



RETURN TO LEARN

The PGA of Canada's guidelines for supporting a safe and sustainable transition to in-person delivery of NCCP workshops

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Preface

Golfs National Coaching Certification Program



Golf's National Coaching Certification Program



COACH AND INSTRUCTOR CERTIFICATION

The National Coaching Certification Program certifies coaches and instructors who have demonstrated their ability to apply critically important competencies to coaching and instructing situations relevant to the stage of athletes they coach. This means that coaches must not only know about coaching but be able to demonstrate their ability to apply this knowledge in the coaching/instructing situation.

COMMUNITY SPORT

Community Golf Coach (Community Sport – Initiation) has been designed for the community golf coach who is, or would like to, work with children or youth and is introducing the basic skills of golf. The overall goal of this workshop is to help prepare coaches to be competent in the skills required by a community coach. This 2-day workshop, which includes a half day of outdoor activities, is a great opportunity for coaches to reflect on their current understandings of children, junior golf, and the environments children want to participate in.

COMPETITION

Coach of New Competitors (Competition – Introduction) is designed for coaches working with athletes in the Introduction to Competition and Learn to Compete stages of LTPD and will focus on the differences between instructing and coaching.

Coach of Developing Competitors (Competition Development) is designed for coaches for coaches of athletes ranging from the Learn to Compete and Train to Compete stages of long term player development for golf.

Coach of High Performers (Competition – High Performance) context is typically reserved for coaches of athletes in the Compete to Win stage of long-term athlete development although there is the possibility of some phasing in of a Train to Compete athlete into the High Performance level because of the fluidity of the stages of long-term athlete development. Coaches in this context require specific skills and abilities in order to meet the needs of their athletes. *This context is currently under the review.*

INSTRUCTION

Instructors in the **Instructor of Beginner Golfers**, **Instructor of Intermediate Golfers** and **Instructor of Advanced Golfers** context are usually working with participants who are experiencing the sport for the first time through a series of lessons. Typically there is no formalized competition at this level – it's strictly about skill development and there is a short timeframe of interaction between the instructor and the participant.

Instructors in the **Instructor of Intermediate Golfers** and **Instructor of Advanced Golfers** performers contexts are very specialized and are specifically there to assist golfers crossing over from competitive sport to gain enhanced skills, and in some cases, tactical development specific to their sport.

Glossary

- CAC: Coaching Association of Canada
 LF: Learning Facilitator (on-site facilitator for NCCP workshops)
 NCCP: National Coaching Certification Program
 NSOs: National Sport Organization (plural: NSOs)
 PGAC: Professional Golfers Association of Canada

Who is this document for?

The following guidelines have been created by the Coaching Association of Canada (CAC), with adaptation by the PGA of Canada, for stakeholders of Golfs National Coaching Certification Program (NCCP) as sport returns to in-person delivery.

The PGA of Canada will only return to in-person delivery when appropriate jurisdictional government authorities modify restrictions to safely do so.

What is the purpose of this document?

This document outlines the measures that will be implemented by the PGA of Canada in an effort to keep participants/learning facilitators safe and help mitigate the risk of transmission of COVID-19 during the delivery of NCCP in-person workshops.

The focus of this document is on the classroom components of NCCP training and not the “field of play” practical components. “Field of play” refers to the sport context such as basketball court, soccer pitch, ice-pad, pool, and in this case, driving range.

The following guidelines have been created to align with the varied and evolving Public Health measures in place in jurisdictions across Canada.

How is this document organized?

This document is organized into 3 sections and 1 appendix:

- **Planning stage** (before the workshop)
- **Workshop day** (during the workshop)
- **Post-workshop** (after the workshop)

Message from the Coaches Association of Canada

The CAC continues to monitor the national COVID-19 situation through the [Public Health Agency of Canada](#) website.

The following key practices are for mitigating risk of COVID-19 transmission in activities involving groups of individuals:

- Completing self-screening questionnaires for signs and symptoms and risk of exposure to COVID-19
- Maximizing physical distancing, at least 2 metres between individuals
- Wearing facial coverings or masks
- Following hand and personal hygiene practices
- Increasing cleaning and disinfection practices
- Restricting the number of participants

These practices are referred to in further detail in this document as considerations and recommendations for host organizations and coach developers to implement.

The CAC recognizes that these measures and guidelines will vary among jurisdictions, as well as stages of lifting of restrictions due to COVID-19.

Planning stage

Planning stage: Before workshop	
Topic or item	Recommendations and considerations
<p>Review and adapt NCCP in-person delivery workshop activities</p>	<p>Adaptations When preparing for in-person delivery, PGA of Canada will look at the learning activities in the workshop and work to adapt them to mitigate risks of COVID-19 transmission.</p> <p>When reviewing the learning design and activities, the following guidelines will be taken into consideration for adapting in-person delivery.</p> <ul style="list-style-type: none"> ● PGA of Canada must follow: <ul style="list-style-type: none"> ○ Jurisdictional Public Health guidelines and standards ○ Sport-specific guidelines for technical components ● Adaptions to classroom activities include: <ul style="list-style-type: none"> ○ Select and use activities that respect 2-metre physical distancing and avoid crowding. ○ Discourage activities that could contribute to the spread of COVID-19 in confined indoor spaces (for example: sitting or standing close together, gathering and/or physical contact...) ○ Do not use activities that compromise hygiene practices. ○ Avoid sharing equipment; if that is not possible, strict sanitization protocols must be implemented in between uses.
<p>Preparation for PGA of Canada</p>	<p>Procedures</p> <ul style="list-style-type: none"> ● PGA of Canada will follow regular administrative procedures of hosting a workshop such as collecting participant information, which will be used for contact tracing. ● PGA of Canada will refer to the following resources in considering additional details for risk mitigation: <ul style="list-style-type: none"> ○ Jurisdictional Public Health policies ○ Partner resources from the CAC ○ ● Other specific elements will be considered include the following: <ul style="list-style-type: none"> ○ Venue selection ○ Registration (additional information to provide) ○ Screening questionnaires ○ Facial coverings ○ Workshop size (and Jurisdictional Public Health restrictions on group size) ● Further details for each of those elements are provided below.

	<p>Venue selection</p> <ul style="list-style-type: none"> ● In selecting venues, the PGA of Canada must follow: <ul style="list-style-type: none"> ○ Jurisdictional Public Health guidelines and standards <p>In addition to sport and jurisdictional Public Health standards, the PGA of Canada will:</p> <ul style="list-style-type: none"> ● Use the provided Own The Podium risk assessment tool when selecting the venue. ● Follow guidelines and process of OTP risk assessment and mitigation tool. ● After assessing the risk, the PGA of Canada will use the OTP mitigation tool (checklist) and follow its recommendations if the risk assessment placed the venue in any of these risk categories: <ul style="list-style-type: none"> ○ Very low ○ Low ○ Moderate
	<p>Registration</p> <ul style="list-style-type: none"> ● During registration, the PGA of Canada will continue to record and confidentially store the full names and contact information of participants, in case they are required by Public Health for contact tracing.
	<p>Self-screening questionnaires</p> <p>Self-screening questionnaires are a list of questions that participants will be asked to answer before they are allowed to enter the workshop.</p> <p>Typically, these questions assess signs and symptoms of COVID-19, travel history and potential exposure to COVID-19.</p> <ul style="list-style-type: none"> ● PGA of Canada will use the self-screening questionnaire provided by the Coaching Association of Canada. <ul style="list-style-type: none"> ○ All attendees including the Learning Facilitator will be asked to complete an online self-screening within 24 hours in advance of the workshop start date. ○ A copy of the self-screening questionnaire will be posted on the room door for when participants arrive. ○ Participants will complete the self-screening questionnaires by answering a print copy by hand with their own pen or pencil. ● If participants screen positively on the on-line screening questionnaire, identify that they were at risk of exposure to COVID-19 or feel that they are at risk, the participants will have the opportunity to:

	<ul style="list-style-type: none"> ○ Reschedule the workshop or register for a later workshop <hr/> <p>Facial coverings or non-medical masks</p> <p>Facial coverings are made of cloth or mask material to cover the mouth and nose without gaping.</p> <p>Wearing non-medical masks or cloth facial coverings is an additional personal practice that can help prevent infectious respiratory droplets (breathed by an unknowingly infected person) from coming into contact with other people.</p> <ul style="list-style-type: none"> ● The PGA of Canada will follow local Public Health guidance on facial coverings and mask use. ● Note that facial coverings are mandatory in enclosed public spaces in some jurisdictions. ● Participants who have a medical exemption are asked to notify the PGA of Canada during the pre-workshop self questionnaire. ● Facial coverings may be removed temporarily when it is reasonably required to do so (for example, while eating or drinking). But otherwise, facial coverings will be worn at all times in enclosed spaces and whenever physical distancing is difficult. ● Participants will be asked to bring their own facial coverings however the LF will have extra available on site in the event that a participant does not have 1 or they need to be replaced. ● Facial coverings and masks will never be shared. <hr/> <p>Workshop or cohort size (number of participants)</p> <ul style="list-style-type: none"> ● PGA has followed facility guidelines, jurisdictional guidelines and compared those to the standard restrictions in determining workshop size and number of participants. <hr/> <p>Planning for arrival and workshop breaks</p> <ul style="list-style-type: none"> ● In preparing for participant arrivals, PGA of Canada will seek an outline of plans and procedures for guests' arrival from the host facility ● The PGA of Canada will follow the venue protocols which include, but aren't limited to: <ul style="list-style-type: none"> ○ Entrances and entering into the facility ○ Traffic flow inside the venue ● PGA of Canada will indicate the pre-determined break plans to the host facility in an effort to avoid shared breaks with guests who may be attending another event on site.
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<p>Learning Facilitator selection and communication</p>	<p>Selection</p> <ul style="list-style-type: none"> ● PGA of Canada will ensure and confirm comfort levels of Learning Facilitator in returning to facilitate in an in-person environment. ● PGA of Canada will confirm level of comfort in travelling to another city within their province and/or another province if needed. ● PGA of Canada will consult LFs in determining their preferred number of workshops to facilitate <p>Pre-workshop Communication</p> <ul style="list-style-type: none"> ● PGAC will communicate with LF prior to workshop to provide details for workshop, including but not limited to: <ul style="list-style-type: none"> ○ Instruction on how to complete the online self-screening. ○ Venue and risks associated with venue ○ Arrival plans and procedures at venue ○ Number of participants and roster list ○ Reiteration of provided required equipment and products and what to bring for personal use (for example: sanitizer, sanitization wipes, mask to enter facility etc ...)
	<p>Training on COVID-19</p> <p>PGA of Canada will conduct a training session with LFs in preparation for COVID-19 specific protocols including but not limited to:</p> <ul style="list-style-type: none"> ● Ensuring Learning Facilitator are familiar with Public Health guidelines, based on their province-territory and local jurisdictions ● Discuss and provide strategies for: <ul style="list-style-type: none"> ○ A participant refusing to do on-the-spot self-screening ○ A situation with identified risks ○ Instances where violations of guidelines happen ● Provide plans and adjusted protocols for the following: <ul style="list-style-type: none"> ○ Rosters / Contact Tracing ○ Any adjustments for in-class activities <p>In an effort to support LFs ongoing, PGA of Canada will ask LFs to report back any successes and/or challenges and their response relating to</p>

	<p>COVID-19 post workshop. When appropriate, LFs will be encouraged to share their experience with the LF team.</p>
<p>Learning Facilitator kit and equipment</p>	<ul style="list-style-type: none"> ● In addition to regular equipment and materials for the workshop: <ul style="list-style-type: none"> ○ Supplies for cleaning, disinfection and hand hygiene: <ul style="list-style-type: none"> – Multiple bottles of alcohol-based hand sanitizer with a minimum 60% alcohol concentration, one per table – Disposable gloves – Disinfectant spray in the event materials must be shared – Sanitization wipes or disinfectant spray (see section below for link to the list of approved disinfection materials) ○ Mask for personal use and back-up masks for participants in the workshop ○ Self-screening questionnaires to be posted on classroom door and be completed by participants prior to entering workshop ○ Return to Safe Coaching, one per participant
<p>Communication to participants</p>	<p>Topics to provide details on</p> <p>The PGA of Canada will communicate expectations for participants to follow in addition to standard information such as location, equipment needed</p> <ul style="list-style-type: none"> ● Participant self-screening questionnaires (see below) <ul style="list-style-type: none"> ○ Provide details on policy for participants who cannot attend (due to answering yes to self-screening or if they feel at risk) ● Arrival procedures: <ul style="list-style-type: none"> ○ Parking ○ Entering venue ○ Flow of traffic in venue ● No sharing of any equipment or materials. <hr/> <p>Participant self-screening questionnaires</p> <ul style="list-style-type: none"> ● Provide self-screening questionnaires to participants in advance of the course.

	<ul style="list-style-type: none">● Participants and the LF will be advised that they must not attend if their answer is “Yes” to any of the screening questions or if they have any reason to believe they may have been exposed to COVID-19.● Inform participants they will be asked the self-screening questions again upon arrival.● To help prevent participants from falsely claiming “No” on self-screening questionnaires, PGA of Canada will clearly offer options and to state to participants, both before and during the workshop, that they have the opportunity to:<ul style="list-style-type: none">○ Reschedule the workshop or register for a later workshop, at no extra cost if their symptoms have changed.
	<p>Recommended equipment required for participants</p> <ul style="list-style-type: none">● Personal “learning kit”:<ul style="list-style-type: none">○ Minimum 60% alcohol-based hand sanitizer○ Mask as required by jurisdictional guidelines○ Personal laptop, tablet or other electronic devices to access and save workshop content.○ Water bottle, snacks and lunch○ Pencils or pens● Sport-specific equipment as Day 2 is outdoor● Other items based on jurisdictional guidelines; we will be following provincial and local guidelines in respect to wearing masks and face coverings.

Workshop day

Workshop day	
Topic or item	Recommendations and considerations
Preparation	<p>Set up</p> <ul style="list-style-type: none"> ● Arrive 1 hour early. ● In addition to regular preparation prior to a workshop: <ul style="list-style-type: none"> ○ Set up multiple hand hygiene (hand sanitizer) stations around the room and in washrooms if they are not provided. ○ Arrange the room to accommodate and ensure 2-metres distance between participants. ○ Create designated routes for participants to get to and from classroom. ○ Gain approval from the venue representative for posting necessary information. Post the following: <ul style="list-style-type: none"> – NCCP COVID-19 signs – Signs at entrance reminding participants about physical distancing requirements – Self-assessment questionnaire ○ Ensure garbage disposal is available for participants to use, following jurisdictional standards.
Arrival of participants	<ul style="list-style-type: none"> ● As participants arrive: <ul style="list-style-type: none"> ○ Conduct self-screening questionnaires with participants upon arrival ○ Have all participants perform hand hygiene at a sanitization station at entrance. ● Ensure 2-metre distancing while: <ul style="list-style-type: none"> ○ Participants wait to come into room ○ Participants greet each other and network
Physical distancing	<ul style="list-style-type: none"> ● Ensure participants respect 2-metre distancing during all workshop activities, including for their “learning space.” ● Ensure participants are aware of and respect the signage and protocols outlined by the facility.
Sport-specific activities	<ul style="list-style-type: none"> ● Follow protocols to mitigate sport-specific risks.

<p>Transition between activities and venues or facilities</p>	<ul style="list-style-type: none"> ● Be aware of risks, when moving or transitioning between the classroom and field of play. ● Ensure that everyone respects jurisdictional guidelines on physical distancing
<p>Hand and personal hygiene and sanitization</p>	<p>Hand hygiene refers to washing hands with soap and water or with alcohol-based sanitizer.</p> <ul style="list-style-type: none"> ● Participants will be reminded to wash their hands often with provided alcohol-based hand sanitizers. ● LF will ensure there are multiple hand sanitizing stations in the classroom, using a minimum 60% concentration, alcohol-based hand sanitizer. ● PGA of Canada will provide Health Canada approved hand sanitizer https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html ● Frequently sanitize all high-touch surfaces, using an approved disinfectant. For a list of approved disinfectants, please visit: https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html <ul style="list-style-type: none"> ○ High-touch surfaces are anything that multiple people touch often, such as door handles, elevator buttons, tabletops, light switches, ... ○ High-touch surfaces will be sanitized regularly throughout the day and sanitized more thoroughly between sessions of the workshop. ○ If a surface is visibly soiled, remove visible dirt first by cleaning the surface (with soap and water, friction or cloth) before disinfecting it. ● Avoid having individuals share any equipment such as laptops, tablets, sport equipment, food and drink, utensils, markers, pens, pencils, ... ● Where equipment sharing cannot be avoided, the equipment will be sanitized with an approved disinfectant. If equipment cannot be sanitized, then it will not be shared (for example: soft surfaces). ● Sport equipment: <ul style="list-style-type: none"> ○ PGA of Canada will provide sanitizing wipes and/or spray to wipe down any surfaces that must be shared during the field of play component.

<p>Breaks</p>	<ul style="list-style-type: none"> ● Ensure everyone performs hand hygiene during and after any breaks. ● Breaks: <ul style="list-style-type: none"> ○ Remind workshop attendees of expectations post-return from any breaks and lunches. ○ Ensure physical distancing of at least 2 metres. ○ Allow adequate time for washroom breaks and encourage staggered use of washrooms to minimize number of people in the washroom at a time. ○ Follow any venue protocols. ○ Hand hygiene will be performed before and after washroom breaks. ● Lunch and snacks: <ul style="list-style-type: none"> ○ Hand sanitizer or hand washing stations will be available in eating facilities. ○ Remind participants to perform hand hygiene before and after eating. ● Participants will maintain a 2-metre distance during breaks for eating. This is particularly important because masks must be removed when eating. ● Eat only in designated eating areas: <ul style="list-style-type: none"> ○ Where possible, outdoor eating facilities are generally lower risk. ○ For indoor eating facilities, if the designated eating areas are not large enough to allow 2-metre distancing, it may be necessary to divide the group and limit the number of participants in the eating facility at a time.
<p>Participant experiences symptoms during workshop</p>	<ul style="list-style-type: none"> ● Remind participants at the beginning of the course that they may leave the workshop without penalty, if they feel unwell, feel that they have developed symptoms listed on the screening questionnaire by local Public Health, feel that they have been exposed to COVID-19 or feel at risk. See earlier wording under self-screening questionnaires. ● As usual, if an individual is severely ill such as experiencing breathing difficulties, loss of consciousness or otherwise, call an ambulance or have the individual seek medical care as appropriate. Additionally, in keeping with routine practices, appropriate personal protective equipment (PPE) will be worn when caring for anyone requiring assistance, please refer to jurisdictional guidance on providing first aid or assistance during the pandemic. ● Follow jurisdictional Public Health guidelines. ● Ask the participant to: <ul style="list-style-type: none"> ○ Leave for home

	<ul style="list-style-type: none"> ○ Complete online self-screening questionnaire at home ○ Use applicable Public Health authority to determine whether to get tested and what steps, if any, to take ○ Report back regarding positive or negative COVID-19 test ● Ask all participants to wear masks or face coverings. ● Advise all participants to: <ul style="list-style-type: none"> ○ Wash clothing as soon as they get home ○ Monitor themselves for symptoms ○ Follow jurisdictional Public Health guidance (for example: quarantine or self-isolate at home for 14 days) ● Advise all participants that you will communicate with them (see contact tracing and post-workshop information below). ● Ensure the classroom or area is cleaned and disinfected after workshop ends.
<p>Contact tracing and managing positive COVID-19 test results, exposure or symptoms</p>	<ul style="list-style-type: none"> ● PGA of Canada on-site Learning Facilitator will collect and maintain accurate records of attendees ● Records will include a complete list of all the individuals who attended each session of the workshop, including their full names and contact information. ● PGA of Canada will keep an accurate record of attendees and their contact information readily available. ● PGA of Canada will update workshop roster immediately following the workshop completion. ● Encourage participants to notify the LF or PGA of Canada after the workshop, if any of the following happen: <ul style="list-style-type: none"> ○ They become ill ○ They experience COVID-19 symptoms ○ They find out that someone with whom they have been in contact prior to the workshop has tested positive for COVID-19 ● State that confidentiality will be respected. ● Individual health privacy must be respected. ● If individuals do not wish to share information or you are unsure of how to handle a situation, contact your local Public Health Unit for advice on how to proceed (for example: if an individual leaves the workshop feeling ill, but is not willing to provide further information).

Post-workshop

Post-workshop	
Topic or item	Recommendations and considerations
<p>Contact tracing and managing positive COVID-19 test results, exposure or symptoms</p>	<ul style="list-style-type: none"> ● LF immediately notifies host organization of attendees following event. ● PGA of Canada will immediately update the event roster on PGA of Canada website ● Learning Facilitator will also immediately contact the PGA of Canada and their local Public Health Unit upon receiving information that a participant or attendee (including individuals at the venue of the workshop) has done any of the following: <ul style="list-style-type: none"> ○ Developed symptoms of COVID-19 ○ Tested positively for COVID-19 before, during or after the workshop ○ Found out that someone with whom they were in contact prior to the workshop has tested positive for COVID-19 ● PGA of Canada will work with the Public Health Unit to supply the list of attendees and contact information. ● PGA of Canada will then follow guidance from their Public Health Unit on how to proceed. This might include contacting participants of the workshop or the Public Health Unit may contact participants. ● The PGA of Canada will follow the instructions of the Public Health Unit to make sure that everything is done appropriately.