

JUNE 2020

**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. We need to think differently about how we plan.

The Scottish Government has published Scotland's route map through and out of the crisis, which sets out the order in which it plans to relax restrictions. The sport sector must plan for the future with this route map in mind.

As sports begin to plan for restart, we 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 play in making sport happen. [Visit this web page](#) for the latest information about sports restarting, including guidance published for Scottish Governing Bodies (SGBs).

**IMPORTANT: 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 an outdoor sports facility/activity.**

## Who is this guidance for?

This guidance is to support delivery in all phases, and it covers some activity that may not be permissible in the current phase. It has been developed to support coaches, deliverers, volunteers, leaders, personal trainers and instructors in preparing for the safe return of delivering sport.

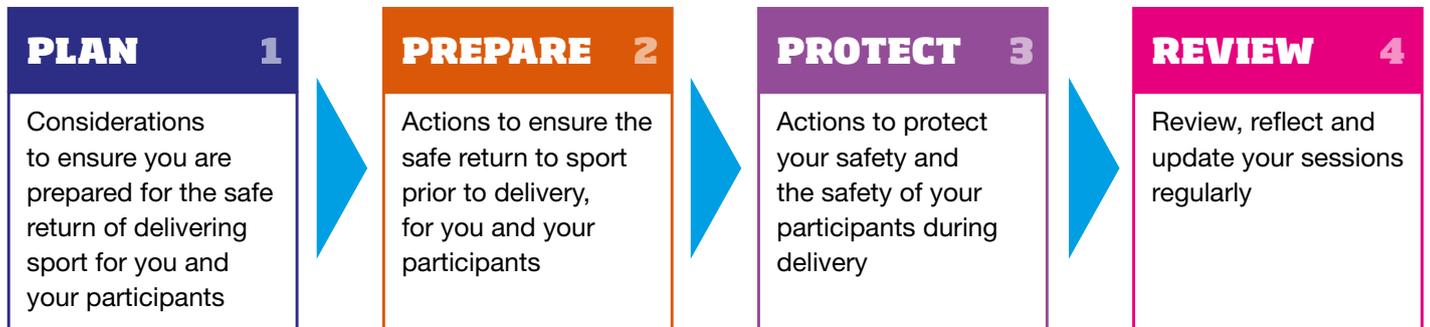
It is designed to be a good practice guide and provides some example templates which you may want to consider using. You can follow the links in this document to access additional information which may help you in preparing to deliver sport. Please work your way through this guidance, bearing in mind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

## Additional information

Before completing the checklist, it is advisable to refer to your respective Scottish Governing Body, local authority or leisure trust website to access their most recent and up to date information. 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.

## 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.



In addition, please also see links to useful information which may help you in understanding and responding to the current situation.

- [Scottish Government guidance on coronavirus](#)
- **sportscotland** information: [Coronavirus \(COVID-19\) information and resources](#)
- Coaching general guidance for partners [document produced for phases](#)

**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 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.

## 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, 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 facility 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?

[Example coaching session template](#)

### Consider your participants' needs

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

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 6 weeks to support contact tracing*

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

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.

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## 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.

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## 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](#)

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## 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 facility 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.

For facility booked sessions:

- Contact the facility 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, facility 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 venue 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](#)

[UK Coaching Mental Health Awareness for Sport - Free online Training until 31st August 2020](#)

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, facility 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](#)

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