



BRITISHROWING

# Managing COVID-19

Advice for the rowing  
community



# Important Notes



## Public health is the number one priority

Do not leave your home to go rowing if Government advice means you should stay at home because:

- you or someone you live with has or has had symptoms of coronavirus (COVID-19)
- you have been told to self-isolate due to close contact with someone with a positive test;
- you are required to self-isolate due to recent international travel;
- local restrictions require you not to travel; or,
- you are in one of the more vulnerable categories and have been advised to shield from the coronavirus.

See [nhs.uk/coronavirus](https://nhs.uk/coronavirus) for more details.



## Don't forget your responsibilities

Remember that any plans for exercising or rowing during the period of coronavirus restrictions should be in addition to your normal responsibilities as a rower, coach, club or event to safety, safeguarding and welfare.



## Always check Government and waterway authority guidance

British Rowing will make best endeavours to ensure the advice contained in this document is up to date but the situation and guidance from Government is regularly changing. Rowers, clubs and events should always ensure they check relevant guidance from the Government and local waterway authorities. The latest advice from the Government is available at: [gov.uk/coronavirus](https://gov.uk/coronavirus)



## This guidance is for England only

The advice contained in this guide is aligned to the UK Government guidelines for England as the devolved governments have issued different guidance for Scotland and Wales. For advice for Scotland and Wales, please refer to Scottish and Welsh Rowing respectively.



## Check local restrictions

The UK Government is using 'local restrictions' to manage spikes in cases in particular locations. The advice in this document is designed to apply to the current national-level guidance. Clubs should check what [local restrictions may be in effect for their area on the Government website](#) and communicate that all members must operate within these restrictions regardless of where they are travelling from. Please bear in mind that there may be specific local restrictions in addition to those which apply due to your area's Local COVID alert level.

These local restrictions may mean that clubs need to adapt their plans accordingly. British Rowing will liaise with Regional Rowing Council Chairs to help provide advice in these situations.

# Introduction

Welcome to the latest version of our guidance related to coronavirus (COVID-19). As we enter the winter period, we have taken the opportunity to review and restructure the guidance to help make sure it aligns with how we anticipate the Government will be handling the situation over the coming months (although I should add that we have no advance notice of anything the Government is planning!).

A major part of this work has been to refresh the framework which this document is based on. Previously, we had set out our Return to Rowing Phases from A to H which mapped the journey from complete lockdown through to all parts of the sport being back in some form. Now we find ourselves in a more complicated situation in terms of Government restrictions where certain elements of the sport may become more restricted than others. We have, therefore, adjusted our framework to separate out the areas of sporting facilities, on-water activity, indoor activity, competition and hospitality facilities. This will allow us, and you, to 'dial up' or 'dial down' different areas of the sport as required by Government legislation and guidance. Each element has then been broken down from complete shutdown to normal pre-pandemic activity. To reflect the ongoing situation we all find ourselves in we are also renaming this document from our 'Return to Rowing guidance' to 'Managing COVID-19'.

The advantage of this new framework is that we can easily describe what the situation is for the different Local COVID Alert Levels (or tiers) set out by the Government at a national level once we are out of this, or dare I say it, future lockdowns. There are still some local variations to this structure and so it's really important that you check any specific local restrictions for your area and as always, carry out a risk assessment taking into account your own local knowledge and environment. At this stage, we've based the guidance on what the levels were before the lockdown and will review these as soon as the Government provides extra information on how things will be managed after this second lockdown ends.

I'd like to thank the many and countless people across the country working to help keep rowing going through these challenging times. From club committees to Regional Chairs and from supportive club members to our national-level volunteers, everyone has played their part in getting our sport back up and running. We know how important rowing can be to our physical and mental health and how, through this, rowing clubs can make such a positive impact in their local communities. As we've always said, public health will remain our number one priority when making decisions, but we hope to be able to keep rowing going through what looks like being a difficult winter.

As always, we will keep refreshing this guidance as more information is available or Government rules change. Please continue to support your club volunteers and competition organisers as they work hard to implement this guidance for their club or competition. And please also remember that your British Rowing membership is vital to sustaining our sport and has directly contributed to our ability to provide guidance to clubs and the entire rowing community.

Stay safe!



Andy Parkinson

Chief Executive Officer | British Rowing

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## Version History

- Version 1 – issued 22 May 2020
- Version 2 – issued 4 June 2020
- Version 3 – issued 12 June 2020
- Version 4 – issued 29 June 2020
- Version 4.1 – issued 10 July 2020
- Version 4.2 – issued 17 July 2020
- Version 5 – issued 23 July 2020
- Version 5.1 – issued 31 July 2020
- Version 5.2 – issued 13 August 2020
- Version 6 – issued 26 August 2020
- Version 6.1 – issued 16 September 2020
- Version 6.1.1 – issued 17 September 2020
- Version 7 – issued 30 September 2020
- Version 8 – issued 20 November 2020 (changes highlighted in yellow and [list of changes available in Appendix 3](#))

## Photo/Imagery Credits

- Front cover image – Drew Smith
- Icons made by Pixel Perfect and Freepik from [www.flaticon.com](http://www.flaticon.com)

# Key Facts on Coronavirus

- Coronavirus (COVID-19) is a virus not a bacterium - therefore the most effective way to avoid spreading it is to regularly wash your hands for at least 20 seconds with soap and water or, if they are not available, alcohol-based hand-sanitiser.
- Coronavirus (COVID-19) is a novel virus that hasn't been seen before in humans so there is little research available about the virus, how it is transmitted and what is best avoided.
- The virus can be passed from person to person by an infected person touching, breathing on or coughing or sneezing on a surface and spreading virus particles (known as 'shedding').

*For rowing this means we have a problem as there are shared facilities and shared equipment - not as simple as asking people to bring their own tennis racquet or ball.*

- The virus has an incubation period where someone may be able to pass on the virus but may not be experiencing any symptoms.

*This means we have to work from an assumption that anyone could have the virus and, therefore, maintain our distance from people outside of our households (as set out by the Government) and clean after ourselves and other people as if we/they might have the virus.*

- The risk of transmission of the virus is much greater indoors versus outdoors.

*Although rowing is an outdoor sport where transmission is less likely to occur, we store much of our equipment and boats indoors meaning that accessing them can be problematic.*

- There are a number of ideas about how a 'slipstream' effect might be created by someone exercising which affects the way virus particles might be spread. At this stage, there is not enough solid evidence and guidance in this area but we will continue to monitor any new information about this.

For more information on coronavirus (Covid-19) we recommend visiting the following websites:

- [UK Government coronavirus information](#)
- [NHS coronavirus information](#)
- [World Health Organisation coronavirus information](#)

# Following the Guidance

The number one priority for all of us is public health - we all have a responsibility to each other to do what's right to help reduce the spread of the virus.

As a rowing community, this means we must listen to the guidance and legislation from the Government, from navigation (waterways) authorities, from local authorities and within this document and apply it sensibly at a local level. Every club will find unique challenges and scenarios that it must work through and apply an appropriate risk assessment to.

In some cases, there may be variations between how the advice is applied. The rowing community is strongly inter-connected and we would hope that, in most cases, advice and constructive feedback shared between members, coaches, clubs and regional councils will ensure appropriate plans and actions are in place.

It is important to remember that British Rowing members, clubs and competitions are still required to follow the normal British Rowing safeguarding policies and RowSafe guidance. Likewise, through their membership of British Rowing and/or Affiliated Clubs and Affiliated Competitions, members have agreed to follow British Rowing's Code of Conduct which includes following the club's safeguarding, health and safety rules. Whilst we hope they will not be required, the usual disciplinary and grievance policies remain in force for clubs and members.

## What to do if you have questions?

If you are...

- an individual member - you should contact your club in the first instance to understand their COVID-Secure protocols.
- a club (including a school or university boat club) - please contact our Club Support team via [clubsupport@britishrowing.org](mailto:clubsupport@britishrowing.org)
- an event or competition - please contact our competitions team via [onlineentry@britishrowing.org](mailto:onlineentry@britishrowing.org)

# Our Framework

When we first introduced our 'Return to Rowing phasing', we were mapping out how we could move from a complete shutdown of rowing through to having clubs and competitions back up and running. Now we have navigated that path, we find ourselves in a different situation where more is known about the virus and the Government restrictions affect different elements of our sport in varying ways. We also find ourselves in a position where different parts of the country have different restrictions.

For that reason, we have created a new framework to replace the original phases. This separates the different parts of rowing activity so they can be 'dialed' up and down independently. In broad terms:

- Level 1 is normal pre-pandemic activity
- Level 2 is full implementation of the guidance in this document with no particular additions
- Level 3 is implementation of the guidance in this document with specific limitations (e.g. on group sizes or specific services)
- Level 4 is restricted rowing activity
- Level 5 is no activity

For each of the elements of our sport, this means slightly different things as set out in the table below.

| Rowing Level | Club Sporting Facilities                                   | Hospitality Facilities  | On-Water Activity  | Indoor Club Activity  | Competition  |
|--------------|--|---|--|---|--|
| 1            | Normal activity  | Normal activity   | Normal activity  | Normal activity   | Normal activity  |
| 2            | All COVID-Secure facilities open                           | COVID-Secure catering & bar facilities open                           | All crew boats allowed subject to COVID-Secure protocols                           | Indoor training allowed subject to COVID-Secure protocols                           | Affiliated competitions  |
| 3            | All COVID-Secure facilities open with specific limitations | COVID-Secure catering & bar facilities open with specific limitations | All crew boats allowed subject to COVID-Secure protocols with specific limitations | Indoor training allowed subject to COVID-Secure protocols with specific limitations | COVID-Secure private matches and affiliated competitions subject to specific limitations |
| 4            | Minimum facilities to allow COVID-Secure boating only      | COVID-Secure takeaway services only                                   | Single household crews* for personal exercise only                                 | Personal exercise only  | COVID-Secure intra-club competition  |
| 5            | All club facilities closed                                 | All club hospitality facilities closed                                | No on-water rowing activity  | No indoor club activity   | No competition   |

\* Single household crews means singles or crew boats made up of a single household or Support Bubble.

Please bear in mind that some of the requirements to make certain facilities COVID-Secure (particularly bars and catering facilities) may mean that it is not sensible for rowing clubs to open them at this time so as to focus on managing the facilities required for rowing activity. Equally, just because something is permitted, a club/competition may feel, on the basis of their risk assessment that their particular local circumstances mean that it is not safe to put this into practice. Please respect the decisions of your clubs and volunteers.

## Current Levels (5 November onwards)

| Club Sporting Facilities   | Hospitality Facilities              | On-Water Activity                                 | Indoor Club Activity    | Competition    |
|----------------------------|-------------------------------------|---|-------------------------|----------------|
| Rowing Level 5             | Rowing Level 4                      | Rowing Level 4                                    | Rowing Level 5          | Rowing Level 5 |
| All club facilities closed | COVID-Secure takeaway services only | Single household crews for personal exercise only | No indoor club activity | No competition |

On 31 October, the UK Government announced that the whole of England would be placed in a lockdown from 5 November until at least 2 December. During this time:

- we advise affiliated clubs to close all facilities;
- in line with other pubs and restaurants, hospitality facilities may operate as takeaway only (although in the vast majority of cases this is probably not practical for rowing clubs);
- rowers may use singles or crew boats made up of a single household or Support Bubble for personal exercise only, i.e. no organised club outings - due to the closure of club facilities, this is only possible if your boat can be launched without using or accessing any club facilities or property (including outdoor racks and/or landing stages that are part of the club or sporting facility);
- indoor training facilities should be closed; and,
- no rowing competition should take place (virtual competitions such as British Rowing Challenge Hub are permitted).

### School sport

The only exemption in relation to grassroots sport in the new lockdown rules is for school sports activities. School sport is permitted both for in curriculum activity and extra-curricular activity:

- Schools should continue to provide extra-curricular sport as long as they can do so in a way which i) maintains the integrity of schools' COVID 19 protocols such as approach to bubbles, staffing and social distancing and ii) is subject to appropriate risk assessment.
- Where the guidance refers to supporting parents to work, there is no additional need for schools to prove that extra-curricular clubs are helping parents to work or seek work.
- Extra-curricular clubs should not take place if they are bringing together groups of young people who would not otherwise be spending time together. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.

Schools are able to work with external coaches, clubs and organisations for activities where they're satisfied that it's safe to do so based on their COVID parameters and the points above. For more details see the advice below:



[Education and childcare settings: national restrictions from 5 November 2020](#)

### Elite sport

There continues to be exemption to the national lockdown restrictions for designated elite athletes. In rowing, these are only those senior GB Rowing Team members currently training at the National Training Centre as agreed with UK Sport. At this time these athletes are training at three locations: the National Training Centre in Caversham, Longridge and Bisham Abbey. This elite athlete exemption will not be extended beyond this definition as agreed with UK Sport.

## Local COVID Alert Levels



Local COVID Alert Levels are not in effect during the lockdown but are currently set to come back into effect on 2 December - subject to confirmation from the Government. The advice below is based on the levels as they were before the lockdown and we will review these as more information is available from the Government. We have kept these in the document to aid with future planning.

The UK Government has previously set out restrictions based on three tiers of Local COVID Alert Levels: medium, high and very-high risk (also known as Tier 1, 2 and 3). Based on this national framework we believe this can be mapped to our framework as shown below. It is important to remember that there may be additional local restrictions above those set out as part of the national Local COVID Alert Levels.

The limitations that apply at each level are set out at the beginning of each section of this guidance with further explanation that builds on the summary below.

### Medium Risk Local COVID Alert Level

| Club Sporting Facilities  | Hospitality Facilities  | On-Water Activity  | Indoor Club Activity                                      | Competition             |
|---|---|--|---|-------------------------|
| Rowing Level<br>3   | Rowing Level<br>3   | Rowing Level<br>2  | Rowing Level<br>2   | Rowing Level<br>2       |
| All COVID-Secure facilities open with specific limitations  | COVID-Secure catering & bar facilities open with specific limitations                                   | All crew boats allowed subject to COVID-Secure protocols | Indoor training allowed subject to COVID-Secure protocols | Affiliated competitions |
| Rule of Six must be followed when not training<br><br>Changing rooms and showers for essential use only | Rule of six must be followed<br><br>Table service only<br><br>Hospitality facilities must close by 10pm |  |   |                         |

### High Risk Local COVID Alert Level

| Club Sporting Facilities  | Hospitality Facilities  | On-Water Activity  | Indoor Club Activity                                      | Competition             |
|---|---|--|---|-------------------------|
| Rowing Level<br>3   | Rowing Level<br>3   | Rowing Level<br>2  | Rowing Level<br>2   | Rowing Level<br>2       |
| All COVID-Secure facilities open with specific limitations  | COVID-Secure catering & bar facilities open with specific limitations   | All crew boats allowed subject to COVID-Secure protocols | Indoor training allowed subject to COVID-Secure protocols | Affiliated competitions |
| No mixing of households indoors except when training indoors or on-water and following COVID-Secure protocols<br><br>Rule of six applies outside<br><br>Changing rooms and showers for essential use only | No mixing of households indoors<br><br>Rule of six applies outside<br><br>Table service only<br><br>Hospitality facilities must close by 10pm |  |   |                         |

### Very-High Risk Local COVID Alert Level

| Club Sporting Facilities  | Hospitality Facilities  | On-Water Activity   | Indoor Club Activity  | Competition   |
|---|---|---|---|---|
| Rowing Level<br>3   | Rowing Level<br>3   | Rowing Level<br>3   | Rowing Level<br>3   | Rowing Level<br>3   |
| All COVID-Secure facilities open with specific limitations  | COVID-Secure catering & bar facilities open with specific limitations   | All crew boats allowed subject to COVID-Secure protocols with specific limitations  | Indoor training allowed subject to COVID-Secure protocols with specific limitations   | COVID-Secure private matches and affiliated competitions subject to specific limitations  |
| No mixing of households indoors except when training indoors or on-water and following COVID-Secure protocols<br><br>Rule of six applies outside<br><br>Changing rooms and showers for essential use only | Only catering facilities open, no bar facilities<br><br>No mixing of households indoors<br><br>Rule of six applies outside<br><br>Table service only<br><br>Hospitality facilities must close by 10pm | Clubs and/or members in Very-High Risk areas should not travel outside their Very-High Risk area for rowing purposes<br><br>Other rowers should not travel into a Very-High Risk area for rowing purposes | Clubs and/or members in Very-High Risk areas should not travel outside their Very-High Risk area for rowing purposes<br><br>Other rowers should not travel into a Very-High Risk area for rowing purposes | Clubs and/or members in Very-High Risk areas should not travel outside their Very-High Risk area for rowing competition<br><br>Other rowers should not travel into a Very-High Risk area for rowing competition |

## Which Local COVID Alert Level applies?

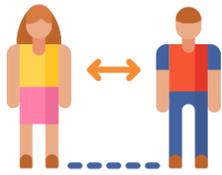
One area of confusion has been which of the Local COVID Alert Levels applies - is it where the club or competition is situated or where the member lives. The simple answer is whichever is the higher level of the club, competition or where a member lives applies. For example, a member living in a 'very-high' risk area should follow the guidance for a 'very-high' risk area even if their club is in a 'medium' risk area.

## Useful Links

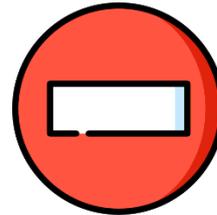
 [Coronavirus \(COVID-19\): guidance on the phased return of sport and recreation](#)

 [Sport England frequently asked questions on coronavirus \(COVID-19\)](#)

# Advice for Rowers



Follow social distancing guidelines at all times



Do not visit your club if you or anyone in your house are showing any symptoms of coronavirus (COVID-19) or whilst you should be self-isolating or shielding



Wash your hands regularly with soap and water for at least 20 seconds



Follow any rules set out by your club to keep equipment and facilities clean



Respect the rules set out by your club and help yourself, your clubmates and the public stay healthy



Walk, cycle, run or drive to your club – avoid public transport where possible



Take it easy when getting back on the water, your body may need to get used to rowing again



Look after your hands - you'll probably find you get blisters once you're back on the water again



Respect other water users, remember for some people the water is their home



Be kind - your club's committee are giving up their time for free to ensure you are all safe

**STAY ALERT >> CONTROL THE VIRUS >> SAVE LIVES**

## Can I travel to exercise/row?

During the lockdown, Government requirements set out that you should avoid travelling out of your local area and attempt to reduce the number of journeys you are taking. Short journeys to allow you to exercise are permitted but there is an emphasis (without definition) on short journeys.

If travelling for exercise, you must respect any differing restrictions in Scotland and Wales which may either restrict rowing activities or restrict you from travelling into Scotland or Wales.

# Managing a club during coronavirus (COVID-19)

For the foreseeable future, rowing clubs will need to make changes to the way they operate to help control the spread of coronavirus (COVID-19). The advice below sets out some general advice about managing your club during the pandemic. It is important to remember that your club should make the decisions that feel right for your club and should base it on your own risk assessment taking into account your particular local situation.

At all times, the advice from the Government should take priority over any rowing specific advice. You can find general coronavirus advice and specific advice for the sports sector from the Government at the links below:

 [UK Government advice on coronavirus](#)

 [UK Government advice on coronavirus for the sports sector](#)

You must also consider any restrictions from your local waterway authority, some of which are working hard to ensure that essential waterway traffic is supported.

As more information about further stages becomes available, this guide will be updated.

## General principles

Coronavirus (COVID-19) doesn't change any of our responsibilities towards safeguarding or safety. Your safeguarding policy and club safety plan must form a key part of your club's planning. At every stage, your club should not feel pressured to allow anything you are uncomfortable with.

When trying to consider if a particular activity is appropriate, the overarching principle that should be applied in any phase is: if a specific activity was considered acceptable by your club before coronavirus, providing the activity can be delivered with the same risk management controls in place within the letter and spirit of any Government restrictions then it should still be acceptable.

Please note that failure to follow Government guidance and/or British Rowing advice is likely to adversely affect your club insurance, and there are large fines for not complying with the Government's COVID-19 legislation.

In this guidance we have not specifically made any reference to adaptive rowing as there is currently no additional advice in relation to adaptive rowing. There is no specific reason why an adaptive rower should generally be at any greater risk than another member of your club and as with all members you should discuss any specific conditions or particular concerns with them during the opt-in process.

## Juniors & safeguarding

It is important to remember that all the same rules are in place around safeguarding junior rowers. This means that any club where any junior activity takes place will be required to follow all the normal safeguarding procedures (including appointing a Club Welfare Officer etc.). Clubs without a junior section may want to consider this carefully as there may be questions from members about allowing their children to use club boats and equipment. For more details see our safeguarding policies:

 [British Rowing Safeguarding Policies](#)

A common question we were asked in the early stages of re-opening is whether a parent could take out their child in a double. As set out in the general principles section above, if this was allowed by your club before the lockdown and if it complies with the latest government restrictions then it should be ok. If not, you will need to carry out an appropriate risk assessment and ensure you have the right measures in place to mitigate and control any risk created by this.

We would remind you that you should seek appropriate parental consent for your arrangements for juniors. For example, where an adult member would be expected to explicitly opt-in, you should ensure the parent or guardian provides consent for the junior instead.

## Other water users

With many normal gathering spaces closed and limits to the normal activities people can take part in, there has been an influx of extra people in areas around waterways and on the water itself. Please promote a courteous attitude towards other water users and be aware many may be new to the waterways and have limited knowledge of navigation rules.

## People & members

The key to well-run clubs are the people that run them as volunteers or employees. Over the coming months, these people are going to be really important. As you go through the process of planning and re-opening the club, you should remember:

- Some members may have been directly affected by coronavirus (personal illness, illness or bereavement in the family or loss of job) and may not have capacity or desire to get involved in the rowing club in the way they normally would.
- Some members may fall into vulnerable groups category either by virtue of their age or a pre-existing illness and therefore may not be able to be able to help in the way you might expect.

Remember to be considerate around these areas when talking with other members or the wider club as this may be a sensitive topic for those involved. Mind have some useful suggestions on coping for those affected by coronavirus and the people around them:

 [Mind: Coronavirus and your mental health](#)

 [Return to play: mental health guidance](#)

You may want to consider:

- Does the club have the right number of people with the right knowledge to plan and operate the club at each phase?
- Do your club volunteers and/or staff have up to date training and checks (e.g. first aid, SPC and DBS)?
- How might your club replace any volunteers, coaches and/or staff who might not want to return either on a temporary or permanent basis?
- Contacting people who have not returned or you haven't heard of to check in with them and double check they don't require any help
- Bear in mind, people will have taken up other activities during lockdown and will be out of the habit of coming down to the rowing club - they may have extra draws on their time which limit their ability to volunteer in the same way as before.

For more information please see the [section of this guidance on supporting your members during the pandemic](#).

### Communication

Throughout the process it is important that you communicate with your members on a regular basis. Remember:

- Agree a clear process of who will be sending out communications and who needs to review them
- Agree a method of communication with your members, bearing in mind that not all members will use the same channels
- Be clear about any changes to normal club rules/procedures that apply and reiterate that other club rules still apply
- When changes are made to club rules, be clear about when they apply from
- Be open to questions
- Consider how to manage members' expectations of what different phases will allow and when they will be implemented
- You should ensure that any changes to the guidelines are communicated in advance and within the club's facilities - you may wish to consider a notice in the door similar to this one recommended for businesses.

 [Staying COVID-19 Secure in 2020 notice](#)

- To help build confidence in the measures you are taking, you could publish your full risk assessment in relation to COVID-19 on your website so members can see the details of your planning and considerations.

### Opt-in

To help ensure that members have understood the risks and mitigation measures your club has put in place, it is recommended that you ask members to actively opt-in to re-joining activities. This is particularly important with activities which carry a higher risk of viral transmission for example: rowing in crew boats and coxing.

British Rowing advises clubs to keep a record of the opt-in from members which could include confirmation that they accept the code of behaviour related to coronavirus (COVID-19). For junior rowers and adults at risk, it is important that this written opt-in comes from their appropriate parent, guardian or carer, however, you may also wish to get the confirmation from the junior or adult at risk to ensure their understanding of the guidelines your club has put in place.

### Code of behaviour

Your plans to mitigate the risk around coronavirus will only work effectively if everyone in your club follows the guidelines you put in place. Your club should develop an appropriate code of conduct that members are asked to agree to when opting in to the new arrangements. You should keep a record of these agreements.

As an example, British Rowing had agreed a 'Behavioural Charter' with members of the GB Rowing Team during this period.

 [Example GB Rowing Team COVID-19 Behavioural Charter](#)

### Club employees

Some clubs may have paid employees including coaches. These clubs should also consider all relevant Government guidance for employers when considering their plans for the period of the pandemic.

## Financial planning & support

Throughout the process of returning to rowing, it is important to be prudent in your financial planning and decision making. Putting in place additional measures and changing operating procedures to cope with coronavirus may incur increased costs. You may also want to consider:

- How many members are unlikely to return to rowing? How many members may seek deferral of fees or some arrangement to spread the cost due to their personal circumstances? What impact will this have on cash flow?
- What activities/users are unlikely to return in the short-term and what will be the resultant loss of income?
- Have the costs of reopening been reflected in the club finances?
- If the club is reliant on bar and catering income, consider the impact of any possible changes to use of these facilities?
- Can items such as planned maintenance of boats and other equipment and new purchases be paused or deferred without detriment to the safe operation of the club and compliance with RowSafe?
- Some suppliers may no longer be able to offer credit terms in the short-term. Could and how might this impact on the club?
- If you have furloughed staff, ensure that you are familiar with the HMRC requirements for return to work?
- As a small business, have you explored the available funding options to you such as grants and loans, possibly from the local authority as well as Sport England and BR?
- Ensure a procedure for regularly reviewing finances to ensure that issues are identified as early as possible, initially fortnightly but as operations become more established this review period could be extended.
- Whilst the spread of coronavirus through handling cash is not confirmed - the club may want to consider moving to contactless cards for payments to reduce cash handling. The initial cost of acquiring a card reader may ultimately be offset by reduced bank charges in paying and withdrawing cash from the bank. Also, removing cash could reduce insurance costs.

## Financial support

If your club requires financial support, there are a number of national sources of funding. For more information see the link below or contact [clubsupport@britishrowing.org](mailto:clubsupport@britishrowing.org) if you require further assistance/

 [Support available to clubs](#)

British Rowing has launched a fund to support rowing clubs. The Club Emergency Fund aims to support affiliated clubs in the most need and whose future may be in jeopardy due to the coronavirus (COVID-19) pandemic. The fund has already provided support to a number of rowing clubs across the country, and we have recently extended the fund to cover the second lockdown period. Set the link below for more details.

 [British Rowing Club Emergency Fund](#)

## Supplier viability

Whilst you will undoubtedly want to support your long-term suppliers and local businesses where you are able, be cautious if asked to pay upfront for large orders. You should be conscious of the possibility of a supplier ceasing trading between the placing of the order and delivery. If clubs are put in this position, you may want to consider a maximum limit in order to reduce this risk.

## Scams

There has been an increase in attempted financial scams during the last few months and clubs should be alive to the risk around those.

## Managing your club's coronavirus plan

We suggest that you might want to form a specific group ('reopening committee') that can organise everything that is required at each phase of reopening your club. This process is unlikely to be a fast process and may take many months and so will allow the main club committee meetings to focus on general club business. The 'reopening committee' may include a number of members of your main club committee but separating the groups will allow you to properly examine the detail required around this process.

Your 're-opening committee' will need to make a list of tasks and plan how these will be completed. At each stage of the journey you will need to update your risk assessment to include any specific coronavirus risks. An example of some of the considerations for this risk assessment are included as an appendix to this document.

 [Example risk assessment for coronavirus specific concerns](#)

The Health and Safety Executive have also issued guidance on carrying out a risk assessment in the current environment.

 [HSE guidance on COVID-19 risk assessments](#)

## Reversibility

When drawing up plans to reopen facilities, make sure you consider how you would reverse any decisions should they become problematic or if the Government needs to re-impose any restrictions either nationally or locally. You will also have to respond and have a plan in place for if a member of your club test positive for coronavirus (COVID-19), some considerations for this are included in the sections below.

## Alternative club activities

During the first lockdown, clubs did a fantastic job of coming up with creative ideas to keep their members engaged in rowing programmes. You may want to continue some of these virtual activities even when some limited on-water activity is possible. A number of ideas are listed on the British Rowing website:

 [Running your club remotely: practical advice](#)

 [British Rowing @ Home Hub](#)

 [British Rowing Challenge Hub](#)

It is important to remember that you follow normal safeguarding procedures and bear in mind how to keep your members safe whilst online. Please refer to British Rowing's social media policy for full details but some important considerations would be:

- There should be no one-to-one communication with children and/or young people.
- Do you need to broadcast live? Pre-recording materials is a good way to keep everyone safe.
- If you do want to live stream or provide other interactivity, you need to ensure you think about who is at both ends of the stream – are they who you think they are?
- Do you have consent from parents if you are sending materials to under 18s?
- Who is moderating any content or communications?
- Are people appropriately qualified if they are providing any form of coaching activity?

# COVID-Secure sporting facilities

The following guidance contains specific advice for operating your sporting facilities in a COVID-Secure manner. As the Government's restrictions change for your area over the coming months, you may find that you need to close and/or re-open particular facilities in line with the guidance. There is a separate section of this guidance which contains reminders of important considerations when re-opening facilities after a closure.

The Government has published detailed advice for operating sports facilities during the pandemic:

-  [Working safely during coronavirus \(COVID-19\): Providers of grassroots sport and gym/leisure facilities](#)
-  [Return to recreational team sport framework](#)
-  [Guidance for the public on the phased return of outdoor sport and recreation in England](#)

Please see the next section of this guidance for advice on hospitality facilities.

## Current specific limitations

In addition to the general guidance set out in this section, there are additional considerations to consider in relation to Local COVID Alert Levels:

| Local COVID Alert Level   | Medium Risk   | High Risk   | Very-High Risk  | Lockdown                   |
|---------------------------|---|---|---|----------------------------|
| Rowing Level              | Rowing Level<br>3   | Rowing Level<br>3   | Rowing Level<br>3   | Rowing Level<br>5          |
| Additional considerations | All COVID-Secure facilities open with specific limitations  | All COVID-Secure facilities open with specific limitations  | All COVID-Secure facilities open with specific limitations  | All club facilities closed |
|                           | Rule of Six must be followed when not training<br><br>Changing rooms and showers for essential use only | No mixing of households indoors except when training indoors or on-water and following COVID-Secure protocols<br><br>Rule of six applies outside<br><br>Changing rooms and showers for essential use only | No mixing of households indoors except when training indoors or on-water and following COVID-Secure protocols<br><br>Rule of six applies outside<br><br>Changing rooms and showers for essential use only |                            |

### All club facilities closed

All club facilities (and property) should close including outdoor and indoor boat storage and landing stages.

The following notes relate to different COVID Alert Levels which are overruled by the lockdown during the period 5 November until at least 2 December.

### Group sizes/household groups

At all levels, club sporting facilities need to consider a safe capacity for operating in a COVID-Secure manner as set out below and then apply the specific limitations on group sizes on top of this.

For the avoidance of doubt, the 'rule of six' does not currently apply to outdoor organised sport and, therefore, rowing on water. See our section on crew boat rowing for details of recommended group sizes for on-water rowing.

The 'rule of six' also does not apply to indoor physical activity, such as training and fitness-based activities. These can continue to take place with larger numbers present, provided participants are in separate and distinct groups of up to six people which do not mix with other such groups, that social distancing is maintained and the maximum capacity of the facility is not exceeded.

Coaches may work with multiple groups back-to-back but clubs should consider how best to minimise exposure (e.g. by wearing a face covering, by limiting the number of sessions run, or the number of groups coached), as part of their risk assessment.



[Sport England Coronavirus FAQs](#)

See question "Can indoor sport take place with more than six people?"

Outside of these two situations, the rules on group sizes and household mixing related to your Local COVID Alert Level must be applied inside your facilities and on club premises.

### Changing rooms and showers

Use of changing rooms, showers and toilets should be limited to essential use only (including where safety or safeguarding measures require this - for example, changing rooms for people with a disability, those who are cold or in need of immediate assistance). Where facilities are opened, you should consider limiting the numbers using facilities at any one time to allow social distancing. Wherever possible, participants should be encouraged to arrive in clothing ready to row and to change out of kit at home.

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## General considerations

### Cleaning and disinfection of surfaces

A virus can remain on surfaces and other materials for a number of days. Virus particles could be spread by someone with an infection touching a surface or from droplets that an infected person might emit by breathing, sneezing or coughing. Remember, someone may not yet be showing any symptoms but could be spreading the virus. For this reason, it is important to regularly clean any surfaces that might be touched by multiple people, for example:

- Boats
- Blades
- Trestles
- Door handles
- Locks
- Window handles
- Handrails
- Toilets
- Launches

Boats and other shared equipment should be cleaned before and after each use and other surfaces should be wiped down frequently.

The best way to clean these is use a disinfectant, dilute mixture of water and bleach or any other cleaning product appropriate for destroying an envelope virus. If using bleach, a ratio of approximately 50:1, water to thick bleach is normally recommended but you should always check the packaging on the bleach (some weaker bleaches may require less dilution). Your cleaning solution may be placed in a spray bottle to apply the solution and then disposable paper towels can be used to wipe down the surfaces. Please remember to plan for appropriate disposal of the paper towels and to take due care with any bleach as it is a corrosive substance and can be harmful to the waterways and environment. If members require gloves to use the cleaning solution then these should not be shared.



[Government advice on decontamination in non-healthcare settings](#)

Remember that everyone should also be regularly washing their hands with soap and water. If this isn't possible then an alcohol-based hand sanitiser is a less effective alternative. A useful poster reminder of good hand hygiene is linked below:

 [Coronavirus handwashing advice poster](#)

## Test and Trace

In the case of a member testing positive for COVID-19, you may be asked to help identify contacts of that person for the purpose of NHS Test and Trace. Your club should maintain a log of who has attended the club at different times within the last 21 days to help facilitate this.

From 24 September 2020, clubs are required to display an official NHS QR code to support NHS Test and Trace. This should be provided alongside an alternative method for members to provide contact details for the same purpose. Clubs may wish to treat certain areas of the club facilities as separate venues and have separate QR Codes for these (e.g. one code for the sporting facilities and one for the club bar).

 [Government guidance on maintaining records to assist Test and trace](#)

 [Create an official NHS QR code](#)

To help minimise potential inadvertent transmission of the virus to a large number of people, you may want to consider limiting mixing of different groups of people at the club and forming 'training groups' that are consistent.

Ultimately who has to self-isolate in the case of a positive test will be down to the NHS Test and Trace programme. From the experience of clubs to date, generally, those who have rowed in the same crew as the positive individual will be asked to self-isolate by the NHS Test and Trace programme. Clubs aware of this scenario may also wish to proactively request members from the crew to stay away from the club for a period of 14 days in advance of the formal Test and Trace process.

## Capacity & ventilation

As we enter colder weather, it is inevitable that there will be increased demand for use of indoor spaces. Clubs will need to consider both the guidance related to the overall capacity of areas and the government's guidance about the mixing of different households.

Good ventilation can help reduce the risk of virus spread in indoor spaces. Where possible and practical, try and keep doors and windows open and/or any ventilation systems switched on. You may wish to consider leaving ventilation systems on at all times while the building is being used. You should only use systems that use 100% fresh air and not recycled air.

The latest Government advice suggests that the maximum capacity of an indoor facility should be set by the volume of the space with at least 100 square feet per person (this takes into account all areas of the facility accessible by members). For more details see section 5 of the Government's advice for indoor sports facilities linked below.

 [Working safely during coronavirus \(COVID-19\): Providers of grassroots sport and gym/leisure facilities](#) (see section 5)

Once you have considered the overall capacity of the indoor space available, you must ensure that adequate space is available between any equipment to allow for social distancing to be maintained and also any specific limitations applying to your local area (see section above).

## Social distancing

It is highly likely that social distancing will still be in effect for the foreseeable future. Regardless of the precise nature of the social distancing guidelines, some things your club may want to consider are:

- Would a one-way system help facilitate social distancing for members around the club?
- Do you need to limit access to certain facilities/equipment and, if so, can they be physically closed off or marked closed with signage?
- What boats are suitable for use based on the guideline and can you position them within the boathouse/outside racks to make them easier to access?
- Do you need to consider an online booking system for access to the facilities and/or equipment to help manage capacity?

We have produced a series of posters that you can adapt for your club to provide signage around your club:

 [Club coronavirus posters](#)

The following advice from CIMSPA (Chartered Institute for the Management of Sport and Physical Activity) may be useful for clubs:

 [CIMSPA: Sport and physical activity sector facility reopening guidance](#)

## Face coverings

Clubs may wish to consider their policies in relation to 'face coverings' inside the club facilities and may wish to ask members to wear these whenever they are inside the club and not exercising. This may be particularly important in areas where it is harder to maintain a social distance, e.g. narrow corridors.

## First aid

Ensuring you have the right plans in place for any emergency is important at any time, however, you may need to consider specific provisions for coronavirus. An example of this is your plan for any emergency resuscitation required. The Resuscitation Council (UK) and the European Resuscitation Council has issued more detailed guidelines advising how resuscitation should be carried out in the current situation. In any first aid situation involving someone from outside your household, you should work on the assumption that the casualty has coronavirus. Therefore, you need to take appropriate precautions:

- If the casualty is responsive and able to follow self-care advice, encourage them to do this from a safe distance.
- In other situations, for example, when a casualty is unresponsive:
  - Where possible wear gloves when touching or handling the casualty.
  - Wear a face cover/mask if available and consider placing a face cover/mask over the face of the casualty.
  - Only handle/touch what is absolutely essential, remembering that all surfaces in and around the casualty may be contaminated by the virus.
- Only provide essential direct first aid in order to limit your exposure time.
- This may include controlling significant bleeding, applying a dressing, use of an adrenaline autoinjector, assessing for responsiveness by shaking the person and shouting, and positioning of a casualty.

After administering first aid, it is essential to:

- remove and dispose of any PPE (used PPE should be treated as clinical waste)
- wash your hands thoroughly with soap and hot water for at least 20 seconds
- wash all your clothing as soon as practicable
- be prepared to self-isolate and follow national guidance if you develop COVID-19 symptoms after providing direct first aid

For further details see the links below:

 [Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings](#)

 [European Resuscitation Council COVID-19 Guidelines | First Aid specific guidelines](#)

If your club has a defibrillator, you should check it is still working, and that the pads are in date.

## Gym facilities

Gym facilities should be reconfigured to ensure that there is adequate space for social distancing. If your hospitality facilities are restricted or closed, you may wish to consider utilising this space to provide extra room. You may wish to consider:

Reconfiguration of indoor gym and weight equipment to allow for social distancing:

- This may mean that there is less capacity and you will need to adjust training times and limit the number of people in the area.
- Remove and store any gym equipment to allow this to happen
- Reviewing ventilation and airflow - does the room have a suitable extraction system? If not, can windows be opened or air conditioning equipment used in the short term to ensure that the room is well-ventilated to reduce the risk of any spread of the virus

Additional advice and guidance are available from UK Active and CIMPSA:

-  [CIMSPA: Sport and physical activity sector facility reopening guidance](#)
-  [UK Active: COVID-19 Operational Guidance](#)
-  [HSE: Air conditioning and ventilation during the coronavirus pandemic](#)

## Using gym equipment outdoors

With the current requirements to make a gym facility COVID-Secure, clubs may still wish to use some of their gym equipment outdoors. When doing this clubs should ensure that equipment is spaced at least 2m apart, group sizes are within the Government guidelines and placed on their own land rather than in public areas. Clubs will need to apply a cleaning protocol for before and after the use of any equipment.

# COVID-Secure hospitality facilities

The following guidance contains specific advice for operating your hospitality facilities (i.e. club bars, kitchens and catering facilities) in a COVID-Secure manner. Given this is not British Rowing's main area of expertise, much of this section links to guidance available from the Government for the hospitality sector. In a lot of cases, clubs may find that the requirements to operate in a COVID-Secure manner mean that it is not practical to open all hospitality facilities.

The best source of information for operating hospitality facilities during the pandemic is the Government website:

 [UK Government: Guidance for people who work in or run restaurants, pubs, bars, cafes or takeaways.](#)

## Current specific limitations

In addition to the general guidance set out in this section, there are additional considerations to consider in relation to Local COVID Alert Levels - please note that from 5 November until at least 2 December, all areas of England will need to follow the restrictions for 'Lockdown'.

| Local COVID Alert Level   | Medium Risk  | High Risk  | Very-High Risk  | Lockdown                            |
|---------------------------|--|--|---|-------------------------------------|
| Rowing Level              | Rowing Level<br>3  | Rowing Level<br>3  | Rowing Level<br>3   | Rowing Level<br>4                   |
| Additional considerations | COVID-Secure catering & bar facilities open with specific limitations  | COVID-Secure catering & bar facilities open with specific limitations  | All COVID-Secure facilities open with specific limitations  | COVID-Secure takeaway services only |
|                           | <p>Rule of six must be followed</p> <p>Table service only</p> <p>Hospitality facilities must close by 10pm</p> | <p>No mixing of households indoors</p> <p>Rule of six applies outside</p> <p>Table service only</p> <p>Hospitality facilities must close by 10pm</p> | <p>No mixing of households indoors except when training indoors or on-water and following COVID-Secure protocols</p> <p>Rule of six applies outside</p> <p>Changing rooms and showers for essential use only</p> <p>Hospitality facilities must close by 10pm</p> |                                     |

### COVID-Secure takeaway services only

During the lockdown, hospitality facilities must be closed in line with Government restrictions on the hospitality industry. Takeaway and delivery services are permitted, however, takeaway alcohol sales are not allowed.

The following notes relate to different COVID Alert Levels which are overruled by the lockdown during the period 5 November until at least 2 December.

#### Group sizes/household groups

Although an exemption exists for the purpose of organised sport to the rule of six, this does not apply to other facilities within the club. This means the rule of six must be enforced outside in all areas and inside within Medium Risk areas. In High and Very-High Risk areas, households should not mix inside hospitality facilities - i.e. should be seated at separate tables.

In both instances, different groups/households seated at different tables should not mix.

## Hospitality facilities must close by 10pm

Use of changing rooms, showers and toilets should be limited to essential use only (including where safety or safeguarding measures require this - for example, changing rooms for disabled people, those who are cold or in need of immediate assistance). Where facilities are opened, you should consider limiting the numbers using facilities at any one time to allow social distancing. Wherever possible, participants should be encouraged to arrive in clothing ready to row and to change out of kit at home.

### Table service only

In venues which sell alcohol, food and drink must be ordered from, and served to customers who are seated, in both indoor and outdoor settings. This means that a business that sells alcohol must introduce systems to take orders from seated customers, instead of at a bar or counter. Payment should also be taken at the table wherever possible, but may be taken at a bar or counter if safety measures are in place.

### What hospitality facilities can open in Very-High Risk areas?

In very-high risk areas, bars must close and can only remain open where they operate as a restaurant. This is defined as serving a "substantial meal, like a main lunchtime or evening meal". Alcohol can only be served as part of this meal service.

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## General considerations

### Test and Trace

In the case of a member testing positive for COVID-19, you may be asked to help identify contacts of that person for the purpose of NHS Test and Trace. Your club should maintain a log of who has attended the club at different times within the last 21 days to help facilitate this.

From 24 September 2020, clubs are required to display an official NHS QR code to support NHS Test and Trace. This should be provided alongside an alternative method for members to provide contact details for the same purpose. Clubs may wish to treat certain areas of the club facilities as separate venues and have separate QR Codes for these (e.g. one code for the sporting facilities and one for the club bar).

 [Government guidance on maintaining records to assist Test and trace](#)

 [Create an official NHS QR code](#)

To help minimise potential inadvertent transmission of the virus to a large number of people, you may want to consider limiting mixing of different groups of people at the club and forming 'training groups' that are consistent.

## COVID-Secure operations

If you are opening your hospitality facilities you will need to follow the Government's guidance for these types of environments. This advice can be found below.

 [UK Government: Guidance for people who work in or run restaurants, pubs, bars, cafes or takeaways.](#)

This information from the Food Standards Agency on coronavirus may also be helpful for kitchens and catering.

 [Food Standards Agency: Reopening and adapting your food business during COVID-19](#)

You will need to consider factors such as:

- Marking out areas for people to stand when ordering at the bar (if permitted by Government guidance)
- Rearranging or removing furniture to allow for social distancing
- Implementing a one-way system with appropriate spacing for queuing

It may well be most practical to keep hospitality facilities closed or restricted during the pandemic as many rowing clubs may find the requirements to be COVID-Secure onerous for their level of operations.

## **Stock management**

With the possibility of short-notice closures and/or restrictions of hospitality facilities, you should think carefully about your stock management plans. You may want to consider offering a limited menu and reducing your stock of short-life products. Clubs may wish to consider not holding any draught beer or lager stock. For the short-term, consideration should be given to serving bottled beers as this has a longer shelf life and can also be sold off quickly in the event of further lockdowns

# COVID-Secure on-water rowing activity

The following guidance contains specific advice for operating your on-water rowing activity.

You may wish to refer to the Government guidance for grassroots sport.

 [Working safely during coronavirus \(COVID-19\): Providers of grassroots sport and gym/leisure facilities](#)

 [Return to recreational team sport framework](#)

 [Guidance for the public on the phased return of outdoor sport and recreation in England](#)

Please note that the advice below has been reviewed as required by the Department for Digital, Culture, Media and Sport (DCMS) for team sport activity.

## Current specific limitations

In addition to the general guidance set out in this section, there are additional considerations to consider in relation to Local COVID Alert Levels - please note that from 5 November until at least 2 December, all areas of England will need to follow the restrictions for 'Lockdown'.

| Local COVID Alert Level   | Medium Risk  | High Risk  | Very-High Risk   | Lockdown  |
|---------------------------|--|--|--|---|
| Rowing Level              | Rowing Level<br>2  | Rowing Level<br>2  | Rowing Level<br>3  | Rowing Level<br>4                                 |
| Additional considerations | All crew boats allowed subject to COVID-Secure protocols | All crew boats allowed subject to COVID-Secure protocols | All crew boats allowed subject to COVID-Secure protocols with specific limitations   | Single household crews for personal exercise only |
|                           |  |  | Clubs and/or members in Very-High Risk areas should not travel outside their Very-High Risk for rowing purposes*<br><br>Other rowers should not travel into a Very-High Risk area for rowing purposes* |   |

### Single household crews for personal exercise only

During the lockdown, on-water activity is still permissible for personal exercise only. This should only take place in singles or crews made up purely of a single household or Support Bubble. You should also check whether your waterway is open for recreational use with your local navigation (waterway) authority. Due to the closure of club facilities, this is only possible if your boat can be launched without using or accessing any club facilities or property (including outdoor racks and/or landing stages that are part of the club or sporting facility).

The following notes relate to different COVID Alert Levels which are overruled by the lockdown during the period 5 November until at least 2 December.

### Travel into and out of Very-High Risk areas

- If you live in a Very-High Risk area you should not travel outside of this area to attend a rowing club or competition.\*
- If your club is in a Very-High Risk area and you live outside that area, you should not visit a rowing club or competition within a Very-High Risk area.\*

\* To be confirmed on publication of future Government guidance. There are likely to be some exemptions to this but we are not able to confirm this until the Government publishes plans for the post-lockdown period.

### Group sizes/household groups

At all levels, club sporting facilities need to consider a safe capacity for operating in a COVID-Secure manner as set out in the facilities section and then apply the specific limitations on group sizes on top of this.

For the avoidance of doubt, the 'rule of six' does not currently apply to outdoor organised sport and, therefore, rowing on water. See our section on crew boat rowing for details of recommended group sizes for on-water rowing.

The 'rule of six' also does not apply to indoor physical activity, such as training and fitness-based activities. These can continue to take place with larger numbers present, provided participants are in separate and distinct groups of up to six people which do not mix with other such groups, that social distancing is maintained and the maximum capacity of the facility is not exceeded.

Coaches may work with multiple groups back-to-back but clubs should consider how best to minimise exposure (e.g. by wearing a face covering, by limiting the number of sessions run, or the number of groups coached), as part of their risk assessment.



[Sport England Coronavirus FAQs](#)

See question "Can indoor sport take place with more than six people?"

Outside of these two situations, the rules on group sizes and household mixing related to your Local COVID Alert Level must be applied inside your facilities and on club premises.

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## General considerations

### Returning to exercise after coronavirus (COVID-19)

If you have (or suspect you may have) had coronavirus, you should be extremely cautious about your return to exercise. If you have any ongoing symptoms or are struggling to return to your normal level of exercise you should contact your GP.

### Rowing alone

If it becomes required to limit access to singles only, a useful document in considering your club's risk assessment and safety plan may be our safety alert, 'Is it safe to row alone?'.



[Safety Alert: Is it safe to row alone?](#)

### Crew boats of mixed households

The risk of transmission of the virus is increased in a crew boat vs. a single scull, however, the normal distance between two rowers in a crew is over 1m and by following the below guidelines the risk of transmission is reduced. Clubs should phase the introduction of crew boats back into the club (as set out below) to help minimise the risk of transmission of the virus as the number of infections in the community decreases.

Whilst it might be possible for multiple boats to be on the water at one time, boating times should be staggered so that no groups larger than 12 individuals are using the landing stages (or equivalent) at any given time. Crews should be conscious of the Government's new restrictions on group sizes when not taking part in rowing activity - e.g. a crew of eight should not socialise as a single group after the outing.

Clubs should recognise that some members may not feel comfortable returning to crew boats and any crew boat rowing should be subject to all individuals understanding the risk and agreeing to follow the procedures below.

### Crew & equipment selection

- Clubs should keep the same crew rowing together wherever possible to minimise the number of different close interactions rowers will have with each other.
- Whilst not always possible, clubs may wish to assign particular boats/equipment to particular groups or sets of groups.
- Records of all crews should be kept by the club for at least 21 days to assist with NHS Test and Trace if required.

### Pre-outing

- Before an outing, a minimum of a 2m distance should be maintained at all times until in the boat.
- When retrieving the boat from your boat storage, the minimum number of people required to safely lift the boat should be used.
- When launching, rowers should keep a 2m distance - this may mean that slightly different carrying positions are required as to usual.
- Clubs may wish to mark lifting positions on boats that are at least 2m apart to help rowers keep social distance.
- Rowers may wish to wear a face-covering during the launching process.
- Before launching the boat, rowers should clean down their area of the boat and oars and after cleaning the boat, rowers should wash their hands.
- Crew briefings (and debriefings) should be kept to a minimum and socially distanced.

### During the outing

- Crews should aim to maintain the maximum distance between rowers at all times including:
  - Rowing full crew at all times to avoid someone rowing towards another rower sat at backstops
  - Take a slow approach back into crew rowing, easing people back up to pace to avoid a rower falling out of sync with the rest of the crew.
- Rowers should avoid shouting to reduce the risk of droplet transmission.
- Whilst the use of face-covering during the outing itself is a personal choice, we would advise rowers to consider the risk of a mask getting wet through breath, sweat or splashes, restricting breathing and equally becoming less effective as protection against viral transmission when wet.

### After the outing

- Once back on the land, rowers should maintain social distancing.
- Rowers should clean down their own area of the boat before returning it to the boat store.
- Rowers should wash their hands.
- Crew debriefings (and briefings) should be kept to a minimum and socially distanced.

## Fixed seat rowing

Fixed seat rowers should follow the same principles set out in this return to rowing document. As with all clubs, the advice should be used to form an appropriate risk assessment for the local environment the club operates in.

Particular considerations for fixed seat boats are:

- Wherever possible at least two metres should be maintained between individuals, however, where this is not possible during launching/lifting, face coverings should be worn.
- When in the boat, individuals should maintain the maximum distance possible and avoid face to face contact as much as possible e.g. avoid turning to speak to a crew member or stopping for prolonged periods.

## Beginners

When coaching beginners, it may not always be possible to follow the advice above that a whole crew should row together at all times. In these instances, you may wish to put alternative mitigations in place to help keep COVID-Secure. For example, you may ask rowers to wear a face covering when they are not actually rowing (e.g. they are sitting the boat) and to place this in a ziplock bag or similar when rowing to avoid it getting dirty or wet.

## Coxing

Coxes are often in closer proximity to the stroke of the crew and also in stern-loaders are sat face to face. For that reason, there is an increased risk of transmission between a cox and rower.

When coxed boats are permitted, coxes must wear appropriate personal protective equipment (PPE):

- As with rowers, coxes may wish to wear a face-covering during the launching process.
- In a stern loader - coxes should wear both a face covering and eye protection - this eye protection could be goggles, sunglasses or a face visor (a visor protects both eyes and additionally keeps the face covering dry).
- In a bow loader - coxes should wear a face covering.

Coxing equipment (e.g. cox boxes) should be used to avoid the need for shouting but equipment (including lifejackets) should not be shared between different coxes wherever possible. Where it is unavoidable to share equipment, the cox boxes should be cleaned between uses and a record of what equipment has been shared between who should be kept.

- Coxes must sanitise their hands before touching cox boxes, life jackets or boats and again when these are put away.
- The microphone of the cox box headset must be worn outside of the cox's mask.
- If gloves are worn, a clean pair must be worn for each outing.
- Cox seat, steering wires, cox box and headset must be wiped with a sanitising wipe before and after each outing.

Before the first session, coaches are required to discuss safety plans with each cox and stroke pairing and emphasis that these guidelines are put in place to help them keep each other safe. They need to agree that if the cox or the stroke feel it is unsafe at any point, they will be supported by the coach and any necessary changes made as quickly as possible.

Clubs should keep the same crew rowing together wherever possible to minimise the number of different close interactions rowers will have with each other, therefore coxes should, wherever possible, only cox the same crew. Where this is unavoidable, clubs may wish to limit coxes to coxing one crew per day.

## Juniors & schools programmes

Schools have formed consistent groups of individuals (bubbles) and subject to the school's own guidelines and risk assessment, it may be possible to form crews of school children from the same group outside of the timings above if this is consistent with the rest of the restrictions and mitigations put in place by the school.

The 'bubbles' formed by schools apply consistently for the majority of the day, most days of the week. Clubs would not have the same consistency and any group formed by a club would be a mix of households and 'school bubbles'. For that reason clubs should follow the timelines set out above for their junior crews.

## Launches

Both safety launches and coaching launches should be equipped with appropriate personal protective equipment (PPE). This should include face mask, apron and gloves for those in the launch and spare face mask for anyone that might need to be rescued. As a safety launch's primary purpose is to provide rescue cover, those in the launch should wear the apron, face mask and gloves at all times to ensure they are ready to respond quickly if required.

It is good practice for launches specifically providing safety cover to have at least one crew member in addition to the driver and therefore this would not be possible whilst maintaining two metres distance. As both driver and crew should be wearing PPE at all times, this allows for the implementation of the Government's '1 m plus' advice. Despite the fact they are wearing PPE, the driver and crew should attempt to keep as much distance as possible, for example, the crew could sit in the bow of the boat with the driver sat at the console.

Launches used solely for coaching, only require a single driver, therefore maintaining social distancing may be possible. However, it is important to consider appropriate cleaning protocols before and after use. Clubs may wish to consider limiting the use of coaching launches or particular launches to a smaller group of individuals.

Clubs should consider if launches can be safely put afloat and retrieved whilst maintaining social distancing. You may want to consider marking particular points on a launch for people to handle boats when launching them to help them maintain the correct distance.

## Recreational rowing groups

Recreational rowing groups are normally more flexible in their makeup of crews and will form them on the day based on who turns up at the club. To enable a degree of flexibility to remain, clubs may wish to set out groups from which crews will be formed (rather than fixed crews) to reduce the number of different contacts each individual has.

## Touring activities

COVID-Secure touring rowing activities can be delivered in the same way as other on-water activity, however, any current travel restrictions should be taken into account in the planning of the activity. Any social activities outside of the rowing activity itself must be carried out in accordance with current applicable Government guidance and legislation (e.g. restrictions on group sizes and/or hospitality).

# COVID-Secure indoor training activity

The following guidance contains specific advice for operating your on-water rowing activity.

You may wish to refer to the Government guidance for grassroots sport.

 [Working safely during coronavirus \(COVID-19\): Providers of grassroots sport and gym/leisure facilities](#)

Further specific advice for school indoor rowing programmes is available in a later section of this guidance.

## Current specific limitations

In addition to the general guidance set out in this section, there are additional considerations to consider in relation to Local COVID Alert Levels - please note that from 5 November until at least 2 December, all areas of England will need to follow the restrictions for 'Lockdown'.

| Local COVID Alert Level   | Medium Risk  | High Risk  | Very-High Risk   | Lockdown                |
|---------------------------|--|--|--|-------------------------|
| Rowing Level              | Rowing Level<br>2  | Rowing Level<br>2  | Rowing Level<br>3  | Rowing Level<br>5       |
| Additional considerations | All crew boats allowed subject to COVID-Secure protocols | All crew boats allowed subject to COVID-Secure protocols | All crew boats allowed subject to COVID-Secure protocols with specific limitations   | No indoor club activity |
|                           |  |  | Clubs and/or members in Very-High Risk areas should not travel outside their Very-High Risk for rowing purposes*<br><br>Other rowers should not travel into a Very-High Risk area for rowing purposes* |                         |

### No indoor club activity

During the lockdown, all indoor training facilities including gyms, ergo rooms, tanks and multipurpose rooms should be closed.

The following notes relate to different COVID Alert Levels which are overruled by the lockdown during the period 5 November until at least 2 December.

### Travel into and out of Very-High Risk areas

- If you live in a Very-High Risk area you should not travel outside of this area to attend a rowing club or competition.\*
- If your club is in a Very-High Risk area and you live outside that area, you should not visit a rowing club or competition within a Very-High Risk area.\*

\* To be confirmed on publication of future Government guidance. There are likely to be some exemptions to this but we are not able to confirm this until the Government publishes plans for the post-lockdown period.

### Group sizes/household groups

At all levels, club sporting facilities need to consider a safe capacity for operating in a COVID-Secure manner as set out in the facilities section and then apply the specific limitations on group sizes on top of this.

For the avoidance of doubt, the 'rule of six' does not currently apply to outdoor organised sport and, therefore, rowing on water. See our section on crew boat rowing for details of recommended group sizes for on-water rowing.

The 'rule of six' also does not apply to indoor physical activity, such as training and fitness-based activities. These can continue to take place with larger numbers present, provided participants are in separate and distinct groups of up to six people which do not mix with other such groups, that social distancing is maintained and the maximum capacity of the facility is not exceeded.

Coaches may work with multiple groups back-to-back but clubs should consider how best to minimise exposure (e.g. by wearing a face covering, by limiting the number of sessions run, or the number of groups coached), as part of their risk assessment.



[Sport England Coronavirus FAQs](#)

See question "Can indoor sport take place with more than six people?"

Outside of these two situations, the rules on group sizes and household mixing related to your Local COVID Alert Level must be applied inside your facilities and on club premises.

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## General Considerations

### Setting up COVID-Secure indoor training facilities

Please see the section on facilities for guidance on setting up your indoor training facilities.

### Go Row Indoor Clubs/Indoor Rowing programmes

Clubs delivering Go Rowing Indoor programmes or similar indoor rowing 'crew classes' should follow the guidance for gyms in relation to equipment and consider what is the appropriate number of participants in any given class given the space required (there are specific requirements about the general space available per person on site as well as the spacing for equipment).



[Working safely during coronavirus \(COVID-19\): Providers of grassroots sport and gym/leisure facilities](#)

### Alternative training

When indoor training is restricted or where on-water activity is not currently possible or extremely limited, clubs may wish to consider the option of some form of small-group land training (i.e. bodyweight circuits). This may be possible in a club car park or green space/park close to the club. This could provide a great opportunity to rebuild the social connection between members and the club. There is much that can be achieved in an open-air body weight session around good athletic movement patterns, stretching, core and trunk work, squatting technique, upper body work as well as a bit of running. This will also provide the coach the opportunity to do some live coaching again to ensure good technique is maintained while exercising. A few factors to consider are:

- You will need to carefully consider the specific social distancing and group size rules from the Government but you may be able to run a series of 30 min sessions for a small group of rowers whilst maintaining social distancing or two coaches may be able to support two separate groups of rowers.
- If your members have relevant pieces of equipment at home, for example resistance bands, they could bring that piece of equipment to the land training activity for their personal use (not to be shared). This avoids the club needing to provide any equipment.
- For these sessions, rowers should arrive changed ready for the session with a full water bottle.
- Ensure your club has carried out an appropriate risk assessment, including accessing and using toilet facilities for your members if this deemed necessary.

# COVID-Secure competition

The following sections set out our advice in relation to competitions and had been developed to enable competition organisers to consider how rowing competitions can be adapted to be COVID-Secure. This guidance will be reviewed as we move through the phases and as more information becomes available.

The advice considers internal club competitions, local interclub competitions (e.g. private matches) and traditional heads and regattas. This competition guidance should be read in conjunction with the [normal advice on running events available from British Rowing](#), the wider coronavirus advice contained in this document and the [British Rowing Rules of Racing](#).

Our advice is divided into three sections:

- [General Advice](#)
- [Competition Organisers](#)
- [Spectators and control of site areas](#)
- [Hosting Clubs](#)
- [Competing Clubs](#)

Please note that the advice below has been reviewed as required by the Department for Digital, Culture, Media and Sport (DCMS).

## Current specific limitations

In addition to the general guidance set out in this section, there are additional considerations to consider in relation to Local COVID Alert Levels - please note that from 5 November until at least 2 December, all areas of England will need to follow the restrictions for 'Lockdown'.

| Local COVID Alert Level   | Medium Risk             | High Risk               | Very-High Risk  | Lockdown          |
|---------------------------|-------------------------|-------------------------|---|-------------------|
| Rowing Level              | Rowing Level<br>2       | Rowing Level<br>2       | Rowing Level<br>3   | Rowing Level<br>5 |
| Additional considerations | Affiliated competitions | Affiliated competitions | COVID-Secure private matches and affiliated competitions subject to specific limitations  | No competition    |
|                           |                         |                         | Clubs and/or members in Very-High Risk areas should not travel outside their Very-High Risk area for rowing competition*<br><br>Other rowers should not travel into a Very-High Risk area for rowing competition* |                   |

### No competition

During the lockdown period, no competition (intra-club, private matches or affiliated competitions) should take place. Virtual competitions (i.e. competitions not requiring individuals to be in the same location) are allowed including the British Rowing Challenge Hub.

The following notes relate to different COVID Alert Levels which are overruled by the lockdown during the period 5 November until at least 2 December.

### Travel into and out of Very-High Risk areas

- If you live in a Very-High Risk area you should not travel outside of this area to attend a rowing club or competition.\*
- If your club is in a Very-High Risk area and you live outside that area, you should not visit a rowing club or competition within a Very-High Risk area.\*

\* To be confirmed on publication of future Government guidance. There are likely to be some exemptions to this but we are not able to confirm this until the Government publishes plans for the post-lockdown period.

This means that Affiliated Competition can be run in a Very-High Risk area but only rowers and officials who live within that same Very-High Risk area would be able to attend. In reality for many regions of the country, if the area is classified as Very-High risk this will limit competition to intra-club competition or possibly Private Matches.

### Competition in Medium and High Risk areas

Affiliated Competition can be run in both Medium and High Risk areas with rowers and officials attending from other Medium and High Risk areas (but not Very-High Risk areas). Particularly in the case of High Risk areas, competition organisers are advised to liaise closely with the relevant local authorities including the waterways authority to ensure th

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## Competitions: General Advice

### British Rowing Challenge Hub

The British Rowing Challenge Hub provides members with competitive challenges throughout the year that can be completed on any stretch of water. New challenges will be added over the coming months as the platform is further developed. The Challenge Hub can be used during any time when on-water rowing is permitted.

 [British Rowing Challenge Hub](#)

### Test Competition

In order to ensure we are providing the best possible advice for competitions in how to be COVID-Secure, in September 2020 a test competition was held at Tyne Single Scullers Head. Example documentation from the competition can be viewed at the event website below.

 [Tyne Single Scullers Head](#)

### Organising your Competition

In order to demonstrate a competition has put in place appropriate controls and mitigations to be COVID-Secure, competitions should submit their plans related to COVID-19 along with the self-declaration form below (British Rowing Competition: COVID-Secure Self-Declaration) to their Regional Rowing Safety Advisor (RRSA) with their usual safety documentation.

The RRSA will comment upon the standard safety documentation and acknowledge receipt of the COVID-Secure documentation. If appropriate they will provide feedback on this.

Once any feedback has been received, competitions should publish their COVID-Secure plans and the self declaration on their website.

A COVID-Secure checklist is provided below as a useful aid to competitions preparing and double-checking their plans for their competition to be COVID-Secure.

 [British Rowing: Competition COVID-Secure Self-Declaration Form](#)

 [Competition COVID-Secure Checklist](#)

 [List of Regional Rowing Safety Advisors](#)

## Organising Committee meetings

Competitions will need to consider coronavirus restrictions, including group sizes, when planning Organising Committee meetings. If holding meetings in person, appropriate measures equivalent to those for a workplace will need to be in place. In practical terms, Organising Committees may find it easier to conduct their meetings using online tools.

## Competition Affiliation Fees

We know that a large number of rowing competitions have been and will be cancelled due to coronavirus. To assist these competitions, we will be rolling over the 2020 competition affiliation fee into 2021. To be eligible, your competition must have been affiliated to British Rowing, and due to take place after 16 March 2020 and been cancelled due to COVID-19.

## Rescheduling

At this stage, we will not be considering any applications for rescheduling of Affiliated Competitions until we have a clearer picture of the likely outlook.

## Ranking Points

We also recognise that the disruption to competitions will have an impact on the SAS Ranking Points Index and, at an appropriate time, will be reviewing any actions that may be required to mitigate this.

# Competitions: Advice to Competition Organisers

The list below provides a checklist of considerations for competition organisers, divided into the various areas of organising a competition. You should also consider [the advice for host clubs](#) as appropriate. The list is not exhaustive and it is important that for any competition, an updated risk assessment is completed taking into account local factors and the latest government coronavirus restrictions.

## General Considerations

- Does your local waterway navigation authority currently allow you to use your water for an event?
  - If so, have you informed them of your plans and are they approved?
- Do you need permission from a landowner to use any land not owned by your competition?
- Do you need to contact any Local Authority, Police or Safety Advisory Group?
- Are there any new rules or measures you need to take into account when planning your event?
- Have you informed other water users and/or groups?
- Have you appointed a COVID-19 Officer to the Organising Committee? An example job description is available as Appendix 4.
- Have you contacted your Regional Rowing Council, especially for internal club or local club events, to stop congestion on the water and in boating areas?
- Is your event still financially viable?
  - Have you revisited your existing budget and checked with suppliers if there is any increase in cost, due to coronavirus restrictions?
  - How many crews can you accommodate and still be COVID-Secure?
  - Consider Division / Race category sizes. In order to maintain social distancing these may have to be smaller than in previous years and thus overall event entries smaller
- Have a clear cancellation plan in place for before the event and on the day of the event in case of local restrictions being applied at short notice.
- Have you undertaken an updated risk assessment taking into account the latest government advice on coronavirus restrictions?
- Do you have enough volunteers? You may need extra volunteers for on land marshalling, competitor assistance, managing social distancing etc. Plan well in advance and prepare for differing weather conditions.
- Plan hygiene protocols for managing different sections of your venue, e.g. toilets, food queues, boating areas, hygiene/sanitiser stations, etc.
- Test and Trace protocols must be set in place and activated before competition starts, this now includes the requirement to set up and display your competition's official NHS Test and Trace QR code, as well as any alternative you may choose to use.
- Attendees will be required to provide contact details, for use in the run up to, during and after the competition, when entering the competition on BROE. All other attendees should also provide contact info via other means e.g. a Google Form or similar. This will be used by the COVID-19 Officer for Test and Trace purposes, if necessary.
- Provide data protection details with an explanation of when and how data will be used - ensure the name of the COVID-19 Officer is clearly displayed alongside this and provide contact details in case of any queries.
- The COVID-19 Officer should keep a list of volunteer contact details and where they are working for test and trace.
- Consider online briefings for volunteers, officials, safety and first aid teams prior to the event. Should on-the-day briefings be necessary, undertake these in small groups outside, so people can follow social distancing rules.

- Consider setting up a WhatsApp group (or a similar platform) for competitors / coaches and another for volunteers to keep everyone informed of any necessary changes.
- Ensure that latest information is on the event website eg. COVID-Secure risk assessment and plan, parking, trailer park, one-way systems and toilets etc.
- Consider having a policy for refunding travelling clubs if areas go into local lockdown and they are unable to travel.
- Radio/communication protocols may be different to pre COVID-19 days and confidential information may have to be conveyed to certain selected parties. Ensure that confidential processes are set up in advance of the event to deal with this – e.g. group phone contacts or WhatsApp groups.

#### For internal club events (intra-club events)

- Undertake an updated risk assessment taking into account the latest government advice on coronavirus restrictions.
- Coordinate plans with other local clubs.
- Inform your Regional Rowing Council.
- Ensure all club members are aware of any changes needed to keep to the current rules on social distancing.
- Allow people to enter your event online.
- Ensure the COVID-19 Officer keeps a record of all competitors contact details should there be a need for Test & Trace.
- Ensure the COVID-19 Officer keeps a record of all officials and volunteers contact details should there be a need for Test & Trace.

#### Local interclub events

- Undertake an updated risk assessment taking into account the latest government advice on coronavirus restrictions.
- Coordinate plans with other local clubs.
- Inform your Regional Rowing Council and send Risk Assessment and Safety Plans to Regional Rowing Safety Advisor for approval
- Ensure all club members are aware of any changes needed to keep to the current government coronavirus restrictions.
- Remember British Rowing Rules of Racing for Private Matches, Primary Events, etc. still apply.
- Allow people to enter online
- Ensure the COVID-19 Officer keeps a record of all competitors contact details should there be a need for Test & Trace.
- Ensure the COVID-19 Officer keeps a record of all officials and volunteers contact details should there be a need for Test & Trace.

#### Traditional Heads & Regattas

In addition to the measure above, remember that all the normal processes for heads and regattas will apply and organising committees will have to revise their risk assessments and protocols to reflect the current coronavirus restrictions from the Government.

## Detailed Considerations

#### Entries/registration desk

- Keep the on-site administration to a minimum - perform as much as possible online.
- Keep the number of people manning the entries desk to a minimum, with ideally the same people all day.
- Always have hand sanitizer available at the desk.
- Have a stock of pens that can be sanitized.
- Use signage, such as floor markings, to ensure social distancing is maintained between people when queuing.

- Consider using WhatsApp or social media for informing of any on the day changes.
- Consider whether you really do need crews to register on the day.
- Ensure previously adopted processes still work and if not then amend, e.g. if using paper back numbers, think about how they are to be attached to competitors backs whilst maintaining social distancing – consider alternatives such as ‘sticky’ numbers.
- Have a system for collection / carrying / returning of numbers – perhaps allocate specific times for collection, mark out a queuing pathway so as to maintain social distancing when collecting. State that numbers will not be issued if Test and Trace information is not provided.
- Where used, crew numbers and bow numbers should be ready to collect by crews in individual club envelopes.
- Crew changes should be done online as much as possible.
- Ask competitors to print their own sheets for on the day crew changes and complete these beforehand (i.e. before arriving at the registration desk). Have a few available at the desk on the day.
- Ask competitors to use their own pens.
- Ensure that the COVID-19 Officer has a record of the contact details of all attendees should there be a need for Test and Trace. Details should only be kept for 21 days after the final day of the event.

### Competitor instructions

As well as the normal instructions to competitors you should consider including the following:

- Publish your competition's plans to mitigate the risk of coronavirus in advance including contact details for your COVID-19 Officer.
- Look at the possibility of recording a short video to post online walking attendees through the venue, noting the key points and minimum standards you expect people to adhere to.
- Emphasise it is the responsibility of everyone to follow Government and British Rowing Guidelines with regard to COVID-19 when on site.
- Confirm details of the competition (date, location, division times etc.) including highlighting COVID-Secure policies, to be clear and unambiguous and publish well in advance of race day.
- Actively promote and require competitors, coaches and supporters to read and understand the competition information in advance of attending the event. Emphasise that this is even more important than usual given the current COVID-19 situation.
- Set the “guiding principle” for competitors as one of “self-sufficiency” i.e. requiring minimum external intervention / assistance in conduct of their activities on race day.
- Advise competitors that “external” support for crew / sculler should be kept to a minimum, perhaps define a maximum number per sculler / crew.
- Remind all attendees to actively carry out a self assessment health check prior to attending and that if anyone shows signs of COVID-19 before the event they should not attend. If someone develops symptoms on the day, they and their household members should leave immediately and inform the COVID-19 Officer via phone.
- Advise all attendees that if symptoms develop after the competition you must notify the COVID-19 officer immediately and self-isolate according to government guidelines.
- Include a reminder about social distancing and extra hygiene - you may consider asking competitors to remain with their boat or in their vehicle until about to go afloat.
- Detail the requirements for wearing face coverings e.g. Indoors: wear a face covering at all times. Outdoors: Maintain 2m distancing wherever possible, if less then, wear a face covering.
- Detail any restrictions or use of buildings, one way systems in place, maximum occupancy numbers, how people will be marshalled etc.

- Consider whether you as a competition will allow boat sharing – this should be in your risk assessment. If so, include a reminder about cleaning boats and blades, ask competitors to bring their own cleaning materials with them to clean equipment between uses.
- Give clear instructions on where and how to boat/land, perhaps give boating timeslots to aid social distancing, build in adequate gaps between times to allow for any unforeseen issues to be dealt with. Ensure where needed, arrangements are in place for competitors to vacate areas promptly to enable preparation for future divisions.
- Ask clubs and competitors to make their own risk assessment around their attendance at the competition and how they will manage their attendance including unloading trailers, rigging boats, boat sharing etc.
- Information about any changes to the 'normal' event:
  - Parking - consider allocating specific areas for competitor cars and/or trailers, maybe designating specific arrival/departure times
  - Registration
  - Changing facilities -
  - Showers
  - Toilets
  - Routes around the site etc.
  - Boat rigging /storage - perhaps allocate space to specific clubs and where possible mark out the areas.
  - How results will be communicated and how any prizes will be distributed after the event.
  - Catering provision
- Give guidance on clothing and changing facilities (these should generally not be used except in an emergency). Ask competitors to ensure they have adequate clothing with them in the boat. It is the responsibility of competitors/coaches to check that their rowers - especially juniors - have sufficient warm/waterproof clothing with them.
- A map of the site and any routes should be included.
- Remind competitors that changing rooms and showers will not be available unless in an emergency (include who should be contacted for access to showers etc.).
- Ask competitors to arrive in their race kit and should bring spare kit with them and be prepared to change in their vehicles where possible.
- Once home, competitors should shower immediately and wash and dry any kit used at the competition.
- Remind everyone to bring their own sand sanitiser/hand wash gel.
- Remind everyone to frequently wash their hands, especially before and after eating food and before and after using the toilets.
- Remind everyone that there should be no sharing of tools.
- Remind everyone to regularly wipe down mobile phones.
- Provide links to all on-line administration options.
- Remind coaches to bring any paperwork required for crew changes along with their own pens.
- Remind everyone to bring their own mugs/flasks and water bottles.
- Remind competitors that if anyone shows signs of COVID-19 immediately after the event they must inform the event COVID-19 Officer.

## First Aid

The following guidance is based on the advice of two first aid companies that have experience of covering rowing competitions:

- Additional sections should be added to risk assessments to cover COVID-19 risks.
- First aid providers should supply their own PPE – gloves, masks, eye protection, aprons. This is standard kit anyway in case of incidents involving bodily fluids. All PPE to be disposed of like normal clinical waste.
- The first aid vehicle should be wiped down between patients (standard).
- In the event of CPR being required direct mouth to mouth can be avoided by using a mouth to mouth bag mask.
- First aiders should have access to hand washing facilities to allow cleaning to take place between patients.
- Emergency shower and changing facilities need to be available for casualties, areas cleaned between use.
- Access to a dedicated room/area required to treat patients. To be wiped down/cleaned between patients.
- One company supplied crew from the same household so they were able to be in the vehicle together. If this is not possible, single manned emergency response vehicles could be used and other staff can travel to the competition using their own vehicle.
- Clean blankets/clothes to be available for those that fall in the water (standard).
- Medics can be tested for COVID-19 – ask for most recent test dates/results.
- Ensure you understand the situation if some of the planned medics attending are not able to due to showing symptoms. Make sure you're not left in a situation where they don't turn up and the competition does not have any first aid cover.
- Contact information to be provided to the COVID-19 Officer in case any COVID-19 symptoms show with either the first aider or casualty – for track and trace purposes.
- Please note, the price of first aid cover is expected to increase due to the requirements to make the provision COVID-Secure.

## Safety Boats

The cost of safety boat and first aid cover is expected to increase. Competitions must ensure that adequate cover is available despite the increase in cost and probably reduced entry fees. There are a number of considerations:

- Briefings at the beginning of events normally involve a large number of people and so plans need to be put in place to mitigate this. Consider:
  - Ensuring as much information is provided in advance as possible - you may be able to hold briefings remotely via video call in advance.
  - Ensure everyone understands the new protocols around PPE and casualty rescue.
  - Splitting the briefings between different groups such as safety boats, umpires and marshals but ensure that everyone has the full information.
  - Holding briefings outdoors.
  - Staggering the briefings so that there are a number of smaller briefings.
  - Consider using online tools such as Whatsapp for informing people of any changes on the day.
- Ensure safety boat providers have their own appropriate PPE including for rescued rowers. Clubs should provide their own volunteers with appropriate PPE if an outside company is not used.
  - Rescued rowers to wear masks unless medically unable to do so.
  - Gloves to be worn and disposed of with each rescue.
  - In addition to usual safety bags, it may be good practice for all safety and marshal boats to carry the above equipment in a clearly marked 'COVID-19 protection safety kit', the minimum of face protection, sanitiser, aprons, gloves etc.
- Aim for launches to be fully fuelled at the start of the day to avoid refuelling part way through the day.

- Consider how to reduce the mixing of households through safety boats - keep a consistent helm and crew team throughout the event and where possible use single household teams.
  - If multiple drivers/crew are absolutely necessary ensure the boat is cleaned between shifts.
- Larger (4m/5m) safety boats allow easier social distancing - note that larger safety boats could cause issues with wash.
  - Safety boats with console and screen could be used to keep distance between rescuers and casualties.
- The safety boat should be washed down before and after use as well as between each rescue with emphasis on the surfaces the rescued rower(s) has touched. Try to make sure the rescued rower isn't moving around lots and touching everything.
  - Make sure there is access to appropriate boat washing facilities – some areas will not want chemicals added to their water but still need to make sure surfaces are clean.
  - Allow additional time and cover for the safety boat to clean before being back on duty.
- Where possible, use local cover to avoid unnecessary travel.
- Check additional guidance/rules from other agencies such as Port of London Authority, Canal & River Trust and the Environment Agency.
- Anyone with symptoms must not attend – ensure cover is available if this occurs.

### Marshal Boats

- Keep briefing separate from safety if possible, to keep numbers smaller. Ensure full information is provided to all groups.
- Where possible, marshal from the bank rather than boats.
- Use larger boats to make social distancing easier where possible (although consider the balance of this versus keeping wash to a minimum).
- Clubs to provide PPE for volunteers where needed unless individuals have confirmed they have their own.
- Allocate equipment to a single user – if equipment needs to be shared then it must be cleaned between users.
- Allow additional time between changeovers to allow for cleaning.
- Limit household mixing in boat crews:
  - Where possible use single household crews.
  - Self drive marshalling should be permitted but only where the self drive marshal can demonstrate good experience of self drive marshalling at previous events and that the marshal boat is suitable for self drive.
- Anyone with symptoms must not attend – ensure cover is available if this occurs.

### Control Commission

Control Commission in its rawest form is designed to help check the safety of boat and crew to go afloat. This is based around a series of spot checks. Social distance can easily be observed if boats are presented for a visual inspection where desired and whilst self-testing of items such as heel restraints and bowballs is carried out.

- It may be mindful to explicitly remind competitors of safety requirements if it is felt necessary to further limit contact between officials and crews. As always, it is the responsibility of the crew to ensure their boat is safe and prepared according to the Rules of Racing and RowSafe guidance.
- Consider putting in place a specific one way system for competitors to follow to allow socially distanced equipment checks.
- Cleaning products should be readily available for any need for contact with multiple surfaces by multiple parties, however this should be kept to a minimum.

## Landing stage(s)

- To avoid queues for landing stages specified timed boating slots could be allocated for each crew/ group of crews.
- You should carefully consider the constraints that will be created by circulation patterns, pontoon/landing stage space and how these may create bottlenecks where social distancing is compromised. Competitions may wish to reduce numbers of boats in divisions or entry sizes to avoid these scenarios.
- It is likely that there will be unavoidable surface contact by multiple parties in the landing process - for example, when catching boats and removing numbers. Where this is unavoidable, a thorough cleaning process and appropriate equipment should be provided.

## Timing Teams

- Digital timing should be preferred for all competitions but where necessary any paper timing records (e.g. backups) and/or use of stopwatches should be conducted by the same person or with equipment that is not shared.
- Any discussions to confirm timings and share data should be conducted in a safe and socially distant way.
- Consider transport to the timing areas - if each team has to travel by car or similar then households should not be mixed.
- Cleaning products should be readily available for surfaces that may be touched by multiple parties, however this should be kept to a minimum wherever possible.

## Equipment

- All equipment, radios, megaphones, throw-lines, flags etc. should not be shared and should be cleaned before and after use. Where possible consider 'quarantining' equipment for three days after the event.

## Umpiring

- Umpires at head races are already generally well spaced out (albeit potentially isolated and open to the elements!), the amount of officials will need to scale with the number of competitors.
- There should be a minimum of a Race Committee and officials to provide safe and fair racing and it is an expectation that volunteers could take up certain roles where a qualified umpire is not necessarily required to minimise rotation.
- Competitions should be aware that their usual pool of officials may not be available as some may be self-isolating, shielding or otherwise unable/unwilling to attend the event.
- Usual umpire roles may need to be adjusted to allow for social distancing.
- Consider how to best maintain social distance during briefings including holding them outdoors. Whatsapp or other online communication tools may be useful for keeping umpires up to date throughout the day.
- Equipment should be used by the same official throughout or, if preferred, personally provided. Where equipment needs to be exchanged during the competition, thorough cleaning must take place before repeated usage.
- The Regional Umpiring Committee Representative may act as a point of contact for the implementation of any new processes due to the pandemic. It is anticipated that minor adaptations via local rules may be required to help competitions remain COVID-Secure.
- Cleaning products should be readily available for surfaces that may be touched by multiple people, however this should be kept to a minimum wherever possible.
- Ensure that the COVID-19 Officer has a record of the contact details of all umpires should there be a need for Track and Trace. Details should only be kept for 21 days after the final day of the event.

## Volunteers

- You may need to use extra volunteers to allow any COVID-Secure processes to take place and/or fill roles that do not require an umpire but are often filled by one.
- Consider recruiting volunteers for a central pool to provide cover as required rather than specifically recruiting for a particular role.
- Limit rotation of volunteers as much as possible and individuals should stay in the same position throughout their shift where possible.

- Cleaning products should be readily available for surfaces that may be touched by multiple parties, however this should be kept to a minimum wherever possible.
- Ensure that the COVID-19 Officer has a record of the contact details of all volunteers should there be a need for Track and Trace. Details should only be kept for 21 days after the final day of the event.

### Changing, Toilets and On-Site Facilities

- Changing rooms should remain closed except in exceptional circumstances, for example in the event of a capsize, for use by the disabled or where there is a safeguarding issue. It is expected that competitors will arrive at the competition in appropriate kit to race in, bring spare kit with them and be prepared to change in their vehicle if necessary.
- In the scenario of adverse weather conditions; where competitors may not be able to change at their vehicle or where there is a risk to their health or a safeguarding issue in doing so - indoor space can be made available at each site for changing. Note these spaces may not be changing rooms but could be boat bays or other large areas repurposed as emergency changing facilities and will adhere to social distancing guidelines. Face coverings must be worn in these areas.
- Toilets should be made available and may be separate for competitors and supporters/spectators (competitions may wish to designate where coaches and officials are classified in this case). Details of safe COVID-19 procedures for temporary toilets should be available from your supplier.
- Agree cleaning procedures with your toilet supplier based on the expected number of attendees.
- Look at site provision for attendees in the case of inclement weather, the facilities you usually rely upon may not allow for people to socially distance, it may be that your instructions need to ask people to shelter in their vehicles.
- In order to communicate calmly with attendees it may be better to have a centralised PA system and an announcer for messaging rather than relying on individual use of megaphones whilst on land.

## Competitions: Spectators and control of site areas

In light of the latest Government advice, spectators should actively be discouraged from attending rowing competitions. This instruction should be clearly stated on all competition publicity including your social media channels. Any parents, coaches etc. who are attending the competition to facilitate essential transport or other essential tasks must follow Government, British Rowing and competition guidelines including group sizes and social distancing whilst at the competition and on land controlled by the competition. Anybody attending the competition in this capacity should be included in the competition's test and trace records or encouraged to use the official NHS QR code as displayed at the venue.

Many rowing competitions take place on a mixture of public and privately owned land, often with public rights of way crossing the private land. It may, therefore, be difficult to put measures in place to control all personnel in the vicinity of a rowing competition. Where land not owned by the competition is used for competition purposes you may wish to seek advice and agreement of the landowner as to any measures you feel appropriate to put in place as both the landowner and/or competition organisers may be held responsible for any breaches of COVID-19 regulations.

To aid your policy, risk assessment and decision making, it may be helpful to look at different areas and categorise them differently. This should enable you to assess the mitigations and controls required by the competition in each area. Your competition plans should outline which areas fall into which categories to demonstrate you have properly considered all the issues.

Areas may be considered as:

|                                |   |
|--------------------------------|---|
| <p><b>Competition Zone</b></p> | <p>This could be an area that is used for parking, rigging, competitor and supporter/coaches. An area that you directly control and use specifically for running the event, it could be the host club or regatta field/meadow.</p> <p>For this area you should devise and operate proper COVID procedures including social distancing, personal protection and maintaining information to support test and trace efforts.</p>   |
| <p><b>Public Zone</b></p>      | <p>These are areas that you do not control nor have any powers over. For instance, a riverside park or the public towpath, for which you would not normally provide safety or medical cover for. You have no powers to control people using a public right of way such as a towpath. Your only responsibility is to avoid any significant increase in the number of people using that right of way, either by encouraging spectators or supporters to attend, or allowing your competition zones to encroach onto it.</p> <p>If people legitimately attending your event (competitors, coaches, supporters) decide to leave a competition zone and congregate in a public zone, they are responsible for their actions, not you - just as if they were walking away from the waterway into the local town.</p>                |
| <p><b>Private Land</b></p>     | <p>This could be property that may adjoin your racing course or provide a viewpoint over it, but is solely controlled by a landowner with no interest in, or connection to, your competition. No competitors, spectators (if any) or members of the public would be expected to have access to it, and you have no control over it. It is not your responsibility.</p>  |
| <p><b>Incidental Zone</b></p>  | <p>These may be areas that experience additional use solely as a result of your competition, but which you do not directly control. For instance, other clubs along the reach that host visiting crews. You should ensure that COVID measures are in place, and consider if the event might overburden the location. Responsibility for the risk assessment and management of COVID-Secure processes remain with the operator of the area (e.g. landowner and/or the club).</p> <p>If a local club is not allowing any visiting crews to use their facilities, and only their own crews will boat there, then the responsibility for those crews lies solely with that club. It is for that club to control access, maintain adequate records of attendance, and provide social distancing and other mitigation measures.</p> |

### Other Considerations

It is good practice to notify your Local Authority, Police Force and any Safety Advisory Group of your intention to hold the competition. They will be aware that sporting activity is exempted from elements of the COVID-19 legislation. You may wish to make it clear that you are running the competition under British Rowing guidance. Emphasise that you are effectively planning a closed event, open only to competitors and their essential supporters, and to essential volunteers and event officials. Show that you have taken steps to deter spectators from attending, and that you have made no provision for them in your facilities.

## Competitions: Advice to Hosting Clubs

If different from the overall competition organiser, any club facility involved in hosting an event should appoint a COVID-19 Officer whose responsibility is to ensure that all guidance is in place and followed.

The advice below is for all types of competition (intra-club, private matches and/or affiliated heads and regattas) and should also be read in conjunction with the Government advice on sports facilities and British Rowing's guidance.

### Increasing hygiene on site

With more people on your site than normal there needs to be an increased hygiene regime.

- Consider additional hand washing facilities to cater for any additional numbers on site.
- If it is not possible to add extra hand washing facilities, provide an alcohol-based hand sanitiser.
- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
  - Taps and washing facilities
  - Toilet flushes and seats
  - Door handles and push plates
  - Handrails on staircases and corridors
- Hand tools should not be shared between competitors and/or volunteers.

### Changing rooms

- In line with Government guidance, changing rooms should remain closed.
- Ask all competitors to arrive on site in race-ready kit.
- Competitors should bring spare kit with them and be prepared to change in their vehicles where possible
- Once home, competitors should shower immediately and wash and dry any kit used at the competition.

### Showers

- Showers should be closed but one shower should be available for emergency use only
- The COVID-19 Officer and/or their deputy should hold the key and be responsible for ensuring the shower is cleaned properly after any use.

### Club toilets

- Enhance the cleaning regime for the toilet facilities making sure they include door handles, seats, and anything that might be touched.
- Ensure everyone washes or sanitises their hands before and after using the facilities.
- Use signage, such as floor markings, to ensure that social distancing is maintained between people when queuing to use the toilets.
- Consider closing off some urinals and sinks so that people cannot stand too close to each other when using them.
- Ensure an adequate supply of hand towels, soap and or hand sanitizer is available
- Rubbish bins for hand towels should be provided along with an enhanced removal and disposal process.

### Portable toilets

Avoid using chemical toilets if possible, but if you do decide to then

- Provide cleaning wipes within the toilet so that the users can wipe it down prior to leaving
- Enhance the cleaning regime for the toilet facilities
- Ensure an adequate supply of hand towels, soap and or hand sanitiser.
- Provide rubbish bins for hand towels along with an enhanced removal and disposal process.

# Catering

All club catering facilities must ensure that they have followed the guidance on catering and the cleaning of catering areas on the Government website.



[UK Government: Guidance for people who work in or run restaurants, pubs, bars, cafes or takeaways.](#)

Remember: social distancing applies to everyone, not just your customers.

For outdoor catering:

- All areas used for preparing food must be regularly cleaned throughout the day, including chairs, tables, door handles, and payment devices
- Keep the number of people working in the area to a minimum.
- To reduce mixing of households, consider rotating shifts of the same groups of people throughout the day.
- Hand sanitiser should be available where food is served.
- Arrange any outdoor tables and chairs so that social distancing can easily be observed.
- Provide an area for customers to put their dirty plates etc.
- Provide sufficient waste bins for food and recycling and general waste
- Consider using disposable plates, cups and cutlery.

For indoor catering:

- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat.
- All areas used for eating must be regularly cleaned throughout the day, including chairs, tables, door handles, and payment devices.
- Mark out a one-way system for people to move safely around the area.
- Food should be served at tables, not buffet style.
- Plates and cutlery to be handed out with the food and not left on tables for people to help themselves
- Have a limit on the number of people allowed into the room at any one time
- Arrange the tables and chairs so that social distancing can easily be observed.
- Provide an area for customers to put their dirty plates etc.
- Provide sufficient waste bins for food and recycling and general waste
- Consider using disposable plates, cups and cutlery
- Keep the number of people working in the area to a minimum.
- To reduce mixing of households, consider rotating shifts of the same groups of people throughout the day.

## Competitions: Advice to Competing Clubs

Competing clubs should ensure that their crews are well briefed on the competition's plans related to coronavirus and you should consider the following advice whilst preparing for competitions:

- Ask crews/scullers to load their boats at separate times - you should wipe down touch points after each crew has loaded their boat.
- Remember the requirements for frequent washing of hands
- Each crew to be responsible for untying its own boat at the competition and keeping the ties separate from all the other boats, this may mean careful consideration of where each boat is placed on the trailer based on the competition timetable.
- Do you have enough boat ties to allow a set to be put in 'quarantine' between events?
- Each crew to be responsible for rigging/unrigging its own boat at the event.
- Bring your own tools - do not share.
- Only share transport with members of the same household, if you do have to share transport make sure that mitigation is in place e.g. wear a face mask, open the window of the car etc.
- Bring your own food and drink.

# COVID-Secure indoor rowing activity in schools

This guidance aims to support schools looking to return to delivering indoor rowing activity either through physical education plans, healthy lifestyle lessons, extra curricular offers or indoor rowing competitions. The information in this section should be used as guidance to form a risk assessment that can aid indoor rowing sessions to be delivered safely at your school venue under the current coronavirus (COVID-19) restrictions.

Further advice for school sport activity can be found below as recommended by the government. These include:

 [Government advice for return to schools](#)

 [Association for Physical Education - coronavirus guidance and support](#)

 [Youth Sport Trust - coronavirus response and support](#)

Schools delivering indoor rowing activity in a sports facility should also consider the Government guidance for sports and gym facilities (which came into effect 25 July).

 [Government advice for sports and gym facilities](#)

## Equipment Spacing

- All participants must maintain a social distance of at least 2m (unless part of a bubble group).
- Space indoor rowing machines at least 2m apart.
- When spacing the indoor rowing machines consider how the session will be delivered by the coach/teacher/instructor.
- Review ventilation and airflow - does the room have a suitable extraction system? If not, can windows be opened or air conditioning equipment used in the short term to ensure that room is well-ventilated to reduce the risk of any spread of the virus. More information on ventilation can be found in the [advice for clubs section](#).

## Equipment Hygiene

- Ensure sufficient hand cleanser and disposable wipes are available to wipe down equipment/clean hands before and after use.
- Pay particular attention to common touch points on the machine (e.g. handles, seats, footstraps & monitors) when cleaning and handling machines.
- Further information and guidance on indoor rowing machine equipment and gym setup can also be found in [the clubs section of this document](#).

## Indoor Rowing Session planning

- Schools will need to apply a cleaning protocol before and after the use of any equipment.
- With the current requirements to make a gym area COVID-Secure, schools may still wish to use some of their gym equipment outdoors. When doing this schools should ensure:
  - equipment is still spaced at least 2m apart,
  - group sizes are within the Government guidelines, and
  - and also placed on their own premises rather than in public areas.
- If equipment is used outside then a stable, level ground should be used for equipment.
- Sessions need to be developed in line with social distancing guidelines. More information on this can be found here (page 15 in doc)

## Indoor Rowing Events

- If running local events or setting up multi-machine race venues for internet racing - increase standard machine spacing from 1 to 2 meters using the front feet of machines. This will require cables of between 5 to 7 meters long and you will need to allow extra length for taping cables to the floor to avoid trip hazards.
- Consider if you need to set up bubble 'stations' for your participants. Each bubble should be provided with one or a select number of machines to use during an event rather than allowing participants to be randomly allocated different machines each time they race.
- Consider using outside space for machines, and longer cables could be used to keep IT equipment indoors depending on monitor types in use.
- For smaller local events consider using the built in monitor options for local racing (using wires for this will allow for greater machine spacing).
- Only one person should be tasked to connect race systems to reduce touch point contact with equipment. Monitors and machines should be wiped down once the race system is up and running and has been tested.
- If needed, competitor details should be shared electronically rather than by paper copies pre event, and on the day if changes are needed via email.
- Use of IT equipment should be limited to a minimum number of people as possible, with appropriate cleaning equipment available should anyone else require to use such equipment.
- Due to social distance guidelines, schools may wish to consider how to deliver relay formats. The traditional relay where all members of a team use the same machine involves change overs using one machine, teammates in close proximity and extra space required between machines. Linked machine team relays may be a more suitable option to use as an alternative format for running relay events.

## Coaches delivering activity in schools

Coaches delivering activity should consider the schools risk assessment and processes, discuss this with the school and complete any necessary education required. This may include an induction into the school's wider procedures.

British Rowing staff will conduct their own personal risk assessment using documentation provided by the school.

# Advice for Coaching and Training

It is important to approach rowing during this pandemic in a way that is enjoyable for those participating whilst minimising the risk of injury and overtraining if returning back from a break. Advice on how to manage returning to rowing after a break is included in a separate section of this guidance.

## General guidance for coaches

Every club will be in a slightly different situation dependent on their equipment, facilities, personnel and other factors. Coaches will need to be agile and adapt their plans for how they develop their session plans during this time. The UK Coaching STEP Model is a helpful model in putting together suitable session plans - elements to think about:

- Space (environment) needed to undertake activity safely
- Task being undertaken and whether it is appropriate for the athlete(s)
- Equipment required to take part in the session
- People who need to be involved in the session

In pulling together any session plans, it's important to closely link the model above to the specific guidelines and risk assessments put in place at the club to return safely to rowing. Clubs in turn should ensure that coaches understand and have signed up to follow their safety plan.

 [Further information from UK Coaching on the STEP model](#)

## Coaching at different levels of activity

Coaches should follow the advice set out in this document for indoor and on-water activity as well as applying the current Government limitations on group sizes. Coaches may work with multiple groups back-to-back but clubs should consider how best to minimise exposure (e.g. by wearing a face covering, by limiting the number of sessions run, or the number of groups coached), as part of their risk assessment.

Advice for first aid which is relevant to coaches, particularly in relation to personal protective equipment (PPE) is [available in the clubs section](#).

Dependent on the group size available to you, you should also consider the safeguarding implications in relation to coaching of juniors. Please refer to [the advice on juniors in the club section for more information](#). There may be ways in which members of the same household (e.g. parents, siblings) can assist with activities such as launching boats whilst not compromising social distancing.

## Coaching remotely

Whilst there are still limitations on what coaching activity is possible on the water, the following UK Coaching resources may be useful for coaches delivering online coaching and participants wishing to plan their own training.

 [UK Coaching: Coaching People Online](#)

 [UK Coaching: Coaching Yourself](#)

# Reopening facilities after a closure

During the pandemic, there may be times when you need to close or reopen some facilities or the whole rowing club. This section of the guidance contains some reminders about what to think about if you are required to close your club facilities and/or reopen particular facilities.

## Closing facilities

### Secure your boathouse

If we are required to re-enter lockdown it is important to remember to ensure your club facilities are safe and secure. The following forms a checklist of things for securing your boathouse:

- Is the club fully secure with windows closed, doors locked, entry codes changed, all alarms on and flood defences in place?
- Is the access gated locked?
- Have you considered regular checks from nearby club members when they are out for their permitted exercise?
- Have security lights and CCTV cameras been checked to ensure that they are working?
- Has the alarm key holder list been updated with your security provider and the local police?
- Have any fridges and/or water heaters been emptied and turned off?
- Have you turned off the gas?
- If you have a club bar, has the beer and gas been turned off and disconnected
- If you have a club bar, have spirits been removed from the club or locked away out of sight?
- Have all valuables and/or monies been removed?
- Have bar snacks been put in rodent-proof containers or removed from the club?
- Have you emptied all the internal rubbish bins?
- Do you need to put in place rat and mouse traps?
- If equipment is outside, is it secured to the racks properly to stop theft or damage from the weather?
- Is there equipment that is normally left outside, that could be put inside. eg launch engines?
- Are cox boxes, stroke coaches and batteries for lights unplugged, and in a secure place?
- Is the trailer locked up and a wheel clamp on?
- Are petrol tanks being stored in the proper place and vented correctly?
- Are any towing vehicles locked up and the keys in a secure place?
- Are boat hatches open to avoid any build-up of pressure and/or condensation?

### Regular checks

Subject to the nature of Government restrictions, it may be possible to get a member of the club to check in the facilities on a regular basis. If possible, it is advisable to run all taps and showers for five minutes each week to mitigate the risk of Legionnaires Disease.

## Reopening facilities: general reminders

### Taps and showers: reducing risk of Legionnaires' disease

If taps and showers are left unused for a period, there is an increased risk of build of bacteria (including Legionella) in the water system. For this reason, it is important to try and make sure all taps and showers are run at least once a week for five minutes if the facilities are closed (subject to this being allowed under Government restrictions). If this is not possible during an extended period then the water system should be flushed out and cleaned appropriately.

 [British Rowing advice on Legionnaires' disease](#)

### Wildlife

Please be mindful of the fact that wildlife (particularly nesting birds) may have moved into areas of your club whilst they are closed. Remember that it is illegal to disturb, move or destroy the nest of a wild bird.

### Plans

- Has your club reviewed your risk assessment, safety plans, safety rules and/or emergency response plans to reflect the latest advice from the Government, British Rowing and any other relevant bodies? Bear in mind that waterways may not have been as well maintained as usual during the lockdown period and so there may be additional hazards.
- Have all plans been communicated to members?
- Do you need to consider a staggered return of members to allow you to test new arrangements?
- Are there enough people available to put all processes in place?
- Do outing/training times need to be adjusted to reduce the number of people on the club site?
- Do you have supplies of any required personal protective equipment (PPE)?

### Is the club site still safe and secure?

- Are fire appliances still in place and in working order?
- Is the alarm system still operational?
- Are windows and doors still secure?
- Are landing stages, pontoons, slipways and boating areas secure and safe to use?
- Clear away any rubbish and clean/repair before use if necessary
- Has the wildlife taken over? Trees encroaching, grass needing cutting, are birds nesting in boats and/or pontoons.
- Carry out a check of visible pipes and cables for damage before switching utilities back on
- Check the foul water disposal/drains and, if appropriate, septic tank
- Does the club need to review its maintenance policies and procedures?
- Check hot water boilers to ensure correct operation
- Check all appliances are safe and usable
- Check portable water dispensers (follow manufacturer's advice on how to clean these before refilling)
- Does your club need to test your water for Legionnaires' disease?

### Facilitating social distancing

- Do you need to implement a booking system (including for shared equipment) to limit the number of people at the club at the same time?
- Do you need to limit the number of people inside the boat bays or other areas of the club site?

- Can you implement a one-way system through any sections of the club that are open?
- Place clear signage to tell people where to go
- Can you close off areas that members shouldn't be accessing (e.g. bars, gyms, balconies) by locking them or by using signage?
- If changing rooms cannot be opened, encourage members to arrive in their rowing kit and change and shower once they get home.
- If your club has multiple pontoons or shares pontoons with other clubs, you may want to consider identifying each individual pontoon and agreeing which groups/club uses each pontoon.

## Cleaning/hygiene

- We would recommend that the club thoroughly clean all areas that will be used initially before you open the doors to members.
- Encouraging members to follow good hand hygiene practices at all times
- Place hand cleaner at all entrances/exits
- Put in place a regular cleaning plan, particularly any common contact touch points (e.g. padlocks and door handles) and provide spray bottles of simple bleach and water solution 1 part bleach to 50 parts water with paper towel to wipe down the surfaces.
- Agree appropriate protocols and products for cleaning any shared equipment before and after usage:
  - provide paper towels for drying boats and blade handles;
  - ask members to bring their own household washing up gloves
  - use a simple water and bleach solution for common contact area's shoe's seat and gates)
- Promote the cleaning arrangements that will be undertaken by the club before reopening and the cleaning regime that will be adopted once the club is opened. Individual responsibilities of members should be made clear to assist the process. You may want to place posters as reminders around the club.
- Clubs are recommended to increase the frequency of cleaning appropriate with the usage of the club and to ensure that the club provides the certainty required by members.
- Check with your landlord if they require or have introduced any additional requirements for cleaning/occupation.
- What cleaning materials does the club have, and do you need to stock up?
  - Does the club have enough paper towels and soap/hand sanitiser?
  - Ensure you have the right cleaning solutions (diluted bleach solution etc.)
  - Do you have the required equipment (buckets, sponges, mops etc.)?
  - Does the club have a stock of household washing up gloves in case required?
- Consider whether a regime of "deep cleaning" (possibly employing external contractors) is required. (If you are thinking of hiring an external contractor, we suggest you book them as soon as you have decided to reopen following government advice on the date as there is likely to be high demand).
- If you lease premises, check with your landlord if they require or have introduced any additional requirements for cleaning/occupation.
- Regularly review cleaning plans for all areas of the club to ensure they remain appropriate and are being followed to correct standards.
- Review current arrangements for rubbish disposal - do you need to increase frequency/increase number of bins/more frequent arrangements to empty?

## Boathouse/boat bays

- Remove and dispose of any rubbish before opening

- If possible, remove boats and clean floors and walls with appropriate products
- Wash boats, inside, outside and gates before returning to the boathouse
- Wash blades and scull handles before and after use
- Do you need to increase boat cleaning and allow enough time before and after an outing to clean equipment properly?
- Ensure a ready supply of cleaning materials to facilitate the clubs cleaning plans, so that members cannot claim that they could clean because there were no materials
- Secure or remove any club equipment which is not to be used

## Equipment & boats

- All equipment should be checked before going afloat (see RowSafe chapter 7 for how to check equipment). Remember to check:
  - Boats
  - Blades
  - Launches
  - Launch safety equipment
  - Safety aids
  - Transport vehicles (are they roadworthy, is the MOT up to date and are they taxed and insured?)
  - Trailers (are they roadworthy or do they need a service?)
  - Launch trailers - do they need a service



## [RowSafe Chapter 7 - Equipment](#)

- Owners of private boats should also be reminded to check their equipment
- Additional checks may also be needed for boats reliant on buoyancy bags - ensure you check inflation bags
- Review usage and consider alternative arrangements for cleaning boats and blades after each outing
- When wiping down/drying boats after outings use disposable paper towels (private owners can use towels and take them home for washing)
- Ensure hatch covers, seats, riggers, saxboards and blade handles are all cleaned appropriately
- Don't forget to check that your boat licenses are still valid
- Check any fuel left in tanks during closure for water contamination
- If the club has a defibrillator - is it working, and the pads are in date?

## Car parking

- Consider the spacing within the car park, can the club mark out alternate spaces for use to aid social distancing?
- Open up any overflow or additional parking provision the club might have available.
- If possible, provide a one-way route from car park to and from the boathouse
- Provide clear signage in the car park to direct members and outline any changes in arrangements before they access any facilities.

## Changing rooms, showers and toilets

- Remove and dispose of all old kit and rubbish
- Clean all surfaces with appropriate products

- Wash floors with appropriate products
- Clean and disinfect toilets.
- Remove shower heads, disinfect and descale
- Clean shower walls and floors with appropriate products
- Run hot water through the system - make sure you've been following our advice to [reduce risk of Legionnaires disease](#)
- Empty all bins including hygiene bins and disinfect
- Ensure there is enough soap in dispensers and there is enough to replenish for more frequent use.
- Ensure there are sufficient paper towels and that the hand dryer is working properly.
- The club may need to consider arrangements to disinfect/bleach door handles and other areas commonly touched by rowers
- You will need to consider any changes (such as limits to the number of people using changing facilities at one time) to conform with social distancing advice.

### Gyms and indoor training facilities

- Remove and dispose of any rubbish
- Clean all weights and bars
- Disinfect any static machines
- Wash floors, walls and shelves
- Clean mats
- Consider reconfiguration of indoor gym and weight equipment to allow for social distancing:
  - This may mean that there is less capacity and you will need to adjust training times and limit the number of people in the area.
  - Remove and store any gym equipment to allow this to happen
- Review ventilation and airflow - does the room have a suitable extraction system? If not, can windows be opened or air conditioning equipment used in the short term to ensure that room is well-ventilated to reduce the risk of any spread of the virus
- Ensure sufficient hand cleanser and disposable wipes are available to wipe down equipment/clean hands before and after use
- Bring in new cleaning protocols such as cleaning before and after use. Provide the necessary materials (and means of disposal) to facilitate this
- Consider servicing your rowing machines, especially if they have been lying idle. Clean and check any machines that are being returned from home use (or ask those who borrowed them to do this). Follow manufacturer's advice on cleaning and maintenance:

 Concept2- [General advice](#) and [flywheel cleaning](#)

 [WaterRower](#)

 [Rowperfect RP3](#)

## Bars

- Thoroughly clean all lines to beers and soft drinks. (follow suppliers' advice on how and what products to use)
- Clean drip trays, ice buckets and tongs
- Empty cupboards and fridges and clean with appropriate products.
- Check "use by" and "best before dates" on all products, beer, soft drinks and snacks and throw out if necessary.
- Wipe down bottles / Cans before replacing them in fridges or on shelves
- Clean glass washer before washing glasses (follow manufacturer's guide for your product)
- Clean shelves with appropriate products before replacing the glass.
- Clean all optics
- Wash floors with appropriate products
- Disinfect ice maker (follow manufacturer's guide for your product)
- Remove and wash/replace bar towels or drip mats
- Consider how your bar will operate with any social distancing advice - this may involve:
  - Marking out areas for people to stand when ordering at the bar
  - Rearranging or removing furniture to allow for social distancing
  - Implementing a one way system with appropriate spacing for queuing
- With a large degree of uncertainty at this stage, clubs may wish to consider not holding any draught beer or lager stock. For the short-term, consideration should be given to serving bottled beers as this has a longer shelf life and can also be sold off quickly in the event of further lockdowns
- Stock may also be difficult to order given shortages in wider supply chains. You may initially need to acquire stocks from supermarkets or cash and carry warehouses.

## Kitchens/food preparation areas

- Clubs may wish to consider limiting the level of catering on offer
- Empty all the cupboards and clean the shelves and doors with appropriate product
- Throw out any out of date food
- Wipe down tins, packets and jars before putting back in cupboards
- Run the dishwasher several times on the hot wash, then using the manufactures recommend cleaning product run it again before being used
- Wash all cutlery, crockery and kitchen utensils before being used again
- Wash down all work surfaces and sinks with appropriate products
- Move appliances and clean behind
- Wash floors
- Make sure there are sufficient products to clean the kitchen area after every use
- Are your arrangements for crockery washing adequate - should a short-term switch to disposable items be considered?
- Should you consider asking members to bring their own mugs and other crockery to use for the time being?
- If the club provides a regular menu, it is recommended that the menu is reviewed to ensure that sufficient stock is available
- Have plans in place for disposal of any stock should lockdown be reintroduced
- Ensure your facilities comply with the latest hygiene requirements of the local authority as well as checking any certification has not expired

# Returning to training after a break

## Building up to training

The precise route back to normal club training and activity will be dependent on the exact nature of Government guidance and the club's specific environment. The plans and timelines may also vary between the different sections of the club e.g. juniors, performance, masters, recreational groups. Which boats are available for training will depend on the future detail of Government social distancing requirements.

It is important that rowers are given the opportunity for their bodies to get used to rowing training again to avoid injury. Competition should not be a priority immediately but instead you should concentrate on ensuring that a club retains its members and that they enjoy the sport by just being active on the water and having fun rowing. Clubs will need to take a period of time to stabilise the club, assess how they have come through this pandemic process, before moving on. This is particularly the case for clubs and programmes that are more competition- or performance-orientated - major competition opportunities are a while off. Bear in mind that some coaches and/or committee members may not be in a position to return or may not be able to commit the same time to the club.

Remember you will need to move through steps back to external competition - participation and activity comes before performance training and external competition.



As you return to training please consider the following:

- Make it fun first, participation and activity ahead of performance training.
- Keep the intensity down for now.
- Skills will have been lost and will take time to come back up to a level. Water sessions should be short to start with to ensure skills and technique are brought back up to a good level before worrying about long mileage. Go rowing and enjoy the freedom of propelling a boat on the water. There is perhaps a real opportunity to sort out some of those technical changes, while rowers have forgotten their bad habits!
- Remember that this season's J14s and beginners will have missed a considerable amount, so don't overestimate their competence, skills and safety levels when they re-start in the sport.
- Juniors may have had significant 'growth spurts' and their accompanying strength and stability levels may not have caught up yet. These rowers are at risk of injury, so make sure you adapt the programme. They won't be the same athlete when you next see them!
- Many rowers are continuing their own personal training during the club closures, so they may be more athletic at the end of this, which is a positive. However, much of their training may have been one dimensional (ergo, bike, run) and may not have included body rotational aspects. Alongside this, their trunk and core strength may be poor and they may not be able to hold good safe body positions, increasing their risk of injury. Again, a reason to keep sessions short.
- Keep in regular contact with your rowers to ensure they are being sensible and aren't trying to do too much away from the club, be mindful of safeguarding guidelines if coaching juniors.
- When returning to the gym for training, be mindful of the potential lack of recent conditioning training and, therefore, the rower's robustness to tolerate load.
- Consider creating internal club competition opportunities, with small group challenges as this will help drive training, even if these competition opportunities are in their home environments.

- Remember we are predominantly a team sport and the club/team/squad dynamics may need developing again. This may be the element of the sport many are currently missing.
- Stick to the current seasonal timetable otherwise the 2020-21 season may be very drawn out. You may wish to train through to mid-July and then take a break in August (active recovery break with optional training rather than programmed training) and then look to restart back in September.
- Be prepared for the unexpected and another potential lockdown. Have contingency plans available and ready.

## Avoiding Injuries

It is important to be conscious that rowers may not have been training and their bodies may have adapted to different movement patterns. It is important to consider the potential injury risks, ways to prevent and treat these injuries. Please note some preventative measures may not be available in the initial phases of a return to rowing.

| Problem                      | Likely cause   | What to do to prevent  | What to do to treat  |
|------------------------------|--|--|--|
| Lower back pain              | Reduced core strength and control and poor technique on water      | Do not overload on return to water<br><br>Core and glute Pilates 2-3 /week whilst land training  | Reduce load<br><br>Improve core strength and control<br><br>Gradually reintroduce water work   |
| Upper back and shoulder pain | Overuse, poor technique or upper body tension                      | Do not overload on return to water<br><br>Ensure technique is optimal<br><br>Global body and shoulder work whilst land training  | Reduce load<br><br>If symptoms don't settle seek advice from physio/doctor to see what might be wrong  |
| Rib pain                     | Overload   | Do not overload on return to water.<br><br>Maintain and improve the posture and global strength of the upper body.   | If you develop rib pain, tell your coach as soon as possible.<br><br>Under advice you may need to stop rowing completely or significantly reduce your load.  |
| Tight calves                 | Sudden change in activity on return to the boat                    | Calf strengthening<br><br>Calf stretching; bent knee and straight knee calf stretches<br><br><a href="https://www.verywellfit.com/calf-pull-stretching-exercises-3120313">https://www.verywellfit.com/calf-pull-stretching-exercises-3120313</a> | Calf strengthening<br><br>Calf stretching; bent knee and straight knee calf stretches<br><br><a href="https://www.verywellfit.com/calf-pull-stretching-exercises-3120313">https://www.verywellfit.com/calf-pull-stretching-exercises-3120313</a> |
| Wrist pain                   | Tendon and tendon sheath irritation with repetitive movement       | Gradually reintroduce water work at end of land training   | Rest<br><br>Ice<br><br>Anti-inflammatories<br><br>Gradually reintroduce water work   |
| Forearm pain                 | Friction between tendons on forearm due to feathering and squaring | Gradually reintroduce water work at end of land training   | Rest<br><br>Ice<br><br>Anti-inflammatories<br><br>Gradually reintroduce water work   |
| Blisters                     | Repeated rowing when have not been rowing for months               |  | Keep clean to avoid infection  |

## Recruitment and retention of members

As a sport, we will have to make a big effort to look after our members, particularly those in transition stages of their lives (e.g. leaving school) to retain as many people in rowing as possible. There may also be opportunities for clubs to grow their membership from the following groups - for example:

- Final year university students, looking for work or another degree at another institution
- Final year school leavers, who are looking to start university or take a gap year or start work
- From September 2020, university students who are attending university remotely but wishing to continue to row

There is perhaps a significant role for our community clubs to play in supporting these groups of our sport and an opportunity for our clubs to create relationships and connections with university programmes.

Coaches and clubs will need to think carefully about how we keep those who have just started in the sport engaged. These individuals have probably not had the chance to fully experience how great rowing can be or the fun and excitement of regattas. Keeping contact with these people will be critical to retaining them and making sure they feel cared for and have the opportunity to feel part of the team. Those falling into this category may include:

- The 2019-20 J14s and J13s many of whom may have hardly been on the water because of the floods
- The 2019-20 beginners/novices particularly at universities, where a huge number take up the sport for the very first time
- The new recreational members that could be the future committee members, umpires, club volunteers etc

When we reach later phases, clubs may want to start to consider when and how they might recruit new members and teach them to row. It is likely that some form of social distancing will remain in force for a significant period of time so clubs will need to think about how to adapt their plans for beginners for the new environment.

Retention during this time will be critical to the long-term health of rowing and clubs so it's important to start your long term planning as early as possible.

# Club Governance

Please note the following section should not be considered as legal advice and clubs should consult an appropriate legal professional should they need further advice in this area.

## Annual General Meetings

Clubs may now be approaching the time of year that they normally hold their club AGMs and may wish to adjust their usual arrangements to minimise the risk around coronavirus (COVID-19). Some clubs may already have appropriate provisions contained in their constitutions to allow the flexibility required, however, the Government has also passed the Corporate Insolvency and Governance Act to help companies and charities during the 'relevant period' from 26 March to **30 December 2020**.

 [Corporate Insolvency and Governance Act 2020](#)

The act provides a number of elements of flexibility for clubs during the 'relevant period' summarised below:

- General meetings don't need to be held in a particular location and may be held by electronic or other means.
- Voting may be cast by electronic or other means.
- Participants in the meeting do not need to be together in the same place.
- The rights of members to attend in person, participate or vote by particular means do not apply.
- If an organisation is required to hold an AGM on a certain date within the 'relevant period', they may hold this at any time up until **30 December 2020**.

This means if you are a limited company or a charity, you can hold your AGM electronically, as long as it's before **30 December**. After **30 December** you revert to the provisions in your governing documents.

 [Sport England advice on running virtual meetings effectively](#)

# Supporting members, coaches & volunteers

## Supporting coaches

Coaches play a significant role in our rowing clubs whether they be community, university or school clubs. Coaches may be volunteers or paid professional staff but they provide a vital link between the club and rowers. Rowing is predominantly a team sport and this is the element which is missing for many rowers and clubs during lockdown. The coach can provide that connection between the club and rowers before normal club activity can return. Remote coaching is becoming part of the new 'normal' but how is your club supporting your coaches during these challenging times? Who will provide that support and would your coaches benefit from some personal mentoring. Please bear in mind that coaches' circumstances may have changed during the lockdown and they may not be able to continue to commit the same amount of time as before.

## Coach development & education opportunities

During this time, there may be opportunities for coaches to explore continuous professional development (CPD) opportunities to ensure they continue to develop. Even if you are a professional coach who has been furloughed this is something you can still be doing whilst not able to work. You may want to consider:

- Looking at some of the online workshops or courses still being delivered.
- Following the British Rowing Lockdown webinar series.
- Are there podcasts you could be listening to?
- Are there articles or books you could be reading?
- Have you checked out the various resources available via British Rowing and UK Coaching?
- How can you stay connected through this period?

UK Coaching has a number of excellent resources available on their website:

 [UK Coaching](#)

You should use the opportunity to experiment and try new approaches to coaching athletes as we move through the phases towards a return to rowing. Keeping a coaching diary can be a good way to help reflect on what has worked well and where there may be gaps for you to work on. It may also be helpful should we have to move back towards a lockdown in reminding you what worked well at each phase.

There are several online courses/workshops available:

 [British Rowing/UKAD Clean Sport Workshop](#)

 [British Rowing Safety Basics – Understanding Risk Management](#)

 [UK Coaching: Safeguarding and protecting children](#)

 [UK Coaching: Mental health awareness](#)

 [UK Coaching: Inclusion workshop](#)

You may want to also consider brushing up on your knowledge around equity and well-being:

 [UK Coaching: Equity in your coaching](#)

 [UK Coaching: Improve coach well-being](#)

Throughout this period make sure you stay connected - this could be with other coaches or your wider support network. Ask questions and seek out good practice from others both in rowing and outside. Share your ideas wherever you can - we can all help each other so please be generous in sharing what you have learnt as it will be invaluable to others. Make sure you and others you know have proper support - and don't be afraid to ask for it or offer it!

# Appendix One: Useful Links

## British Rowing

<https://www.britishrowing.org/coronavirus>

<https://www.britishrowing.org/knowledge/british-rowing-clubhub/british-rowing-clubhub-guides/safety-in-club-premises/>

## UK Government

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

<https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19>

## Small Business Grant Fund

<https://www.gov.uk/government/collections/financial-support-for-businesses-during-coronavirus-covid-19>

### Business rates holiday for retail, hospitality and leisure businesses

<https://www.gov.uk/guidance/check-if-your-retail-hospitality-or-leisure-business-is-eligible-for-business-rates-relief-due-to-coronavirus-covid-19>

### Temporary changes to VAT payments to help manage cash flow

<https://www.gov.uk/guidance/deferral-of-vat-payments-due-to-coronavirus-covid-19>

### Guidance for Small Business Grants Fund (SBSGF) and Retail, Hospitality and Leisure Grant Fund (RHLGF)

<https://www.gov.uk/government/publications/coronavirus-covid-19-business-support-grant-funding-guidance-for-businesses>

### Business Interruption Loan Scheme (CBILS)

<https://www.gov.uk/guidance/apply-for-the-coronavirus-business-interruption-loan-scheme>

### Bounce Back Loan Scheme (BBSL)

<https://www.gov.uk/guidance/apply-for-a-coronavirus-bounce-back-loan>

### Other additional resources that may be useful to anyone paying staff

<https://www.gov.uk/guidance/coronavirus-support-for-business-from-outside-government>

### Sport England for funding

<https://www.sportengland.org/how-we-can-help/our-funds/community-emergency-fund>

### Club Matters (Club Governance advice)

<https://www.sportenglandclubmatters.com/>

## UK Coaching

<https://www.ukcoaching.org/courses>

## Legionnaires Disease

<https://www.hse.gov.uk/pubns/priced/hsg274part2.pdf>

Chartered Institute for the Management of Sports & Physical activity (CIMSPA)

<https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/sport-and-physical-activity-sector-facility-reopening-guidance>

# Appendix Two: Example Club Risk Assessment

 [Download as Excel Spreadsheet](#)

| No.                | Hazard   | Reduce probably of a hazard causing a hazardous event                       |   | Hazardous event                               | Reduce the severity of harm                        |  | Harm                                       | Severity                      | Probability | Level of Risk |          |
|--------------------|--|---|---|---|--|--|--|-------------------------------|-------------|---------------|----------|
|                    |  | Barriers  | Action to maintain barriers                           |   | Controls   | Action to maintain controls                |  |                               |             |               |          |
| Travel to the Club |  |   |   |   |  |  |  |                               |             |               |          |
| 1                  | exposure to COVID-19 by public transport or in a car with someone from a different household | other people wear a mask or face covering                                   | general advice to the public                          | rower or coach becomes infected with COVID-19 | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                              | 3                             | D           | Substantial   |          |
| 2                  |  | everyone maintains social distancing  |   |   | treatment by NHS                                   | NHS does not become overwhelmed with cases | severe illness                             | 4                             | C           | Substantial   |          |
| 3                  |  | people with symptoms self-isolate   |   |   |  |  | lifechanging illness or death              | 5                             | B           | Substantial   |          |
| 4                  | exposure to COVID-19 in private a car when travelling to or from the club                    | ensure that cars contain members of one household only                      | Club advice to rowers and coaches, and new club rules | rower or coach becomes infected with COVID-19 | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                              | 3                             | A           | Low           |          |
| 5                  |  |   |   |   |  | treatment by NHS                           | NHS does not become overwhelmed with cases | severe illness                | 4           | A             | Low      |
| 6                  |  |   |   |   |  |  |  | lifechanging illness or death | 5           | A             | Moderate |
| 7                  | exposure to COVID-19 when walking or cycling to the club                                     | other people wear a mask or face covering                                   | general advice to the public                          | rower or coach becomes infected with COVID-19 | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                              | 3                             | A           | Low           |          |
| 8                  |  | everyone maintains social distancing  |   |   | treatment by NHS                                   | NHS does not become overwhelmed with cases | severe illness                             | 4                             | A           | Low           |          |
| 9                  |  | people with symptoms self-isolate   |   |   |  |  | lifechanging illness or death              | 5                             | A           | Moderate      |          |
| 10                 | exposure to COVID-19 when using the club changing facilities                                 | close the changing facilities so that they cannot be used                   | Club advice to rowers and coaches, and new club rules | rower or coach becomes infected with COVID-19 | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                              | 3                             | A           | Low           |          |
| 11                 |  | advise rowers to travel to the club wearing the kit that they intend to row |   |   | treatment by NHS                                   | NHS does not become overwhelmed with cases | severe illness                             | 4                             | A           | Low           |          |
| 12                 |  |   |   |   |  |  | lifechanging illness or death              | 5                             | A           | Moderate      |          |

|  |  |   |  |   |  |  |                |   |   |          |
|--|--|---|--|---|--|--|----------------|---|---|----------|
|  |  | in and to travel home to shower and change  |  |   |  |  |                |   |   |          |
| Accessing equipment in the Boathouse and returning the equipment after use |  |   |  |   |  |  |                |   |   |          |
| 13   | person shedding virus has been in the boathouse within the last three days | Ensure that everyone who has been exposed does not visit the boathouse  | Club advice to rowers and coaches, and new club rules. Provide the equipment needed. (Disinfectant can be consist of a dilute solution of bleach in water.) Display the hand washing poster. | rower or coach becomes infected with COVID-19 | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness  | 3 | C | Moderate |
| 14   |  | limit the number of people in the boathouse at any one time (no more than 2 people per bay).                                    |  |   |  |  |                |   |   |          |
| 15   |  | at the start and end of each visit disinfect all surfaces (doors, locks, window catches, taps, etc.) that will be touched       |  |   | treatment by NHS                                   | NHS does not become overwhelmed with cases | severe illness | 4 | B | Moderate |
| 16   |  | ensure that everyone in the boathouse maintains social distancing (>2 metres)   |  |   |  |  |                |   |   |          |
| 17   |  | keep the boathouse well ventilated (open all doors and windows in the boathouse, switch on all mechanical ventilation (if any)) |  |   |  |  |                |   |   |          |
| 18   |  | Wash hands thoroughly at the start of each outing and before leaving to travel home   |  |   |  |  |                |   |   |          |
| 19   |  | exposure within the clubhouse   |  |   | prohibit the use of the clubhouse                  |  |                |   |   |          |

|                         |   |   |   |  |  |  |                               |   |   |          |
|-------------------------|---|---|---|--|--|--|-------------------------------|---|---|----------|
| 20                      | contaminated surfaces (boats, etc) within the boathouse                               | Wipe boats and other rowing kit with disinfectant the start and end of each period of use (i.e. before and after each person uses the equipment). Wear protective gloves when using disinfectant. | Club advice to rowers and coaches, and new club rules                                   | rower or coach becomes infected with COVID-19          | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                 | 3 | C | Moderate |
| 21                      |   | If possible, store the boats that are most likely to be used outside so as to minimise the need for people to enter the boathouse.  |   |  | treatment by NHS                                   | NHS does not become overwhelmed with cases | severe illness                | 4 | B | Moderate |
| 22                      |   |   |   |  |  |  | lifechanging illness or death | 5 | A | Moderate |
| 23                      | person who is shielding visits the boathouse  | Do not permit a person who is shielding to visit the boathouse  | government advice to people who are shielding and new club rules                        | person who is shielding becomes infected with COVID-19 | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                 | 3 | C | Moderate |
| 24                      |   |   |   |  | treatment by NHS                                   | NHS does not become overwhelmed with cases | severe illness                | 4 | B | Moderate |
| 25                      |   |   |   |  |  |  | lifechanging illness or death | 5 | A | Moderate |
| Going afloat or landing |   |   |   |  |  |  |                               |   |   |          |
| 26                      | someone present is shedding the virus or has been in contact with someone else who is | ensure that there are no more than 2 people present   | Club advice to rowers and coaches, and new club rules. Display the hand washing poster. | rower or coach becomes infected with COVID-19          | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                 | 3 | C | Moderate |
| 27                      |   | ensure that the minimum separation distance of 2 metres is maintained at all times  |   |  | treatment by NHS                                   | NHS does not become overwhelmed with cases | severe illness                | 4 | B | Moderate |
| 28                      |   | frequent thorough hand washing in warm soapy water  |   |  |  |  | lifechanging illness or death | 5 | A | Moderate |
| Rowing or Sculling      |   |   |   |  |  |  |                               |   |   |          |
| 29                      | someone present is shedding the virus or has been in                                  | maintain social distance between boats  | Club advice to rowers and   | rower or coach becomes infected with COVID-19          | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                 | 3 | C | Moderate |

|                    |   |   |  |   |  |  |  |                               |   |             |          |
|--------------------|---|---|--|---|--|--|--|-------------------------------|---|-------------|----------|
| 30                 | contact with someone else who is  | use 1xs, if larger boats are used then ensure that all rowers and cox are from the same household.                                      | coaches, and new club rules  |   |  | treatment by NHS                           | NHS does not become overwhelmed with cases | severe illness                | 4 | B           | Moderate |
| 31                 |   |   |  |   |  |  |  | lifechanging illness or death | 5 | A           | Moderate |
| Use of the toilets |   |   |  |   |  |  |  |                               |   |             |          |
| 32                 | someone present is shedding the virus or has been in contact with someone else who is | only allow one person in the toilets at any one time  | Club advice to rowers and coaches, and new club rules. Provide disinfecting materials and instructions | rower or coach becomes infected with COVID-19 | rower or coach recovers without hospital treatment | (rower self isolates at home)              | minor illness                              | 3                             | D | Substantial |          |
| 33                 |   | Ensure that the toilet windows are opened so that the toilets are well ventilated.  |  |   | treatment by NHS                                   | NHS does not become overwhelmed with cases | severe illness                             | 4                             | C | Substantial |          |
| 34                 |   | person using the toilets disinfects every surface touched or likely to be touched (including the toilet seat) before and after each use |  |   |  |  | lifechanging illness or death              | 5                             | B | Substantial |          |

# Appendix Three: Version History

## Version 2

Released 4 June 2020

| Section                                    | Change  | Page |
|--|---|------|
| Following Guidance                         | New section created   | 7    |
| Phasing                                    | Phase B coaching advice changed to reflect changes to Government guidance on group sizes  | 8    |
| Advice for Rowing Clubs                    | Previous advice for school and university rowing clubs added to document                  | 12   |
|  | Advice related to cleaning solutions updated  | 13   |
|  | Reminder about wildlife added to club facilities section                                  | 14   |
| Club Facilities – Phase by Phase Checklist | Phase B coaching advice changed to reflect changes to Government guidance on group sizes  | 20   |
| Advice for Coaching & Training             | Phase B coaching section updated to reflect changes to Government guidance on group sizes | 26   |
|  | Phase B section added to clarify advice related to launches                               | 26   |

## Version 3

Released 12 June 2020

| Section                                       | Change  | Page |
|---|---|------|
| Advice for Rowing Clubs                       | Clarification that scenarios in the table are purely illustrative examples not advice | 11   |
|   | Addition of advice for indoor rowing group classes/Go Rowing indoor clubs             | 14   |
| Advice for Club Activity, Training & Coaching | Section retitled to include club activity   | 26   |
|   | Addition of general guidance to coaches   | 26   |
|   | Additional links to UK Coaching advice  | 27   |
|   | Addition of juniors and land training section   | 27   |
|   | Addition of build up to training section  | 28   |
|   | Addition of recruitment and retention of members section                              | 30   |
| Supporting Coaches                            | New section   | 31   |

## Version 4

Released 29 June 2020

| Section                                       | Change   | Page |
|---|--|------|
| Phasing                                       | Phase C notes updated to reflect changes to Government advice                        | 9    |
|   | Note about current phase added   | 10   |
| Advice for Rowing Clubs                       | General Principles examples updated to avoid implying launches are still not allowed | 12   |
|   | Section added about other river users  | 13   |
|   | Note about parental consent added to Juniors section                                 | 13   |
|   | Section added about crew boats   | 15   |
|   | Section added about the need for club plans to be reversible                         | 17   |
| Club Facilities – Phase by Phase Checklist    | Phase C summary updated  | 24   |
|   | Note re. changing rooms added  | 25   |
|   | Note re. Gym/ergo rooms added  | 26   |
|   | Note re. Government advice for bars added  | 26   |
|   | Note re. Government advice for catering areas added                                  | 27   |
| Advice for Club Activity, Training & Coaching | Title amended to apply advice to Phase B & C   | 29   |
|   | Note re. parents helping added   | 29   |
|   | Launch advice amended  | 29   |

## Version 4.1

Released 10 July 2020

| Section                 | Change   | Page |
|-------------------------|--|------|
| Phasing                 | Current phase advice clarified                                     | 10   |
| Advice for Rowing Clubs | Crew boats explicitly ruled out until Government approval is given | 15   |

## Version 4.2

Released 17 July 2020

| Section                                    | Change   | Page |
|--|--|------|
| Phasing                                    | Current phase advice updated to reflect application to DCMS  | 10   |
| Advice for Rowing Clubs                    | Link to Return to Play: mental health guidance added   | 13   |
|  | Communication section updated to add information about sharing risk assessments                    | 14   |
|  | Code of behaviour section added  | 14   |
|  | Test and trace section added   | 14   |
|  | Link to Government's specific advice for sports facilities added                                   | 14   |
|  | Ventilation section changed to reflect government's advice and relationship to capacity            | 15   |
|  | Social distancing section updated with note re. face coverings                                     | 15   |
|  | Go Row Indoor section updated to reflect changes to gym guidance                                   | 16   |
|  | Link added to HSE guidance on COVID-19 risk assessments  | 17   |
| Club Facilities – Phase by Phase Checklist | Link to Government advice re. opening gyms added   | 26   |
|  | Updated using gym equipment outdoors section to recognise indoor gyms will be possible             | 26   |
| On-Water Rowing Activity                   | New section created with advice about on-water activity: content largely moved from other sections | 28   |
|  | Advice for schools programmes added in relation to 'school bubbles'                                | 28   |
| Advice for Training & Coaching             | Title updated to reflect on-water activity moving to new section                                   | 29   |

## Version 5

Released 23 July 2020

| Section                  | Change  | Page |
|--------------------------|---|------|
| Phasing                  | Current phase advice updated to reflect changes to crew boats | 10   |
| On-Water Rowing Activity | Advice for crew boat rowing updated                           | 28   |
|                          | Advice for coxing added                                       | 29   |
|                          | Specific timing for reintroduction of crew boats added        | 29   |

## Version 5.1

Released 31 July 2020

| Section                        | Change  | Page |
|--------------------------------|---|------|
| Important Notes                | Additional note about local restrictions added                                    | 2    |
| Phasing                        | Phase D updated to confirm that at this stage no on-water competition is possible | 9    |
|                                | Provisional timings for Phase D, E and F added                                    | 9    |
|                                | Current phase updated to reflect Phase D from 1 August                            | 10   |
| Advice for Training & Coaching | Phase B and C section updated to reflect this is no longer the current phase      | 31   |
|                                | Phase D section added linking group size to On-Water Club Activity section        | 31   |
| Advice for Competitions        | Intro corrected to reflect current phasing  | 37   |

## Version 5.2

Released 13 August 2020

| Section                | Change  | Page |
|------------------------|---|------|
| Phasing                | Wording around schedule updated to clarify that the timings are subject to change rather than confirmation. | 9    |
|                        | Current phase updated to reflect Phase E from 15 August   | 10   |
| On-Water Club Activity | Extra information added to coxing guidance  | 29   |
|                        | Clarification added about application of crew boat rowing advice to fixed seat boats                        | 29   |

## Version 6

Released 26 August 2020

| Section                                      | Change  | Page |
|--|---|------|
| Phasing                                      | Phasing updated to reflect new competition advice   | 10   |
| Advice for Rowers                            | Public transport advice changed to 'avoid public transport' rather than 'do not use public transport'   | 12   |
| Advice for Rowing Clubs                      | Extra information about opt-ins added including record keeping  | 15   |
| Club Governance                              | New section added   | 33   |
| Competitions                                 | New sections added: <ul style="list-style-type: none"><li>• General Advice</li><li>• Advice for Competition Organisers</li><li>• Advice for Hosting Clubs</li><li>• Advice for Travelling Clubs</li></ul> | 40   |
| Advice for Indoor Rowing Activity in Schools | New section added   | 50   |

## Version 6.1

Released 16 September 2020

| Section                                    | Change   | Page |
|--|--|------|
| Following the Guidance                     | Information on where to direct questions                           | 9    |
| Phasing                                    | Current phase  | 11   |
| Club Facilities – Phase by Phase Checklist | Tidy up of language to match current advice                        | 25   |
|  | Changing rooms guidance clarified                                  | 26   |
|  | 'Rule of six' guidance note added to bar to section                | 28   |
| On-Water Rowing Activity                   | 'Rule of six' note added to crew boat description and briefings    | 29   |
| Competitions: General Advice               | Procedure for competitions to demonstrate COVID-Secure plans added | 40   |
|  | Organising Committee meetings advice added                         | 40   |

## Version 6.1.1

Released 17 September 2020

| Section                      | Change   | Page |
|------------------------------|--|------|
| Competitions: General Advice | Minor correction to clarify that RRSA's do not approve standard safety documentation – they review it. | 40   |
| Competitions: General Advice | Missing spectator paragraph added  | 45   |

## Version 7

Released 30 September 2020

| Section  | Change   | Page  |
|--|--|-------|
| Introduction                                       | Updated text included to reflect current situation   | 7     |
| Advice for Rowing Clubs                            | Inclusion of information on official NHS QR codes in 'Test and trace' section                                    | 15    |
|  | "Capacity & Ventilation" section expanded to explain application of 'rule of six' in relation to indoor training | 16    |
| On-Water Club Activity                             | Section in relation to beginners in crew boats added   | 30    |
| Club Governance                                    | Dates amended following extension of Government Act from 30 September to 30 December                             | 32    |
| Competitions: General Advice                       | Link to example documentation from test competition added  | 40    |
| Competitions: Advice to Competition Organisers     | Various updates added following learnings from test competition  | 42-47 |
| Competitions: Spectators and control of site areas | Section on spectators expanded   | 48    |

## Version 8

Released 20 November 2020

| Section                                       | Change  | Page  |
|---|---|-------|
| All   | Document updated to reflect new framework meaning that a number of sections have been moved and re-ordered. Document renamed to 'Managing COVID-19'.<br><br>Please note, only material changes are listed below, a number of new sections have been added to facilitate the new structure. Each chapter related to the new framework has a new section outlining the specific restrictions that currently apply and that would apply at the different Local COVID Alert Levels. | All   |
| Important Notes                               | Reasons not to attend club updated to reflect new reasons for self-isolating  | 2     |
| Introduction                                  | New introduction  | 3     |
| Following the Guidance                        | Reminder to follow instructions from navigation authorities and local authorities added   | 9     |
| Our Framework                                 | New framework set out to replace old phasing  | 10-13 |
| Advice for Rowers                             | Information about whether you can travel for rowing added   | 15    |
| Managing a club during coronavirus (COVID-19) | Intro updated   | 16    |
|   | General principles updated to clarify advice around adaptive rowing   | 16    |
|   | Code of behaviour example from GB Rowing Team included  | 18    |
|   | Club Emergency Fund info added  | 19    |
|   | Challenge Hub and @Home Hub added   | 20    |
| COVID-Secure Sporting Facilities              | Extra information about self-isolation related to Test and Trace added  | 23    |
|   | Gym facilities advice clarified   | 25    |
| COVID-Secure On Water Activity                | Recreational and touring advice added   | 33    |
| Club Governance                               | Date updated to reflect extension of legislation  | 65    |

# Appendix Four: Competition COVID-19 Officer

## Example Role Description

### Position Overview

The event COVID-19 Officer is responsible for all COVID-19 matters for the event and will be responsible for liaising with key stakeholders and other organisations in relation to an event's response to COVID-19.

The position can be held by an existing member of the Organising Committee (OC), however we strongly suggest that this is a standalone role to provide effective check and challenge.

The COVID-19 Officer should promote clear and effective communication channels across the event and ensure that the OC and volunteers feel supported and have someone to go to should they have any questions or concerns.

They should ensure that all event volunteers and third-party event contractors follow the COVID-19 guidance set.

### Commitment

This will depend on the size of the event. The event COVID-19 Officer would expect to be involved in all aspects of event planning and operations, attend Organising Committee meetings and be present at the event to ensure compliance.

### Main Tasks and Responsibilities

- Act as the main point of contact for all stakeholders with regards to COVID-19.
- Oversee the implementation of the relevant risk assessments.
- Act as the link between the event and venue operators and ensure both are following current up to date guidance.
- Keep up to date with the latest Government and British Rowing advice and guidelines on COVID-19.
- Communicate with the OC about any COVID-19 matters that have been raised concerning the event.
- Review the event risk assessments and safety documents and recommend changes when necessary with regards to being COVID-Secure.
- Promote good practice to event stakeholders and remind them of protocols where necessary.
- Ensure pre-event health questionnaires are completed and recorded for all participants attending the event, including volunteers and competitors, in case of the need to share details with NHS Test and Trace.
- Support the Race Committee with any related COVID-19 issues.
- Ensure that the latest British Rowing COVID-19 Guidance is being followed and implemented.

### Relevant Skills and/or Aptitudes

- Reliable and proactive with a positive attitude.
- Good listener with excellent interpersonal skills.
- Excellent communicator with good verbal, written and IT skills.
- Approachable.
- Understands and respects confidentiality.
- Tactful and discrete.
- Logical thinker.

## Knowledge and Experience

### Essential

- Understanding of the event risk assessment process.
- Understanding of event delivery structure and third-party stakeholders.
- Understanding of Government and British Rowing COVID-19 guidance.
- Understanding of GDPR regulations.