

MARCH 2021

**GETTING
COACHES
READY
FOR SPORT**

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INTRODUCTION

Coronavirus (COVID-19) is having a significant impact on the sporting sector. We find ourselves living in very difficult times where uncertainty is the new normal.

As sport begins to restart, we all have a responsibility to keep each other safe. We also recognise the significant contribution sport and physical activity makes to people's health and wellbeing, and the important role coaches, deliverers, volunteers, leaders, personal trainers and instructors (hereinafter referred to as "coaches") play in making sport happen.

Visit the [website](#) for the latest information about sports restarting, including guidance published for Scottish Governing Bodies (SGBs).

Organised sporting activities can be undertaken, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene. Information on Scottish Government's approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland](#). It is important that everyone involved i.e. coaches, club members and participants are made aware and can adapt to changes in guidance at short notice.

It is the responsibility of each club committee, sports facility operator and/or deliverer to appoint a responsible person/s, referred to as the [COVID officer](#), to act as the point of contact on all things related to COVID-19. An [e-learning module for COVID officers](#) is available to support those undertaking the role.

To manage a safe return to organised sport and physical activities all clubs, facility operators and coaches should 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](#).

Scottish Government's [strategic framework document \(version: Feb 2021\)](#) for managing COVID-19 provides a 0-4 Level approach to restrictions, with each local authority area (or sub-area) placed in a relevant protection Level depending upon its COVID-19 status which will be reviewed weekly. Club COVID Officers, coaches and participants should be aware of their local area protection level and associated restrictions which may be in place and should consider this as part of risk assessment planning. Broad guidance for sporting activity which should be followed within each level is set out in the table featured on page 5 to 8.

More detailed information relating to Level 4 'stay at home' restrictions and exemptions applicable for sport and physical activity is available at [Appendix 1](#).

Further information on protection levels that apply in each local authority area are available at [Coronavirus \(COVID-19\): allocation of protection levels to local authorities](#). A local post code checker is also available at [COVID restrictions by protection level in areas of Scotland](#).

Who is this guidance for?

This guidance is to support delivery in all protection levels (0-4), and it covers some activity that may not be permissible depending on the local area protection level and restrictions that may be in place. It has been developed to support coaches in preparing for the safe return of delivering sport **and should be used in conjunction with the [latest return to sport guidance](#)**.

It is designed to be a good practice guide and provides some example templates which you may want to consider using. You can follow the links in this document to access additional information which may help you in preparing to deliver sport. Please work your way through this guidance, bearing in mind that not all areas will be fully applicable.

The Getting Coaches Ready For Sport 4-stage checklist and supporting information and resources can be provided in alternative languages or formats on request by contacting **sportscotland**. We also provide an option for deaf/BSL users to contact us via <https://contactscotland-bsl.org/>

Additional information

Before completing the checklist, it is advisable to read the [latest return to sport guidance](#), refer to your respective SGB or Local Authority/Leisure Trust website to access their most recent and up to date information and speak to your club COVID Officer. Some of these organisations have also developed their own COVID-19 example templates, and we would encourage you to explore them too, so that you can decide which example templates best meet your needs.

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), 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 always 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.

The ongoing pandemic is leading to an increased risk of anxiety and mental ill-health for parts of our community. We know that sport and physical activity can have significant benefits for people's mental health, so it's vital that we continue to promote those benefits and encourage people to get involved. Confidence to return to sport is a big issue across all groups. We know that some groups are at higher risk from COVID-19 than others and they may be even more nervous about returning to sport or starting to participate. It's important that you give extra attention to their needs to help build their confidence.

Please take the time to look out for others, be patient and above all, let's work together to support as many people as we can. Further information on mental health and wellbeing is available within the checklist and on the **sportscotland** website.

Sport & Physical Activity Protection Levels (table 1 of 4)

		Level 0	Level 1	Level 2	Level 3	Level 4
OUTDOOR SPORT Organised outdoor sport, competition, events and Physical Activity (PA)	Overview	An outdoor sporting 'field of play bubble' can consist of a maximum of 30 people including coaches, officials and other support staff at any one time. Multiple bubbles, each with up to 30 people, can be used in training, competition, or small-scale sporting events if all guidance is followed (200 max per day unless with Scottish Govt exemption).				Local training/competition only. U12s: max 30 including coaches. Over 12s/adults max 15 including coaches.
	Children & Young people (u18 years)				Contact & non-contact sport & PA permitted	U12s: Contact sport permitted 12-17 years: Non-contact sport & PA permitted
	Adults (18+ years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Non-contact sport & PA permitted Contact sport & PA prohibited	Non-contact sport & PA permitted Contact sport & PA prohibited

Sport & Physical Activity Protection Levels (table 2 of 4)

		Level 0	Level 1	Level 2	Level 3	Level 4
INDOOR SPORT Organised indoor sport, competition, events and Physical Activity (PA)	Overview	<p>The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government guidance on the opening of sport and leisure facilities and sport specific SGB Guidance.</p> <p>‘Group’ activity refers to adults, who take part in organised sport or physical activity, where the number of participants is larger than allowed under normal household rules. ‘Individual exercise’ refers to organised sport or physical activity which takes place within household rules i.e. 1:1 coaching. For further information see definitions within this guidance.</p>				
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	<p>Indoor sport & PA prohibited:</p> <p>Leisure Centres, gyms and other indoor sports facilities closed.</p>
	Adults (18+ years)		Contact sport & PA prohibited	Contact sport & PA prohibited	Indoor individual exercise only	
			Contact sport & PA prohibited	Contact sport & PA prohibited	Contact sport & PA prohibited	

Sport & Physical Activity Protection Levels (table 3 of 4)

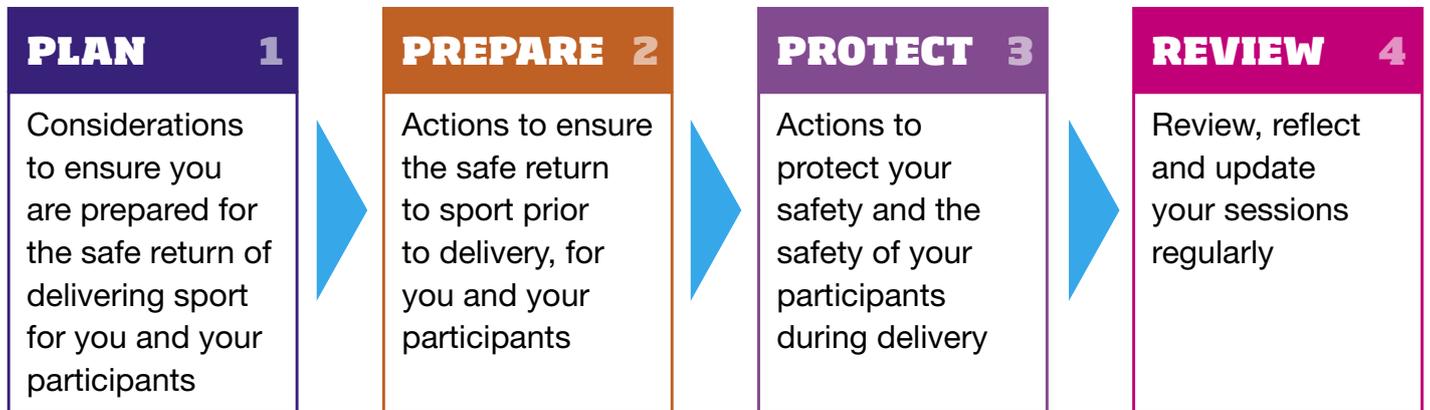
		Level 0	Level 1	Level 2	Level 3	Level 4
COACHING	Overview	General guidance is available within this document for coaches, leaders, personal trainers, deliverers and instructors, herein referred to as coach/es. In addition Getting Coaches Ready for Sport provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions.				
	Indoor & Outdoor coaching	<p>The local protection Level in place for sport and physical activity will dictate what activity can be coached, indoors and outdoors and to whom in that area. See indoor / outdoor above for further information.</p> <p>Coaches can take multiple sessions per day, however the numbers allowed in each session will depend upon the protection Level in place.</p>				
PERFORMANCE SPORT	Professional & Performance	Professional & performance sports with Resumption of Performance Sport guidance in place and approved by Scottish Government or sportscotland is permitted at all Levels.				
TRAVEL	Indoor / Outdoor Sport & Physical Activity	For further information please refer to Travel Guidance .				
HOSPITALITY & RETAIL	Clubs & Sports Facilities	Clubhouses and sports facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance appropriate to the protection Level in which they are operating. Further information is available at Coronavirus (COVID-19): tourism and hospitality sector guidance .				
		Retail units operated by sports facility operators may reopen provided all specific Scottish Government guidance for retailers appropriate to the protection level in which they are operating is in place and adhered to. Further information from the Scottish Government is available at Retail Sector Guidance .				

Sport & Physical Activity Protection Levels (table 4 of 4)

		Level 0	Level 1	Level 2	Level 3	Level 4
TOILETS, CHANGING & SHOWER ROOMS	Clubs & Sports Facilities	Where changing rooms and showering facilities are to be used specific guidance relating to use of 'Changing and Showers' is available at Getting Your Facilities Fit for Sport . This is applicable at all levels where facilities remain open.				Indoor sports facilities closed. Changing rooms closed.
		Operators may open public toilets if they follow the guidelines outlined on the ScottishGovernment website Opening Public Toilets Guideline				Public Toilets open.
WORKFORCE	Contractors & Staff	Sports facility operators must ensure that Scottish Government guidance on workforce planning in sport & leisure facilities 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.				
	Meeting Rooms	Although gym and leisure facilities can open up to Level 3, we would encourage providers to consider whether meetings and training must be completed in person or whether these can be completed online or via telephone. If it is essential that meetings and training takes place in person, Scottish Government guidance for general workplaces must be followed and a risk assessment should be completed.				

Four-stage plan

This guidance checklist is based on a simple four-stage plan to help breakdown some of the tasks you may want to consider.



sportscotland has also produced the [Getting your Facilities Fit for Sport](#) guidance to help owners and operators of sports facilities as they prepare for when sport/activity resumes.

The facilities guidance is applicable across all protection levels (0-4), and can be adapted to support other planning-based work being undertaken by sports, clubs and community organisations.

Considerations to ensure you are prepared for the safe return of delivering sport for you and your participants

Be aware of your delivery environment (i.e. where your session will take place)

Find out about your direct and surrounding delivery environment

- If your session is outdoors, are you in a busy park area, are you in an area where people gather or walk? Perhaps you could visit in advance so that you can consider this in your plan, remember to visit at the same time when you will be delivering your session. Do you need to seek permission to use the space prior to delivery?
- If your session is indoors, check with your leisure operator and Scottish Governing Body guidance around the coaching ratios and numbers that you will be delivering to.
- If your session is indoors, where are you delivering your session, have there been any changes to the environment which may affect your delivery, are there areas which may be congested, is there easy access for participants?

Contact the leisure operator to confirm any changes in processes and procedures

- Call the venue in advance of the session to confirm your responsibilities and any information you may need to communicate to your participants before, during or after the session.

Carry out a risk assessment of your delivery environment

- Consider the time spacing between your sessions, the time of day, equipment required, first aid and hygiene planning, how to deal with yourself or someone displaying COVID-19 symptoms, the flow of participants entering and existing the space, the area for waiting and the process to ensure there is social distancing.

[Sample Risk Assessment](#)

Take time to effectively plan your session

Set time aside to plan for your delivery.

- Consider time spacing between sessions in accordance with the venue and relevant Scottish Governing Body guidance.
- Advise participants to arrive exactly on time, not early, to limit waiting time.
- Advise participants if the customer journey has changed (i.e. entry/exit of activity space)
- Advise participants to come to the session alone, where possible
- In the case of a child or person requiring additional support, request they bring only one other person
- Consider your activity space and the flow of participants entering and exiting the area.
- Are there other sessions in the halls or rooms next to you where people will be arriving or leaving at the same time?
- Consider how the face coverings guidance will impact on your session, e.g. will you ask others to demonstrate, how will it affect your voice projection, how will you create a welcoming environment?

[Example coaching session template](#)

Consider your needs and your participant's needs

Consider how your session plan accounts for the physical, emotional, social and interpersonal needs that participants may have in returning to sport.

<https://sportscotland.info/mentalhealth/#/>

Reassure participants and parents in advance that sessions will be safe and will aim to meet the needs of participants.

Hygiene

Participants should be asked to bring their own water bottles, towels and, where possible, personal equipment.

Participants should be asked to arrive dressed in the clothes they intend to participate in.

- Please refer to and plan to follow recent Scottish Government guidance in relation to the use of toilets and changing areas.

Participants should be asked in advance to wash hands on arrival, if possible, or to use hand sanitiser.

- If it is not possible to provide hand sanitiser at your location, participants should be asked to bring their own hand sanitiser with them.

[Hand washing guide](#)

It is recommended that time is scheduled between sessions to enable thorough cleaning and sanitisation to be conducted.

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

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

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

Consider how people will travel to your session

Consider any transport implications which may affect your session.

- Is car parking available near your session?
- For participants who arrive by public transport, are they aware of their responsibilities regarding guidance on face coverings?
- Travel restrictions outlined by the Scottish Government should always be adhered to.

Further information is available at [Travel & Meeting Others Outdoors](#)

Consider how participants will book

Agree and communicate in advance with your participants how they will book into your session.

Use an electronic booking process and pay online where possible.

Create, where required, a booking checklist for participants regarding their responsibilities around hygiene, health and safety before, during and after the session.

[Example Booking Checklist for Participants](#)

Introduce a cancellation procedure that allows for last minute cancellation of an activity.

Have in place an attendance register (including screening information) to record if participants are symptomatic when booking or arriving at your session.

Note: Participant details should be retained, where relevant, for 21 days to support contact tracing

[Example Attendance Register \(including screening\)](#)

[Coronavirus \(COVID-19\) Test and Protect: multi-sector guidance on collection of customer and visitor contact details](#)

Consider what you will do should you develop symptoms following a session or are made aware that a participant in your session has developed symptoms or tested positive

- Follow [Scottish Government guidance](#) on actions if symptoms develop.
- If applicable, inform the venue where you delivered your session.

Insurance

Speak to your insurer and check the terms of their own policy to ensure that any activities you are proposing to undertake in the current circumstances will be covered by insurance.

Safeguarding

Ensure appropriate policies are in place in line with your Scottish Governing Body and local authority or leisure trust regarding safeguarding best practice.

Check you have familiarised yourself with the latest information, guidance and online training developed by **sportscotland** and Children 1st.

[sportscotland: Child Wellbeing and Protection in Sport](#)

Actions to ensure the safe return to sport prior to delivery, for you and your participants

Understand current local, Scottish Governing Body and Scottish Government guidance

Update yourself on current Scottish Government, facility operator and Scottish Governing Body guidance:

- Review relevant Scottish Government, **sportscotland** and Scottish Governing Body website links.
- Contact the leisure operator reception in advance of the session to ask for updated guidance on delivering within the venue.
- Ensure there is appropriate access in and through the venue for participants with additional support needs. Scottish Disability Sport has developed [Principles for participants with disabilities returning to physical activity and sport in Scotland \(phase 3\)](#).

For facility booked sessions:

- Contact the leisure operator reception in advance of the session regarding bookings for your session to understand how many people are in your session and what information has been provided to participants.

Ensure you are clear on any guidance for you and your participants and the communication provided or expected from you to your participants.

Your responsibilities

Be aware of your responsibilities to yourself and to others:

- By preparing well, ensure you are confident in your understanding of your role and that of your participants. If not, seek to find out prior to the session.

For independently arranged sessions outwith a venue provider:

- Set maximum numbers relative to the space available to allow for social distancing based on current Scottish Government guidelines and Scottish Governing Body guidance.
- Factor in cleaning time and availability of cleaning equipment (with appropriate Control of Substances Hazardous to Health (COSHH) documents if required). <https://www.hse.gov.uk/coshh/>
- Consider ventilation requirements
 - i.e. is there air conditioning, do participants have access to fresh air?
- Build in time between sessions to minimise crossover of participants.
- Have a clear cancellation procedure in place that allows for last minute call offs by yourself or by your participants.
 - Will you offer full refunds, are participants aware that the session may be called off at short notice, do you have a way of contacting all participants in advance of the session?
- Ensure your participants are aware of their responsibilities in advance of the session.
 - Do you have a way of communicating with your participants, what information will you send out in advance of the session, what are their responsibilities before, during and after the session?

Consider a pre-populated attendance register (including screening information) printed in advance with one person recording attendance on arrival and departure.

Actions to protect your safety and the safety of your participants during delivery

Be aware

Follow all Scottish Government, leisure operator and Scottish Governing Body guidance to ensure safe delivery.

Carry out verbal screening prior to each session.

- You may ask participants if everyone is feeling well and if anyone is displaying any symptoms of COVID-19 – this should be done on a one to one basis as participants arrive and not in the whole group setting.
- It should be communicated in advance to participants that they must not attend the session if self-isolating/symptomatic.

Be aware of your role in responding to a first aid incident.

- Consider the precautionary measures required to safely deal with a situation.
- Liaise with your leisure operator on first-aid procedures and your role within this.
- If you need to administer first-aid, how do you plan to do this taking account of hygiene and social distancing requirements?
- If it is an emergency, you should call an ambulance immediately.

[First-aid advice and free online refresher training](#)

[First aid during Coronavirus \(COVID-19\) outbreak](#)

Delivery and communication

Understand the needs of your participants and adapt your sessions accordingly.

Ensure your session plan accounts for the changing physical, emotional, social and interpersonal needs that participants may have in returning to sport.

[Delivery of Sport at a Distance: Child Wellbeing and Protection Considerations in the Return of Children and Young People to Sport](#)

[Scottish Association for Mental Health Coronavirus Information Hub](#)

[Young Scot Coronavirus information](#)

[Support for coaches and volunteers during the COVID 19 pandemic](#)

[COVID Awareness Information for Players, Participants, Parents/Carers](#)

Ensure participants, parents/guardians know what to do before, during and after their session.

Prepare how and what you will communicate before the session, the key messages you will confirm in the session and what are you asking participants to do after the session and before the next session.

Consider how you will respond if participants are not observing the physical distancing rules/hygiene procedures set out.

Check current Scottish Government guidance on the use of shared equipment.

Review, reflect and update your sessions regularly

Was your session as safe as it could have been?

Build in time to reflect on your session.

- Was the session successfully delivered within your risk assessment parameters?
 - Does your risk assessment or operating procedure need reviewed?
-

Was your session effective?

Review what worked well, what didn't and feed this into your planning process.

Was the activity successful and did it achieve your intended outcomes?

- If not, how can you adapt the activity safely to achieve the outcomes?
- Is there any learning available from others i.e. coaches/sports?

Continue to check Scottish Government, leisure operator and Scottish Governing Body guidelines and adapt future sessions as necessary as we move through the phases.

[Coaching Session Review Template](#)

sportscotland has a comprehensive suite of coaching resources and learning opportunities that you can also access [here](#)

DISCLAIMER

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ISBN: 978 1 85060 641 3

© **sportscotland** 2021
Published by **sportscotland**

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Awarding funds from
THE NATIONAL LOTTERY®