



## Guidance for Delivering & Assessing Instructor and Coaching Courses

24 March 2021 Version 1.4

Archery GB has reviewed guidance provided by the UK Government and partner organisations in Sport to create this guide for approved deliverers of the Instructor Award.

The guide is to help deliverers comply with the government's COVID restrictions and deliver the Instructor Award and in person coaching courses safely and securely. The information provided is subject to change and will be updated according to the latest government and sector announcements.

### Contents

1. Returning to coach training
2. Importance of in person training
3. Guidance summary
4. Managing the risk of COVID-19
5. Practicalities for course delivery
6. Preparing for a course
7. Contact tracing

### 1. Returning to coach training

"We are now advising that the sector returns to a more normal state of affairs whilst complying with social distancing guidelines, especially as facilities are now opening up, and there is the opportunity to meet and deliver services to clients outside the home and in a more real-world environment."

~ "CIMSPA guidance for education partners who are required to adapt teaching, learning and assessment due to the impact of the COVID 19 pandemic" (available [here](#))

Our guidance has been produced to support deliverers of Archery GB's Instructor and Coach training courses to return to a more normal state of affairs. The provision of Archery Instructor and Coach training is a primary function of Archery GB's business. Clubs and businesses are resuming archery experiences for their customers and require a competently trained workforce to deliver archery safely. It remains our recommendation that that only licensed Archery GB instructors and coaches lead archery sessions.

Due to the business essential nature of Archery GB's Instructor Award and coach training courses, in person courses are able to resume although is subject to the guidance provided in this document being adhered to and is subject to specific guidelines in place in England, Wales, Scotland, and Northern Ireland.

### 2. Importance of in-person training

Archery GB Instructor and Coach training is well-established and takes place in a controlled environment. In-person training is important because instructors and coaches are learning archery

skills that will be applied in in-person settings, and therefore require practical opportunities to develop their skills so that they can competently and confidently coach others.

### 3. Guidance summary

1. Instructor and coach training can only take place at indoor and outdoor venues that are COVID-19 secure. The number of learners permitted to attend a course is dependent on where the course is taking place in the UK and what space is available, so to ensure social distancing.

	Maximum number of Instructors permitted - Outdoors	Maximum number of Instructors permitted - Indoors
England	12	12
Scotland	12	*under review (contact AGB)
Wales	12	*under review (contact AGB)
Northern Ireland	12	*under review (contact AGB)

(Date: 24/03/2021)

- England: The Government’s guidance makes it clear that businesses can host larger groups outdoors and indoors for work purposes provided they are COVID-19 secure. Government guidance:
    - [Sport England Coronavirus guidance](#)
    - [Working safely during coronavirus \(COVID-19\) - Guidance for people who work in grassroots sport and gym/leisure facilities](#)
  - Scotland: Larger group gatherings are permitted outdoors. Government guidance:
    - [COVID-19 information](#)
    - [Coronavirus \(COVID-19\): Information for individuals and businesses](#)
  - Wales: Larger group gatherings are permitted outdoors. Government guidance:
    - [COVID-19 information](#)
    - [Sport, recreation and leisure: guidance for a phased return](#)
  - Northern Ireland: Larger group gatherings are permitted outdoors and indoors. Government guidance:
    - [Support](#)
    - [Guidance on the Safe Return of Sport](#)
2. Deliverers (i.e. Tutors / Assessors / Coach Developers) are responsible for managing the risk of COVID-19 when providing a training course while at the same time providing a learning and assessment process that is as close to business as usual as is permissible. A template risk assessment is available in the COVID section of Archery GB’s website.
  3. Archery GB requests all Deliverers take steps to familiarise themselves with the measures to become COVID secure. ‘**ReActivate**’ is a free online training tool commissioned by CIMSPA for people who work or volunteer in sport to return with confidence. It is available at <https://cimspa-reactivate.uk/access-reactivate>. (Click on ‘Reactive Coach’).
  4. Deliverers should refer to [Archery GB’s accompanying guides for clubs, coaches and participants](#), which set out how archery should operate, including range layout, social distancing and the wearing of face coverings guidelines.

## 4. Managing the risk of COVID-19

For the delivery of the Instructor Award and coach courses, the environment, movement of people, and equipment are all highly controllable; which means that with planning and organisation it is achievable for Deliverers to manage the risk of COVID-19 and provide courses that are 'COVID secure'.

Before delivering a training course, deliverers should use this checklist to help ensure the government's guidance on managing the risk of COVID-19 will be complied with.

- ✓ I have carried out a **COVID-19 risk assessment** for the course
- ✓ I have taken all reasonable steps to maintain a **2m distance** on the course
- ✓ Where people cannot keep 2m apart, I have ensured at least a **1m distance and taken mitigating actions** to manage transmission risk, for example use of a face mask/visor.
- ✓ I have **equipment cleaning, handwashing and hygiene procedures** in place in line with guidance

## 5. Practicalities for course delivery and assessment

Deliverers need to become familiar with doing things a bit differently than usual. When you are planning the course, think about how you will manage these behaviours specific to archery, for yourself and others.

This guidance is not intended to tell Deliverers how to manage every aspect of a course, as factors will vary in every circumstance (e.g. venue capacity). The guidance provides a set of principles to aid you in providing a safe and effective course in cooperation with the host organisation / venue.

- The learning and assessment process must be as close to business as usual as is permissible while adhering to government restrictions on social distancing.
- No close contact delivery is permitted and social distancing must be abided by at all times, unless for an overriding safety reason. Therefore, do not use physical contact, for example to correct shooting technique. Instead, use non-tactile coaching cues and feedback.
- Avoid sharing equipment where possible. Where this is not possible and is deemed a barrier to participation, minimise the risk of transmission with other mitigating actions. For example:
  - Frequent cleaning of objects, equipment and surfaces that are regularly touched, ensuring there is adequate disposal arrangements for waste.
  - Sanitisation of all equipment after every use, before being used by someone from a different household.
  - Wash/sanitise your hands thoroughly before and after using, handling or cleaning equipment.
- Use measures to help prevent others touching the same equipment, for example, avoid pulling out someone else's arrows etc.
- Ensure group allocation and the range/classroom environment is set out in an appropriate manner to ensure social distancing between learners. For example, arranging the group into smaller sub groups; utilising multiple targets that are appropriately spaced out; limiting how many people are able to use a shared space.
- Use the full space available to help keep participants spread out.
- Ask to see the risk assessment for the venue to understand what other restrictions apply, for example access to toilets; so this can be incorporate into your plans and important information shared with learners.

## 6. Preparing for a course

Before agreeing to deliver a course, Deliverers need to consider a number of factors as part of the decision-making process.

### *Check the client organisation's policy for COVID-19*

Deliverers will need work closely with the host organisation to understand the environment, decide if it is safe for the course to take place, and if so, discuss who is responsible for doing what.

Many different businesses are reliant on employment from archery. This ranges from organisations who employ staff part time to other whose staff work and live on site.

When you are delivering a course, ensure you're aware of the COVID policies for the organisation you're working with, if there are any.

### *Evaluate if the course can be delivered safely*

We fully support Deliverers and learners to only do what they feel comfortable with and are able to do. If the circumstances, venue, equipment, or environment means that you do not feel confident delivering a course in a COVID secure way, then it should be rearranged to a later date when either the restrictions are lifted or further mitigations can be implemented.

- Maintain social distancing

Think about how you are able to safely keep to the social distancing. There may be occasions when you cannot, but this should only be for overriding safety purposes. The government's '1 metre plus' guidance means that if you teach from a distance of 1 metre rather than 2 metres, you should implement additional safety measures, for example wearing a mask. We recommend only teaching from 1m if it is absolutely necessary.

- Consider the use of "bubbles"

Splitting the cohort into small sub groups or "bubbles" will help keep Learners from interacting and make the situation more manageable for everyone involved. For example, you might choose to group Learner's into a "bubble" and keep them on the same target for the duration of the course.

- Maintain hygiene standards

An effective system of cleaning needs to be in place. Plan what process you will use to sanitise equipment before it is used by someone new and what facilities are available for hand washing or sanitisation.

- Complete a risk assessment

It is the responsibility of each Deliverer (or Lead Assessor) to conduct their own risk assessment for the course. This should be recorded and made available to colleagues and partners you are working with and Archery GB upon request.

### *Assess how the course needs to be delivered differently*

The learning and assessment outcomes of the course still need to be achieved and must not be changed. However, due to the restrictions, Deliverers need to adapt how the sessions are delivered to achieve the outcomes.

We have provided the below examples to assist you in making necessary changes to normal practice. We welcome your suggestions so that best practice can be shared amongst Delivers involved in delivering courses at this time and to encourage continued learning.

The learning and assessment process must be as close to business as usual as is permissible.

Current standard practice	Risk	Temporary revised practice
<p><b>Space available behind the waiting line.</b> It is usual for participants to interact.</p>	Requires close proximity	Use markings to help the participants understand where to maintain social distancing.
<p><b>Equipment sharing during the session</b> Bows, arrows, bracers, finger tabs, and quivers are shared between participants.</p>	Requires touching shared surfaces	<p>Assign each participant or household equipment for the session.</p> <p>Mark each bow and arrow so that participants can specifically identify their own.</p> <p>Wash/sterilise equipment in between sessions:</p> <ul style="list-style-type: none"> <li>• Bows handles/limbs/strings between sessions</li> <li>• Arrows</li> <li>• Arm bracers including fastening method</li> <li>• Tabs</li> <li>• Stretch bands</li> </ul> <p>Replace or clean equipment in between sessions:</p> <ul style="list-style-type: none"> <li>• Strings</li> <li>• Replace target faces</li> </ul>
<p><b>Checking arrow length</b> Holding an arrow in front of an archer to measure the arrow size they require.</p>	Requires close proximity	Plan a way to safely measure arrow length without breaching social distancing or hygiene guidance.
<p><b>Supporting the participant</b> It is common to physically load the arrow, adjust body, bow and string position</p> <p>Each participant also reacts differently when trying archery for the first time. For example, it is common not to have confidence to draw the bow, hold the bow etc.</p>	Requires close proximity	<p>Warm up with stretch bands to explain technique. Use this as an opportunity to assess coordination and identify course participants who may need extra support.</p> <p>Use clear verbal explanation, feedback, demonstration and visual aids (e.g. a mirror or video) to teach correct shooting technique.</p>
<p><b>Intervening for safety reasons</b> Close proximity is used to directly manage the outcome of the participant shooting their first arrows. Safety issues can arise from mishandling of the bow, and the arrow pointing incorrectly etc.</p>	Requires close proximity	<p>Physically intervene if this is needed for safety reasons. If you need to be 1m from the archer to maintain social distancing, wear a face mask.</p> <p>Risks are significantly reduced by the instructor / coaches by:</p> <ul style="list-style-type: none"> <li>• Prioritising safety - Spend time explaining how to let down and that the command will be used when the instructor sees something</li> </ul>

		<p>that isn't safe. The participants should understand to stop what they are doing immediately and come down, then wait for further instruction.</p> <ul style="list-style-type: none"> <li>• Assessing the situation - Make use of a pre-session questionnaire to ask the participants handedness, height and eye dominance if known as well as medical issues that might affect shooting. Ask if they feel they will need extra support/assistance.</li> <li>• Monitor participants prior to shooting – use other exercises/drills in the lead up to shooting an arrow to reinforce safety guidance and assess coordination.</li> <li>• Provide clear instruction – explain what is needed, use visual aids.</li> </ul> <p>To prevent safety issues arising provide 1:1 supervision of a beginner. Maintain this approach until the beginner is able to shoot competently without intervention.</p>
<p><b>Anchor position on the corner of the mouth</b> Standard technique for beginners</p>	Requires close proximity to mouth on shared equipment	Ensure that hygiene standards are maintained by minimising the instances of equipment sharing and by cleaning and replacing shared equipment appropriately.
<p><b>Supporting participants with mixed abilities</b> Some beginners require extra support, for example due to a disability</p>	Requires close proximity	Adhere to 'Return to archery guidance for Supporting Disabled Archers' available at <a href="http://www.archerygb.org">www.archerygb.org</a>
<p><b>Managing participants</b> Participants share a target</p>		Adhere to 'Return to archery guidance for clubs' available at <a href="http://www.archerygb.org">www.archerygb.org</a>

### *Plan each session of the course*

Each session of the course needs to be properly planned by the Deliverer to ensure it is delivered in a way that adheres to the restrictions in place at the time of delivery.

- Be flexible: Adapt how you deliver a course to ensure that it is achievable within the restrictions. While outcomes of the course must not change, you will need to adapt and create different ways to meet them to meet the restrictions.
- Allow plenty of time: Delivering training may take longer than usual while restrictions are in place, for example to allow for equipment to be cleaned or to brief Learners. Be patient, and allow additional time for explanation, demonstration and practice. Ensure that each participant can safely complete each stage of the course before moving on.
- Support others: Explain how Learners and other participants can behave to ensure they meet the restrictions. Provide examples of this so everyone is confident about what they can and cannot do.

### *Advise Learners of their responsibility in advance of the course*

Communicate with learners (or through the host organisation) to ensure everyone understands their responsibilities and what to expect on the course. This should include the below information and additional guidance about the specific course (such as information about access to toilets)

- Stay at home if you have or develop coronavirus symptoms and get tested
- Sanitise your hands regularly
- Bring your own pen and paper
- Where possible, bring your own personal shooting equipment
- While it is not compulsory, bring your own mask/visor if you prefer to wear one
- Ensure that you socially distance at all times
- Be aware of Archery GB guidance for 'Coaches and Coaching' available at <https://www.archerygb.org/clubs-facilities-development/club-information-covid-19/>  
Coaches need to adhere to this.

## 7. Contact tracing

NHS Test and Trace is a key part of the country's ongoing COVID-19 response. Deliverers should briefly outline to attendees what they should do in the event that they develop symptoms of COVID-19.

Government guidance available at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> states the following.

If you develop symptoms of coronavirus you are required to:

- **isolate:** as soon as you experience coronavirus symptoms
- **test:** get a free NHS test immediately to check if you have coronavirus
- **results:** if your test is positive, you must complete the remainder of your 10-day self-isolation.
- **share contacts:** if you test positive for coronavirus, the NHS Test and Trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited.

Deliverers of the Archery GB Instructor Award need to consider how contact details of attendees will be recorded (and kept for a period of 21 days before destroying the information). In some instances, the venue may already have a system in place. We advise this to be part of the discussion when arranging a course with a client or venue, so you can agree who is responsible for collecting the participant contact details.

NHS Test and Trace or Public Health Officers will ask for these records only where it is necessary, such as if the premises has been identified as the location of a potential COVID-19 outbreak. For example, if a customer on the course reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period.

By maintaining records of attendees (and where applicable displaying an official NHS QR poster), you will help NHS Test and Trace to identify and notify people who may have been exposed to the virus.

For further information about maintain records, please visit:

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>.