

## COVID-19 Action Plan for British Triathlon Clubs

### INTRODUCTION

The action plan below has been designed so that you can follow a process for each section, depending on the position of your club, its size, the facilities the club may own/rent/use and its financial situation. Not all sections will be applicable to your club, so if it's not applicable remove it from the action plan. Also, even if a particular activity cannot re-start, such as indoor swimming, you can still go through these to be prepared for when they will be. Before starting on the action plan:

- It's advisable to start off by getting in touch with the people involved in your club to understand what level of offer you may be required to provide and whether there'll be sufficient levels of support from volunteers and coaches.
- Once you know the level of demand, you can then start to look at what your activity plan can look like and how this can be undertaken safely.
- Finally, you can then assess the financial and operational logistics required to achieve this, alongside working to prepare your facilities.
- If you hire facilities or use indoor facilities (e.g. leisure centres) then there are useful prompts in the facilities sections for considerations you may need to make.
- Alongside all of this you should maintain regular communications with all the people involved in your club and external partners.

If you are unsure of how you should proceed contact your [Regional Manager](#) who will be happy to support you as your club returns to activity.

### OVERVIEW

<b>Name of your club / organisation:</b>	<i>Lymington Triathlon Club</i>
<b>Title, version number &amp; date:</b>	<i>Club activity plan Version 1 23.7.2020 Reviewed 11.9.20 no changes. Version 2 9.10.20</i>
<b>Authors:</b>	<i>Sandra Tyler - Covid-19- Officer</i>
<b>Scope of re-opening - services &amp; activities:</b>	<i>Running- club members participating in local trail runs. Cycling- club members participating in road and trail cycling, time trials with staggered starts Swimming- club members participating in open water swimming. Group sizes of up to 30 are able to take part in- non coached activities.</i>
<b>Stopped services &amp; activities:</b>	<i>Running, cycling and swimming groups congregating in groups of more than 6 before or after any group activities Indoor swimming training Social events</i>

Approvals process:	<i>Consideration of government &amp; BTF Covid 19 guidelines</i> <i>Consideration of local amenities, and geography.</i> <i>Consideration of demographic of club members</i> <i>Consideration of risk factors, and decide appropriate measure for risk mitigation for each activity.</i>
Distributed to:	<i>LTC committee</i>
Plan storage:	<i>On LTC website</i>
Next review date:	<i>10.11.2020</i>
Emergency contact details:	<i>Sandra Tyler Antonia Cox Moz Malpeidi</i>
Communication plan:	<i>LTC Committee, all members of LTC and on LTC website</i>

## UNDERSTANDING YOUR PEOPLE

TASKS: COMMITTEE, VOLUNTEERS AND COACHES	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
Appoint a Club COVID-19 Officer to act at the club lead for all COVID-19 matters relating to all club matters. - A template for this role can be found <a href="#">here</a> .		Sandra Tyler appointed			Done
Identify all the coaches/volunteers and any delivery partners that are required to support your return to activity and how this may change as more people/ activities are able to return. - Think about the essential personnel that are needed to operate sessions, for example a <a href="#">First Aid-trained individual</a> , an individual with <a href="#">safeguarding training</a> , qualified coaches etc. - Consider any changes to your usual roles and responsibilities needed to manage the changes you have made and the additional <a href="#">social distancing</a> and <a href="#">hygiene responsibilities</a> .		E mail all members with plans	ST/AC	25.7.20	Done
Engage with your volunteers and coaches to understand their feelings on returning - - Their desire to return to the club and in what capacity? - Do they have or have they had symptoms of COVID-19? - What concerns do they have with returning to the club and how could they feel supported? - Have they had any contact with parents / members / other volunteers and whether they have anything to share? - Is there anything that the club can do to support with their overall <a href="#">mental wellbeing</a> during this time?		Informal discussion with committee, RW, various members.  Set up Risk Register to collate concerns	ST	22.7.20  25.7.20	Done  Done

Explore and plan for the formal/informal training or development needs of your volunteers/coaches to support good levels of: <ul style="list-style-type: none"> <li>- Health and safety</li> <li>- Hygiene awareness</li> <li>- Social distancing</li> <li>- Sport specific adaptations</li> <li>- Safe use and storage of equipment</li> <li>- General development</li> </ul>		E-mail Written covid guidelines for everyone as participating voluntarily	ST/AC	25.7.20	Done
Check whether any coaches or volunteer's qualifications (coaching, first aid, safeguarding) or <a href="#">DBS</a> have expired or are due to expire across the next six months. Create a simple plan to: <ul style="list-style-type: none"> <li>- Track whose qualifications/training needs updating, by when and what needs to be done.</li> <li>- Who needs to be contacted for any clarification?</li> <li>- Who is responsible for overseeing this?</li> </ul>	n/a				
Explore whether new roles may need to be temporarily created to support the return to activity. This may be needed to support additional cleaning, support to coaches, additional marshals at events or communication to members.	n/a				
Share relevant hints and tips with your volunteers and any staff to support their <a href="#">mental health and wellbeing</a> where possible.	n/a				
Update your Codes of Conduct, get these approved by the committee (which may require an EGM/AGM) and signed by your volunteers / coaches / committee.	n/a				
Plan and deliver a volunteer/staff/coaches/committee re-induction (virtually or at the club/organisation) before activities take place.	n/a				
Arrange to have more volunteers available when bringing groups back to the club, so there are more personnel available to support the movement of people arriving, transitioning around and leaving the club.	n/a				
Create a <a href="#">risk register</a> and use it to record and resolve any issues your committee/volunteers/coaches encounter.		Create document	ST	24.7.20	Done

TASKS: MEMBERS AND PARTICIPANTS	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
For any activity that you plan to run, check the current <a href="#">British Triathlon COVID-19 guidelines</a> for the most up to date playing guidance.		Check website	ST	weekly	Ongoing

Consult with your participants / members / parents and carers (if applicable) to understand: <ul style="list-style-type: none"> <li>- Whether they are in a high-risk group or <a href="#">shielded</a>?</li> <li>- Whether they intend to return to activities immediately or later?</li> <li>- What they are most looking forward to about coming back?</li> <li>- Any concerns they have about returning?</li> <li>- What would help to support and encourage their return?</li> <li>- If they are unable to return yet, do they need help being active from home and staying connected socially?</li> <li>- Whether they would be willing to take on any volunteering roles to support the club?</li> </ul>		E mail club members	ST/AC	25.7.20	Done
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## CREATING YOUR ACTIVITY OFFER

TASK	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
Develop an inclusive plan for phasing the return of your club members which sets out your approach for different age groups / abilities / groups. The following tasks will help you to do this.					
Consider whether timings and formats of sessions or activities need to change and consult your members on any plans. <ul style="list-style-type: none"> <li>- <i>Appendix A is a template for how you can map out your offer across different groups</i></li> </ul>		Groups arranged according to speed to encourage social distancing Staggered start times for TT	Group leads		Done
Consider the maximum number of participants that can take part at any one time based on the space available, volunteer/coach/staff availability and amount of equipment. Advice is available in the <a href="#">British Triathlon COVID-19 guidelines</a> .		Group sizes of up to 30 -where safety allows- during the activity. Rule of 6 applies pre & post activity	ST	W i t h e a c h update from BTF	Group size change to be circulated to members
Consider how to best design your activities and the use of equipment to ensure that social distancing and hygiene measures can be adhered to. Make sure that guidance is put in place and shared with members/participants and spectators.		No shared equipment, hand sanitisers compulsory	partici pants	E v e r y meet	Instructions in email

Create a booking / registration system so that you are aware of how many members/participants are expected. Where necessary you may need to limit numbers / split groups. Consider using If you do not have an online system British Triathlon club affiliation benefit <a href="#">ClubSpark</a> . - <i>This must be maintained for at least 21 days in case of a need to Track and Trace.</i>		E mail / whatsApp to organise attendance Photograph to record attendance	Group coordinators	E v e r y meet	Ongoing
Plan for re-inductions (virtually or at the club) before activities take place.					
If your club owns or is permitted exclusive access to privately owned open water the club is deemed to be acting and operating as an open water venue and as such should follow our <a href="#">guidance here</a> . They must also follow all social distancing restrictions that are in currently in place. They are also strongly advised to undertake our open water venue accreditation scheme; SH2OUT. More information on this process can be found <a href="#">here</a> .	N/A				
When all plans and club logistics are complete, publish training plans for all members and include options for training virtually, solo or at the club to ensure everyone remains included		Regular e mail updates of participatory events	AC		Done

## PROTECTING YOUR PEOPLE

TASK	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
Consider any safeguarding risks and issues associated with new ways of working (i.e. online activities, changes in coaching ratios, 1 to 1 training etc) and follow British Triathlon guidelines. If you are unsure on any safeguarding issue contact <a href="#">British Triathlon</a> .	N/A				
Review and update your health and safety policies and procedures, linking them to the latest advice from the <a href="#">Government</a> , <a href="#">Health and Safety Executive</a> , <a href="#">Public Health England</a> , manufactures and other relevant bodies and regulations. Make sure these changes are communicated to all your club members.		Add Covid -19 to web site risk assessments	MM	26.7.20	Done

Establish procedures to determine the course of action should anybody at your club/organisation become ill during the pandemic. For the latest guidance on what to do if someone has symptoms, <a href="#">visit the NHS website</a> .		Include in covid e mail isolation requirements if unwell or if covid +ve	ST/AC	25.7.20	Done
Ensure that <a href="#">social distancing protocols</a> are in place and are clearly communicated to all members/participants, volunteers and any guests prior to attending the venue.	N/A				
Develop, agree and communicate enhanced <a href="#">cleaning practices</a> and <a href="#">hygiene practices</a> for your club. Cleaning should be regularly scheduled for any public spaces, touch points (e.g. door handles or gates), workspaces and equipment.  For guidance on cleaning and PPE please visit the government website <a href="#">here</a> .	N/A				
Consider the need/requirement for additional training for cleaners and arrange this where necessary.	N/A				
Update <a href="#">hygiene and infection control processes</a> and communicate these to all club members.	N/A				
Arrange for any equipment that is used to be thoroughly cleaned and introduce measures to ensure it is cleaned between sessions or during sessions if shared between participants,	N/A				
If possible make relevant personal protective equipment (PPE) and hygiene and cleaning products available and <a href="#">provide instructions for their use</a> . If this is not possible then ensure all members taking part in a session use their own PPE and bring their own products for hygiene and cleaning.	N/A				
Develop an inventory for all cleaning products, PPE and hand sanitiser. Appoint a dedicated person to be responsible for making sure stock is in place and ordering more as needed.	N/A				
Provide <a href="#">hand sanitiser</a> , which is readily available for all members/participants, volunteers and guests.					

## GETTING READY TO USE A FACILITY - OWNED OR *HIRED FACILITIES*

TASK	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
Arrange for appropriate signage and other markings to be displayed around your site to direct members/participants, volunteers and guests to maintain social distancing measures.	N/A				

<p><a href="#">Perform a risk assessment</a>, making sure to schedule any repairs and remedial work identified. Use the following points to help:</p> <ul style="list-style-type: none"> <li>- <b>Carry out a facility risk assessment:</b> identify the issues and associated actions to mitigate them (incorporating the Club's operating and maintenance manuals) and the items set out below.</li> <li>- <b>Record and communicate key issues/changes:</b> Advise members/ participants, staff, coaches and volunteers of their responsibilities. This could include temporary changes to reception or key-holder procedures, changes to regular cleaning and hygiene arrangements, use of personal equipment only, restrictions on bookings and access to changing and toilet provision as well as observing social distancing rules.</li> <li>- <i>If you hire facilities: you can request confirmation that all relevant risk assessments have been carried out and request the details of the specific risks associated with your club/organisation's operation.</i></li> </ul>	N/A	Not applicable until organised indoor swimming resumes			
<p>Perform routine checks and testing of plant, installations and equipment where appropriate. Use the following short checklist and links to guidance to help:</p> <ul style="list-style-type: none"> <li>- <b>Electrical Installations:</b> Guidance on checking electrical installations is available <a href="#">here</a>.</li> <li>- <b>Fire Alarms / Escape / Doors:</b> Review your risk assessment and check on fire alarms, means of escape, fire doors. More information is available from the Health and Executive <a href="#">here</a>.</li> <li>- <b>Heating Systems:</b> Arrange inspection and servicing of gas and oil heating systems by a suitably qualified person.</li> <li>- <b>Kitchen Equipment / Fixtures:</b> arrange for appliances to be checked by a suitably qualified person (e.g. gas safe contractor or electrician) and agree a suitable servicing programme where necessary.</li> <li>- <b>Portable Appliance Testing:</b> Arrange for PAT testing to be carried out by a competent person or Electrical Safety Contractor. More guidance is available from the Health and Safety Executive <a href="#">here</a>.</li> <li>- <b>Other Considerations:</b> Arrange for any specialist air conditioning and air handling checks, tests, servicing and filter cleaning to take place if needed. If appropriate, arrange for any water supply and maintenance works, such as a service check by a specialist contractor, or monitoring and maintenance by a suitably qualified engineers with particular attention on measures to prevent Legionella. Further guidance is available from the Health and Safety Executive <a href="#">here</a>.</li> <li>- <i>If you hire facilities, you can request confirmation that all suitable checks and testing have taken place and request details of specific issues which may impact on your operations and members/ participants. This could include temporary changes to ventilation and heating systems, limitations on access to equipment and programming to allow for more regular maintenance and cleaning.</i></li> </ul>	N/A				

<p>Carry out a maintenance and repair review. This can include:</p> <ul style="list-style-type: none"> <li>- Developing a schedule of remedial work, repairs and replacement required to perimeter fencing and gates, buildings and play surfaces due to dilapidation during closure, vandalism and theft (separate schedule which may be required for insurance claims).</li> <li>- Carrying out general condition surveying, based on internal and external visual inspection, and drafting a schedule of repairs.</li> </ul> <p>For further guidance and support, use the following links:</p> <ul style="list-style-type: none"> <li>- <a href="#">Sport England building maintenance overview</a></li> <li>- <a href="#">Sport England building maintenance checklist</a></li> </ul>	N/A				
<p>Notify your insurers, landlords and other organisations with a vested interest in your club facilities / operations to advise of changes in circumstances and operation. Relevant bodies you need to contact can include:</p> <ul style="list-style-type: none"> <li>- Insurance companies</li> <li>- Mortgage lenders</li> <li>- Licensing authorities</li> <li>- Public bodies</li> <li>- Landlords / tenants</li> </ul> <p><i>If you hire facilities - Maintain regular contact with your host organisation and observe, support and adapt to any reasonable changes made to reduce or eliminate risks.</i></p>	N/A				
<p>Review the condition of any outside sports surfaces condition and arrange any repairs and maintenance work. This can include:</p> <ul style="list-style-type: none"> <li>- Checking entrance gates and perimeter security, equipment and fittings and checking surfaces for damage - note, record and report for planned maintenance.</li> <li>- Checking for litter and debris, organising manual collection or removal. Debris and litter should be collected on a regular basis, ideally daily. If left to stand on the surface, debris will accumulate, decay and contaminate the surface. Regular brushing to remove build-up of moss and algae.</li> <li>- Referring to <a href="#">Grounds Maintenance Association</a> (GMA) guidance for natural turf.</li> <li>- Referring to <a href="#">Sport and Play Construction Association</a> (SAPCA) guidance for Artificial Surfaces.</li> <li>- Referring to your relevant National Governing Body (NGB) for sport specific accreditation and quality standards.</li> </ul>	N/A				



Explore further sector guidance to make sure you have taken all relevant considerations into account. Use the below links to help: <ul style="list-style-type: none"> <li>- <a href="#">Sport Governing Body Guidance</a> - Contact or visit the website of your Sport's governing body and review and apply relevant guidance to your club's operations.</li> <li>- <a href="#">Guidance for leisure providers</a> - Be aware of sector guidance to operators and consider the implications for your club operations. <i>This may be especially relevant to those renting facilities.</i></li> <li>- <a href="#">UK Active's framework document</a> - For further guidance on operations for Gyms and Fitness.</li> </ul>	N/A				
Ensure venues and facilities have been deep cleaned prior to re-opening					

## GETTING OPERATIONALLY AND FINANCIALLY READY

OPERATIONAL TASKS	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
Create a <a href="#">risk register</a> to log and assess all of the risks associated with managing, operating and delivering your activities. Identify actions to mitigate against the risks you have identified and appoint individuals to be responsible for their completion.		Create risk document	ST	24.7.20	Done
Review your existing financial plan to help guide your financial management through your recovery period.		Discuss at committee meeting	NK	22.7.20	
Task key people within your club/organisation with monitoring the latest advice and guidance on managing the Pandemic from the <a href="#">Government</a> , <a href="#">British Triathlon</a> , <a href="#">Public Health</a> , <a href="#">Health &amp; Safety Executive</a> , your Local Authority, facilities providers and other relevant organisations. This information should be fed back to your working group on a regular basis to help shape your planning and delivery.		Monitor web sites, encourage reporting of changes noticed	All		
Develop a process for reacting to an outbreak of Coronavirus within your club, including planned communications with all members, guests and stakeholders, the closure of facilities and cleaning of facilities and equipment.		Include on risk document and info email	ST/AC		
Check whether you need to review or amend any of your club's governing documents, codes of conduct, club rules or other policies as a result of the changes made to your activities and practices. Where necessary, you may need to hold an AGM/EGM to agree these changes and minute the decisions made.	N/A				

Verify that all your suppliers are able to demonstrate that they are have understood and continue to implement any relevant NHS, Government, Health and Safety Executive and relevant body and industry guidance.	N/A				
Make contact with any contract leads to discuss and agree any changes to your service offer in the future and assess the financial impact of this. New contracts, agreements and terms and conditions are discussed and put in place as required.	N/A				
Research the lead in time for any new suppliers required to support your club services and activity offer (e.g. coaches, kit and merchandise suppliers).	N/A				
Review and amend your data protection and GDPR policies as required if any processes (e.g. storage of data) have changed.	N/A				
Develop/review a Business Continuity Plan for your club to ensure that you have plans in place in case of lockdown measures being re-tightened.		Discuss at committee meeting			Done

FINANCIAL TASKS	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
Work out the costs of returning to activity for your club and create a 6-month forecast, which should be updated weekly and considers the different scenarios related to your club's activity offer.	N/A				
Consider the financial impact of the closure and changes to your activity offer in relation to the financial sustainability of your club (e.g. repayment of any loans, replenishment of reserves etc).	N/A				
Discuss and agree with your committee any changes to membership fees and options associated with this. Make sure any changes are communicated to your members so they know an affordable offer is in place for those who need it.	N/A				
Put a plan in place to re-start any stopped direct debit payments linked to payment holiday items such as business rates, VAT, rent/mortgage, and TV subscriptions. Ensure that the club is in a suitable financial position before re-starting any payments if payment holiday options are still available.	N/A				
Decide whether it is appropriate to return any petty cash, paperwork, card readers, bank cards, paying in books, cheque books, savings books, and other documents/equipment if these were moved off-site. Documents and equipment should only be returned if they will be regularly used and appropriate security measures are in place.	N/A				

Consider the requirement and practicalities of collecting payments via cashless methods i.e. card payments or electronic transfer. Consider adopting a club management system such as ClubSpark which is a benefit of British Triathlon's club affiliation.	N/A				
Claim all relevant rate reliefs, government grants and insurances for loss of income during the period of closure.	N/A				
Contact your funders, supporters and sponsors to discuss any immediate and future changes to your service offer and work with them to identify and manage any impact on the terms, conditions and financial considerations associated with their support.	N/A				

## MARKETING AND COMMUNICATIONS

TASKS	N/A	ACTION REQUIRED	BY WHO?	BY WHEN?	PROGRESS
Put in place a meeting schedule and establish virtual methods of communication for these. All discussion points and decisions agreed during meetings should be recorded and distributed to the relevant people.		COMMITTEE MEETINGS	L T C committee	22.7.20	Done.
Prepare a communications plan to enable you to inform all relevant people and organisations of your plans to restart activities and re-open your facilities. Be clear on what you will restart/reopen, the activities that will be delivered, changes to your service offer and actions being taken to minimise risks.		Ongoing email updates	AC		Ongoing
Use your club website, social media, newsletters, messaging apps, text messages and other methods to help you communicate messages about your restart and reopening to your members, volunteers and partners.		Ongoing email updates	AC		Ongoing
Communicate your plans to members/participants and volunteers who are not yet able to return (e.g. shielded groups, 70+ etc) or those who do not yet feel safe to return. Communications should include how you will continue to engage with these individuals and how you can help them to be active and stay socially connected to the club.		Covid email	ST/AC		Done
Inform the relevant people and organisations about any planned changes to your services and what this means for them.	N/A				

Plan and arrange for communications to be regularly sent to remind members and volunteers about Government advice regarding returning to activity, the extent of your offer and stressing the need to remain at home for the required period of time if they are symptomatic.		Covid email	ST/AC		Done
Communicate any new cleaning procedures, hygiene measures, social distancing measures and safety protocols that are in place to all members, volunteers, guests and partners to help reduce fears/anxiety about returning. Use this communication to advise of personal responsibility towards cleaning and hygiene.	N/A				
Consider if and when you could develop a re-launch campaign to attract any potential new or lapsed members.	N/A				
Gather and share testimonials from those who have returned to activity and share these on your social media/website and via newsletters.		Share content via social media, e mail	All		

## APPENDIX A: Mapping your Activity Offer

SERVICE / ACTIVITY OFFER	BRIEF DESCRIPTION	BENEFICIARIES	ADAPTABLE? Y/N AND HOW	RESOURCES	RISKS & FINANCIAL IMPLICATIONS	DESIRED DATES FOR THIS GROUP RE-STARTING ACTIVITY
<i>What you provide and what you do</i>	<i>What's involved</i>	<i>Which groups most benefit from this service?</i>	<i>Is it possible to adapt the activity to meet social distancing rules, British triathlon guidelines and other guidance - Y/N. Think about and explain how you can achieve this.</i>	<i>What resources are involved in delivering the service?</i>	<i>What are the risks and financial implications?</i>	<i>What is the target date for restarting?</i>
<p><i>J u n i o r r u n n i n g S e s s i o n f o r 11-14 y e a r o l d s</i></p> <p><b><i>This is an example and should not be used</i></b></p>	<i>Weekly training sessions on a Saturday Morning and group run on a Wednesday night</i>	<i>Young people aged 11-14</i>	<p><i>Yes, but with significant changes and booking required by all participants prior to session.</i></p> <p><i>Staggered training times and smaller training groups of five, spread across a large area working on running skills/ drills. Likely that age groups will be bi-weekly. More volunteers will be needed to monitor the group to ensure safeguarding guidelines are maintained.</i></p> <p><i>Group runs set of in groups of 5 at staggered intervals.</i></p>	<p><i>Increase in coaches / volunteers to monitor the sessions. May require more space therefore may need a larger area/more track if possible.</i></p> <p><i>Need for people to marshal children as they arrive for training and parents should remain in cars if possible. Small groups of parents can spectate as long as they are in groups of less than 6, maintaining social distancing; this should be one per child.</i></p> <p><i>Clubhouse can only open for toilets / throughways and signs to be put up.</i></p>	<p><i>Potential for less children to come back therefore may not cover facility costs. Booking in advance should help mitigate this but need to consider the minimum numbers to be viable.</i></p> <p><i>Increase in training costs for additional volunteers - online safeguarding training.</i></p>	<i>Not possible to predict yet</i>