



Scottish
Swimming

Land Training

Back to the Water

COVID-19 Guidance

Phase 3

Published 21st August 2020

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1.0 Introduction

The following guidance sets out how a coach, on behalf of a club, can deliver land-based training and ensure that they are operating within Scottish Swimming's parameters and the club is covered by their Scottish Swimming insurance policy for this activity.

As we progress out of lockdown it is important to bear in mind the phased approach to the opening up of opportunities to exercise with our team mates. We are all looking forward to getting back to training within our clubs, which we know is a hugely important part of our sport. Land-based training opportunities are now permitted outdoor as long as the Scottish Government physical distancing guidelines are met. <https://www.gov.scot/coronavirus-covid-19/>

Please find detailed in 3.0 the latest sportscotland and Scottish Government Guidance around Phase 3 restrictions effective from 10 July 2020 and updated 30 July 2020. Key points are summarised on page 13 of this document.

2.0 Guidance for Coach-led Land Training Sessions

2.1 Level of Coach

Coaches should only deliver activity for which they are trained. In all of the instances below, coaches should apply good coaching practice. They should risk assess the activity, ensuring that it is appropriate for the developmental stage of participants and also take into account the fact that they will need to maintain current Scottish Government set physical distancing from athletes and athletes need to do so from each other. Adjustments should be made accordingly.

- a. **Coaches with a recognised land training or strength and conditioning qualification**
These coaches can deliver land training activity as long as they risk assess the activity appropriately, ensure as far as possible safe practice on behalf of the participant and work within the level for which they are trained.
- b. **Coaches with a recognised aquatic qualification (but not a land training qualification)**
If the coach has been educated to deliver pre and post pool dryland activity then they can use this in their training, ensuring that they deliver appropriate technique and ensuring that the volume and intensity is within healthy limits for the participant.
- c. **Coaches with no recognised qualification**
These individuals should not be delivering land-training content.
- d. **Activity outside of the scope of the qualification**
If the coach wants to utilise techniques that are out of the scope of their qualification then ideally they would use a person with a relevant qualification to deliver this as per (a). If this is not possible, then they could refer the participant (or their parent if Under-18) to relevant and reputable content available elsewhere. There will be content available on the relevant groups on Scottish Swimming's HIVE Learning platform with links to reputable sources of further content. It should be made clear to

the participant / parent that the club, coach and Scottish Swimming accept no liability for any injury or issue arising from following such content.

2.2 Safety

Safety of the participant must be paramount. Delivering sessions outdoors can bring extra challenges that should be addressed. The following guidelines should be considered.

Before commencing any session:

2.2.1 Pre-Session considerations:

- We strongly recommend the coach visit the chosen venue prior to the first training session. This will aid session planning, suitability and health & safety considerations.
- Clubs should collect and keep the contact details of participants and visitors for a period of 21 days. This would fit with the recommendations around hospitality requirements also. Club should also consider embedding a COVID screening questionnaires as part of the return process to ensure participants, coaches and athletes are free of COVID symptoms.
- The coach must ensure that they are allowed to use the outdoor space and has acquired the relevant permit for this if necessary.
- Risk assessments should be carried out and documented at all sites. Consider safety first, particularly minimising the risk of infection/transmission.
- Appropriate physical distancing and hygiene measures must be put in place to ensure participants, staff and volunteers are always protected.
- Coaches should plan appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session.
- Coaches should stick to the guidelines with regards to the number of athletes and households and carefully consider their workload if they are expected to run multiple sessions per day (online and in person).
- Clearly outline the session timings to athletes and highlight that athletes / parents are responsible before and after these set times.
- Consider how athletes will get to the venue, can you group the athletes by locality to limit transport requirements.
- Cleaning, hand, and respiratory hygiene are core measures and provision should be made for these. Clear guidance and plans are needed for cleaning of equipment and

waste disposal. Note that toilets and other washing facilities may not be available. Detailed guidance is available at;

www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/

www.hps.scot.nhs.uk/a-to-z-of-topics/hand-hygiene/

2.2.2 Consider the outdoor environment that is being used:

- What is the ground like, is it suitable for the activities being undertaken?
- Is the training area safe and free from intrusion from others?
- Is the weather appropriate, is there enough shade from the sun, plan of action in case of rain/heavy rain?
- Can the athletes be seen and supervised effectively?

2.2.3 Consider the athletes to attend:

- People who are symptomatic should self-isolate for 10 days: household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend an outdoor sports activity.
- From 24 August Outdoor group coaching for organised sports and leisure activities including aerobics and fitness classes can take place for a maximum of 30 people at any one time.
- Communication with participants is important and participants should know what to do before / during / after attending their coached session.
- The coach must ensure that those taking part are sufficiently fit and healthy to participate in the activity including considering any pre-existing medical conditions that athletes may have and if in any doubt, we recommend they do not train. If a participant has recovered from COVID-19 we strongly recommend they receive a medical check up to ensure they are fit to train before they start.
- Consider the condition of athletes who may not have trained fully for some time – we strongly recommend a gradual return to training with particular attention taken to avoid unnecessary injuries through doing too much too soon.
- The coach must agree any necessary measure to ensure physical distancing is adhered to and reduce the possibility of virus transmission. This must be communicated to athletes before the first session, at the start of all sessions and during sessions as necessary. This must also be documented within the risk assessments.

- Parents/guardians who are supervising their children must abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households must not congregate before, during or after the activity.
- It must be noted that all participants must be members of Scottish Swimming for insurance purposes. Any non-members engaged in the activities will render the insurance for the entire group void.

2.2.4 Consider the equipment being used:

- Athletes should bring their own equipment and should not share it. It should be cleaned thoroughly before and after use.
- Is the equipment safe and appropriate to be used in the environment? Please note, dangerous equipment must be avoided (e.g. garden trampolines).
- Can it be transported safely, and securely?
- Equipment (e.g. balls) can be thrown or passed between athletes but are subject to cleaning protocols to avoid virus transmission through touch points.
- Ensure appropriate clothing is worn by athletes including suitable footwear, no jewellery etc.
- The coach and participants should stay hydrated and remember to use appropriate sun-protection including sun-cream, caps etc.

2.3 Safeguarding

As with any other form of coaching, implementing good safeguarding practice is extremely important to protect the coach and the participant. All usual safeguarding considerations should be taken into account. In addition, the following guidelines should be followed:

All clubs and coaches must operate in a safe and effective manner in accordance with the Scottish Swimming insurance policy and Wellbeing & Protection Policy: Children & Young People Policies and Procedures, which are still in operation.

The club Wellbeing & Protection Officer (WPO) must be aware of the training that is being undertaken, undertake risk assessments, and give guidance as appropriate. This should include assessing that the venue, activity and supervision is appropriate from a safeguarding point of view.

Coaches should ensure they do not put themselves in compromising positions, in particular ensuring that they are never left one-to-one with an under-18 year old athlete.

Report child safeguarding concerns immediately to your designated WPO or Scottish Swimming's safeguarding officer Lindsey Booth (l.booth@scottishswimming.com, 07832117491).

3.0 Scottish Government & sportscotland guidance

Sporting activities can now be undertaken, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – you will also need to make sure that your club, facility and participants are made aware and can adapt to changes in guidance at short notice. Information on Scottish Government's approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland](#).

People who are symptomatic should self-isolate for 10 days and household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend a sports facility or activity.

To manage a safe return to sport and leisure activities it is a mandatory requirement that all clubs, facility operators and deliverers put in place comprehensive Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and at [Scottish Government: Test & Protect](#).

All clubs providing physical activity must abide by Scottish Swimming guidance and have a named 'COVID-19 Officer' who will complete documented risk assessments and ensure all appropriate mitigations are put in place by the sports organisation before any physical activity is undertaken. Risk Assessment guidance can be found on the [Scottish Swimming website](#).

Clubs and participants should be aware that the easing of restrictions does not mean that all facilities will open immediately. Clubs, owners and operators will require time to consider all the implications of opening facilities and put plans in place to re-engage staff and to set up operations that ensure the safety of participants, staff and volunteers. This is a difficult time for everyone so please be patient.

3.1 Before participating

1. These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing, and hygiene. Participants should be aware of and adapt to changes in guidance at short notice. Information on the Scottish Government's approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland Guidance](#).
2. People who are symptomatic should self-isolate for 10 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

IMPORTANT: Do not leave your home to undertake exercise or physical activity if Scottish Government advice means you should stay at home because you or someone you live with has or has had symptoms of COVID-19.

3.2 Summary of key dates for return to sport and physical activity

From the 24 August 2020 additional sport and leisure activities will be permitted if appropriate guidance and risk assessments are implemented.

- Adult outdoor contact sports training and competition in an organised setting can resume ideally with a maximum of 30 people taking part in any one session
- In line with Scottish Swimming guidance clubs should consider introducing a period of contact training to familiarise participants with guidelines before undertaking competition

From the 31 August 2020 indoor sport and leisure facilities are able to open if Scottish Government [Coronavirus \(COVID-19\): Guidance for the opening of indoor and outdoor sport and leisure facilities](#) is fully implemented:

- this includes the provision of indoor non-contact and contact sport training and competition activities for children up to and including 11 years of age and;
- indoor non-contact sport training and competition for those 12 years of age and over where physical distancing can be maintained

Outdoor sporting events or activities involving more than 30 people should not take place at this time unless following Scottish Swimming guidance which has been approved by **sportscotland**.

An indicative date of 14 September 2020 has been identified by Scottish Government for further changes to sport and leisure activity including;

- Limited spectator access to sports stadia
- Resumption of indoor contact sports and competition for those 12 years of age and older

3.3 Organised Sporting Activity for Children and Adults

Organised indoor and outdoor sporting activity/competition for children and adults may be undertaken as outlined below and where appropriate SGB guidance has been approved by **sportscotland**.

All sport facility operators providing organised competitions must abide by relevant Scottish Swimming guidance and have a named 'COVID-19 Officer' who will be responsible for completing documented risk assessments and ensuring all appropriate mitigations are put in place.

Definitions - for the purposes of this guidance;

- contact sport or activity is defined as “a sport or activity in which the participants necessarily come into bodily contact with one another”
- non-contact sport or activity is defined as “a sport or activity in which the participants are physically separated by playing rules such as to make it difficult for them to make physical contact during the course of an activity.

- Non-contact sports where participants would normally encroach within 2m should put in place measures to limit this risk. For instance, training only or competition with altered rules to maintain physical distancing.
- Sports competition refers to where participants or teams compete against different opponents as part of an organised league or competition.

3.3.1 Children and Young People

- Outdoor contact and non-contact sport and competition can be undertaken by children and young people.
- From the 31 August 2020 this will be extended to include all forms of indoor sports training, activity and competition for children up to and including the age of 11 years.

3.3.2 Adults

- Outdoor non-contact sporting activity and competition may be undertaken.
- From the 24 August 2020 outdoor contact sport training, activity and competition in an organised setting may resume with a maximum of 30 people taking part in any one session. This may, in exceptional circumstances, be increased to include for example officials, coaches and support staff (medical etc) if agreed with **sportscotland**.
- From the 31 August 2020 adult indoor non-contact sports training, leisure activity and competition may resume subject to appropriate physical distancing measures being put in place to limit the risk of participants encroaching within 2m.
- No adult indoor contact sport should be undertaken at this time.

3.3.3 All clubs providing sport specific activities must abide by relevant Scottish Swimming guidance and have an appointed 'COVID-19 Officer' who will complete documented risk assessments and ensure appropriate mitigations are put in place before any sporting activity is undertaken.

3.3.4 Physical Distancing

- Children aged 11 years and younger are not required to physically distance at any time, as set out in Scottish Government guidance.
- For those over 12 years of age taking part in an organised outdoor activity, a 'field of play bubble' can be created whilst a sporting activity is taking place, in effect suspending physical distancing guidelines for the duration of the activity. Normal physical distancing guidelines will however apply before and after the activity takes place.
- For those over 12 years of age taking part in indoor sporting or leisure activity normal physical distancing rules should be followed. Risk assessments should, where possible, consider mitigating actions to reduce the likelihood of participants encroaching within 2m

of each other. For instance, clubs may consider, where appropriate, different formats of competition, zoned participation areas or staggered starts.

- No formal presentation ceremonies should take place during or after an activity or competition and the focus should be on reducing numbers in attendance at any one time.
- Coaches and others supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the responsible 'COVID-19 Officer' should consider appropriate mitigating actions as part of the risk assessment.
- Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain the models of physical distancing that are suitable for older children, either practically or in terms of child development. You may, for instance, ask a parent to be present.
- Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at [Scottish Government: Coronavirus in Scotland](#).
- Parents/guardians who are supervising their children must abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households must not congregate before, during or after the activity.

3.3.5 Participant numbers and duration of organised activity:

- A 'field of play bubble' can be created whilst a sporting activity is taking place, in effect suspending Scottish Government household number guidelines for the duration of the activity, if appropriate guidance is agreed with **sportscotland** as highlighted herein. Normal household guidelines will however apply before and after the activity takes place for those aged 12 years and over.
- Where there is likely to be close contact between participants in an organised sporting activity, mitigation should be put in place to minimise risk and keep participants safe.
- Clubs should therefore consider limiting the numbers taking part and the required duration of the activity.
- The focus should be on delivering the organised activity with as few participants as possible interacting with each other and for the minimum amount of time, whilst still allowing the activity to be run effectively.
- In the event of first aid treatment being required it is recognised that a suitably qualified coach/supervising adult may require to attend to a child. The sports organisation 'COVID-19 Officer' should consider processes for managing this as part of the risk assessment. This could include but not be limited to:
 - Provision of suitable PPE

- Training of coaches/supervising adults
- Presence of one parent/guardian being required at the activity

3.4 Adult involvement and ratios:

- All adults involved in coaching / actively engaging with children in an organised environment should have undertaken appropriate Scottish Swimming safeguarding and, where available, COVID-19 training.
- Sports organisations should always ensure appropriate ratios of coach/adult to child as per Scottish Swimming guidance and follow all related Wellbeing and Protection advice. Health, safety and wellbeing policies should always be risk assessed and implemented.

3.5 Guidance for coaches

Coaching and Instructing

Guidance for coaches is available at [Getting your coaches ready for sport](#).

- From the 3rd August 2020 restrictions were lifted on the number of households (or extended households) that can be coached per day.
- From the 24th August 2020 coaches can take organised outdoor group training sessions with a maximum of 30 people involved at any one time.
- During outdoor group training sessions appropriate risk assessed physical distancing and hygiene measures should be put in place to protect participants.
- Coaches and instructors working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#).

3.5.1 It is the responsibility of each venue operator, club and coach to ensure documented risk assessments, based on local circumstances, are completed prior to any activity taking place. Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected at all times.

3.5.2 Children under 12 do not need to maintain physical distance between themselves.

3.5.3 Organised outdoor sport specific activity can be undertaken by children and young people from the 13 July, with a phased implementation, subject to Scottish Swimming agreeing guidance with **sportscotland** covering the following areas;

- Health, safety & hygiene measures for children’s activity which should be in line with guidance provided within this document
- Participant numbers and duration of organised activity should adhere to current Scottish government guidance and also best practice for your sport in relation to age and ability
- Adult involvement and ratios
- Physical distancing

At all times coaches should:

- Adhere to the Scottish Government’s physical distancing guidelines of staying at least 2m away from others and ensure participants they are coaching do so too. No contact training should be undertaken unless in organised children’s activity as stipulated in the [Return to Sport & Physical Activity Guidance](#).
- Plan appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session.
- Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
- Consult Scottish Swimming guidance for the relevant sport or activity being delivered. Where relevant, also check with your venue provider, such as a local authority/leisure trust or club to ensure you follow their specific guidance and processes.
- Be aware of their responsibilities and that of their participants before, during and after each session.
- Check, in advance of delivery, that appropriate insurance policies are in place for all coached activities and that their insurance is valid for the activities they plan to deliver.
- Find out about their direct and surrounding delivery environment in advance of the session and contact the facility operator, where relevant, to confirm any changes in processes and procedure
- Ensure appropriate policies are in place in line with respective Scottish Swimming regarding safeguarding best practice.

3.6 Test and Protect

3.6.1 [Test and Protect](#), is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy.

3.6.1 The gathering of contact information from anyone attending sport/leisure activities or facilities in a secure and safe manner, will assist NHS Scotland's Test and Protect service to identify any clusters of cases, contact those who may have been exposed to the virus, and request them to take appropriate steps to prevent potential onward spread.

3.6.2 Maintaining member/participant records

3.6.3 In order to support Test and Protect sports facility operators are required to collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient.

3.6.4 It is important that sport facility operators and clubs cooperate, as it will be crucial to national efforts to suppress the virus.

3.6.5 Sports facility operators will store information for 21 days and share it with public health officers when requested.

3.6.6 **A leaflet providing information on the Test and Protect service from NHS Scotland is also available [here](#).**

3.7 Health, Safety & Hygiene

Face coverings

3.7.1 Participants and visitors to indoor sports facilities should wear face coverings before and after activity or when in non-playing areas of the facility (e.g. reception, locker rooms and storage areas).

3.7.2 Face coverings do not need to be worn when undertaking physical activity, exercise or showering/changing.

3.7.3 Face coverings do not need to be worn in a sports facility hospitality environment i.e. café, restaurant or bar.

3.7.4 If you are not wearing face coverings and need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds.

3.7.5 Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel when you finish participating.

3.8 Equipment & Facilities

- Where possible take your own equipment with you.

- Only take the minimum amount of equipment that you need to participate.
- Clean and wipe down your equipment, including water bottles before and after use.
- Do not share food or drink with others.

3.9 Useful links

Guidelines will be updated as we progress through the phases of the Scottish Government Covid-19 routemap. Current information is available at [Scottish Government: Covid-19 Framework for decision making](#) .

Up to date guidance on extended households and physical distancing is available at [Scottish Government Guidance: Staying safe and protecting others](#) .

Travel guidance outlined by the Scottish Government should always be adhered to. Guidance is available at [Staying Safe and Protecting Others: Travel](#)

Guidance for coaches, leaders, personal trainers, and instructors is available at [Getting your coaches ready for sport](#) .

Coaches and instructors working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#) .

[Health Protection Scotland: General guidance for non-healthcare settings](#)

[UK Government / HPE: Cleaning in a non-healthcare setting](#)

[Health Protection Scotland: Hand hygiene techniques](#)

3.10 FACTS Guidance

Please follow the FACTS Guidance given below from Friday 10 July 2020

It's everyone's responsibility

During Phase 3, the various changes that are due to come into effect will result in larger numbers of people moving around and coming together across a variety of settings and sectors, both indoors and outdoors. This will give the virus more opportunities to spread. There is a risk of outbreaks and while we should strive to avoid them, we must also prepare for them and our Test & Protect system will help us to contain them. Staying safe and keeping others safe is as important as ever which is why, for example, we have made face coverings mandatory on public transport and in shops. And it is especially important to be considerate of people whose health conditions mean that they haven't been able to enjoy the easing of restrictions that the rest of the population has benefited from.

To prevent spread of the virus we should all follow the FACTS. It is the sum of our individual actions, our collective endeavour, that is suppressing the virus.

FACTS:

- F**ace coverings.
- A**void crowded places.
- C**lean hands regularly.
- T**wo metre distance.
- S**elf isolate and book a test if you have symptoms.



**Remember FACTS
for a safer Scotland**

F Face coverings 

A Avoid crowded places 

C Clean your hands regularly 

T Two metre distance 

S Self isolate and book a test if you have symptoms 

nhsinform.scot/coronavirus
#WeAreScotland

 

CORONAVIRUS
STAY SAFE
PROTECT OTHERS
SAVE LIVES

4.0 Disclaimer

When referring to any documents and associated attachments in this guidance, please note the following:

1. Reliance upon the guidance or use of the content of this website will constitute your acceptance of this disclaimer.
2. The term guidance should be taken to imply the standards and best practice solutions that are acceptable to Scottish Swimming.
3. The documents and any associated drawing material are intended for information only.
4. The content of this guidance is considered by Scottish Swimming to be correct at the time of publication. Amendments, alterations and updates of documents and drawings may take place from time to time and clubs should review at the time of use to ensure the most up to-date versions are being referred to and satisfy themselves that there has been no change in position.
5. All downloadable drawings, images and photographs are intended solely to illustrate how elements of a facility can apply Scottish Swimming's suggestions and should be

read in conjunction with any relevant design guidance, British and European Standards, Health and Safety Legislation and guidance, building regulations, planning and the principles of the Equality Act 2010.

6. The drawings are not 'site specific' and are outline proposals. They are not intended for, and should not be used in conjunction with, the procurement of building work, construction, obtaining statutory approvals, or any other services in connection with building works.
7. Whilst every effort is made to ensure accuracy of all information, Scottish Swimming and its agents, including all parties who have made contributions to any documents or downloadable drawings, shall not be held responsible or be held liable to any third parties in respect of any loss, damage or costs of any nature arising directly or indirectly from reliance placed on this information without prejudice.
8. The views expressed are not intended to take away or diminish the responsibility of the user to comply with appropriate current or future legislation or standards and if there are any conflicts between the views expressed in any of sportscotland design guidance material and other appropriate current or future legislation, the latter shall take precedence.
9. The content of this guidance does not constitute specific advice to clubs; this is a guide and the information should help clubs make their own decisions in due course. We recommend that you obtain professional specialist technical and legal advice before taking, or refraining from, any action on the basis of information contained in this note.
10. Clubs should continue to check information published by the Scottish Government and sportscotland after reading this guidance.

This guidance is provided for general information only. Scottish Swimming is not your adviser and any reliance you may place on this guidance is at your own risk. Neither Scottish Swimming, nor any contributor to the content of this guidance, shall be responsible for any loss or damage of any kind, which may arise from your use of or reliance on this guidance. Care has been taken over the accuracy of the content of this note but Scottish Swimming cannot guarantee that the information is up to date or reflects all relevant legal requirements. The information and drawings contained in this guidance note are not site specific and therefore may not be suitable for your project, facility or event.

This guidance is not intended for, and should not be used in connection with, any procurement activities, or for obtaining planning or other statutory approvals. Clubs hold and will continue to hold Scottish Swimming free from all harm and liabilities arising from any action taken by clubs under this guidance.