

COACHING & INSTRUCTING IN ANGLING

Best practice for the safe conduct of Coaching and Instructing in angling in Scotland under COVID-19 restrictions - Phase 3 v5

**Approved by
Scottish Government:
With effect
5 January 2021**

Updated as at 5 January 2021

IMPORTANT:

Scottish Government has introduced a new [strategic framework document](#) for managing COVID-19 which became effective from 2 November 2020. This 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.

Clubs, operators 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 Table A at Annex A. With effect from midnight on 4 January 2021 much of Scotland was moved into Level 4 with certain extended 'stay at home' restrictions imposed. It is important that all Anglers, Fisheries and Clubs are aware of and comply with these restrictions. More detailed information on them and exemptions applicable for sport and physical activity is available at [Appendix 1 to Annex A to this guidance](#).

Further information on protection levels that will 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](#).

It is to be read in conjunction with the Angling Scotland COVID-19 Guidelines which can be found at: <http://www.anglingscotland.org.uk/wp-content/uploads/2021/01/Angling-Scotland-Covid-Guidelines-for-Individuals-Clubs-and-Fisheries-Phase-3-v5-5-January-2021.pdf>

People who are shielding are now permitted to undertake activities providing strict physical distancing is adhered to. Further information is available at [Scottish Government: Staying safe outdoors](#)

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

Introduction

This is a guidance document developed to support coaches and Instructors during Phase 3 and should be considered in conjunction with current Scottish Government guidance. This is specifically to support coaches and instructors on the phased return of sport in Scotland.

In Phase 3 Coaches can work outdoors, providing all activity is consistent with current Scottish Government guidance on travel, 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 sportscotland guidance '[Getting coaches ready for sport](#)' which can be used to help you get ready for delivering sport. It can be used as it is or amended to reflect the specific delivery activity.



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Guidance for Coaches

- **Risk Assessments.** It is the responsibility of the 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. This may significantly reduce the range of coaching activity that can be offered/delivered to certain groups as the likelihood of the requirement for direct intervention for safety needs to be a major consideration to avoid the need to break the 2mt social distancing guidance. Consideration should therefore be given as to whether the coached activity can be conducted effectively away from the water to mitigate this risk. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected at all times and that dynamic risk assessments are conducted throughout delivery of activity.
- **Safety Briefings.** It is the responsibility of the coach to carry out a verbal Safety Briefing, based on the documented Risk Assessment, to all participants prior to the start of any coaching activity.
- **Test and Protect.** Test & Protect is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy. The gathering of contact information from anyone attending sport/leisure activities or facilities in a secure and safe manner, will assist NHS Scotland's Test and Protect service to identify any clusters of cases, contact those who may have been exposed to the virus, and request them to take appropriate steps to prevent potential onward spread.
- **Maintaining Customer records.** In order to support Test and Protect coaches are required to collect the name, contact number, date, time of arrival, and where possible the departure time of all those attending coaching activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient. It is important that coaches and customers cooperate, as it will be crucial to national efforts to suppress the virus. Coaches will store information for 21 days and share it with public health officers when requested.
- **Coaching numbers.**
 - Levels 0-3. Outdoor group coaching for organised sport and physical activity can take place with up to 30 people at any one time, including the coach, if physical distancing is always maintained. Up to date guidance on physical distancing is available at [Scottish Government Guidance: Staying safe and protecting others](#).
 - Level 4. Coaches should not deliver a session to more than one other person if aged 12 years or older at any given time. Normal Scottish Government household rules apply at Level 4. Therefore, activity being delivered to children under 12 years of age should only be supported by a maximum of two coaches. Coach/child ratios should be considered, and numbers kept to a minimum. See Appendix 1 for further information on Level 4 restrictions.
- Coaches should be aware that local restrictions may be in place for sport and physical activity and this should be considered as part of risk assessment planning and will dictate what activity can be coached, indoors and outdoors and to whom. See Table A at Annex A for further information about protection levels.
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Guidance for Coaches continued...

- Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#).
- Coaches and others supporting organised sporting or physical activity should attempt to keep physically distant, but it is recognised that this will not always be possible to ensure the safety of participants. In such circumstances the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment.
- Coaches who are shielding are not permitted to deliver any activity at the moment.
- Where a participant with a disability requires functional support to enable their participation in physical activity and sport this can be provided without maintain physical distancing. This support can be provided by a coach or other individual. In such circumstance the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.
- At all times coaches should:
 - 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.
 - 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](#).
 - Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
 - Ensure appropriate policies are in place in line with respective Scottish Governing Body and local authority or leisure trust regarding safeguarding best practice.
 - Consult [Angling Scotland Guidance for Anglers, Club and Fisheries](#) Where relevant, also check with your venue provider, such as a local authority/school/club or fishery 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. All ADBoS Licensed Coaches and SANA Licensed Instructors are covered under the Insurance Policy provided through Angling Scotland, subject to licensing requirements.
 - 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 in line with respective Scottish Governing Body and local authority or leisure trust regarding safeguarding best practice.

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- 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 1st**: [Child Wellbeing and Protection Considerations](#)

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Communication with 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.
- A period should be introduced at the beginning of every coaching sessions to familiarise participants with the guidelines in place before commencing any session.
- 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.

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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 Health, Safety & Hygiene guidance is available at;
 - [Health Protection Scotland: General guidance for non-healthcare settings](#)
 - [Health Protection Scotland: Cleaning in a non-healthcare setting](#)

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- [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](#)

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Equipment Provision and Use

- Participants should bring their own equipment where possible, including water bottles and sport specific items. They should arrive in the appropriate clothing for the session as no changing will be available.
- 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.

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Bookings and Payment

- Online bookings should be taken if possible. If not, alternative measures should be put in place including phone bookings.
- 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.
- 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.

ANNEX:

- A. Table A: Sport & Physical Activity Protection Levels.
Table B: Travel Summary

APPENDICES:

1. Level 4 Guidance (Stay At Home)

Table A: Sport & Physical Activity Protection Levels

		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 exemption).				Scottish Government household number rules apply for exercise, sport and recreation
	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	Non-contact sport & PA permitted Contact sport & PA prohibited Exemptions available for professional /performance sport (ALL Levels)
	Adults (18+ years)				Contact sport & PA prohibited	
INDOOR SPORT Organised indoor sport, competition, events and Physical Activity (PA)	Overview	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 . 'Group' activity refers to adults, from more than 2 households (6 members) who take part in organised sport or physical activity. 'Individual exercise' refers to organised sport or physical activity within household rules i.e. 1:1 coaching. For further information see definitions within this guidance.				
	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	Indoor sport & PA prohibited: Leisure Centres, gyms and other indoor sports facilities closed. Exemptions available for professional/performance sport (ALL Levels)

Table A: Sport & Physical Activity Protection Levels

		Level 0	Level 1	Level 2	Level 3	Level 4
	Adults (18+ years)		Non-contact sport & PA permitted Contact sport & PA prohibited	Non-contact sport & PA permitted Contact sport & PA prohibited	Indoor <u>individual exercise only</u> No contact or non-contact group activity	As above
COACHING	Overview	General guidance is available within this document for coaches, leaders, personal trainers, deliverers and instructors, <i>herein referred to as coach/es</i> . 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	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. Coaches can take multiple sessions per day, however the numbers allowed in each session will depend upon the protection level in place.				
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 within this document.				
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 .				

Table A: Sport & Physical Activity Protection Levels

		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 Scottish Government website Opening Public Toilets Guidelines				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, 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.				

Table B: Travel Summary

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	Local Travel Only
18+ (Adults)	✓	✓	✓	Local Travel Only	

Level 4 Guidance (Stay at Home)

Introduction

The guidance within this appendix is applicable to sport and physical activity facilities and activities where Scottish Government have identified the requirement for **enhanced Level 4 ‘stay at home’** restrictions to be applied.

This guidance is not applicable to professional or performance sports activity which is approved through the ‘Resumption of Performance Sport’ process by Scottish Government or **sportscotland**.

The information outlined below should be used in conjunction with, and where appropriate supersede, the [‘Return to sport and physical activity guidance’](#) to inform the development of sport specific information which will be shared with participants, clubs, local authorities/trusts, third sector and other sports facility operators within Level 4 areas.

It is the responsibility of the relevant facility operator / COVID officer to ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place and to check if the activity is in an area which is subject to additional Scottish Government localised measures and restrictions.

Where a local outbreak has been reported, sports facility operators and deliverers should review their facility/operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.

Be aware that the Scottish Government may update or change Levels and restrictions at any time, including the local areas subject to them. Therefore COVID officers should regularly check Scottish Government advice and guidance relating to local outbreaks and measures at [Coronavirus \(COVID-19\): local advice and measures](#).

Travel Restrictions in Level 4 areas

Those living in a Level 4 local authority area can travel within that area to undertake outdoor sport, exercise and recreation including walking, cycling, golf or running that starts and finishes at the same place (or up to 5 miles from the boundary of their local authority area for informal exercise), as long as they abide by the rules on meeting other households.

Exemptions are also applicable for essential animal welfare reasons, such as exercising or feeding a horse or going to a vet.

When taking part in sport, exercise or recreation participants should at all times follow [Scottish Government ‘stay at home’ guidance](#)

Outdoor Sport & Leisure Activity

Operators in Level 4 areas may continue to open outdoor sports areas, courts, pitches and facilities (with the exception of ski centres/resorts) if documented risk assessments are undertaken and all appropriate mitigating actions including the guidance herein is put in place to ensure the safety of participants, staff and volunteers. Please also refer to additional guidance produced by **sportscotland** at: [Getting Your Facilities Fit for Sport](#).

Restrictions on the number of people who can take part in sport, exercise and recreation has been updated and is as follows;

Only a single household group, or a group containing no more than 2 people from 2 different households can meet outdoors for sport, exercise or recreation purposes. Children under the age of 12 from these households do not count towards this number but where separate households are participating 2m physical distancing should be maintained at all times.

Group sport, exercise or training activity should not be undertaken by young people or adults over 12 years of age in a Level 4 area. Household rules apply.

Children under the age of 12 years can meet outdoors for sport, exercise or recreational and do not count towards the total number of people permitted to gather outdoors. Children under 12 years can therefore take part in non-contact group activity. In such circumstances the number of coaches involved must not exceed household limits i.e. maximum of two for any given session.

Coaches should not deliver a session to more than one other person if aged 12 years or older at any given time.

Indoor Sport & Leisure Facilities

Indoor sport and leisure facilities including club houses, changing rooms and activity areas should remain closed at Level 4. Exemptions are available as noted below.

Public Toilets

Operators may open indoor toilets for public use if they follow Scottish Government [Opening Public Toilets Guidelines](#).

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 operators.

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

Storage Areas & Lockers

One off access to storage areas and locker rooms is permitted to retrieve personal equipment which is essential for an activity to be undertaken. Personal equipment should not be returned to these areas.

Where equipment cannot reasonably be taken home and is stored on site, such as kayaks, boats etc, access to retrieve and return such equipment to storage areas is allowed if appropriate risk assessments are undertaken.

Risk assessments should include mitigating actions to reduce the risk of virus transmission such as individual access, booking slots and cleaning/hygiene protocols.

Access to outdoor facilities

Where external access to outdoor sports facilities is not possible, access through an indoor area can be provided if suitable risk assessments and safety measures are put in place. These should include restricting access to one person at a time, ideally with a one-way system in operation, and no contact with hard surfaces such as door handles. Persons moving through the area should not stop or congregate at any time.

Hospitality

Additional restrictions are in place for hospitality businesses with Level 4 areas subject to bar and café closures. Sports facility operators providing catering or bar services should refer to Scottish Government guidance for applicable guidance including takeaway services. [Coronavirus \(COVID-19\): tourism and hospitality sector guidance.](#)

Retail

Retail units operated by sports facility operators in Level 4 areas should follow Scottish Government [Retail Sector Guidance.](#)

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