



Scottish  
Swimming

# **‘Beyond Level 0’ Competition Management (Indoor)\***

## **Back to the Water**

## **COVID-19 Guidance**

**\*Effective from 1<sup>st</sup> September 2021, Updated 19<sup>th</sup>  
January 2022**

Published 19<sup>th</sup> January 2022

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## Section 1 - Introduction

### 1.1 Introduction

The move to 'Beyond level 0' on the 9<sup>th</sup> August was a positive step forward and most of the remaining restrictions on the aquatic sporting environment have eased further or been removed. As restrictions are eased, the emphasis will continue to be on personal responsibility, good practice and informed judgement. The latest information on Coronavirus in Scotland can be accessed on the Scottish Government website at [Coronavirus in Scotland](#).

As the competitive element of aquatic sports returns, and COVID restrictions nationally become lighter, Scottish Swimming have updated their guidance to better support Clubs and event organisers to start planning and delivering competitive opportunities for athletes in all disciplines. The previous aquatic discipline guidance has been condensed into this guidance document.

Each aquatic discipline had a detailed phased process for the return to competition and as regulations are reinstated and restrictions eased, this provides the opportunity to relaunch the competitive element in each discipline. A sensible approach should be taken when organising events, with the health and safety and other practical considerations that were in place pre-COVID remaining important to the safe and effective running of events now.

For full **sportscotland** guidance: [return to sport and physical activity guidance](#). Additional information is available on the **sportscotland** website: [Return to Competition & Events: sport events](#).

There are a number of key points that need to be considered when returning to competition. These are detailed below, with more information available within the main sections of the document:

<b>People with Symptoms</b>	<b>People recording positive lateral flow tests or developing coronavirus symptoms must not attend the competition or event. They must stay at home and book a PCR test in accordance with Scottish Government guidelines.</b>
<b>COVID-19 Officer</b>	An Event COVID-19 officer needs to be appointed and be present at the competition or event to support with COVID management protocols and compliance.
<b>Physical Distancing</b>	The requirement for physical distancing in most settings has been removed and replaced with the message ' <b>give people space</b> '.
<b>Face Coverings</b>	Everyone aged 12 and over is required to wear face coverings at all times in indoor sport and leisure facilities except during sporting activity or where medical or disability exemption applies.
<b>Testing and Health Forms</b>	There is no requirement for opt-in or health forms to be completed and no temperature testing is required at the competition venue. It is recommended that everyone attending the competition or event completes a lateral flow test 24 – 48 hours prior to attending.
<b>Health &amp; Safety</b>	Risk assessments must be in place and must be specific to the venue/competition/event. It is essential to work with facility management to understand their procedures that are in place.
<b>Spectating</b>	Spectating in most venues is now possible, however, <b>the priority must be on maximising the number of athletes able to participate at the event</b> while within the overall facility capacity. Any remaining capacity could then be considered for spectators.
<b>Test &amp; Protect</b>	Attendance of all users must be recorded to assist with Test & Protect requests.

It is important to manage expectations as there will be a period of transition to allow facility operators to amend their procedures, update risk assessments and retrain staff at the pace of the local area. Scottish Swimming will support as appropriate to ensure competition and aquatic sport generally returns fully as quickly and as safely as possible. It is important for Clubs/event organisers to continue liaising with their facility operators.

The Scottish Swimming COVID webpage which contains other useful information and the 'Beyond Level 0' Club Training Guidance document can be found [Scottish Swimming COVID-19-guidance](#)

## Section 2 – COVID-19 Considerations

### 2.1 People with Symptoms

People recording positive lateral flow tests or developing coronavirus symptoms must not attend the competition or event. They must stay at home and follow Scottish Government guidelines.

Anyone developing or reporting symptoms at the competition venue or during the event, should inform the designated person within the Clubs' COVID-19 team or the designated event COVID officer immediately.

### 2.2 Physical Distancing

With the move to 'Beyond level 0' the requirement to physically distance has been removed. When a local area is operating 'Beyond Level 0' it is recommended that '**give people space**' messaging should be promoted. Some venues may still have specific areas where 1.00m physical distancing is in place. Event organisers should liaise with facility operators to identify in advance of the event what physical distancing is in place and communicate appropriately.

User group bubbles are no longer required at events/competitions. Emphasis should be on '**give people space**'. Each club/team should have a suitably sized area for all athletes and team staff to be located. Event organisers should liaise with the facility operator to agree capacities in each area of the venue and organisers may wish to allocate seating to ensure everyone has sufficient space.

### 2.3 Face Coverings

Face coverings **must** be worn by all athletes (12 and Over), team staff and volunteers while indoors. Exemptions on the basis of medical conditions and disabilities are allowed. This should be included in the risk assessment that is in place for the event/competition. Athletes do not have to wear a face covering **during** the sporting activity, this includes immediately before and after the activity. Consideration for the wellbeing of coaches and volunteers is important and there may be times where they 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/volunteer to remove their face covering whilst on deck.

### 2.4 Testing and Health Forms

Temperature checks are no longer required to be completed at competition venues. However, depending on the facility protocols and procedures, temperature checks may still be in place. Event organisers should liaise with the facility management to ascertain any temperature checking requirements prior to the event and communicate with clubs/participants as appropriate.

Everyone attending the event/competition is recommended to take a self-administered lateral flow test 24 - 48 hours prior to arrival at the competition venue. The results do not require to be submitted or recorded by the Club or event organising team.

Health Screening forms no longer require to be completed. Self-declaration and opt-in forms are also no longer required to be completed to enable participation at events.

### 2.5 Event COVID-19 Officer

The organising team for every event/competition must appoint a designated COVID-19 Officer who is available onsite for the duration of the event. The COVID-19 Officer will be responsible for liaising with the facility management and the organising team to ensure any COVID protocols, procedures and processes are in place and available to advise and support participants/volunteers as required. The COVID-19 Officer will also ensure that any COVID management information is factored into the risk assessment for the event and relevant information communicated as appropriate.

## Section 3 – Health & Safety, Facilities & Equipment

### 3.1 Risk Assessments & Operating Procedures

With the move to 'Beyond level 0' the pool safety operating procedures may have been updated to account for necessary changes. Event organisers should liaise with the facility management to identify any relevant changes to the Normal Operating Procedures/Emergency Action Plans (NOP/EAPs) that affect the event/competition. It is important to review and update risk assessments with any necessary changes from the event organiser and facility perspectives. Ensure the event risk assessment is shared and agreed by the facility management and the information is made available as required. Any changes should be communicated appropriately. Health and safety information should be adequately covered in pre-event briefings, appropriately distributed information and/or by announcements in venue.

*Considerations must include:*

#### 3.1.1 Facility Capacities

There is no COVID-19 restriction on lane or pool capacities and limits on these spaces may now default to what is stated in the facility operating procedures. Event organisers should liaise with the facility operator to identify any changes to lane/pool and other building capacities as required. The event/competition risk assessments and procedures should be updated as required.

#### 3.1.2 Protocols for Entry and Exit

With the removal of physical distancing within facilities and a move to recommending '**give people space**' messaging, the protocols for entry and exit and moving around the facility may have been updated. There may still be limits within certain areas of the facility as capacities change. Event organisers should liaise with the facility management to identify any changes and update processes as appropriate.

#### 3.1.3 Changing Rooms and Shower Areas

Access to, and the use of changing rooms and showering facilities is permitted. Event organisers should liaise with the facility operator to identify whether the use of these areas is allowed within their facility for the event. Where possible everyone involved in the event/competition should arrive ready for their activity wherever possible. Any time spent in the changing or shower areas should be kept to a minimum. Athletes should be encouraged to keep their kit, equipment, and belongings at their seating area if space allows.

#### 3.1.4 General Circulation Areas

Facility areas such as meeting rooms, studios and technical rooms (i.e. timing suites), can be used during events/competitions. Event organisers should liaise with the facility management to identify capacity restrictions and hygiene requirements for these areas. Time spent in general circulation areas within the facility should be kept to a minimum. **Face coverings should be worn and 'give people space' messaging should apply.**

#### 3.1.5 Competition Equipment

There are no restrictions on the use of competition equipment. Equipment should only be used where considered suitable and appropriate for the level of competition and stage of athletes participating. Event organisers should liaise with the facility operator to identify any restrictions on the use, storage or borrowing of equipment within the facility. Event Organisers should also liaise with the facility staff on ensuring the necessary hygiene protocols, procedures and schedules are in place for cleaning any fixed and removable competition equipment as required.

#### 3.1.6 Hygiene, Cleaning & PPE Protocols

Everyone attending the event/competition should be encouraged to ensure they wash and sanitise hands regularly while within the facility and during the event. Prior to the event, it is necessary to agree who is responsible for providing the necessary anti-bacterial wipes and sanitising sprays/solutions for cleaning equipment along with any PPE requirements for use by the technical officials, team staff and athletes during the event.

#### 3.1.7 Safe Supervision, First-Aid Provision & Process for Illness

Event organisers should liaise with the facility operator to confirm there are no changes to the supervision cover for pool-based activity and confirm what the procedures are for first aid provision in case this is required. Confirm with the pool operator the process for someone falling unwell (COVID or otherwise) during event/competition.

## Section 4 – Event Staff and Technical Officials

### 4.1 Event Staff

The number of event staff should be kept to a minimum, but sufficient volunteers requires to be in place ensuring the event/competition runs safely and effectively. Event organisers should liaise with facility management to identify any additional roles/duties that would be required for the event/competition.

### 4.2 Technical Official Numbers and Roles

Restrictions on the number of technical officials have been relaxed, however the emphasis should still be on keeping numbers minimal where without compromising the effective running of the event. As regulations are reinstated, pre-COVID technical official limits will be reintroduced. Event organisers should consider the level and purpose of the event when organising the provision of technical officials. There are no longer any restrictions on the range of roles that can be used or where technical officials can/should be positioned on the deck to **'give people space'**.

### 4.3 Technical Official Briefing Sessions

Information should be sent out pre-event and it is recommended that briefings for Technical Officials be delivered virtually where possible. Smaller, or update briefings can now resume at the facility during the event/competition. Event organisers should liaise with facility management to ensure capacities in any specific area to be used for briefings are not exceeded.

### 4.4 Technical Official Training and Mentoring

Technical Official poolside training and mentoring can resume for all roles. However, **face coverings must be worn and everyone given sufficient space when on poolside**. The number of trainee technical officials should remain limited and not compromise the safe or effective running of the event/competition. Technical official practical assessments can also resume where sufficient space is available and is considered appropriate to do so.

### 4.5 Technical Officials Equipment

Technical Officials should bring their own personal equipment such as stopwatches, whistles, clipboards, pens etc where possible. Personal equipment should be cleaned with anti-viral wipes or solution before and after use. Sharing of equipment is possible but not recommended. Any facility/club owned competition/event equipment such as stopwatches, back-up buttons and lap cards, that is issued to Technical Officials should be operated by 1 person only and sanitised before and after use for each session/match/event as appropriate.

## Section 5 – Event Planning Considerations and Communication

### 5.1 Event Plan

It is important to identify what the purpose of the event is and to detail what the event conditions are, along with any protocols and procedures that will be in place.

An event plan detailing necessary equipment and spaces required is recommended. This will support the facility and event staff to set up, operate and de-rig the event.

*The plan should consider:*

#### 5.1.1 Venue Flow

It is recommended that an athlete/venue flow around the facility and the field of play is put in place. This will reduce congestion in parts of the facility and allowing everyone to **'give people space'**. Event organisers should liaise with the facility management to determine the most suitable arrangement.

#### 5.1.2 Familiarisation Video/Pool Diagram

It is recommended to have in place where possible, a familiarisation video/information/pool diagram available for all athletes, team staff and volunteers to view/read prior to accessing the venue, including details of athlete flow, seating areas and other useful considerations.

#### 5.1.3 Marshalling & Call Room Areas

Marshalling, call room and holding areas can all be used if necessary and appropriate to the level of meet and the need for athletes to adequately prepare prior to competing. Consideration should be given to the size, capacity and ventilation of the spaces when planning these areas. Ensure that everyone has sufficient space and face coverings **must** be worn in these areas. It is advisable to keep the number of athletes gathering in these areas to a minimum.

#### **5.1.4 Athlete Preparation**

Warm up, swim down and land elements should be organised and supervised to prevent pool/lane/area capacities being exceeded. There is no restriction on direction for chain swimming in lanes. Consider the age/level, number of athletes and space available when organising warm up, swim downs and land preparation areas. Any protocols or information regarding these areas should be available and communicated to athletes and team staff in advance of the event.

#### **5.1.5 Athlete Parades, Presentations and Medal Ceremonies**

Where athlete and volunteer parades and presentations are used, in Water Polo and Diving for example, these can now resume. Keep the number of participants to a minimum where possible. Ensure participants of these parades are given sufficient space, and face coverings should be worn throughout.

Formal medal presentation ceremonies can now take place during or after competitive events. Ensure that everyone has sufficient space and face coverings are worn when collecting medals/awards. Consider what hygiene protocols need to be in place.

#### **5.1.6 Event Spectating**

The COVID-19 restrictions for spectating have been relaxed and spectating indoors is now allowed. However, providing the opportunity for the maximum number of athletes at the event within the space and building capacities allowed should be prioritised. Any remaining space/capacity could then be considered for spectating. Please liaise with your facility management to identify what the space and spectating capacity of your facility is for each activity as appropriate.

**Covid certification scheme:** There is now a requirement for indoor and outdoor events with attendances of more than 1,000 people to check the certification status of at least 50% of attendees or 1,000 people, whichever is higher.

#### **5.1.7 Announcing, Live streaming and Photography**

Announcing and commentary can resume at all levels of events/competitions. Consider whether live streaming the event/competition is desirable or necessary. With spectating capacity potentially restricted in many venues, streaming may be a suitable alternative. Ensure that information about any photography, video streaming or recording is included in the event information and permission forms are in place if required. Any video or photography should be conducted in line with the [Scottish Swimming Wellbeing & Protection Policy](#).

#### **5.1.8 Event Catering**

The provision of catering services at events/competitions can now take place. There may be limits on the numbers allowed in certain areas of the facility. Event organisers should liaise with the facility management to identify any capacity or practical restrictions that are in place with regards to catering services. Touch points should be kept as minimal as possible, ideally with any food being served rather than self-service. Good hygiene protocols must be in place and any catering activity must be included in the event/facility risk assessment.

### **5.2 Event Information and Paperwork**

Information about the event should be communicated before the event.

*Considerations will include:*

#### **5.2.1 Athlete and Team Staff Briefing Sessions delivered and/or written guidance issued in advance**

Information about the event to allow attendees to know what to expect is essential. A field of play diagram in advance of the event is also useful.

In person team staff briefings can now be held but should be kept to a minimum to avoid congestion at the venue. Where in person briefings are required then face coverings must be worn and everyone given sufficient space.

#### **5.2.2 Number of Team Staff**

There is no COVID-19 restriction on the number of coaches and team staff that can be on poolside/within the facility. Any capacity limits in place will default to the facility operating procedures and event organisers should liaise with facility management as required.

#### **5.2.3 Event Paperwork**

The amount of paperwork being handled/processed/stored during the event/competition by Technical Officials and Team Staff, for example withdrawal forms, start lists, results and team declarations should be minimised and electronic options should be used where possible.

### **5.3 Finance and Contingency Planning**

Consideration should be given to the focus of the event and the financial implications. Where appropriate an event budget is important to have in place to assist with controlling expenses and managing income. Consider 'what if' scenarios to ensure the event organisers are prepared in the event of a change in restrictions or cancellation. Consider

having a disclaimer statement in place in case of cancellation/postponement etc, especially if there is likely to be financial liabilities incurred.

## Section 6 – General Event Considerations

### 6.1 Test & Protect

There is a requirement for event organisers to record and store attendance information securely in the event of a positive case to support Test and Protect procedures. Consider electronic options for gathering and recording this information.

Contact tracing and testing of close contacts will continue as we move forward through the pandemic, including 'Beyond Level 0'. [Test and Protect](#) will change as the population becomes more protected by vaccination but will still play a role in mitigating clusters and outbreaks where they arise

*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 [NHS inform: Get a Test](#) or by calling **0800 028 2816** if they cannot get online.

### 6.2 Travel Guidance

Travel guidance outlined by the Scottish Government should always be followed. 'Beyond Level 0' no travel restrictions are applicable, within or between areas in Scotland, which are not categorised under the protection level system. Scottish Government are also continuing to monitor the UK wide and International Covid-19 position. Further information on restrictions applicable between Scotland and other parts of the UK and internationally is available on the Scottish Government website at [Coronavirus \(COVID-19\): travel and transport](#).

### 6.3 Safeguarding

As a competitive focus is re-introduced, several changes to keep members safe and comply with COVID-19 management may be necessary. While implementing the COVID-19 protocols covering competitive events, clubs, team staff and volunteers 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. Involve the club wellbeing and protection officer where appropriate when planning an event.

Consider the needs of participants returning after recovering from COVID-19. Participants should be able to confidentially disclose this, in a similar way to any other personal matter relevant to coached activity, so the coach can make suitable adjustments and allowances to the planned activity for the individual and check that input from a medical professional has been sought where appropriate. Coaches and volunteers should read and follow the guidance document from sportscotland and Children 1<sup>st</sup> relating to children returning to sport which can be found: [HERE](#)

## Section 7 – Scottish Swimming Staff Contacts

### 7.1 Useful Scottish Swimming Staff Contacts

<b>Euan Lowe</b>	Chief Executive	<a href="mailto:e.lowe@scottishswimming.com">e.lowe@scottishswimming.com</a>	07740 987379
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## Section 8 – Scottish Swimming Disclaimer

### 8.1 Disclaimer

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

Reliance upon the guidance or use of the content of this website will constitute your acceptance of this disclaimer. The term guidance should be taken to imply the standards and best practice solutions that are acceptable to Scottish Swimming.

- The documents and any associated material are intended for information only
- The content of this guidance is considered by Scottish Swimming to be correct at the time of publication. Amendments, alterations, and updates of documents may take place from time to time and clubs should review at the time of use to ensure the most up to-date versions are being referred to and satisfy themselves that there has been no change in position
- Whilst every effort is made to ensure accuracy of all information, Scottish Swimming and its agents, including all parties who have made contributions to any documents, shall not be held responsible or be held liable to any third parties in respect of any loss, damage or costs of any nature arising directly or indirectly from reliance placed on this information without prejudice
- Clubs should continue to check information published by the Scottish Government and **sportscotland** after reading this guidance

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