

Non-protected

Phase 3: Getting coaches ready for a return to sport and physical activity

Guidance for partners to support coaches, leaders, deliverers, personal trainers, and instructors

Sport for life

sportscotland
the national agency for sport

INTRODUCTION

This is a guidance document developed to support partners during phase 3 and should be considered in conjunction with current Scottish Government guidance. This is specifically to support coaches, leaders, personal trainers, deliverers and instructors, *herein referred to as coach/es*, on the phased return of sport in Scotland.

Coaches can work outdoors, providing all activity is consistent with current [Scottish Government guidance](#) on health, physical distancing and hygiene – they will also need to make sure that they can adapt to changes in guidance at very short notice.

In addition, please see [Getting Coaches Ready for Sport](#) which can be used by coaches to help them get ready for delivering sport. It can be used as it is or amended to reflect the sport or delivery activity.

People who are symptomatic should self-isolate for 7 days: household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend a sports activity.

Coaches and participants should cancel attendance, even if at very short notice, if symptomatic.

GUIDANCE FOR COACHES

1. It is the responsibility of each venue operator, club and coach to ensure documented risk assessments, based on local circumstances, are completed prior to any activity taking place. Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected at all times.
 - a. Please note there is no date set for the reopening of indoor gym and leisure facilities.
2. Coaches should not deliver training to more than 4 households (or extended households) at any one time or provide coaching to more than 4 households (or extended households) per day, unless coaching children as per point 7.
3. A maximum of 15 people, including the coach and participants from up to 4 other households (or extended households), can participate in a session, unless coaching children as per point 7. Physical distancing and hygiene measures must be fully implemented and maintained.
4. Children under 12 do not need to maintain physical distance between themselves.
5. Coaching of people who are shielding is now permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed.
6. Coaches who are shielding are not permitted to deliver at the current time.
7. Organised outdoor sport specific activity can be undertaken by children and young people from the 13 July, with a phased implementation, subject to SGBs agreeing guidance with **sportscotland** covering the following areas;
 - physical distancing.
 - health, safety & hygiene measures for children's activity which should be in line with guidance provided within this document.
 - participant numbers and duration of organised activity should adhere to current Scottish Government guidance and also best practice for your sport in relation to age and ability.
 - adult involvement and ratios.

For further information please refer to [Return to Sport & Physical Activity Guidance](#)

8. Up to date guidance on extended households, physical distancing and travel is available at [Scottish Government Guidance: Staying safe and protecting others](#) .

9. At all times coaches should:

- adhere to the Scottish Government's physical distancing guidelines of staying at least 2m away from others and ensure participants they are coaching do so too. No contact training should be undertaken unless in organised children's activity as stipulated in the Return to Sport & Physical Activity Guidance.
- plan appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session. A detailed document including checklists is available to support coaches at Getting Coaches Ready for Sport.
- ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
- consult Scottish Governing Body guidance for the relevant sport or activity being delivered. This can be found at Covid-19 Scottish Governing Body Guidance. Where relevant, also check with your venue provider, such as a local authority/leisure trust or club to ensure you follow their specific guidance and processes.
- be aware of their responsibilities and that of their participants before, during and after each session.
- check, in advance of delivery, that appropriate insurance policies are in place for all coached activities and that their insurance is valid for the activities they plan to deliver.
- find out about their direct and surrounding delivery environment in advance of the session and contact the facility operator, where relevant, to confirm any changes in processes and procedure
- ensure appropriate policies are in place in line with respective Scottish Governing Body and local authority or leisure trust regarding safeguarding best practice.
- ensure they have an approach to activity that is feasible and safe to deliver.
- Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1st**: Child Wellbeing and Protection Considerations

10. Communication with members/customers

- Coaches should communicate clearly and regularly with participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity.
- Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system.
- Ensure there is a process for cancellation should it be necessary.

11. Health, Safety & Hygiene

- Coaches should ensure they have access to first aid and emergency equipment. Where equipment is stored indoors coaches should ensure public access to indoor areas is restricted as much as possible with hygiene and safety protocols reviewed as part of the risk assessment. Coaches should ensure that first aid equipment has been updated appropriately for the COVID pandemic and first aiders have appropriate training.
- When undertaking coaching the coach should ensure, where possible, that everyone involved avoids touching surfaces, sharing equipment and touching their mouth and face.
- Cleaning, hand, and respiratory hygiene are core measures and provision should be made for these. Clear guidance and plans are needed for cleaning of equipment and waste disposal. Toilets may be available if operators follow the guidelines outlined on the Scottish Government website [Opening Public Toilets Guidelines](#). Please check with your venue operator in advance of your session
- Coaches should ensure hand sanitizers or wipes are available for use at entrance/exit to activity where possible and ask participants to bring their own hand sanitiser (Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on)
- All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance. Cleaning products should conform to EN14476 standards.
- A checklist for health, hygiene and cleaning considerations and actions is available here: [Getting your Facilities Fit for Sport](#)
- Further guidance is available at;

[Health Protection Scotland: General guidance for non-healthcare settings](#)

[Health Protection Scotland: Cleaning in a non-healthcare setting](#)

[Health Protection Scotland: Hand hygiene techniques](#)

[Health and Safety Executive: First aid during the coronavirus \(COVID-19\) outbreak](#)

[St. John's Ambulance: Covid-19 advice for first aiders](#)

[HSE: First Aid during the coronavirus](#)

12. Equipment provision & use

- Participants should bring their own equipment where possible, including water bottles, towels and sport specific items. They should arrive in the appropriate clothing for the session as no changing will be available.
- Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.

- No personal equipment should be left at a facility by a coach or participant once the activity has ended.

13. Bookings and payment

- Online bookings should be taken if possible. If not, alternative measures should be put in place including phone bookings.
- Where possible and in line with Data Protection regulations, a register of users should be kept in case there is a need to track and trace. Please follow any guidance provided by your employer or venue operator.
- Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time.
- Where possible use online or contactless payment options and avoid handling cash.

14. Workers, venue operators and clubs must ensure that they follow all relevant workplace guidance for contractors and staff and that existing health and safety advice is maintained and aligned. This should be detailed in the documented risk assessment.