



Scottish Cycling | The Way Forward

Guidance for Coaching & Leading

These guidelines have been produced in line with the Scottish Government guidance on public spaces, outdoor activity and exercise published on 14 August 2020, which can be read [here](#)

For the purposes of clarity, we have used the term coach and coaching to refer to the coach, instructor and leader and the action of coaching, instructing and leading. This guidance covers all coaching and leading conducted under a British Cycling qualification, including MBL, Ride Leader, Breeze Champion and Guided Ride Leader.

Specific MTB guidance for MBL qualified leaders can be found on the Developing Mountain Bike in Scotland Website [here](#).

1. Overview

While all coaches, leaders and participants will be extremely keen to resume activity, it is imperative that coaches and leaders set an example and follow these guidelines to ensure that the risk of infection/transmission of the virus is minimised. Specific guidance has been developed separately for the delivery of British Cycling courses and qualifications.

Coaches and Leaders should read the [Guidance for Clubs and Activity](#) as this contains relevant guidance for protocols for the safe delivery of activity.

2. Education & Leadership Training Courses

In line with sportscotland and government guidance on the use of indoor spaces, the default delivery model for coaching and leadership training and assessment should be for delivery to take place outdoors. We would encourage providers to consider whether internal training must be completed



in person or whether these can be completed online or via telephone. If it is essential that training takes place in person, Scottish Government guidance for general workplaces must be followed and a risk assessment should be completed.

3. Guidance and group sizes for coaching sessions

- 3.1** Coaches/ leaders can coach adult groups of no more 30, from an unlimited number of households. Physical distancing is not required during sessions for the participants.
- 3.2** Coaches/ leaders must comply with the ratio limits in line with their qualification.
- 3.3** Multiple sessions can be delivered in any one day.
- 3.4** Coaching sessions and led rides where all participants are aged 17 and under may involve more than the numbers stated for adults. Coaches/ leaders must comply with the ratio limits in line with their qualification as well as Child Wellbeing and Protection considerations.
- 3.5** Physical distancing between coaches/ leaders and participants must be maintained, where possible.
- 3.6** Children aged 11 years and younger are not required to physically distance.
- 3.7** Participants aged 12 and over are not required to physically distance for the duration of the activity. Normal physical distancing guidelines will however apply before and after the activity takes place.
- 3.8** Coaches/ leaders and other adults supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the lead coach/ leader should consider appropriate mitigating actions as part of the risk assessment. See [Guidance for Risk Management](#).
- 3.9** Where an employed coach/ leaders is providing an activity, 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](#)



- 3.10** 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.
- 3.11** Participating and coaching or leading in cycling carries some degree of risk and while being mindful of the guidelines regarding COVID-19, coaches/ leaders should not lose sight of the normal safety considerations which continue to apply and must be complied with, including PVG checks, safeguarding, First Aid, etc
- 3.12** Coaches/ leaders should make themselves aware of and abide by, all guidelines set out by the Scottish Government and Scottish Cycling regarding use of the outdoor environment and facilities. See [Guidance for Facilities](#).
- 3.13** It is the coaches / leader's responsibility to ensure that they coach or lead participants in a safe environment and follow relevant guidelines

These guidelines cannot cover every eventuality and coaches/ leaders, must conduct a risk assessment, ensuring appropriate measures are put in place to keep participants, coaches/ leaders, and others safe. A template for a Covid environment risk assessment to compliment your existing activity risk assessment can be found in the [Guidance for Risk Management](#).

4. Guidance for Coaches/ Leaders – Before, During and After Sessions

4.1 Before a session

- 4.1.1 Coaches/ leaders must not deliver a session if they have Covid-19 symptoms, if someone in their household does or if they're currently meant to be self- isolating or have returned from a country that is not exempt from quarantine in last 14 days
- 4.1.2 Participants should be advised not to attend a session if they have Covid- 19 symptoms or have someone in their household who does, or



they are in the extremely vulnerable category

- 4.1.3 Stay local, cycle to your activity where you can and avoid public transport if you can
- 4.1.4 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, travel, and physical distancing. See [Guidance for Risk Management](#).
- 4.1.5 Consider visiting session or ride locations or routes to evaluate changes that may have occurred through the Covid period, such as trail closures, overgrown trails or areas becoming busier, and to identify appropriate meeting and regrouping and meeting areas
- 4.1.6 Consider reducing risk of incidents and injury through careful planning and selection of location and technical demands of the activity
- 4.1.7 Develop protocols for managing pinch points such as narrow entrances and gates
- 4.1.8 Coaches/ leaders should refer to the [Guidance for Equipment](#), for the management of any shared equipment.
- 4.1.9 Establish a suitable meeting location with a waiting area for parents or if appropriate request that parents drop off and pick up
- 4.1.10 Sessions should be booked and paid for in advance by bank transfer or contactless card payment – no cash transactions
- 4.1.11 Coaches/ leaders should explain the safety guidelines of what is expected before, during and after sessions, including what the participant is expected to do to maintain compliance with physical distancing guidelines and all other health, hygiene and safety guidelines. See [Guidance for Risk Management](#).

4.2 During the session

- 4.2.1 Participants and coaches/ leaders should wash or sanitise their hands as and when they feel it is appropriate during the session
- 4.2.2 Coaches/ leaders and participants must practice good respiratory



hygiene (i.e. coughing, sneezing into a tissue or the crook of an elbow)

- 4.2.3 Coaches/ leaders should make sure parents and guardians drop off and pick up, or watch from a designated safe place where they can maintain physical distancing
- 4.2.4 Coaches/ leaders should carefully consider the wellbeing and protection of children participating in any sessions, taking into account the effects that lockdown may have had on them. Further advice is available from Children First [here](#)
- 4.2.5 Ensure all standard operating, health and safety and all emergency first aid guidelines are followed. See [Guidance for First Aid](#).
- 4.2.6 All equipment should be checked prior to use in line with standard guidelines and where possible participants should check their own under the guidance of a coach, whilst maintaining physical distancing and hygiene measures. See [Guidance for Equipment](#).
- 4.2.7 Equipment, food and hydration should not be shared. See [Guidance for Equipment](#).
- 4.2.8 Schedule sessions at least 15 minutes apart to ensure there is no overlap between participants, parents and guardians
- 4.2.9 Exercise within your personal physical and technical limitations to try and avoid additional burden on the NHS and the first aiders present
- 4.2.10 Coaches/ leaders can assist participants, where their qualification permits e.g. if their chain comes off, and they need help, in doing so coaches/ leaders should make every attempt to adhere to the physical distancing guidelines to help the participant to resume activity and they must use a face mask or covering in this instance.
- 4.2.11 Coaches/ leaders may still be required to administer first aid and should do so on a one-to-one basis (i.e. avoid groups gathering around). See [Guidance for First Aid](#).
- 4.2.12 If a participant develops symptoms of Covid-19, they should stop taking part and go home. See [Test and Protect Protocols](#).



4.3 Coaching - After the session

- 4.3.1 Participants and coaches/ leaders should wash or sanitise their hands after the session
- 4.3.2 With the exception of those aged 11 and under, all participants leaving the activity must maintain physical distancing.
- 4.3.3 Any participant developing symptoms after a session should immediately isolate and request a test straight away. See [Test and Protect Protocols](#)

Further advice is available at [GOV.SCOT](#) and [sportscotland](#) websites. You must regularly check these sites and updated [Scottish Cycling guidance](#) as this policy position is likely to change as time progresses.