist the COVID-19 Liaison Officers to cover all the sessions required if there are not enough volunteers. However best practice would be that there would be sufficient Liaison Officers to cover the sessions and allow Lead Officer/team remain as the management role.

7. Do the COVID-19 Lead and Liaison Officers require a PVG?

As the COVID-19 Liaison Officer is actively supervising athletes as part of the role it is a regulated position and therefore requires a PVG to be in place. The COVID-19 Lead Officers also need to have a PVG in place as they will be managing the COVID-19 Liaison Officers.

If the COVID-19 Officers have an existing PVG through the club then there is no need to process an update form. If the COVID-19 Officers have a PVG through a different club/organisation then they will need to complete an update form. If the COVID-19 Officer is not a member of the PVG scheme then a new application form should be submitted through the club.

8. Is there a cost to the club to process the PVGs?

As long as the person is a Scottish Swimming member in a volunteer role there will be no cost associated to the club for processing the PVGs

9. Do COVID-19 Liaison Officers of Masters Clubs need to have a PVG?

It is not a requirement for those working within masters clubs where the membership is 18 years and over to have a PVG in place. The exception to this is if a significant proportion of the membership are classed as vulnerable.

10. If I am a member of two swimming clubs and have a PVG with both clubs, can I fulfil the role of COVID-19 Officer for both clubs?

Yes, As long as you have current membership and a PVG through that club it is possible to fulfil the role of COVID-19 Officer for more than one club.

11. Are there any roles which would have a PVG but can't act as a COVID-19 Liaison officer?

Apart from the roles of coach & lifeguard which are covered in Q6, all other position holders within the club who have a PVG would be able to fulfil the role of COVID-19 Liaison Officer. It would be best practice however for the WPO and the Club Chair to avoid filling the COVID-19 Liaison Officer role to leave them clear to manage wellbeing issues or club complaints should any arise.

12. Can the COVID-19 Lead Officer/Team commence working on the club protocols and risk assessments without a PVG in place?

Yes, an individual may carry out some of the early duties of the COVID-19 Lead Officer role such as the risk assessment and the member survey for example, however they would need to have a PVG in place prior to the athletes returning to the water. COVID-19 Liaison Officers must have a PVG in place before starting their role.

13. If working in a composite team in a COVID-19 role but have a PVG for one of the home clubs rather than the composite team, is this allowed?

Best practice would be for the COVID-19 Officer to have a PVG that is processed through the composite team. Where this is not in place, for example waiting for a PVG for the composite team to be processed, the composite team can utilise a volunteer from one of the feeder clubs who has a PVG through that club. The feeder club will confirm in writing any notifications they receive in relation to that PVG to the composite team. This should be a temporary measure.

14. What is the minimum age for a COVID-19 Officer?

The minimum age is 16. Clubs should consider the level of responsibility and wider experience required for the roles when recruiting appropriate individuals to fill the positions.

15. Where can I find the COVID-19 Officer training webinars?

There is a recording of the COVID-19 webinar available on the COVID-19 Officer group on HIVE. The content should be shared to anyone who is a COVID-19 Lead or Liaison officer within your club as appropriate.

16. Do people who attend the COVID-19 Officer training receive a certificate?

No. The training is designed for the person attending to share with the relevant Club committee members to ensure the Club comply with Scottish Swimming recommendations. Once a club has appointed COVID-19 Officers, the Membership Secretary should add the role on Azolve – this is important for Scottish Swimming to communicate with the COVID-19 Officers.

COVID-19 RISK ASSESSMENTS

17. Do clubs need to have a COVID-19 risk assessment in place?

Yes, all clubs must have an appropriate risk assessment in place for each venue to allow the club to return to training as safely as possible. Pool operators are requiring clubs to have a risk assessment in place before allowing the return to training.

18. Who needs to be involved in developing the risk assessments?

Working with the pool operator is key. Ensuring the necessary information that they are requiring is included in the club risk assessment is important. Work with your coaching team and wider committee/COVID-19 team to include their thoughts to more accurately inform the content of the risk assessment.

19. What factors need to be considered in the COVID-19 risk assessment?

*Working with the pool operator the following considerations should be factored in when developing the risk assessment. Carpark (drop-off and pick-up), Facility entrance, Reception Area, Changing rooms, Toilets, Equipment, Health screening, Someone becomes unwell during session, Poolside, Athletes, Team Staff, Safe Supervision, During activity, Hygiene measures, Exit. **It is vital that the risk assessment for each venue the club uses has the specific information relating to that facility.***

20. What other health and safety information needs to be factored in?

Work with the pool operators to understand if there are any changes to the Pool Safety Operating Procedures (Normal Operating Procedures and Emergency Action Plans) that need to be factored in to the club processes along with any changes to the lifeguarding/safe supervision of the sessions and the requirements for team staff site inductions.

21. When should risk assessments be updated?

As with all risk assessments, COVID-19 risk assessments should be reviewed regularly. As guidance, processes and procedures evolve the risk assessments should be amended accordingly. Once clubs are back in the facility and training, good practice would be to regularly communicate with the pool operator and discuss if any of the information that needs to be updated. Coaches and the COVID-19 team should be able to communicate quickly and effectively if they identify any of the information or conditions need to be updated.

GENERAL COVID-19 QUESTIONS

22. Is there an insurance implication for not having a COVID-19 Team in place?

Currently there is no impact on the insurance of a club if they don't have a COVID-19 team in place. However this may change. Clubs should have a COVID-19 team in place who should work with the pool operator to mitigate as much of the risk as possible for the club returning to the pool.

23. Do COVID-19 Lead & Liaison Officers need to have Scottish Swimming membership?

Yes, they should be registered with Scottish Swimming as a non-swimmer member.

24. Upon the return to training, who needs to have Scottish Swimming membership?

All athletes, team staff, COVID-19 team, along with the club committee and volunteers who are actively supporting the club should have Scottish Swimming membership in place before returning to club activities.

25. When should the Health Screen Survey be completed and by whom?

The Health Screen Survey should be completed by all athletes and team staff prior to returning to the training environment. This form only needs to be completed once, unless there is a change to the individual's general health or circumstances.

26. When should the self-declaration form be completed and by whom?

The self-declaration form should be completed by all athletes and team staff prior to returning to the training environment. This form only needs to be completed once, unless the person is returning to the pool after a long period of absence.

27. Is it required to have a record of attendance for every session?

Yes this is mandatory to allow the club and facility to track who was in the session, to assist with the Test & Protect team in the event that there is an outbreak of COVID-19 affecting the club/facility.

28. What happens if someone becomes unwell during the training session?

It is essential that the club work with the facility to confirm what the process for that specific venue should be. The individual should leave the session/venue as quickly and as safely as possible. Follow NHS Scotland advice as appropriate.

29. Will the club privacy notice need to be updated to reflect the return to water processes?

There will need to be an update statement inserted into the privacy notice that the club will currently have in place. This is to cover the additional information being gathered and the method of collection. An updated privacy notice template will be available for clubs together with the Club guidance documents.

30. How long should attendance information and associated athlete information be kept for?

To allow for the correct Test & Protect timescales, information regarding attendance and any associated information should be stored securely for 21 days. A club can retain information longer if considered relevant and necessary.

31. How many Team Staff can be on poolside during a session?

Currently there should only be one lead coach for each squad that is on poolside. It is permissible to have multiple squads within the same session but only one lead coach per squad. Depending on the risk assessment from 15th December it may be possible to have additional supporting coaches & team staff working on poolside. This should be in agreement with the facility management.

32. Do Coaches and Team Staff need to wear face coverings on poolside?

It is a requirement to wear a face covering when coaching on poolside and when inside a facility. More information is contained within the club training guidance document. PPE guidance for first aid is available from the RLSS and PWTAG.

33. Can athletes borrow equipment from the club or facility?

Currently athletes should, where at all possible, bring their own personal equipment (goggles, floats etc). Clubs and facilities should not issue loaned equipment to the athletes. Clubs should have in place hygiene protocols to ensure athletes and team staff clean their equipment after each session.

34. Do clubs need to temperature check athletes upon returning to training?

There is no requirement for clubs to take and record temperature checks prior to training. Facilities and pool operators may have a temperature checking process in place and that is for them to manage. Clubs should liaise with the pool operator and communicate the relevant processes effectively to members.

35. Will there be a COVID-19 Officer group on HIVE?

Yes, there will be a group set up on HIVE. This will be a good platform for sharing examples and best practice as well as keeping up to date with further developments and opportunities. Only members marked on Azolve as COVID-19 Officers will be added to this group, so it is important to keep the system up to date.

36. What happens if the COVID-19 Officer for a session doesn't turn up?

Where possible, the club should have a backup COVID-19 Liaison Officer who can cover at as appropriate. The club should work with the pool operator and agree the protocol if a COVID-19 Liaison Officer fails to turn up to a session.

37. Can a club member train with more than one swimming club?

Athletes can train with different clubs however best practice is that athletes stick to one group/bubble for all sessions. This is the safest option.

Should athletes require further training through additional sessions outwith their group/bubble, this is possible however risk needs to be considered carefully by all parties before making the final decision. This is similar to athletes taking part in multiple sports (i.e. the more groups the person is involved with, the more risk there is).

38. Is car-sharing permitted?

The current government guidance states that you should only travel with members of your own, or extended, household. When there is no alternative but to travel with people not in your household, you should share the transport with the same people each time, keep to small groups, keep car windows open if possible, ask everyone to wear face coverings, wash hands before and after the journey and clean door handles and other areas that people touch. Obviously this may change as and when government guidance is updated.

39. What protocol should be taken if someone has travelled outside the UK?

If a club member has travelled outside the UK they should notify the Lead COVID-19 Officer and check the relevant information for the location and whether 10 day self-isolation is required before returning to training: <https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/>

If you have any additional questions or need further information please don't hesitate to contact your Regional Development Manager who will be happy to help.

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