



# SCOTTISH COUNCIL OF TAEKWONDO

Protection Level Guidance

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## 1. Quick View – Scottish Council of Taekwondo Protection Level Guidance

### Summarised Protection Level Info.

Protection Level	Age Group	INDOOR	OUTDOOR
0	Under 18	Contact Sport Permitted	Contact Sport Permitted
	Adult	Contact Sport Permitted	Contact Sport Permitted
1	Under 18	Contact Sport Permitted	Contact Sport Permitted
	Adult	Non Contact Only	Contact Sport Permitted
2	Under 18	Contact Sport Permitted	Contact Sport Permitted
	Adult	Non Contact Only	Contact Sport Permitted
3	Under 18	Contact Sport Permitted	Contact Sport Permitted
	Adult	Not Permitted	Non Contact Only
4	U12	Not Permitted	Contact Sport Permitted
	12 - 17	Not Permitted	Non Contact Only
	18+	Not Permitted	Non Contact Only

Class Sizes & Rules	<ol style="list-style-type: none"> <li>1. Maximum 15 people outdoors for over 12s, including any instructor/coach. U12s up to 30 people.</li> <li>2. Maximum numbers indoors should not exceed 30 for all ages, including any instructor/coach</li> <li>3. Please respect social distancing before and after the session and during any breaks</li> <li>4. Only non-contact activity, outdoor, is allowed at Level 4 for over 12s. Under 12s, contact is permitted.</li> </ol>
Equipment	<ol style="list-style-type: none"> <li>1. Pad work must not be used where contact sport is not permitted</li> <li>2. Pad work must not make up most of the class time</li> <li>3. Dummies may be used but cleaning guidance must be followed</li> </ol>
Acceptable training locations/venues	<ol style="list-style-type: none"> <li>1. All class locations must have the space and facilities to comply with 'Getting Your Facilities Ready for Sport'</li> <li>2. Health and Hygiene rules must be observed.</li> </ol>
Links to Useful Info.	<ol style="list-style-type: none"> <li>1. <a href="#">sportscotland latest sport guidance</a></li> <li>2. <a href="#">Getting your Facilities Ready for Sport</a></li> <li>3. Useful <a href="#">Coaching Information</a></li> <li>4. <a href="#">Covid Officer Training</a></li> <li>5. <a href="#">Sportscotland COVID resources</a></li> <li>6. <a href="#">Public Use of Face Coverings</a></li> </ol>
Questions.....	<a href="mailto:Jane.Harvey@scottishcounciloftaekwondo.com">Jane.Harvey@scottishcounciloftaekwondo.com</a>

## 2. Introduction

These guidelines have been developed by Scottish Council of Taekwondo for all taekwondo activities within Scotland and were produced with support from **sportscotland** and the Scottish Government.

The document shall remain fluid and shall be updated as further phased guidance is released by the Scottish Government regarding Covid-19 and our route from lockdown. The document provides guidance for activity and checklists that should be completed before each session.

Scottish Government has introduced a new strategic framework document for managing COVID-19 became effective from 2 November 2020. This provides a 0-4 Level approach to restrictions with each local authority area (or sub-area) placed in a relevant protection Level depending upon its COVID-19 status which will be reviewed weekly.

From 12<sup>th</sup> March 2021, the latest Level 4 updated allowed outdoor non-contact sport and organised group exercise for both U18 and adults. An outdoor sporting 'field of play bubble' for under 12s consists of up to 30 people including children and coaches at any one time (over 12s 'field of play bubble' is up to 15 people).

Details of which Protection Level applies for your Local Authority can be found here:

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-levels-by-area/>

People who are symptomatic and household members should self-isolate for 10 days as per NHS Scotland guidance. No one who is self-isolating should attend a sports facility or activity. Do not leave your home to undertake exercise or outdoor activity if Scottish Government advice means you should stay at home because you or someone you live with has or has had symptoms of COVID-19.

### 3. Activity Permitted at Each Level

The table in the 'Quick View' on page 2, provides a table of summarised activity permitted at each level. This should provide an easier viewing.

Check which protection level applies to you local authority area here:

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-levels-by-area/>

Below is detailed information on what is and is not permitted for sport and physical activity at each level.

		Level 0	Level 1	Level 2	Level 3	Level 4
<b>TAEKWONDO OUTDOOR</b> Organised outdoor competition, coaching, events and Physical Activity (PA)	Overview	An outdoor sporting 'field of play bubble' for under 12s consists of up to 30 people including children and coaches at any one time (over 12s 'field of play bubble' is up to 15 people).				
	Children & Young people (u18 years)	All outdoor taekwondo activity at all levels can take place	All outdoor taekwondo activity at all levels can take place	All outdoor taekwondo activity at all levels can take place	Outdoor taekwondo (inc pad work) can take place	U12 Contact permitted 12-18 non-contact Taekwondo is permitted
	Adults (18+ years)				Contact taekwondo and pad work prohibited	Adult non-contact Taekwondo is permitted
<b>TAEKWONDO INDOOR</b> Organised indoor sport, coaching, competition, events and Physical Activity (PA)	Overview	The number of athletes allowed to take part in organised indoor sport or physical activity should follow Scottish Government <a href="#">guidance on the opening of sport and leisure facilities</a> and sport specific <a href="#">SGB Guidance</a> . 'Group' activity refers to adults, from more than 2 households (6 members) who take part in organised sport or physical activity. 'Individual exercise' refers to organised sport or physical activity within household rules i.e. 1:1 coaching which is physically distanced. For further information see definitions within this guidance.				
	Children & Young people (u18 years)	Adult & U18 taekwondo activity may happen as normal	All U18 taekwondo activity permitted	All U18 taekwondo activity permitted	All U18 taekwondo activity permitted	<b>All indoor activity suspended - facilities closed</b>
	Adults (18+ years)		Non-contact sport & PA permitted Contact sport & PA prohibited, including pad work	Non-contact sport & PA permitted Contact sport & PA prohibited, including pad work	Non-contact sport & PA permitted Contact sport & PA prohibited, including pad work	

## 4. Club Responsibilities

1. **COVID Officer:** Clubs should appoint a named 'COVID Officer' who will complete the COVID Officer training, document risk assessments and ensure all appropriate mitigations are put in place and that appropriate records of attendance and contact details are maintained at all club sessions. Clubs should inform Scottish Council of Taekwondo of their appointed COVID officer and confirm contact details.
2. **Cleaning of Equipment:** Where shared equipment is permitted, cleaning should be undertaken before and after each session and during regular breaks in the session. Cleaning of any shared equipment, particularly pads of dummies, should be undertaken.
3. **Risk Assessment:** Risk assessments should be carried out and documented for all activities and facilities. Consider safety first, particularly minimising the risk of infection/transmission and following Scottish Government guidance regarding health, hygiene, and physical distancing. A risk assessment template is included in the resources below. Instructors/coaches should risk assess and plan appropriately for the session in advance, be aware of responsibilities and be clear on expectations with participants.
4. **Class sizes:** The maximum number of participants at any session should be 30 (including instructors/coaches). Sessions should be risk assessed to ensure there is a safe ratio based on the space available for the session. Note, this is likely to mean that less than 30 can be included.
5. **Test and Protect:** More information can be found in section 12. Note a register of participants should be stored safely for a period of time that reflects necessity.
6. **Travel Guidance:** Participants can take part in organised sport and physical activity within their own local government area based on Level as detailed in page 4. Participants aged 18 years or over can travel to and from Level 0, 1 and 2 areas (but not Level 3 or 4) to take part in organised sport, physical activity, training and competition. Adults living in a Level 3 or Level 4 area should only travel locally (within their own local government area) to take part in organised sport or physical activity. Adults living in a Level 3 or Level 4 area should only travel out with their local government area (up to 5 miles) to take part in informal exercise such as walking, cycling, golf or running that starts and finishes at the same place. Such activity should follow Scottish Government 'Stay at Home' guidance. Participants aged 17 years or under can travel to and from Level 0, 1, 2 and 3 areas (but not Level 4) to take part in organised sport, physical activity, training and competition. Children and young people living in a Level 4 area should only travel locally (within their local government area) to take part in organised sport. Children and young people living in a Level 4 area should only travel out with their local government area (up to 5 miles) to take part in informal exercise such as walking, running or cycling which starts and finishes at the same place. Such activity should follow Scottish Government 'Stay at Home' guidance.

7. **Participant Screening:** The player self-screening form should be provided to all participants in advance of the session. Any player showing symptoms should not be allowed to attend.
8. **Hygiene:** All participants should use hand sanitiser before and after sessions and during any breaks. Instructors/coaches should make hand sanitisers or wipes available for use before, during and after a session where possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes are appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent is followed by chlorine releasing agent.  
  
If you need to sneeze or cough, you should do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin or place in a plastic bag and take home. Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel.
9. **Spectators:** No spectating should take place other than where a parent or carer is supervising a child or vulnerable adult for safeguarding reasons. This should be limited to one person per participant.
10. **Payment:** Any payments required for a session should be online and cash payments should be avoided.

## 5. Guidance for Indoor Contact Taekwondo Sessions

Please look at the 'Quick Look' section or the 'Activity Permitted at Each Level' to determine if indoor contact taekwondo sessions apply to your organisation.

1. **Facilities:** Each facility will have their own facility-specific guidance, please discuss this with your facility provider, ensure participants are informed of the guidance and ensure the club complies with local guidance. Guidance may include:
  - **Entering & Exiting the Facility:** Be aware that a one-way system may be in place for entering and exiting a facility. Follow facility-specific guidance on entry and exit.
  - **Participant Numbers:** The facility may limit the number of people allowed to participate based on their risk assessment of the whole facility.
  - **Face Coverings:** Participants and visitors to indoor sports facilities should wear face coverings before and after activity or when in non-activity areas of the facility (e.g. reception, locker rooms and storage areas). This is a mandatory requirement. Face Coverings should not be worn when undertaking physical activity.
  - **Toilet Access:** Participants should check before they leave that toilet facilities will be available. Participants should follow facility guidance on accessibility to and use of toilets.
  - **Changing Rooms:** Access to changing rooms is likely to be limited. Participants should be encouraged to arrive ready to participate where possible.
  
2. **Physical distancing:** An exception to the physical distancing rules is allowed during organised sessions. However, 2m physical distancing and rules on household groups should be maintained before and after sessions and during breaks in sessions.
  
3. **Group Sizes:** Organisers should still seek to reduce risk by minimising the number of participants taking part where possible and limiting the duration of sessions. The maximum size of any group is 30. It is likely that due to space and group ratios, you would reduce the numbers in your class to below 30.
  
4. **Pre and Post Session Staggering:** Appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be carefully planned.
  
5. **Shared Equipment:** Use of non-essential shared equipment should be avoided. Shared pads or dummies should be cleaned before, during and after each session. Hand sanitisation should take place before and after any activity that involves sharing of basketballs.

## 6. Guidance for Indoor Non-Contact Taekwondo Sessions

Please look at the 'Quick Look' section or the 'Activity Permitted at Each Level' to determine if indoor contact taekwondo sessions apply to your organisation.

1. **Facilities:** Please refer to 'Facilities' point in Section 5.
2. **No Contact Taekwondo:** All forms of contact taekwondo should be avoided to maintain physical distancing.
3. **Physical Distancing:** 2m physical distancing should always be maintained.
4. **Assess Group Size:** Where instructing/coaching is permitted indoors with physical distancing maintained at all times, group size should be assessed to ensure adequate space for physical distancing is available. Check out the 'Getting Facilities Fit for Sport' document detailed in the 'Quick View' section. There should be no more than 30, but we recommend less.
5. **Pre and Post Session Staggering:** Appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be carefully planned.
6. **Shared Equipment:** No equipment which is shared should be used (i.e. shared pads). Any personal equipment used by an individual should be thoroughly cleaned before, during and after the activity.

## 7. Guidance for Outdoor Contact Taekwondo Sessions

Please look at the 'Quick Look' section or the 'Activity Permitted at Each Level' to determine if outdoor contact taekwondo sessions apply to your organisation.

1. **Outdoor Space:** Where possible, access to any public outdoor space (i.e. a public park) should be confirmed in advance of the activity but we understand that the majority of the time, this isn't possible. Please do not ask any public using intended outdoor space to leave this space.

2. **Toilet Access:** Clubs should check if any toilet facilities would be available for participants. This should be communicated before and during activity. Participants should follow any specific guidance on accessibility to and use of toilets.
3. **Physical distancing:** An exception to the physical distancing rules is allowed during organised sessions. However, 2m physical distancing and rules on household groups should be maintained before and after sessions and during breaks in sessions.
4. **Group Size:** Organisers should still seek to reduce risk by minimising the number of participants taking part where possible and limiting the duration of sessions. The maximum size of any group is 30. It is likely that due to space and coach ratio's, you would reduce the numbers in your class to below 30.
5. **Pre and Post Session Staggering:** Appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be carefully planned.
6. **Shared Equipment:** Use of non-essential shared equipment should be avoided. Shared pads or dummies should be cleaned before, during and after each session. Hand sanitisation should take place before and after any activity that involves sharing of basketballs.

## 8. Guidance for Outdoor Non-Contact Taekwondo Sessions

Please look at the 'Quick Look' section or the 'Activity Permitted at Each Level' to determine if outdoor non-contact taekwondo sessions apply to your organisation.

1. **Outdoor Space:** Where possible, access to any public outdoor space (i.e. a public park) should be confirmed in advance of the activity but we understand that the majority of the time, this isn't possible. Please do not ask any public using intended outdoor space to leave this space.
2. **Toilet Access:** Clubs should check if any toilet facilities would be available for participants. This should be communicated before and during activity. Participants should follow any specific guidance on accessibility to and use of toilets.
3. **No Contact Taekwondo:** All forms of contact taekwondo should be avoided to maintain physical distancing.
4. **Pre and Post Session Staggering:** Appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be carefully planned.

5. **Shared Equipment:** No equipment which is shared should be used (i.e. shared pads). Any personal equipment used by an individual should be thoroughly cleaned before, during and after the activity.

## 9. Club Checklist

### Prior to the session:

- Completed and filled risk assessment. Risk assessment examples are given later in this document.
- Attendance numbers confirmed prior to the activity to comply with risk assessments, coaching ratios, and facility requirements.
- Safeguarding requirements considered, including attendance of a parent/carer where required.
- First aid training of instructor/coaches is undertaken and in date.
- Confirm with the facility to ensure hand sanitisers and cleaning equipment will be ready.
- Confirm with the facility the protocol to enter and exit the facility.
- Confirm with the facility what access there are to toilets and changing rooms.
- Confirm with the facility any limits they have on participant numbers.
- Ensure first aid equipment is up to date and available.
- Ensure adequate hand sanitiser is available
- Ensure plastic bags and bins are available for rubbish.
- Communicate with participants detailing the screening process and form.
- Confirm with the participants the arrival and departure times (with staggering considered).
- Communicate with participants what hygiene requirements they will have to undertake.
- Ensure participants understand the measures in place to stop COVID-19 spread.
- Ensure participants understand any facility specific rules and procedures as these may differ across different facilities.

At the activity:

- Complete the test and protect information including phone contact for participants.
- Hand sanitiser provided to participants prior, during and after the activity.

After the activity:

- Remove all rubbish.
- Remove any equipment.
- Ensure club COVID Officer receives register details for Test and Protect purposes.

## 10. Resources

The screening form should be provided to all participants and they should be requested to review all questions before leaving home to attend the activity. Screening forms should not be physically shared or collected by the coach.

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Scottish Council of Taekwondo

### COVID-19 SELF-SCREENING FORM

From 2nd November 2020

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please answer all questions accurately and honestly:**

- Are you experiencing any of the following symptoms?
  - High Temperature.
  - A new, continuous cough.
  - Change or loss of taste and smell
  
- Are you waiting for a Coronavirus test result?
  
- Have you been told by the NHS Test and Trace service that you've been in contact with a person who has Coronavirus within the last 14 days?
  
- Have you returned from a destination outside the UK which requires you to quarantine in the last 14 days?

**If you have answered yes to any of the above questions, please do not attend any activities.**

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## Risk assessment template

- Risk Assessment Template: <https://sportscotland.org.uk/media/5764/risk-assessment-example.pdf>

## 11. Test and Protect Guidance

[Test and Protect](#) is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy.

### Club Responsibilities:

To support Test and Protect the appointed COVID officer for sports clubs is required to:

- Collect the following details from every participant:
  - name
  - contact number
  - date of visit
  - time of arrival
  - time of departure
- Store the information securely for 21 days
- Be able to access to the information at short notice
- Provide any information requested should be shared with public health officials when requested.
- Not allow anyone refusing to provide Test & Protect information to participate in sessions.

**Further information:** A leaflet providing information on the Test and Protect service is available [here](#).

