

Competition Management Guidance (Swimming)

April 2021

Sean Dawson



Scottish
Swimming

AGENDA

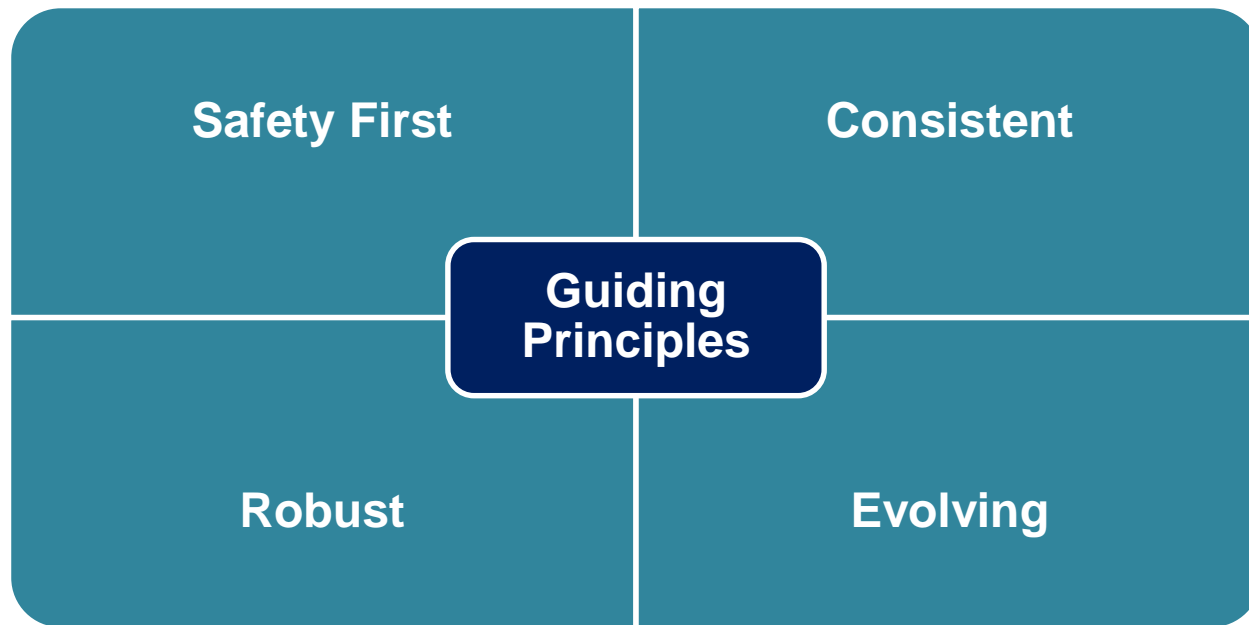
- Introduction
- Competition structure & protection Levels
- Return to pool activities
- Health & Safety
- Facilities & Equipment
- COVID-19 considerations
- Technical Officials
- General event considerations



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INTRODUCTION

- Return to competitions to be a staged process
- Initial focus on participation and providing opportunities
- Calendar planning & meet licensing suspended
- Managing expectations (being prepared for change)
- Subject to change!



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SPORT PROTECTION LEVEL SYSTEM (SWIMMING)

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

Subject to change - updated sportscotland guidance on the protection level framework expected



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STAGED RETURN TO COMPETITIONS

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



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SCOTTISH SWIMMING COMPETITION STRUCTURE

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



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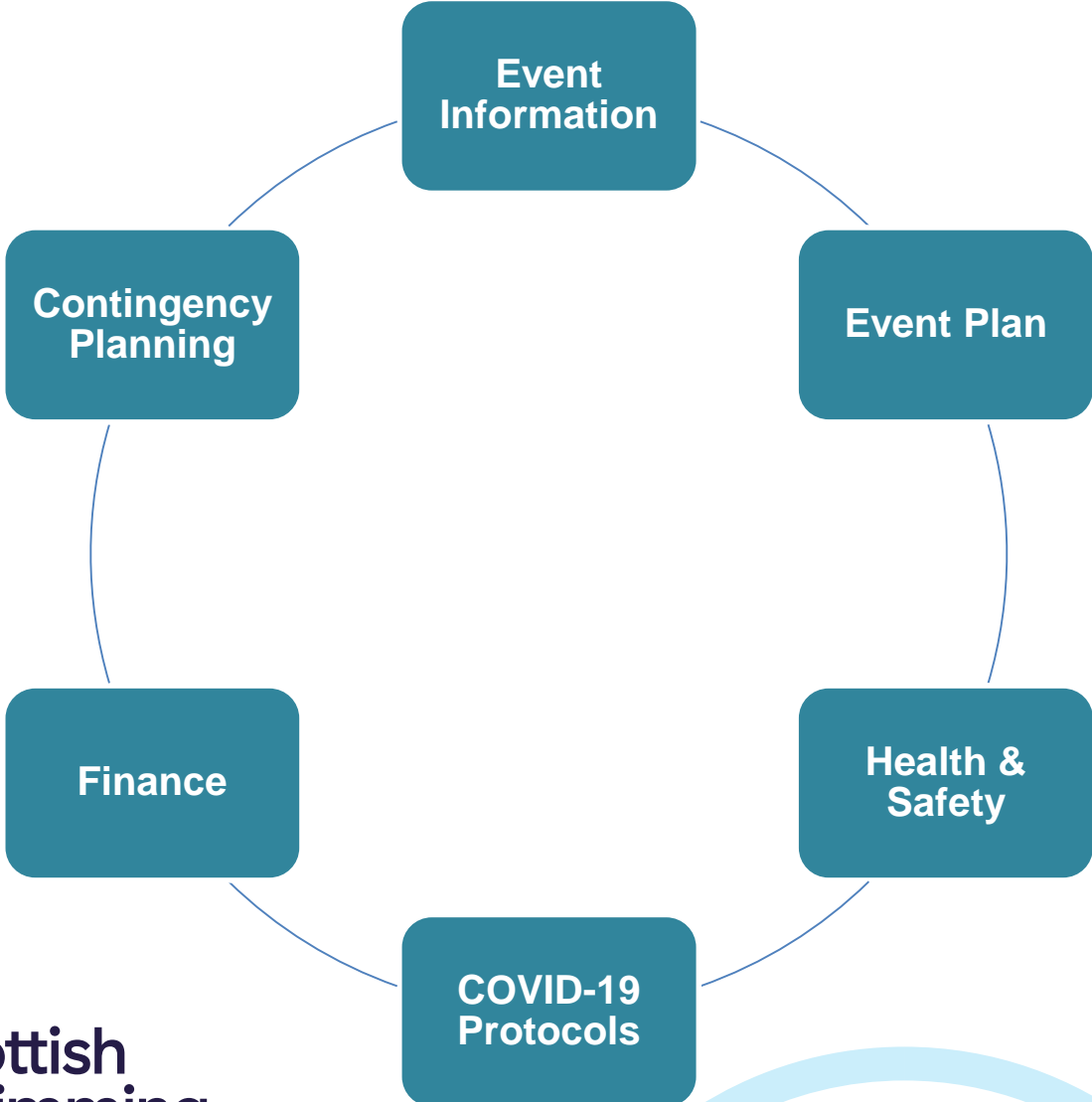
SCOTTISH SWIMMING COMPETITION STRUCTURE

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



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EVENT ORGANISING GROUP



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RETURN TO POOL ACTIVITIES

Self-Declaration

Health Screen Survey

GDPR (Explicit Consent)

'At Risk' groups



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HEALTH & SAFETY

- An appropriate risk assessment is in place and agreed by the facility, which covers all aspects of the event including numbers of participants and the COVID-19 protocols, in line with the event conditions and event plan
- Arrangements for first aid and safe supervision of the session/event as well as the procedure for anyone who takes ill during the session
- Confirmation that the required cleaning and hygiene protocols and procedures are in place for the event and that appropriate PPE and equipment is also in place
- Event health and safety information should be available for participants, team staff and STOs in advance of the event where at all possible
- In person briefings at the venue should be avoided. Where this is necessary then physical distancing and the use of face coverings must be followed. Reminder announcements or signage within the facility would be helpful when/where appropriate



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FACILITIES

- Event set-up, operation and de-rig timelines and procedures agreed and included in event plan. Keep number of event staff to a minimum
- Protocols for participant arrival, drop-off, pick-up and exit should be planned and communicated. Consideration should be given should participants arrive late and/or those who are not picked up on time
- Consideration should be given as to how bubbles enter and leave the building if required
- The use of changing rooms should comply with facility protocols and procedures. Athletes should arrive at the facility ready to race and team staff should arrive ready to carry out their duties, as far as practically possible. Time spent in the changing areas should be kept to a minimum
- The use of timing rooms, meeting rooms and circulation areas should be planned agreed and communicated. Keep the number of people accessing these areas to a minimum



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EQUIPMENT

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



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EQUIPMENT

- Hygiene protocols, procedures and schedules in place for cleaning any fixed and removable equipment as required
- Cleaning poolside removable facility equipment can be achieved by rinsing equipment in the pool water where appropriate
- Facility equipment that cannot be sanitised in the pool should be appropriately cleaned between sessions
- Agree who is responsible for providing the necessary anti-bacterial wipes and sanitising sprays/solutions for cleaning the equipment and for use by the STOs, team staff and athletes during the event
- Facility/club owned competition/event equipment such as stopwatches, back-up buttons and lap cards that are issued to team staff/Technical Officials should be operated by 1 person only in each lane per session and be sanitised before and after each session



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COVID-19 CONSIDERATIONS

- COVID-19 Lead officer appointed by the organising team, present during the event to liaise with facility staff, event staff, TOs and COVID-19 Liaison officers.
- Face coverings must be worn by all team staff, STOs and other volunteers while within the facility including the pool hall.
- All athletes must wear face coverings when seated, speaking to others and moving around the facility. While moving around on deck and during the activity, athletes should follow the information on face coverings detailed in the procedures & risk assessments for the club/facility
- Attendance information should be stored securely in the event of a positive case to support the Test and Protect procedures
- Athletes and team staff/volunteers aged 18 and over require to physically distance at all times while in the facility. Under 18s no longer have to physically distance during sporting activity (when in the pool or immediately waiting to enter the pool) but require to physically distance at all other times.



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ATHLETE BUBBLES

In order to protect the athletes and reduce the risk of transmission further, sporting bubbles should be used where required

Where bubbles are required, information and bubble composition should be communicated to participating athletes and team staff in advance of the event

	Athlete bubbles required	Athlete bubbles not required
Engage		<ul style="list-style-type: none"> – Timed swims
Build	<ul style="list-style-type: none"> – Performance Competition¹ 	<ul style="list-style-type: none"> – Competition between 2 local clubs (1 side of pool each) – Virtual Meets – Club Time Trials – Club Championships
Develop	<ul style="list-style-type: none"> – Small Inter club competitions (between 2-3 clubs/ within composite teams) – Invitational club competitions – Local club competitions – Performance Competition¹ 	<ul style="list-style-type: none"> – National Virtual Meet – Intra club competitions
Stretch	<ul style="list-style-type: none"> – Multi club competition – District Time Trial – District Championship – Regional National Championships – International level competition – Performance Competition¹ 	



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ATHLETE BUBBLES

The table states the **maximum recommended** values for bubble composition

This is based on a 6 x 25m pool

These figures will vary depending on the facility/pool hall capacity and space for physical distancing but should not exceed the stated limits

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



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COVID-19 CONSIDERATIONS

- Technical Officials are not included within club/athlete bubbles. In the Develop/Stretch stages when a number of STOs are present for a session, they will form their own bubble
- Facility staff are not included within club/athlete bubbles. Athletes, team staff and technical officials should be appropriately physically distanced to facility staff on the pool deck
- Each bubble should be seated on different sides/areas of the pool hall with chairs spaced appropriately to comply with physical distancing.
- A COVID-19 Liaison Officer (CLO) should be appointed to each bubble and organised in advance of the competition/timed event.
- Depending on the structure of the event it may be possible to have more than one set of athlete bubbles over the course of a competition.
- Where bubbles are not in operation a CLO is required to be at each session to ensure compliance with the necessary COVID-19 protocols and procedures. Where more than one club/team is involved, each group should have a designated CLO provided by their club



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TECHNICAL OFFICIALS

For events in the Engage stage, no technical officials are required. Timing should be carried out by the squad coach.

For events in the Build stage, timing should be carried out by the squad coach plus additional support as required. The introduction of 1 or 2 officials to support the running of timed sessions/events is possible.

Technical Official Requirements

For events in the Develop stage additional officials can be introduced and utilised to support the running of the event, but must not exceed the maximum numbers

For events in the Stretch phase, technical officials should be used but should not exceed the maximum numbers

The focus should be on delivering the competition/event with as few volunteers as possible interacting with each other and for the minimum amount of time, whilst still allowing the competition/event to be run effectively



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TECHNICAL OFFICIALS

- The table below details the **maximum** numbers of technical officials permitted at competitions/timed events and applied as per the information above
- For events in the Build stage when the first officials are reintroduced, a Lead Official can be used. This official does not need to be a qualified referee, but someone with sufficient knowledge to oversee the timing and running of the event. They should liaise with the Head Coach or Meet convenor as appropriate and as required

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

- At some identified events in the stretch stage where validation of times is required, additional technical officials from the limits stated above may be required. The emphasis will remain keeping numbers to a minimum where at all possible.



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TECHNICAL OFFICIALS

- Only one referee, starter and recorder should be appointed per session
- Any meet manager or timing system operators should be kept to a minimum and should be appropriately physically distanced when carrying out their role
- Inspectors of turn at the turn end will be responsible for observing 2 lanes each. Inspectors of Turn at the start end will also be responsible for observing 2 lanes and acting as a timekeeper for 1 lane. Inspectors of Turns and Timekeepers should alternate, covering all lanes
- Positions such as Chief Inspector of Turns and Finish Order Judges should not be used. No Chief Timekeeper should be used. One of the Timekeepers should start an additional watch in case of a watch malfunction
- Where a Jury of Appeal is required to be appointed at an event. They should be offsite and contactable through virtual methods
- Stroke Judges should assist the Inspectors of Turns with observation of the turns where at all possible
- No Technical Official poolside mentoring, training or final assessments are currently allowed



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TECHNICAL OFFICIALS

- Technical Officials from the local area to the event should be used where at all possible
- The application of any FINA rules should be agreed by the lead official and organising team in advance of the meet with STOs receiving this information prior to arriving at the venue
- STO briefings should be kept to a minimum to avoid congestion at the venue and where possible information should be available before arriving at the venue
- STOs should spend as little time as possible in the changing rooms, following the operator's guidance on maintaining safe levels of distance. STOs should arrive pool ready where at all possible, limiting the time in changing rooms
- STOs who are taking times should all stand to the same side of the starting blocks to ensure physical distancing is adhered to
- Technical Officials should limit their interactions with athletes and team staff during events/competitions as far as practically possible



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TECHNICAL OFFICIALS

- Over the top/side by side starts should not be used. Invite the swimmers to leave by the sides of the pool between races wherever possible, giving appropriate time to recover
- STOs should limit their movement round the pool. Areas where coaches would normally stand during training sessions/events may not be suitable to ensure physical distancing as athletes move around the deck
- When reporting an infraction, STOs should ensure their duties for the whole race are complete before reporting to the referee
- The amount of paperwork being handled/processed/stored during the event/competitions by STOs and Team Staff should be minimised and electronic options should be explored where at all possible



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TECHNICAL OFFICIALS

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



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GENERAL EVENT CONSIDERATIONS

- No spectating or front of house activities (fundraising) are currently allowed in order to limit the number of people within the facility
- No formal presentation or awards ceremonies are currently allowed in order to limit the number of people congregating within the facility
- Catering is unlikely to be available at the venue. STOs should bring sufficient fluids for the session in their own clearly marked bottles and any necessary food in clearly marked containers so as not to require vending machines or water fountains. Do not share food and drink
- All STOs who are taking part in competitive events of any size should have a current SASA membership
- A familiarisation video/information/pool diagram available for volunteers to view/read prior to accessing the venue, including details of athlete flow, seating areas and other considerations
- Marshalling & Call room areas can be used in the Develop stage and should be used in the Stretch stage. Congregation of athletes should be kept to a minimum. Athletes should arrive just in time to be called. Where no marshalling is in place, ensure sufficient time is given between races for athletes to arrive and prepare prior to racing



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GENERAL EVENT CONSIDERATIONS

In addition to the previous information, event management should consider:

Event List & meet Programme	Event Conditions	Session Capacities (Bubbles)	Reserves/ Alternates	HDW or Finals
Pool Diagram/ Familiarisation video	Warm Up, Swim Down protocols	Athlete flow	Marshalling/Call rooms	Session Timelines
Changing Rooms	Athlete kit on deck	Photography	Safeguarding	Live streaming
Event passes	Anti Doping	Media & publicity	Announcing & Commentary	Event Disclaimer



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Reminder for all participants

Do not go to a venue if you currently have any illness symptoms or have been in contact with a known COVID-19 case in the last 10 days.

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

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

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



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ANY QUESTIONS?



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