

Our Return to Swim, Bike, Run Activity:

Guidance for Clubs and Coaches



Version 5:
21 December 2020

Introduction and Purpose of this Guidance

This document is based on the government's document; Our Plan to Rebuild: The UK Government's Covid-19 Recovery Strategy. This fifth version, specifically, responds to the announcement that organised sport can resume following the National Lockdown on 2 December 2020 and remains exempt from mainstream restrictions on indoor and outdoor exercise activity as well as the more recent announcement of a four-tiered structure across England (MEDIUM, HIGH, VERY HIGH, STAY AT HOME). This document clarifies what is permitted in each tier in terms of club and coached Triathlon provision.

Clubs are encouraged to stay apprised of the British Triathlon Event Guidance where they intend to run club-based events and/or they intend to run external events as a British Triathlon Event Organiser. This updated guidance is available on our Event Organiser System. Existing Event Organisers can access this directly by signing in and any clubs wanting to start offering events for the first time can sign up [here](#).

The guidance set out in this document is intended to provide clarity on where and what club and coached activity is allowed and where it is, support clubs and coaches to set up and operate swim, bike, run activity in a COVID SECURE manner. It is made up of THREE sections:

1. Section 1 sets out SIX 'Key Requirements for Clubs and Coaches' arranged both for when preparing for activity and delivering activity. They remain the cornerstone of the guidance in terms of operating a COVID SECURE setting.
2. Section 2 details maximum group sizes for all club and coached settings. This is ordered around each of the British Triathlon Coach and Activator Qualification Levels as well as the various settings which our sport is delivered within.
3. Section 3 sets out a number of key considerations which should be understood and applied where appropriate to specific operations of clubs and coaches. This section details allowances for each of the four tiers across all of our sport settings and environments.

This guidance will need to be applied across club and coached settings to be classed as COVID SECURE and retain both affiliation with British Triathlon and the benefits that are offered within that, including that of insurance.

Support and advice is available from the British Triathlon Team and we would encourage any club or coach to get in contact with our team.

SECTION 1

SIX Key Requirements for Clubs and Coaches for COVID SECURE Operations:

1. All community clubs must appoint a named Covid-19 Officer.
2. All community clubs must develop a Covid-19 Action Plan and Risk Assessment.
3. All clubs and coaches must comply with government guidance around social distancing before, during and after activity.
4. All clubs and coaches must capture pre-activity health questionnaires, including complying with the government's 'test and trace' initiative across all delivery forms.
5. Clubs and coaches must ensure everyone at the session maintains good hygiene and that provisions are in place to allow for this.
6. All clubs and coaches must ensure additional measures and considerations are in place for all sessions that include children and young people under the age of 18.

The next section gives more detailed guidance that sets out six key requirements specifically when **preparing for activity** and **delivering activity**.

1.1 Preparing for Club and Coached Activity

1.1.1 Covid-19 Action Plan and Risk Assessment

All community clubs must develop a written Covid-19 Action Plan and Risk Assessment prior to activity and maintain it throughout their operation. Ownership of this plan and its delivery sits with the club's designated Covid-19 Officer on behalf of the wider club committee.

This Action Plan and Risk Assessment should be focused around British Triathlon's guidance as well as the wider government guidance which can be found [here](#).

Coaches who operate outside of club settings should also develop a written Covid-19 Action Plan and Risk Assessment. Should they hold separate insurance to that provided as part of British Triathlon's coach membership (if they are a member) then they are strongly advised to seek any additional requirements of their own insurer in terms of planning and risk assessment procedures and protocols.

Example Covid-19 Action Plan and Risk Assessments for Clubs can be found [here](#).

Example Covid-19 Action Plan and Risk Assessments for Coaches can be found [here](#).

These templates are designed to support clubs and coaches. Whilst these versions are not mandatory, care should be taken to ensure all elements provided are covered.

1.1.2 Covid-19 Officer

All community clubs must appoint a named Covid-19 Officer (CO) for the club. This person can be part of the club committee, the coaching team or just a general member. The CO should have overall responsibility for the delivery of the club's Covid-19 Action Plan and Risk Assessment, including the risk and mitigation planning, communicating information to all parties and ensuring that the necessary standards are met. This individual does not have to be medically trained.

British Triathlon have created a role description for clubs to use when recruiting their Covid-19 Officer which can be found [here](#)

1.1.3 Planning for Social Distancing

Clubs should plan how they will put measures in place and, wherever possible, everyone should maintain a distance of two metres from other participants and volunteers. However, where this is not possible, individuals should remain one metre away plus implement additional mitigation to reduce the risk of transmission. The expectation is that clubs and coaches implement social distancing of two metres across sessions wherever possible and only consider one metre plus mitigation where absolutely necessary.

1.1.4 Pre-attendance Official Symptom Check

All participants, officials, volunteers and spectators must undergo a self-assessment for any Covid-19 symptoms. No one should leave home to participate in club or coached activity if they, or someone they live with, has any of the following:

- ! A high temperature
- ! A new, continuous cough
- ! A loss of or change to their sense of smell or taste

Should a participant in any club or coached activity have demonstrate any such symptoms, they must follow NHS and Public Health England guidance on self-isolation which can be found [here](#).

Participants should be reminded that it is their responsibility to be sufficiently fit and healthy to participate in swim, bike, run activity. They should think about any pre-existing medical conditions that they may have and, if they are in any doubt, clubs and coaches should recommend that they do not participate.

Due to lockdown, a participant's level of fitness may have changed, particularly in terms of swimming where they may have been unable to access pools. They should think about their perceived level of fitness and ensure that they feel confident to participate fully in any activity being considered in either a club setting or a coached setting outside of the club environment.

It is as yet unclear what impact Covid-19 will have on the long-term health of those who contracted the virus. As a precaution, clubs and coaches should consider the following:

- ! If any participant were hospitalised due to Covid-19, they should undergo a form of health screening prior to taking part in triathlon activity. This screening is best led by a doctor with specialist training in sports medicine. However, other doctors may feel

competent to make decisions on your fitness to compete and to decide any appropriate investigations that might be required

- ! If any participant were not hospitalised due to Covid-19, but self-isolated having shown symptoms at any time, they are also recommended to undergo a form of screening
- ! If any participant has felt at all unwell during the pandemic, they are not routinely recommended to undergo health screening, but it is something to be considered as part of normal health monitoring for the health-conscious competitor
- ! People who are shielding should not visit venues or undertake activities
- ! People who are symptomatic should self-isolate for seven days and households where a member is symptomatic for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility or activity whether this is club, coached or event-based activity at all
- ! GPs should be able to guide participants directly on what level of screening they may require and who is the best person to assist them in the process. Again, if clubs and coaches are in any doubt about the health of their participants, they should not encourage participation in triathlon activity

1.1.5 Equipment and Clothing: Managing the Increased Risk of Fomite Transmission

The sharing of equipment (such as bikes, wetsuits, helmets, floats, etc) must be avoided where possible, particularly equipment used around the head and face. Where equipment is shared, equipment must be cleaned before use by another person.

Participants should take their kit home to wash it themselves rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together, each person handling it must wash or sanitise their hands immediately after.

Coaches delivering sessions where shared equipment is required should ensure it is wiped down with appropriate cleaning materials after each session.

1.1.6 Test and Trace Initiative

The opening up of the sport and physical activity sector (and the wider economy) following the Covid-19 outbreak is being supported by the government's test and trace initiative. British Triathlon recommend that all affiliated clubs in England support the government's Covid-19 initiatives by promoting the use of the [NHS App](#) amongst all club members, coaches, volunteers, administrators, and visitors (including parents) for all forms of delivery led by the club. This recommendation also extends to all coaches and volunteers operating independently outside of club settings across all forms of delivery.

Clubs should continue to keep a temporary record of all participants, coaches, volunteers, administrators and visitors (including parents) attending club sessions for a minimum of 21 days in a way that is manageable and assists with requests for that data if needed. This data should consist of name, phone number (or email address if phone number is not available). The data should be held electronically, and password protected through the club's management system (ClubSpark or other provider), Dropbox, Google Drive or OneDrive. If a club is keeping a paper record, this should be kept out of sight and held securely. The only club members that should

have access to this information are those designated by the committee and should be kept to the absolute minimum. This information must not be used for any other purpose, such as marketing, as any breaches could be reported to the ICO. Again, this recommendation extends to all coaches operating independently outside of club settings and across all forms of delivery.

Many organisations and venues already have systems for recording their participants such as QR codes to check-in participants and others which work directly alongside the NHS App.

Whilst club and coaches' participants may use these in venues that are being externally hired for the purposes of the sport, this should not replace the club's or coaches' temporary register as not all members will use the QR code and/or have access to a smartphone. Accountability for club or coach led sessions, in terms of the test and trace initiative, are that of the deliverer not the venue.

All the information around Test and Trace can be found [here](#).

1.1.7 Hygiene

Increased hygiene measures must be in place at all times and clubs and coaches are encouraged to make provision for the following when running all activities:

- Encourage regular hand washing amongst participants for at least 20 seconds where you are able to facilitate this
- Make hand sanitisers or wipes available for use at sessions where 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
- Clean all common touchpoint surfaces (e.g. gates, door handles, handrails etc) regularly whilst wearing disposable gloves
- Participants should, where possible, use their own personal equipment and ensure it is wiped down before and after use. Where shared equipment is used, appropriate hygiene measures must be put in place by the club to ensure equipment is thoroughly cleaned before, during and after use. Where possible, ensure all equipment is checked prior to use to avoid participants having to adjust or touch it. Remove unnecessary equipment where possible. No personal equipment should be left at venues by participants once activity has ended

1.1.8 Planning for First Aid Provision

Ensure access to first aid and emergency equipment is maintained. As there is no access to indoor facilities allowed, consideration should be made to house first aid equipment externally. Please ensure the first aid equipment has been updated appropriately for the Covid-19 pandemic and that first aiders have undertaken appropriate additional training.

1.2 Delivering Club and Coached Activity

1.2.1 Injury Treatment and Administering First Aid

Injuries during club or coached activity should still be treated as participant wellbeing is of utmost importance. The best way to protect everyone in club and coached settings is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment using standard household cleaning and disinfection products is recommended. Face coverings are also advisable when undertaking treatment.

After contact with an injured participant, first aiders should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations regardless of whether there was close contact, or the minimum two metre social distancing was maintained. Avoid touching your mouth, eyes and nose.

Physios, or their equivalent, should keep a record of each participant they have come into contact with for the government's test and trace purposes.

Further information for those who may need to act as a 'first responder' role in a sports setting is available on this [link](#).

1.2.2 Social Distancing Whilst Training

All participants must remain socially distanced during breaks in activity, with spaced areas for equipment and refreshment storage for each individual including volunteers and coaches. Water bottles or other refreshment containers should in no circumstances be shared. Participants are advised to bring their own in a named container.

1.2.3 Social Distancing on Arrival/Leaving and Post Training

Before and after activity, participants must maintain government mandated social distancing for social interaction indoors and outdoors. This includes in any available changing rooms and any clubhouse facilities or other venue participants congregate in before and afterwards. Showers in leisure facilities are generally not open to participants but clubs and coaches using such facilities should be guided by the centre's own measures.

Participants are encouraged to follow best practice for travel, including minimising use of public transport and limiting car sharing. Walking and cycling should be encouraged wherever possible. People from a household or [support bubble](#) can travel together in a vehicle.

Clubs should strictly limit the time spent congregating at a venue before activity begins, with meet up times reflecting this. This includes participants arriving changed and ready to begin the warm-up where possible, minimising time spent waiting or in changing rooms.

1.2.4 Spectating at Club and Coached Sessions

Club and coached sessions should only be spectated by parents and/or guardians of children and young people under 18 years of age and limited to one per child/young person where possible. Where multiple parents are spectating at any setting, indoor or outdoor, this should be strictly limited to the six-person gathering limits and all must adhere to social distancing. If clubs and/or coaches are found to be operating against these limits, British Triathlon may take appropriate action against those concerned.

SECTION 2

British Triathlon COVID SECURE Group Sizes for Clubs and Coaches and the Use of Coaches and Activators

Group sizes across the four session types are as set out in this section. Please note, as outlined in section 3.1, that there are restrictions in place for certain session types in certain tiers, particularly within tier 4. The third session type outlined below will still apply for all tiers in line with government guidance for outdoor exercise.

The FOUR session types are:

- 1. Non-Led Club Sessions;** Typically bike or run sessions (but could be any activity under the club's operation) which are organised by clubs for club members but they are not led by a coach or activator. They have no technical coaching or session plan in place. Coaches and activators may be involved as a club member participant only. Session ownership is taken on the club and therefore it is included in the club's risk assessment and action plan. ***This type of session cannot be delivered to under 18s in any discipline.***
- 2. Community Activator Led Club Sessions;** Bike or run sessions led by a qualified British Triathlon Community Activator only. Note: Community Activators are not qualified to lead sessions in any other activity other than run and bike.
- 3. Recreational Activity Outside of the Club or Coached Setting;** Any session which is not led by clubs and therefore does not feature in their risk assessment and action plan. Accountability does not sit with the club and it is therefore not classed as 'organised sport'.
- 4. Coach Led Sessions;** Coached session in swim, bike, run or allied activity (such as strength and conditioning activity for example) led by one or more qualified British Triathlon Coaches at Level 1, 2 (including Diploma) and 3 (HPCP). Technical in nature and structured as part of formal session plans. Most commercial coach-led activity will fall under this category.

The table below details the pertinent allowances of each of the FOUR session types above. For each type, a graphic/narrative is provided that helps to summarise the allowances in terms of maximum group size and the settings which apply (run, open road cycling, open water swim, pool swim, etc). For coach led session types, three graphics and supporting text are provided to show the differences for coaches qualified at Levels 1, 2 and 3.

Level 1 qualified coaches are permitted to lead activity unsupervised only where session plans are designed and signed off by level 2 coaches AND they achieved their qualification AFTER OCTOBER 2016. For coaches who achieved their qualification before this date, they may only act in an assistant coach capacity.

Where group sizes are shown in the table below, this does not include the coach/ community activator.

As outlined in section 1.2.3, the exemption for organised sport is strictly only whilst people are actively participating. Government legislation applies before and after all sessions, indoors and

outdoors. Clubs and coaches should take active steps to stop their members and participants from congregating before sessions and afterwards as well as avoid all club-led social activities.

NON-LED CLUB SESSIONS



RUN



CYCLE Closed Setting



SWIM Pool Setting



SWIM Open Water Setting



Multiple groups
of 6 is permitted



This type of session can be delivered in any of our disciplines in tiers 1-3 only (with the exception of activity for under 18s which is not permitted as stated above).

Group sizes should not exceed 6 but multiple groups of 6 are permitted.

ACTIVATOR LED CLUB SESSION



BRITISH TRIATHLON ACTIVATORS



RUN



CYCLING Closed Setting



CYCLING Open Road

MAXIMUM
GROUPS OF

 x 8

Recreational Activity Outside of the Club or Coached Setting

Where club members are organising recreational swim, bike, run activity outside of the jurisdiction of the club then this is not part of British Triathlon's guidance or insured provision for affiliated clubs. In this circumstance, we respectfully remind clubs and coaches of the UK Government's legislation for outdoor exercise across the four tiers.

COACH SESSIONS



LEVEL 1 BRITISH TRIATHLON QUALIFIED COACHES

Achieved since October 2016 onwards ONLY



RUN



CYCLE Closed Setting



SWIM Pool Setting ONLY

MAXIMUM
GROUPS OF

x8



SWIM
Pool Setting

MAXIMUM
GROUPS OF

x10

DOUBLE LANE
SET-UPS

Where swimming pool facilities are operating double lane set-ups, Level 1 coaches may increase their general group size allowance from 8 to 10. This is to allow for maximum use of leisure facilities and support the financial stability of the club in covering costs.

COACH SESSIONS



LEVEL 2 BRITISH TRIATHLON QUALIFIED COACHES



RUN



CYCLE Closed Setting



SWIM Open Water Setting

MAXIMUM
GROUPS OF

x16



CYCLE
Open Road Setting

MAXIMUM
GROUPS OF

x8



SWIM
Pool Setting

MAXIMUM
GROUPS OF

x20

DOUBLE LANE
SET-UPS

Where swimming pool facilities are operating double lane set-ups, Level 2 coaches may increase their general group size allowance from 16 to 20. This is to allow for maximum use of leisure facilities and support the financial stability of the club in covering costs.

COACH SESSIONS



LEVEL 3 BRITISH TRIATHLON QUALIFIED COACHES



RUN



CYCLE Closed Setting



SWIM Pool Setting



SWIM Open Water Setting

MAXIMUM
GROUPS OF

x20



CYCLE
Open Road Setting

MAXIMUM
GROUPS OF

x8

Section 3 Significant Considerations for Clubs and Coaches

3.1 Tiers and Permissions

Every part of England is classified into one of four tiers as set out below. These may change at any time and clubs and coaches are encouraged to check these regularly by looking what restrictions are in operation in each tier and looking at the live list of the tiers each area falls into. They are also available directly through the government’s test and trace app.

The table below sets out what is permitted in each tier and across all types of provision within the scope of club and coached settings of our sport.

Provision for under 18s, disabled people and delivery in educational settings inside curriculum time are exempt from restrictions only in some tiers and in some circumstances. Please read the full information as below.

Activity Type		Tier 1 (MEDIUM)	Tier 2 (HIGH)	Tier 3 (VERY HIGH)	Tier 4 (STAY AT HOME)
Outdoor Organised Club and/or Coached Activity	Non-Led Club Sessions	✓ Permitted Group sizes should be limited to 6 and session ownership and accountability sits with the club at all times. Covid requirements in section 1 should be adhered to. NO under 18s in this session type.	✓ Permitted Group sizes should be limited to 6 and session ownership and accountability sits with the club at all times. Covid requirements in section 1 should be adhered to. No under 18s in this session type.	✓ Permitted Group sizes should be limited to 6 and session ownership and accountability sits with the club at all times. Covid requirements in section 1 should be adhered to. No under 18s in this session type.	* Not Permitted
	Activator-Led Club Sessions	✓ Permitted Group Size of 8 only in line with section 2.	✓ Permitted Group Size of 8 only in line with section 2.	✓ Permitted Group Size of 8 only in line with section 2.	* Not Permitted for adults

				✓ Permitted for under 18s and disabled people within the tier only.
Coached Sessions	✓ Permitted Group Size allowances in section 2 that differ depending on coach qualification.	✓ Permitted Group Size allowances in section 2 that differ depending on coach qualification.	✓ Permitted Group Size allowances in section 2 that differ depending on coach qualification.	✗ Not Permitted for adults ✓ Permitted for under 18s and disabled people within the tier only.
Indoor Organised Club and/or Coached Activity	✓ Permitted	✓ Permitted	✗ Not Permitted Unless for disabled people, under 18s and in education (curriculum time).	✗ Not Permitted Unless for under 18s specifically when in education settings (curriculum time).
Pool Swimming	✓ Permitted Note group sizes and session type allowances in section 2.	✓ Permitted Note group sizes and session type allowances in section 2.	✗ Not Permitted Unless for disabled people, under 18s and in education (curriculum time).	✗ Not Permitted No exceptions. Pools will be closed in tier 4 areas.
Open Water Swimming	✓ Permitted	✓ Permitted	✓ Permitted	✓ Permitted
Travel (Participants, Club Members, Parents)	✓ Permitted Across tier and 1 and tier 2 only	✓ Permitted Across tier 2 and into tier 1 only	✗ Not Permitted Within tier 3 only. Do not travel into tiers 1 or 2 or across neighbouring tier 3 areas even where they share a border. Where activity means a ride/run takes participants out of the tier 3 area and	✗ Not Permitted Within tier 4 only for allowed activity involving under 18s and disabled people outdoors.

			<p>into a neighbouring area (and then back to the tier 3 area), this is permitted.</p> <p>Parents/carers/chaperones may travel across tiers to enable under 18s and disabled people to take part.</p>	
Coaching in Education Settings as part of a core curriculum	✓ Permitted	✓ Permitted	✓ Permitted	✓ Permitted
Coaching as part of paid work (not as part of a volunteer role)	✓ Permitted	✓ Permitted	<p>✓ Permitted</p> <p>Adult participants may not travel into tier 3 to attend coached sessions from lower tiers. Participants must be resident in the tier 3 area.</p>	<p>✓ Permitted</p> <p>Only permitted for one-to-one coaching sessions or under 18s coaching outdoors where allowed. No travel in or out of tier 4 area for participant being coached.</p>
British Triathlon Workforce Education Programme	✓ Permitted	✓ Permitted	<p>✓ Permitted</p> <p>Courses that include practical swimming or any indoor practical of any kind will not be able to include this element.</p>	✗ Not Permitted

3.2 Indoor Activity

Club and coached activity in indoor facilities/environments is permitted in tiers 1 and 2 only and is exempt from the general rule of six restriction. Indoor activity of any kind is not permitted in tier 3 and 4 areas. Where indoor activity is delivered in tiers 1 and 2, the following THREE measures should be accounted for at all times:

- ! Participants maintain a constant social distance from one another at all times so that there is no mixing. This means there is to be no drills/activity/training where people would need to interact with another at all.
- ! Clubs and coaches comply with the government's guidance for 'providers of grassroots sport and gym/leisure facilities' which can be found here. In particular, group sizes are determined by the size of the facility being used and allow for a 100 sqft minimum distance around each participant. This allowance includes the usable exercise space and any changing/washing facilities. Note: the maximum group sizes in section 2 still apply.
- ! Coaches delivering indoor activity should ensure they have the correct qualifications to do so. For example, for strength and conditioning activity, coaches should hold a Level 2 Diploma qualification.

3.3 Travel

As set out above in section 3.1, participants (both adults and juniors) may travel freely across tiers 1 and 2 to take part in organised activity in clubs or coached settings. However, travel into and out of tier 3 and 4 areas is not permitted for participants. This means that clubs operating inside tier 3 and 4 areas will only be able to provide for members within that area (only applies to junior members in tier 4). They cannot allow members from other tier 3 or 4 areas to take part, even where they may share a border. Similarly, clubs operating in tier 1 or 2 areas cannot allow members from tier 3 or 4 to take part in activity. 'Areas' are defined by government guidance as shown in the link in section 3.1 above.

If a club-led or coached session operating in a tier 3 area involves the need to go into a neighbouring area that is in a lower tier, then this is permitted. For example, if a ride starts in a tier 3 area but then passes into neighbouring lower tiered areas and then returns back to the tier 3 area, this is permitted.

The final deviation from the travel restrictions in and out of tier 3 and 4 areas is for coaches who are undertaking paid work may freely travel for work purposes.

3.4 Virtual Challenges/Events

Clubs can continue to develop and deliver virtual events and challenges for their club members only. British Triathlon insurance for clubs will apply. Additionally, British Triathlon members will also be insured to take part in these in line with normal training cover.

British Triathlon has developed separate guidance for both clubs and event organisers to use when developing and delivering virtual events and challenges, including a template risk assessment designed to support and guide safe virtual activities. This is not a permitted process as is operated for normal events and British Triathlon do not intend to promote events

and challenges run by clubs, nor will risk assessments be checked or approved. The guidance is available on the [Event Organiser System](#) where you can sign up for a free user account. Virtual challenges are not events and do not need to be registered on the Event Organiser System.

3.5 Club Events and Outreach Coaching (including GO TRI ACTIVE and EVENTS)

British Triathlon has reopened its event permitting process for events from Wednesday 2 December 2020. Permitted events can be delivered as long as they follow the British Triathlon Guidance for Event Organisers.

In order for club events to receive an event permit, event organisers must ensure that the following Covid-19 measures are implemented at all events. Every event organiser must:

1. Appoint a named Covid-19 Officer (CO) for each event. This person can be part of the existing event delivery team. The CO should be responsible for oversight of the risk and mitigation planning, communicating information to all parties and ensuring that the necessary standards are met. This individual does not have to be medically trained
2. Comply with government guidance around social distancing, please be aware that there is divergence between the Home Nations on this matter
3. Ensure everyone at the event completes and submits a pre-event health questionnaire which can be shared upon request with NHS Test and Trace. In addition, event organisers must ensure everyone at the event maintains good hygiene and that provisions are in place to allow for this
4. Adhere to maximum numbers that are permitted in gatherings at all times. Be aware that government instruction may change and that your event must always operate within the most up-to-date instruction
5. Engage with local stakeholders to gain support for the event to take place. This may include local police and highways authorities, safety advisory groups, venue providers, the local community and third-party service suppliers such as first aid and water safety cover
6. Offer participants an alternative to taking part in events with a swim segment where events can be staged before the reopening of public indoor swimming pools. Participants who have not been able to swim for a considerable amount of time may feel uncomfortable taking part in an event with a swim segment, so alternatives must be offered

Clubs who are organising permitted events need to remember that travel restrictions are in place in terms of travel into and out of different tiers. As a result, this will affect who can participate in any events. For advice on these restrictions please refer to the Covid-19 Participants Guidance [here](#).

If your club wish to organise and deliver an event, please contact the [events team](#).

The GO TRI programme will restart again from Wednesday 2 December 2020 with both GO TRI Active sessions and GO TRI events able to take place. If you have any questions about your club delivering GO TRI please contact us [here](#) or speak to your local [Regional Manager](#).

3.6 Insurance

British Triathlon provides insurance cover for all affiliated clubs, providing them with public liability cover and the committee members, directors and officers with liability cover. This remains in place but, for absolute clarity, is invalidated by any club or member acting against government instruction or this guidance. Information for clubs can be found on our website and guidance for operating in the current Covid-19 pandemic is supported and updated by our insurers, Sports Insure. This can be [found here](#).

3.7 British Triathlon Support

To support clubs in navigating through their return to swim, bike, run activity, British Triathlon will continue to host webinars through the winter and up to March 2021. The webinars will allow for sharing, networking and the updating of guidance as and when required.

[Regional Managers](#) are available to provide further support. They should be viewed as a 'critical friend' to help clubs work through their planning and operations, including getting their risk assessments and action plans in order.

British Triathlon cannot perform an approval role for very specific operational queries. However, we can work alongside clubs and coaches in the 'critical friend' capacity to ensure planning and operational details have been fully considered and are the safest way to operate taking account for local environments, space, capacity, etc.

3.8 Using Facilities for Club and Coached Sessions

As clubs rely on third-party owned or managed facilities, adherence to these guidelines should be worked out collaboratively between club and facility. It will be the responsibility of the Club Covid-19 Officer to act as the liaison between the club and the facility. Each facility must have a specific facility operation plan that incorporates a full risk assessment.

Clubs should be aware that indoor activity in tier 3 areas is not permitted (as in section 3.1 and 3.2) and as such, indoor facilities should not be used for club activity. This is regardless of local facility operator allowances.

Full details on the government's guidance for providers of outdoor facilities on the phased return of sport and recreation in England can be found [here](#).

3.8.1 Movement on Site

- ! All venues must have entry and exit and parking arrangements that ensures social distancing can be maintained
- ! Venues must display the appropriate signage to facilitate social distancing at all points throughout the facility and car park
- ! Venues will implement traffic flow systems where possible and appropriate
- ! Venues will outline socially distanced areas for users, officials and spectators

- ! Venues will ensure that all accessible provision within the site and the facility are available

3.8.2 Changing Rooms, Toilets and Showers

- ! Where possible, users must arrive changed and shower at home. Use of changing and shower facilities must follow government advice on the use of indoor facilities when available.
- ! If these facilities remain closed, exceptions may be made where safety and safeguarding measures require their use e.g. supporting disabled athletes, a child needing a change of clothing etc.
- ! For any clubs running their own facilities, toilets will need to be opened before a session and for 30 mins following a session; Toilets should be cleaned regularly in line with the government guidance for clubhouses/indoor facilities. Toilet capacity should be managed via entry and exit as per government guidelines

3.9 Pool Swimming (Tier 1 and 2 Areas Only)

3.9.1 Coaching Ratios and Qualifications

For clubs operating in tiers 1 and 2, section 2 of this guidance sets out the maximum group sizes for qualified level 1, 2 and 3 (HPCP) coaches; 10 for level 1 in a double lane set up, 20 for level 2 in a double lane set up and diploma coaches and 20 for level 3 coaches. **Pool swimming in tier 3 and 4 areas is not permitted (except for under 18s and disabled people in tier 3 areas).**

3.9.2 Children and Young People in Pool Swimming

Pool swimming for under 18s should only be delivered as a coached session. Club-Led Non-Coached sessions in pool swimming environments should only be enabled for adults.

It is important to consider the practicalities for children and young people under the age of 18 attending club activity in pools, particularly as the majority of facilities may be in use by other clubs and groups.

To ensure the safe arrival and collection of children and young people to club activity in pools:

- ! we advise that all under 18s are chaperoned to poolside by ONE parent/guardian. Clubs must consider the site-specific admissions policy of the pool provider regarding parents/guardians' access to poolside.
- ! Parents/guardians should be encouraged to drop off their child at the time of the specific club activity to ensure social distancing can be observed.
- ! Parents/guardians should agree to a specific pick-up time for their child following the session.

- ! Parents/guardians should be advised where to collect their child at the end of the session.
- ! Changing room procedures specific to your pool provider should be communicated to and adhered to by all parents/guardians.
- ! Spectator areas may have been reviewed by your pool provider and in some circumstances, these may have been reconfigured to ensure social distancing is adhered to. It is important to communicate these with all parents and/or guardians to ensure they are aware of any changes prior to attending the session.
- ! Regular communication with your pool provider is crucial to ensure the club is fully aware of any restrictions or plans they are putting in place, so accurate information is communicated to all parents/guardians.

3.10 Open Water Swimming

3.10.1 Use of Open Water Venues

We recommend a risk assessment of venue, water and session is completed prior to club open water training/activities, considering water temperature, safety considerations (water quality, visibility, access/exit points, current, drainage, source of water and expected water conditions, man-made and natural obstacles).

- ! The club should review the venue's safety procedures and cover; these may have changed since you last used the venue.
- ! You should complete a dynamic risk assessment for every visit to the venue used.
- ! Planning the club's entry to and exit from the water prior to swimming is vital to ensure safety and social distancing.
- ! Any pre or post session activities must be carried out in accordance with social distancing guidance.
- ! The club must discourage swimmers from gathering in large groups to socialise. Arrive on time at the venue, but do not arrive earlier than necessary.
- ! The lead coach must carry out a pre-session briefing which is fit for purpose including all safety arrangements. All swimmers and staff must attend these briefings. Social distancing guidance must be adhered to.
- ! If you place the coach team and club volunteers around the prescribed course, consider how you will communicate with each other i.e. two-way radios, mobile phone, etc.
- ! Coaches, swimmers and parents must follow social distancing guidelines at all times.

For more detailed information on what to expect from an open water venue, please see the [SH₂OUT Covid-19 Guidance for Open Water Venues.](#)

3.10.2 Private Venues and Insurance

Where affiliated clubs that own or are permitted exclusive access to privately owned open water the club is deemed to be acting and operating as an open water venue and as such should follow the Covid-19 Venue Guidance on the SH₂OUT website. They must also follow all social distancing restrictions that are in currently in place. They are also strongly advised to undertake our open water venue accreditation scheme through SH₂OUT, more information on this process can be found [here](#).

If a club has any questions regarding open water swimming and the venue that they are swimming in, please contact [SH₂OUT](#).

3.10.3 Coaching Ratios and Qualifications

Club open water swimming sessions should only be led by a qualified British Triathlon Level 2, Level 2 Diploma or Level 3 coach (see section 2). If the coach completed their level 2 qualification prior to October 2011, they would need to have completed the additional British Triathlon Open Water CPD module. If the coach completed their level 2 qualification after October 2011, the British Triathlon Open Water module was included in their course/qualification.

Section 2 of this guidance sets out the maximum group sizes for qualified level 2 and 3 coaches; 16 for level 2 and diploma coaches and 20 for level 3 coaches. A level 1 coach can act as an assistant coach when directly supervised by a senior level 2 or 3 coach.

3.10.4 Supplementary Guidance

Further guidance for swimmers and venues has been developed and should be read alongside this document:

[SH₂OUT Covid-19 Guidance to Open Water Swimmers](#)
[SH₂OUT Covid-19 Guidance to Open Water Venues](#)

3.11 Coaching in Non-Club Settings

Self-employed coaches need to be conscious that they are solely responsible for their sessions, both planning for them and delivering them. They should ensure compliance with government guidelines and use this British Triathlon guidance as a support tool.

Whilst self-employed coaches are not required to have a Covid-19 Officer, they must follow Covid-19 guidelines.

Self-employed coaches, just like coaches in club settings, should develop and maintain a specific Covid-19 Action Plan and formal risk assessment that caters for all delivery, and seeks to enact all parts of this guidance.

3.12 Accounting for Children and Young People in Club/Coached Sessions

When planning and delivering activity for children and young people under the age of 18, all clubs and coaches should ensure additional measures are in place by carefully considering the following:

- ! To ensure social distancing can be adhered to, clubs should encourage a limit of only one parent/guardian attending the session to drop off a child.
- ! Where appropriate, allocate specific drop off and collection times and communicate the process for doing so, for example, entry and exit points, one-way systems, and parking provision.
- ! Parents should be advised that children are to arrive changed and ready for the session to avoid the unnecessary use of changing rooms and toilets.
- ! Spectating is likely to be limited at venues, if at all, so keep those attending to a minimum and encourage only one parent/guardian per child. Where multiple parents are spectating, social distancing guidelines must be adhered to.
- ! The practicalities of getting under 18s to and from the poolside must be considered, particularly as the majority of facilities will be in use by other user groups. Further information including the changing room policy and changing room guidance for parents can be found [here](#).
- ! A record of all U18s parent/guardian name and contact details should be kept as part of test and trace measures to ensure they can be traced should there be a need to.
- ! All coaches must hold an in-date DBS check (less than three years old) with British Triathlon. If a DBS certificate has expired or is due to expire, please visit our DBS FAQs [here](#).
- ! All clubs and coaches must operate to the coach codes of conduct found in the British Triathlon Safeguarding and Protecting Children Policy [here](#).
- ! Report any concerns you have about the welfare of an athlete to your club welfare officer, British Triathlon at concern@britishtriathlon.org or for under 18s NSPCC at 0800 800 5000 or email help@nspcc.org.uk.

3.13 Coach Education Qualifications and Courses from British Triathlon

We realise that not being able to access face-to-face workforce education and qualifications is frustrating and we have seen large-scale disruption to our normal programme this year due to the restrictions that have been in place.

We encourage our workforce to use our Learning Hub, where you will find a range of Vodcasts and to engage in our community of practice on Facebook “Coaches Corner”.



We are able to deliver face-to-face courses and qualifications in tiers 1-3 and all candidates that enrol on courses will be able to travel to them from any tier. However, please be aware that we will be unable to deliver swim and indoor practical components in tier 3 areas and we cannot operate our programme at all in tier 4 areas.