

Checklist			Resources	
<b>Communicating with third parties</b>	There may be other organisations that will have additional requirements or restrictions on top of the current guidance from the Scottish Government/Scottish Rowing/sportscotland. <b>Clubs should inform these parties of their plans before recommencing activity.</b>	<input type="checkbox"/>	Insurance providers	
		<input type="checkbox"/>	University Sports/Athletic Unions or School Management (where relevant)	
		<input type="checkbox"/>	Local council/leisure trust (where relevant)	
		<input type="checkbox"/>	Facility owners (where this is not the club)	
		<input type="checkbox"/>	Waterway managers, such as Scottish Canals (where relevant)	
		<input type="checkbox"/>	Other relevant third parties	
<b>Facility Re-Commissioning</b>	Most facilities have been lying dormant for an extended period and will need re-commissioned before resuming rowing activity.	<input type="checkbox"/>	Facility recommissioning checklist	Scottish Rowing – <a href="#">Facility Recommissioning Checklist</a>
<b>Covid-19 specific risk assessment, safety, and operating procedures for continued safe operation</b>	COVID-19 presents many challenges. Clubs will need to update their operating practices and safety policies to consider the new hazards and effectively mitigate against them.	<input type="checkbox"/>	Appoint COVID-19 contact to have correspondence with Scottish Rowing	Submit details on the form on the website
		<input type="checkbox"/>	Update club risk assessment	Scottish Rowing – <a href="#">Updating your Risk Assessment – Guidance for Clubs</a>
		<input type="checkbox"/>	Update club safety policy	Scottish Rowing – <a href="#">Updating your Safety Policy – Guidance for Clubs</a>
		<input type="checkbox"/>	Update club operating procedures	Scottish Rowing – <a href="#">Club Operating Practices – Guidance for Clubs</a>
		<input type="checkbox"/>	Work with clubs which share facilities or waterways to create a consolidated approach	<a href="#">RDM facilitation of club links</a>
<b>Communication with members</b>	It is imperative that any changes to your clubs operating model is effectively communicated with your members. This is vitally important given the changeable nature of the situation and the need to provide accurate information quickly.	<input type="checkbox"/>	Ensure you have up to date contact and emergency contact information for all members	
		<input type="checkbox"/>	Writing to members to inform of new policies, procedures, and code of conduct	
		<input type="checkbox"/>	New policies, procedures, and code of conduct available on club website/membership site	
		<input type="checkbox"/>	New policies, procedures, and code of conduct displayed prominently in facility	
		<input type="checkbox"/>	<a href="#">Signage displayed in key areas to remind members of pertinent information</a>	

<b>Monitoring</b>	As the situation develops, it is likely that changes will need to be made to your risk assessment, operating procedures, and safety plans. These may be small or substantial, so constant monitoring of the situation is imperative, so your plans stay relevant	<input type="checkbox"/>	Keeping up to date on changing government/Scottish Rowing/ <b>sportscotland</b> advice and guidance	<a href="#">Scottish Rowing COVID-19 Hub</a> <a href="#">Scottish Government Routemap</a> <a href="#">sportscotland COVID-19 Information</a>
		<input type="checkbox"/>	Regular review of policies/procedures/code of conduct as operating practices and guidance develop	
		<input type="checkbox"/>	Ensuring operating practices are being followed	