

# COACHING & INSTRUCTING IN ANGLING

Best practice for the safe conduct of Coaching and Instructing in angling in Scotland under COVID-19 restrictions - Phase 3 v9

**Approved by  
Scottish Government:  
With effect  
26<sup>th</sup> April 2021**

Updated as at 23 April 2021

## IMPORTANT:

Scottish Government's [Strategic Framework document \(version: April 2021\)](#) 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.

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. 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/2021/04/Angling-Scotland-Covid-Guidelines-for-Individuals-Clubs-and-Fisheries-Phase-3-v9-23rd-April-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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## 1

### 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. Coaches can run organised outdoor group training sessions in protection Levels 0-3 in line with maximum bubble sizes outlined in [Table A](#) or as agreed through approved [SGB Guidance](#) and [Scottish Government \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#). They should also ensure to follow specific guidance on [sporting bubbles](#) within this document.
  - Level 4. Coaches can run organised outdoor non-contact group training sessions in protection Level 4 for a maximum of 15 people aged 12 years or over (including the coach/es). Coaches can run organised outdoor contact and non-contact training sessions for up to 30 children (including the coach/es) aged under 12 years.
- 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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## 1 Cont

### Guidance for Coaches continued...

- Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1<sup>st</sup>**: [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.
  - Ensure they have an approach to activity that is feasible and safe to deliver.

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- Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#)
- Additional support tools are available for coaches and volunteers at the [Getting Coaches Ready for Sport](#) section of the **sportscotland** website including [mental health and wellbeing awareness training](#) .

## 2

### 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.

## 3

### 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](#)

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- 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](#)
  - [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](#)

## 4

### 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.

## 5

### 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

### APPENDICIES:

#### 1. Level 4 Guidance (Stay Local)

Table A: Sport &amp; Physical Activity Protection Levels

		Level 0	Level 1	Level 2	Level 3	Level 4
<b>OUTDOOR SPORT</b> Organised outdoor sport, competition, events and Physical Activity (PA)	<b>Overview</b>	An outdoor sporting 'field of play bubble' may consist of participants including coaches, officials and other support staff with maximum numbers allowed in each level noted below. Multiple bubbles can be used for training and SGB competition if appropriate guidance, set out within this document, is followed. Indoor and outdoor stadium, or equivalent events/competitions, involving spectators are subject to relevant Scottish Government guidance and approval. Other outdoor participation events are permitted subject to further Scottish Government clarification on numbers.				Local training/competition only. U12s: max 30 including coaches. Over 12s/adults max 15 including coaches.
		* Subject to SG Confirmation	* Subject to SG confirmation	*Subject to SG confirmation	<b>Maximum bubble size: 30</b>	
	<b>Children &amp; Young people (u18 years)</b>	<b>Contact &amp; non-contact sport &amp; PA permitted</b>	<b>Contact &amp; non-contact sport &amp; PA permitted</b>	<b>Contact &amp; non-contact sport &amp; PA permitted</b>	<b>Contact &amp; non-contact sport &amp; PA permitted</b>	<b>U12s: Contact sport &amp; PA permitted</b> <b>12-17 years: Non-contact sport &amp; PA permitted.</b>
<b>Adults (18+ years)</b>				<b>Non-contact sport &amp; PA permitted</b> <b>Contact sport &amp; PA prohibited</b>	<b>Non-contact sport &amp; PA permitted</b> <b>Contact sport &amp; PA prohibited</b>	
<b>INDOOR SPORT</b> Organised indoor sport, competition, events and Physical Activity (PA)	<b>Overview</b>	The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government <a href="#">guidance on the opening of sport and leisure facilities</a> and sport specific <a href="#">SGB Guidance</a> . '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.				

**Table A: Sport & Physical Activity Protection Levels**

		Level 0	Level 1	Level 2	Level 3	Level 4
<b>INDOOR SPORT</b> Organised indoor sport, competition, events and Physical Activity (PA)	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.
	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
<b>COACHING</b>	<b>Overview</b>	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 <a href="#">Getting Coaches Ready for Sport</a> provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions.				
	<b>Indoor &amp; Outdoor coaching</b>	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.				
<b>PERFORMANCE SPORT</b>	<b>Professional &amp; Performance</b>	Professional & performance sports with <a href="#">Resumption of Performance Sport</a> guidance in place and approved by Scottish Government or <b>sportscotland</b> is permitted at all Levels.				
<b>TRAVEL</b>	<b>Indoor / Outdoor Sport &amp; Physical Activity</b>	For further information please refer to <a href="#">Travel Guidance</a> within this document.				

Table A: Sport & Physical Activity Protection Levels						
		Level 0	Level 1	Level 2	Level 3	Level 4
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 <a href="#">Coronavirus (COVID-19): tourism and hospitality sector guidance</a> . 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 <a href="#">Retail Sector Guidance</a> .				
	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 <a href="#">Getting Your Facilities Fit for Sport. This is applicable at all levels where facilities remain open</a> .			Indoor sports facilities closed. Changing rooms closed.
			Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website <a href="#">Opening Public Toilets Guidelines</a>			Public Toilets open.
WORKFORCE	Contractors & Staff	Sports facility operators must ensure that Scottish Government guidance on <a href="#">workforce planning in sport &amp; leisure facilities</a> 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, <a href="#">Scottish Government guidance for general workplaces</a> must be followed and a risk assessment should be completed.				

**Table B: Travel Summary (Organised sport and physical activity)**

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	✓
18+ (Adults)	✓	✓	✓	Travel within and between L3 areas Only	Local Travel Only



## Level 4 Guidance

### Introduction

The guidance within this appendix is applicable to sport and physical activity facilities and activities where Scottish Government have identified the requirement for **Level 4** 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 Protection Levels](#).

### Travel Restrictions in Level 4 areas

Those living in a Level 4 local authority area can travel out with that area to undertake informal outdoor sport, exercise and recreation including walking, cycling, golf or running, as long as they abide by the rules on meeting other households.

Children and young people may travel to and from a Level 4 area, if for example, they belong to a club which is outside their own local government area. This flexibility is to allow children and young people to take part in sport or organised activity, but they should travel no further than they need to. If attending a sport/activity in a Level 3 area or below, Level 4 guidance will apply to the whole activity e.g. 12 to 17-year-old outdoor activity should be restricted to non-contact and include a maximum of 15 participants.

Adults living in a Level 4 local authority area may travel within, but not outwith, that area to take part in organised sport.

Travel exemptions are 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 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 in level 4 has been updated and is as follows:

#### Children (aged up to 11 years)

Children can take part in outdoor contact and non-contact organised sport including training, group exercise and competition within their usual club or facility environment. Inter club competition should not take place.

An outdoor sporting 'field of play bubble' can consist of up to 30 children, coaches, and officials at any one time.

#### Young People (aged 12-17 years)

Young people can take part in outdoor non-contact organised sport and physical activity including training, group exercise and competition within their usual club or facility environment. Inter club competition should not take place.

An outdoor sporting 'field of play bubble' can consist of up to 15 young people, coaches, and officials at any one time.

#### Adults (aged 18 years or over)

Adults can take part in outdoor non-contact organised sport including training, group exercise, aerobics, fitness classes and competition within their normal club or facility environment.

An outdoor sporting 'field of play bubble' for adults can consist of up to 15 people, including coaches, and officials at any one time. Physical distancing should always be maintained.

Where there are multiple bubbles operating at the same venue these must be risk assessed to ensure there can be no mixing of participants before, during or after the activity. Specific mitigations could include staggered start times, limiting car parking or controlling access/egress points.

## **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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