



**basketballscotland**

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

**Guidance for Coaching | Indoors**

**UPDATED 1ST OCTOBER 2020**

## Phase 3

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# PHASE 3 GUIDANCE FOR CLUBS AND COACHES

These guidelines are for **basketball**scotland Registered Clubs and Coaches wishing to deliver indoor coaching sessions during Phase 3 of the Scottish Government COVID-19 Route Map Through and Out of the Crisis.

The guidelines will apply from Monday 31 August 2020 and will be reviewed and updated regularly in line with changes to the restrictions.

## 1. INTRODUCTION

**basketball**scotland have developed these guidelines for coaching during Phase 3 to support clubs to deliver indoor activity in a way that is aligned to the Scottish Government's advice and help 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).

While changes to restrictions during Phase 3 mean that facilities can open from Monday 31 August, Clubs and participants should be aware that not all courts will be able to open immediately and not all facilities will be accessible for clubs to book.

As facilities reopen, they are likely to have their own local restrictions and guidance in place, this should be followed at all times. It is also the responsibility of the club and participants to assess risks based on their local environment.

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 Governments approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland Guidance](#).

People who are shielding can now follow the same guidance as the rest of the population in Scotland. Further information is available at [Scottish Government: COVID-19 Shielding daily activities](#). Guidance regarding activity is provided at [Scottish Government: COVID 19 Shielding & Managing Risk](#)

To manage a safe return to sport and leisure activities it is a mandatory requirement that all clubs, facility operators and deliverers put in place comprehensive Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and on the [Scottish Government website](#).

People who are symptomatic should self-isolate for 10 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.**

## 2. CORE GUIDANCE FOR CLUB SESSIONS:

Please read in conjunction with age specific guidance below.

### Indoor Activity – Planning for Restart

We strongly recommend that clubs take time to effectively plan a return to indoor basketball, working alongside their local facility providers to ensure that a safe environment is provided and all risks are minimised.

**1. Facility Reopening:** Please be aware that not all facilities will open immediately. Access and bookings should be discussed with your local facility provider.

**2. Facility Guidance:** Each facility will have their own facility-specific guidance, please discuss this with your facility provider, ensure participants are informed of the guidance and ensure the club complies with local guidance. Guidance may include:

**1. Entering & Exiting the Facility:** Be aware that a one-way system may be in place for entering and exiting a facility. Follow facility-specific guidance on entry and exit.

**2. Participant Numbers:** The facility may limit the number of people allowed to participate based on their risk assessment of the whole facility.

**3. Face Coverings:** Participants and visitors to indoor sports facilities should wear face coverings before and after activity or when in non-playing areas of the facility (e.g. reception, locker rooms and storage areas). This is a mandatory requirement. Face Coverings should not be worn when undertaking physical activity.

**4. Toilet Access:** Participants should check before they leave that toilet facilities will be available. Participants should follow facility guidance on accessibility to, and use of toilets.

**5. Changing Rooms:** Access to changing rooms is likely to be limited. Participants should be encouraged to arrive ready to participate where possible.

### General Club Responsibilities

**1. 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.

**2. Cleaning of Equipment:** Where shared equipment is permitted, 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

**3. 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.

**4. Participant Numbers:** Alongside any facility restrictions, clubs should risk assess participant numbers considering the space available and coaching ratios.

**5. Test & Protect:** A register of participants should be kept for each session in line with section 10 below. Facility operators may maintain their own Test & Protect Records or request information from the club.

**6. 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.

**7. Hand Hygiene:** All participants should use hand sanitiser before and after sessions and during any breaks. Coaches should make hand sanitisers 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.

**8. 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. Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel.

**9. First Aid:** Coaches should hold an up to date first aid qualification. Coaches should ensure access to first aid and emergency equipment is maintained.

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

**11. Spectators:** Spectating should be avoided where possible. 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.

**12. 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.

**13. 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:** 2m physical distancing should be maintained at all times.

**2. Small Group Activity Only:** Coaching is permitted indoors with physical distancing maintained at all times. Group size should be assessed to ensure adequate space for physical distancing is available. We recommend a maximum of 15 players per court.

**3. No contact basketball:** All forms of contact basketball should be avoided in order to maintain physical distancing.

**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. No shared equipment:** Use of non-essential shared equipment (e.g. cones, agility ladders) should be avoided. Basketballs may be shared between small groups (recommended maximum of 6 players sharing a ball). Sharing of basketballs should be minimised where possible. Shared basketballs must be cleaned before, during and after each session in line with the guidance in section 9. Hand sanitisation should take place before and after any activity that involves sharing of basketballs.

## 4. GUIDANCE FOR YOUTH (12 – 17)

- 1. Maintain Physical Distancing:** 2m physical distancing should be maintained at all times.
- 2. Small Group Activity Only:** Coaching is permitted indoors with physical distancing maintained at all times. Group size should be assessed to ensure adequate space for physical distancing is available. We recommend a maximum of 15 players per court.
- 3. No contact basketball:** All forms of contact basketball should be avoided in order to maintain physical distancing.
- 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. No shared equipment:** Use of non-essential shared equipment (e.g. cones, agility ladders) should be avoided. Basketballs may be shared between small groups (recommended maximum of 6 players sharing a ball). Sharing of basketballs should be minimised where possible. Shared basketballs must be cleaned before, during and after each session in line with the guidance in section 9. Hand sanitisation should take place before and after any activity that involves sharing of basketballs.

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

- 1. Contact Basketball:** All forms of basketball can be played where all guidance in this document is followed. This includes competition. At this stage, basketballscotland recommends clubs focus on training and any competition is advised to be intra-club competition.
- 2. Physical Distancing:** Physical distancing is not required between children.
  - Care should be taken to ensure physical distancing can be maintained between any adults attending sessions with children.
  - Coaches should maintain physical distancing from players.
  - Coaches, officials and others involved in the running of the session or competition should physically distance at all times
  - 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. Participant numbers and duration:** While children 11 or under are exempt from household and physical distancing rules, organisers should still seek to reduce risk by minimising the numbers of children taking part where possible and limiting the duration of sessions.
- 4. 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 9 below.
- 5. 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.

## 6. CLUB CHECKLIST

### PHASE 3

#### BEFORE THE ACTIVITY

- Contact the Facility to check:**
  - Cleaning equipment and hand sanitisers will be provided
  - Protocol of entry and exit to the building
  - Time gap between sessions to safely enter and leave the facility
  - Access to toilets and changing rooms
  - Limits on numbers

**Risk Assessment completed and documented**, including consideration of limiting spread of infection

**First Aid training confirmed**, ensuring it is in date

**Attendance numbers confirmed**, to comply with facility and club risk assessments

**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).
- Facility-specific guidance participants should be aware of

#### AT THE ACTIVITY

- Complete Test & Protect information** including phone contact for participants
- Hand sanitiser provided to participants before and after session

#### AFTER THE ACTIVITY

- Remove all rubbish/equipment
- Ensure club COVID Officer receives register details for Test and Protect purposes.



## 7. RESOURCES

### 7.1 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.

#### BASKETBALLSCOTLAND

#### COVID-19 SELF-SCREENING FORM

#### PHASE 3

From 31st August 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 returned from a destination outside the UK which requires you to quarantine in the last 14 days?

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

### 7.2 RISK ASSESSMENT TEMPLATE

[AVAILABLE HERE](#)

## 8. PARTICIPATION GUIDANCE FOR INDOOR 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 can now follow the same guidance as the rest of the population in Scotland. Further information is available at [Scottish Government: COVID-19 Shielding daily activities](#). Guidance regarding activity is provided at [Scottish Government: COVID 19 Shielding & Managing Risk](#).
3. People who are symptomatic should self-isolate for 10 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.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.**

### PARTICIPANT GUIDANCE

1. **Physical Distancing:** Adults and Youths (12-17) should maintain physical distancing at all times. Children do not need to maintain physical distancing.
2. **Indoor activity:** Indoor activity is permitted in line where basketballscotland guidance is followed.
3. **Contact Basketball:** Aged 11 and under can participate in contact basketball training and competition indoors. Aged 12 and older can undertake non-contact basketball maintaining physical distancing at all times.
4. **Small Group Activity Only:** For adults and Youth (12-17 years) players, coaching is permitted indoors with physical distancing. Group numbers will be assessed by the club to ensure adequate space is available to maintain physical distancing at all times. There is an exemption to these rules for sessions with children (11 years and under) which follow **basketballscotland** guidance.
5. **Shared Equipment:** Where possible, participants should use their own personal equipment and basketball and ensure appropriate hygiene rules are adhered to. Other participants equipment should not be touched. Sharing of a basketball is permitted in small groups, balls will be cleaned before, during and after each session by the club using appropriate cleaning materials and participants will be asked to hand sanitise before and after any activity.

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

**7. 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.

**8. 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.

**9. Sneeze and Cough Hygiene:** If you 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. Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel.

**10. Face Coverings:** Participants and visitors to indoor sports facilities should wear face coverings before and after activity or when in non-playing areas of the facility (e.g. reception, locker rooms and storage areas). This is a mandatory requirement.

Face Coverings should not be worn when undertaking physical activity.

**11. Entering & Exiting the Facility:** Be aware that a one-way system may be in place for entering and exiting a facility. Follow facility-specific guidance on entry and exit.

**12. Toilets Access:** Participants should check before they leave that toilet facilities will be available. Follow facility guidance on accessibility to, and use of toilets.

**13. Pre and Post Session Meeting:** Arrive as close as possible to the start time of your activity. Follow any guidance provided by the facility. Arrive changed and ready to participate. Avoid touching any hard surfaces such as doors or handrails. 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.

## 9. SHARED EQUIPMENT CLEANING GUIDANCE

### Use of Shared Equipment

1. 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.

2. Individuals should use their own ball for as much of the session as possible. Sharing of equipment should be limited as much as possible.

3. Individuals should bring their own water-bottles. These should not be shared in any circumstances.

4. Clubs should provide hand-sanitiser at all sessions, but individuals should also be encouraged to bring and use their own where possible.

### Basketball Cleaning Station:

1. Clubs should set up a cleaning station at any session they are delivering.

2. Cleaning station should include:

- Disposable gloves
- Spray bottle of disinfectant solution (conforming to EN14476 standards).
- Disposable wipes
- A bin or bag for disposing of gloves/wipes

3. One person should be designated as responsible for cleaning shared basketballs before and after each use.

### Cleaning frequency:

1. Shared equipment should be cleaned before and after every session.

2. If you are sharing equipment for significant parts of sessions, the equipment should be cleaned during regular breaks in participation.

3. At times when equipment is cleaned, all participants should also sanitise their hands.

### Cleaning Process

1. Disposable gloves should be worn while cleaning

2. The ball should be sprayed thoroughly to ensure all surfaces are covered

3. The ball should be wiped down thoroughly with disposable wipes, ensuring all surfaces are wiped.

4. Wipes should be disposed of.

5. Gloves should be removed and disposed of.

6. Hand sanitiser should be used by the individual who has completed the cleaning process.

### Participants

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

# 10. 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](#).