



**basketballscotland**

**GUIDANCE FOR CLUBS AND COACHES:  
PROTECTION LEVEL GUIDANCE**

**APPLICABLE FROM 2ND NOVEMBER 2020**

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## Phase 3

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# GUIDANCE FOR CLUBS AND COACHES

These guidelines are for **basketball**scotland Registered Clubs and Coaches wishing to deliver coaching sessions under the Scottish Government's COVID Protection Level System.

The guidelines will apply from Monday 2 November 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 and club activity based upon the Scottish Government's Protection Level system to support clubs to deliver basketball 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 checklists that should be completed before each and every session.

The guidance is based on the five Protection Level's detailed by the Scottish Government and should be applied in line with the Protection Level specified for the specific Local Authority at the time of the session.

Details of which Protection Level applies for your Local Authority can be found here:

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-levels-by-area/>

While courts and facilities will be permitted to open in the lower protection levels, 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](#) .

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 10 days as per NHS guidance. No one who is self-isolating should attend any basketball 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. ACTIVITY PERMITTED AT EACH PROTECTION LEVEL

The following is a summary of the Activity permitted at each Protection Level of the tiered system. Please check which Protection Level applies to your local authority here:

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-levels-by-area/>

Please be aware that all club and coach led sessions must follow both the General Guidelines (outlined in section 3) and the Specific Guidance for Activity (which is split: Indoor Contact, Indoor Non-Contact, Outdoor Contact Basketball and Outdoor Non-contact).

Protection Level	Age Group	Indoor	Outdoor
0	Under 18	Contact Sport Permitted	Contact Sport Permitted
	Adult	Contact Sport Permitted	Contact Sport Permitted
1	Under 18	Contact Sport Permitted	Contact Sport Permitted
	Adult	Non-Contact Only	Contact Sport Permitted
2	Under 18	Contact Sport Permitted	Contact Sport Permitted
	Adult	Non-Contact Only	Contact Sport Permitted
3	Under 18	Contact Sport Permitted	Contact Sport Permitted
	Adult	Not Permitted	Non-Contact Only
4	Under 18	Not Permitted	Non-Contact Only
	Adult	Not Permitted	Non-Contact Only

## 3. CORE GUIDANCE FOR CLUB SESSIONS:

Please read in conjunction specific guidance below

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. Clubs should inform [basketballscotland](https://www.basketballscotland.com/) of their appointed COVID officer and confirm contact details.

**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. Group Size:** The maximum number of participants at any session should be 30 (including coaches). 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. Travel:** In general, you should avoid travel to other areas regardless of their level unless essential. There are limited exemptions for organised sport which mean:

- **Level 4** – not permitted to travel outside Local Authority Area.
- **Level 3** – permitted to travel around 5 miles outside own area to access organised sport, but not into a Level 4 area.
- **Level 0-2** – permitted to travel within level 0-2 areas to access organised sport.
- **Under 18** – individuals are permitted to travel freely between level 0-3 areas to access organised sport. Should not travel in or out of a Level 4 area.
- **Teams** – should not travel in or out of tiers 3 or 4. Any competition should be on a local basis.

**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 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.

**9. 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.

**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.

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

**12. 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.

**13. 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.

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

#### GENERAL GUIDANCE: INDOOR ACTIVITY

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 GUIDANCE: OUTDOOR ACTIVITY

- 1. Outdoor Court Access:** Where possible, access to courts should be confirmed in advance of any activity. Not all courts 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. Toilet Access:** Clubs should check what toilet facilities (if any) will be available and communicate with participants in advance. Participants should follow any specific guidance on accessibility to, and use of toilets.

## 4. SPECIFIC GUIDANCE FOR INDOOR CONTACT BASKETBALL

**Under 18: Applicable in Protection Levels 0 to 3**

**Adult: Applicable in Protection Level 0**

- 1. Maintain Physical Distancing:** An exception to the physical distancing rules 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:** While there is an exception to household and physical distancing rules for organised sport, organisers should still seek to reduce risk by minimising the number of participants taking part where possible and limiting the duration of sessions. The maximum size of any group is 30.
- 3. Contact basketball:** All forms of basketball can be played indoors where this is permitted in the Protection Level for that Local Authority and where guidance 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 basketballs should be cleaned before, during and after each session in line with the guidance in section 9.
- 6. 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. SPECIFIC GUIDANCE FOR INDOOR NON-CONTACT BASKETBALL

**Adult: Applicable in Protection Level 1 and 2**

- 1. Maintain Physical Distancing:** 2m physical distancing should be maintained at all times.
- 2. Small Group Activity Only:** Where 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. 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.

## 6. SPECIFIC GUIDANCE FOR OUTDOOR CONTACT BASKETBALL

**Under 18: Applicable in Protection Levels 0 to 3**

**Adult: Applicable in Protection Level 0 to 2**

- 1. Maintain Physical Distancing:** An exception to the physical distancing rules 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:** While there is an exception to household and physical distancing rules for organised sport, organisers should still seek to reduce risk by minimising the number of participants taking part where possible and limiting the duration of sessions. The maximum size of any group is 30.
- 3. Contact basketball:** All forms of basketball can be played outdoors where this is permitted in the Protection Level for that Local Authority and where guidance 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 basketballs should be cleaned before, during and after each session in line with the guidance in section 9.
- 6. 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.

## 7. SPECIFIC GUIDANCE FOR OUTDOOR NON-CONTACT BASKETBALL

**Under 18: Applicable in Protection Level 4**

**Adult: Applicable in Protection Levels 3 and 4**

- 1. Maintain Physical Distancing:** 2m physical distancing should be maintained at all times.
- 2. Small Group Activity Only:** Where 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. 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.

## 8. CLUB CHECKLIST

### 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
- 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.

## 9. RESOURCES

### 9.1 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

From 2nd November 2020

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

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

Please answer all questions accurately and honestly:

- Are you experiencing any of the following symptoms?
  - High Temperature.
  - A new, continuous cough.
  - Change or loss of taste and smell
- 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.

### 9.2 RISK ASSESSMENT TEMPLATE

[AVAILABLE HERE](#)

## 10. SHARED EQUIPMENT CLEANING GUIDANCE

### 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.

1. Individuals should use their own ball for as much of the session as possible. Sharing of equipment should be limited as much as possible.
2. Individuals should bring their own water-bottles. These should not be shared in any circumstances.
3. 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

# 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](#).