

Paddlesport Guidance

5 Levels of Protection

Effective 17th May 2021



Scottish Canoe Association
Comann Curach na h-Alba

INTRODUCTION

This guidance is effective from the 17th May following the latest update from Scottish Government.

This guidance outlines how and what paddlesport activity can take place dependent on [which protection level any local authority area](#) is assigned to.

[Scottish Government's strategic framework document outlining 0-4 Protection Levels](#)

Our priority remains to protect the health of our members, volunteers and staff and the wider community and help to suppress the spread of the COVID-19 virus. Please read the guidance below **in conjunction with any updated Scottish Government guidance** and continue to engage in paddlesport in a safe and considerate manner. and continue to engage in paddlesport in a safe and considerate manner.

If you have any questions about the guidance please don't hesitate to contact us: hello@canoescotland.org

Summary Tables		Level 0	Level 1	Level 2	Level 3	Level 4	
OUTDOOR ACTIVITY	Informal Paddlesport Activity	Children U12s	All activities can take place.				Activities which maintain 2m distancing can take place. The normal Scottish Government rules on outdoor gatherings apply: Age 12+ and over: 4 adults from 2 households. Under 12s do not count towards households or numbers when meeting outside.
		Children 12+ and Adults	Groups of up to 15 people from up to 15 households.	Groups of up to 12 people from up to 12 households.	Groups of up to 8 people from up to 8 households.	Activities that maintain 2m distancing can take place. Groups of up to 6 people from up to 6 households.	
	Organised Paddlesport Activity*	Overview	Max. bubble size: 500 participants* Total Daily Limit: No limit	Max. bubble size: 100 participants* Total Daily Limit: 1000 participants	Max. bubble size: 50 participants* Total Daily Limit: 500 participants	Max bubble size: 30 participants Total Daily Limit: 200 participants	Local training/competition only. U12s: max 30 including coaches. Over 12s/adults max 15 including coaches.
			Bubbles must not mix at any time before, during or after an activity.				
			The maximum bubble size doesn't include coaches, officials and other volunteers.		The max. bubble size does include coaches, officials and other volunteers.		
		Max. bubble sizes can not be exceeded unless an exemption has been authorised in advance by the SCA.					
	Children U18 yrs	All Organised Activities* can take place with the protection measures outlined in this document. This includes activities which could lead to less than 2m distancing from people outwith your household.				Organised activities* can take place with Under 12s in groups of up to 30 (including coaches and officials). This includes activities which could lead to less than 2m distancing from people outwith your household	
		All Organised Activities* can take place for people who are 12-17 years in groups of up to 15 (including coaches and officials).					
		Adults (18+)	All Organised Activities* can take place with the protection measures outlined in this document. This includes activities which could lead to less than 2m distancing from people outwith your household.		Organised Activities* which maintain 2m distancing. can take place with the protection measures outlined in this document.		Organised Activities* can take place for people who are 18 and over in groups of up to 15 (including coaches and officials) which maintain 2m distancing. Authorised British Canoeing Training and Qualification courses for essential* participants can take place
	All Authorised British Canoeing Training and Qualification courses can take place.						

		Level 0	Level 1	Level 2	Level 3	Level 4
ORGANISED INDOOR ACTIVITY*	Overview	<p>The number of participants allowed to take part in organised indoor activity should be determined by venue specific risk assessments conducted using the Scottish Government guidance on the opening of sport and leisure facilities. Any activity permitted in the table below is subject to protection measures.</p> <p>Refer to Appendix B, for specific guidance on swimming pool activity. See page 6 for details of Coaching and Education indoors.</p>				Indoor activity prohibited
	Children U18s	All paddlesport related activity permitted				
	Adults (18+ years)	All paddlesport related activity permitted	Activities which maintain 2m distancing can take place	Indoor individual activity (e.g. exercise / training) only. No indoor group activity. See page 6 regarding British Canoeing Courses		

		Level 0	Level 1	Level 2	Level 3	Level 4	
TRAVEL	Indoor & Outdoor Paddlesport Activity	Travel guidance outlined by the Scottish Government should always be followed. Further information on what travel is permitted in the five protection levels for each local authority area is available at Coronavirus (COVID-19): local protection levels and summarised below. Specific information on car sharing is available from Transport Scotland: advice on how to travel safely . People should not car share with those from outside their household. Where shared travel is required as a part of commercial, tourism or educational activity, follow the advice at Coronavirus (COVID-19) Phase 3: Staying safe and protecting others .					
		Children and young people can travel to and from a Level 4 area, if for example, they belong to a club which is outside their own local government area. This flexibility is to allow children and young people to take part in sport or organised activity, but they should travel no further than they need to. If attending a sport/activity in a Level 3 area or below, Level 4 guidance will apply to the whole activity e.g. 12 to 17-year-old outdoor activity should be restricted to non-contact and include a maximum of 15 participants.					
		Participants aged 17 years or under can travel to and from Level 0, 1, 2 and 3 areas to take part in organised sport, physical activity, training and competition.				See below	
		Travel is permitted for everyone undertaking organised sport and informal exercise between levels 0, 1 and 2 however unnecessary journeys should be avoided where possible			Participants aged 17 years or under living in a Level 3 or 4 area can now travel outwith their local government area to take part in informal exercise . Such activity should follow Scottish Government ' local protection levels ' guidance.	Participants aged 18 years or over living in a Level 3 area should only travel locally (within their own local government area) or to another Level 3 area to take part in organised activity.	Participants aged 18 years or over living in a Level 4 area should only travel locally (within their own local government area) to take part in organised activity.
TRAVEL	British Canoeing Training and Qualification courses	Additional guidance has been issued by sportscotland relating to recognised governing body qualifications. This includes qualifications, training and CPD for individuals who deliver paid or voluntary coaching, leadership or instruction. This applies to British Canoeing Training and Qualification courses (Coaching, Leadership, Safety, CPD modules and also Personal Performance Awards where required in preparation for a qualification to coach or lead).					
		Travel between levels 0/1/2 to participate in Authorised British Canoeing Training and Qualification courses is permitted.		Participants living in a Level 3 area can travel to any Level 3 area to participate in a British Canoeing Training or Qualification course. Travel between levels to participate in Authorised British Canoeing for *Essential Education only	To minimise the risk of spreading the virus, you must stay at home as much as possible. Travel between levels to participate in Authorised British Canoeing Training and Qualification courses is permitted for essential* purposes, preferably not by public transport, and avoiding car sharing where practical.		

		Level 0	Level 1	Level 2	Level 3	Level 4
COACHING & EDUCATION	Overview	The guidance in this document is for coaches, leaders, providers, deliverers and instructors, herein referred to as coaches. In addition Getting Coaches Ready for Sport provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions. The local protection level in place for sport and physical activity will dictate what activity can be coached, indoors and outdoors and to whom in that area. See indoor / outdoor above for further information.				
	Meeting Rooms / Classrooms	Consider whether meetings and training must be completed in person or whether alternative approaches can be used; e.g. virtual sessions. If it is essential that sessions take place in person, Scottish Government guidance for general workplaces must be followed and a risk assessment should be completed.				No indoor meetings or classroom activity
	Authorised British Canoeing Training and Qualifications	Providers who wish to deliver courses in any Protection Level must first complete the sportscotland COVID Officer e-learning . Providers delivering courses after Friday 27th November must also complete the SCA COVID Course Delivery e-learning module. Register with SCA for access. Normal SCA Course Authorisation applies. SCA staff will continue to engage with providers of awards via the dedicated Facebook group and through online meetings to assist providers to make appropriate decisions on delivering courses. Minimum ratios have been adjusted to allow programmes to be offered. Refer to British Canoeing Awarding Body guidance. See Appendix D for further details for Level 3 and 4.		All British Canoeing Training and Qualification courses can take place.	All British Canoeing Training and Qualification courses can take place, subject to modifications to reduce close contact.	Only essential* delivery of British Canoeing Coaching, Leadership and Safety courses can take place with a total group size of up to 15 people. See Appendix D .
PERFORMANCE SPORT	Performance	Performance sports with Resumption of Performance Sport guidance in place and approved by Scottish Government or sportscotland is permitted at all Levels.				
HOSPITALITY & RETAIL	Clubs & Sports Facilities	Clubhouses/Centres/Activity Providers/Sports facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance appropriate to the protection level in which they are operating. Further information is available at Coronavirus (COVID-19): tourism and hospitality sector guidance . Retail units operated by sports facility operators may reopen provided all specific Scottish Government guidance for retailers appropriate to the protection level in which they are operating is in place and adhered to. Further information from the Scottish Government is available at Retail Sector Guidance .				
TOILETS, CHANGING & SHOWER ROOMS	Club, Centre & Sports Facilities	Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website Opening Public Toilets Guidelines				
		Where changing rooms and showering facilities are to be used specific guidance relating to use of 'Changing and Showers' is available at Getting Your Facilities Fit for Sport . This is applicable at all levels where facilities remain open.				Changing rooms closed

PEOPLE	Providers & Volunteers	Facility operators must ensure that Government guidance on workforce planning in sport & leisure facilities is followed for contractors, staff or volunteers and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.
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Definitions

1. **Organised Activity:** Activities meeting the following criteria:
 - are undertaken in a structured and managed way
 - follow SCA guidance and any other relevant guidance
 - is overseen by an appointed [COVID Officer](#) who has completed the free [sportscotland elearning](#)
 - a documented risk assessment is undertaken and mitigating actions put in place to ensure the health, safety and welfare of participants, coaches and officials
2. **Informal:** Not meeting the criteria for organised activity above
3. ***Essential** education is any of the following:
 - An essential requirement for employment or deployment, paid or voluntary.
 - Required for the retention or completion of a formal qualification.
 - Required for the retention or completion of a license or endorsement (such as maintaining CPD status, provider roles)
 - Required for the safe delivery or supervision of sport and physical activity

Protection Measures and Additional Guidance

1. **COVID Officer** - Clubs, Centres and others facilitating organised paddlesport activity should appoint a [COVID Officer](#) to ensure all appropriate management processes are in place and effectively oversee and maintain the implementation of measures outlined in guidance. A free **sportscotland** e-learning module for [COVID Officers](#) is [available here](#)
2. **Risk Assessment** - as is standard practice for all paddlesport activity a risk assessment should be carried out prior to any organised activity taking place.
3. **Equipment** - Paddlers are encouraged to use their own equipment. Where equipment is to be used by individuals from more than one household (such as shared / borrowed equipment at a club or centre), refer to the [Appendix A](#) for further details. For guidance on accessing an outdoor compound or storage safely please see [Appendix A](#).
4. **Indoor Storage** - Access to indoor storage areas is permitted in all levels. However, the club/centre committee/management should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.
5. **First Aid Protocols** -
 - a. Ensure access to first aid and emergency equipment is maintained and has been updated appropriately for the COVID-19 pandemic and first aiders have appropriate training.
 - b. In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may be required to attend to the injured participant. The [COVID Officer](#) should consider processes for managing this as part of their 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 for children/vulnerable adults.
 - c. Follow the COVID-19 [advice from the Resuscitation Council \(UK\)](#) particularly in respect of any required resuscitation after major injury or drowning.
6. **Screening, Test and Protect** -
 - a. Participants should be asked to complete a self-declaration about their health and circumstances before attending a session. Templates available from [canoescotland.org/covid](#)
 - b. The organiser of the session/competition must keep a record of attendees for 21 days in accordance with the Scottish Government [Test and Protect](#) process.

- c. NHS Scotland has launched a [free mobile app](#) designed to help with contact tracing efforts and slow the spread of COVID-19. The Protect Scotland app will alert users if they have been in close contact with another app user who tests positive for coronavirus.
 - d. If a person has a continuous cough, high temperature or loss or change in taste or smell, they should self-isolate and request a coronavirus test right away. Further information is available at [NHS Inform: Get a Test](#) or by calling 0800 028 2816
7. **Communication with participants:** You should communicate with participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity. Make participants aware in advance of measures you are putting in place at your venue, and guidelines they are asked to follow.
8. **Primary and Extended Activity** - Organisations whose primary, or additional activities fall under the jurisdiction of another sector such as Tourism, Education, Hospitality, Childcare or Retail should refer to the Scottish Government guidance or other umbrella guidance on these areas.
9. **Cleaning and Hygiene**
- a. Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.
 - b. Hand sanitiser should be at least 70% alcohol based.
 - c. Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles, handrails etc) should where possible be left open but if not possible, regular cleaning with disposable gloves should be undertaken.
 - d. Cleaning products should conform to EN14476 standard. See the [Getting your facilities fit for sport](#) guidance for more information.
10. **Face Coverings**
- a. Those accessing indoor spaces must wear face coverings, before and after activity.
 - b. Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government [Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#).
 - c. Sports facility operators should ensure participants and visitors wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas. This is a mandatory requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear

- a face covering. For example, if you have a health condition or you are disabled, including hidden disabilities such as autism, dementia or a learning disability.
- d. Be aware that face coverings discriminate against some deaf people who need to look at lips to help communicate. Staff in facilities should be made aware that it is okay to remove their face coverings to communicate with someone who relies on lip reading and facial expressions.
 - e. Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government Coronavirus (COVID-19): tourism and hospitality sector guidance.
 - f. [Coronavirus \(COVID-19\): public use of face coverings](#) provides guidance on general use and exemptions.
11. **Sensitivity to the environment** - Remember all the normal considerations for protecting the environment, such as Check Clean Dry.
 12. **Access** - Our right of responsible access under the Scottish Outdoor Access Code remains in place. Park cars well away from other vehicles in order to maintain physical distancing at all times
 13. **SCA membership** - Members of clubs who are not full members of SCA are only insured when taking part in organised club activity. If paddlers want to ensure they are insured they can take out individual SCA membership if they wish to paddle independently of the club. www.canoescotland.org
 14. **Insurance** - To operate within the scope of the British Canoeing/SCA insurance, follow the Scottish Government and SCA guidance. If utilising independent insurance, check with your insurer
 15. **Equality and Inclusion** - It is more important than ever to consider inclusive guidance for people who need extra support to be active and organisers should consider this as part of their work to encourage people to return.
 16. **Closely follow all advice** from the Scottish Government in relation to Coronavirus. gov.scot/coronavirus
 17. Where a disabled participant requires functional support to help them participate coaches or carers can provide this without maintaining physical distancing. In such circumstances the responsible 'COVID Officer' should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.

Appendix A - Accessing equipment

Organisations and individuals that provide paddlesport activities are responsible for planning and risk assessing how they operate. Where people might touch the same object/surface it is essential to implement the SCA guidelines below. This information should be given to all those engaged with this process either by sharing this document or briefing those concerned.

Even if all the advice is followed it does not guarantee that the risk of contracting COVID-19 is completely eliminated. The aim is to limit the chance of the virus being passed either directly from one person to another, or from contact from shared surfaces.

Limits on the number of participants accessing facilities should be risk assessed to ensure physical distancing can be maintained.

The basic principles are to **minimise person-to-person infection** and **minimise the chance of infection from contact with surfaces**.

1. Maintain physical distancing between household groups. Access will need to be managed in order to facilitate physical distancing.
2. Those accessing indoor spaces must wear face coverings.
3. Brief members/participants/staff on procedure for accessing equipment
4. Every person to wash hands using soap and water or 70% Alcohol hand sanitiser prior to gaining access to the premises, if they come into contact with surfaces and when leaving. Hands should be visibly clean before using hand sanitiser to ensure effectiveness.
5. Avoid touching your face at all until hands have subsequently been washed or cleaned
6. Ensure mitigating actions are in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.
7. Appropriate hygiene measures must be put in place and followed at all times. This includes appropriate PPE for the designated persons/household to ensure the operator is safeguarded.
8. Care must be taken not to touch surfaces which have not been disinfected.

All surfaces must be disinfected afterwards using the cleaning protocols.

Appendix B - Indoor Swimming Pool guidance

1. **Communication** - All participants, parents, coaches and volunteers must be made aware of the pool procedures prior to attending pool sessions.
2. **COVID Officer** - Clubs and other organisers of paddlesport activity in pools should appoint a [COVID Officer](#) to ensure all appropriate management processes are in place and effectively oversee and maintain the implementation of measures outlined in guidance. A free **sportscotland** e-learning module for [COVID Officers](#) is [available here](#). It may be useful for other coaches and officials involved to also complete the training.
3. **Prior to the resumption of pool sessions** - Liaise with pool management so they can brief coaches, volunteers, club officials etc. on the changes to procedures for:
 - a. Entering the facility
 - b. Changing room and showering
 - c. Access and egress to/from the pool
4. **Drop off** - During drop off and pick up:
 - a. Maintain physical distancing between participants and those providing transport. Drivers should avoid waiting to pick up and drop off participants. Consider arrangements for concurrent sessions and changeover between different groups.
 - b. Participants should avoid arriving early. Parents that are collecting children should arrive at a planned time so that participants from different sessions do not mix. If a Parent /Guardian is required to assist their child changing after the activity this needs to be managed so that 2m physical distancing can be maintained.
5. **Face Coverings** - to be worn before and after activity in non playing areas of the facility (including reception, locker rooms and storage areas and elsewhere required by the pool management). Face coverings do not need to be worn when undertaking physical activity, exercise or showering/changing.
6. **Spectators limited** - Where permitted by pool management, only one parent/guardian per child/family, if required and these should be kept distanced from participants and the activity. Parents/guardians must maintain physical distancing from each other at all times.

7. **Registration and payments** - Where possible payments and registration should take place prior to attending the session as per the **Screening, Test and Protect section**.
8. **Changing Rooms and Showers** - Participants should aim to shower at home before and after each session, arrive changed ready for the activity. So the use of changing rooms is kept to a minimum and for as little time as possible.
9. **Cleaning kit** - Where equipment is in frequent use (within 72 hours), a cleaning protocol must be in place. Boats, paddles, spraydecks, buoyancy aids etc should be sanitised between sessions. Submersion in a chlorinated pool is viewed as sufficient. While putting equipment away, points of contact must be minimised and then sanitised
10. **Number of boats in the pool** - The number of boats that can be in the pool at the same time may need to be reduced to maintain 2m physical distancing.
 - a. Start off with fewer boats/people and increase as you gain experience and confidence that 2m physical distancing can be maintained.
 - b. Consider the group's paddling ability and how capable the paddlers are to maintain physical distancing.
 - c. Consider how the pool might be divided up into different areas using lane ropes etc. to help maintain physical distancing.
11. **Sessions** - Consider adopting a phased approach for your club to returning to running pool sessions:
 - a. Start with a session for the coaches and officials to gain experience with the new arrangements and to try out ideas for coaching sessions.
 - b. This could be followed by sessions for the more experienced paddlers - with the least experienced paddlers being the last to come on board.
12. **Coaching** - Plan to coach activities and skills that allow coaches and participants to maintain 2m physical distancing. Adapt/change if required.
13. **Rolling Practice** - Rolling practice (that requires assistance) can only take place for adults in Level 0, and U18s in Levels 0-2.
14. **Review** - As pool sessions progress review how well procedures have been followed with coaches, volunteers and pool management as required and adapt if necessary.

Appendix C - Further sources of information

- [Scottish Government Strategic Framework Protection Levels](#)
- [Postcode checker for local protection levels](#)
- [Scottish Government COVID-19 information](#)
- [sportscotland Coronavirus \(COVID-19\) information and resources](#)
- [Scottish Government guidance on Tourism and Hospitality \(including adventure tourism\)](#)
- [Scottish Government guidance on fully outdoor care settings](#)
- [St. John's Ambulance: Covid-19 advice for first aiders](#)
- [HSE: First Aid during the coronavirus](#)
- [Coronavirus \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#)
- [Coronavirus \(COVID-19\): tourism and hospitality sector guidance.](#)
- [Retail Sector Guidance](#)
- [Getting Your Facilities Fit for Sport](#)
- [Getting your coaches ready for sport](#)
- [Health Protection Scotland: General guidance for non-healthcare settings](#)
- [UK Government Public Health: Cleaning in a non-healthcare setting](#)
- [Health Protection Scotland: Hand hygiene techniques](#)
- [NHS Inform Coronavirus \(COVID-19\) information](#)
- [Child Wellbeing and Protection Considerations](#)
- [Scottish Government Timetable for easing coronavirus restrictions](#)
- [Transport Scotland: advice on how to travel safely](#)

Appendix D - British Canoeing Courses - Level 3 and 4

This section relates to British Canoeing Training and Qualification courses for paid and unpaid individuals in Level 3 and 4. Read this section in conjunction with the table on pages 3-6.

- All Authorised British Canoeing Training and Assessments can take place in Level 3 for all participants, and in Level 4 when deemed essential* for the participants. Planned, momentary and incidental reduction of the 2m physical distancing during British Canoeing training and assessment courses is permitted. In such cases this will have been risk-assessed in advance, mitigation measures are in place and tutors and assessors have completed the SCA Course delivery during Covid elearning.
- Whilst all Authorised British Canoeing Courses and Assessments can take place in Level 3 and 4 areas, it is important to acknowledge the increased prevalence of Covid-19 in these communities and this should be taken into consideration through the risk assessment process and planning of mitigation measures. Participants and Providers should carefully consider how essential the course is and take a responsible approach.
- In Level 4, people can only encroach within 2m of one another where it is essential for an authorised British Canoeing course. When this occurs, which is for a maximum of 5 minutes over a two day period, it will be in static groups (i.e. pairs) of learners. At all other times, the 2m physical distancing will be maintained and activities will be adapted/action planned as necessary.