

**Step
Forward
Plan**



Phase 1

Coach/instructor contact checklist

**Working together
for a safe return
to gymnastics**

**British
Gymnastics**



**ENGLISH
GYMNASTICS**

**GYMNASTICS
NORTHERN
IRELAND**



**Scottish
Gymnastics**

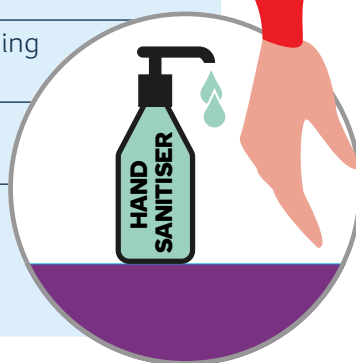
**Welsh
Gymnastics
Gymnasteg
Cymru**

Leading sessions

Anyone who has a lead role, and manages/supervises assistant coaches/instructors, such as Level 2+ coaches, or Gymnastics Activity Instructors.

Checklist

- ✓ My gym has been open for a minimum of two weeks.
- ✓ I have been actively delivering in the gym for two weeks.
- ✓ I have opted in and completed the **Coach/instructor Contact Agreement**.
- ✓ I have been trained/informed of the **Coach/instructor Contact Action Plan**.
- ✓ I understand that manual support is any activity where I am less than 2 metres in distance from a gymnast.
- ✓ I have been notified of all the gymnasts **who** have opted into the coach/instructor contact agreement.
- ✓ I have passed this information onto the individual coaches/instructors.
- ✓ I have pre-planned my coach/instructor contact activity.
- ✓ I have received the coach/instructor contact plans for any coaches/instructors I supervise.
- ✓ I have provided this information to gym management for track and trace purposes.
- ✓ I am only providing manual support to one group of gymnasts throughout Phase 1. One group = a maximum of 15 gymnasts.
- ✓ I am only providing manual support to my identified group of gymnasts for a maximum of 15 minutes each session.
- ✓ I will wash my hands for 20 seconds prior to the session.
- ✓ I will wear a face mask/covering when I provide manual support.
- ✓ I will use hand sanitiser after providing manual support to each gymnast.
- ✓ I will maintain social distancing when not providing manual support.
- ✓ I will **not** provide manual support to any other groups or individual gymnasts during Phase 1.
- ✓ I will **not** move between groups within the session providing manual support. This includes groups that are being manually supported by coaches/instructors that I supervise.



Assisting in sessions

Anyone who assists the Lead Coach/Instructor in session delivery. This may be a Level 1 coach, Gymnastics Activity Instructor or Level 1 learner who has attended a full Level 1 course.

Checklist

✓	My gym has been open for a minimum of two weeks.
✓	I have been actively delivering in the gym for two weeks.
✓	I have opted in and completed the <u>Coach/instructor Contact Agreement</u> .
✓	I have been trained/informed of the <u>Coach/instructor Contact Action Plan</u> .
✓	I understand that manual support is any activity where I am less than 2 metres in distance from a gymnast.
✓	I have pre-planned my manual support activity.
✓	I am only providing manual support to one group of gymnasts throughout Phase 1. One group = a maximum of 8 gymnasts.
✓	I am only providing manual support to my identified group of gymnasts for a maximum of 15 minutes each session.
✓	I have confirmed with my lead coach/instructor when manual contact activity will occur and with whom .
✓	I will wash my hands for 20 seconds prior to the session.
✓	I will wear a face mask/covering when I provide manual support.
✓	I will use hand sanitiser after providing manual support to each gymnast.
✓	I will maintain social distancing when not providing manual support.
✓	I will not provide manual support to any other groups or individual gymnasts during Phase 1.

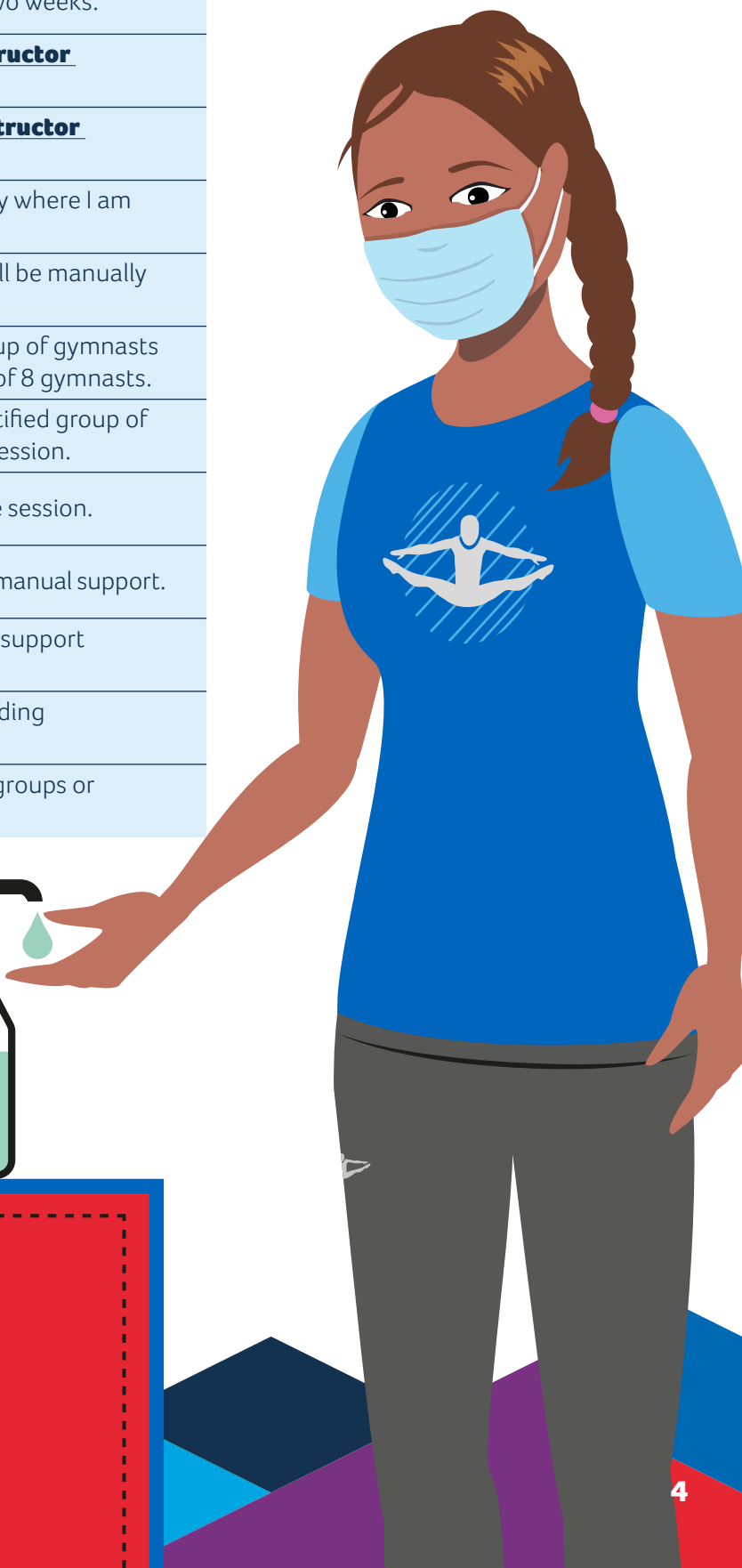


Helping in sessions

Any volunteers, apprentices, and Award Scheme Coaches.

Checklist

✓	My gym has been open for a minimum of two weeks.
✓	I have been actively delivering in the gym for two weeks.
✓	I have opted in and completed the <u>Coach/instructor Contact Agreement</u> .
✓	I have been trained/informed of the <u>Coach/instructor Contact Action Plan</u> .
✓	I understand that manual support is any activity where I am less than 2 metres in distance from a gymnast.
✓	I have asked my lead coach/instructor who I will be manually supporting, and when .
✓	I am only providing manual support to one group of gymnasts throughout Phase 1. One group = a maximum of 8 gymnasts.
✓	I am only providing manual support to my identified group of gymnasts for a maximum of 15 minutes each session.
✓	I will wash my hands for 20 seconds prior to the session.
✓	I will wear a face mask/covering when I provide manual support.
✓	I will use hand sanitiser after providing manual support to each gymnast.
✓	I will maintain social distancing when not providing manual support.
✓	I will not provide manual support to any other groups or individual gymnasts during Phase 1.



Phase 1 Coach/instructor Contact Summary Checklist

	Helping in sessions	Assisting in sessions	Leading sessions
My gym has been open for a minimum of two weeks.	✓	✓	✓
I have been actively delivering in the gym for two weeks.	✓	✓	✓
I have been trained by my gym/informed on the Coach/instructor Contact Action Plan .	✓	✓	✓
I have opted in and completed the Coach/instructor Contact Agreement .	✓	✓	✓
I understand that manual support is any activity where I am less than 2 metres in distance from a gymnast.	✓	✓	✓
I have been notified of all the gymnasts who have/have not opted into the Coach/instructor Contact Agreement .	✓	✓	✓
I have passed the gymnast opt-in information onto the individual coaches/instructors.	✗	✗	✓
I have provided the opt-in information to gym management for track and trace purposes.	✗	✗	✓
I have pre-planned my coach/instructor contact activity.	✓*	✓	✓
I have received the coach/instructor contact plans for any coaches/instructors I supervise.	✗	✗	✓
I will wash my hands for 20 seconds prior to the session.	✓	✓	✓
I will use hand sanitiser after providing manual support to each gymnast.	✓	✓	✓
I will wear a face mask/covering when I provide manual support.	✓	✓	✓
I will maintain social distancing when not providing manual support.	✓	✓	✓
I am supporting different groups of gymnasts each session.	✗	✗	✗
I am only providing manual support to my identified group of gymnasts for a maximum of 15 minutes each session.	✓	✓	✓
I will not move between groups within the session providing manual support. This includes groups that are being manually supported by coaches/Instructors that I supervise.	✓	✓	✓

* Pre-planning may be provided by the lead coach in this instance.