



PHASE 3: GUIDANCE

Version 2: update 4 August

- Shielding paused
- Self-Isolation updated from 7 to 10 days
- Indicative date of 24 August for expansion of age groups in outdoor activity
- Indicative date of 14 September for potential reopening of indoor facilities
- Permitted numbers updated
- Removal of guidance for clinically vulnerable people as shielding now paused



PHASE 3: GUIDANCE TO SUPPORT SCOTTISH GYMNASTICS MEMBER CLUBS ON THE PHASED INTRODUCTION OF OUTDOOR GYMNASTICS IN SCOTLAND

A INTRODUCTION

The Scottish Government published Scotland's Covid-19 route map through and out of the crisis on 21 May which sets out the order in which it plans to relax restrictions. Based on our discussions with Scottish Government and **sportscotland** and following the easing of lockdown, Scottish Gymnastics insurance has been extended to cover endorsed outdoor activity.

Permissible insured activity is limited to Scottish Gymnastics endorsed programmes:

- [Scottish Gymnastics Skill Awards – adapted for home version](#)
- [GymFIT](#)
- [Jump into Gymnastics](#)
- [FUNdamentals](#)
- Floor based activities centred around fitness, conditioning, and flexibility
- Low level dance, ballet and choreography

The use of equipment should be limited to mats and personal hand apparatus.

Coaching is permitted in small groups of up to eight gymnasts as per normal coaching ratios.

These guidelines have been developed to give clubs the option of small group outdoor activities which can be delivered safely in line with Scottish Government advice and helps to prevent the spread of Coronavirus (Covid-19).

These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene. Facility operators, clubs and gymnasts should be aware of and can adapt to changes in guidance at short notice. Information on the Scottish Government's approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland Guidance](#)

From 1 August shielding has been paused. Those who have been shielding can now follow guidance for the general public including returning to work. Guidance for this group to return to work can be found [here](#)

People who are symptomatic should self-isolate for 10 days; household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend a sports facility/activity.

Scottish sports governing bodies, clubs and participants should be aware that the easing of restrictions does not mean that all facilities/venues will open immediately. Owners and operators will require time to consider all the implications of opening venues and put plans in place to re-engage staff and to set up operations that ensure the safety of participants, staff, and volunteers. This is a difficult time for everyone so please be patient.



B GENERAL GUIDELINES FOR CLUBS, COACHES AND GYMNASTS

- 1 At all times, gymnasts, coaches, and club staff should adhere to the Scottish Government's physical distancing guidelines. The default physical distancing requirement remains as two metres however the following points should be taken into consideration:
 - 1.1. Children aged 11 years and younger are not required to physically distance, as set out in Scottish Government guidance.
 - 1.2. For older children aged 12-17 a 'gymnastics bubble' can be created during endorsed gymnastics activity that allows contact whilst the activity is taking place, in effect suspending physical distancing guidelines for the duration of the activity.
 - 1.3. Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain the models of physical distancing that are suitable for older children, either practically or in terms of child development. You may, for instance, ask a parent to be present.
 - 1.4. Where a coach is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at [Scottish Government Covid-19](#)
 - 1.5. Parents/carers who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.
- 2 The Scottish Government has provided an indicative date of 24 August for a return to outdoor contact sport for adults. From this date the following points will apply:
 - 2.1 For all other participants a 'gymnastics bubble' can be created during organised sports activity that allows contact whilst the activity is taking place, in effect suspending physical distancing guidelines for the duration of the activity. Normal physical distancing guidelines will however apply before and after the activity takes place.
 - 2.2 Coaches and others supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the sports organisation/venue 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment.
 - 2.3 The reintroduction of outdoor contact sport for adults from 24 August (indicative date) includes contact between coach and gymnast, enabling coaches to support participants taking part in the Scottish Gymnastics endorsed activity programmes.
- 3 Permissible insured activity should only be delivered **outdoors**, in an area deemed appropriate through the completion of a risk assessment and availability of equipment. An indicative date of 14 September 2020 has been identified by Scottish Government as a potential date for reopening of indoor sport and exercise areas.
- 4 Indoor areas remain closed including changing rooms, exercise rooms/halls and social areas and should only be opened for operational purposes e.g. maintenance checks and to undertake essential work unless:
 - 4.1 the designated outdoor gymnastic area can only be accessed through the gym. In such cases the club must ensure that gymnasts, coaches, and parents/responsible adult enter and exit one at a time, ensuring physical distancing guidance is always adhered to.
 - 4.2 Where personal equipment needs to be retrieved from the club/facility one-off arrangements can be made in exceptional circumstances. In such cases physical distancing should be maintained and appropriate hygiene practices put in place.



- 4.3 Clubhouses can re-open to provide indoor bar and restaurant services if following [Scottish Government: Tourism and Hospitality Guidance](#)
- 4.4 Clubs operating small retail spaces i.e. sales of clothing or food and drink, may reopen these provided all specific Scottish Government guidance for retailers is in place and adhered to. Further information from the Scottish Government is available at [Retail Sector Guidance](#)
- 5 Clubs may now open toilets for public use if they follow the guidelines outlined on the Scottish Government website: [Opening Public Toilets Guidelines](#).
- 6 Clubs, coaches, and gymnasts must ensure that any activity is delivered in line with the activity guidance as instructed by the Scottish Gymnastics insurance cover.
- 7 Guidelines will be updated as we progress through the different phases of the Scottish Government route map. Please ensure to check the official Scottish Gymnastics position at [scottishgymnastics.org](#) on a regular basis to stay up-to-date with the latest guidelines.
- 8 **Furloughed staff**
In relation to current staff and employees on temporary leave through the Job Retention Scheme ('furlough'),
 - It is for each venue/club employer to decide when it is the appropriate time to return staff to work from the [Coronavirus Government Job Retention \('furlough'\) scheme](#).
 - Clubs should consider the financial viability of bringing a member of staff back from furlough leave.
 - Clubs can access support and guidance through Scottish Gymnastics HR partner French Duncan, in particular, James Richardson, HR Consultant on 07718 489 818.
- 9 Guidelines will be updated as we progress through the different phases of the Scottish Government Covid-19 route map. Current information is available at [Scottish Government: Covid-19 Framework for decision making](#)

C PROCEDURES FOR CLUBS AND COACHES

- 1 Ensure your facility management team, club committee or board has put in place appropriate mechanisms for overseeing operations and risk management.
- 2 Clubs are advised to take time in deciding whether to commence outdoor activity ensuring that safety of their members is the first consideration. We would also recommend any decisions on outdoor activity are taken based on financial viability.
- 3 The gymnastics [Step Forward Plan](#) contains guidance for reopening your facility safely and **sportscotland** has produced the [Getting your Facilities Fit for Sport](#). This guidance is applicable to all phases of the Scottish Government route map and can be adapted to support other planning-based work being undertaken by sports, clubs, and community organisations.
- 4 Risk assessments should be carried out and documented for all activities and facilities. Consider safety first, particularly minimising the risk of infection/transmission and following Scottish Government guidance regarding health, hygiene, travel, and physical distancing. Scottish Gymnastics has provided an [outdoor gymnastics risk assessment](#) and [outdoor gymnastics checklist](#) for use by clubs. A copy of the risk assessment should be kept on file and revisited for each session.
- 5 Any measures clubs put in place to enable activity to resume must be flexible and able to adapt quickly if tighter movement/physical distancing is reintroduced in the future or when restrictions are further relaxed.



Clubs are advised to begin the planning for the reintroduction of indoor gymnastics as and when it is permitted by the Scottish Government which is likely to be within phase three of the route map. Scottish Gymnastics in partnership with British Gymnastics and Welsh Gymnastics have produced guidelines and toolkits to assist with planning as part of the Step Forward Plan which can be accessed through the Step Forward button on the Scottish Gymnastics website scottishgymnastics.org

Whilst no date has been confirmed for the reopening of indoor facilities, it will take your club a number of weeks to have in place the necessary policies, procedures and risk assessments as well as ensuring that your facility or facilities are safe for reopening.

Stay up to date

- Scottish Government information is available at gov.scot/coronavirus-covid-19/
- Be aware that guidance can change, and restrictions may be reintroduced - ensure you have checked the latest version of guidelines for your activity.

D PROCEDURES FOR GYMNASTS AND PARENTS/RESPONSIBLE ADULTS

The following guidance has been established in line with Scottish Government guidelines to ensure a safe environment for gymnasts and on-site staff which Scottish Gymnastics asks gymnasts to follow. All guidance is subject to change; therefore, we would ask gymnasts to regularly check Scottish Gymnastics website scottishgymnastics.org and your club for regular updates.

Before Participating

- 1 These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing, and hygiene. Gymnasts should be aware of and adapt to changes in guidance at short notice. Information on Scottish Government's approach to managing Covid-19 is available at [Scottish Government: Coronavirus in Scotland Guidance](#)
- 2 People who are shielding can now undertake outdoor exercise activities. Further information is available at [Scottish Government: Staying safe outdoors](#)
- 3 People who are symptomatic should self-isolate for seven days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.
- 4 At all times, participants should adhere to the Scottish Government's physical distancing guidelines including before, during and after the activity or when taking breaks.
- 5 Guidelines will be updated as we progress through the different phases of the Scottish Government route map. Please ensure to check the official Scottish Gymnastics position at scottishgymnastics.org on a regular basis to stay up to date with the latest guidelines.
- 6 Wash your hands with soap and water for at least 20 seconds before leaving home to go to the facility/venue (or use an alcohol gel if washing hands is not possible). Information on hand hygiene is available at [Health Protection Scotland: Hand hygiene techniques](#)

Stay up to date

- Scottish Government information is available at gov.scot/coronavirus-covid-19/
- Be aware that guidance can change, and restrictions may be reintroduced - ensure you have checked the latest version of guidelines for your activity.





PERMITTED NUMBERS

Permitted Numbers for endorsed outdoor gymnastics for under 18's

At all times 2 qualified coaches must be in attendance, with one coach being a minimum level 2 or above to lead the session.

Up to 24 gymnasts in a group session – clubs can run multiple group sessions in outdoor venues, 2 coaches must be in attendance in each group of up to 24 gymnasts.

Option 1

Level 2 (or above) coach can supervise up to 16 gymnast and a level 1 coach can supervise up to 8 additional gymnasts.

Option 2

Level 2 coach supervises up to 8 gymnasts

Level 1 coach supervises up to 8 gymnasts

Level 1 coach supervises up to 8 gymnasts

Organised children's activity has had a dispensation on the maximum household rule and coaches can undertake as many sessions with children as they wish in a day.

Permitted numbers for endorsed outdoor gymnastics for over 18's

Over 18's must follow the current government guidelines.

Coaches can meet with no more than 15 adults from a maximum of 4 other households (or extended households) at any time. Coaches are limited to meeting adults from a maximum of 4 other households in any one day. From 24 August this restriction will be removed to allow coaches to deliver adult sessions to multiple additional households in any one day.

FACILITIES AND VENUE

Clubs and facilities are permitted to carry out routine maintenance, but the primary consideration must be to ensure the safety of staff.

Clubs must ensure that the outdoor venue they plan to use for the session has been appropriately risk assessed and provides a safe place for both the coach and gymnast(s).

Clubs should keep a copy of the completed [outdoor gymnastics risk assessment](#) on file and this should be revisited for each session. An e-learning risk assessment course is available for clubs at british-gymnastics.org/courses/6365/risk-assessment-for-clubs

Ensure measures are in place to minimise encounters between gymnasts, including in car parks and at entrances.

Clubs/facilities should manage the number of gymnasts accessing the activity to ensure the safety of users.

Where safe and appropriate, doors and gates should be left open during activity hours. Consider different entry and exit routes to the facility where possible and ensure this is clearly marked.

Consider marking two metre distances at appropriate points, such as the entry gates to the facility.

Clubs may now open toilets for public use if they follow the guidelines outlined on the Scottish Government website [Opening Public Toilets Guidelines](#).

1.6. Public toilets are defined as any toilets accessible to the public. The opening of toilets should be accompanied by local risk assessment, and control measures should be proactively monitored by clubs/operators.

1.7. All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance.

Clubhouses can re-open to provide indoor bar and restaurant services if following [Scottish Government: Tourism and Hospitality Guidance](#).

Clubs operating small retail spaces i.e. sales of clothing or food and drink, may reopen these provided all specific Scottish Government guidance for retailers is in place and adhered to which you can find at [Retail Sector Guidance](#).

A checklist of considerations and actions is available: [Scottish Gymnastics outdoor gymnastics checklist](#) [Step Forward Plan guidance for reopening facility](#)



HEALTH, SAFETY & HYGIENE

At the end of each session the club must have in place an appropriate cleaning regime to clean mats or any other equipment used within the session. The cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.

In the event of first aid treatment being required it is recognised that a suitably qualified coach/supervising adult may require to attend to a child. The sports organisation 'Covid Officer' should consider processes for managing this as part of the risk assessment. This could include but not be limited to;

- Provision of suitable PPE
- Training of coaches/supervising adults
- Presence of one parent/guardian being required at the activity

Ensure access to first aid and emergency equipment is maintained. Where equipment is stored indoors, please ensure public access to indoor areas is restricted as much as possible with hygiene and safety protocols reviewed as part of the risk assessment.

Please ensure the first aid equipment has been updated appropriately for the Covid pandemic and first aiders have undertaken appropriate additional training.

Make hand sanitisers or wipes available for use at entrance/exit to venue/facility where possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes are appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent is followed by chlorine releasing agent. Equipment cleaning guidance can be found within the [Step Forward Plan](#). Gymnasts may be encouraged to bring their own hand sanitiser.

Clean all common touchpoint surfaces (gates, door handles, handrails etc) regularly, wearing disposable gloves

Detailed guidance is also 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](#)
- [St. John's Ambulance: Covid-19 advice for first aiders](#)
- [HSE: First Aid during the coronavirus](#)

EQUIPMENT

Clubs and venue operators should, where possible, remove equipment including benches, tables and any other objects that are not essential for participation purposes.

Where the above is not possible appropriate cleaning measures, including provision of sanitiser and disposable gloves, should be put in place to reduce the risk of contamination.

Bins may be provided but should be regularly checked, cleaned/sanitised, emptied and disposed of using appropriate personal protective equipment.

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 participant once the activity has ended.

Only mats and personal hand apparatus should be used. No sharing of personal hand apparatus is allowed.

SAFEGUARDING

Clubs need to do everything reasonably possible to protect children and young people, especially those under the age of 18, as well as protecting the coaches. No one should be placed at risk during gymnastics sessions which may be delivered outside in a public area.

Clubs must consider what additional measures need to be put in place to ensure children and young people are kept safe whilst still being able to have the best fun and healthy experience of taking part in an outside gymnastics' session.

Although the club has overall responsibility for all sessions being delivered outside of the gym environment, the coach leading the session will have responsibility for the health, safety and wellbeing of the children and young people at all times during the sessions being delivered outside of the gym environment.

Clubs need to consider how they will ensure only suitably qualified, trained and vetted personnel will have access to the areas where children and young people are participating.

In phase 3, Scottish Gymnastics' two coach rule applies.



The coach leading the session(s) must hold a minimum level 2 qualification and must be qualified to the level of skills being delivered.

The coach leading the session must be up to date with safeguarding obtained through Scottish Gymnastics and have a valid PVG gained through Scottish Gymnastics.

The coach leading the session must adhere to the code of practice for coaches and officials.

Bear in mind members of the public are likely to have access, even from a distance and would be able to view the gymnasts, to take pictures, videos and use social media to live stream these outside gymnastics sessions.

Clubs should, under the circumstances described above, adopt a dress code for outside sessions and inform parents that children must be dressed in shorts and tee shirts, not crop tops, bra tops etc.

Clubs must have a plan of action in place, should any member of the public try to gain access to and or disrupt the training session.

During the sessions being delivered outside of the gym environment, the coach leading the session will have full responsibility for the health, safety and wellbeing of the gymnasts.

Spectating should be discouraged. Where attendance of a parent or responsible adult (non-participant) is required, it should be limited to one per participant where possible, with physical distancing strictly observed while watching the sessions.

BOOKINGS AND PAYMENT

Where possible operate electronic bookings/payments for sessions. Avoid cash handling

Implement a short buffer period (e.g. 10 minutes) between booking slots to allow time for gymnasts to leave before the next gymnast arrives and to carry out any cleaning of equipment that may be required.

Consider staggering the start time of bookings so that gymnasts do not all arrive/leave at the same time.

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

COMMUNICATION WITH MEMBERS

Communicate with members clearly and regularly, making them aware in advance of the measures you are putting in place at your venue, and guidelines they are asked to follow.

It is more important than ever to consider inclusive guidance for people who need support to be active and clubs/venue operators should consider this as part of their work to encourage people to return.

COACHES

Clubs must ensure that relevant workplace guidance is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.

Clubs should ensure that they follow the guidance on use of staff and in particular those on furlough.

Only coaches Level 2 and above, are eligible to lead the sessions and should be qualified to the level of skills being delivered.

AUTHORISED ACTIVITY

Coaching is permitted if it is outdoors, physical distancing is maintained, and it is limited to the following Scottish Gymnastics endorsed programmes.

Permissible insured activity:

- [Scottish Gymnastics Skill Awards – adapted for home version](#)
- [GymFIT](#)
- [Jump into Gymnastics](#)
- [FUNdamentals](#)
- Activities centred around fitness, conditioning, and flexibility
- Dance, ballet, choreography

Only mats and personal hand apparatus should be used.

Coaches can deliver to 4 other households per day (max 15 people). However if abiding by rules for 'organised children's activity' (see guidance) they can undertake as many sessions with children as they wish. See Permitted Numbers on page 5.

When participating in training or coaching, where possible, avoid touching surfaces and sharing equipment and touching your mouth and face.



Coaches should risk assess and plan appropriately for the session in advance, be aware of responsibilities and be clear on expectations with gymnasts. They should also build in a review period to reflect on effectiveness and safety of the session.

ACTIVITY FOCUS

In planning your session with gymnast(s), please be mindful that we have had many weeks of no club activity, therefore a level of detraining has taken place. A graduated plan for training and session content needs to be considered in line with the session risk assessment.

The initial focus during this phase should be on facilitating recreational and social play and letting gymnasts practise and exercise.



PERMITTED NUMBERS

Permitted Numbers for endorsed outdoor gymnastics for under 18's

At all times 2 qualified coaches must be in attendance, with one coach being a minimum level 2 or above to lead the session.

Up to 24 gymnasts in a group session – clubs can run multiple group sessions in outdoor venues, 2 coaches must be in attendance in each group of up to 24 gymnasts.

Option 1

Level 2 (or above) coach can supervise up to 16 gymnast and a level 1 coach can supervise up to 8 additional gymnasts.

Option 2

Level 2 coach supervises up to 8 gymnasts
 Level 1 coach supervises up to 8 gymnasts
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Organised children's activity has had a dispensation on the maximum household rule and coaches can undertake as many sessions with children as they wish in a day.

Permitted numbers for endorsed outdoor gymnastics for over 18's

Over 18's must follow the current government guidelines.

Coaches can meet with no more than 15 adults from a maximum of 4 other households (or extended households) at any time. Coaches are limited to meeting adults from a maximum of 4 other households in any one day. From 24 August this restriction will be removed to allow coaches to deliver adult sessions to multiple additional households in any one day.

TRAVELLING TO AND FROM GYMNASTICS

- Please check before you leave that toilet facilities will be available at the venue.
- Bring your own hydration/food to the venue.
- Bring your own hand sanitiser to the venue and use regularly through the activity.
- Park your car in such a way as to facilitate social distancing.
- Avoid touching fixed equipment including gates, fences or benches.
- After completing your exercise/activity return directly to your car and leave. Do not store equipment at the venue.
- The parent/responsible adult must stay for the duration of the session.
- The role of the parent/responsible adult is one of supervision and to provide first aid.
- Where possible avoid using public transport and adhere to Scottish Government physical distancing and travel guidelines
- Arrive as close as possible to when you need to be at the venue.
- If you need to wait, then do so away from the activity and clear of the entrance/exit.
- Ensure you leave the venue before the end of your allotted time so that it is empty for the next participant.
- Arrive changed and ready to participate.
- Do not congregate with others and adhere to physical distancing rules. No extra-curricular or social activity should take place.

PARTICIPANT BOOKINGS

Ensure you have booked in advance and made payment online.



MAINTAINING SOCIAL DISTANCING

At all times, gymnasts, coaches, and club staff should adhere to the Scottish Government’s physical distancing guidelines. The default physical distancing requirement remains as two metres however the following points should be taken into consideration:

Children aged 11 years and younger are not required to physically distance, as set out in Scottish Government guidance.

For older children aged 12-17 a ‘gymnastics bubble’ can be created during endorsed gymnastics activity that allows contact whilst the activity is taking place, in effect suspending physical distancing guidelines for the duration of the activity.

- Coaches and other adults supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the club ‘Covid Officer’ should consider appropriate mitigating actions as part of the risk assessment.
- Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain the models of physical distancing that are suitable for older children, either practically or in terms of child development. You may, for instance, ask a parent to be present.
- Where a coach is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self -employed people section at [Scottish Govt: Covid-19](#)
- Parents/carers who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.

EQUIPMENT AND FACILITIES

Do not share equipment, food or drink with other participants or use water fountains or other non-essential fixed equipment.

Be aware that onsite indoor facilities may be closed (check with venue).

Clean down at the end of the session.

Use your own clearly marked equipment.

Avoid using your hands to pick up equipment that is not yours i.e. hand apparatus /weights

Avoid using other equipment such as benches and large gymnastics specific apparatus

Where possible take your own equipment with you and do not share equipment such as hand apparatus, skipping ropes, hand weights, bands etc.

Only take the minimum amount of equipment that you need to participate.

Clean and wipe down your equipment, including water bottles before and after use.

Bring a full water bottle, and do not share food or drink with others.

Ensure you take all personal belongings and equipment with you at the end of the session and do not leave anything at the venue/facility.

HYGIENE

If you need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds.

Avoid touching your face and ensure to clean your hands with anti-bacterial gel with at least 60% alcohol when you finish participating

All gymnasts and their parents/accompanying adult must ensure that they maintain the 2 metre social distancing requirements.