

Non-protected

Phase 2: Getting coaches ready for a return to exercise and outdoor sport

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 2 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. [A link to the document will be provided on Friday 19th June 2020.](#)

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, 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. Coaches should not deliver training to more than 2 households (or extended households) at any one time or provide coaching to more than 2 households (or extended households) per day.
3. A maximum of 8 people, including the coach and participants from up to two other households (or extended households), can participate in a session. Physical distancing and hygiene measures must be fully implemented and maintained.
4. Coaches can, for paid work purposes, travel beyond 5 miles.
5. Volunteer coaches and participants can only drive within their local area for the purposes of undertaking outdoor exercise and physical activity. As a guide, rather than a fixed limit, broadly 5 miles from your home would be within your local area.
6. Coaching of people who are shielding is now permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed.
7. Up to date guidance on extended households, physical distancing and travel is available at [Scottish Government Phase 2: Staying safe and protecting others](#) .
8. At all times coaches should:
 - 8.1 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.
 - 8.2 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](#).
 - 8.3 ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
 - 8.4 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.
 - 8.5 be aware of their responsibilities and that of their participants before, during and after each session.
 - 8.6 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.

- 8.7 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
- 8.8 ensure appropriate policies are in place in line with respective Scottish Governing Body and local authority or leisure trust regarding safeguarding best practice.
- 8.9 ensure they have an approach to activity that is feasible and safe to deliver.

9. Communication with members/customers

- 9.1 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.
- 9.2 Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system.
- 9.3 Ensure there is a process for cancellation should it be necessary.

10. Health, Safety & Hygiene

- 10.1 Ensure you have access to first aid and emergency equipment. As there is no access to indoor facilities you should know where the first aid equipment is stored. Please check in advance that the first aid equipment is appropriate for the COVID pandemic.
- 10.2 When undertaking coaching the coach should ensure, where possible, that everyone involved avoids touching surfaces, sharing equipment and touching their mouth and face.
- 10.3 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. Note that toilets and other washing facilities will not be available. Detailed guidance is available at:
- 10.4 A checklist for health, hygiene and cleaning considerations and actions is available here: [Getting your Facilities Fit for Sport](#)
- 10.5 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](#)

11. Equipment provision & use

- 11.1 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.
- 11.2 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.
- 11.3 No personal equipment should be left at a facility by a coach or participant once the activity has ended.

12. Bookings and payment

- 12.1 Online bookings should be taken if possible. If not, alternative measures should be put in place including phone bookings.
- 12.2 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.
- 12.3 Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time.
- 12.4 Where possible use online or contactless payment options and avoid handling cash.

13. 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.