



Scottish  
Swimming

# Competition Management (Swimming)

## Back to the Water COVID-19 Guidance

Version 8 - 22/02/2021

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# Section 1 - Introduction

## 1.0 Introduction

The following guidance has been developed in co-operation with **sportscotland** and industry partners. The document aims to support the management of swimming competitions, from club time trials and virtual meets through to multi-club and district level events. This guidance document will support pool operators and swimming clubs/event organising teams to work collaboratively to ensure there is a safe and practical environment. This document provides guidance on reducing the risk of COVID-19 transmission within the swimming pool environment and during competition. Sections of this guidance will be familiar as they have been included in some of the other guidance documents.

The return of competitions is likely to be a lengthy and graduated process. The initial re-introduction to the competitive environment should be through timed swims and time trials within training sessions building through to 2 clubs coming together and then on to multi-club and district events. Initially events need to be kept as simple and focused as possible, ensuring all necessary protocols are in place. The staged process is detailed in section 2 of this document. There is no timeline attached to moving through the different competition stages. This fully depends on how and when national and local restrictions change. This guidance document will be updated as required.

The swimming regulations that cover calendar planning and meet licensing have currently been suspended until 30<sup>th</sup> June 2021. The initial focus for events should be on providing opportunities for athletes to participate. As multi-club meets return there will be a need to re-introduce technical officials and an element of meet licensing may be necessary. More information regarding this will be published when appropriate.

The guidance highlights the continued requirement for safe physical distancing and enhanced hygiene regimes and considers how this will impact on the different competitive environments and outlining other key considerations to include when preparing for timed/competitive events. As with all environments there is risk of COVID-19 transmission in aquatic settings that require control measures to be implemented. Operators and Clubs/Districts must have risk assessments in place before implementing any activities.

This guidance document should be read alongside [Scottish Swimming Back to the water – Return to Competition Overview](#), the [Scottish Swimming Club Training Back to the Water COVID-19 Guidance](#) the [Scottish Swimming Technical Official Back to the Water Guidance](#) and [Scottish Swimming Virtual Meets Support Document](#)

## 1.1 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/event organisers 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 this end we will develop and improve guidance as appropriate and based on practical experience when activity recommences in the water

## 1.2 Be prepared for change

It is clear that the aquatic landscape is now vastly different and will change again;

- Many pools have opened with reduced pool hours
- Whilst a leisure centre may open there will be a phased return to certain activities
- Pool operators may open pools within certain geographical areas piecemeal rather than en masse
- Some pools may not reopen at all
- Large interclub competitions will not return for some time
- The level & format of competitions along with number of technical officials/event staff and set up for competitions may look very different

Clubs have an important role to play in regards to managing expectations of their athletes, coaches, parents, technical officials and volunteers as the club returns to the pool and competitive opportunities restart.

## Section 2 – Competition structure and sport restrictions

### 2.1 Scottish Government & sportscotland – sport protection level information (Swimming)

The table below details the restrictions for sport using the Scottish Government protection level system. Guidance relating to sport restrictions and travel is included. The information is specific for swimming. The full document can be found [HERE](#)

		Level 0	Level 1	Level 2	Level 3	Level 4
Indoor sport restrictions	Overview	'Group' activity refers to adults, who take part in organised sport or physical activity, where the number of participants is larger than allowed under normal household rules. 'Individual exercise' refers to organised sport or physical activity which takes place within household rules i.e. 1:1 coaching.				
	Children & Young People (u18 years)	Contact & non-contact sport permitted	Contact & non-contact sport permitted	Contact & non-contact sport permitted	Contact & non-contact sport permitted	Indoor sport prohibited: Swimming Pools and indoor sports facilities closed.  Exemptions available for professional /performance sport (ALL Levels)
	Adults (18+ years)		Non-contact sport permitted  Contact sport prohibited	Non-contact sport permitted  Contact sport prohibited	Indoor individual exercise only  No contact or non-contact group activity	
	Under 18s no longer need to physically distance <b>DURING</b> sporting activity and indoor contact sport can now resume for this age group. Where under 18s and 18+ athletes are mixing in a session, all athletes are considered as 18+ and non-contact protocols apply, thus physical distancing in the activity must be incorporated.					
Travel Guidance for Indoor Sport	Children & Young People (u18 years)	✓	✓	✓	✓	✓
	Adults (18+ years)	✓	✓	✓	Level 3 Travel Only	Local Travel Only
		Participants aged 17 years or under can travel to and from Level 0, 1, 2 and 3 areas to take part in organised sport, training, and competition. Children and young people can also travel to and from a Level 4 area, if for example, they belong to a club which is outside their own local government area.				
		Participants aged 18 years or over can travel to and from a Level 0, 1 and 2 area to take part in organised sport, physical activity, training and competition. They should not travel to a Level 3 or 4 area. Adults living in a Level 3 area should only travel locally or to another Level 3 area to take part in organised sport or physical activity. Adults living in a Level 4 area should only travel locally to take to take part in organised sport or physical activity.				

## 2.2 Staged return to swimming competitions

The Competition Review Group identified that the return to swimming competitions can be split into 4 different stages; Engage, Build, Develop, Stretch. The table below outlines the key elements of each stage.

	Engage	Build	Develop	Stretch	New Normal
FOCUS	Engaging with athletes and re-establishing the love for the water is the main focus as we return to training through "Back to the Water."	Building engagement and focusing on fun and enjoyment as the member of a team.	Maintaining the focus on building the team as competition opportunities are developed further.	A wider range of meets in new and traditional formats to provide opportunity to compete both as an individual and as a member of a team as well as to prepare for future meets.	
COMPETITION	<p>Low level competition can be introduced during sessions by racing over short and alternative distances.</p> <p>Emphasis on fun and enjoyment.</p>	<p>Intra club competition with racing to develop skill and technique is encouraged, utilising space within current guidelines.</p> <p>Virtual meets between 2 clubs considered, progressing to dual meets between local clubs.</p> <p>Competition may require individual age-groups, limited event orders, and new use of technology without the need for formal licensing and officials.</p>	<p>Racing through a mix of intra and inter club competition, including short league style events and invitational meets.</p> <p>Local meets can gradually be introduced, including standard and new racing opportunities.</p> <p>A National virtual meet introduced with a Scottish Team Championship type of approach.</p>	<p>Limited entry District Championships and a National meet covering a range of athletes and events will be considered for late spring/early summer 2021 if these can be delivered within health and travel restrictions.</p> <p>Scottish Swimming and Districts continue to plan for future licensed competition, National events and the "new norm" post summer 2021</p>	
OUTCOME	Positive expectations and experiences	Focus on fun and engagement as a member of a team.	Team and club spirit developed and strengthened.	More opportunities to compete and planning for the "new norm" - team and individual.	

The dates in the Stretch stage have been updated from the version that was published online. An updated version is now online. All other content remains unchanged. Content may change as restrictions or further information becomes available. The information above has been used to develop the competition structure on the following page (2.3).

## 2.3 Scottish Swimming Competition Structure

Competition Type	Staged Return Phase	Level 0	Level 1	Level 2	Level 3	Level 4 <sup>3</sup>	Notes
Timed swims	<b>Engage</b>	✓	✓	✓	✓ <sup>1</sup>	X	Within training session with coach timing
Virtual Meets	<b>Build</b>	✓	✓	✓	✓ <sup>1</sup>	X	Event held within training time <sup>2</sup>
Club Time Trials		✓	✓	✓	✓ <sup>1</sup>	X	Event held within training time <sup>2</sup>
Club Championships		✓	✓	✓	✓ <sup>1</sup>	X	Event held within training time <sup>2</sup>
Competition between 2 local clubs		✓	✓	✓	✓ <sup>1</sup>	X	Clubs who train in the same facility only
Performance Competition		✓	✓	✓	✓	✓ <sup>3</sup>	Performance exempted athletes only
Small Intra & Inter club competitions	<b>Develop</b>	✓	✓	✓	X	X	Within a club, between 2-3 clubs or within a composite team. Limited entries. Within same LA area
Invitational club competitions		✓	✓	✓	X	X	Limited club entries and by demographics, bubble system in operation
Local club competitions		✓	✓	✓	X	X	Limited clubs/entries. Dictated by athlete numbers and facility capacity. Bubble system should be used. Clubs from 1 LA area only.
National Virtual Meet		✓	✓	✓	✓ <sup>1</sup>	X	Event held within training time
Performance Competition		✓	✓	✓	✓	✓ <sup>3</sup>	Performance exempted athletes only
Multi club competition	<b>Stretch</b>	✓	✓	✓	X	X	No restrictions for L0/1 LA areas to come together but for L2 areas, only clubs from 1 additional LA area can join together. Limited entry, bubble system in operation
District Time Trial		✓	✓	✓	X	X	Options of regionalising within each district should be considered where appropriate. Limited athlete entry, bubble system in operation.
District Championship		✓	✓	✓	X	X	<sup>4</sup> Limited entry, bubble system in operation
Regional National Championships		✓	✓	✓	X	X	<sup>4</sup> Limited entry, bubble system in operation
International level competition		✓	✓	X	X	X	Consider protocols for international athletes. Limited entry, bubble system in operation
Performance Competition		✓	✓	✓	✓	✓ <sup>3</sup>	Performance exempted athletes only
Open Club Competition	<b>New Normal</b>	✓	✓	X	X	X	Subject to updated government guidance
District Championships		✓	✓	X	X	X	
National Championships		✓	✓	X	X	X	

## Accompanying notes

<sup>1</sup> Under 18s only in line with sport restriction table.

<sup>2</sup> Limited additional support can be used to run session. In line with club facility risk assessment.

<sup>3</sup> Facilities in Level 4 are required to close with the exception of identified performance centres only, events will run under the agreed professional sport protocols.

<sup>4</sup> If whole district/region is in Level 0/1 then good to run, but continue with bubbles. If not, then it should run in line with the highest level restrictions in the area.

- The Engage and Build stages should operate within the constraints of the current training guidance document. The Develop and Stretch stages should operate under the constraints of this competition management guidance document
- As Clubs progress through the different stages of the return to competition, the competitions detailed in the previous stage(s) can also be conducted. The timeline for moving between stages should not be pressured. Clubs should progress to the next stage when they are comfortable to do so and local protection restrictions allow
- All of the above are subject to the current guidance on indoor physical distancing, the use of face coverings and adherence to the facility capacity restrictions including pool and pool hall capacities. Clubs should have in place an appropriate risk assessment and event plan agreed by the facility in advance of hosting any competitive event
- A Licensing process will apply to events within the Develop and Stretch stages. This is still to be determined and will be communicated in advance of clubs/areas reaching this stage of competition

## Section 3 – Competition management considerations

### 3.1 Competition Organisation Group

When considering organising a competition or timed event, it is recommended that an organising group is set up. This could be a club sub-committee or a designated group of individuals tasked with the organisation and delivery of an event. There are a number of important aspects for the group to consider including the COVID-19 compliance protocols to be able to deliver the event as safely and efficiently as possible.

The group should consider having the below in place when organising the event. Further information on the below is contained within this document.

<b>Event Information</b>	Event information is essential. 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 during the event
<b>Event plan</b>	An Event plan detailing necessary equipment and spaces required would be useful. This will support the facility and event staff to set up, operate and de-rig the event. Having a field of play diagram in advance of the event would help athletes and team staff know what to expect at the event
<b>Health &amp; Safety</b>	Liaise with the facility management to ensure the appropriate health and safety considerations are in place and a risk assessment is in place to cover the competitive activity
<b>COVID-19 protocols</b>	Ensure the necessary COVID-19 protocols and procedures are put in place to allow the competitive event to take place as safely as possible
<b>Finance</b>	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
<b>Contingency planning</b>	Consider 'what if' scenarios to ensure the group is prepared in the event of a change in restrictions or cancellation. Consider having a disclaimer statement in place in case of cancellation, especially if there is likely to be financial liabilities incurred



## 3.2 Health & Safety

The facility management are responsible for ensuring the facility Normal Operating Procedures, Emergency Action Plans and the appropriate risk assessments are in place to cover the running of a competition/timed event. The Club/organising team should liaise with the facility management when creating a risk assessment for competition to ensure none of the information conflicts. The facility staff will be able to provide venue specific information that is required to ensure the risk assessments are as accurate as possible.

- The club risk assessment already in place for training at the facility may need updating to allow for additional team staff/supporting volunteers and/or additional visiting clubs to be within the building and on poolside to manage any racing and to facilitate the taking and recording of times if required
- Depending on the size and nature of the event it may be necessary to have a separate risk assessment covering the details of the event, including the additional equipment and participant numbers and should be specific to the facility. Clubs/Event organisers should liaise with the facility management as necessary
- Clubs/event organisers should liaise with the facility staff to confirm arrangements for first aid and safe supervision of the session as well as the procedure for anyone who takes ill during the session. Risk assessments and club/event procedures should be updated accordingly
- Clubs/event organisers should liaise with facility staff in advance of the event to agree the required cleaning and hygiene protocols and procedures are in place for the event and confirm that appropriate PPE and equipment is in place
- Event health and safety information should be available for participants, team staff and volunteers in advance of the event where at all possible. In person briefings at the venue should be avoided. Where this is necessary then physical distancing and the use of face coverings must be followed. Reminder announcements or signage within the facility would be helpful when/where appropriate

## 3.3 Facilities & Equipment

It is essential to continue to work with the facility staff when planning a timed event/competition. The club/organising team should include the facility staff at all stages of the event, from the concept and planning stages through to the delivery and review stages. Having in place an event plan would be useful to ensure everyone is clear about what is required, when it's required and who is responsible for what tasks. It is vital to understand facility restrictions such as building and pool hall capacities in particular and what this means with physical distancing restrictions especially in higher traffic areas such as on poolside and in changing rooms for example.

- The organising team should liaise with the facility staff in advance of the event and agree the setup and de-rig timeline and procedures, keeping the number of individuals involved to a minimum where at all possible
- Liaise with facility staff to consider the protocols around participant arrival, drop-off and entry to the facility. Protocols for exiting, picking up and leaving the facility and facility car park must also be considered. Specific consideration should be given should participants arrive late and/or those who are not picked up on time
- Consideration should be given as to how bubbles enter and leave the building if required
- The use of changing rooms should comply with facility protocols and procedures. Athletes should arrive at the facility ready to race and team staff should arrive ready to carry out their duties, as far as practically possible. Time spent in the changing areas should be kept to a minimum
- Liaise with facility staff regarding the use of timing rooms, meeting rooms and circulation areas, keeping the number of people accessing these areas to a minimum would be best practice

The table below details when it is suitable for competition based equipment to be used. Clubs/event staff should consider the ability of athletes, the appropriateness for using the equipment and safety/hygiene implications for using the equipment.

	Engage	Build	Develop	Stretch	Risk Assessment (RA)	Event Plan/Notes
<b>Starting Blocks</b>	✓	✓	✓	✓	Use of starting blocks to be included in RA	Protocol detailed for setup, use, take down and cleaning
<b>Backstroke Ledges</b>	X	X	✓	✓	Use of Backstroke ledges to be included in RA	Protocol detailed for use, storage and cleaning
<b>Electronic Timing</b>	X	✓	✓	✓	Use of Electronic Timing equipment to be included in RA	Protocol detailed for setup, use, take down and cleaning
<b>Stop Watches</b>	✓	✓	✓	✓		

- Clubs should liaise with the facility staff to ensure the necessary hygiene protocols, procedures and schedules are in place for cleaning any fixed and removable equipment as required
- 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 the equipment and for use by the technical officials, team staff and athletes during the event
- Cleaning poolside removable facility equipment can be achieved by rinsing equipment in the pool water where appropriate
- Facility equipment that cannot be sanitised in the pool should be appropriately cleaned between sessions. Touch points of free and fixed equipment, such as handrails, chairs and poolside equipment, starting blocks, timing equipment should be cleaned after every session or more frequently if considered necessary
- Facility/club owned competition/event equipment such as stopwatches, back-up buttons and lap cards that are issued to team staff/Technical Officials should be operated by 1 person only in each lane per session and be sanitised before and after each session

## 3.4 COVID-19 considerations

### 3.4.1 General considerations

- A COVID-19 Lead Officer should be appointed by the organising team to ensure all COVID-19 considerations are included in the event plan, event protocols and risk assessment. The Lead Officer should be present during the event to liaise with facility staff regarding the COVID-19 arrangements and to support the Covid-19 Liaison officers as required
- All new team staff/Technical Officials, and those who are returning to club activities after a break must have completed and submitted to their club a self-declaration and health screening form before undertaking duties. A sample form for all participants is available for clubs/districts to adopt when hosting competitions to issue to visiting teams for completion in advance of the event and is available on the Scottish Swimming website. Details should be included in the event information
- Face coverings must be worn by all team staff, technical officials and other volunteers while within the facility including the pool hall. Exemption applies only for those who have relevant medical conditions and disabilities or other considerations that have been included in the risk assessment

- All athletes must wear face coverings when seated, speaking to others and moving around the facility. While moving around on deck and during the activity, athletes should follow the information on face coverings detailed in the procedures & risk assessments for the club/facility
- The club/organising team should have an agreed procedure and protocols in place with the facility should a participant fall ill (COVID-19 or otherwise) during the competition/timed event. This should be communicated appropriately
- Store attendance information securely in the event of a positive case to support the Test and Protect procedures
- Athletes and team staff/volunteers aged 18 and over require to physically distance at all times while in the facility. Under 18s no longer have to physically distance during sporting activity (when in the pool or immediately waiting to enter the pool) but require to physically distance at all other times. **Where under 18s and 18+ athletes are mixing in a training session/warm up etc, all athletes are considered as 18+ and non-contact protocols apply**, thus physical distancing in the activity must be incorporated

### 3.4.2 Athlete bubbles

In order to protect the athletes and reduce the risk of transmission further, sporting bubbles should be used where required. The table below is based on the competition structure detailed in section 2 and outlines which levels/types of competitions/timed events require athlete bubbles to be in place. Where bubbles are required, information and bubble composition should be communicated to participating athletes and team staff in advance of the event.

	Athlete bubbles required	Athlete bubbles not required
<b>Engage</b>		<ul style="list-style-type: none"> <li>– Timed swims</li> </ul>
<b>Build</b>	<ul style="list-style-type: none"> <li>– Performance Competition<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>– Competition between 2 local clubs (1 side of pool each)</li> <li>– Virtual Meets</li> <li>– Club Time Trials</li> <li>– Club Championships</li> </ul>
<b>Develop</b>	<ul style="list-style-type: none"> <li>– Small Inter club competitions (between 2-3 clubs/ within composite teams)</li> <li>– Invitational club competitions</li> <li>– Local club competitions</li> <li>– Performance Competition<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>– National Virtual Meet</li> <li>– Intra club competitions</li> </ul>
<b>Stretch</b>	<ul style="list-style-type: none"> <li>– Multi club competition</li> <li>– District Time Trial</li> <li>– District Championship</li> <li>– Regional National Championships</li> <li>– International level competition</li> <li>– Performance Competition<sup>1</sup></li> </ul>	

<sup>1</sup>Performance/Professional sport protocols apply

The table below states the **maximum recommended** values for bubble composition. This is based on a 6 x 25m pool. These figures will vary depending on the facility/pool hall capacity and space for physical distancing but should not exceed the below limits. This information should be factored into the event risk assessment and the event plan. It is important to liaise with the facility operator to understand facility limits and requirements.

Consideration	Value	Notes
Coach to athlete ratio	1:24	Max 1:24, Recommended 1:12
Athlete bubble size	24 athletes	Coaches and team staff in addition to the 24 athletes
Number of athletes per session	This will depend on physical distancing, facility capacities and deck space	
Number of full bubbles per session	5	More smaller bubbles are permitted but number of athletes and team staff should not exceed facility capacities
Number of team staff per bubble	Up to 4	This can be a mix of coaches and team managers/support staff as considered necessary. Number of staff should be kept to the minimum where possible
Number of COVID-19 Liaison Officers per bubble	1	Keeping the number of bubbles low will also keep the number of CLOs low. If a Team Manager is used, they can cover the CLO duties as long as training has been completed
Number of clubs per bubble	Up to 3	Depending upon the stage of competition. Smaller clubs or clubs with a small number of athletes can join together to form a bubble for the purposes of the competition

This information is likely to evolve when further Scottish Government and **sportscotland** information is available

- Technical Officials are not included within club/athlete bubbles. In the Develop/Stretch stages when a number of technical Officials are present for a session, they will form their own bubble
- Facility staff are not included within club/athlete bubbles. Athletes, team staff and technical officials should be appropriately physically distanced to facility staff on the pool deck
- Each bubble should be seated on different sides/areas of the pool hall with chairs spaced appropriately to comply with physical distancing. The event plan should detail how the pool hall seating should be arranged to ensure sufficient space for each bubble
- A COVID-19 Liaison Officer (CLO) should be appointed to each bubble and organised in advance of the competition/timed event. The CLO will meet the bubble outside the facility prior to the session start time and escort them to their seating area and record attendance where required. The CLO will escort the bubble out of the facility on conclusion of the session. Entry and exit times should be adhered to, in order to prevent congestion in the general circulation areas of the facility
- Depending on the structure of the event it may be possible to have more than one set of athlete bubbles over the course of a competition. For example for a 2 day competition, one set of bubbles (athletes aged 14-17) could do the morning sessions. The next set of bubbles (athletes aged 10-13) could do the afternoon sessions. So long as athletes remain within the bubble they have been identified prior to the event commencing
- Where bubbles are not in operation a CLO is required to be at each session to ensure compliance with the necessary COVID-19 protocols and procedures. Where more than one club/team is involved, each group should have a designated CLO provided by their club
- Where bubbles are not in operation CLOs shall be responsible for ensuring attendance for each session is taken and recorded including for all athletes, volunteers and team staff. They shall also be responsible for ensuring that all necessary protocols are in place to support Test and Protect if required. [Test and Protect](#)

### Reminder for all participants

**Do not go to a venue if you currently have any illness symptoms or have been in contact with a known COVID-19 case in the last 14 days.**

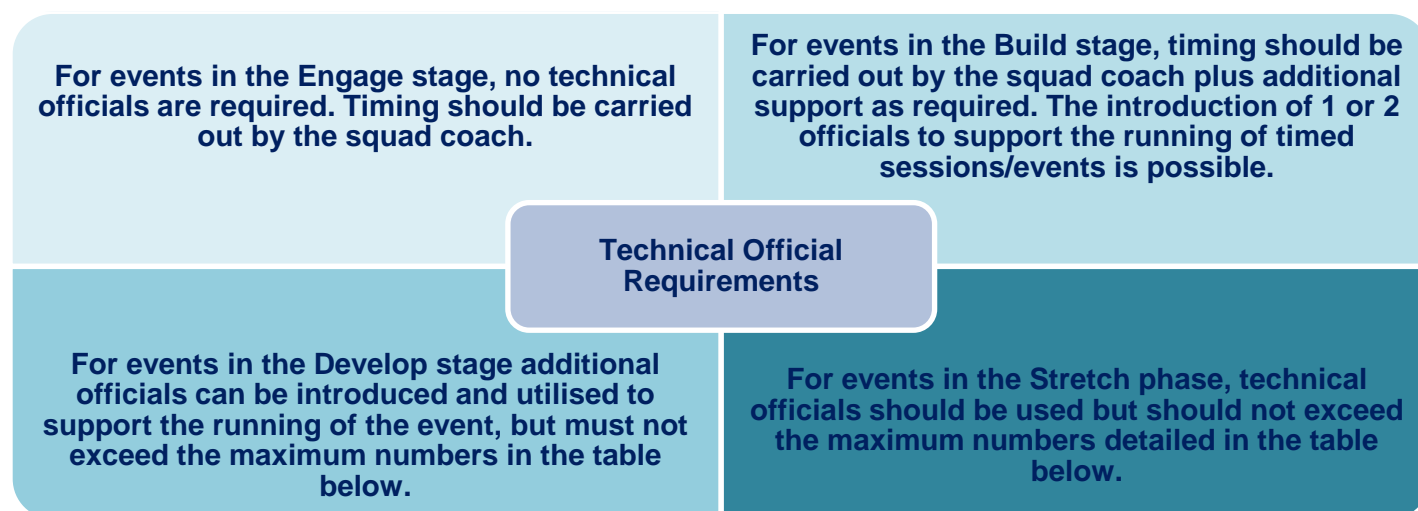
For reference the main symptoms for COVID-19 are currently:

**A new continuous cough, A high temperature or fever, Loss of taste or smell**

For a full list of symptoms and for more information: [NHS Inform website](#)

## 3.5 Technical Officials

The re-introduction of technical officials is a vital part of considering the return of competitions. Based on the identified 4 stages of competition detailed in section 2 the following information should be considered when planning a competition/timed event. This is subject to change based on the restriction level information and any additional guidance from **sportscotland** and the Scottish Government.



For events in the new normal phase, more information will be available in due course

The focus should be on delivering the competition/event with as few volunteers as possible interacting with each other and for the minimum amount of time, whilst still allowing the competition/event to be run effectively. The table below details the **maximum** numbers of technical officials permitted at competitions/timed events and applied as per the information above.

For events in the Build stage when the first officials are reintroduced, a Lead Official can be used. This official does not need to be a qualified referee, but someone with sufficient knowledge to oversee the timing and running of the event. They should liaise with the Head Coach or Meet convenor as appropriate and as required. More information can be found in [Scottish Swimming Virtual Meets Guidance](#)

	4 lane pool	5 lane pool	6 lane pool	8 lane pool	10 lane pool
Referee	1	1	1	1	1
Starter	1	1	1	1	1
Stroke Judges	2	2	2	2	2
Inspectors of Turn (Turn end)	2	2	3	4	5
Inspectors of Turn (Start end)	2	2	3	4	5
Recorder	1	1	1	1	1
Timekeeper	2	3	3	4	5

At some identified events in the stretch stage where validation of times is required, additional technical officials from the limits stated above may be required. The emphasis will remain keeping numbers to a minimum where at all possible. For these events more information regarding licencing and regulations will be become available in due course.

- Only one referee, starter and recorder should be appointed per session
- Any meet manager or timing system operators should be kept to a minimum and should be appropriately physically distanced when carrying out their role
- Inspectors of turn at the turn end will be responsible for observing 2 lanes each. Inspectors of Turn at the start end will also be responsible for observing 2 lanes and acting as a timekeeper for 1 lane. Inspectors of Turns and Timekeepers should alternate, covering all lanes
- Positions such as Chief Inspector of Turns and Finish Order Judges should not be used. No Chief Timekeeper should be used. One of the Timekeepers should start an additional watch in case of a watch malfunction
- Where a Jury of Appeal is required to be appointed at an event. They should be offsite and contactable through virtual methods. This is to limit individuals within the facility but still allowing them to fulfil their role
- Stroke Judges should assist the Inspectors of Turns with observation of the turns where at all possible
- No Technical Official poolside mentoring, training or final assessments are currently allowed
- Technical Officials from the local area to the event should be used where at all possible. This is to reduce the need for individuals travelling longer distances and across areas. It will also reduce the requirement for accommodation. Best practice would be to appoint a couple of reserve officials who will be kept off site unless required

All technical Officials will need to complete a health survey and self-declaration before resuming duties within the club. The use of face coverings and adhering to physical distancing will also be a requirement for returning to duties within the pool environment. Specific thought may be needed to safely include those technical officials who are in the 'at risk' groups and an appropriate risk assessment should be in place. Below are the key points to consider for the reintroduction of technical officials and smooth running of events. More information is contained in: [Scottish Swimming Technical Official Back to the Water Guidance](#)

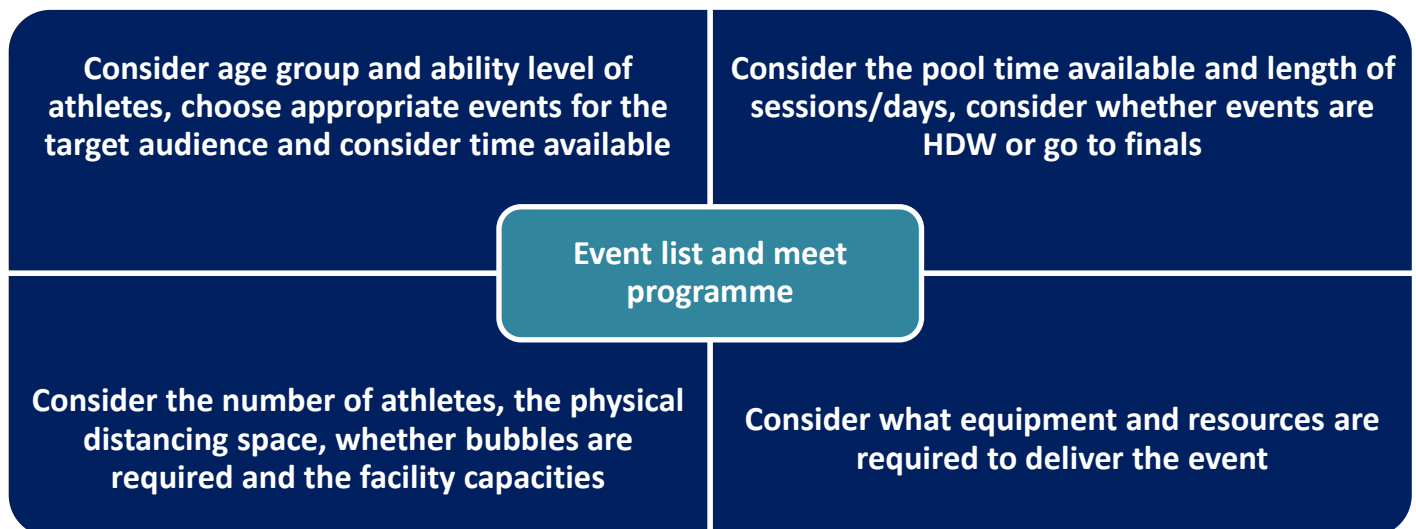
- Scottish Swimming recognises that there will be different considerations/challenges for each venue. It would be good practice for the lead referee/official to liaise with the event/competition organising committee/COVID-19 team to establish if there are any additional venue requirements or practicalities that need to be included within briefings or the way Technical Officials are required to operate during the event
- Technical Official briefings should be kept to a minimum to avoid congestion at the venue and where possible information should be available before arriving at the venue. Where in person briefings are necessary then physical distancing and the use of face coverings must be followed
- The application of any FINA rules & SASA regulations should be agreed by the lead official and organising team in advance of the meet with technical officials receiving this information prior to arriving at the venue
- Technical Officials should spend as little time as possible in the changing rooms, following the operator's guidance on maintaining safe levels of distance. Technical officials should arrive pool ready where at all possible, limiting the time in changing rooms. Remember a change of footwear for poolside. Lockers may be available for storing clothes, valuables etc but please check with club/pool operator in advance of arriving at the venue
- Where applicable, individuals who are taking times on the deck should all stand to the same side of the starting blocks to ensure physical distancing is adhered to. Technical Officials should limit their interactions with athletes and team staff during events/competitions as far as practically possible
- Over the top/side by side starts should not be used. Invite the swimmers to leave by the sides of the pool between races wherever possible
- Technical Officials should limit their movement round the pool. Areas where coaches would normally stand during training sessions/events may not be suitable to ensure physical distancing as athletes move around the deck. When reporting an infraction, Technical Officials should ensure their duties for the whole race are complete before reporting to the referee

- 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 explored where at all possible. Thorough hand washing with soap and/or hand-sanitiser, should be **regularly** undertaken by all during an event/competition
- Technical Officials should bring their own personal equipment such as stopwatches, whistles, clipboards, pens etc and should be clearly labelled where possible. Only take the minimum amount of equipment that you need to participate. Personal equipment should be cleaned with anti-viral wipes or solution before and after use. Sharing of equipment is not permitted and equipment should not be left at the facility
- Any facility/club owned competition/event equipment that is issued to Technical Officials should be operated by 1 person only in each lane per session and be sanitised before, during and after each session such as stopwatches, back-up buttons and lap cards
- Equipment such as starting handsets should only be used by one Technical Official per session and should be cleaned with anti-viral wipes or solution before and after use. The Technical Official should wear a face covering at all times except when starting a race. The use of whistles and shouting across the pool should be kept to a minimum where at all possible

### 3.6 Event information

Having meet/event information for multi club events is recommended. It should set out the purpose of the event along with detailing the conditions of the event. The length and content of the information will depend on the type and level of the event. The following information details a number of points which should be considered when planning a completion/event. Only include what is required as keeping the information as clear and concise as possible is also important.

Event list and programme considerations:



- It is important to have in place 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
- Session times for the event must be created, communicated in advance and adhered to. This will enable arrivals and departures to take place effectively without overloading the capacity of the facility/pool
- Athlete and team staff briefings should be kept to a minimum to avoid congestion at the venue and where possible information should be available before arriving at the venue. Where in person briefings are required then physical distancing and the use of face coverings must be followed

- The order of the races should be planned and agreed in advance with the athletes knowing what they are swimming and when prior to the session. Any additional rules or technical rules that are being enforced should be communicated to athletes and team staff/volunteers prior to arriving
- The use of changing rooms should comply with facility protocols and procedures. Athletes should arrive at the facility ready to race and team staff should arrive ready to carry out their duties, as far as practically possible
- Warm up, swim down and training elements should be appropriately organised to prevent mixing of bubbles at lane ends and within lanes. Consider the age/level, number of athletes and space available when organising warm up and swim downs. Any protocols or information regarding warm up and swim down should be available and communicated to athletes and team staff in advance of the event
- An athlete flow around the field of play should be in place to prevent athletes from different bubbles interacting as far as possible. This will be different for each venue, but focus should be on reducing the distance athletes have to move around the deck from seating area to the starting end
- No over the top or side by side starts should be used. In addition, give suitable time for athletes to get their breath back before exiting water
- Athletes should ensure their belongings are not left lying around at their seating area. Belongings should be stored in their bags. Athletes should not bring or leave kit behind the blocks when swimming
- Marshalling/call room areas should not be used in the Engage or Build stages. They should be re-introduced in the Develop stage and should be used in the Stretch stage where required or appropriate. However congregation of athletes should be kept to a minimum. Athletes should remain where they are seated arriving behind the blocks or at marshalling just in time for their race, following the appropriate athlete flow. Where no marshalling is in place, ensure sufficient time is given between races for athletes to arrive and prepare prior to racing
- Be clear in the meet/event information what the protocols, timelines and procedures for the entries, withdrawals, results and team declarations are. It is currently not recommended having reserve athletes. Only allow athletes into a session who have a confirmed swim
- The amount of paperwork being handled/processed/stored during the event/competition, for example withdrawal forms, start lists, results and team declarations should be minimised and electronic options should be explored where at all possible
- All athletes, team staff and volunteers who are taking part in competitive events of any size should have a current SASA membership
- Ensure that information about any photography, video streaming or recording is included in the information and permission forms are in place if required
- Consider whether a disclaimer needs to be included within the event information. This is to be clear around the responsibilities and liabilities should the event have to be reduced or cancelled in light of changing restrictions for example



## 3.7 General event considerations

The points detailed below are additional considerations that should be factored in when organising competition/timed events. These may need to be included into the event information depending on the stage/level/focus of the event.

<b>Spectating</b>	No spectating or front of house activities (fundraising) are currently allowed in order to limit the number of people within the facility
<b>Presentations</b>	No formal presentation or awards ceremonies are currently allowed in order to limit the number of people congregating within the facility
<b>Catering</b>	Catering is unlikely to be available at the venue. Ensure that athletes/team staff 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. Do not share food and drink
<b>Live Streaming</b>	<p>Streaming/recording a session to allow parents and other people that are not present to view racing is possible, using an IPAD/tablet for example and should not increase the number of people within the venue. Wellbeing and protection protocols such as video/photographic permissions must be adhered to</p> <p>For events in the Stretch phase where live streaming may be required, the number of camera operators and associated staff should be kept to a minimum within the facility, ensuring physical distancing and wearing of face coverings is adhered to</p>
<b>Announcing &amp; Commentary</b>	Announcing and commentary may be possible depending on the venue and level of competition. However the number of people should be kept to a minimum, ensuring physical distancing and wearing of face coverings is adhered to
<b>Media &amp; Publicity</b>	No media or publicity arrangements are currently permitted within the facility
<b>Local volunteers</b>	The club/event organising team should utilise local volunteers where at all possible, removing the need to provide accommodation for those supporting the event
<b>Event passes</b>	Consider whether the competition/timed event would benefit from passes being in place for athletes, team staff and volunteers. This would ensure that numbers remain as expected and as planned within a session and only those who need access to the session can
<b>Doping Control</b>	When events in the stretch stage return, consider whether a protocol for doping control should be in place. Ensure this is included in the event information if appropriate

## 3.8 Safeguarding

As a competitive focus is re-introduced, a number of changes to keep members safe and comply with COVID-19 management are necessary.

While implementing the COVID-19 protocols covering club training and 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.

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 or the designated responsible person at the event.

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

## Section 4 - Disclaimer

### 4.0 Disclaimer

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

1. Reliance upon the guidance or use of the content of this website will constitute your acceptance of this disclaimer
2. The term guidance should be taken to imply the standards and best practice solutions that are acceptable to Scottish Swimming
3. The documents and any associated material are intended for information only
4. 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
5. 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
6. Clubs should continue to check information published by the Scottish Government and **sportscotland** after reading this guidance

This guidance is provided for general information only. Scottish Swimming is not your adviser and any reliance you may place on this guidance is at your own risk. Neither Scottish Swimming, nor any contributor to the content of this guidance, shall be responsible for any loss or damage of any kind, which may arise from your use of or reliance on this guidance. Care has been taken over the accuracy of the content of this note but Scottish Swimming cannot guarantee that the information is up to date or reflects all relevant legal requirements. The information contained in this guidance note are not site specific and therefore may not be suitable for your facility or event.

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