



SCOTTISH COUNCIL OF TAEKWONDO

Protection Level Guidance

Updated:

5th July 2021

For Period:

19th July Onwards

Table of Contents

1. Quick View – Scottish Council of Taekwondo Protection Level Guidance.....	2
2. Introduction	3
3. Activity Permitted at Each Level	4
4. Club Responsibilities	5
5. Guidance for Outdoor Contact Taekwondo.....	7
6. Guidance for Indoor Contact Taekwondo.....	8
7. Guidance for Outdoor & Indoor Non-contact Taekwondo.....	9
8. Competition Guidance	10
9. Club Checklist.....	13
Prior to the session:	13
At the activity:.....	13
After the activity:	14
10. Resources	15
Scottish Council of Taekwondo COVID-19 Self-Screening Form.....	15
Risk assessment template.....	15
11. Test and Protect Guidance.....	16
Club Responsibilities	16

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

Summarised Protection Level Info.

Protection Level	Age Group	INDOOR	OUTDOOR	Maximum Bubble Size	Total Daily Limit
0	All	Contact Sport Permitted	Contact Sport Permitted	500	No Limit
1	Under 18	Contact Sport Permitted	Contact Sport Permitted	100	1,000
	Adult	Non Contact Only	Contact Sport Permitted	100	1,000
2	Under 18	Contact Sport Permitted	Contact Sport Permitted	50	500
	Adult	Non Contact Only	Contact Sport Permitted	50	500
3	Under 18	Contact Sport Permitted	Contact Sport Permitted	30	200
	Adult	Non Contact Only	Non Contact Only	30	200

CLASS SIZES & RULES	<ul style="list-style-type: none"> • Level 0 <ul style="list-style-type: none"> - For all ages, a sporting 'field of play bubble' has no limits - For all ages, contact and non-contact, the total daily limit is: <ul style="list-style-type: none"> ○ 1000 participants, including instructors • The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government guidance on the opening of sport and leisure facilities and sport specific SGB Guidance.
EQUIPMENT	<ul style="list-style-type: none"> • Pad work must not be used where contact sport is not permitted • Dummies may be used but cleaning guidance must be followed
COMPETITIONS	<ul style="list-style-type: none"> • We now have competition guidance, see section 8
ACCEPTABLE TRAINING LOCATIONS/VENUES	<ul style="list-style-type: none"> • All class locations must have the space and facilities to comply with 'Getting Your Facilities Ready for Sport'
LINKS TO USEFUL INFO.	<ul style="list-style-type: none"> • sportscotland latest sport guidance • Getting your Facilities Ready for Sport • Useful Coaching Information • Covid Officer Training • Sportscotland COVID resources • Public Use of Face Coverings

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 updated the strategic framework document for managing COVID-19 which becomes effective from 19th July 2021. This provides an updated 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 19th July 2021, all local authorities in Scotland move to Level 0, allowing contact sport for all age groups.. The total participants throughout the day must not exceed 1,000 people including instructors/coaches.

We have also created competition guidance, allowing taekwondo competitions to take place for all in Level 0.

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/>

Scottish Government are currently reviewing the baseline measures which are to be retained to mitigate ongoing risks of transmission 'Beyond Level 0'. Additional Return to Sport & Physical Activity guidance covering 'Beyond Level 0' will be provided when this information is available.

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
OUTDOOR SPORT Organised outdoor sport, competition, events and Physical Activity (PA)	Overview	An outdoor sporting 'field of play bubble' can operate for organised sport with maximum numbers noted below. At Levels 0-2 figures exclude coaches, officials, and other support staff*. Multiple bubbles can be used for training, events, and competition if appropriate guidance, set out within this document, is followed. Indoor and outdoor stadium, or equivalent events/competitions, involving spectators are subject to relevant Scottish Government guidance and approval. Any variation to these numbers must be approved by Scottish Government directly.				Local training/competition only. U12s: max 30 including coaches. Over 12s/adults max 15 including coaches.
		Maximum bubble size: 500 participants* Total Daily Limit: No limit	Maximum bubble size: 100 participants* Total Daily Limit: 1000 participants	Maximum bubble size: 50 participants* Total Daily Limit: 500 participants	Maximum bubble size: 30 participants Total Daily Limit: 200 participants	
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	U12s: Contact sport & PA permitted 12-17 years: Non-contact sport & PA permitted.
	Adults (18+ years)				Non-contact sport & PA permitted Contact sport & PA prohibited	Non-contact sport & PA permitted Contact sport & PA prohibited
INDOOR SPORT Organised indoor sport, competition, events and Physical Activity (PA)	Overview	The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government Coronavirus (Covid-19): Guidance on the opening of sport and leisure facilities and sport specific SGB Guidance . 'Group' activity refers to adults, who take part in organised sport or physical activity, where the number of participants is larger than allowed under normal household rules. 'Individual exercise' refers to organised sport or physical activity which takes place within household rules i.e. 1:1 coaching. For further information see definitions within this guidance.				
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Indoor sport & PA prohibited: Leisure Centres, gyms and other indoor sports facilities closed.

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:**
 - Level 0
 - Maximum bubble size = no limits
 - Total daily limit = 1000, including coaches/instructors
 - Level 1
 - Maximum bubble size = 100 participants, including coaches/instructors
 - Total daily limit = 1000, including coaches/instructors
 - Level 2
 - Maximum bubble size = 50, including coaches/instructors
 - Total daily limit = 500, including coaches/instructors
 - Level 3
 - Maximum bubble size = 30, including coaches/instructors
 - Total daily limit = 200, including coaches/instructors

Please consider facility size and instructor:participant ratios when determining your sizes for sessions.

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:**
 - All participants can travel to and from Level 0-3 areas to take part in organised club and competition taekwondo

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	✓
18+ (Adults)	✓	✓	✓	Local Travel Only	Local Travel Only

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. **Payment:** Any payments required for a session should be online and cash payments should be avoided.

5. Guidance for Outdoor Contact Taekwondo

Under 18: Applicable in Protection Levels 0 to 3

Adult: Applicable in Protection Levels 0, 1 & 2

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.

- a. **Maintain Physical Distancing:** An exception to the physical distancing rules is allowed during organised sessions. However, 1m physical distancing and rules on household groups should be maintained before and after sessions and during breaks in sessions. This was changed on the 19th July 2021 from 2m to 1m.
- b. **Group Size:** While there is an exception to household and physical distancing rules for organised sport, 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, including coaches/instructors is:
 - No bubble limits for Level 0, total daily limit 1000
 - 100 people for Level 1, total daily limit 1000
 - 50 people for Level 2, total daily limit 500
 - 30 people for Level 3, total daily limit 200

Please consider facility and instructor:participant ratios when determining your sizes for sessions.

- c. **Contact taekwondo:** All forms of taekwondo can be performed outdoors within their usual club environment and where guidance is followed.
- d. **Pre and Post Session Meeting:** Appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be considered.
- e. **Shared Equipment:** Use of non-essential shared equipment (e.g. cones, agility ladders) should be avoided. Shared pads should be cleaned before, during and after each session.
- f. **First Aid:** In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The club appointed 'COVID Officer' should consider processes for managing this as part of the risk assessment

6. Guidance for Indoor Contact Taekwondo

Under 18: Applicable in Protection Levels 0 to 3

Adult: Applicable in Protection Level 0

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.

- a. **Maintain Physical Distancing:** An exception to the physical distancing rules is allowed during organised sessions. However, 1m physical distancing and rules on household groups should be maintained before and after sessions and during breaks in sessions. This was changed on the 19th July 2021 from 2m to 1m.
- b. **Group Size:** While there is an exception to household and physical distancing rules for organised sport, organisers should still seek to reduce risk by minimising the number of participants taking part where possible and limiting the duration of sessions. Facility provider restrictions and club risk assessments will determine a safe number of participants.
 - i. No bubble limits for Level 0, total daily limit 1000
 - ii. 100 people for Level 1, total daily limit 1000
 - iii. 50 people for Level 2, total daily limit 500
 - iv. 30 people for Level 3, total daily limit 200

Please consider facility size and instructor:participant ratios when determining your sizes for sessions.

- c. **Contact taekwondo:** All forms of taekwondo can be performed indoors where this is permitted in the Protection Level for that Local Authority and where guidance is followed.
- d. **Pre and Post Session Meeting:** Appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be considered.
- e. **Shared Equipment:** Use of non-essential shared equipment (e.g. cones, agility ladders) should be avoided. Shared pads should be cleaned before, during and after each session.
- f. **First Aid:** In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The club appointed 'COVID Officer' should consider processes for managing this as part of the risk assessment

7. Guidance for Outdoor & Indoor Non-contact Taekwondo

Under 18: Not Applicable in Protection Levels 0-3, contact permitted

Adult: Applicable in Protection Levels 0 to 3

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.

- a. **Maintain Physical Distancing:** 1m physical distancing should be maintained at all times. This was changed on the 19th July 2021 from 2m to 1m.
- b. **Small Group Activity Only:** Where coaching is permitted, with physical distancing maintained at all times, group size should be assessed to ensure adequate space for physical distancing is available.
- c. **No contact taekwondo:** All forms of contact taekwondo should be avoided in order to maintain physical distancing.
- d. **Pre and Post Session Meeting:** Appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be considered.
- e. **Shared equipment:** Use of non-essential shared equipment (e.g. cones, agility ladders) should be avoided. Pads may be shared between small groups (recommended maximum of 6 participants). Sharing of pads should be minimised where possible. Shared pads must be cleaned before, during and after each session. Hand sanitisation should take place before and after any activity that involves sharing of pads.

8. Competition Guidance

Under 18: Applicable in Protection Levels 1-2 (not applicable in Level 3 due to maximum bubble size)

Adult: Applicable in Protection Level 0

Competition Definition

- Gradings
- Contact competitions. Please consider if this is practical and if its permitted in protection levels and age range
- Pattern competitions

Prior to Competition

- Ensure there is a system in place which prohibits gatherings around the venue. For example, parents/carers should not congregate around facility after drop of
- All participants (including coaches/instructors, officials and volunteers) should check for symptoms of COVID-19. In line with the current Scottish Governments Guidance, if an individual is symptomatic and/or living in a household with a possible COVID-19 infection they should remain at home and follow Scottish Government Guidance.
- Any participants who have been asked to isolate by the NHS Test and Protect must not exercise outside their home or garden and must not exercise with others
- Participants should maintain strict and frequent hand hygiene measures at all times.
- Participants should follow Scottish Government guidance on best practice for travel
- Use of toilets should adhere to the latest Scottish Government guidance
- Changing rooms should not be used
- A risk assessment should have been completed and risk mitigation measures put in place and monitored in accordance with **sportscotland's** guidance on [Getting our Facilities Fit for Sport](#)
- Participants should have had the opportunity to familiarise themselves with procedures, access and toilet facilities before the competition

Travelling to and from the Venue

- Participants and clubs should follow the Scottish Government's Travel guidance which can be found [here](#)
- Participants travelling to and from the venue should avoid car sharing with people outside of their household
- Participants should adopt a sensible approach to this and identify the risks associated to travelling on both public and private transport

At the Venue

- At the venue, the organisers should ensure all COVID-19 processes are in place, developing your own 'set up checklist' is helpful for this. This should include:

- Set-up of public health operating messages and access signage
- Set-up of facility including all court safety requirements
- Organisers should make hand washing facilities and/or hand sanitising available for all site users.
- Organisers must have entry and exit, and parking arrangements in venues to ensure physical distancing can be maintained and implemented. Traffic flow systems should be used where possible and appropriate
- Clubs should support the NHS Test and Protect Efforts by keeping a temporary record of all participants in any activity and support NHS requests for data if needed
- Before the start of the competition, participants should wear face masks when travelling around the venue

Physical distancing

- **Before/After the Competition**
 - Follow Protection Level maximum bubble sizes (including coaches and officials) within the whole playing group of both teams. Be aware, this may mean smaller than normal groups to take into consideration coach/instructor and officials numbers
 - Those aged 12 and over: Apply physical distancing
- Those under the age of 12 are not required to physically distance before/after the competition
- **During the Competition**
 - Follow Protection Level maximum bubble sizes (including coaches/instructors and officials) within the whole competition group. Be aware, this may smaller than normal groups to take into consideration coach/instritor and officials numbers
 - Any group discussions or celebrations should be avoided

Core Guidance

- More than one competition can take place throughout the day
- There must be 15 minutes between clear up of a competition and the starting procedure for a following competition to support physical distancing and cleaning procedures
- Participants may not cross over into another bubble within a day
- A bubble is defined as:
 - 100 people for Level 1, including coaches and officials
 - 50 people for Level 2, including coaches and officials
- Participants should turn up at the venue with the appropriate participating kit on
- Participants should not arrive more than 30 minutes before the competition start time
- Changing rooms should not be used
- The COVID-19 Officer should monitor and be at the venue throughout the match

Equipment

- Participants should limit sharing of equipment.
- Pads should be sanitised before, during intervals and after the competition. One person should be responsible for this.

Sanitisation

- Hand sanitiser should be used regularly by all participants.
- Hands should be sanitised before the start of the competition
- During quarter breaks pads should be sanitised with an anti-bacterial wipe (confirming to BS EN 14476)
- The organisers should appoint someone with the responsibility of sanitising the equipment

Officiating

- Officials should apply physical distancing as much as possible
- Officials are responsible for the equipment they will be using
- Officials may remind teams of COVID regulations if deemed appropriate
- The sharing of paperwork should be avoided

Spectators

Spectators are permitted under the following circumstances:

- Where supervising a child and/or vulnerable person.
- Where a competition or event is organised and takes place at premises whose entrances and exits are controlled (indoors and outdoors) for the purpose of crowd and capacity management in line with Scottish Government (COVID-19): events sector guidance and (COVID-19): calculating physical distancing capacity in public settings.
- It is recognised that it may not always be possible to prevent people from spectating [at a competition or event] in a public space such as a park. In such circumstances, the organisers are required to consider mitigating measures as part of their risk assessment/management plan with an emphasis on discouraging, where possible, informal spectating. Any such measures should be clearly communicated by the organiser prior to the competition or event which may include, amongst other things, the displaying of notices around the venue to remind the public to follow Scottish Government guidance.
- For clarity, where informal spectating does take place organisers are not expected to enforce government guidance on members of the public in places not under their control.

After the Competition

- All participants should sanitise their hands after the competition
- When traveling around the venue, participants should wear a face mask
- One person should be responsible for cleaning of equipment

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.

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.

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](#).