

Silver City Blues

Return To Pool Guidance

Version 3 : 20/09/2020



Version Control

Version	What has changed	Date	Author
1	Original	14/09/2020	Brian Bain
2	Requirement for coaches and COVID officers to wear face coverings on poolside at ASV	16/09/2020	Jenny Brown
3	RGU Video Added Procedures for ASV updates	20/09/202	Brian Bain

Introduction

This document has been produced to give members of the club a single reference for how we will operate over the coming months while COVID-19 restrictions and other changes to our normal training regime are in place. It will be updated as the club and the pool operators gain experience of the new ways of operating and when session times change.

Along with all other aspects of our lives, COVID-19 will influence how we organise training sessions. While the Scottish Government has sanctioned the opening of pools, not all will open straight away meaning that clubs will generally have less pool time. The club will initially operate with two 1½ hour session and one 1 hour session. The numbers of swimmers who can train in a lane will be reduced and this means it will not be possible, in the short term, for members to turn up for whichever session they want. Instead we will have to operate a booking system as described below.

Pool costs have risen and the restriction on numbers in a lane mean that our cost per swimmer have risen further. As an example, the true cost of providing a 1½ hour session at ASV will be more than £9 per swimmer. The costs are above what most swimmers indicated they were prepared to pay in the recent survey. The committee has therefore made the decision to initially subsidise the cost to members by drawing down on our reserves. This situation will be monitored and it may be necessary to adjust the charges in future.

The objective of the club is to provide a safe training environment for all swimmers as they return to training and to do so at a cost which isn't too dissimilar to pre-lockdown. The booking system is intended to ensure that everyone has access to at least one session per week and we meet, or get close to the designated capacity so that the income is maximised.

Please read the following document to familiarise yourself with the new procedures. It is important that we all make our best efforts to comply with them and support each other and the club generally so that we emerge from this period in a strong organisational and financial position and ready to resume our position as Scotland's top masters swimming club.

Session Times and Rates

Details of the current sessions are

Pool	Day & Time	Arrive at Pool by	Standard Rate	Concession Rate
RGU	Wednesday 18:00-19:00	17:50	£3.50	£2.50
Bucksburn	Thursday 20:15-21:45	TBD	£5.00	£3.50
ASV	Saturday 10:30-12:00	10:25	£6.50	£5.00

The concession rate may be claimed in accordance with the clubs' [inclusiveness policy](#).

Return To Pool Declaration Form

As soon as you can, and certainly before your first session you have to complete the [declaration form](#). Most members have done this already and if you have there is no need to complete it again.

Paying for Sessions

During this period the club has set up a Pay-As-You-Go System because it is likely that the sessions available will change and because it will not be possible to allow members to train at all sessions they previously have been able to.

Payments should be made on a weekly basis by bank transfer to the clubs account (Sort Code: 80-05-17 Account Number: 00834073. When making a payment, please use the word "Training" in the reference. This will help monitoring of payments.

Booking Sessions

From September 2020, Silver City Blues will be operating a booking system for sessions to control attendance numbers in line with COVID guidelines and Scottish Swimming policies. This will operate from a simple online 'doodle' poll system.

Initially there will be two sessions per week with a third at Bucksburn being added in later. You will be able to book sessions via the Doodle Poll link on the "COVID-19 Return to Training" page of the club's website (<http://www.silvercityblues.org.uk/covid/>)

Booking a session on 19th, 23rd or 26th September

Please submit 1 booking for your preferred session. If there are still places available on the day of a session, you may book this as an additional session.

Regular booking system (after 26th September)

After Saturday training (i.e. after noon on Saturdays), you will be able to book your favoured session for the week ahead (please do not select more than one session at this stage).¹ If the system has been

¹ note that the very first sessions back on the 19th, 23rd and 26th of September will be out of sync with the set-up from October outlined below, but rules/information will be reiterated within each poll.

overbooked, those first to book the slot will get first option on their preferred slot (please follow the instructions below to avoid overbooking and being disappointed).

After Monday at 10 PM, you may select a for a second session from the slots available.

You can book a third session if there are still spaces available on the day of the session.

Please follow these guidelines to submit your booking correctly and avoid disappointment:

Booking on a Computer

- 1) Click on the link available on the "[COVID-19 Returning to Training](#)" page for the set of sessions in question.

Training Week Commencing 5th October
by SCB Bookings • 9 days ago • Print

[Add to Stack](#)

Sessions Details

Wednesday | RGU | 18:00-19:00 | 4 lanes/16 swimmers | £3.50 (or £2.50 discount)

Thursday | Bucksburn | 20:15-21:45 | 5 lanes/20 swimmers | £5.00 (or £3.50 discount)

Saturday | ASV | 10:30-12:00 | 5 lanes/20 swimmers | £6.50 (or £5.00 discount)

You will initially have 1 vote for your preferred session this week. Later in the week, a follow up email will be sent enabling a vote for any additional slots, on a first come first serve basis.

If you cannot attend the session, please uncheck your vote or inform a member of the committee as far in advance as possible to remove your vote. If you do not let us know you cannot attend with sufficient notice to find a replacement for the

[Read more](#)

	RGU Wednesday (6-7 pm, £3.50/£2.50) - Limit 16	Bucksburn Thursday (8:15- 9:45 pm, £5/£3.50) - Limit 20	ASV Saturday (10:30 am-noon, £6.50/£5) - Limit 20
5 participants	✓2	✓2	✓1
SCB Meet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jenny Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gillian M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Callum Scullion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brian Bain	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Turn on calendar sync Send

- 2) In the blue, highlighted box, please type your name:

	RGU Wednesday (6-7 pm, £3.50/£2.50) - Limit 16	Bucksburn Thursday (8:15- 9:45 pm, £5/£3.50) - Limit 20	ASV Saturday (10:30 am-noon, £6.50/£5) - Limit 20
5 participants	✓2	✓2	✓1
Your Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 3) Please check the number next to the blue tick at any session that you want to attend, prior to selecting that session – please do not exceed the limit for that session (Doodle will not prevent overbooking, but you will not be allowed to swim):

	RGU Wednesday (6-7 pm, £3.50/£2.50) - Limit 16	Bucksburn Thursday (8:15- 9:45 pm, £5/£3.50) - Limit 20	ASV Saturday (10:30 am-noon, £6.50/£5) - Limit 20
5 participants	✓2	✓2	✓1
Your Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The number of people already booked in

→

- Click the session that you want to go to and the send button will turn green. You can click your selection to undo your vote and then click on another session if you made a mistake.

	RGU Wednesday (6-7 pm, £3.50/£2.50) - Limit 16	Bucksburn Thursday (8:15- 9:45 pm, £5/£3.50) - Limit 20	ASV Saturday (10:30 am-noon, £6.50/£5) - Limit 20
5 participants	✓ 2	✓ 2	✓ 1
⊕ Your Name Here	☑	☐	☐
⊕ Laura R		✓	
⊕ Jenny Brown	✓		
⊕ Gillian M	✓		
⊕ Callum Scullion			✓
⊕ Brian Bain		✓	
			✓ 1 Send

- When happy, click Send.
- You have submitted your session; you can go back to the poll and check it if you want.
- If you have to cancel the session, you can try to edit the link (if using the same device and it recognised your previous activity), or you can email silvercitybluestraining@gmail.com and we will delete your vote and free up the slot for others to book.
- Members can cancel a session up to 24 hours before the start of that session and not have to pay.
- If you cancel within 24 hours and the session isn't full, you are liable to pay the fee.
- If there are still slots available on the day of the session you can book a third session for that week.

Booking on a Mobile Phone/Electronic Device

- Click on the link on the training page, which will lead to the doodle poll.
- Once you click on the link, you will be taken to a page that looks like this (there is normally a lot of advertising at the top of the page):



- As you scroll down you will start to see details and voting options (note that you may have to scroll below ads to see all voting options).
- Once you have read all options, type your name in to the empty name box:

6 participants

⊕

Your Name Here

5) Vote for the session you want to go to, then click send:



- 6) You have submitted your preferred session. You should be able to check the link/booking again.
- 7) If you have to cancel the session, you can try to edit the link (if using the same device and it recognised your previous activity), or you can email silvercitybluestraining@gmail.com and can delete your booking and free up the slot for others to book.
- 8) Members can cancel a session up to 24 hours before the start of that session and not have to pay.
- 9) If you cancel within 24 hours and the session isn't full, you are liable to pay the fee.

Booking Additional Sessions for the Week

After 10 PM on a Monday² or if there are still open sessions on the day of training (computer or device):

- 1) Follow the link on whatever device you prefer from above via the training page.
- 2) Follow the steps above, with an additional booking.
- 3) If your device recognises your previous voting, you can edit your previous vote for additional voting under the same name.
- 4) If your device does not recognise your previous booking, you may have to put a second entry for your name as previously done – in this case, just vote for your new session(s), as your old session will still be there under your old name.
- 5) Members can cancel a session up to 24 hours before the start of that session and not have to pay.
- 6) If there are still slots available on the day of the session you can book a third session for that week.

Any questions/problems

Please contact e-mail silvercitybluestraining@gmail.com or speak to Callum or Brian, and we will do our best to rectify and/or clarify. We may have to update this guidance as we continue.

² This will be different for the first weeks until we have access to Bucksburn.

COVID Lead Officer and COVID Liaison Officers

One of the requirements of Scottish Swimming is that each club must have a person appointed as a Lead COVID Officer with responsibility for setting up and monitoring club activities and liaising with Scottish Swimming. SCB's Lead COVID Officer is Jenny Brown.

We also need to appoint a number of COVID Liaison officers, one of whom will be in attendance on the poolside at each session to liaise with the pool operator and monitor compliance with the controls we have agreed to set up.

Please support the liaison officers and respond to their directions before, during and after sessions.

The more volunteers the better as it spreads the workload and so if you would be willing to volunteer as a COVID Liaison officer please contact Jenny.

Risk Assessments

Risk assessments have been prepared for each of the pools we use. The main purpose of these is to document the procedure we will follow to reduce the risk of transmission of the virus during a session and to satisfy ourselves, the pool operator and Scottish Swimming that the risk have been reduced to a level which is as low as reasonably practicable.

The risk assessments are available [here](#) and will be updated as deemed necessary.

Videos

Some videos to show how to access and leave the pools have been prepared and others will be added. These are available

[ASV Procedures for Entering the Pool](#)

[ASV Procedures for Leaving the pool](#)

[RGU Procedures](#)

Note that some parts of the ASV videos are don't reflect current practice see procedure later in this document.

Rules and Guidance For Training Attendance

As you will be aware, there will be many new procedures to follow when attending training sessions. These vary slightly between pools and we can expect that they will change with time. They may gradually reduce but we should expect that there will be some COVID-19 related rules for many months to come. These rules and guidance are based on information provided by Scottish Swimming which has been approved by the Scottish Government. The individual pools have set up their own requirements and while we will comply with these there are a few variations to make them more specific to masters swimmers and the way the club operates.

A set of rules has been set out for each pool to reflect the way they want to operate their facility. Many of these rules will be common but some are specific to the pool. Such pool specific rules are highlighted in **blue**.

Phase	Rules and Guidance
General	<ul style="list-style-type: none"> • All members to train within their own ability in accordance with current level of fitness. • Members must not attend training if they or a member of their household have any symptoms of COVID-19. • Self-declaration form to be completed by all members before returning to training • Members should view the video to familiarise themselves with set up at RGU before arriving for first session. This is not currently available but will be added later.
Arrival at Venue	<ul style="list-style-type: none"> • Members should arrive at the pool at least 10 minutes ahead of start time for that session. Entry cannot be guaranteed for anyone arriving after this time. • Members from separate households should not share vehicles where suitable social distancing cannot be achieved • You must follow signage for one-way system and instructions provided by RGU. This includes adhering to physically distanced queuing system and arrival on time to the facility to allow access. • Face coverings to be worn by swimmers in all areas except the pool hall. • Use the hand sanitiser stations where available on entry to the building • COVID liaison officers will check who has arrived against the list of those who have booked to attend.
Changing	<ul style="list-style-type: none"> • Members to arrive at RGU 'swim ready' — this means arriving with swimming costume / trunks already on under clothing to minimise the time spent in the changing room. • Numbers to be limited in changing rooms to allow for appropriate social distancing (11 in male changing, 9 in female changing). • Follow signage for one-way system and instructions provided by RGU staff. • Face coverings must be worn • Lockers and keys to be wiped down before and after use (disinfectant and wipes will be provided). • Flip flops to be worn in changing areas • 10 minutes max in changing rooms (showers can be used).
Entry to Pool Hall	<ul style="list-style-type: none"> • When changeover is signalled swimmers will leave changing room and move in a clockwise direction around the pool. You must follow signage for one-way system and instructions provided by RGU. • Maintain physical distancing whilst waiting for the session to start. • Flip flops must be worn on poolside.

Phase	Rules and Guidance
Training	<ul style="list-style-type: none"> • The coach and COVID liaison officer must wear a face coverings on poolside. • All lanes will swim in a clockwise direction • Maximum of 4 swimmers per lane. • Coach to split swimmers within lane between deep-end and shallow-end starting point and storage of equipment / water bottles. • It is acceptable for swimmers in a session to pass each other at less than physical distancing requirements as long as that is for a short time and only when swimmers are in motion. • It is imperative that swimmers maintain physical distancing when static either in or out of the water. Rest intervals/turnaround times/type of training will be considered carefully during session planning. • The first of the two swimmers finishing a repetition at a given end to touch wall and move 2 metres back before arrival of next swimmer (note – this will be reviewed once training recommences to establish the best method for socially distanced training). • Group briefings and corrections to be minimised. • No physical contact between coaches and athletes should take place, only oral communication, keeping the required distance. • No sharing of equipment (floats / pull buoys / water bottles etc). • Members must clean their own equipment between sessions. • Swimmers to take water bottle to training, facility vending machine or water fountain will not always be available at RGU.
End of Session	<ul style="list-style-type: none"> • Swimmers must leave poolside promptly after session has finished, maintain physical distancing and follow the one-way system at the direction of RGU staff. • Flip flops must be worn on poolside.
Changing	<ul style="list-style-type: none"> • Face coverings must be worn. • Lockers and keys to be wiped down before and after use • Flip flops must be worn on poolside. • 10 minutes max in changing rooms (showers can be used)
Leaving Venue	<ul style="list-style-type: none"> • Follow signage for one-way system and instructions provided by RGU. • Face coverings must be worn • Hand sanitiser to be used on exit from the facility

Aberdeen Sports Village

Phase	Rules and Guidance
General	<ul style="list-style-type: none"> All members to train within their own ability in accordance with current level of fitness Members are instructed not to attend training if they or a member of their household have any symptoms of COVID-19 Self-declaration form to be completed by all members before returning to training Members should view the videos for entering and leaving the pool to familiarise themselves with set up at ASV before arriving for first session.
Arrival at Venue	<ul style="list-style-type: none"> Members from separate households should not share vehicles where suitable social distancing cannot be achieved. Assemble outside the entrance until instructed to enter by ASV staff. This is different from what is shown in the video. Follow signage for the one way system and instructions provided by ASV. Face coverings to be worn in all non-sporting areas. Use the hand sanitisers located at the Aquatics Reception when arriving at ASV. COVID liaison officers will check who has arrived against the list of those who have booked to attend.
Changing	<ul style="list-style-type: none"> Members to arrive at ASV 'swim ready' — this means arriving with swimming costume / trunks already on under clothing to minimise the time spent in the changing room. Follow signage for one-way system and instructions provided by ASV. Face coverings to be worn. Maintain appropriate social distancing within the changing rooms. Get changed quickly You may get changed in the open area/corridor of the changing village while waiting to move into the pool hall. Take all of your belongings on to the pool side – lockers are not available.
Entry to Pool Hall	<ul style="list-style-type: none"> Showers will not be available prior to the swimming session. Maintain physical distancing whilst waiting for the session to start. Wait in a queue on the spectators' side of the pool until instructed to move the King Street end of the pool. You may get changed on the poolside. Follow signage for one way system and instructions provided by ASV. Place your belongings behind the lane you are swimming in.

Phase	Rules and Guidance
Training	<ul style="list-style-type: none"> • The coach and COVID liaison officer must wear a face coverings on poolside. • All lanes will swim in a clockwise direction • Maximum of 4 swimmers per lane. • Coach to split swimmers within lane between different ends of the pool as their starting point and storage of equipment / water bottles. • It is acceptable for swimmers in a session to pass each other at less than physical distancing requirements as long as that is for a short time and only when swimmers are in motion. • It is imperative that swimmers maintain physical distancing when static either in or out of the water. Rest intervals/turnaround times/type of training will be considered carefully during session planning. • First of the two swimmers finishing a repetition at a given end to touch wall and move 2 metres back before arrival of next swimmer (note – this will be reviewed once training recommences to establish the best method for socially distanced training). • Group briefings and corrections to be minimised. • No physical contact between coaches and athletes should take place, only oral communication, keeping the required distance. • No sharing of equipment (floats / pull buoys / water bottles etc). • Members must clean their own equipment between sessions. • Swimmers to take water bottle to training, facility vending machine or water fountain will not always be available at ASV.
End of Session	<ul style="list-style-type: none"> • Session may have to end 5 minutes before scheduled time to allow for cleaning. • COVID Liaison officer to clean surfaces as instructed by ASV staff. • Collect your belongings from the poolside. • Swimmers to leave poolside promptly after session has finished and follow the one-way system and instructions provided by ASV staff. Return to the changing rooms is via the side of the pool opposite to the spectator gallery – this is different from what is shown in the video. • Maintain physical distancing at end of session
Changing	<ul style="list-style-type: none"> • Wear face coverings • Maintain appropriate social distancing within the changing rooms • Change quickly • Showers are available but you are encouraged to shower at home. • Hairdryers and costume dryers will not be available for use.
Leaving Venue	<ul style="list-style-type: none"> • Follow signage for one-way system and instructions provided by ASV. • Face coverings to be worn

Bucksburn

Procedures for Bucksburn will be added to this document when the risk assessment has been completed and the introduction video has been produced.

Useful Links and Contacts

Scottish Swimming Documents

For further information on Scottish Swimming's guidance for clubs returning to training, see the following documents.

[Back to Training](#)

[Club Checklist](#)

[COVID Lead Officer Role Description](#)

[COVID Liaison Officer Role Description](#)

Committee Members

See [contact details](#) on web page