



MSTC Coach checklist

15 September 2020

Attendee register

For all coached / led sessions that do not have an online booking system, the coach/session leader should take a register of attendees and retain this register for 21 days.

You can forward any registers to the Head Coach for filing if you prefer.

New attendees

Any attendees new to club sessions should have their names registered and a contact phone number taken.

Pre-attendance symptom check

The session leader should ask all participants if they have or are showing any of the following symptoms:

- **A high temperature**
- **A continuous cough**
- **A loss or change in their sense of taste and smell**

If any participant has or is demonstrating any symptoms, they must not take part and should follow current government health advice.

Bubbles of 5

In-line with current BTF club guidance, the coach should divide participants into bubbles of up to 5 athletes. This applies to run and swim sessions i.e. run bubbles of up to 5s, swim lanes with a maximum of 5 per lane.

The coach should move people into lanes to balance numbers and adapt any swim session to accommodate any difference in abilities.

Social distancing

Social distancing of 2m should be observed by all attendees at all times.

Equipment

Equipment such as swim aids must be the athlete's own kit. Do not use venue-owned kit. Athletes should not share equipment.

The coach / session leader should consider planning sessions that do not require additional equipment in order to mitigate this issue.

Do not supply multiple copies of session plans e.g. for swim lanes, to avoid unnecessary handling of items by attendees.

Cleaning equipment

If equipment is used e.g. spin bikes, the session leader is responsible for ensuring that any venue-specified cleaning regime is implemented before and after each session. If you are unclear on what this may be, please follow up with the venue and make sure that you are familiar with what is required of our club/club members.

Return to sessions

It could have been months since some members will have swam or trained effectively. Session structure and delivery should be planned and adapted by the session leader to accommodate differing levels of fitness. Fitter, stronger athletes may have to be reined back to ensure session structure and safety is maintained at all times.

Venue protocols

Ensure all attendees follow required venue protocols and procedures at all times. These will include access instructions, the movement of people within venues, the use of changing/WC facilities and the egress instructions.

Emergency

If operating away from a venue, ensure you have a mobile phone with you in case of emergency. The first aid provision has not changed in this respect, but as a session leader, you should be prepared if something goes wrong.

After session

The session leader should encourage people to leave the session promptly on completion. If a cool down takes place, ensure 2m social distancing at all times, and keep the cool down brief.