

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.

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

Coaches should be prepared to adapt to changes in guidance and have plans in place to cancel activities at short notice if a participant of coach is symptomatic. Information on Scottish Governments approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland](#) .

Indoor sport and leisure facilities can open if Scottish Government [Coronavirus \(COVID-19\): Guidance for the opening of indoor and outdoor sport and leisure facilities](#) is fully implemented.

To manage a safe return to sport and leisure activities it is a **mandatory requirement** that all clubs, facility operators and deliverers put in place Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and at [Scottish Government: Test & Protect](#).

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.

## **GUIDANCE FOR COACHES**

1. It is the responsibility of each sports facility 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.
2. Covid-19 is affecting everyone. It is more important than ever that coaches consider ways in which they can ensure their session is accessible to all. Areas such as communication with participants, accessibility of the environment, mental wellbeing of both coach and participants and supporting the confidence of those returning to sport should all be considered.
3. Coaches operating within clubs and facilities with appointed COVID Officer/s should liaise with the COVID Officer before returning to discuss responsibilities. Information on COVID Officers can be found at <https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf>
4. The delivery of all coached activity must adhere to sports facility operator and relevant governing body guidance and be consistent with current Scottish Government guidance on health, physical distancing and hygiene. Coaches should maintain physical distancing and ensure normal household rules apply before, during breaks and after the session.
5. Coaches can deliver outdoor contact sport session for all ages by following guidance put in place by SGBs and sports facility operators. There is a limit of 30 people on an outdoor coached activity session, including the coach/es, with no limitation on the number of households taking part in the activity. A coach can deliver to multiple groups of up to 30 per day in an outdoor coached environment, however not at the same time. Guidance must include:
  - appropriate physical distancing
  - relevant health, safety and hygiene measures
6. Coaches can deliver indoor contact sport and non-contact sports training, activity and competition to children up to and including the age of 11 years. Children do not need to physically distance from each other.
7. Indoor non-contact sports training, activity and competition can be undertaken by those 12 years of age or older.
8. Non-contact sports where participants would normally encroach within 2m can resume if mitigating measures are introduced to limit this risk. For instance, the implementation of physically distanced training or competition with amended rules which support physical distancing.

9. Coaches cannot deliver indoor contact sport to those aged 12 and over.
10. An indicative date of 5 October 2020 has been identified by Scottish Government for further changes to sport and leisure activity including the resumption of indoor contact sports and competition for those 12 years of age or older.
11. The number of participants allowed to take part in indoor sport or leisure activity must be risk assessed by the sports facility operator following Scottish Government [Coronavirus \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#) and sport specific [SGB Guidance](#).
12. A face covering must be worn by all coaches when indoors, except where an exemption applies (for instance, if you have a health condition or you are disabled, including hidden disabilities, for example, autism, dementia or a learning disability – for further info see [here](#)), or where there is a reasonable excuse not to wear a face covering such as being physically active or exercising as part of a coached session. The priority should at all times be on ensuring the safety of the coach and participants and minimising the risk of virus transmission as much as possible. This should be considered as part of your risk assessment.
13. Up to date guidance on extended households, physical distancing and travel is available at [Scottish Government Guidance: Staying safe and protecting others](#).
14. At all times coaches should:
  - Plan and risk assess 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 and in line with respective Scottish Governing Body and local authority or leisure trust 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 1<sup>st</sup>**: [Child Wellbeing and Protection Considerations](#)

#### 15. 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.

#### 16. 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](#)

#### 17. 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 changing may not be available for all participants.
- 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.

#### 18. Bookings and payment

- Online bookings should be taken if possible. However, be aware that a proportion of disabled people, people from low income households and older adults do not have access to the internet. Ensure you have alternative measures in place. For example, telephone bookings where possible and in line with Data Protection regulations, a register of users should be kept in case there is a need to [Test & Protect](#).. Please follow any guidance provided by your employer or sports facility 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. Where people do not have bank accounts it is okay to accept cash payments.

19. Workers, sports facility 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.

Full return to sport guidance is available here: [Latest sport and physical activity guidance](#).