

A practical guide for event organisers
returning to track and field athletics
following the COVID-19 restrictions during
phase 3 of the route map for exiting lockdown

This practical guide, prepared by our team in consultation with **sportscotland** and UK Athletics in line with government guidelines, outlines the specific measures **scottishathletics** recommends that event organisers take to ensure a safe return to athletics activity.



PHASE 3

PHASE 3

Be aware that guidance can change quickly and more restrictive rules may be applied in the future, so please refer to the scottishathletics website regularly as your event date approaches

The guidelines in this document relate to phase 3 of the Scottish Government's COVID-19 route map through and out of the crisis.

This phase:

1. Permits the resumption of sport in line with sports specific guidance and public health advice.
2. Organised outdoor sport specific activity can be undertaken by children and young people (u18) from 13th July with no physical distancing required on the field of play.
3. Enables groups of 15 from 5 households, including family and friends, to meet outside with physical distancing.
4. Gyms (including indoor sport spaces) will not open before 31st July.
5. These guidelines should be read in conjunction with any updated Scottish Government guidance. Information on the Scottish Government's approach to managing COVID-19 is available at www.gov.scot/coronavirus-covid-19/
6. Travel guidance outlined by the Scottish Government should always be adhered to. Guidance is available at [Staying Safe and Protecting Others: Travel](#)

The safety and wellbeing of athletes, coaches and the wider athletics community is at the heart of any guidance that **scottishathletics** produces and distributes. We are aware that a number of athletes, coaches, event organisers and athletics venues are eager to resume athletics competition as soon as possible. However, **scottishathletics** stress that competition should not take place until it is safe and appropriate to do so, and aims to ensure that the safety and wellbeing of everyone involved in athletics, facility provision and the wider community of the sport is prioritised.

The safety of all event participants is key, and event organisers must ensure that measures are in place to mitigate risk at their event. Competition providers should appoint a COVID-19 Officer to hold overall accountability for the competition. This should be a named person from your organisation who will work closely with you, your venue and your officials to ensure that the event can be delivered safely in the current climate. All competitions must take account of local conditions, and any risk assessment for normal activities must be undertaken with government guidance around COVID-19 considered. Planning scenarios around, for example, an injury occurring and the need to access first aid while adhering to current guidance, can help to ensure that your assessment is as robust as possible.

The guidance that follows provides competition-specific advice within the confines of the government framework. This guidance has been published on the understanding that it is an interpretation of government guidance relevant to track and field competition. It is likely to change at short notice; in which case, updates will be published through the **scottishathletics** website and social media channels. Event organisers should check for updates regularly and adapt competition plans accordingly as their event date approaches.

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1. Competition Timelines

Up to 31st July 2020

- Virtual competitions taking place.
- No other licensed competition until 1st August at the earliest, in line with government guidelines.
- Guidance will be reviewed following any Scottish Government announcements.

From 1st August 2020

- Competition suspension lifted across all disciplines of athletics in Scotland.
- Any licensed competitions taking place **MUST** comply with the government and **scottishathletics** guidelines available on the date of the event.

2. Pre-Competition Planning

Event organisers planning to host a track and field event will need to consider a number of factors whilst planning their event. In the current climate, this will involve adaptations to usual approaches and additional considerations in some areas:

- Contact the venue to ensure it is open and all COVID-19 requirements are in place.
- Consider the maximum number of attendees at the event and how this can be controlled. This will include athletes, coaches, officials, stadium staff and first aid personnel, as well as any parents/spectators you expect to attend.
- Ensure consideration is given to health provision within the wider community. Local emergency and health services should be contacted to ensure they are aware of the event and any potential ramifications of holding the event locally.
- Determine the format of your competition. Be aware that some events may not be possible due to restrictions, and others may need to be adapted. Considerations should include the staging of open graded rather than heat-final formats; limitations on events that can be offered; non-standard event selection (150m rather than 100m or 200m); the age range the event is open to and whether you can offer event-specific opportunities (ie. throws only, track only, etc).
- Apply for a **scottishathletics** licence for the event. The licensing process is open now for Summer 2020 and Winter 2020-21, with licences being issued as normal but on the understanding that all licensed events will comply with all government and **scottishathletics** guidance available on the event date.

3. Appointing Officials

UKA licensed officials are required at all events in line with the licensing standards and UKA rules. Officials and volunteers should be approached prior to the competition licence application to ensure that sufficient numbers of volunteers are available to help you to stage the event. It is fully understood that the availability of graded officials may be limited under current circumstances, and so additional volunteers may be recruited to work under the supervision of a UKA Level 2 official should a sufficient number of graded officials not be available.

Considerations when appointing your officials would include:

- It is the competition provider's responsibility to co-ordinate officials and volunteers for their event. Should the number of officials required for the competition not be met, support can be provided by **scottishathletics**.
- A Meeting Manager must be appointed for all track and field events. They must be qualified to at least UKA Level 2 and are to be responsible for the safe running of the whole event.
- Officials should be selected from those living within close proximity to the venue. Only once all avenues for suitably qualified officials locally have been explored can the competition provider expand the search further.
- Additional helpers and officials must be recruited to ensure that the event complies with the [Safe Athletics: Track & Field Safety Guide for Competition](#)
- Evidence of officials' attendance will be required post event. Competition providers must keep a register of all officials, volunteers and helpers and inform **scottishathletics** of the number of officials involved, as well as the names of those in Chief/Referee roles, through the event returns process.

4. Event Licencing

Competition providers are now welcome to apply for **scottishathletics** event licences for competitions of all disciplines of athletics scheduled to take place between 1st August 2020 and 31st March 2021.

- Licence applications are submitted online. Providing all relevant previous licence returns have been completed and all information for the event has been submitted, a UKA level 1 licence will be issued in track and field.
- For any competition results to appear on Power of 10, a track and field licence must be granted by the governing body and sufficient officials be on duty throughout the event. This includes any competition which will adopt a virtual format. Some events this Summer may be licensed but still ineligible to be used for ranking purposes if sufficient qualified officials are not in place.
- All facilities used for competition must have, or be working towards, TrackMark status.
- UKA public liability cover will apply to competitions that are licensed and promoted by an affiliated Competition Provider. Licences are issued on the assumption that all relevant Covid-19 regulations are applied to the competition, failure to do so could result in insurance being invalidated.
- More information about the licensing process can be found here: <https://www.scottishathletics.org.uk/events/organising-an-event/>

5. Competition Preparation for Phase 3

Once an event licence is in place, the event organiser should begin planning for how their event will be delivered. This includes regular liaison with the venue, event programming, event promotion and how important information will be communicated to attendees.

Venue Liaison

The competition organiser must work with the venue and adhere to all government guidance. The event organiser must name a **COVID-19 Officer** for the competition, such as a club volunteer or responsible colleague. They will complete, with the venue provider, a detailed risk assessment covering all of the event's risks, including those related to COVID-19. Template Risk Assessments are available from **scottishathletics**.

Venue considerations should include (this list is not exhaustive):

- Maximum number of ALL attendees, including venue staff, officials, athletes, coaches, parents, first aid, catering, etc.
- Ingress and egress, including routes from parking to the event area, for all competitors, spectators and officials/volunteers and their maintenance of physical distancing. This could include one-way systems around the venue and/or restricted access to specific areas.
- Physical distancing of all participants and spectators
- Oversight of young athletes by parents – where can parents spectate and how many can be accommodated within the venue?
- Hygiene/cleaning requirements for equipment and facilities to meet COVID 19 guidance
- Catering arrangements for public and event staff/officials
- Plans for circumstances where injuries or other accidents occur, and mitigating procedures and plans to resolve any issues whilst maintaining compliance with all government guidance
- Toilet allocation needs to be provided, meeting all guidance on hygiene/cleaning and physical distancing requirements. This includes accessible toilets, which must be available
- Changing facilities may not be available during phase 3
- Indoor facilities may not be open for any athletic activity during phase 3

Event Programming

Guidelines suggest that only limited events and small groups will be able to compete together during phase 3. Event organisers must consider the format of their event in advance and ensure that it complies with any restrictions in place on the day.

Programming considerations may include but are not limited to:

- Entries should be taken online or prior to the event to ensure numbers of attendees and scheduling of events can be planned in advance
- All results should be managed locally, or virtually using the 'OpenTrack' system or similar
- It is advised that no bibs/numbers should be given out on the day. Athletes could be asked to create their own bib with a thick marker pen or, if it is safe to do so, draw a pre-allocated number on their arm (like Triathlon). If the event organiser decides that bib numbers are required at their event, bibs should be handed to the athlete by a suitable official using appropriate PPE such as a mask, gloves and anti-viral wipes.
- Events must be timetabled and planned according to pre-entries. Enough time must be planned between heats/groups/events to ensure physical distancing can be maintained throughout, including any warm up periods.
- Warm up areas should enable athletes to prepare whilst maintaining physical distancing
- Consider separating track and field event competitions to best-use the space around the venue for warming up. Track-only competitions could use the infield for warm up, and field-only competitions could use the track for warm up.
- A call up schedule should be drawn up to inform athletes of where and when to congregate for their event. This schedule should not be printed and posted within the venue, but instead be made available online and/or emailed to participants in advance of the day.
- No call room should be used. Athletes should proceed to the competition start area directly before their event. Event areas could have a 'holding area' allocated for athletes prior to an event that enables them to maintain physical distancing, but only if sufficient space is available.

Promotion of Events

Once your licence has been approved, you will be able to advertise your competition and it will appear on the **scottishathletics** online fixture list.

- Ensure that all event advertising is factually correct and includes information about what facilities will be available for use, including parking, toilets, spectator areas, etc.
- Event organisers must take care not to mislead or force the athletics community in any way to take part in their competition. Sensitivity will help to ease the return to competition for many who may be feeling apprehensive in the current climate. Many, particularly those who have been shielding, may not yet feel ready to return to competition in any format and should have the choice not to do so until they feel prepared.

Participant information and management

All participants and individuals connected to them should have information provided to them prior to the event about how the event will run. This includes information on access, egress, event provisions, competitor and spectator management, competition management, timetables, and all health and safety and risk mitigations should all be communicated prior to the event. Information around procedures for registration, warm up, and cool down should also be communicated in advance.

6. Health, Safety and Hygiene

Please reinforce good hygiene practices prior to, during, and after your event, as participants may be asymptomatic. In this phase, no one should attend any events if they:

- Have been in contact with someone with COVID-19 in the last 14 days
- Have been overseas to a country on the quarantine list or exposed to someone with COVID-19 in the last 14 days
- Have COVID-19 symptoms (self-isolate for 7 days) or are feeling unwell
- Have been told to self-isolate as part of the contact tracing measures in place

Event Organisers should link with venue staff to ensure that usual access to first aid and emergency equipment is maintained. As there may be no access to indoor facilities, consideration should be made to house first aid equipment externally. Ensure that first aid equipment has been updated appropriately for the COVID pandemic and first aiders are aware of COVID-19 specific first aid advice <https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>.

External first aid providers must conduct a Covid-19 risk assessment and provide suitable PPE for their staff's use. Treating patients is a priority and in emergencies first aid personnel will attend to any injured party accordingly.

Cleaning Advice

- Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standards.
- Cleaning protocols may differ between facilities, individual facility guidance to cleaning must be followed at all times.

- High Jump and Pole Vault beds should be cleaned / sprayed with a suitable disinfectant solution before and after each session (in competition, this may mean a morning and afternoon session, rather than after each individual athlete). A high mist spray PFC1 grade cleaner should be used on the landing beds.
- Sand Pits should be cleaned with sterilising fluid spray of a suitable concentration to neutralise the virus, dug/turned and raked before and after each session. Pits should be raked as normal between athletes' trials.

7. Athlete Competition Guidance for Specific Groups

Younger athletes (Under 18 years of age)

- Competition providers / facilitators must ensure they have the permission/agreement of the responsible parent or guardian of any athlete who is under the age of 18 to include the athlete in the competition.
- Provisions should be made for any parents/guardians attending to be able to spectate from designated areas.

Masters athletes

- Higher Risk: athletes in the higher risk groups should follow any medical guidance they have been given about ensuring good health and welfare. If there are further concerns, please consult with your medical or national organisations for support and best practice.

Athletes with a Disability

- Higher Risk: athletes in the higher risk groups should follow any medical guidance they have been given about ensuring good health and welfare. If there are further concerns, please consult with your medical or national organisations for support and best practice.
- General Assistance: athletes with a disability who require support are permitted to bring one carer with them to competition, provided this person is part of their household or extended household. This could also include athletes with an intellectual impairment, such as athletes who need support tying shoelaces, changing, stretching etc.
- Guide Runners: currently with physical distancing in place, unless the guide is a member of the same household or extended household, guide running cannot be carried out.
- Equipment: para athletes will be permitted to use their personal throwing frames and straps, Race Running Frames and Racing Wheelchairs. Hygiene guidance should always be followed.
- Seated Throws: extra time should be allowed for throwing frames to be moved and secured in place whilst physically distancing.
- Accessible Toilets: see facility guidance and communicate through athlete's information.
- Guide Dog owners should refer to guidance on Guide Dog welfare via [Guide Dogs UK](https://www.guidedogs.org.uk).

8. Event-Specific Guidance

In all cases, normal risk assessment procedures and high-quality practice should be adhered to, as well as the implementation of any additional requirements to promote physical distancing and hygiene. Anyone involved in the competition should ensure that they have followed government hygiene rules including washing hands and cleaning any equipment prior to use, as well as any hygiene guidance put in place by the venue.

TRACK - Sprints and Sprint Hurdles

- Officials, volunteers and athletes should ensure that they always maintain physical distancing in warm up and competition environments.
- As current guidance requires physical distancing of 2m, a **one lane gap** on the track is not sufficient to meet the physical distancing requirements. In this situation, the use of every third lane on an outdoor track, with the requirement to stay in lane at all times, is recommended. Please note that athletes 17 and under do not need to physically distance while on the track or participating in a field event in phase 3.
- Hurdles can be used in competition, provided the equipment is thoroughly cleaned according to guidance **before and after** each session. Each flight of hurdles must be managed by one designated official/volunteer only and overseen by an official of at least UKA level 2. Hurdles should not be permitted for warm up in competitions held during phase 3.
- Event organisers should decide in advance whether starting blocks can be used during their event. It is recommended that athletes in the under 15 age group and below do not use blocks during the 2020 season. If starting blocks are allowed, the following procedures must be adhered to:
 - o Athletes must provide their own blocks, which are retrieved immediately post-race by the athlete. The athlete must also not delay the start of any successive race by failing to return to collect their blocks quickly.
 - o If stadium blocks are provided, they must be cleaned after each use in line with the venue's cleaning guidance.

TRACK – Endurance

600m/800m

- As current physical distancing guidance requires 2m, a **one lane gap** on the track is not sufficient to meet the physical distancing requirements. In this situation, the use of every third lane on an outdoor track, with the requirement to stay in lane at all times, is recommended.
- Events up to and including 800m can be run in lanes 1/4/7 or 2/5/8 using a long stagger.
- For over 18s, it is essential that there is no overtaking if a race is to be run out of lanes. This could be done through competing in a time trial format or setting athletes off at large intervals, e.g. with athletes starting at 100m intervals with separate timekeepers.

1500m upwards

- physical distancing must be maintained. Matched ability runners could compete starting at 200m intervals with additional timekeepers.
- Solo time trials and virtual comparisons could be offered if races cannot be staged safely.
- Steeplechase barriers and the water jumps can be used by an athlete, provided the equipment is thoroughly cleaned according to UKA guidance **before and after** each race.

FIELD - Jumps

- High Jump and Pole Vault beds must be cleaned / sprayed with a suitable disinfectant solution. Such as high mist spray PFC1 grade cleaner.
- Sand pits must be cleaned/sprayed with a suitable disinfectant solution, dug and raked before and after each session.
- Venue guidance on required cleaning of equipment must be sought and followed at all times, as this may differ from the above suggestions.

FIELD - Throws

- Athletes are encouraged to bring their own equipment, as stadium implements may be limited.
- Where a venue implement is used, the implement must be thoroughly cleaned in line with Government hygiene measures before each competition, in between each user and post competition.
- Athletes must provide their own chalk, which cannot be shared between competitors.
- The throwing circles must be swept and cleaned after each competition.
- Should implements be caught in the net, it is the responsibility of one designated person, throughout the competition, to retrieve that implement. Hygiene regulations must be adhered to once the implement has been retrieved. The implement must be sanitised before the athlete can continue.
- Physical distancing must always be adhered to, by everyone involved within the competition.

9. Post competition

Post competition, the venue must be returned to its original state, ensuring all venue equipment is thoroughly cleaned in line with the venue and government guidelines.

Each competitor, official, and volunteer who was in the competition area during the event must be briefed to ensure that they are aware that if they show signs of COVID-19 within one week of the competition, you, the event organiser, must be informed so all other attendees can be contacted. This is in line with the Government Test and Protect system. You should also collect details of coaches and spectators in attendance on the day in case you need to contact them. **scottishathletics** must also be notified if there is a positive COVID-19 case following a licensed competition through the event returns process.

Results

Each event must be supervised by an official qualified to UKA Level 2 or above, with the aid of graded officials and volunteers to ensure that the [Safe Athletics: Track & Field Safety Guide for Competition](#) is followed. However, due to the reduced availability of officials, it may not be suitable for all results to be submitted for ranking purposes. Results should only be submitted for ranking purposes if sufficient graded officials for the competition level were on duty on the day.

10. The Athlete Journey at a **scottishathletics** Event – An Example

The following outlines the planned athlete's journey through a **scottishathletics** event in Summer 2020. This process could be used to advise event organisers planning their own licensed track and field events this season.

Arrival

Athletes will be advised to arrive as close to their scheduled declaration time as possible and to leave the venue immediately following the conclusion of their event. Ingress and egress routes will be clearly marked, with a one-way system around the venue. Spectator areas of limited capacity for coaches, parents, etc. will be located in specific areas of the venue. Athletes will be asked not to bring large groups of family or other non-competitors to spectate to minimise the number of people in the venue.

Declarations

As usual, athletes will be expected to arrive at the venue around one hour before their event is due to begin. Timed declaration-windows for each event will be drawn up, with athletes advised to declare for their event individually without any accompanying coaches or parents at the time specified. The time-window for each event will be within 45 minutes – 1 hour of the event start time, so all athletes should have arrived at the venue before this window. Bib numbers and safety pins will not be available at declarations as they will not be required in competition.

Warm Up

Indoor warm up facilities may not be available at your chosen venue. Check availability with the venue operator in advance. Athletes will be required to warm up outside and maintain physical distancing throughout. Hurdles will not be available for warm up.

Call Room

Call rooms will not be in operation. A call up schedule will be available online detailing when athletes are expected to report directly to the event site. Athletes should not report early to ensure that distance is maintained between each heat/group. Changes on the day will be clearly communicated.

Start Lists and Field Cards

Start lists will be published online for officials and athletes. Start lists will not be posted on walls within the venue, nor distributed to officials on the day. Officials may print their own paper copies of the online start list in advance, if required.

Blank field card packs will be provided to individual Field Officials for handwritten field results. One field official from each team will be responsible for completing all field cards throughout the session.

Track Events – Athletes

- Athletes will arrive at the competition site as per the scheduled call up time – READY to RACE.
- It is the athlete's responsibility to be aware of which lane they have been allocated in advance.
- Lanes 1, 4, 7 or 2, 5, 8 will be used only, and will alternate after each race. Races up to and including 800m will be run entirely in lanes.
- Lap boards and bells will not be in use, but officials will be available to provide instructions from the track side.
- Longer races will be run with reduced numbers of athletes in a time trial format to ensure overtaking is avoided. If overtaking, the athlete MUST adhere to physical distancing rules.
- Starting blocks, if used, must be collected by the athlete immediately after the end of the race.
- Athletes must not shake hands or physically congratulate other participants.

Track Events – Start Officials

- A call up schedule will be provided online for officials to access electronically and/or to print their own personal copy.
- Athletes will be instructed to report directly to the start area at the given time READY to RACE.
- Athletes will not be wearing bib or hip numbers as all races are in lanes.
- Athletes are responsible for being aware of which lane they have been allocated.
- If an unknown athlete arrives at the start line and is inserted into a lane they must be advised to report to the Track Referee at the end of the race to identify themselves.
- Personal starting blocks can be used only by, and handled only by, the owner. Athletes must return to retrieve their starting blocks immediately after their race. The only exception may be in a 400m race, where officials may be required to remove blocks from an inside lane during

the race. Blocks, in this case, should be placed on the inside of the track and collected from there by the athlete after the race is over.

- For hurdle races, one flight of hurdles must be allocated to a different official/volunteer for the duration of the meeting. They are the only person permitted to touch and manoeuvre each flight. A flight may be allocated to a member of the start team if required, or a volunteer under the supervision of a graded official if sufficient officials are unavailable.

Track Events – Track Judges and Umpires

- Track Judges are required to judge finishers by lane number, not bib number.
- Only two Track Judges may be on the stand at any one time – one at the top and one at the bottom. Additional judges can be in place to the sides of the judging stand as long as they observe physical distancing.
- Additional umpire positions can be used as per physical distancing guidelines.
- Board & bell will NOT be used. A Track umpire should inform athletes vocally how many laps are remaining, whilst maintaining physical distancing.
- For hurdle races, one flight of hurdles must be allocated to a different official/volunteer for the duration of the session. They are the only person permitted to touch and manoeuvre each flight. This task may be allocated to a volunteer under the supervision of a graded official if sufficient officials are unavailable.
- Hurdles will need to be cleaned after EACH race.
- Paper start lists will not be provided but will be available online for electronic viewing or pre-printing for the officials' personal use.
- Any unknown athletes allocated a lane by the start team will be advised to report to the Track Referee at the end of the race to identify themselves.
- Results should be noted by each Track Judge and relayed to the Referee verbally. The Referee is then responsible for noting the result.
- Clipboards, tablets or paperwork must not be circulated throughout the team – one official only will be responsible for the handling of results.

Track Events – Photofinish

- Track events will be seeded electronically and transferred to photofinish. Paperwork will not be distributed during the event.
- Results should be transferred electronically to the results team. No paperwork should be printed, but electronic records kept only.
- Athletes will not be wearing bib or hip numbers and will be identified by the lane draw only. It is the athlete's responsibility to ensure that they are in the correct lane.
- If possible, the Read Operator should be placed away from the other officials to aid physical distancing.
- Mice, keyboards and other equipment must not be shared, and will be used by one person only for the duration of the meeting. All computer equipment will be wiped and cleaned as per approved hygiene measures before and after use. Antiviral wipes should be used.

Track Events – Timekeepers

- Only two Timekeepers will be permitted to be on the stand at any one time – one at the top and one at the bottom. Additional timekeepers can be placed either side of the stand whilst observing physical distancing.
- Paperwork will not be distributed during the event. The Chief Timekeeper will be able to access results either online or electronically post-event.
- Results will be collected by the individual timekeepers and relayed to the Chief Timekeeper verbally. The Chief is then responsible for noting the results.

Field Events – Athletes

- Athletes will be seeded in small groups of 3 athletes. These will be published in advance and available online. Groups will not be displayed within the venue.
- Athletes must report to the competition site as per the published call up schedule ready to compete. At the conclusion of their competition, they must leave the site immediately and the event venue as soon as practical.
- Groups will be allocated 35 minutes to complete all trials (60 minutes for pole vault). Trials will be taken as per the seeded group information. e.g. Athlete 1 followed by athlete 2, followed by athlete 3 to complete the round.
- Athletes must not shake hands or physically congratulate other participants or officials.

Field Events – Athletes - Throws

- Athletes should supply their own implement and inform officials of its weight. It may not be possible to check the weight and specifications of implements at the event. This may mean that results are unsuitable for ranking and record purposes.
- Throws athletes will be permitted a maximum of 2 warm up trials and 4 competition trials only.
- Athletes are not required to collect their own implement after each throw.

Field Events – Athletes – Vertical Jumps

- Vertical jumps athletes will be permitted 2 Warm Up heights and 6 competition trials only.
- The starting height and available subsequent heights will be published in advance for athletes to choose from.
- Heights will progress in 5cm Increments (HJ) and 10cm Increments (PV)
- Height failures will count as 1 competition trial and will be deducted from the total number of trials available.

- **Example**

1m20	1m25	1m30	1m35	1m45	1m50	
0	xxx					Three consecutive failures athlete eliminated
0	0	0	0	0	0	6 attempts, completed
0	xx	0	x0			6 attempts, completed
P	xx0	0	xx			6 attempts, completed

Field Events – Athletes – Horizontal Jumps

- Horizontal jumps athletes will be permitted a maximum of 2 warm up and 4 competition trials.
- All valid jumps will be measured by an official wearing Personal Protection Equipment.

Field Events – Officials

- Athletes will be seeded into Groups of a maximum of 3 athletes.
- Athletes will report to officials at the competition site as per the published call up schedule ready to compete.
- Groups will be allocated 35 minutes to complete all trials (60 minutes for pole vault). All trials will be taken as per the seeded group information. E.g. Athlete 1, athlete 2, athlete 3 to complete the round.
- Field Cards will be pre-printed and distributed in advance. There will be no circulation of paperwork on the day of the event.

- Officials will be allocated a duty for the entirety of the session and will be solely responsible for that function, e.g. pull through, spike, foot fault, bar replacement, raking, plasticine repair, call up etc.
- Retrieval of implements will be completed by allocated officials only. On retrieval the implement will be returned to the Equipment Officer for cleaning prior to the next throw.
- It may not be possible to check specifications of implements, which may affect ranking and record purposes. Athletes should inform officials of the weight of implement they are using.
- Scoreboards, uprights, bars, tape measures and all other equipment should be disinfected before and after each competition by the official using it.
- Pole vault and high jump beds should be sprayed down before and after each athlete, using a High mist spray PFC1 grade cleaner.
- The use of bungees will not be permitted in either warm up or competition.
- Sand pits should be cleaned with sterilising fluid spray of a suitable concentration to neutralise the virus before and after each session.
- Sand should be lightly dug and raked over after each athlete (including warm up trials).
- All valid long and triple jumps will be measured by an official wearing appropriate PPE.
- On the conclusion of the event, the field card should be checked and verified verbally by the Chief. There is no current requirement for the card to be signed, but the names of the judges must be noted on the card by the official responsible for keeping the card.
- Completed paperwork should be returned to admin and placed in the appropriate place, not handed to another official.

Event Admin – Officials

- All admin areas will be set up according to current physical distancing guidelines. Laptops, tablets, keyboards, mice, printers and all associated equipment will be cleaned before and after each session and will be used by one official only throughout the competition. Additional sanitary wipes will be available if required.
- Paperwork – all paperwork will be published online and circulated for officials to print an individual copy, it is not anticipated to circulate paperwork during the event.
- Declarations – Declarations will be conducted outside if possible, with athletes declaring as per the published declaration schedule. Bib numbers, hip numbers and safety pins are not required.
Withdrawals on the day will be confirmed verbally with seeding.
- Seeding – All events will be pre-seeded into bands, groups and heats prior to the competition day. The deadline for withdrawals will be 1400hrs on the Friday prior to the competition. Seeded paperwork will be updated online and distributed electronically to officials to print a personal copy if required. There will be limited re-seeding on the day, and this may result in heats of only one participant.
- Results
 - o Completed field cards will be placed in a designated area, a photograph will then be taken and shared with the results official for input.
 - o Track results will not be printed but will be electronically shared.

Post Event and Results

Athletes must leave the venue as soon as possible following the conclusion of their event. Officials should also leave once their duties are complete, having notified their Chief/Referee of their departure. All attendees must ensure that they follow the one-way system's designated exit route.

Results will not be posted within the venue. Provisional results will be available online during the event day, and final results published electronically following the conclusion of the competition.

11. Contacts

Any general event queries should be directed to events@scottishathletics.org.uk in the first instance. This includes queries from event organisers, as well as athletes, coaches and clubs.

Staff Contacts

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All other staff contacts can be found at the following link:
<https://www.scottishathletics.org.uk/about/people/staff/>