



## Our Return to Swim, Bike, Run Activity: Guidance for Clubs and Coaches

*Friday 11th September 2020*



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## Introduction and Purpose of this Guidance

This document is based on the government's document; Unlocking our society and economy: continuing the conversation. Specifically, it responds to the latest announcement for Wales made on 10<sup>th</sup> July 2020 that outlined a range of measures to ease Covid-19 restrictions across the sport, physical activity and leisure sector.

**Welsh Triathlon is delighted to now be able to action a formal return to swim, bike, run activity in club and coached settings from 18 July 2020.** This extends the lower level activity allowed in these settings throughout June 2020. Welsh Triathlon continues to work with the Welsh Government to see the return to event permitting and the return of club organised activity. Clubs are encouraged to read the British Triathlon Event Guidance documents should they be considering event delivery.

The guidance set out in this document is intended to support clubs and coaches to set up and operate swim, bike, run activity in a COVID SECURE manner. The Welsh Government has lifted the restrictions on **exercising with others, in a gathering of no more than 30 people, at a fitness studio, gym, swimming pool, other indoor leisure centre or facility or any other open premises.** Social Distancing Rules still apply.

There are six 'Key requirements for Clubs and Coaches' set out in Section 1, arranged both for when preparing for activity and delivering activity, which will need to be understood and applied for clubs and coaches to be classed as COVID SECURE.

There are also three headlines 'Welsh Triathlon Adopted Practices During Covid-19' set out in section 2 which are particularly pertinent for clubs and coaches to understand and apply.

Support and advice is available across the Welsh Triathlon Teams and we would encourage any club or coach to get in contact. A Welsh Triathlon led webinar will be delivered on the 6<sup>th</sup> October 2020 at 19:00 for clubs and coaches to ask questions, check understanding and share thoughts and ideas with others in our sport. Details of how to book on will be sent directly to clubs and coaches.

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## SECTION 1 - Key Requirements for Clubs and Coaches for COVID

### SECURE Operation

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 Welsh Government, and additional local government guidance around social distancing before, during and after activity.
4. All clubs and coaches must capture pre-activity health questionnaires, including participant contact details which can be shared upon request with the Welsh Government's Test and Trace initiative.
5. Clubs and coaches must ensure everyone at the session maintains good hygiene and that provisions are in place to allow for this.
6. Sessions that include children and young people under the age of 18 should be more meticulously planned to ensure their needs are catered for.

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 Welsh Triathlon's guidance as well as the wider Welsh Government guidance.

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 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 and where possible attend sessions to support members and coaches to comply the latest COVID-19 guidance.

This individual/s does not have to be medically trained.

In line with British Triathlon, Welsh Triathlon has 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 to maintain the 2m social distancing rules in line with Welsh Government Regulations.

### 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 demonstrated any such symptoms, they must follow NHS and Public Health Wales 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 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 public health Wales 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, Trace, Protect

The opening up of the sport and physical activity sector (and the wider economy) following the Covid-19 outbreak is being supported by the Welsh Government's test, trace, protect initiative. Clubs and

coaches should assist this service by keeping a temporary record of all participants at every session delivered for 21 days in a way that is manageable and assist with requests for that data if needed. This could help contain clusters or outbreaks. Many organisations already have systems for recording their participants. If clubs and independent coaches do not already do this, you should do so to help fight the virus. More information 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.
- As of Monday 14<sup>th</sup> September, all customers and staff will be required to wear masks in indoor facilities

### 1.1.8 Planning for First Aid Provision

Ensure access to first aid and emergency equipment is maintained. As there is currently 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

After activity, participants must maintain government mandated social distancing for social interaction. This includes in any available changing rooms, showers and any clubhouse facilities or other venue participants congregate in afterwards.

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.

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 a static outdoor setting, this should be limited to the six-person gathering limits and all must adhere to social distancing.



## SECTION 2- Welsh Triathlon Adopted Practices for Clubs and Coaches During COVID-19

Welsh Triathlon has adopted practices that clubs and coaches must operate within during the COVID-19 period:

- Clubs must meet the COVID SECURE environment guidance as set out in Section 1 for insurance to remain valid.
- Maintain Welsh Government guidance for organised outdoor gatherings, training and participation groups, up to 30 people (including coaches and other officials), maintaining social distancing of 2m at all time.
- The Government's FAQ's confirm that you are not required to wear a mask while exercising. We would recommend you familiarise yourself with the FAQ's regarding face coverings. <https://gov.wales/face-coverings-frequently-asked-questions>

In respect of exercise, the following guidance is provided in the FAQ's

"If you are preparing to exercise, changing, or undertaking any activity that isn't strenuous, especially when in close contact with other people, you will need to wear a face covering.

"However, there may be circumstances where the layout of the premises and the nature of the exercise you are doing mean that it would not be reasonable to expect you to wear a face covering. The World Health Organisation advises against wearing a face covering when exercising as sweat can make a face covering become wet more quickly, making it difficult to breathe and promoting the growth of microorganisms. It advises the important preventative measure during exercise is to maintain physical distance from others."

- All training and participation groups must be led by a British Triathlon qualified coach or activator. The scale of allowed club and coach activity will, during COVID-19, depend upon the number coaches and activators in club and coached settings.



## Coaching Ratio's

Where clubs and/or club members are organising recreational activity which is not led or coached but it is deemed to be a club operated and sanctioned session, group sizes should not exceed 30. Where club members are organising recreational 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 Welsh Government guidance.

Session delivered	Activator
Running sessions (Non coached)	1:8
Cycling (Non Coached)	1:8
Swim (Pool Setting only)	Assistant role only

Session Delivered	Level 1	Level 2	Level 3
Run	1:8	1:16	1:20
Cycle (closed setting)	1:8	1:16	1:20
Cycle (open highways)	No coaching	1:8 (Reduced to max group size of 8)	1:8 (Reduced to max group size of 8)
Swim (pool setting only)	1:8	1:16 (Increases to 20 for double lane set-ups)	1:20
Open Water Swimming	No coaching	1:16	1:20

## SECTION 3 - Significant Considerations for Clubs and Coaches

### 3.1 Virtual Challenges/Events

Clubs may develop and deliver virtual events and challenges for their club members only. British Triathlon Home Nation insurance for clubs will apply. Additionally, British Triathlon Home Nation 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.

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

From the 25<sup>th</sup> July, British Triathlon 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 Welsh Government guidance around social distancing
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 much be offered

If your club wish to organise and deliver an event, please contact the events team on [WT-events@welshtriathlon.org](mailto:WT-events@welshtriathlon.org)

The GO TRI programme will relaunch with GO TRI Active sessions allowed from the 18<sup>th</sup> July and GO TRI events that are permitted delivered from the 25<sup>th</sup> July. If you have any questions about your club delivering GO TRI please contact [stephmakuvise@welshtriathlon.org](mailto:stephmakuvise@welshtriathlon.org).

### 3.3 Local Lockdowns



It is possible that certain parts of the country will experience local lockdowns as we progress through the Covid-19 pandemic. Where and in what timeframe this happens is by government instruction and this guidance will cease to apply. In this instance, British Triathlon and the Home Nations will communicate to clubs located in specific lockdown areas with additional messaging and support.

Local Lockdown information: <https://gov.wales/local-lockdown>

### 3.4 Insurance

British Triathlon Federation 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.

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](#).

### 3.5 Welsh Triathlon Support

To support clubs in navigating through their return to swim, bike, run activity, Welsh Triathlon will be hosting a webinar on the 6<sup>th</sup> October at 19:00. The webinar will provide an overview of this document with any updated advice and guidance and will also give clubs the opportunity to ask any questions to clarify understanding of the guidance.

### 3.6 Being Aware of the Aerosol Effect: Managing the Increased Risk of Droplet Transmission

Clubs and coaches should carefully consider the aerosol effect in participation environments, listing it in planning and risk assessment documents and managing the risk during activity. They should also brief participants accordingly using the below information as a foundation:

**What you need to do:** whilst taking part, maintain the following minimum distances between yourself and other participants (and consider additional space based on the aerosol effect that sees the expelling of droplets behind you) as follows: Swim: 2 metres; Bike: 12 (to 20) metres; Run: 2 (to 5) metres. Even when at these distances, look to avoid being positioned directly behind the person in front of you.



### 3.7 Using Facilities for Club and Coaches Sessions

Swimming pools, gyms and leisure centres can reopen from Monday 10 August. 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 operations plan that incorporates a full risk assessment. Full details on the Welsh Government's guidance for providers of outdoor facilities on the phased return of sport and recreation in Wales can be found [here](#). ..

#### 3.7.1 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 teams, officials and spectators.
- Venues will ensure that all accessible provision within the site and the facility are available
- All customers and staff will be required to wear masks in indoor facilities.

#### 3.7.2 Changing rooms and showers

Where possible, participants 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.

#### 3.7.3 Toilets

- Toilets will need to be opened before a session and for 30mins 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

### 3.8 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 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.

### 3.9 Accounting for Children and Young People in Club/Coached Sessions

Particular consideration should be given to children and young people under the age of 18 when planning and delivering activity.

As participant screening is essential, coaches should seek to ensure that participants can undertake the session being delivered and are appropriately fit and well. Participants under the age of 18 must provide the coach with a Parental Coaching Consent Form.

By supporting the government's Test and Trace initiative, clubs and coaches should keep a temporary record of all participants for 21 days. For all participants under the age of 18, clubs and coaches should also keep a record of their parent/guardian name and contact details to ensure they can be traced should there be a need to.

To ensure time spent congregating at a venue before activity begins is kept to a minimum, 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. Consideration should also be given to the drop off/parking provision for parents to ensure social distancing can be adhered to.

Members of separate households should ideally be of similar age groups i.e. either they are adults, or they are under 18 years of age. If an adult club member is training/exercising with an under 18 club member from another household, there should be written parental consent obtained. Clubs and coaches should reinforce this message and actively support members in doing this.

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 a static outdoor setting, they will have to adhere to Welsh Government guidelines

Parents and/or guardians are not required to accompany U18s in the water during coached open water swimming activity however parents and/or guardians of U16s must remain on site for the duration of the session. Throughout the session, the coach and water safety team are in charge of ensuring the safety of the children and young people taking part in the coached session.

If coaching under 18s, ensure you hold an in-date DBS check (less than three years old) with British Triathlon. If your DBS certificate has expired or is due to expire, please visit British Triathlon's DBS FAQs [here](#). British Triathlon will be reopening its DBS service from the 18 July 2020 to coincide with the return to play timescales.



All clubs and coaches must operate to the coach codes of conduct found in the British Triathlon Safeguarding and Protecting Children Policy [here](#).

Written prior parental consent must be obtained if a child is taking part in a 1-2-1 coaching session. The session should take place in a public place and parents/guardians should also be present. Parent/guardian (non-participant) attendance should be limited to one per child where possible, with social distancing strictly observed while watching the session.

Report any concerns you have about the welfare of an athlete to your club welfare officer, or Welsh Triathlon lead safeguarding officer Amy Jenner, [amyjenner@welshtriathlon.org](mailto:amyjenner@welshtriathlon.org) for under 18s NSPCC at 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk). For more information on safeguarding please visit [here](#).

