



**basketballscotland**

**Phase 3: From 13th July 2020**

**Guidance for Coaching | Outdoors**

**Updated on 24th August 2020**

## Phase 3:

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# PHASE 3 GUIDANCE FOR CLUBS AND COACHES

These guidelines are for basketballscotland Affiliated Clubs and Coaches wishing to deliver coaching small group, outdoor coaching sessions during Phase 3 of the Scottish Government COVID-19 Route Map Through and Out of the Crisis.

## 1. INTRODUCTION

basketballscotland have developed these guidelines for Phase 3 to support clubs and coaches to deliver basketball in a way that is aligned to the Scottish Government's advice and helps prevent the spread of COVID-19.

The document provides guidance for activity and a checklist that should be completed before each and every session.

In line with the Scottish Government's latest announcements, the advice is now different for Adults (aged 18 and over), Youths (aged 12-17) and Children (aged 11 and under).

The guidance focuses on using outdoor court spaces to provide coached activity.

We aim to publish full guidelines for indoor activity on the week beginning 24 August 2020.

Outdoor courts across the country are not all the same and assessing whether safe exercise can be provided depends on a range of factors, which apply differently at each venue/location. It is the responsibility of each venue, club, coach and participant to assess risks based on their local environment.

Clubs and participants should be aware that not all courts will be able to open immediately following guidance changes.

These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene. Clubs, coaches and participants should be aware of and be ready to adapt to changes in guidance at short notice. Information on Scottish Government's approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland Guidance](#).

People who are shielding should not visit venues or undertake activities. Further information is available at [Scottish Government: COVID-19 Shielding support & contacts](#).

People who are symptomatic should self-isolate for 7 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

**IMPORTANT: Do not leave your home to undertake exercise or outdoor activity if Scottish Government advice means you should stay at home because you or someone you live with has or has had symptoms of COVID-19, or you are in the most vulnerable category and have been advised to shield from the coronavirus.**

## 2. CORE GUIDANCE FOR CLUB SESSIONS:

Please read in conjunction with age specific guidance below.

### Outdoor Activity

**1. Outdoor Court Access:** Where possible, access to courts should be confirmed in advance of any activity. Not all court will be open and others will be busy with general use. Coaches should not ask recreational participants to leave courts in order to deliver sessions.

**2. Participant Numbers:** The maximum number for a coached outdoor session is 30. However, available space and coach:player ratio should be considered. We recommend that 15 players per full-court is appropriate. 16-30 participants can be considered where a double court is being used.

**3. COVID Officer:** Clubs should appoint a named 'COVID Officer' who will complete documented risk assessments and ensure all appropriate mitigations are put in place and that appropriate records of attendance and contact details are maintained at all club sessions.

**4. Cleaning of Equipment:** Cleaning should be undertaken before and after each session and during regular breaks in the session. Cleaning of any shared equipment, particularly basketballs, should be undertaken in line with "cleaning guidance for clubs" available here in section 9, below.

**5. Risk Assessment:** Risk assessments should be carried out and documented for all activities and facilities. Consider safety first, particularly minimising the risk of infection/transmission and following Scottish Government guidance regarding health, hygiene, and physical distancing. A risk assessment template is included in the resources below. Coaches should risk assess and plan appropriately for the session in advance, be aware of responsibilities and be clear on expectations with participants. They should also build in a review period to reflect on effectiveness and safety of the session.

**6. Test & Protect:** A register of participants should be kept for each session in line with section 11 below.

**7. Player Screening:** The player self-screening form should be provided to all participants in advance of the session. Any player showing symptoms should not be allowed to attend.

**8. Hand Hygiene:** All participants should use hand sanitiser before and after sessions and during any breaks. Coaches should make hand sanitizers or wipes available for use before, during and after a session where possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes are appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent is followed by chlorine releasing agent.

**9. Sneeze and Cough Hygiene:** If they need to sneeze or cough, they should do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds. Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel when you finish participating.

**10. First Aid:** Coaches should hold an up to date first aid qualification. Coaches should ensure access to first aid and emergency equipment is maintained. As there is no access to indoor facilities allowed, consideration should be made to house first aid equipment externally.

**11. Toilets Access:** Access to any public toilets is likely to be limited. Where toilets are available, please follow any guidance provided by the Local Authority.

**12. Safeguarding:** Coaches should be mindful of their clubs safeguarding policies when leading any activity, particularly with small groups.

**13. Spectators:** Spectating should generally be discouraged. Where attendance of a parent or guardian (non-participant) is required for safeguarding reasons, it should be limited to one per participant where possible, with physical distancing strictly observed while watching the sessions

**14. Communication:** Communicate with members/participants clearly and regularly, making them aware in advance of the measures you are putting in place at your venue, and guidelines they are asked to follow.

**15. Payment:** Any payments required for sessions should be online and cash payments should be avoided.

## 3. GUIDANCE FOR ADULTS (18 and over)

**1. Maintain Physical Distancing:** An exception to the physical distancing between adults is allowed during organised sessions. However, 2m physical distancing and rules on household groups should be maintained before and after sessions and during breaks in sessions.

**2. Group Size:** Outdoor activity can be coached to a group of up to 30 people. We recommend that 15 players per full-court is appropriate. 16-30 participants can be considered where a double court is being used.

**3. Contact basketball:** All forms of basketball can now be played outdoors where the guidance in Section 6 is followed.

**4. Pre and Post Session Meeting:** Appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be considered.

**5. Shared Equipment:** Use of non-essential shared equipment (e.g. cones, agility ladders) should be avoided. Shared equipment should be cleaned before, during and after each session in line with the guidance available in section 10.

## 4. GUIDANCE FOR YOUTH (12 – 17)

**1. Physical Distancing:** An exception to the physical distancing between youths is allowed during sessions. However, physical distancing between adults (coaches) and youths should be maintained at all times.

**2. Pre and Post Session Meeting:** appropriate steps should be taken in order to ensure physical distancing before and after sessions. Staggering arrival times should be considered

**3. Shared Equipment:** Use of non-essential shared equipment (e.g. cones, agility ladders) should be avoided. Shared basketballs should be cleaned before, during and after each session in line with the guidance available in section 10.

**4. Coaching other Households:** When coaching organised sessions for Youth players which meet the above guidelines, more than 4 households are permitted to attend sessions and coaches may deliver multiple sessions within this age group.

## 5. GUIDANCE FOR CHILDREN (11 and under)

**1. Physical Distancing:** An exception to the physical distancing between youths is allowed during sessions. However, physical distancing between adults (coaches) and youths should be maintained at all times.

**3. Shared Equipment:** Use of non-essential shared equipment (e.g. cones, agility ladders) should be avoided. Shared basketballs should be cleaned before, during and after each session in line with the guidance available in section 10.

**4. Coaching other Households:** When coaching organised sessions for Youth players which meet the above guidelines, more than 4 households are permitted to attend sessions and coaches may deliver multiple sessions within this age group.

## 6. Outdoor Contact Competition (updated 24 August 2020)

Organised contact competition can now take place where the following guidance is followed. At this stage, basketballscotland recommends clubs focussing on intra-club competition, such as 3X3 competitions.

**1. General Guidance:** All clubs engaging in outdoor contact competition or games must abide by all of the guidance outlined in this document.

**2. Physical distancing:** Physical distancing for Youth players, in line with Scottish Government guidelines, must be in place before and after a competition takes place with participants and support staff asked to immediately vacate the court after they have completed the competition.

- For instance, competition organisers may consider, where appropriate, different formats of competition or staggered starts.
- Coaches, officials and others involved in the running of the competition should physically distance at all times.
- Where an employee is involved in running the competition, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at Scottish Govt: Covid-19
- Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.

**3. Health, safety & hygiene measures:** Measures for any competition activity should be in line with guidance provided within this document.

**4. First Aid:** In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The club appointed 'COVID Officer' should consider processes for managing this as part of the risk assessment.

**5. Participant numbers and duration:** The focus should be on delivering the competition with as few participants as possible in attendance at any given time, whilst still allowing the activity to run effectively. An exception to the physical distancing between adults is allowed during organised sessions, however competition organisers should still seek to reduce risk by minimising the numbers of children taking part in competition where possible.

**6. Spectating:** Spectating, other than by a parent/guardian or coach should not be permitted. Parents/guardians should be reminded to physically distance at all times. No formal presentation ceremonies should take place during or after an event and the focus should be on reducing numbers in attendance at any one time.

**7. Travel:** Travel to and from competition must not mix households. Therefore, no car sharing is permitted.

## 7. COACHING CHECKLIST

### PHASE 3

#### BEFORE THE ACTIVITY

- Outdoor Court identified and access arranged.
- Risk Assessment completed and documented, including consideration of limiting spread of infection.
- First Aid training confirmed, ensuring it is in date.
- Limited attendance confirmed, up to a maximum of 15 participants.
- Safeguarding requirements considered including attendance of a parent if required.
- All Required equipment Available:
  - First Aid equipment.
  - Hand Sanitiser.
  - Plastic bag for rubbish.
- Communication with participants detailing
  - Screening process and form.
  - Arrival and departure times (consider staggering).
  - Hygiene Requirements and protocols.
  - Measures in place to stop spread.
  - Expectations of participants (see section 7).

#### AT THE ACTIVITY

- Hand sanitiser provided to participants before and after session.
- Complete register including phone contact

#### AFTER THE ACTIVITY

- Remove all rubbish/equipment.
- Maintain register for Test and Protect purposes

## 8. RESOURCES

### 8.1 SCREENING FORM:

The screening form should be provided to all participants and they should be requested to review all questions before leaving home to attend the activity.

Screening forms should not be physically shared or collected by the coach.

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#### BASKETBALLSCOTLAND

#### COVID-19 SELF-SCREENING FORM

#### PHASE 3

From 9th July 2020

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please answer all questions accurately and honestly:

- Are you experiencing any of the following symptoms?
  - High Temperature.
  - A new, continuous cough.
- Are you awaiting for a Coronavirus test result?
- Have you been told by the NHS Test and Trace service that you've been in contact with a person who has Coronavirus within the last 14 days?
- Have you travelled from outside the UK in the last 14 days?

If you have answered yes to any of the above questions, please do not attend any activities.

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### 8.2 RISK ASSESSMENT TEMPLATE

[AVAILABLE HERE](#)

## 9. PARTICIPATION GUIDANCE FOR OUTDOOR BASKETBALL SESSIONS

The following guidance has been established in line with Scottish Government guidelines to ensure a safe environment for participants. All guidance is subject to change; therefore, we would ask participants to regularly check with <http://basketballscotland.co.uk/covid-19/> and with your club for regular updates.

### OVERVIEW

1. These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing, and hygiene. Participants should be aware of and adapt to changes in guidance at short notice. Information on Scottish Governments approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland Guidance](#).
2. People who are shielding should not visit venues or undertake activities. Further information is available at [Scottish Government: COVID-19 Shielding support & contacts](#).
3. People who are symptomatic should self-isolate for 7 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

**IMPORTANT: Do not leave your home to undertake exercise or outdoor activity if Scottish Government advice means you should stay at home because you or someone you live with has or has had symptoms of COVID-19, or you are in the most vulnerable category and have been advised to shield from the coronavirus.**

### PARTICIPANT GUIDANCE

**1. Physical Distancing:** Adults and Youths (12-17) should maintain physical distancing before and after sessions and during breaks in sessions. Children do not need to maintain physical distancing.

**2. Participant Numbers:** Outdoor activity can be coached to a group of up to 30 people. We recommend that 15 players per full-court is appropriate. 16-30 participants can be considered where a double court is being used. Restrictions on the numbers of households do not apply during the sessions (although they should be adhered to before and after sessions and during breaks) if these are organised and delivered by clubs and adhere to the guidelines provided.

**3. Shared equipment:** Shared equipment will be cleaned before, during and after each session by the club using appropriate cleaning materials.

**4. Food and Drink:** Bring your own water bottle and do not share food or drinks with others.

**5. Player Screening:** The self-screening form should be completed by all participants in advance of the session. Any player showing symptoms should stay at home.

**6. Hand Hygiene:** Wash your hands for at least 20 seconds before leaving home and on returning home. All participants should use hand sanitiser before and after sessions and during any breaks. Hand sanitiser should be at least 60% alcohol based and detergent wipes are appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent is followed by chlorine releasing agent.

**7. Sneeze and Cough Hygiene:** If you need to sneeze or cough, you should do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds. Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel when you finish participating.

**8. Toilets Access:** Access to any public toilets is likely to be limited. Where toilets are available, please follow any guidance provided by the Local Authority.

**9. Pre and Post Session Meeting:** Arrive as close as possible to the start time of your activity. Arrive changed and ready to participate. Avoid touching any hard surfaces such as gates or fences. Allow others to leave the court before you enter it. You should avoid congregating before and after sessions and anyone aged 12 or older should be mindful to maintain 2m physical distance between yourself and other participants at all times.

## 10. SHARED EQUIPMENT CLEANING GUIDANCE

This guidance is only for sessions with children (11 and younger) and young people (aged 12 - 17). If you are 18 or older there is no sharing of any equipment.

### 1. Use of Shared Equipment

- We recommend a basketball is the only equipment that should be shared at this point. Additional training resources (e.g. cones, ladders, bibs) should not be used.
- Individuals should use their own ball for as much of the session as possible. Sharing of equipment should be limited as much as possible. If you can avoid sharing a ball please continue to use your own ball
- Individuals should bring their own water-bottles. These should not be shared in any circumstances.
- Clubs should provide hand-sanitiser at all sessions, but individuals should also be encouraged to bring and use their own where possible

### 2. Basketball Cleaning Station:

- Clubs should set up a cleaning station at any session they are delivering.
- Cleaning station should include:
  - Disposable gloves
  - Spray bottle of disinfectant solution (conforming to EN14476 standards).
  - Kitchen roll of similar
  - A bin or bag for disposing of gloves/wipes
- One person should be designated as responsible for cleaning shared basketballs before and after each use.

### 3. Cleaning frequency

- Shared equipment should be cleaned before and after every session.
- If you are sharing equipment for significant parts of sessions, the equipment should be cleaned during regular breaks in participation.
- At times when equipment is cleaned, all participants should also sanitise their hands

### 4. Cleaning Process

- Disposable gloves should be worn while cleaning
- The ball should be sprayed thoroughly to ensure all surfaces are covered
- The ball should be wiped down thoroughly with disposable wipes, ensuring all surfaces are wiped
- All cleaning equipment should be taken from the court and safely disposed of
- Gloves should be removed and disposed of.
- Hand sanitiser should be used by the individual who has completed the cleaning process

### 5. Participants

- All participants should use hand sanitiser immediately before and after using shared equipment

# 11. TEST & PROTECT GUIDANCE

Test and Protect is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy.

## **Club Responsibilities:**

To support Test and Protect the appointed COVID officer for sports clubs is required to:

- Collect the following details from every participant:
  - name
  - contact number
  - date of visit
  - time of arrival
  - time of departure
- Store the information securely for 21 days
- Be able to access to the information at short notice
- Provide any information requested should be shared with public health officials when requested.
- Not allow anyone refusing to provide Test & Protect information to participate in sessions.

## **Further information:**

A leaflet providing information on the Test and Protect service is available [here](#).