

# COVID-19 GUIDANCE:

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



13 JULY 2020

## Introduction and Purpose of this Guidance

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This document is based on the government's document, Our Plan to Rebuild: The UK Government's Covid-19 Recovery Strategy. Specifically, it responds to the latest announcement for England made on 9 July 2020 that outlined a range of measures to ease Covid-19 restrictions across the sport, physical activity and leisure sector.

**British Triathlon are delighted to 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 and is launched alongside a formal return to participation events from 25 July 2020, for which separate guidance is available [here](#). Clubs are especially encouraged to read 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 permitted event organiser.

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-19 Secure manner.

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-19 Secure.

There are also three 'British Triathlon Adopted Practices During Covid-19' set out in Section 2 which are particularly pertinent for clubs and coaches to understand and apply. Finally, four example scenarios are also presented in Section 2 to support clubs and coaches in understanding and applying this guidance.

Support and advice is available from British Triathlon and we would encourage any club or coach to get in contact with our team. A range of webinars will be arranged during July and August for clubs and coaches to ask questions, check understanding and share thoughts and ideas with others in our sport. Details of these and how to book on will be sent directly to clubs and coaches on our database.

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# SECTION 1

## Key Requirements for Clubs and Coaches for a Covid-19 Secure Operation:

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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 participant contact details which can be shared upon request with the 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

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#### 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

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 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. 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 demonstrated 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, it 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. 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, as 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. Further guidelines and support will be set out shortly at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus).

### 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**

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

# SECTION 2

## 2.1 British Triathlon Adopted Practices for Clubs and Coaches During Covid-19

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**British Triathlon has adopted THREE practices that clubs and coaches must operate within during the Covid-19 period. They must be met for settings to be classed as Covid-19 Secure and for insurance to remain valid.**

- ! As set out in government guidance for outdoor gatherings, training and participation groups must never exceed six people (including where there is a coach present).
- ! All training and participation groups must be led by Level 2 coaches. The scale of allowed club and coach activity will, during Covid-19, depend upon the number of Level 2 qualified coaches in club and coached settings. One Level 2 qualified coach can work with a maximum of **THREE GROUPS OF FIVE**. If clubs or coaches have either qualified Activators or Level 1 coaches then the maximum groups they may work with increases to **FIVE GROUPS OF FIVE**, so long as each group has an Activator or Level 1 coach overseeing their participation. See the next section for a visual depiction of this.
- ! For the purposes of Covid-19 planning and operations, environments for clubs and coaches are classed as being in one of two classifications:
  - 'static environments' (parks, bike circuits, running tracks, indoor pools, outdoor pools and lidos and coached open water settings) or;
  - 'non-static environments' (such as open highways/pavements/lanes and non-coached open water settings).

There is an acknowledgment that clubs and coaches are likely to work across both of these environments to greater or lesser extents and in different sessions as part of the overall operation of the club or coach. In non-static environments there will be no limit to the amount of groups that can be coached or participation can be facilitated, so long as where it's a coached session it is led by a Level 2 coach. The scenarios in the next section demonstrate how these environments are relevant and how the non-static environment provides no limit to group numbers.

## 2.2 Example Scenarios for Clubs and Coaches

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The below four scenarios are examples of how clubs and coaches might set-up and run sessions, all of which meet the above three adopted practices. They may be adapted to suit the individual environment, capacity and needs each club and coach have, but clubs and coaches are reminded that any operation must align with the above three adopted practices.

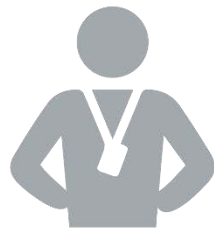


## Scenario 1

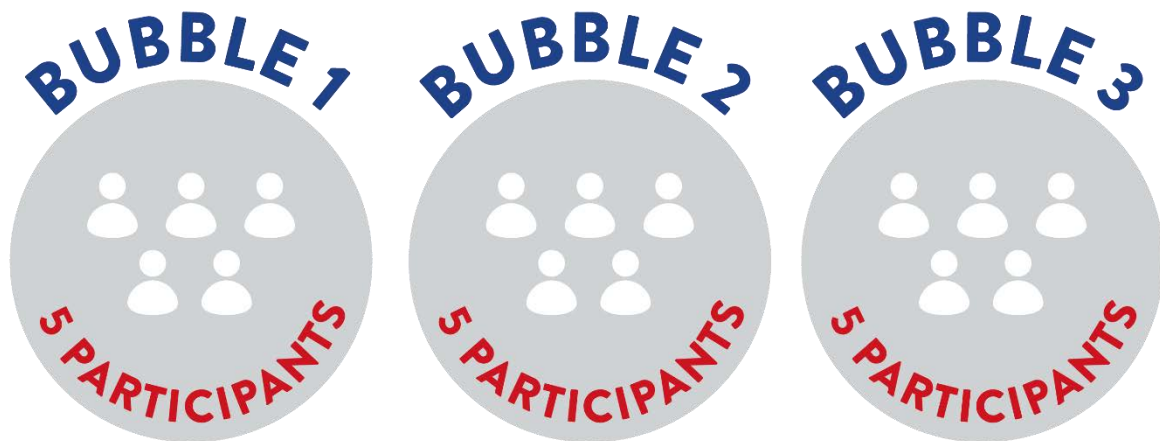
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In static environments: one coach could coach a maximum of 3 x groups/bubbles of 5 participants. This coach should be Level 2 qualified.

### STATIC ENVIRONMENT



**COACH**  
QUALIFIED AT  
LEVEL 2 OR ABOVE



## Scenario 2

In static environments: one coach could coach a maximum of 5 x groups/bubbles of 5 participants where each group is also supported by a Level 1 coach or Activator. The lead coach should be Level 2 qualified.

### STATIC ENVIRONMENT



TRACK



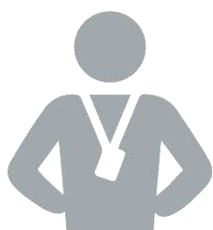
PARK



OPEN  
WATER



POOL



## COACH

### QUALIFIED AT LEVEL 2 OR ABOVE

Planning and overseeing session in all bubbles.  
May interact with each coach/activator.



## Scenario 3

In non-static outdoor environments: one coach could coach any number of groups/bubbles as long as those groups/bubbles do not exceed 5 and they are wholly separate from one another.

### IN A NON-STATIC ENVIRONMENT



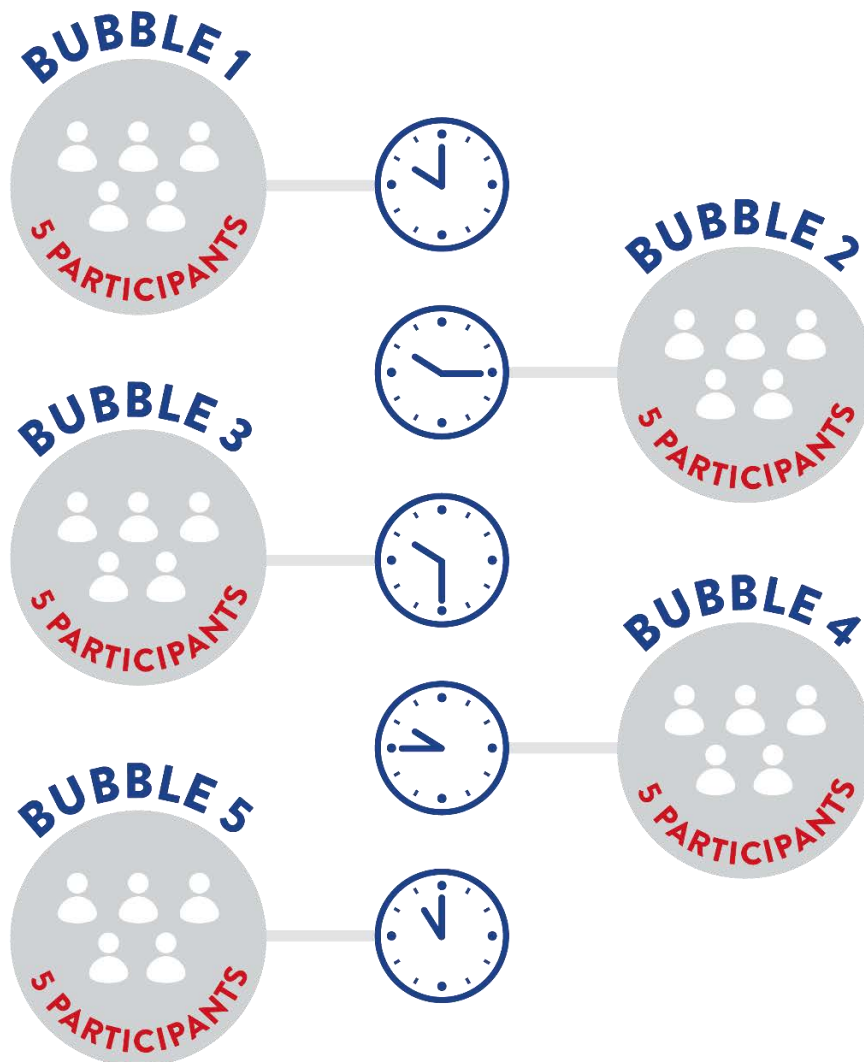
ROAD CYCLING, RUNNING



## COACH

QUALIFIED AT LEVEL 2 OR ABOVE

Planning and overseeing session in all bubbles.  
Interacts with each bubble separately.



## Scenario 4

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In either static or non-static environments where it is not a coached activity, groups of SIX are permitted to train and participate together with no limit on the number of groups.

### IN EITHER STATIC OR NON-STATIC ENVIRONMENTS



TRACK



PARK



OPEN  
WATER

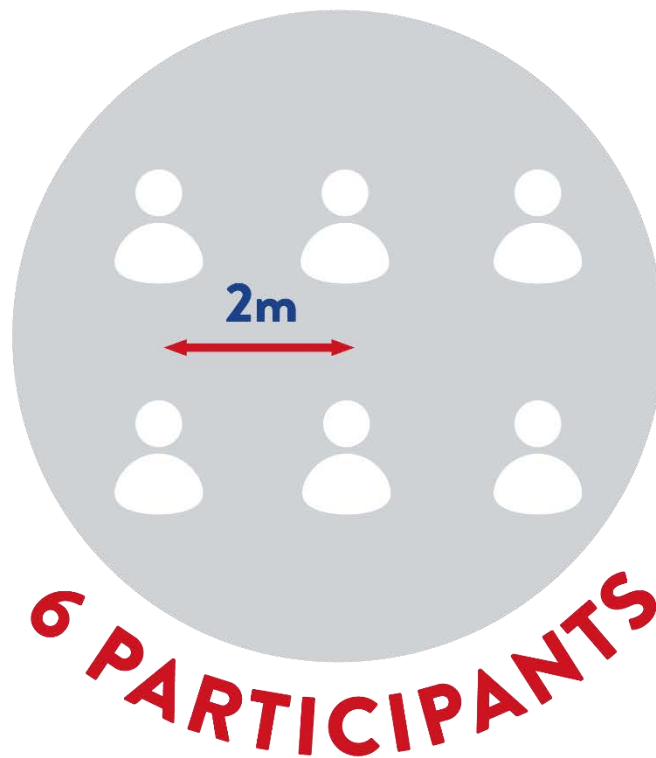


POOL



CYCLING  
AND RUNNING

NO COACH IS PRESENT



# SECTION 3

## Significant Considerations for Clubs and Coaches

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### 3.1 Virtual Challenges/Events

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Clubs may 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.

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

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From the 25 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 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

If your club wish to organise and deliver an event, please contact the [Events Team](#)

The GO TRI programme will relaunch with GO TRI Active sessions allowed from the 18 July and GO TRI events that are permitted delivered from the 25 July. If you have any questions about your club delivering GO TRI please contact us [here](#) or speak to your local Regional Manager.

## 3.3 Local Lockdowns

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It is possible that certain parts of England 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 will communicate to clubs located in specific lockdown areas with additional messaging and support.

## 3.4 Insurance

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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 British Triathlon Support

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To support clubs in navigating through their return to swim, bike, run activity, British Triathlon will be hosting a number of regional webinars over the next few weeks. The webinars 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.



Regional Managers are also available to provide further support and they will be sending out a club survey to understand the support clubs require.

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

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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 Coached Sessions

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As clubs rely on third-party owned or managed facilities, adherence to these guidelines should be worked out collaboratively between the club and the 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 government's guidance for providers of outdoor facilities on the phased return of sport and recreation in England can be found [here](#). Indoor swimming pools remain closed until 25 July. When this changes, British Triathlon will update accordingly and communicate to clubs and coaches.

### 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

### 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.

## Toilets

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

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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.

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

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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 (see *NHS Test and Trace* above). 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.

If coaching multiple bubbles of children and young people (see *Suggested Scenarios for Clubs and Coaches* above), consideration should be taken to ensure bubbles are spaced out enough to ensure they do not merge. Where parents/guardians are accompanying children for the activity (e.g. a parent guardian taking part in an open water swimming session with their child), they must be included in the bubble count to ensure there are no more than six per bubble.

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, this should be limited to the six-person gathering limits and all must adhere to social distancing principles.

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 our DBS FAQs [here](#). British Triathlon will be reopening its DBS service from the 18 July 2020 to coincide with the return to play timescales.

Parents and/or guardians are not required to accompany under 18s in the water during coached open water swimming activity, however parents and/or guardians of under 16s 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. As above, 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 principles.

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.\*

Report any concerns you have about the welfare of an athlete to your club welfare officer, British Triathlon at [concern@britishtriathlon.org](mailto:concern@britishtriathlon.org) or for under 18s NSPCC at 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

*\*Parent/guardian (non-participant) attendance should be limited to one per child where possible, with social distancing strictly observed while watching the session.*

