



Scottish Golf

Volunteer Coach Guidelines

Phase 3 – 11 September 2020 update

Introduction

These guidelines focus on how golf coaching can take place as part of the Government's Phase 3 relaxed restrictions and have been prepared in consultation with **sportscotland** and Scottish Government.

We urge everyone to remain respectful of the guidelines and to apply good individual judgement, to ensure that in time we can move to a fully phased reintroduction of the game as we all know and love it.

It should be noted that the Scottish Government continues to monitor the situation closely and has not ruled out the reintroduction of restrictions, which could see golf suspended once again if public health measures dictate, or if the guidelines are not followed.

It is therefore imperative that golf coaches take the necessary steps outlined in this document prior to delivering coaching and adhere to the guidelines, which could be subject to update or change at any time.

To support all golf clubs and golfers during this period, we have set up a designated area on the Scottish Golf website to ensure updates are clear and accessible to all. Click [here](#) to access our Covid-19 updates and through time additional phases of the re-introduction to golf in Scotland.

There may be a variance in guidelines and procedures throughout the UK, it is therefore important that golf clubs and golfers in Scotland follow procedures outlined by Scottish Golf and the Scottish Government.

Coaching - Guidelines

General Guidelines

- Return to Sport & Physical Activity Guidance – [Click Here](#)
- Extended households, physical distancing and travel guidelines as outlined by the Scottish Government – [Click Here](#)
- Workers, venue operators and clubs must ensure that they follow all relevant workplace guidance for contractors and staff and that existing health and safety advice is maintained and aligned. This should be detailed in the documented risk assessment.

Guidance for Coaches

1. It is the responsibility of each venue operator, club and 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. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected at all times.
2. There are no restrictions on the number of households (or extended households) that a coach can instruct in a day.
3. Children under 12 do not need to maintain physical distance between themselves.
4. Children aged 12-17 are only free of physical distancing guidelines during the activity. Normal physical distancing guidelines will however apply before and after the activity takes place.
5. Coaching of people who are shielding is now permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed.
6. Coaches who are shielding are not permitted to deliver at the current time.
7. From the 13th July the following should be applied when coaching children:
 - The club must appoint a 'Covid Officer' who will be responsible for completing risk assessments and mitigating any risks prior to the session
 - Coaches and other adults supporting organised activity should attempt to keep physically distant where possible
 - Health, safety & hygiene measures for children's activity which should be in line with guidance provided within this document.
 - Where possible children should work individually on a separate tee for each game or activity
 - Children should bring their own equipment (or equipment can be provided by the club on condition that it is cleaned with sanitising wipes prior to use)
 - Coaches must be operating within a 1:8 adult to child ratio and take into consideration the space available, the maximum group size for a session should not exceed 30 people which includes the coaches
 - Coaching sessions should last no more than 60 minutes

- There is no limit as to how many sessions coaches can deliver to children within a day
8. Up to date guidance on extended households, physical distancing and travel outlined by the Scottish Government - [Click Here](#)
9. 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. No contact training should be undertaken unless in organised children’s activity as stipulated in the Return to Sport & Physical Activity Guidance – [Click Here](#)
 - 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 – [Click Here](#)
 - Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
 - Where relevant, check with your venue provider, such as a local authority/leisure trust or club 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.
 - 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 safeguarding policies are implemented in line with Scottish Golf’s recommendations.
 - Ensure they have an approach to activity that is feasible and safe to deliver.
 - Coaches working with children should familiarise themselves with the additional considerations developed by **Children 1st**: Child Wellbeing and Protection Considerations – [Click Here](#)
10. Communication with members/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.
 - 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.

11. 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 – [Click Here](#). 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 – [Click Here](#)
- Further guidance is available at:
 - Health Protection Scotland: General guidance for non-healthcare settings – [Click Here](#)
 - Health Protection Scotland: Cleaning in a non-healthcare setting – [Click Here](#)
 - Health Protection Scotland: Hand hygiene techniques – [Click Here](#)
 - Health and Safety Executive: First aid during the coronavirus (COVID-19) outbreak – [Click Here](#)
 - St. John's Ambulance: Covid-19 advice for first aiders – [Click Here](#)
 - HSE: First Aid during the coronavirus – [Click Here](#)

12. Equipment provision & use

- Participants should bring their own equipment where possible, including water bottles, towels 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.

13. 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. Please follow any guidance provided by your employer or venue operator.
- 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.

Closing Remarks

Scottish Golf will remain in regular dialogue with Scottish Government, with regards to the procedures outlined in this document that are for golf coaching during Phase 3 of relaxed restrictions. In addition, we will continue to work collaboratively with the UK Golf Industry for the safe and full return of our sport as and when it is determined by Scottish Government that it is acceptable for restrictions to be further eased in Scotland as outlined in the roadmap published on 21 May.

We must remember that it is our shared duty as custodians of golf to ensure that we all play our part in following the protocols set out in this document to ensure that the phased return to the game is managed in line with Scottish Government guidelines.

Given the fluidity of the current situation there may be a requirement to update and re-issue this guidance at regular intervals to reflect future government advice.