

[Redacted]

Subject: FW: Letter of support

From: [redacted]@gov.scot>
Sent: 06 November 2020 09:20
To: [redacted]@scottishswimming.com>; [redacted]@sportscotland.org.uk
Subject: RE: Letter of support

Thanks for the heads up [redacted] – no issues with anything in here.
[redacted]

[redacted]
Head of Active Scotland | Scottish Government | Area 3J North | Victoria Quay | Edinburgh | EH6 6QQ
☎ 0131 244 [redacted] | ✉ [redacted]@gov.scot



From: [redacted]@scottishswimming.com>
Sent: 05 November 2020 17:45
To: [redacted]@gov.scot>; [redacted]@sportscotland.org.uk>
Subject: Letter of support

Hello [redacted], [redacted],

Thanks for all of the hard work in keeping the ability for clubs and the public to be active during the recent months. In support of this and the sector, and also to promote the uniqueness that swimming and swimming pools have both to the community and in keeping the nation active and healthy, I sent the attached letter to the First Minister this afternoon.

There shouldn't be anything controversial within the letter, the content simply there to highlight the importance of aquatics space. Being mindful of our close partners I have been in touch with Robin Strang of CLUK who was supportive of the approach.

Kind regards

[redacted]

[redacted]
Chief Executive
Scottish Swimming

M [redacted]
W www.scottishswimming.com

Our Vision: Everyone Can Swim

REMOTE WORKING

In response to the Government advice surrounding COVID-19 Scottish Swimming Staff have now been told to work from home, but can be reached by email and mobile (where applicable). Please check our [MailScanner has detected a possible fraud attempt from "www.scottishswimming.com" claiming to be Staff Contacts](#) page.

Information, support and advice for Clubs around coronavirus are being posted on our website (www.scottishswimming.com) and across our main social media channels: [Facebook](#), [Twitter](#), [Instagram](#).

Follow us on [Twitter](#), [Facebook](#), [YouTube](#)

Name and Registered Office, Scottish Amateur Swimming Association Ltd (trading as Scottish Swimming), Airthrey Castle, Hermitage Road, University of Stirling, Stirling, FK9 4LA
Company number: 246645. Registered in Scotland

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We will not change bank account details during the course of a transaction. If you are due to transfer money to Scottish Swimming and have received an e-mail with sort code and account details you should call your Scottish Swimming contact to corroborate these details. Please use a phone number from our website or terms of engagement letter and not one from the same e-mail as contains the bank account details. For other advice on protection from cyber-crime, see the ActionFraud [website](#).

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[Redacted]

Subject:

FW: COVID-19: SCOTTISH SWIMMING ADVICE TO CLUBS

From: [redacted]@scottishswimming.com>

Sent: 14 March 2020 12:58

To: [redacted]@gov.scot>; [redacted]@sportscotland.org.uk>

Subject: FW: COVID-19: SCOTTISH SWIMMING ADVICE TO CLUBS

Hi [redacted], [redacted],

I am sure that this will be taking up a lot of your time.

However FYI – please see below the latest announcement we made today.

Thanks

[redacted]

COVID-19: SCOTTISH SWIMMING ADVICE FOR CLUBS

Further to our statement on the postponement of some National Events, we are aware of the concerns of both clubs and members about other competitions.

The wellbeing, health and safety of all our athletes, coaches, volunteers and the general public is a priority for Scottish Swimming and we are aware that a number of planned swimming competitions have already been cancelled or postponed. At present, our position is to help support an informed view for Clubs to make their own decisions as to whether their competitions should run by looking at the local situation and the planned conditions.

In reaching decisions about competitions and other activities that might be taking place, clubs are encouraged to consider the latest government advice as follows -

- There is presently no reason for people to stop doing their daily sport and physical activities as they normally would
- Anyone with a persistent cough and, or a temperature or flu like symptoms should avoid the risk of spreading their infection by following government advice
- For those who offer community and leisure services hand hygiene should be strongly promoted and encouraged, and equipment and facilities should be thoroughly cleaned and wiped down as usual following use
- For those hosting sporting events, whatever their size, attendees and participants should stay up to date on the government's latest advice on how to avoid catching or spreading the virus

Regular communication with local partners, facility operators, travelling athletes and clubs is essential and consideration must be given to those who have concerns about their health. Clubs should be aware that some athletes, coaches, volunteers and spectators may withdraw from competition at the last minute due to changing circumstances or advice. Scottish Swimming will continue to work closely with local authorities and partners and will support clubs as decisions around the staging of competition are made.

Finally, please follow all the relevant advice on how to avoid catching or spreading the virus, we would encourage you to look after your health. There is no pressure from Scottish Swimming for athletes, coaches, volunteers to attend any organised activity if they feel it will risk their health.

This is an ongoing and fast moving situation and as such any guidance and advice will be subject to further review and recommendations from Authorities.

In the meantime please continue to follow advice and make use of the following online resources for up to date information about Coronavirus:

[NHS Inform Scotland website](#)

[UK Government Coronavirus guidance website](#)

[UK Government Foreign and Commonwealth Office travel advice website - specific to China](#)

[UK Government Foreign and Commonwealth Office website – for all countries](#)

The NHS24 [Twitter](#) and [Facebook](#) accounts for public health information in Scotland

[redacted]

[redacted]

**Communications Manager
Scottish Swimming**

T 01786 [redacted]

M [redacted]

W www.scottishswimming.com

Our Vision: Everyone Can Swim

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Company number: 246645. Registered in Scotland

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[Redacted]

Subject: FW: Updated Outdoor Tennis Guidelines
Attachments: Draft Guidance for Venues Players Coaches in Scotland BD21MAY.docx

From: [redacted]@tennisscotland.org>
Sent: 21 May 2020 22:09
To: [redacted]@sportscotland.org.uk>
Cc: [redacted]@sportscotland.org.uk; [redacted]@gov.scot>
Subject: Updated Outdoor Tennis Guidelines

Hi [redacted]

Apologies for the late email.
Please see updated Guidelines consistent with the FM announcement today.

We have updated everything, confirmed no access to toilets, added the generic points you highlighted earlier today for all three sports for consistency under General (the Risk Assessment was already dealt with elsewhere in the doc).

We have also consulted British Tennis and their safe guidelines for one to one coaching as recommended by UK Coaching, CIMPSA and UK Gov and it is felt that this is consistent with the announcement today and the Scottish Gov Route map for moving out of lockdown. Therefore we have included this limited one to one element under the conditions outlined in the document.

I will not distribute these Guidelines until I hear back from you and if required we can take out the one to one coaching. However we are very comfortable to recommend that tennis can operate with these safe guidelines on this limited basis.

Thanks
[redacted]

[redacted]
Chief Executive

D: 01786 641 [redacted]

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[Redacted]

Subject: FW: Tennis Draft New Standard Operating Procedures Covid-19
Attachments: TS COVID-19 SOP1.docx

From: [redacted]@tennisscotland.org>
Sent: 04 May 2020 14:52
To: [redacted]@gov.scot>
Cc: [redacted]@sportscotland.org.uk
Subject: Tennis Draft New Standard Operating Procedures Covid-19

Hi [redacted]

I hope you are keeping safe and well.

There has been much discussion re safe / new operating procedures for sports to be able to have some form of activity as a phased and controlled easing of lockdown.

I have attached the Draft SOP document that we believe offers an operating method that removes common surfaces, and reduces the risk consistent with government and health guidance and advice. This is draft but the principles are consistent with all the relevant guidance and expertise. It will be developed into a graphic form also so that we can communicate to all clubs throughout Scotland but only at the appropriate time.

I realise also that there will be a Westminster Government position coming out and that this will be in consultation no doubt with Scotland.

However as Professor Jason Leitch has mentioned, for some sports like tennis and others, hopefully as we progress towards some form of staged and managed easing of restrictions, we do believe that tennis can be operated safely with the SOP for our clubs national attached.

We are also speaking with the LTA in London regarding the British context but with sport being devolved, I thought it important to contact you direct.

Perhaps you could let me know if there are any consultations/discussions/decisions for sports that are relevant. Some sports will be able to deliver activity related to the next stage of social distancing guidance et als and others might more challenging. We are happy to discuss this more when appropriate to allow tennis as a safe sport to be introduced under managed conditions.

I have been liaising with [redacted] also at sportscotland who has been supporting us through what has been a very challenging period for all involved.

I look forward to hearing from you.

Best
[redacted]

[redacted]
Chief Executive

D: 01786 641 [redacted]

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SCOTLAND

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VAT Number: 269 6334 23

 

www.tennisscotland.org

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To: [redacted] Scottish Government Cc [redacted] sportscotland		Subject: Return to Tennis Phase 1 - COVID-19 DRAFT STANDARD OPERATING PROCEDURES (to allow tennis to be played safely within the next stage of lockdown measures and social distancing)
From: Chief Executive [redacted] [redacted], Head of Participation & Development		
Date: 30/04/2020	Ref: BD/KH.COV1	

1. Background

This paper is an overview of proposed action to enable people to return safely to tennis in Scotland as social distancing measures are altered and updated. The position is based on a phased return of activity, equipment and facility access to manage and control the associated risk COVID-19 presents in resuming tennis activity at registered venues throughout the country. Measures will be based around standard operating procedures and in line with Government COVID-19 advice.

2. Phased Return

It is anticipated a 2-phase return to tennis will be required. Each phase has specific controls to reduce contact points, social distancing and risks associated with COVID-19 and its spread. This paper focuses on Phase 1 – return to casual play and individual/small group coaching during the period of self-distancing. Phase 2 – will activate wider coaching programme activity, competition and facility access. Each phase is focused around appropriate controls to make tennis activity safe by reducing risk consistent with governmental advice.

3. Phase 1 – Return to Casual Play, individual lessons and small group coaching

Tennis venues will enable play on tennis courts under restrictions via the re-opening of outdoor courts. Venues that are not able to meet controls will remain shut. These restrictions will form a robust standard operating procedure (SOP) which will be mandatory for venues to adopt should they wish to open during this period. The SOP focuses on essential controls; it is acknowledged that clubs may wish to add to these as per site specific management functions (ie length of court booking, members/ non-members, cost etc). An example of the Phase 1 objective is to remove common surfaces, i.e. gate handles, net winders etc.

4 Standard Operating Procedures - Venues

- All player used buildings must remain closed (ie clubhouses, toilets, changing etc)
- All court access systems/gates must be fixed open
- Hand sanitiser units must be installed or be available at access points and instruction to users to use on entry/exit, at point of booking confirmation, as well as signage on site.
- Sharing of personal equipment is not permitted (rackets, balls, water bottles etc)
- Use of club equipment is not permitted (ball machines, cones etc)
- Tennis balls should be marked by court number so no mixing of balls is possible. In addition it is an option for balls to be marked so that the server only serves with his/her balls so that no hand to ball contact can be passed from player to player. However if hands are washed and sanitised before playing the risk is removed for any contamination
- Ensure servers are only using own marked balls
-
- Courts must be pre-booked. Venues can use CLUBSPARK if they don't already. A free booking and venue management software system. Online Bookings should have a 15 minute break between bookings to allow safe access and egress to the courts minimising any gatherings
- Social distancing must be observed by all players and coaches
- A maximum of two people per court is allowed. The only exception is where a group of people from the same household, isolating together wishes to use a court together
- Members who are over 70 or who have been notified that they are in a vulnerable category are not permitted to use courts
- Pre-booked court users should vacate/enter premises within a 5 minute window of court booking
- Every venue will have a visual guide as to what safe social spacing represents (i.e. 2 metres). This could be marked on the ground as per the model used by supermarkets etc
- Tennis balls should be provided by individual players and marked to identify. Minimise body contact to tennis balls at all times
- Net winders, brushing equipment, anything that would ordinarily receive multiple touch points should be removed from courts
- For courts that require regular brushing between games then this should be arranged by the club via safe control measures at the beginning and end of the day
- If seating present, appropriate social distancing should be implemented
- Courts should be marked with tape 1 metre from the net on either side to denote a safe distance between players over the net. Players should adapt play accordingly to this distance when needed.
- Any racket bags, sports bags or any unused equipment should be placed at the back of court. Ensuring individual belongings are a minimum of 2 metres apart.
- Change ends clockwise to maintain social distancing
- No physical contact between players permitted (etc shaking hands)
- Do not use score cards or score boards (these should be removed consistent with brushes, net winders etc and all common surfaces
- Regulated competition (grade 1 -6) is not permitted until at least 28th June (await further instruction on extension if needed)

- Cover cough's/sneeze's in the appropriate and safe manner as detailed by government advice
- If possible use every second court where practical
- It is the daily responsibility of the club to sanitise any potential multiple touch points and common surfaces
- Stay home when you have more than one of the following symptoms: new continuous cough and/or high temperature.

5 Standard Operating Procedures – Coaching activity

- Adopt all Standard Operating Procedures - Venues
- Group coaching should take place only where full social distancing is possible
- Teaching professionals should be assigned/allocated specific courts—and also specific days and times where possible
- Position the players at well-spaced stations
- Live ball drills and game-based play is recommended rather than using baskets
- Limit the use of coaching equipment such as target cones
- Don't let the players handle any coaching equipment. The coach should pick up the balls
- Players to use their racquet/foot to collect balls/push balls back and/or hit them to their opponent to avoid using hands and touching the balls
- All coaching should be booked in advance
- Guardian/non participant traffic in courts should be minimised where possible and use social distancing if waiting/watching lesson, i.e. parent waiting on child.