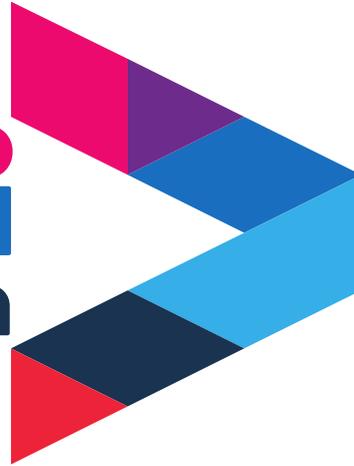




Step Forward Plan



Online Activity Guidance for at Home Sessions

This document is for guidance purposes only covering how to manage and deliver online floor-based activities safely at home. We recognise there are times when British Gymnastics registered clubs or providers may include online activities as part of their ongoing programme, therefore it is important to ensure good practice is demonstrated when delivering to gymnasts online.

By following any of our activities or any of our videos, you understand that physical activities, in any form, carry the risk of injury. You understand that it is your responsibility to know your physical and mental capabilities for activities you choose to do. You are responsible to ensure that, by participating in and using our activities, you will not exceed your limits or skill level. You shall select the appropriate level of activity for your skills and abilities, as well as for any mental or physical conditions or limitations you may have. From time to time, the activities may suggest physical adjustments or the use of equipment, but you shall be solely responsible to determine if any such suggested adjustment or equipment is appropriate for your level of ability or physical or mental condition.

Version 1 - 13/11/2020

Introduction

This document is for guidance purposes only covering how to manage and deliver online floor-based activities safely at home. We recognise there are times when British Gymnastics registered clubs or providers may include online activities as part of their ongoing programme, therefore it is important to ensure good practice is demonstrated when delivering to gymnasts online.

Online sessions incorporate the following opportunities of delivery:

- At home parent or carer supervised training: pre-planned programmes/sessions which is completed by gymnasts under direct supervision of a parent or carer.
- Online live supervised sessions: 'live sessions' training which is completed by gymnasts under direct supervision of a coach/instructor from the gym.

Sessions may look and feel very different to those that take place in your facility however these sessions provide great opportunities to try new activities and let coaches/instructor's creativity shine. Planning activities that have not been covered previously will also ensure that the gymnasts are engaged and focused on the task ahead, whilst having fun too.

It is everyone's responsibility to ensure that opportunities are inclusive, provide an environment that caters for all abilities, creates enjoyable experiences, and harnesses a sense of belonging.

Although this guidance will provide a clear direction for the gymnastics community on what steps to take and when to take them for all online activities. During the current pandemic where reference is made to pre-recorded videos, clubs/gymnastics providers must ensure they meet local and government guidance in relation to Covid-19 on safely creating these sessions, as well as specific measures surrounding social distancing.

Club and gymnastics providers minimum requirements

This document allows floor-based activities, with the integration of Hand Apparatus approved equipment (see Appendix 2), and not the utilisation of home gymnastics equipment. If clubs, coaches/instructors and parents/carers choose to utilise any other equipment that isn't listed on the Hand Apparatus list or fail to adhere to standards identified in this document, then they will not be insured under their current British Gymnastics membership.

Where gymnastics providers chose to provide Online Activities these minimum standards must be met:

- All gymnasts, coaches/instructors must be British Gymnastics current members within British Gymnastics Clubs or, registered participants within an Official British Gymnastics Partner Provider*
- All coaches/instructors must only deliver activities within their coach/instructor qualification
- All coaches/instructors must remove any jewellery and dress appropriately during all online activities in line with the British Gymnastics Health and Safety Guidance: Coaching Practise or equivalent gymnastics providers Health and Safety Policies.
- All gymnasts must remove any jewellery and dress appropriately during all online activities in line with the British Gymnastics Health and Safety Guidance: Coaching Practise.
- Parents/carers **must** be present in a supervisory capacity during all pre-recorded activities.
- Parents/carers **must** be present in supervisory capacity at the start of live sessions and in close proximity throughout.

Planning

Club or gymnastics provider responsibility:

- Ensure coaches/instructors only cover skills which appear on both the Online Activity Skills List (see Appendix 1) and their accredited syllabus with the integration of hand apparatus (see Appendix 2).
- Outline, before the session, what will be needed during the session, regarding space, attire and any hand apparatus (See Appendix 2).
- Advise parents/carers that gymnasts must not use furniture to perform any skills.
- Ensure they risk assess the delivery of online activities prior to them being published or commencing.
- Ensure that gymnasts and parent/carers understand that physical activities, in any form, carry the risk of injury.
- It is recommended that sessions and floor-based activities are planned to last no longer than 45 minutes, however the method of delivery may limit the control over this aspect. For example, pre-recorded versus live sessions.
- Ensure the coaches/instructors adapt sessions to include various methods of communication or the gymnast having additional support with a carer may need to be prepared and considered to ensure that sessions remain inclusive, fun, and engaging.
- Ensure any coaches/instructors or gymnasts who are used in the creation of pre-recorded videos, webinars, podcasts or session plan documents have given the appropriate consent and that their data is managed, stored and ensure compliance with the organisations Data Protection Policy and applicable GDPR guidelines.
 - Before taking any photographs or video footage, consideration should be made to ensure there are appropriate safeguards in place to minimise the likelihood of anyone who is not authorised to view or use these images and videos from doing so.
 - Before taking any photos or videos for online content, consent must be sought from the child's parent/carer and coach/instructor and they are fully informed in advance. Prior to publication, any imagery must be checked to ensure it is appropriate.
 - If a parent/carer withdraws consent for their child at any point to appear in any footage, any published material must be removed immediately.

During the activity:

- When taking part in floor-based activities the club/gymnastics provider should ensure all gymnasts and parents/carers have checked there is adequate height and space around them to safely take part in the activity, that is free from hazards.
- Registers of attendance should be recorded at any live online session. These registers should be monitored throughout the sessions for any additional attendees that may join.

After the activity:

- Ensure any changes to the programme and operations surrounding online activity are communicated to all members.
- Adaptations including using various methods of communication or the gymnast having additional support with a carer may need to be prepared and considered to ensure that sessions remain inclusive, fun, and engaging.
- Ensure all registers and any accompanying paperwork are stored securely in line with the clubs/gymnastics providers GDPR policy.

- If a parent/carer withdraws consent for their child at any point to appear in any footage, any published material must be removed immediately.

Coaches /instructors responsibility:

- Pre-plan activities prior to the session to ensure inclusive, engaging, and appropriate content in line with the Online Activities framework
- Only cover skills which appear on both the Online Activity Skills List (see Appendix 1) and their accredited syllabus with the integration of hand apparatus (see Appendix 2)
- Ensure that they are not including any **new** skills or **new skill development** within any of the session content.
- Deliver sessions where the gymnast is already competent in specific skills from the Online Activity Skills List (see Appendix 1). For example, a gymnast has already attained a specific badge as per your club records, you can include these basic skills in your plans too.
- Ensure all sessions are completed in a safe environment.
- Ensure all gymnasts are appropriately dressed, and all jewellery has been removed.
- Ensure and communicate that a parent/carer must be present for all online home activities highlighted in the Online Activity Framework
- If coaches/instructors chose to demonstrate or 'join in' for gymnasts to follow it is their responsibility to know their own physical and mental capabilities and limits for activities chosen.
- Ensure that gymnasts complete a pulse raiser and mobilisation activity before attempting any other sections of the session.
- Tailor the activities to each gymnasts' physical and mental abilities. The coach/instructor needs to ensure that they can adapt any floor-based activities or delivery style to aid the gymnast's learning if required.
- Encourage rest and drink breaks at specific points and factor this time into the plans and sessions.
- Dynamically risk assess all activity and take relevant action if applicable to reduce any risks as they arise.
- Where possible if a gymnast is joining a live session, ensure they are on video for the coach/instructor to observe the session and provide the necessary feedback.
- In the event of an injury whilst delivering live sessions, the coach/instructor has a duty of care to check the parent/carer is aware and dealing appropriately with the situation and follow up where necessary in line with the British Gymnastics Health & Safety policy.

How to make the session engaging

- Be organised – ensuring fluency from one activity to the next.
 - Plan your sessions and ensure any additional props/visuals/hand apparatus you need are close to hand.
- Minimise any potential interruptions
 - Stay focussed on your session throughout, try to keep other people and pets from interrupting your delivery.
- Practise the delivery and content before the session.
- Make eye contact towards the camera –
 - Be aware of where your camera is and ensure you regularly make eye contact. This will make gymnasts feel they are part of the session not just being talked at.
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- Be aware of your facial expressions, smile at the camera.
- Ensure your demonstration is within the view of the camera –
 - your camera should see the whole demonstration in one go i.e. full skill from start to finish. If this cannot be achieved, you must ensure you demonstrate the actions in methodical order.
- Remain polite and show active listening. Be supportive, and use child friendly language, do not use any profanities or rude language and stay calm in any situation that may arise.
- But most importantly be fun and engaging.
- Use games and challenges where possible for example:
 - Warm-up games on the spot: Perform an activity when the coach shouts a number/colour i.e., 1 – jog on the spot; 2 – hop on your left foot, etc
 - Perform an activity for the longest i.e., who can hold a v-sit for the longest?
 - Perform as many repetitions as possible of an exercise in the time given (parents/carers to keep count) i.e., how many star jumps can you perform in 30 seconds?
 - How quickly can you move from one shape to another i.e., tuck sit to star stand
 - How many rounds of activities can you complete in a set time (parents/carers track repetitions and rounds completed) i.e., 10 sit-ups, 10-star jumps, 10 press-ups, 10 tuck jumps, repeated in 3 minutes
 - Change your tone of voice regularly. Make any actions bigger than you would in person. Exaggerate everything!

At home parent or carer supervised training specific recommendations

The engagement of parents/carers is key when gymnasts are taking part in activities at home. Gymnasts can access the training content and complete the training sessions or floor-based activities in their own time. The gymnast may do this on their own with a parent or carer or may organise to do this with friends or peers from their venue virtually. During this training there is no coach supervision, only parent supervision.

The benefit of this type of training is the flexibility it affords families to fit it around their current schedule and plans. Additionally, gymnasts can develop a sense of autonomy and confidence by taking a lead in how they approach floor-based activities. Their motivation and satisfaction can be maintained during times of reduced coach/instructor contact, and gymnastics providers can support the development of positive gymnast-parent relationships.

There are a variety of ways that this type of training can be approached. For example:

- Pre-recorded video sessions or activities
- Pre-recorded webinars or podcasts
- Session or activities plans
- Activity cards
- Homework or holiday training activities or plans

All the above should be created and in the case of pre-recorded videos, webinars or podcasts delivered by appropriately qualified coaches or accredited instructors. For example, a Level 2 General Gymnastics coach/Gymnastics Activity Instructor could create a session plan and supervise (off camera) a Level 1 General Gymnastics coach being recorded leading that session*. Alternatively, the Level 2 coach/Gymnastics Activity Instructor could present that session plan in document form and send out via email.

The most engaging types of floor-based activities would be those which are recorded in the gymnastics facility**, of a coach/instructor or other appropriately qualified staff member delivering, so the gymnasts feel like they are there with a member of the coaching team. This type of approach can help maintain coach/instructor-gymnast relationships, keep the gymnast motivated and satisfied, and can really help the coach to get across key messages regarding safety and key coaching points.

Where it is not possible to pre-record floor-based activities or sessions in the facility, it is important to create exciting templates and resources to present plans and floor-based activities on. Those which have colour, photos, images, key coaching points and consideration to keep gymnasts safe whilst training can ensure plans are both useable and effective. Avoid simply listing activities, sets and repetitions in a shopping list format. This is not an exciting way to train.

Remember with this type of training coaches/instructors can only provide instruction, demonstration (or imagery examples), coaching points and safety considerations. Coaches/instructors cannot provide direct supervision or observe or give any feedback, which is a critical part of the gymnast's experience regarding learning, motivation, and satisfaction. Therefore, a coach/instructor must ensure what is provided (either pre-recorded or in document form) is motivating, engaging, and exciting. Consider the type of language used, the activity, and the challenges coaches/instructors create. Ensure the floor-based activities are inclusive of the home set-ups the gymnasts might have, consider adaptations for small spaces, and try not to require specialist equipment.

In all pre-prepared floor-based activities and plans it is best practice to give tips for supervising parents or carers too, so they can engage in the session with their child safely and effectively. Remember though, they are not qualified coaches/instructors, and it should not be expected for them to have the technical knowledge and expertise that the coach/instructor does. The parent/carer should help them enjoy the session by focusing on movements and actions the gymnast is competent in, which can be analysed and corrected together. Consider having activity checklists or success criteria, or setting tasks where parents take a photo of a position for them to analyse together.

Another way to keep gymnasts motivated is to ensure the coach/instructor plans a time in to review or evaluate their work. The coach/instructor should look to create or design ways to store results so progress can be reviewed. The coach/instructor may want to consider a session dedicated to showing what they have been working on and consider having recognition and reward activities.

*in line with current government guidance

**please check current local and government guidance prior to set up of this creation.

Online 'live' supervised session additional requirements

In addition to pre-recorded sessions, 'live sessions' relates to training which is completed by gymnasts under direct supervision of a coach/instructor via an online portal.

Live sessions offer opportunities for interaction between the gymnasts and the coach/instructor at scheduled times without attending the club or venue. This can be done in the comfort of their own home or space available to them and allows specific guidance to be given at that time from the coach/instructor directly to the gymnast.

The live sessions are the most effective method to give specific feedback, encouragement, and guidance to help develop the gymnast within floor-based activities and skills. These sessions can be

predominantly used to focus on specific strength and conditioning, as well as flexibility/range of movement activities related to and including the skills within the Online Skills Activity List (Appendix 1) *

**If already competent to perform independently.*

Many video conferencing platforms that were designed for business use, have now become popular with individuals and clubs to keep in touch and provide training. Some of the most used portals for online delivery are Zoom, GoToMeeting, WhatsApp, Skype, Microsoft Teams and Facetime. There are lots of other alternatives available, some of which are free, and others charge a monthly/annual subscription, so it is important to pick the right one for the needs of the club/gymnastics provider and compare the features

The following minimum standards must be met:

- The coach must follow the current gymnast: coach ratio which can be found [here](#)
- For sessions where there are gymnasts under the age of 18 there must be two responsible adults present. One of the coaches/instructors must be a minimum UKCC Level 2 coach or Gymnastics Activity Instructor.
- For adult sessions it is advised to have two coach/instructor present during the session to provide protection for all parties. One coach must be a minimum of UKCC Level 2 coach or Gymnastics Activity Instructor.
- Both coaches/instructors must log on at the same time to avoid being on the live session with a child on their own.
- Parents/carers are required to be present at the start of the live session until both coaches are logged in, and in close proximity during in the event of an accident or where a gymnast requires assistance.
- The host must know all functions of the platform they are using, including the capability to disable the gymnast's cameras and microphones if required.
- Where possible, allocate responsibility ahead of the session for someone coaching and someone videoing/managing the platform. This would enable one representative to manage any technical difficulties, so the coach isn't pulled away from the session, and any non-club attendees.

When leaving a video conference, the coach/instructor should avoid being the last person to leave the conversation, again to avoid the risk of being in a 1-1 situation with a gymnast.

Ensure the host only accepts one person at a time rather than all at once into a video call to ensure the gymnasts are all members or registered participants.

- Avoid live streaming sessions on public platforms e.g., Facebook or Instagram where it is difficult to monitor who has access to this.
- Where possible ensure the background is clear of any personal belongings and identifying items for coaches/instructors and gymnasts. Coaches, and parents/carers, may wish to think about what personal information is visible in the background. This should be communicated to the parents/carers prior to the arrangement being agreed.
- Coaches/instructors also need to consider how they are going to introduce an activity with clear instructions and demonstrations to the group as well as reinforcement of key coaching and safety points throughout.
- Gymnasts should be encouraged to perform floor-based activities so coaches/instructors can see the entire activity, to allow for observation/analysis and correction. This will further support participants progress allowing for relevant feedback to be given.

- During live sessions, the coach/instructor remains in a position of trust and is responsible for the duty of care for all involved. If a safeguarding incident occurs or a concern is raised the coach/instructor must report this in the first instance to the club's/gymnastics providers Welfare Officer.
 - If a coach/instructor believes a child is in immediate danger of abuse or at risk of significant harm and needs protection, call the Police on 999 and/or your local Social Services. Further information regarding the safeguarding and protection of children can be found on the British Gymnastics Website.
- The club may consider providing the coaches/instructors with emergency numbers of the gymnasts in attendance, in the event where a parent/carer hasn't acknowledged an accident and therefore can be contacted.
- When hosting group calls it is recommended to mute all participants' microphones other than the coach/instructor to allow that person to be heard. Microphones often pick up a lot of background noise which then means the gymnasts cannot hear the coach / instructor and it also prevents gymnasts from talking at the same time over one another when asking questions. Most platforms allow the coach/instructor to mute and unmute participants.
- We have liaised with several national organisations and it has been recommended that there are several measures that can be utilised to ensure safety and integrity. The key elements to ensure you remain safe are to:
 1. Do not advertise any meeting publicly
 2. Only invite people that are known to the host
 3. All meetings must have an ID and Password – Do not advertise these
 4. Only send the Meeting ID and Password to the intended recipients just before the meeting
 5. The host is to ensure that they control/lock the meeting to prevent unauthorised access
 6. The host should be the only person able to share material during the meeting
 7. Children should be supervised when using any video meeting

More information:

[National Cyber Security Centre](#)

More general advice can also be found in our [Social Networking Guidelines](#) and the other advice signposted from our safeguarding page including; [NSPCC guidance](#) and [safetynetkids.org](#).

We also recommend clubs review their social media use policy against this: CPSU sample online safety policy.

Appendix 1

Online Activity Skills List

Activities for use in Pre-recorded or Live sessions
Run on spot for 30 – 45 seconds
Follow the leader (parent/carer, coach/instructor, or partner) for 1 minute
Skip for 30 seconds (with or without rope)
Gymnastic shapes – tuck, straddle, star
Tucked dish shape
Dish shape
Arch shape
Move from dish to arch shape
Front support
Back support
Front support lower to floor
Back support lower to floor
Back support raising one leg at a time
Press ups
Backwards press ups / tricep dips
Side support on one arm, slowly turn to the other side
Front support, jump to crouch, jump up (burpee)
Front support with a partner/parent
Jump into a target (hoop), and jump out
Stretch jump to landing position
Hop and jump (hopscotch)
Hop, step, and jump
Hurdle step
Standing in star transfer weight from one foot to the other
Stand on one foot
Piked v-sit with hand support
T-balance
Frog balance
Shoulder stand with hip supported
From crouch, bunny hop on the spot
Travelling bunny hops
Travelling bunny hops moving side to side (possibly over a rope)
Straddle bunny hops, from one foot to the other (possibly over a rope)
Rock backwards and forwards in tuck shape
Rock backwards and forwards in pike and straddle
Rock backwards and forward to stand
Matched and mirrored sequence of arm positions with partner/parent
Patterns using ribbons/scarves
Bounce and catch a ball
With partner/parent/carer, roll and catch a ball or hoop
Roll a ball or hoop whilst travelling alongside
Hula hooping
Walk forwards on tip toes (could be on a line or extended rope)
Walk forward on tip toes, full turn, and continue to walk forwards (could be done on a line or extended rope)
Walk backwards on tip toes, full turn, and continue to walk backward (could be done on a line or extended rope)
Japana to 45*

Leap from one foot to the other (possibly over rope/line)
Cat leap
Two cat leaps connected
Additional activities for use only in Live sessions
Skip for 45 seconds (with or without a rope)
Shuttle runs
Japana Flat
Bridge
Splits
Teddy bear roll, including back-to-back with a partner/parent/carer
Tuck jump
Half lever with one foot raised
Jump half turn
Jump full turn
Counterbalance with partner/parent/carer
Throw a piece of hand apparatus, leap, land and catch and perform a balance
Straddle or piked half lever
Additional gymnastic skills* for use only in LIVE sessions following competence being previously shown in the gym
(*dependent on coaching qualification and level of participant)
Forward roll
Backward roll
Headstand with knees bent
Headstand with straight legs
Headstand with bent knees lower into frog
Cartwheel
Handstand
Sequences including rolls, jumps and balances
Prohibited skills
Flighted skills, with or without use of home equipment (mats/air track/trampoline) e.g. aerials, flicks, handsprings, whips, somersaults.
Any skills which require large apparatus i.e Bars, Beam, Pommel/Mushroom, pedestals.
Progressions of skills that require apparatus or additional matting e.g. Rolling down an incline, handstand using apparatus
Any skill not in the Online Activity Skills List

Appendix 2 Hand Apparatus list

Approved hand apparatus for use at home
Bean Bags
Hoops
Skipping ropes
Quoits
Balls
Ribbons
Clubs (specific to Rhythmic Gymnastics activities) *
Tap sticks
Feathers
Scarves
Resistance bands
Any handheld strength and conditioning apparatus <i>specific to body weight conditioning</i>
Prohibited hand apparatus
Dumbbells
Barbells
Kettlebells
Medicine Balls
Any other free-weight plates

*for example, Acrobatic Gymnastics, and previously performed under direct supervision in the club or gymnastics provider.