



Step Forward Plan



Welsh and British Gymnastics Team Sport Framework Club Checklist

Version 1 – 29/03/21

The Welsh Gymnastics Team Sport Framework risk assessment and Action Plan has been written in line with the Welsh Government Return to Sport Guidelines, which will now allow recognised outdoor gymnastics environments across Wales to begin delivery of identified team sport activities for Under 18's (pair and group work) if suitable controls are put in place.

Overarching consideration should be given to the [5 steps for working safely](#).

All relevant support and information can be found on the [Step Forward Plan](#) pages of the British Gymnastics website.

Reference should be made to guidance from the [Government](#), [Public Health Wales](#) & the [Health & Safety Executive](#).

This checklist will allow clubs to systematically work through the appropriate steps towards beginning and readiness to resume delivery of team sport activities.

To ensure a safe return, all clubs are required to:

- Complete a Covid-19 secure risk assessment and appoint a competent Covid-19 representative or Officer, who is responsible for ensuring the risk assessment is carried out and the control measures are in place and being adhered to.
- Demonstrate increased hygiene protocols including frequent cleaning of equipment and hand washing or sanitising procedures throughout the club's operations and sessions.
- Meet the Welsh Government guidance for capacity within their sessions and comply with current social distancing regulations whilst ensuring Welsh/British Gymnastics gymnast to coach/teacher ratios and safeguarding policies (and all other usual policies) are followed at all times.
- Regularly communicate and publish information on adapted operating procedures and risk assessments that reduce the risks of transmission to all workforce, members and stakeholders.

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Gymnastics delivery providers wishing to resume pair and group work (team sport) within the identified disciplines/activities must be operational for a minimum of two weeks maintaining Covid-19 secure measures prior to beginning team activities. See the [summary checklist and self-declaration](#) for an overview of actions.

Delivery providers must read the Welsh and British Gymnastics Team Sport Framework Action Plan and complete a risk assessment. Steps should be taken to comply with all control measures as outlined within the risk assessment and action plan.

All involved should be made aware of the increased risks, the control measures in place and the code of behaviour which they must follow. Gymnasts (and their parents/guardians) must be given the option to opt-in to taking part in the identified activities with the understanding they can opt-out and stop pair/group activity at any point.



Prepare

The club or delivery provider must:

- Already satisfy the requirements as set out in the Welsh Government guidance for operating safely.
- Have been open and delivering a Covid-19 secure environment for over two weeks.
- Read the Team Sport Framework Action Plan and sample risk assessment.
- Review and adapt risk assessments to then put the appropriate measures in place (including adopting all mandatory controls as indicated within the Action Plan).
- Create an opt-in agreement & code of behaviour & plan the communication with gymnasts and parents/guardians around these documents. Ensure any behaviour management policy and process is updated to be in line with the code of behaviour. ([Editable templates available here](#))
- Create a screening survey (or method of screening) for use by gymnasts before travel to training. ([Editable templates available here](#))
- Consider the method to record which gymnasts have been working closely with each other, detailing dates & times and ensure contact details are up to date to comply with NHS Test & Trace requirements.
- Communicate with gymnasts and their parents/guardians making clear the increased risk involved and the control measures (including the code of behaviour and self-screening card) in place. The importance of voluntary “opt-in” must be emphasised, and that they can stop team sport activity at any point.
- Ensure all gymnasts have been working independently for a minimum of two weeks prior to beginning pair or group work.
- Update coaches and the Covid-19 officer/representative in relation to the Team Sport Framework, changes to policies and procedures and their responsibilities associated with it.
- Communicate and make available all plans regarding the resumption of teamwork activities:
 - Make available the relevant outcomes of risk assessments and agree procedures and actions with staff, coaches, volunteers, gymnasts and parents/guardians.
 - Work closely with venue management (if in a hired space) to agree responsibilities and actions.
 - Keep all members and the local gymnastics community aware of club activity and adherence to very strict control measures.
- Update processes and procedures to ensure increased hand hygiene is implemented before, during and after pair and group work. Review supplies required.
- Consider and plan how screening is to take place prior to entry into the facility.

- Plan appropriate sessions to sensibly control and moderate the length of time participants are working together closely. Plans should be suitable for socially distanced coaching, and comply with the [capacity, group size and ratios guidance](#).
- Email performance@welshgymnastics.org for approval for elite athletes who require close spotting or supporting as part of preparations for a major competition.
- Review the use of hand-held equipment for the identified activities. Plan increased cleaning and ensure provision of equipment is sufficient for fixed pair/group work.
- Ensure to keep up to date with national and local government and public health authority guidance and adopt any changes to maintain compliance.



During Activity

The club or delivery provider must:

- Educate all gymnasts on the importance of staying in their pre-defined groups and adhering to the code of behaviour.
- Allocate and control fixed, predefined groups as outlined within the Action Plan.
- Maintain suitable records on pairs and groups to ensure compliance for NHS Test and Trace, including recording any changes made.
- Ensure that social distancing is maintained in all other parts of sessions and within non-identified disciplines/activities.
- If rules are broken – inform the Covid-19 representative or officer immediately.



Facility Usage

The club or delivery provider must:

- Plan to avoid all unnecessary social activities within the facility.
- Ensure that social distancing is maintained in all areas of the venue and for all other users across the facility when not specifically working on team sport activities.



Following Activity

The club or delivery provider must:

- Plan for two weeks of individual working if changes are required to any pairs and/or groups. This is to reduce the risk of transmission associated with a new partnership/group. (Not applicable during the initial period where pairs and groups are identified).

You will be ready to resume delivery of the identified team sport activities/disciplines once all the above required actions have been taken and all feasible health & safety considerations have been made to ensure the safety and wellbeing of all. In addition, all relevant government guidance must be adhered to.