



## **Return to Swimming & Competition**

### **Swim Alberta Requirements & Guidelines**

**Version 8**

**October 30, 2020**

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## LEGAL DISCLAIMER

Swim Alberta has prepared this document based on the latest information available to date from third-party sources, including Swimming Canada and Alberta Health. The document will be updated periodically as the situation around the COVID-19 pandemic evolves and more information comes available.

This document is meant to provide information and guidance as to best practices based on current information available as per the publication date. It also outlines requirements that clubs must adhere to in order to have events and activities sanctioned by Swim Alberta.

Each club is responsible for assessing the risks in their particular environment and establishing the appropriate safety procedures to minimize those risks, while following the advice and instructions of public health, government authorities, including facilities.

Additionally, it is an individual's responsibility for assessing his or her personal risks in consultation with medical professionals and for the outcome of his or her decisions and actions.

## CURRENT REVISIONS

*A list of all prior revisions to this document is available in Appendix 16*

### UPDATES

- Title Change (throughout the document)
- Moved timeline to stage 4 and added competition information (page 6)
- Updated Activity Requirements as outlined by Alberta Health (page 8)
- Updated Return to Swimming Health and Safety Requirements (page 14)
- Updated Club Office Guidelines (page 20)
- Updated Alberta Health Daily Checklist with children and adult checklists (Appendix 1)
- Added competition links to Resources (Appendix 2)

### NEW ITEMS

- Return to Competition Health and Safety Requirements (page 15)
- Competition Types, Deadlines and Requirements for Club Hosted Competitions (Appendix 10)
- Competition Safety Plan Template (Appendix 11)
- Blank Facility Diagram and Samples (Appendix 12)
- Competition Checklist (Appendix 13)
- COVID-19 Competition Safety Coordinator (Appendix 14)
- Declaration of Compliance: Return to Competition (Appendix 15)

## INTRODUCTION

Swim Alberta appreciates that the membership of Swim Alberta and the swimming community is anxious to return to some of our normal routines and activities that were both an important and large part of our daily lives prior to COVID-19. Swim Alberta looks forward to supporting our membership in many of the routines and activities that involve the sport of swimming, as we transition to opportunities to train outdoors in small group and eventually return to the water.

***The priority of Swim Alberta has always been and will always be the safety of our membership, specifically our athletes, as well as our coaches, volunteers, staff and families involved in the sport.***

Swim Alberta recognizes this is the priority of our clubs as well. As a collective group and community, this was demonstrated through how we significantly adapted and changed our routines and how we worked together over the last several months to flatten the curve of the COVID-19 pandemic. As important as our actions were over the last several months in supporting the health and safety of not only the swimming community but the community as a whole, our actions over the upcoming several months will be equally important. With the important relaunch of our economy through the leadership of our provincial government, it will remain vital that a continued effort to “return to sport” will need to be done in the safest way possible and to continue to follow all guidelines and restrictions that have been put in place through Alberta Health, the provincial government and your local municipality.

***Returning to sport will require your patience and support.***

As the swimming community begins to slowly relaunch some of the activities of our sport, including dryland training (outdoors) and our eventual return to facilities and pools, both the patience and support of the Swim Alberta membership and swimming community will be needed to ensure collectively our actions are in line with Alberta Health and other provincial and municipal regulations and orders. By working together, the swimming community can ensure the safety of our athletes and entire membership as we return to the sport of swimming, a sport that ignites the passion in all of us.

***Commitment to the ongoing safety and updating of relevant and important information.***

The situation and information around COVID-19 continues to evolve quickly. The information in this document is based on the best information available at the time of publication. Swim Alberta will continue to monitor the situation very closely and will update this document accordingly.

Please don't hesitate to reach out to Swim Alberta staff with any questions you may have or any guidance you may need.

## OVERVIEW

Updated September 29

### **Adherence to Requirements:**

The return to swimming, will be a gradual and phased process. Swim Alberta will follow the lead of Alberta Health as it relates to permitted activities and the guidance being provided: including training in the pool, outdoors and competitions for affiliated club programs. Clubs need to also ensure they fully understand any additional local municipal regulations that may be in place.

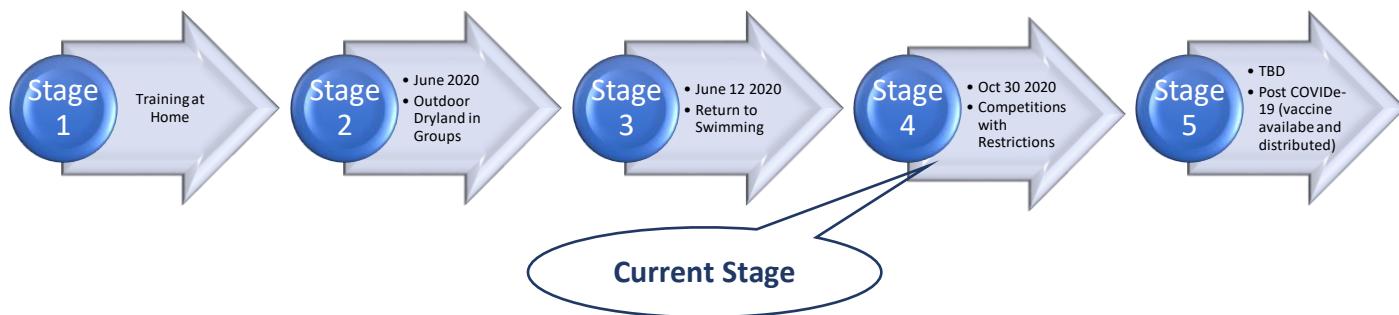
Swim Alberta continues to work with the Government of Alberta, various facilities and our insurance provider – Lloydsadd, as well as Swimming Canada to ensure we understand the provincial Relaunch Strategy and how we can safely support clubs in the sport of swimming through the COVID-19 pandemic.

Club's should work closely with their local facility/municipality to understand any different restrictions and limitations. Facilities may also open at different times across the province. Clubs should not be developing any guidelines or protocols that are independent or misaligned with Swim Alberta or Alberta Health. Any additional restrictions or requirements of a club's local facility/municipality should align with Swim Alberta, and Alberta Health.

### **Conditions for Return to Swimming and Competition (including outdoor training):**

Each stage outlined below will require, ALL of the following conditions to be met:

- ✓ The Federal and Provincial Governments eases imposed relevant restrictions in Alberta.
- ✓ The Government of Alberta implementation of Alberta's Relaunch Strategy – A safely staged COVID-19 recover plan to relaunch our economy.
- ✓ Municipal Governments allow organized sport to access swimming pools, gymnasiums, fields and fitness centres etc.
- ✓ Swim Alberta's **Return to Swimming and Competition** requirements are adhered to and followed, including any additional protocols, restrictions and guidelines that may be updated.
- ✓ Club's and Club Members agree to adhere to Swim Alberta's **Return to Swimming & Competition Requirements** as presented in this document and future documents and submit any required club declarations or Acknowledgement and Assumption of Risk Forms.
- ✓ Individual Club **Return to Swimming & Competition** Guidelines that have been developed in conjunction with your local facility. These plans are to be available upon request of Swim Alberta.
- ✓ Club's ensure that all registered coaches, athletes, officials and parents understand and agree to follow all regulations as set out by Alberta Health, the local municipality/facility and Swim Alberta.

**Timelines for Return to Swimming:**


Stage 1	Training at home	
Stage 2	Outdoor Dryland permitted in Groups	June 8, 2020 – Clubs permitted to do Outdoor Dryland training in groups having met all requirements and conditions of Stage 2.
Stage 3	Return to Swimming	June 12, 2020 – Facilities open and clubs have facility, lane and group size restrictions. All requirements and conditions of Stage 3 must be met.
Stage 4	Return to Competition	<p>Oct 30, 2020 – Restrictions will be in place for competitions. Competition types will be updated based on current provincial requirements and guidance from Alberta Health. Competitions must also adhere to any municipal or facility regulations and requirements. All requirements and conditions of Stage 4 must be met.</p> <p><b>Competition Type Phase 1 - Currently Permitted</b></p> <ul style="list-style-type: none"> <li>• Class I Time Trials (Record Attempts)</li> <li>• Single Cohort Competitions</li> <li>• Single Club: Multi-Cohort Competitions</li> <li>• Virtual Competitions</li> </ul> <p><b>Competition Type Phase 2 – not yet permitted</b></p> <ul style="list-style-type: none"> <li>• Provincial Selection Competition</li> <li>• Dual Club: Dual Cohort Competitions</li> </ul> <p><b>Competition Type Phase 3 – not yet permitted</b></p> <ul style="list-style-type: none"> <li>• Multi-Club: Multi-Cohort Competitions</li> <li>• Multi-Club Closed/Open Invitations</li> <li>• Provincial Competitions</li> </ul>
Stage 5	Post COVID-19	Date TBD. Post COVID-19. Any requirements and conditions will be released at a later date.

## OPERATIONAL GUIDELINES AND REQUIREMENTS FOR SWIMMING & COMPETITION

Swim Alberta, in aligning with Alberta Health, continues to monitor the most recent developments surrounding the Coronavirus (COVID-19) pandemic. To support our swimmers moving forward and taking into consideration the most up to date\* information and recommendations, the following are the requirements for a phased-in Return to Swimming & Competition.

- Activity Requirements as Outlined by Alberta Health
- General Requirements of Swim Alberta
- Outdoor Training Health and Safety Requirements
- Return to Swimming Health and Safety Requirements
- Return to Competition Health and Safety Requirements
- Club Office Guidelines

\* It is important to note that these guidelines were published using the most current information available from Alberta Health as of the publication/revision date. All requirements and guidelines must adhere to the most recent public orders as posted on the COVID-19 Orders and Legislation webpage. In the event that information in this document conflicts or contradicts regulations or orders from Alberta Health, the regulations/orders of Alberta Health shall take precedence. **In addition, clubs must adhere to any regional, local or municipal orders and regulations that may be in place.** All clubs have a responsibility to ensure they are aware and understand all orders, regulations and guidelines of Alberta Health as it relates to COVID-19, **as well as any local, municipal and/or facility orders, regulations or guidelines.**

**A club MUST meet the minimum standards provided in these requirements and guidelines to offer any training activity. In assessing their own risk in their particular environment, a member club may use stricter guidelines.**

## ACTIVITY REQUIREMENTS AS OUTLINED BY ALBERTA HEALTH

Clubs must ensure that all activities comply with these basic safety requirements in addition to any additional Provincial guidelines or requirements as outlined by Alberta Health or local municipality. **It is expected that all clubs and members will follow the [General Guidance](#) of Alberta Health.** Clubs should ensure that all members, coaches and staff are aware of all requirements and guidelines and have these posted in an accessible location, such as your website or within your training facilities/areas.

Requirement	Description / Application	Link to Resource
Oversight	<b>The activity must be overseen by a responsible person who must ensure public health guidelines are adhered to.</b> Individuals exhibiting symptoms of COVID-19 must be sent home immediately as per CMOH Order 05-2020	<a href="#">CMOH Order 05-2020</a> (Modified by <a href="#">CMOH Order 28-2020</a> on July 3, 2020 and <a href="#">Clarified</a> on Aug 27, 2020)
Physical Distancing	<b>The activity must comply with current Physical Distancing restrictions issued by Alberta Health</b> Individuals MUST maintain physical distancing of at least 2 metres from others or 3 metres for high intensity activity, unless they are from the same household or cohort. Consideration must be given to the arrival and departure of swimmers/staff that supports physical distancing requirements; except for family members or persons residing in the same household.	<a href="#">Practice Physical Distancing</a>
Gatherings	<b>The activity* must comply with current gathering restrictions issued by Alberta Health.</b> Groups must be limited to 100 people in one outdoor location. Spectators are limited to 100 people and may be permitted by facilities with physical distancing of at least 2 metres.  <i>* Training and sanctioned single club racing that is permitted within pool time scheduled by the club must comply with gathering restrictions and cohort guidance as issued by Alberta Health.</i>	<a href="#">Restrictions on Gatherings</a>  <a href="#">Guidance for Swimming Pools and Whirlpools</a> (updated Sept 9)
Cohorts	<b>The activity must comply with Cohort guidelines of Alberta Health.</b> When playing a sport or engaging in a physical activity that involves or requires multiple participants and where it is not possible to maintain a physical distance of 2 meters from other participants, the individuals in the group should form a cohort. The cohort should always include only the same people. Cohorts limit the risk of disease transmission because they reduce the number of people with whom participants have close contact. Individuals should limit the number of cohorts/min-leagues they belong to. <b>Leagues, teams, associations and organizations should encourage participants to limit the number of close-contact cohorts that their members or players are part of at one time.</b>	<a href="#">Return to Sport, Physical Activity and Recreation – Stage 2 (updated Oct 20)</a>  <a href="#">Guidance for Cohorts</a>

Requirement	Description / Application	Link to Resource
	<p>Leagues, teams, associations and organizations may choose to limit their players to one cohort, or they may set a maximum number of cohorts that their members can belong to.</p> <p>Cohorts cannot exceed 50 and includes swimmers, coaches, IST staff etc.</p> <p>Once formed, a cohort should remain together for the duration of phase 2. Members of a cohort should be kept separate from other cohorts during all swim activities.</p> <p>If an individual or team member wishes to change cohorts/min-leagues, they should not participate in a new cohort activity for 14 days (this reflects the incubation period of the virus).</p>	
<b>Daily Health Screening</b>	<p><b>Individuals must answer the Alberta Health Daily Checklist prior to participating in any organized activity.</b></p> <p>If an individual answers <b>yes</b> to any of the questions, they <b>must not</b> be allowed to participate.</p>	<a href="#">Alberta Health Daily Checklist (updated Oct 8)</a> <b>The checklist is available in Appendix 1.</b>
<b>Isolation Requirements</b>	<p><b>Albertans are legally required to isolate for:</b></p> <ul style="list-style-type: none"> <li>- 14 days if they have returned to or entered Alberta from outside Canada or are a close contact of someone with COVID-19</li> <li>- 10 days if they have any symptoms that are not related to a pre-existing illness or health condition: cough, fever, shortness of breath, runny nose or sore throat</li> </ul> <p>If you have symptoms, take the online assessment to arrange testing</p>	<a href="#">Isolation Requirements</a> <a href="#">Online Self-Assessment</a>
<b>Activities</b>	<p><b>Activities must follow specific sector guidance for all activities.</b></p> <p>Clubs should work with their training facility to ensure the training session procedure meets the facility requirements.</p>	<a href="#">Return to Sport, Physical Activity and Recreation – Stage 2 (updated Oct 20)</a>  <a href="#">Guidance for Swimming Pools and Whirlpools (updated Sept 9)</a>
<b>Response for Sick Attendees</b>	<p><b>If an attendee becomes sick while participating:</b></p> <ul style="list-style-type: none"> <li>- Perform proper hand hygiene, put on a non-medical mask and maintain 2m distance from all others.</li> <li>- Arrange immediate transportation home, avoiding public transportation, to begin isolation</li> <li>- Once the sick individual has left, all surfaces the individual may have come into contact with should be cleaned and disinfected.</li> </ul>	<a href="#">Return to Sport, Physical Activity and Recreation – Stage 2 (updated Oct 20)</a>
<b>Cleaning and Disinfecting</b>	<p><b>Follow the Infection Prevention and Control recommendations provided by Alberta Health.</b></p> <p>Recommendations includes information regarding appropriate cleaning measures and disinfectants.</p>	<a href="#">General Relaunch Guidance</a> <a href="#">Hard-Surface Disinfectants and Hand Sanitizers</a>

Requirement	Description / Application	Link to Resource
Equipment	<b>Participants should be encouraged to bring their own equipment.</b> Any shared equipment should be cleaned and sanitized at an increased frequency, and between each use.	<a href="#">Return to Sport, Physical Activity and Recreation – Stage 2 (updated Oct 20)</a>
Hygiene	<b>Activity organizers must communicate appropriate hygiene measures for the activity in advance to all participants.</b> Activity organizers must ensure participant compliance with all hygiene measures.	<a href="#">Infection Prevention and Control</a>
Contact Tracing	Contact tracing logs for all swimmers and coaches must be completed for every training activity and be available to be accessed quickly to ensure efficient contact tracing. Contact Tracing logs can be done online or completed onsite by a responsible adult and must be maintained for a minimum of 2 weeks.	
First Aid	Activity organizers must ensure personal protective equipment is immediately available IF first aid treatment is required.	<a href="#">Guidance for Wearing Non-Medical Face Mask</a>

In addition, the Government of Alberta through Alberta Biz Connect has guidance for all businesses, including clubs to assist in the re-launch: [BIZ CONNECT WEBSITE](#)

## GENERAL REQUIREMENTS OF SWIM ALBERTA

In addition to the general activity requirements outlined by Alberta Health , affiliated clubs are also required to abide by the following when organizing a training activity.

Requirement	Description / Application
<b>Registration</b>	All swimmers and coaches must be fully registered with the club, Swim Alberta and Swimming Canada.
<b>Individual Acknowledgement and Assumption of Risk &amp; Club Declaration Forms</b>	All swimmers (or parents/guardians if under 18 years of age) and coaches must complete and sign <i>an Acknowledgement and Assumption of Risk Form as part of the annual registration process.</i> <i>Clubs must provide a Declaration of Compliance prior to commencing training as a part of the club affiliation process.</i>
<b>Cohorts</b>	Teams should encourage members to limit the number of close-contact cohorts their swimmers are part of at one time. Teams may choose to limit swimmers to one sport cohort or set a maximum number of cohorts that swimmers may belong to. Where voluntary or mandatory restrictions are in place, those restrictions must be followed.
<b>Masks</b>	Where municipal by-laws require, all participants, including coaches and swimmers, will wear a mask. Swimmers are not expected to wear a mask during physical activity and should be fully dry before donning the mask after training. It is recommended that all coaches wear a mask.
<b>Daily Health Monitoring</b>	All athletes, coaches and staff must complete the Alberta Daily Health Checklist (Appendix 1). If any individual answers <b>yes</b> to any of the questions, they <b>must not</b> be allowed to participate. Stay home when sick, even with mild symptoms. <b>Individuals with symptoms should follow the guidance of Alberta Health as outlined on the Alberta Daily Health Checklist.</b>
<b>Safe Sport</b>	All efforts should be made to ensure that <b>Open and Observable</b> environments are maintained at all times. Open and observable environments mean making meaningful and concerted efforts to avoid situations where a coach, official or other representative might be alone with an athlete and/or vulnerable individual. All interactions between an athlete and an individual who is in a position of trust should normally, and wherever possible, be in an environment or space that is both “open” and “observable” to others. Open and Observable environments also apply to online communication. All forms of electronic communication (email, text, Zoom, Skype, etc.) should never be in the form of a one-on-one interaction and should always be done in a group setting. Training sessions should include a minimum of 3 people.
<b>Participation</b>	Swimmers must be able to understand and adhere to personal hygiene <b>measures</b> , physical distancing measures and recommendations, cohort measures and screening protocols recommendations issued by Alberta Health. Supplementary Physical Distance Guidelines specific to Swimming are outlined in the Swimming Canada Return to Swimming Resource Document.
<b>COVID-19 Representative</b>	Each club should designate a COVID-19 Representative, a role description is available in Appendix 10.

Requirement	Description / Application
<b>Scheduling</b>	Activities must be scheduled to allow a buffer between sessions to avoid an overlap of participants in the activity space as well as during pick-up / drop-off.
<b>Transportation</b>	Carpooling or transporting individuals outside the cohort is not permitted.
<b>Spectators</b>	At this time, no competitions or time trials are being sanctioned and spectators should be minimal. Spectators need to follow any requirements as outlined by the facility.
<b>Parents</b>	Parents must drop off and pick-up swimmers at a designated location. It is not recommended for parents to observe practice, except for pre-competitive swimmers, para swimmers or swimmers with an impairment which requires assistance prior to, during and following practice.
<b>Equipment</b>	Personal training equipment cannot be shared. Use of Equipment Guidelines as outlined by Alberta Health and the <b>equipment use guidelines in the</b> Swimming Canada Return to Swimming Resource Document should be followed.
<b>Food &amp; Water</b>	No sharing of water bottles, communal water coolers are not permitted. Individual participants must bring their own water bottle filled at home prior to any training activity.
<b>Personal Protective Equipment</b>	Provide your staff/coaches with any protective items required by the health authorities and ensure that each member of your staff washes and/or sanitizes their hands regularly in accordance with established guidelines or expectations.

## OUTDOOR TRAINING HEALTH & SAFETY REQUIREMENTS

**In addition to the activity requirements outlined by Alberta Health and the General Requirements of Swim Alberta, the following requirements must be adhered to for outdoor training.**

Requirement	Description / Application
<b>Club Plan</b>	The club must have a written plan available upon request of Swim Alberta. Clubs should ensure that all members, coaches and staff are aware of all requirements and guidelines and have these posted in an accessible location, such as your website or within your training facilities/areas.
<b>Group Size and Physical Distancing During Outdoor Training</b>	Groups are limited to a maximum of 100 with a minimum distance of 2 metres between participants. Groups that share a single space, for example a playing field, should be separated by at least 2 metres with a clear demarcation between groups (such as a rope, chalk-line) to restrict mixing. Where possible space should establish clear one-way flow patterns to avoid multiple groups from inadvertently interacting. After the activity/training session individuals should minimize time spent in parking lots and maintain lots when returning to vehicles or homes.  Remind and enforce physical distancing requirements between coaches, participants, and parents/guardians. Recommend that only one parent/guardian drop-off and pick-up their child/player.
<b>Inclement Weather</b>	Clubs and coaches are expected to monitor the weather conditions to ensure that swimmers are not training outdoors during weather that may impact the health and safety of any individuals. Each club must have an appropriate cancelation plan should the weather not be suitable or safe for activity.
<b>Field Awareness</b>	Some municipalities require that booking permits for fields or outdoor spaces prior to use. Ensure that the space is available prior to planning activities.
<b>Travel</b>	Swimming activities should be restricted to regional facilities where possible, and travel outside the province is not recommended.

## RETURN TO SWIMMING HEALTH & SAFETY REQUIREMENTS

**\*\* Important: Swim Alberta does not sanction the use of private home pools.**

**In addition to the activity requirements outlined by Alberta Health and the General Requirements of Swim Alberta, the following requirements must be adhered to return to swimming.**

Requirement	Description / Application
<b>Club Plan</b>	The club must have a written plan available upon request of Swim Alberta. This written plan should adhere to all requirements of Alberta Health and Swim Alberta. Clubs should ensure that all members, coaches and staff are aware of all requirements and guidelines and have these posted in an accessible location, such as your website or within your training facilities/areas.
<b>Priority Groups and Phased Return</b>	Clubs should consider establishing priority training groups and resume training in a phased approach.
<b>Training Session Procedure</b>	A training session procedure should be documented for all swimmers and coaches, using Swimming Canada's Return to Swimming Resource document.
<b>Training Content and Program Design</b>	The return to swimming training plan should take into consideration the in-water training disruption to swimmers' annual training plans and ensure appropriate program design and development.
<b>Dryland</b>	Facilities may permit dryland training on the pool deck however the space should be marked for physical distancing and should also be designated space on the pool deck.
<b>Equipment</b>	Individual swimmers may use a personal snorkel within their cohort. Snorkels, in addition to any other personal equipment, cannot be shared. It is not recommended to use snorkels if other groups or public are in the pool.
<b>Local Municipality and Facility Requirements</b>	Each local municipality and facility may have additional requirements which must be adhered to in order to return to swimming.
<b>Changerooms</b>	Clubs are permitted to use change rooms as long as they adhere to any facility requirements.
<b>Club Lockers</b>	Clubs that have storage space, reserved for club members only, may consider permitting swimmers to store their individual swim equipment in order to limit outside exposure and contamination. Clubs that are using storage space at the facility would be expected to have a process to clean and disinfect equipment before and after each practice.
<b>Travel</b>	Swimming activities should be restricted to regional facilities where possible, and travel outside the province is not recommended.
<b>Open Water Training</b>	Approval of Swim Alberta is required for any open water training.

## RETURN TO COMPETITION HEALTH & SAFETY REQUIREMENTS

When returning to competition, the number one priority is the health and safety of all participants including swimmers, coaches, officials, volunteers and family members. The rules and policies of Swim Alberta, in addition to all current provincial, municipal and facility requirements, must be adhered to.

There are several competition formats that clubs may explore. Each competition type will have different considerations. The competition types permitted at this time are listed below. As restrictions lift, the types and formats of competitions will evolve providing additional competition options. In addition to the club competition options, Swim Alberta may offer a competition to selected swimmers, where individuals race while ensuring physical distancing measures are in place during all phases of the competition.

In addition to the Return to Competition Health & Safety Requirements, the Activity Requirements as Outlined by Alberta Health Services (page 8) and the General Requirements of Swim Alberta (page 11) must be followed.

Requirement	Description / Application
<b>Declaration of Compliance</b>	Clubs must submit a Declaration of Compliance: Return to Competition prior to hosting competitions. Failure to implement or follow the Swim Alberta requirements will result in a \$5,000.00 fine and withdrawal of the competition sanction.
<b>Facility Agreement</b>	An agreement with the facility must be in place for all sanctioned competitions, including racing that occurs within the practice environment.
<b>COVID-19 Competition Safety Coordinator</b>	Each club must designate a COVID-19 Competition Safety Coordinator (Appendix 14) who will attend an orientation session provided by Swim Alberta. This individual may be the meet manager, the clubs COVID-19 representative, or another designated individual. The safety coordinator will develop the competition safety plan, in consultation with the Meet Manager and Referee. The safety coordinator will ensure that all physical distancing and sanitizing logistics are clearly outlined and communicated to all participants, ensure health screening is completed for all swimmers, coaches, officials and volunteers, and all health and safety requirements are being adhered to.
<b>Types of Competitions</b>	Competition types, deadlines and requirements are published in Appendix 10. The types of competitions permitted at this time are listed below. <ul style="list-style-type: none"> <li>• Class I Time Trial (record attempt)</li> <li>• Single Cohort Competition</li> <li>• Single Club: Multi-Cohort Competition</li> <li>• Virtual Competition</li> </ul> As additional types of competition are permitted this document will be updated and communication will be sent to clubs.
<b>Maximum Numbers</b>	A maximum of 50 individuals, including facility staff (lifeguards, timing technicians, admin staff, etc.), swimmers, coaches, officials and volunteers are permitted on deck at a competition. Where additional mandatory or voluntary restrictions are in place, those restrictions must be followed.

<b>Competition Safety Plan</b>	<p>The competition safety plan must be included in the meet information package and include a facility diagram. The competition safety plan must be developed in consultation with the facility. Depending on the type of competition, the facility may also ask that the Alberta Health Services facility contact is part of the development of the plan to ensure the competition plan meets all current and/or facility specific requirements. The competition safety plan must include the Competition Safety Coordinator, maximum competition numbers, type of competition, arrival and departure times, entrances &amp; exits, changrooms &amp; showers, spectators, warm-up schedule or lane assignments, disinfection procedures, masks, timing system, shared equipment, traffic flow, location of officials, other facility spaces, as well as any additional requirements. A competition safety plan template (appendix 11) and sample facility diagrams (appendix 12) are available.</p> <p>The traffic flow and location logistics must ensure that a minimum of a 2m distance is maintained between all individuals who are not in a cohort.</p> <p>When swimmers from more than one cohort are attending a competition, the competition safety plan must outline how the cohorts will maintain distancing at all times. Larger facilities will require clear markings or barriers to clearly differentiate the competition area.</p> <p>Swim Alberta, may require additional information as needed to ensure the health and safety of athletes and other members.</p>
<b>Daily Health Checklist</b>	<p>All individuals, including swimmers, coaches, officials and volunteers, must answer 'no' to all questions on the daily health checklist (Appendix 1) prior to attending the competition.</p>
<b>Contact Tracing</b>	<p>An attendance record of all participants, including swimmers, coaches, officials and volunteers, must be available. The attendance record must include contact information as well as confirmation of completion of the daily health checklist.</p>
<b>Competition Administration</b>	<p>The competition safety plan, should be shared with all coaches and officials prior to the competition.</p> <p>Officials briefings and coaches' meetings are to be completed virtually, either through a web conference, conference call and/or email prior to the start of the competition. Expectations regarding what to bring should be clearly communicated and may include masks, pre-filled water bottles, pens, pencils, clipboard and personal hand sanitizer.</p> <p>An expected arrival time should be outlined for all officials and coaches.</p> <p>Officials and coaches should expect to arrive in their uniform or coaching outfit with deck shoes.</p> <p>Session timeouts should be planned to include any disinfection procedures required.</p> <p>A number of extra heat sheets should be provided to clubs for swimmer use to promote distancing and reduce crowding around the coaches.</p> <p>DQ slips should not be used. All DQ's will be reported to the referee who will keep a single record of all DQ's. (heat sheet, template or electronic process)</p> <p>Distribution of physical awards and/or award ceremonies are not permitted at this time. Electronic or virtual awards may be considered.</p>

	<p>It is not required to complete results on-site however it is recommended to complete and share results within 24 hours of the competition to ensure quick posting. A record of a DQ may need to be provided following the competition.</p> <p>In addition to a published officials roster which shows officials names, the club must ensure it has a record of all officials full name and contact information to assist with contact tracing. When possible, all officials should be recruited to assigned roles prior to the competition.</p> <p>Timers are to stand on same side of lane or starting block to ensure a physical distance of 2m is maintained. Markings to direct timers to the correct side may also be considered.</p> <p>A process to keep swimmers masks dry during racing may be considered (e.g. zip lock bags available).</p>
Masks	<p>All coaches, officials and volunteers are required to wear masks while attending competitions. All individuals, including swimmers, are required to follow provincial, municipal and facility requirements regarding the use of masks.</p> <p>A clearly defined process for swimmer masks must be outlined, an example is below.</p> <ul style="list-style-type: none"> <li>• While attending competition, swimmers are expected to wear masks whenever possible. <i>While not wearing the mask, swimmers will ensure they maintain distancing from all other swimmers, coaches, officials and volunteers.</i></li> <li>• Swimmers will wear masks while entering the facility, through the changeroom and while on deck.</li> <li>• Immediately prior to warm-up, the swimmer will take off their mask, keeping it dry, with their swim equipment. Following warm-up, the swimmer will put their mask on as soon as they are dry.</li> <li>• Immediately prior to racing, while behind the starting blocks, the swimmer will take off the mask, place it in their own personal zip lock bag to ensure it stays dry. Following the race, the swimmer will take their zip lock bag, and will put the mask back on as soon as they are dry.</li> <li>• Swimmers will wear masks while leaving the facility, through the change room, until they are outside.</li> </ul> <p>A process to provide a disposable mask for officials, coaches and swimmers may be considered. Zip lock bags should be provided to swimmers who do not have one available at the competition.</p>
Disinfection Procedures	<p>The sharing of equipment during the competition should be avoided. If necessary, shared equipment such as watches, plungers, computers, clipboards and pens, should be thoroughly cleaned and sanitized before use, between users and after use.</p> <p>The entry and exit of the pool, should be cleaned or disinfected between races, including the starting blocks, kickplates, backstroke grips, backstroke ledges and the entry/exit of the pool. (e.g. top of the touchpads) The process and disinfection products used should be selected in consultation with the facility to ensure products that may enter the water are compatible with water quality.</p>
Travel	Travel for competition is permitted within Alberta as long as physical distancing is maintained by all participants.

<b>Hospitality</b>	Hospitality and hospitality rooms are not permitted.
<b>Heat Sheets</b>	The sale of paper heat sheets is not permitted. Heat sheets should be posted online. Posting heat sheets in a public area is not permitted to ensure that crowding does not occur.
<b>Results</b>	Results should be posted online. The posting of paper results at the pool is not permitted to ensure that crowding around results does not occur.
<b>Records</b>	An electronic timing system is required to be considered for a provincial record. A time recorded from a single back-up watch or plunger is not eligible for a record. The use of three timekeepers for record attempts, as outlined in SW 12.22.6, is not permitted at this time.
<b>Session Lengths</b>	Session lengths may not exceed 2.5 hours including warm-up as hospitality is not permitted.
<b>Warm-ups</b>	Swim training equipment (kick boards, pull buoys, snorkels) is not permitted during competition warm-ups. Competitions that include multiple cohorts must include measures that ensure distancing between cohorts. When competitions occur during practice, there must be a process to ensure all equipment is cleaned and off deck, prior to the beginning of competition.
<b>Spectators</b>	If the facility space is appropriate for spectators, all provincial, municipal and facility requirements must be adhered to. Spectators may not be appropriate as the facility space may be required for swimmers to maintain distancing. If spectators are permitted by the facility, the host club will be responsible to manage numbers, physical distancing, daily health screening, contact tracing and the cleaning of the spectator space between sessions, unless other arrangements have been made with the facility.
<b>Coaches</b>	All coaches are required to wear masks. Coaches must be fully registered and have swimmers participating in the competition in order to attend. Coaches must ensure they maintain physical distancing from other swimmers, coaches, officials and volunteers, unless they are part of their cohort. To ensure the total number of individuals on deck during a competition is below the current gathering limit for the province, municipality or facility, coaches may be required to sit in a spectator area. In these cases, a coach area should be provided that is separated from other spectators.
<b>Officials Roles &amp; Information</b>	<u>Officials:</u> All officials are required to wear masks.  <u>Meet Manager:</u> Ensure all Swim Alberta requirements are adhered to. Work with the facility to ensure all requirements are included in the Competition Safety Plan. Work with the Safety Coordinator and Meet Referee to finalize the Competition Safety Plan. The meet manager will work with the meet referee to confirm the officials' roster. The roster may include individuals in multiple roles in order to ensure appropriate space on the pool deck. For example, a stroke and turn official timing in lane 2, may also be judging turns in lane 1 and 2 and act as a safety marshal during warm-up. Following the competition, ensure that hands are sanitized after handling paperwork received from other officials. (times, results, etc)

	<p><u>Referee:</u> All active referee's must attend an orientation session provided by Swim Alberta. For all single session competitions, the referee listed on the competition sanction should be the referee on deck during the competition. For multi-day competitions the referee on the competition sanction should be the referee that reviewed or developed the competition safety plan. Mouth blown whistles are not permitted, an electronic or squeeze whistle must be used. The Starter and Referee should be on the opposite sides of the pool when possible.</p> <p><u>Recorder-Scorer:</u> For competitions with manual timing (stopwatches), the recorder-scorer must ensure that they sanitize their hands and computer following the handling of paper results.</p> <p><u>Timing:</u> Timers are not required when using electronic timing. When using manual timing, one timer per lane is required, ideally with stroke and turn certification. If different individuals are timing or if swimmers are timing there must be process to disinfect watches or plungers between swimmers. A re-swim will be required if a time not recorded.</p>
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## CLUB OFFICE GUIDELINES

Swim Alberta recognizes that while training will generally occur outdoors and in aquatic facilities there are clubs who operate office space. These organizations must familiarize themselves with and abide by Alberta's Workplace Guidance for Business Owners as well as facility requirements. **Clubs that sell equipment as a service to their membership should follow the [Guidance for Retail Businesses](#).** The chart below provides a very basic summary of applicable guidelines.

Requirement	Description / Application
<b>Communication</b>	Notify workers, volunteers and patrons of the steps being taken to prevent the risk of transmission of infection, and the importance of their roles in these measures. Post appropriate signs throughout the space, where possible, noting expectations around physical distancing, hand hygiene, cough/sneeze etiquette, sanitizing practices, no loitering, etc.
<b>Screening and Tracing</b>	Implement daily screening of staff and volunteers for symptoms of fever, sore throat, cough, runny nose or difficulty breathing. Health Monitoring Guidelines can be applied for staff and work places, as well as training groups. Maintain contact tracing records for all staff and volunteers.
<b>Guidelines for Prevention</b>	Provide personal protective equipment to workers and volunteers and provide training on how to use properly. Limit all occasions for gatherings by making all communal or public areas in your office/facility inaccessible. All chairs and tables in communal areas must be inaccessible or removed to avoid all gatherings. Delimit closed areas or the ones where a maximum number of people is required. Use markings on the ground to indicate proper distancing from staff. Frequently clean and disinfectant all surfaces, including counters, door handles, benches, etc. All doors accessible to the public must remain open to avoid contact with door handles. Soap or hand sanitizer must be made available to all people in various locations throughout your facility. Regularly remind and encourage people to wash their hands and adopt proper hygiene practices.

## APPENDIX 1: COVID-19 ALBERTA HEALTH DAILY CHECKLISTS

### 1A: Alberta Daily Health Checklist for Children Under 18

(Source: Alberta Health)

#### Overview

This checklist applies to all children, as well as students who attend kindergarten to Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, child care or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

#### Screening Questions

##### 1. Has the child:

*(choose any/all possible exposures)*

<b>Traveled outside Canada in the last 14 Days?</b> When entering or returnint to Alberta from outside Canada, individuals are legally required to quarantine for 14 days unless enrolled in the Alberta COVID-19 International Border Pilot Project.	<b>YES</b>	<b>NO</b>
<b>Had close contact with a case of COVID-19 in the last 14 days?</b> Face-to-face contact within 2 meters for 15 minutes or longer, or direct physical contact such as hugging.	<b>YES</b>	<b>NO</b>
<b>If the child answered “YES” to any of the above:</b> <ul style="list-style-type: none"> <li>The child is required to quarantine for 14 days from the last day of exposure.                             <ul style="list-style-type: none"> <li>If the child is participating in the Alberta COVID-19 International Border Pilot Project, they must comply with the program restrictions at all times.</li> </ul> </li> <li>If the child develops any symptoms, use the <a href="#">AHS Online Assessment Tool</a> or call Health Link 811 to determine if testing is recommended.</li> </ul> <b>If the child answered “NO” to both of the above:</b> <ul style="list-style-type: none"> <li>Proceed to question 2.</li> </ul>		

##### 2. Does the child have any new onset (or worsening) of the following core symptoms:

<b>Fever</b> Temperature of 38 degrees Celsius or higher	<b>YES</b>	<b>NO</b>
<b>Cough</b> Continuous, more than usual, not related to other known causes or conditions such as athsma	<b>YES</b>	<b>NO</b>
<b>Shortness of breath</b> Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma	<b>YES</b>	<b>NO</b>
<b>Loss of sense of smell or taste</b> Not related to other known causes or conditions like allergies or neurological disorders	<b>YES</b>	<b>NO</b>
<b>If the child answered “YES” to any symptom in question 2:</b> <ul style="list-style-type: none"> <li>The child is to isolate for 10 days from onset of symptoms.</li> <li>Use the <a href="#">AHS Online Assessment Tool</a> or call Health Link 811 to arrange for testing and to receive additional information on isolation.</li> </ul> <b>If the child answered “NO” to all of the symptoms in question 2:</b> <ul style="list-style-type: none"> <li>Proceed to question 3.</li> </ul>		

**3. Does the child have any new onset (or worsening) of the following other symptoms:**

		<b>YES</b>	<b>NO</b>
<b>Chills</b> Without fever, not related to being outside in cold weather			
<b>Sore throat/painful swallowing</b> Not related to other known causes/conditions, such as seasonal allergies or reflux		<b>YES</b>	<b>NO</b>
<b>Runny nose/congestion</b> Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather		<b>YES</b>	<b>NO</b>
<b>Feeling unwell/fatigued</b> Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury		<b>YES</b>	<b>NO</b>
<b>Nausea, vomiting and/or diarrhea</b> Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome		<b>YES</b>	<b>NO</b>
<b>Unexplained loss of appetite</b> Not related to other known causes or conditions, such as anxiety or medication		<b>YES</b>	<b>NO</b>
<b>Muscle/joint aches</b> Not related to other known causes or conditions, such as arthritis or injury		<b>YES</b>	<b>NO</b>
<b>Headache</b> Not related to other known causes or conditions, such as tension-type headaches or chronic migraines		<b>YES</b>	<b>NO</b>
<b>Conjunctivitis</b> (commonly known as pink eye)		<b>YES</b>	<b>NO</b>
<b>If the child answered “YES” to ONE symptom in question 3:</b>			
<ul style="list-style-type: none"> <li>• Keep your child home and monitor for 24 hours.</li> <li>• If their symptom is <b>improving</b> after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary.</li> <li>• If the symptom <b>does not improve or worsens</b> after 24 hours (or if additional symptoms emerge), use the <a href="#">AHS Online Assessment Tool</a> or call Health Link 811 to check if testing is recommended.</li> </ul>			
<b>If the child answered “YES” to TWO OR MORE symptoms in question 3:</b>			
<ul style="list-style-type: none"> <li>• Keep your child home.</li> <li>• Use the <a href="#">AHS Online Assessment Tool</a> or call Health Link 811 to determine if testing is recommended.</li> <li>• Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started.</li> </ul>			
<b>If the child answered “NO” to all questions:</b>			
<ul style="list-style-type: none"> <li>• Your child may attend school, child care and/or other activities.</li> </ul>			

**Please note:** If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started/until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.

## 1B: Alberta Daily Health Checklist for Adults 18 Years and Older

(Source: Alberta Health)

### Overview

This tool was developed to support schools, activity organizers, employers, business and facility operators in reducing the risk of transmission of COVID-19 among attendees/staff. The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should complete this checklist prior to participating in the activity or program.

If an individual answers **YES** to any of the questions, they **must not** be allowed to attend or participate in the activity or program. \*Individuals with fever, cough, shortness of breath, runny nose, or sore throat, are required to isolate for 10 days per [CMOH Order 05-2020](#) or receive a negative COVID-19 test and feel better before returning to activities.

Use the [Alberta Health Online Assessment Tool](#) to determine if testing is recommended and follow information on [isolation requirements](#).

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

### Screening Questions

	Does the attendee have any new onset (or worsening) of any of the following symptoms:	CIRCLE ONE	
	Fever *	YES	NO
	Cough *	YES	NO
	Shortness of breath / difficulty breathing *	YES	NO
	Runny nose *	YES	NO
	Sore throat *	YES	NO
	Chills	YES	NO
	Painful swallowing	YES	NO
	Nasal congestion	YES	NO
	Feeling unwell / fatigued	YES	NO
	Nausea / vomiting / diarrhea	YES	NO
	Unexplained loss of appetite	YES	NO
	Loss of sense of taste or smell	YES	NO
	Muscle/ joint aches	YES	NO
	Headache	YES	NO
	Conjunctivitis (commonly known as pink eye)	YES	NO
2.	Has the attendee travelled outside of Canada in the last 14 days <sup>1</sup> ? (Individuals are legally required to quarantine for 14 days when entering or returning to Alberta from outside Canada unless exempted by the Alberta COVID-19 Border Testing Pilot Program.)	YES	NO
3.	Has the attendee had close contact <sup>1</sup> with a confirmed case of COVID-19 in the last 14 days?	YES	NO

<sup>1</sup> Face-to-face contact within 2 metres. A health care worker in an occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

## APPENDIX 2: RESOURCES

### Swim Alberta COVID-19 Resources

- <https://swimalberta.ca/COVID-19/>

### Alberta's Re-Launch Strategy

- <https://www.alberta.ca/alberta-relaunch-strategy.aspx#stages>

### General Relaunch Guidance

- <https://www.alberta.ca/assets/documents/covid-19-general-relaunch-guidance.pdf>

### COVID-19 Information for Albertans

- <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

### Alberta Health Daily Checklist

- <https://www.alberta.ca/assets/documents/covid-19-relaunch-daily-checklist.pdf>

### Guidance Documents

- <https://www.alberta.ca/guidance-documents.aspx>

### Guidance for Cohorts

- <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-cohorts.pdf>

### Hard-Surface Disinfectants and Hand Sanitizers

- <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

### Guidance for Swimming Pools and Whirlpools

- <https://www.alberta.ca/assets/documents/COVID-19-relaunch-guidance-swimming-pools-and-whirlpools.pdf>

### Guidance for Sport, Physical Activity and Recreation

- <https://www.alberta.ca/assets/documents/COVID-19-relaunch-sports-physical-activity-and-recreation.pdf>

### Guidance for Outdoor Fitness

- <https://www.alberta.ca/assets/documents/COVID-19-relaunch-guidance-organized-sport-physical-activity-and-recreation.pdf>

### Guidance for Indoor Events

- <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-indoor-events.pdf>

### Guidance for Parents of Children Attending School and/or Daycare

- <https://www.albertahealthservices.ca/topics/Page16998.aspx>

### Isolation Requirements

- <https://www.alberta.ca/isolation.aspx>

#### Restricted and Non-Restricted Services

- <https://www.alberta.ca/restricted-and-non-restricted-services.aspx>

#### Help Prevent the Spread

- <https://www.alberta.ca/prevent-the-spread.aspx>

#### Alberta Health Online Assessment Tool

- <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

#### ABTraceTogether

- <https://www.alberta.ca/ab-trace-together.aspx>

#### Swimming Canada's Return to Swimming Resource

- <https://www.swimming.ca/en/resource-hub/>

### Training Videos

#### Proper use of Masks

<https://www.youtube.com/watch?v=PwYapjQUVmo>

#### Washing Hands Efficiently

<https://www.canada.ca/en/public-health/services/video/COVID-19-hand-washing.html>

#### Physical Distancing: Staying 2m apart

[https://www.youtube.com/watch?v=TwVoG\\_Oefcg&feature=emb\\_logo](https://www.youtube.com/watch?v=TwVoG_Oefcg&feature=emb_logo)

<https://www.canada.ca/en/public-health/services/video/COVID-19-physical-distancing.html>

#### Safe Removal of Used Gloves

<https://www.youtube.com/watch?v=ATU383lifT8>

### Competition Resources

#### COVID-19 Swim Meet Tips (Host Great Meets)

- <https://www.hostgreatmeets.com/2020/06/27/covid-times-swim-meet-tips/>

#### Virtual Competitions (USA Swimming)

- <https://www.usaswimming.org/docs/default-source/officialsdocuments/misc-officials/virtual-meets-2020--updated.pdf>

#### Virtual Competitions (Scottish Swimming)

- <https://www.scottishswimming.com/media/3317388/Scottish-Swimming-Virtual-Meets-COVID-19-Back-to-the-Water-Guidance-24-September.pdf>

## APPENDIX 3: CONTACT TRACING LOG

# Contact Tracing Log for [Swim Club Name]

All players, coaches, volunteers and parents/guardians who drop off their children must be included in this log. The log can be electronic or completed on site by a responsible adult.

The information collected on this document is being collected to assist in the management of the COVID-19 pandemic. This information will be kept in a safe and secure location and will be provided to Alberta Health Services if it is requested for contact tracing services. This log must be provided to Swim Alberta upon request.

[Swim Club Name] will not use this information for any other purpose and will destroy this record after two (2) weeks.

Under Privacy Regulations you have a right to access and correct any information that is held about you.

## APPENDIX 4: SWIMMER CHECKLIST

(Source: Swim Alberta's [Return to Swimming and Competition](#))

Use this checklist to help your swimmer prepare for practice **and competition**.

### Before you Leave Home

- Complete the Alberta Health Daily Checklist (Appendix 1)
- Eat before you come – no food on premises.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
- Thoroughly wash water bottles with soap and warm water.
- Bring filled water bottle(s).
- Bring thoroughly washed equipment.
- Use the washroom at home.
- Consider bringing a mask and personal hand sanitizer.

### Arrival

- Meet at designated the designated location.
- Respect physical distancing guidelines and/or cohort guidelines.
- Register your attendance for contact tracing and provide confirmation of Daily Health Monitoring.
- Wash hands at provided handwashing stations.
- DO NOT share water bottles.
- Follow traffic flow signs at your location.

### After activity is Complete

- No Loitering
- Dry off, dress and Exit through established exits. (deck changing is not permitted)
- Wash at provided handwashing stations.
- Follow traffic flow signs out of your location.
- Respect physical distancing guidelines.
- Thoroughly wash water bottles with soap and warm water.
- Thoroughly wash clothing and sanitize equipment. (e.g. yoga mat)

## APPENDIX 5: STAFF/COACH/VOLUNTEER CHECKLIST

(Source: Swim Alberta's **Return to Swimming and Competition**)

Use this checklist to help prepare for practice **and competition** safely.

### Before you Leave Home

- Complete the Alberta Health Daily Checklist (Appendix 1)
- Eat before you arrive.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
- Thoroughly wash water bottles with soap and warm water.
- Bring thoroughly washed / sanitized equipment (pilons, markings, etc.)
- Bring personal Whiteboard Kit if facility permits use. (markers, eraser and wipes to disinfect board)
- Use the washroom at home.
- Consider Activating Contact Tracing App on phone.

### Arrival

- Set- up established entrances & exits with traffic flow considerations.
- Set-up traffic flow signs to your location.
- Set-up physical distancing 'grids' for participants.
- Respect physical distancing guidelines and cohort guidelines
- Wash at provided handwashing stations.
- Take attendance for all coaches and swimmers, including confirmation of daily health monitoring.
- DO NOT share water bottles.
- DO NOT share personal coaching items. (e.g. stopwatches)
- Sanitize all shared equipment between sessions. (pylons, cones, etc.)
- Consider wearing PPE (masks, gloves) at all times.
- Must wear PPE if dealing with an injured participant.

### After activity is Complete

- Sanitize all shared equipment (balls, cones etc.) between group arrivals if applicable and at end of day.
- Take down established traffic flow signs, entrances & exits.
- Wash at provided handwashing stations, between group arrivals if applicable and at end of day.
- Respect physical distancing guidelines.
- Thoroughly wash water bottles with soap and warm water.
- Thoroughly wash equipment (clothing) each day.

## APPENDIX 6: PARENT/GUARDIAN CHECKLIST

(Source: Swim Alberta's [Return to Swimming and Competition](#))

Use the below checklist to help prepare your swimmer for practice **and competition**.

### Before you Leave Home

- Complete the Alberta Health Daily Checklist (Appendix 1)
- Check the expected weather conditions.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
- Thoroughly wash water bottles with soap and warm water.
- Use the washroom at home.
- Consider bringing a mask and personal hand sanitizer.
- Consider Activating Contact Tracing App on phone.

### Arrival

- Drop participant at designated location.
- Respect physical distancing guidelines and ensure athletes are only in one sport cohort if established.
- Consider wearing PPE (masks, gloves) at all times.

### After activity is Complete

- No Loitering.
- Respect physical distancing guidelines.
- Pick up participant at designated location.
- Leave location immediately.
- Thoroughly wash water bottles with soap and warm water.
- Thoroughly wash clothing and sanitize equipment. (e.g. yoga mat)

## APPENDIX 7: SWIM CLUB REQUIREMENTS FOR RETURN TO IN-PERSON TRAINING AND SWIMMING

(Source: Swim Alberta's [Return to Swimming and Competition](#))

**Use this checklist to ensure the club has met all requirements for return to in-person training and swimming.**

### Government Requirements

- Federal / Provincial restrictions have been lifted to permit for training to occur.

### Municipal / Regional Requirements

- Municipal restrictions have been lifted to permit for training to occur.

### Swim Alberta Requirements

- Submitted Club Declaration form as part of the club affiliation process.
- Completed a Return to Training Plan and is available. (outdoor / return to swimming)

### Activity Requirements as Outlined by [Alberta Health](#)

- Only responsible individuals may oversee activities.
- Physical distancing measures of a minimum 2 metres between individuals not in the same household or cohort are implemented.
- Clubs may choose to form a training cohort of no more than 50 individuals who participate in the same sport or activity, and remain together for the duration of Stage 2. If an individual or team member wishes to change cohorts/mini-leagues, they should not participate in a new cohort activity for 14 days (this reflects the incubation period of the virus).
- Group sizes for training do not exceed 100 people in one outdoor location.
- Process for completion of the Alberta Health Daily Checklist (Appendix 1) for all swimmers, coaches and staff.
- Personal hygiene measures are in place for all activities (training and administration)
  - Frequent hand washing / sanitizing
  - Cough / sneeze etiquette
  - Do not attend if feeling any COVID-19 symptoms
- Process for Contact Tracing has been implemented including secure storage/retention of information.
- Personal Protective Equipment is readily available if activity organizers are required to provide First Aid.

## General Requirements of Swim Alberta

- Training only available to current and fully registered participants.
- Signed Acknowledgement and Assumption of Risk Forms have been signed for all swimmers and coaches as part of the registration process.
- All interactions between coaches and participants will be in an environment that is both '**open and observable**'. Training sessions to include a minimum of three participants.
- All participants will understand and adhere to physical distancing measures as outlined by **Alberta Health**.
- Consider designating a COVID-19 representative, a role description is available in appendix 8.
- Activities must be scheduled with a buffer to limit overlap of participants.
- Carpooling outside the cohort is not permitted.
- Parents must drop-off / pick-up swimmers at a designated location.
- No shared equipment. Safe use of equipment measures in place, including cleaning & sanitization of equipment before and after every session.
- No sharing of water bottles, participants must bring bottles filled from home.
- Staff is provided with appropriate Personal Protective Equipment.

## Outdoor Training Health & Safety Requirements

- Submit an outdoor training club declaration to Swim Alberta.
- The club must have a written plan available upon request of Swim Alberta.
- Ensure all members, coaches and staff are aware of all requirements and guidelines.
- Group size is limited to 100 coaches and swimmers in one outdoor location with a physical distancing measures put in place.
- Outdoor activities to be cancelled due to inclement weather.
- Ensure the space is available and is booked with any required permits as per local municipality requirements.
- Outdoor training activities should be limited to local opportunities.

## Return to Swimming Health and Safety Requirements

- Submit a return to swimming club declaration to Swim Alberta.
- Ensure all members, coaches and staff are aware of all requirements and guidelines.
- Have a written plan including all of the following items based on all activity requirements and guidance outlined by **Alberta Health** and the General Requirements of Swim Alberta.

- Local municipality and facility requirements met
- Swimming activities restricted to regional facilities
- Open water training requires approval of Swim Alberta.

### Club Office Guidelines

- Verified with provincial / municipal restrictions that office space is permitted to open.
- Implemented applicable requirements outlined in Workplace Guidelines for Business Owners.
  - Conducted Hazard Assessment and identified risks associated with COVID-19
  - Compliant with communication requirements
  - Compliant with prevention requirements
  - Implemented controls to ensure the safety of staff, volunteers and patrons.

## APPENDIX 8: COVID-19 RESPONSE COORDINATOR ROLES & RESPONSIBILITIES

The roles and responsibilities of the COVID-19 Response Coordinator include:

- Keeping updated on policies and procedures outlined by provincial and municipal governments and public health agencies, and monitoring local daily situation reports.
- Keeping updated on policies and procedures outlined by Swim Alberta.
- Working with local facilities to comply with all public health and facility requirements. Ensuring an Emergency Action Plan is current and complete for each training location.
- Ensuring a Health & Safety Kit that includes alcohol-based hand sanitizer and Personal Protective Equipment (PPE) is available at each training location.
- Communicating with club managers and coaches on any training restrictions or recommendations. Implementing an attendance process at every practice to help with communication if a suspected or confirmed case of COVID-19 is reported.
- Ensuring training groups and cohorts comply with public health agency requirements. Ensuring signage is in place so that all risk mitigation measures are easy to follow.
- Being responsible for responding to COVID-19 concerns. Everyone in the club should know who this person is and how to contact them.
- Be the primary contact for participants who choose to self-report COVID-19 symptoms or exposure, or a confirmed case of COVID-19, while maintaining a high level of confidentiality and privacy.
  - Contact Alberta Health Link at 811 to inquire whether any action is required on the clubs behalf when notified of a potential exposure, potential case or confirmed case of COVID-19 that was voluntarily disclosed. DO NOT disclose any personal information of the participant.
  - Take any action as outlined by Alberta Health.
  - It is recommend that the COVID-19 Response Coordinator document any communication or action outlined by Alberta Health, ensuring the privacy of all individuals.
- Collaborate and Coordinate, as requested by Alberta Health Services, if contacted about an investigated case of COVID-19.
- Modify, restrict, postpone or cancel training if advised by Alberta Health Services, the facility or Swim Alberta, due to an evolving COVID-19 related outbreak or emergency.
- Advise the Swim Alberta COVID-19 Response Coordinator if:
  - you have been contacted by Alberta Health Services about a COVID-19 case or exposure in the club.
  - a confirmed case of COVID-19 has been voluntarily self-reported to the club. Swim Alberta does not require disclosure of the participants name.

The Swim Alberta COVID-19 Response Coordinator is Kevin Dennis. [kevin@swimalberta.ca](mailto:kevin@swimalberta.ca)

## APPENDIX 9: COHORTS FOR SWIMMING

If a club chooses to form cohorts, each swimmer in the cohort may not train with another swimming cohort. Individuals may switch swimming cohorts provided there is a 14-day period between training with either cohort.

It is recommended that clubs keep cohorts small and limit the number of swimmers per lane to minimize the impact should an individual in the cohort display symptoms, come in direct contact or contract COVID-19. Lane assignments should be considered in order to minimize the number of close contacts for each swimmer.

Coaches who are able to maintain physical distancing from the group at all times would not be considered part of the cohort and could coach multiple groups. An example of not maintaining physical distancing would include teaching stroke mechanics on the pool deck, such as physically manipulating a swimmer's arm.

The following are cohort examples for reference only.

**Example A – One Cohort of 24 Swimmers**

Training Group 1: Lanes 1-3 = 12 swimmers + 1 coach

Training Group 2: Lanes 4-6 = 12 swimmers + 1 coach

*These groups are swimming with four swimmers per lane with all lane ropes in. Since these training groups are in lanes beside each other, these groups would form one cohort.*

**Example B – Two Cohorts of 12 Swimmers**

Training Group 1: Lanes 1-3 = 12 swimmers + 1 coach

Training Group 2: Lanes 5-7 = 12 swimmers + 1 coach

*These groups are swimming with four swimmers per lane with all lane ropes in. Since these training groups have an empty lane between (lane 4), they form separate cohorts.*

**Example C – One Cohort of 17 Swimmers + 3 Individual Swimmers**

Training Group 1: Lane 1-4 = 4 swimmers + 1 coach

Training Group 2: Lanes 5-8 = 16 swimmers + 1 coach

*Lanes 1-4 are training in single lanes with one swimmer per lane, swimming on the black line.*

*Lanes 5-8 are swimming in single lanes with four swimmers per lane. Group 2 and the swimmer in lane 4 would form one cohort as the distance between the centre of lane 4 and the outside of lane 5 is less than 2 metres. The swimmers in lanes 1-3 would not form a cohort as long as physical distancing of at least 2 metres is maintained at all times.*

**Example D – One Cohort of 15 Swimmers + 4 Individual Swimmers**

Training Group 1: Lane 1-2 = 4 swimmers + 1 coach

Training Group 2: Lanes 4-8 = 15 swimmers + 1 coach

*Lanes 1-2 are training in a double lane with two swimmers starting at each end and are maintaining physical distancing by staying on the black line during both training and rest periods. Lane 3 is empty. Lanes 4-8 are swimming in single lanes with three swimmers per lane, these 15 swimmers would form one cohort. The swimmers in lanes 1-2 would not form a cohort as long as physical distancing of at least 2 metres is maintained at all times.*

**Example E – Two cohorts of 30 Swimmers**

Training Group 1: Lanes 1-5 = 30 swimmers + 2 coaches (4:30 – 5:30 pm)

Training Group 2: Lanes 1-5 = 30 swimmers + 2 coaches (6:00 – 7:00 pm)

*Both groups are swimming with six swimmers per lane with all lane ropes in and have a buffer between groups. Since each training group is swimming in lanes beside each other, each group would form one cohort. If the coaches are able to maintain physical distancing at all times (before, during and after practice) they could coach both groups and not be part of either cohort.*

**Example F – One Cohort of 22 Swimmers**

Training Group 1: Lanes 1-2 = 10 swimmers + 1 coach

Training Group 2: Lanes 3-4 = 12 swimmers + 1 coach

*Group one is swimming with five swimmers per lane and group two is swimming with 6 swimmers per lane with all lane ropes in. Since these training groups are in lanes beside each other, these groups would form one cohort.*

## APPENDIX 10: COMPETITION TYPES, DEADLINES AND REQUIREMENTS FOR CLUB HOSTED COMPETITIONS

(Source: Swim Alberta's Return to Swimming and Competition)

The following competition types are available for competition sanctioning. All competitions must meet the requirements of the [Swim Alberta Competition Sanctioning Policy](#), the [Swim Alberta Return to Competition Requirements](#) as well as the [Requirements for Meet Packages](#).

Competition Type Phase 1 – Currently Permitted	<ul style="list-style-type: none"> <li>• Class I Time Trials (Record Attempts)</li> <li>• Single Cohort Competitions</li> <li>• Single Club: Multi-Cohort Competitions</li> <li>• Virtual Competitions</li> </ul>
Competition Type Phase 2 – Not Yet Permitted*	<ul style="list-style-type: none"> <li>• Provincial Selection Competition</li> <li>• Dual Club: Dual Cohort Competitions</li> </ul>
Competition Type Phase 3 – Not Yet Permitted*	<ul style="list-style-type: none"> <li>• Multi-Club: Multi-Cohort Competitions</li> <li>• Multi-Club Closed/Open Invitationals</li> <li>• Provincial Competitions</li> </ul>

\* Future competitions will be required to meet physical distancing requirements and gathering restrictions. Future styles of competition may be added to this list.

### Deadlines for Sanction Applications

Sanction applications must be submitted prior to the deadlines listed below, late applications will be subject to the late fee as outlined in Competition Sanctioning Policy.

Class 1 Time Trial: A minimum of one week prior to the start of the time trial.

Single Cohort, Single Club: Multi-Cohort & Virtual Competitions = A minimum of three weeks prior to the start of the competition.

### Records

An electronic timing system is required to be considered for a provincial record. A time recorded from a single back-up watch or single plunger is not eligible for a record. The use of three timekeepers for record attempts, as outlined in SW 12.22.6, is not permitted at this time.

### Definitions & Requirements

#### Class I Time Trial

Definition: A record attempt for a single swimmer or a single relay team. Record attempts may be run in a practice setting providing the appropriate officials are in place.

Requirements: Only one heat of one event may be run during a Class 1 Time Trial.

### Single Cohort Competition

Definition: A single cohort racing opportunity that may be run in a practice setting.

Requirements: The competition safety plan must include a plan to maintain physical distancing for all individuals who are not part of the cohort during the competition (e.g. coaches, officials, etc.).

### Single Club: Multi-Cohort Competition

Definition: Cohorts from a single club racing each other in the same facility while ensuring that the cohorts maintain distancing from each other at all times. A single club: multi-cohort competition may be run in a practice setting, where the cohorts train in the same facility.

Requirements: The competition safety plan must include a plan to maintain physical distancing for all individuals who are not part of a cohort as well as distancing between cohorts during the competition. The plan must also include designated warm-up times or designated lanes for each cohort with a lane between cohorts to ensure the cohorts maintain distancing during warm-up or cool down. The plan must also include details for the use of change rooms and showers to keep each cohort separate.

Relays are permitted as long as physical distancing is maintained between cohorts, there must be an empty lane between relay teams of different cohorts.

### Virtual Competition

Definition: A competition between multiple clubs and cohorts at different locations, that may be run in a practice setting. One club must take the lead to apply for a competition sanction and combine results for ranking.

Requirements: Each club must provide their own referee, officials and competition safety plan. Each facility must be approved for competition and selected on the Swimming Canada meet list.

## APPENDIX 11: COMPETITION SAFETY PLAN TEMPLATE

(Source: Swim Alberta's Return to Swimming and Competition)

The competition safety plan is to be developed in consultation with the facility in order to ensure the plan aligns with any specific facility requirements. The facility may also work with their Alberta Health Services liaison to ensure all requirements are met. The rules and policies of Swim Alberta, in addition to all current provincial, municipal and facility requirements, must be adhered to.

<b>COVID-19 Competition Safety Coordinator:</b> <Name & Contact Info>
<b>Type of Competition:</b> The type of competition must be based on the currently available competition types outlined in the Return to Swimming and Competition Requirements.
<b>Maximum Competition Numbers:</b> The maximum competition numbers may not exceed the numbers permitted in the Return to Swimming and Competition Requirements.  Swimmers = Coaches = Officials & Volunteers = Facility Staff =
<b>Arrival &amp; Departure Times:</b> Swimmers: Coaches: Officials & Volunteers:
<b>Warm-Up Requirements / Schedule / Lane Assignments:</b> Outline the warm-up schedule and requirements for the competition.
<b>Entrance / Exit:</b> List the entrances and/or exits for all participants.
<b>Changerooms / Showers:</b> List any requirements for changerooms and showers, including a plan for specific cohorts.
<b>Traffic Flow:</b> List any specific requirements for swimmer movement. This information may be included on the pool diagram.

*E.g. swimmers are to move to the right side of the lane when finishing, will exit the pool at the north side and return to the swimmer area by walking around the shallow end.*

**Disinfection Procedures:**

Identify what will be cleaned, when and by whom. Cleaning products used around the water must be selected in consultation with the facility.

*The entry and exit of the pool should be disinfected between races, including the starting blocks, kickplates, backstroke grips, backstroke ledges, and the entry/exit of the pool. (e.g. top of the touchpads)*

**Masks:**

All coaches and officials are required to wear masks. Identify if masks are required by your municipality or facility. Should mask requirements change, communication must be sent to the competition participants. Outline the process and expectations for all participants throughout the competition. (arrival, during warm-up, prior to, during and following racing).

**Timing:**

Identify if electronic timing or timers will be used.

**Shared Equipment:**

Shared equipment should be limited when possible or have a plan to disinfect between users. The use of shared paper should be eliminated. (e.g. paper results or DQ slips)

**Location of Officials:**

List any specific information regarding the location of officials. Markings may be considered. *E.g. All timers on the right side of the lane.*

**Location of Coaches:**

List any specific information regarding the location of coaches. If coaches will be seated in a spectator area, outline how the area will be separated.

**Spectators:**

Are spectators permitted, list any restrictions or requirements.

**Facility Specific Requirements:**

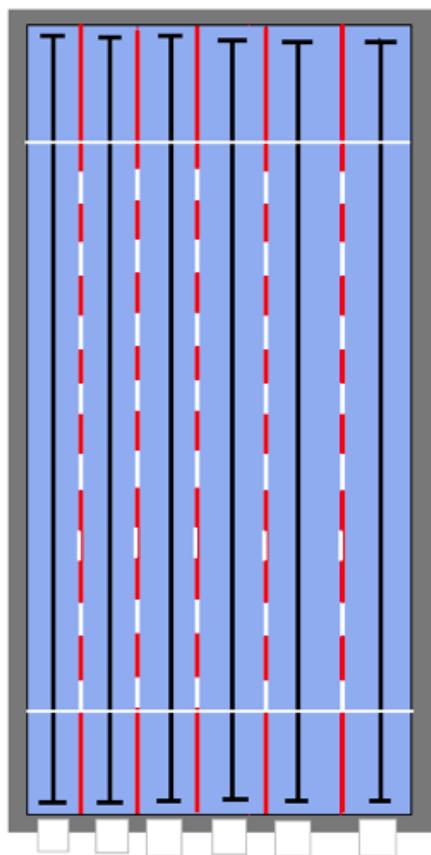
If the facility has specific requirements, such as the use of other facility space, list them here.

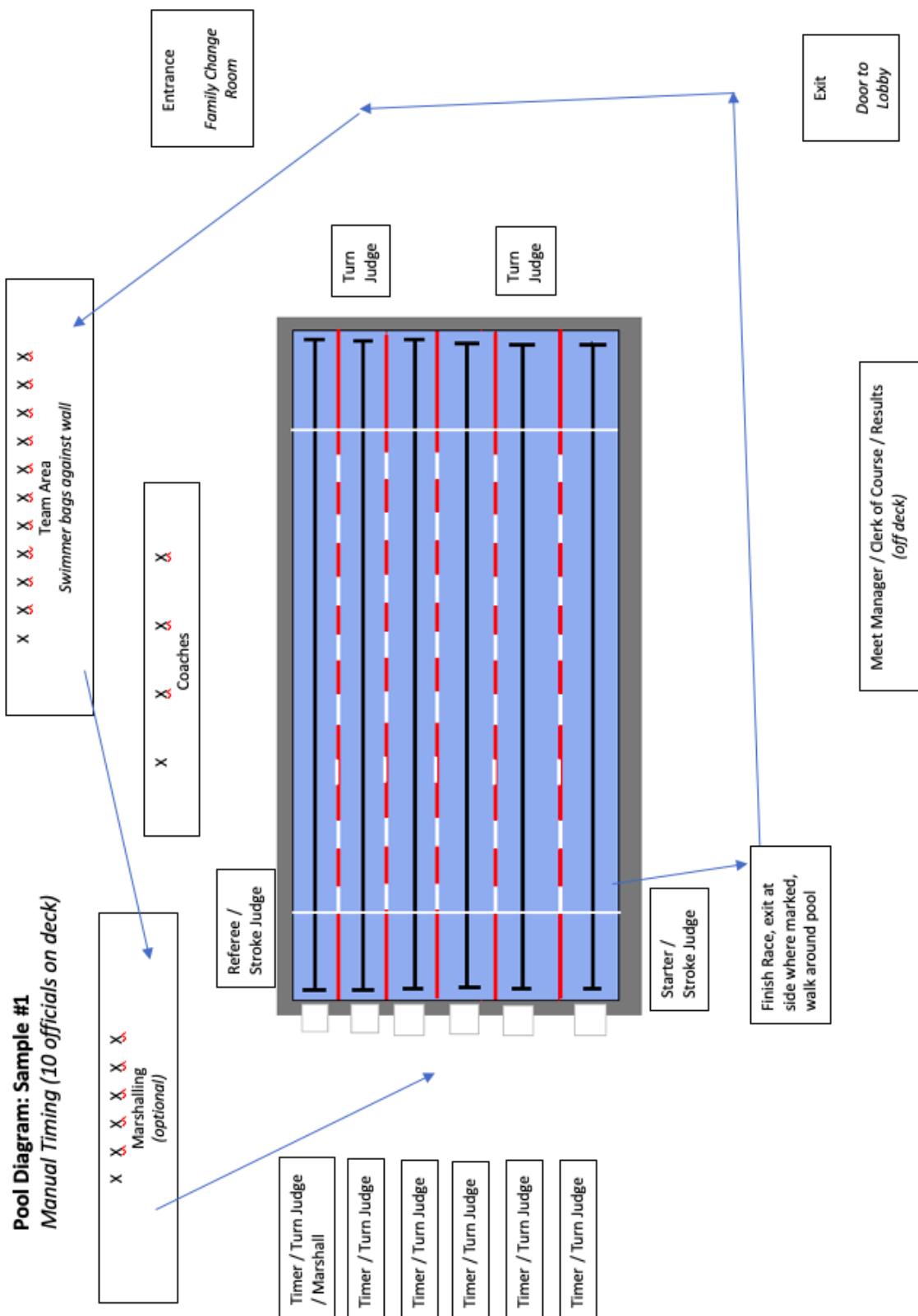
**Additional Requirements:**

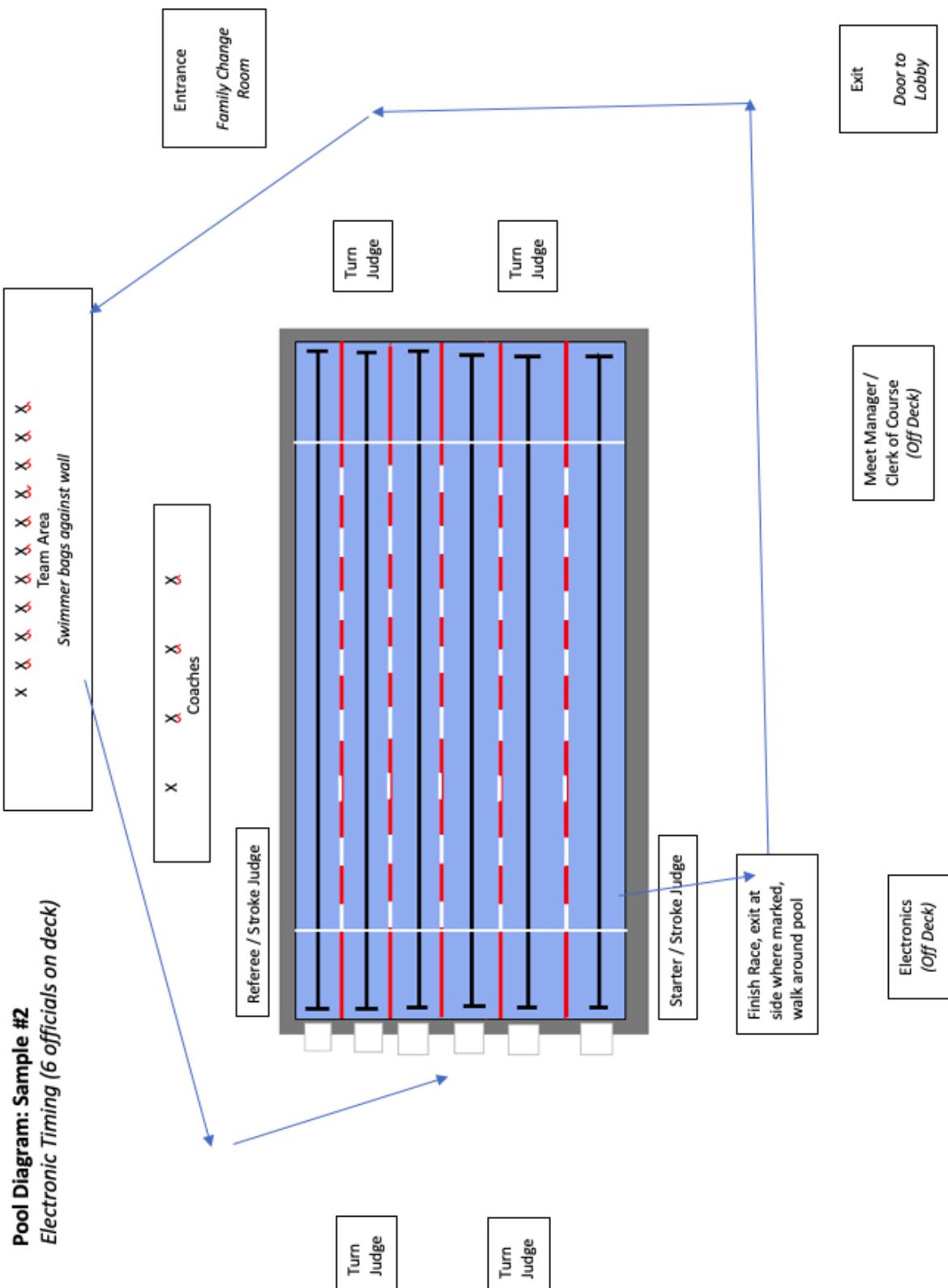
List any additional requirements here.

## APPENDIX 12: BLANK FACILITY DIAGRAM AND EXAMPLES

Pool Diagram: Blank







## APPENDIX 13: COMPETITION CHECKLIST

(Source: Swim Alberta's Return to Swimming and Competition)

The competition checklist below includes all Return to Competition Health and Safety Requirements as published by Swim Alberta. The current Swim Alberta requirements, in addition to any provincial, municipal, local and facility requirements must be adhered to.

### Return to Competition Requirements

- Submitted Club Declaration of Compliance – Return to Competition.
- A facility agreement is in place.
- A COVID-19 Competition Safety Coordinator has been designated and has attended the required orientation session.
- The competition type is currently available for sanctioning.
- The competition will not exceed the maximum gathering size of 50 individuals including facility employees, or any mandatory or voluntary restrictions for locations as outlined by Alberta Health.
- The competition safety plan has been completed and attached to the meet information package with a facility diagram.
- A process to ensure all individuals complete the current Alberta Daily Health Checklist.
- A process to complete an attendance record of all participants including contact information for the purpose of contact tracing if required.
- All competition administration items have been considered to ensure the safe running of the competition.
- The requirements for masks have been outlined and communicated to all participants.
- Disinfection procedures have been clearly outlined.
- The competition is limited based on any current travel restrictions.
- Hospitality is not permitted.
- The sale or posting of heat sheets is not permitted.
- The posting of results is not permitted.
- Session lengths may not exceed 2.5 hours including warm-up.
- Warm-up requirements have been clearly communicated to all participants.
- If spectators are permitted, requirements have been outlined and communicated.
- Coach requirements have been outlined and communicated.

- Officials roles and information have been outlined and communicated. The official's roster has been developed in consultation with the referee and ensures all roles are covered while ensuring a minimum number of officials on the pool deck.
- Competition resources for officials, which have been posted on the [Swim Alberta website](#), including the Minimum Officials Roster, the Email Template for Officials Briefing Notes and the Options for Disqualification Process have been reviewed and shared with the appropriate official.

## APPENDIX 14: COVID-19 COMPETITION SAFETY COORDINATOR

The roles and responsibilities of the COVID-19 Competition Safety Coordinator include:

- Develop the competition safety plan, in consultation with the facility, meet manager and referee. The facility may also ask that the Alberta Health Services facility contact is part of the development of the plan to ensure the competition plan meets all current and/or facility specific requirements.
- Keeping updated on policies and procedures outlined by provincial and municipal governments and public health agencies, and monitoring local daily situation reports.
- Keeping updated on policies and procedures outlined by Swim Alberta.
- Works with facility staff to uphold compliance to requirements and guidelines related to COVID-19 and resolve any challenges that may arise prior to and/or during the competition.
- Ensuring a Health & Safety Kit that includes alcohol-based hand sanitizer and Personal Protective Equipment (PPE) is available at each competition location.
- Implementing an attendance process, including the daily health screening and contact information to ensure that contact tracing information is available.
- Ensuring swimmers, coaches, officials and volunteers comply with public health agency requirements. Ensuring signage is in place so that all risk mitigation measures are easy to follow.
- Being responsible for responding to COVID-19 concerns.
- Collaborate and Coordinate, as requested by Alberta Health Services, if contacted about an investigated case of COVID-19.
- Modify, restrict, postpone or cancel the competition if advised by Alberta Health Services, the facility or Swim Alberta, due to an evolving COVID-19 related outbreak or emergency.
- Advise the Swim Alberta COVID-19 Response Coordinator if:
  - you have been contacted by Alberta Health about a COVID-19 case or exposure at the competition.
  - you have witnessed or received reports of behavior that may compromise the health and safety other individuals during the competition, by swimmers, coaches, officials or volunteers.

The Swim Alberta COVID-19 Response Coordinator is Kevin Dennis. [kevin@swimalberta.ca](mailto:kevin@swimalberta.ca)

## APPENDIX 15: DECLARATION OF COMPLIANCE: RETURN TO COMPETITION

### CLUB DECLARATION COVID-19 – Return to Competition

Clubs wishing to host competitions must ensure they follow any provincial, municipal, local and/or facility rules as well as all current guidance as provided by Alberta Health. Where additional mandatory or voluntary restrictions are in place, those restrictions must be followed. Clubs must follow all Swim Alberta Requirements as outlined in the current version of Swim Alberta's Return to Swimming and Competition Requirements.

Failure to implement or follow the Swim Alberta requirements will result in a \$5,000 fine and withdrawal of the competition sanction.

I hereby declare that the \_\_\_\_\_ (club name) will follow Swim Alberta's Return to Competition Requirements, all provincial, municipal, local and/or facility requirements, as well as all current guidance as provided by Alberta Health.

Club Name:

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Club President's Name:

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Club President's Signature:

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Club Head Coach Name:

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Club Head Coach Signature:

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Date (mm/dd/yyyy): \_\_\_\_\_

Should you have any questions or concerns, please contact [kevin@swimalberta.ca](mailto:kevin@swimalberta.ca).

## APPENDIX 16: PAST REVISIONS

June 2, 2020 – Club Declaration Forms Added (Appendix 10)

June 15, 2020 – Updated document based on Alberta Government announcement of Stage 2 launch (12/06/20), Moved Return to Swimming Timeline to Step 3 (page 6), Removed age requirement of responsible person, added cohort information, updated gathering size and added guidance links for sport and pools (page 8), added recommendation for clubs to have a COVID-19 Representative (page 12), Updated return to swimming requirements (page 14), Added Appendices for COVID-19 Representative and Swimming Cohort Examples (page 29-30)

June 23, 2020 – Updated coach checklist with whiteboard kit (appendix 5), added Summer Club Declaration (appendix 9) and updated cohort examples (appendix 11)

June 25, 2020 – Added link to Guidance for Cohorts (page 8), updated Alberta Health Daily Checklist (appendix 1), updated resource links (appendix 2), updated checklists (appendix 4, 5, 6 & 7)

Aug 26, 2020 – Updated Activity Requirements as outlined by Alberta Health Services, updated General Requirements of Swim Alberta (page 10-12), updated Return to Swimming Requirements (page 14), updated Return to Competition Requirements (page 15), updated Daily Health Checklist (Appendix 1), updated Resource Links (Appendix 2), updated Swimmer, Coach, Parent and Club Checklists (Appendix 4, 5, 6 & 7), updated Cohort Examples (Appendix 9), removed Club Declaration Forms

Sept 29, 2020, Updated Overview (page 5), Updated Activity Requirements as Outlined by Alberta Health Services (page 8-9), Updated General Requirements of Swim Alberta (page 10), Updated Return to Swimming Requirements (page 13), Updated Swimmer, Coach, Parent and Club Checklists (Appendix 4, 5, 6 & 7), Updated COVID-19 Representative (appendix 8)