



Covid-19 Guidance: For Clubs and Coaches



Table of Contents

Introduction and Purpose of this Guidance	2
Section 1: Activity Guidance for Clubs and Coaches	3
1.1 Clubs Must	3
1.2 Clubs Should	4
1.3 Clubs Could	4
1) Coach-led Session	5
2) Community Activator-Led Sessions	5
3) Club-Organised Sessions with no Coach or Activator	5
4) Recreational Activity Outside of the Club or Coached Setting	5
5) Virtual Challenges and Events	6
Section 2: Group Size Allowances for different types of sessions	6
2.1 Activator-Led Club Session	7
2.2 Coaching Sessions: Level 1	8
2.4 Coaching Sessions: Level 2	9
2.5 Coaching Sessions: Level 3	10
Section 3: Additional Considerations and Support for Clubs and Coaches	
Covid Officer	11
3.1 Pre-Attendance Symptom Check	11
3.2 First Aid	12
3.3 Injury Treatment and Administering First Aid	12
3.4 Being aware of the Aerosol Effect: Managing the Increased Risk of Droplet Transmission	12
3.5 Travel.....	12
3.6 Insurance.....	13
3.7 Welsh Triathlon Support	13
3.8 Welsh Triathlon Templates.....	13
3.9 Using Facilities for Club and Coached Sessions.....	13
3.10 Coaching in Non-Clubs Settings	13
Section 4: Accounting for Children and Young People in Club/Coached Sessions	14



Introduction and Purpose of this Guidance

Throughout the Covid-19 pandemic, Welsh Triathlon has provided guidance to clubs and coaches interpreting government restrictions for application in a triathlon context.

We must reflect that Covid-19 itself has not gone away and whilst vaccinations are helping to reduce the most severe impacts upon people, individual and collective responsibilities still remain. Please make sure that you read and understand the elements included in this document to ensure that triathlon is doing all it can to minimise the risk of infections amongst participants.

This guidance applies to the participation of both adults and juniors within triathlon. All clubs and coaches must ensure that they are, at all times, applying all appropriate safeguarding measures for young people and for adults at risk.

Welsh Triathlon provides insurance cover for all affiliated clubs, providing them with public liability cover and the committee members, directors and officers with liability cover. Compliance with the guidance provided is essential for clubs and coaches to maintain their insurance cover.

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](#).

We recognise that there have been extremely challenging times for people, and we remain committed to supporting everyone involved in our sport. Towards the end of this document, we provide information on some of the sources of information and support that are available to clubs and coaches.



Clubs and Coaches

MUST



- Adhere to all legal requirements and government guidance
- Refresh their Covid Risk Assessment and Covid Action Plan to reflect the changing circumstances and members' wishes
- Maintain a 'Covid Officer' with responsibility to oversee continued good practice and hygiene around the club
- Continue to adhere to the activity guidance and coaching ratios
- Continue to promote good hygiene and consideration for others - including regular hand washing and sanitising
- Collect contact details of those attending club sessions and events. These should be kept securely for at least 21 days in case required by Test and Trace
- Remind participants to undertake pre-session symptom checks and not to attend where they have symptoms, test positive or are advised to self-isolate
- Work with all venues used to understand any local conditions or restrictions that apply in that venue
- Use of face coverings indoors following the venue guidelines
- Communicate updated plans to all participants

Clubs and Coaches

SHOULD



- Consult with participants to understand how they feel about the removal of restrictions and implement recommendations to support participants
- Consider maintaining social distancing measures around sessions, including arrival and departure
- Continue to help participants to avoid the sharing of equipment, wherever possible, and thoroughly clean and sanitise equipment where sharing is needed
- Consider the safest and most effective way for participants to travel to and from sessions



- Encourage participants to regularly take Covid-19 tests (lateral flow) regardless of any symptoms and to follow government guidance in the case of a positive result

Clubs and Coaches

COULD



- Continue online pre-booking of sessions
- Continue to avoid use of cash by maintaining electronic payments, where possible



Group Sizes for Clubs and Coaches and the Use of Coaches and Activators

Group sizes and ratios differ for each session type and are affected by both the qualification level of the coach/activator for led sessions and the government guidance for organised sport and informal exercise for non-led sessions.

1. Coach-Led Sessions

Coached sessions in swim, bike and run or allied activity (such as strength and conditioning activity for example) led by one or more qualified Welsh 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.

2. Community Activator-Led Club Sessions

Bike or run sessions led by a qualified Welsh Triathlon Community Activator only. Community Activators are not qualified to lead sessions in any other activity other than run and bike.

3. Club-Organised Sessions with no Coach or Activator

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 by the club and therefore it is included in the club's risk assessment and action plan. There is no formal maximum number of participants, this should be determined by the club's risk assessment and safety planning.

Clubs must take account of both safety and public perception when allowing club sessions of this type, particularly when cycling on the open road. More care than usual should be taken to consider routes, weather, ability, confidence levels and space around members whilst training. Clubs should consider the group size according to these (and other) factors when completing their risk assessment and action plans.

This type of session cannot be delivered to under 18s in any discipline, as they do not provide adequate supervision and safeguarding.

4. 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.

Where club members are organising recreational swim, bike and run activity outside of the jurisdiction of the club then this is not part of Welsh Triathlon's insured provision for affiliated clubs and member coaches. Participants may be insured through individual membership.



5. Virtual Challenges and 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 11 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.

The graphics below detail the group-size allowances for different types of session, including the different allowances 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 refers to the number of athletes being coached and does not include the coach or activator themselves.

In all cases group size limits shown are the maximum permitted. Safety of participants and public must be considered, and numbers reduced, if necessary.



Activator-Led Club Session



British Triathlon Activators



Run



Cycling Closed Setting



Cycling Open Road Setting

Maximum
groups of

 x **8**



Coach Sessions



Level 1 British Triathlon Qualified Coaches

Achieved since October 2016 onwards ONLY

**MAXIMUM
GROUPS OF**



Swim Pool Setting

x10



Cycle Closed Setting

x8



Run

x12



Coach Sessions



Level 2 British Triathlon Qualified Coaches

**MAXIMUM
GROUPS OF**



Swim Pool Setting

x 20



Swim Open Water Setting

x 16



Cycle Closed Setting

x 16



Cycle Open Road Setting

x 8

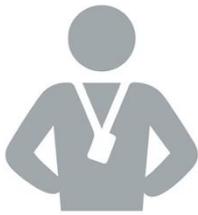


Run

x 20



Coach Sessions



Level 3 British Triathlon Qualified Coaches

**MAXIMUM
GROUPS OF**



Swim Pool Setting

x 24



Swim Open Water Setting

x 20



Cycle Turbo Setting

x 24



Cycle Closed Setting

x 20



Cycle Open Road Setting

x 8



Run

x 24



Additional Considerations and Support for Clubs and Coaches Covid 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](#).

Pre-Attendance 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](#).

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.



First Aid

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

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](#)

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.

Travel

There are no travel restrictions to attending outdoor or indoor organised sport. Therefore, for all club and coach-led activity for our sport, travel across Wales can take place unrestricted.



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.

Insurance

Welsh 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 those listed above as things that clubs and coaches 'Must' do.

Further insurance information for clubs can be found on our website and through our insurers Bluefin - [click here](#).

Welsh Triathlon Support

The team at Welsh Triathlon is available to provide further support to clubs and coaches. 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.

Welsh 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.

Welsh Triathlon Templates

Welsh Triathlon's website provides a set of templates for clubs to use, including Covid Risk Assessments, Action Plans and Covid Officer role description. [Click here to access our website](#).

Using Facilities for Club and Coached Sessions

As clubs rely on third-party owned or managed facilities, including pools and open water venues, adherence to appropriate guidelines should be worked out collaboratively between club and facility. It will be the responsibility of the 'Covid 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.

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 Welsh Triathlon guidance as a support tool.

Whilst self-employed coaches are not required to have a Covid-19 Officer, they must follow the remainder of the guidance in the same way expected of clubs. 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.

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, welfare@welshtriathlon.org for under 18s NSPCC at 0808 800 5000 or email help@nspcc.org.uk. For more information on safeguarding please visit [here](#)

