



## **Guidance for Remote Coaching**

Date: April 2020

### **Shooting at home**

Archery GB does not endorse shooting at home as our insurance does not cover any ranges that are not registered with Archery GB. We cannot manage the level of risk associated with shooting at home. Archery is a very safe sport because of the rules that we all adhere to. However, we cannot guarantee that home ranges are safe or that archers have the skill and knowledge to shoot safely.

### **Remote working/coaching/instructing**

The following guidance is provided for insurance purposes and is applicable to remote coaching and instructing that does not involve shooting.

When posting training schedules online that can be completed at home, they should be carefully managed with regular discussions to ensure that skills and techniques are being performed correctly to avoid risk of injury. Coaches/instructors can coach/instruct remotely, including uploading general videos, on the basis that:

- The coach/instructor should be suitably qualified to instruct the activity
- The activity is suitable to be undertaken in someone's home
- The coach reminds participants to check their surroundings are clear and to keep any pets or distractions away during exercise
- The coach should outline the session plan and communicate any objectives
- The coach should specify at the start of any video that anyone doing the exercise should be aware of their own capabilities and only do what they are comfortable to do or seek medical advice if in any doubt
- The coach should request participants wear appropriate clothing and footwear
- The coach should remind participants to stay hydrated
- The coach/instructor should be mindful with regard to the use of copyrighted music/material

### **Safeguarding procedures**

If the participant is a vulnerable adult or under 18 there are potential safeguarding points that the coach needs to consider:

- Gain written consent from parents and explain what the purpose of the training is, when it will be done, on what platform etc.
- Use an online-share platform – that way the coach will not necessarily need access to the children's contact details and only use it for the purpose of the training.
- Do not make contact with athletes outside of the training unless with parental consent.
- Ensure that you and the athletes wear appropriate clothing and footwear at all times.

**For all online teaching and coaching, the following fundamental questions should be considered:**

- Are you following Safeguarding and Social Media Policies and Guidelines?

- Do you require parental involvement? If not, do you have parental consent for the activity? How are you managing the parent's involvement?
- What is the process for addressing any concerns raised, such as instances of misconduct online or wellbeing issues? Do you know where best to signpost people?
- Consider the platform that you are using. Are privacy and confidentiality settings appropriate?

#### **Further considerations for GROUP ONLINE COACHING sessions**

- Ensure that all members have access to the sessions to avoid anyone feeling excluded from the group. If not, you may wish to find an alternative method to conduct your session where everyone can be involved. Consider your communication style: is this in line with your procedures and suitable for your audience?
- Be clear on what the sessions will be used for. This will ensure that participants are clear on what to expect and will help to reduce any anxieties on this new way of training.
- Does your session require a risk assessment in light of the specific needs of the audience? How will risk be managed? For example, if there is an injury as a result of activity during the session.
- Is there an opportunity for the group to interact directly, or is this only via yourself? If the former, is this being monitored and moderated? Report any cyber bullying issues to a member of the Performance Management Team or Archery GB's Safeguarding Officer.

#### **Further considerations for ONE ON ONE ONLINE COACHING sessions**

- These sessions should take place in an open environment, for example the living room/garden and should be organised with parental consent and/or supervision.
- Have sessions been risk assessed and how will any risks be managed?
- Are your codes of conduct for the sessions clear for coach and participants?

#### **Insurance**

For Archery GB's insurance to be valid, all policies, procedures and guidelines will need to be followed and all further consideration outlined in this document adhered to. Please direct any insurance questions to Archery GB's Safeguarding and Insurance Officer, Anne Rook: [anne.rook@archerygb.org](mailto:anne.rook@archerygb.org)

#### **Raising a concern**

All concerns should be raised with a member of the Performance Management Team or Archery GB'S Safeguarding Officer, Anne Rook: [anne.rook@archerygb.org](mailto:anne.rook@archerygb.org)

Please note: Archery GB'S Safeguarding & Social Media Policies, Guidelines and processes, listed below, still apply at all times.

#### **Other useful resources**

In addition to the above insurance guidance, coaches and instructors will also find the below resources helpful in order to demonstrate duty of care.

#### **Archery GB's Code of Conduct for Coaches, Judges and Officials:**

<https://www.archerygb.org/about-us-structure-safeguard/about-us/codes-of-conduct/>

#### **Archery GB's Safeguarding Policy and Procedures; Archery GB Online Safety and Social Media Policy:**

<https://www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/>

#### **Archery GB's guidance on GDPR and how to store signed written consent forms, etc:**

<https://www.archerygb.org/clubs-facilities-development/clubs/club-resources/general-data-protection-regulation-gdpr/>

**NSPCC Child Protection in Sport Unit (CPSU) guidance document on remote teaching and coaching:**

<https://thecpsu.org.uk/resource-library/best-practice/remote-teaching-and-coaching/>