

A practical guide for technical officials 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 technical officials take to ensure a safe return to athletics activity.

Version 2.01 – updated on 8 September 2020



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](https://www.scottishathletics.org.uk) 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 non-contact sporting activity can be undertaken by all ages with no physical distancing required on the field of play.
3. Live events can create a competition bubble of maximum 30 athletes, with a total of 200 attendees at the venue at any one time. This means up to 30 athletes can compete together, either in a wave start or small race, but physical distancing must be maintained before and after competition.
4. 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/
5. 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, officials 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, technical officials, 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 their organisation who will work closely with the organiser, the venue and the officials on duty 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.

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. Technical officials should check for updates regularly and respond to altered competition plans accordingly as an event date approaches.

scottishathletics looks forward to welcoming all Technical Officials back to competition this Summer and appreciates that the past few months of lockdown have been difficult for many members. Officials should feel no need to rush back to their volunteer roles and are not expected to return until they feel prepared to do so. The following guide aims to reassure returning officials that measures are in place for your safety, and to offer advice on what to expect from events taking place this Summer.

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1. Competition Timelines

Up to 30th September 2020

- Virtual competitions taking place.
- Physical competition taking place with suitable adaptations and following these guidelines.
- Guidance will be reviewed following any Scottish Government announcements.
- No Spectators are permitted at any events.

From 25th August 2020

- Competition available 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.
- All events are held 'behind closed doors'

2. Appointing Officials

UKA licensed officials are required at all events in line with licensing standards and UKA rules. Officials and volunteers should be approached prior to the competition license application to ensure that sufficient volunteers are available to help the event organiser to stage the event. It is 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 sufficient graded officials not be available. The numbers of graded officials and additional helpers must ensure that the event complies with the [Safe Athletics: Track & Field Safety Guide for Competition](#)

Officials' Allocations

The **scottishathletics** Officials Commission allocated officials in early-August for **scottishathletics** events. Any officials who need to withdraw, or officials who become available as the event date approaches, should contact events@scottishathletics.org.uk at the earliest opportunity to amend their availability. Withdrawals within two weeks of an event date should also be communicated to your Referee/Chief for that event to allow duty sheets to be updated.

Non **scottishathletics** event organisers should contact their original list of officials as soon as possible to confirm their availability. Officials who originally made themselves available for non-**scottishathletics** events that are still showing as going ahead on the **scottishathletics** online fixture page should contact the event organiser to update them on their availability. Further communications for officials' availability should be directed to officialsallocations@scottishathletics.org.uk

3. Health, Safety and Hygiene

All event organisers are expected to reinforce good hygiene practices prior to, during, and after their 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 or exposed to someone with COVID-19 in the last 14 days
- Have COVID-19 symptoms (self-isolate for 10 days) or are feeling unwell
- Have been told to self-isolate as part of the contact tracing measures in place

Event Organisers will link with facility operators to ensure that usual access to first aid and emergency equipment is maintained. As there is no access to indoor athletics facilities allowed, consideration should be made to house first aid equipment externally. Event organisers will 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>.

General 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, therefore individual facility guidance to cleaning must be followed at all times.
- High Jump and Pole Vault beds should be sprayed with a suitable disinfectant solution before and after each session (in competition, this may mean a morning and afternoon session or 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.
- A 15-minute drying time should be timetabled after the treatment of landing areas.
- Cleaning of mats will usually be conducted by venue staff, but event organisers will confirm the arrangements for their specific competition. Officials may be asked to assist with digging pits at the start and end of each session (morning, lunchtime and at the end of the day).

4. [scottishathletics](#) Competition Structure

No championships will take place during the 2020 Summer season. Instead, a series of open graded meetings will be offered to provide a less-formal competition opportunity to athletes who wish to compete. Events will take place throughout August and September, with a different combination of track and field events offered on each date. Some dates will feature unconventional track events, such as 60m and 150m, as well as allowing athletes the opportunity to compete with throws implements or hurdle spacings for either their current age group or that of next season.

In order to manage numbers in attendance at events and flow around the venue, the following restrictions will be in place:

- All events will be pre-seeded into bands prior to the competition day.
- The deadline for withdrawals will be 12 noon on the Wednesday prior to the competition. Paperwork will be updated online on the Thursday evening and distributed electronically to officials to print a personal copy if required.
- There will be seeding on the day, which may result in reduced number of heats/groups.
- For both track and field events, athletes will report to officials at the assembly area as per the published call up schedule ready to compete. There will be **no call room** in operation.

Track Events

- Track bands will consist of a maximum of 3 heats, with a maximum of 4 athletes in sprint events, 5 athletes in 800m heats and 8 athletes in 1500m heats.
- Paper start lists will not be available during the event but will be published electronically.

Field Events

- Field bands will be seeded to a maximum of 8 athletes.
- Groups will be allocated 50 minutes to complete all trials (60 minutes for pole vault). All trials will be taken per the seeded band card, i.e. athlete 1, athlete 2, then athlete 3, etc. to complete the round.
- At the conclusion of each 50-minute grouping, there is a 15-minute 'Cleaning Break' to allow for cleaning of equipment and for officials to rest.

5. General Practical Guidance for All Technical Officials

The following guidelines will apply to all **scottishathletics** events. Other licensed-event organisers will be expected to have similar protocols in place, but officials should clarify exact expectations directly.

Attending the venue

- Officials are advised not to car-share, except with members of the same (or extended) household as far as practicable.
- A one-way system will be in operation at each facility. Information on proposed routes will be published on the **scottishathletics** website, and the link sent to officials in advance. The one-way systems must always be strictly adhered to, including entrance and exit.
- There will be no indoor officials' room at any venue. All officials will meet outdoors in a specifically designated area.
- Toilet facilities will be available only with physical distancing measures in place.
- Each official should ensure that they have brought with them ALL of their officiating equipment for the day. No sharing of individual equipment is permitted.
- All personal equipment and items required for the specific duties being undertaken are to be kept with the official at all times. No equipment or items are to be left unattended within the venue.
- Personal bags are to be left in the official's vehicle. If this is not suitable, bags may be stored in a stadium/club locker (if available) or within the designated Officials Area of the stadium. All personal belongings will be left at the owner's risk.
- Officials should note that refreshments will not be provided at events this Summer. Officials are encouraged to bring their own packed lunch if attending a full-day event.
- The officials' information for each event will contain full details of facilities available.
- All officials must maintain physical distancing at all times, including within the officials' meeting area, and maintain strict hygiene protocols. It is recommended that officials supply and bring their own personal hand gel for use throughout the day. Officials must wear a face mask if it is required for their role and if physical distancing is not possible.
- Sanitising and hygiene equipment will be available to officials, dependent on their duties:
 - o Anti-bacterial sanitising spray
 - o Rolls of kitchen paper towelling/anti-viral wipes
 - o Black rubbish bin liners to collect contaminated items
 - o Replacement disposable face masks

Briefings

- It is recommended that briefings are carried out in advance, either by e-mail or call. If a discipline briefing is required on the day, this is to be carried out according to physical distancing in a clear outdoor space, away from other disciplines, athletes, coaches and other attendees.
- No duty sheets will be handed out on the day of the event. Duty sheets will be emailed to officials prior to the event by the relevant Chief/Referee. Each official may bring a personal printed copy, or should be able to access it electronically on their own phone or tablet on the day.
Note: athletes and officials will be allowed to use mobile devices on the field of play, but a common sense approach to their use must be maintained. No calls, games or social media, but athletes and officials are encouraged to check for timetable and seeding updates regularly.
- If an official is unable to provide their own copy of their duty sheet, duties will be dictated to them during the team briefing.

Equipment

- At the beginning of each session and prior to the first event, teams of officials in each discipline will be required to ensure all equipment they will use is wiped down with anti-viral spray & paper towelling/wipes, under the direction of their Chief/Referee and the Technical Manager.
- Disposable paper towelling and/or anti-viral wipes will be available for wiping down equipment. After use, all towels/wipes must be disposed of in suitable refuse bins.
- It is essential that each official maintains strict hygiene protocols throughout the event, especially when handling equipment. Hand washing and/or use of hand gels should be repeated, together with regular changing of disposable gloves if used.
- At the conclusion of each session, cleaning and disinfecting of equipment must be repeated by the officials involved in the concluded event.
- It is important to remember that face coverings/masks, if worn, might become moist due to exertion or weather conditions whilst officiating. If this happens any official wearing a face covering must change it regularly and ensure safe disposal of the old mask/covering.
- **scottishathletics** radios will be allocated in advance by the Meeting Manager and will be cleaned with anti-viral wipes before collection. Any official returning a radio should wipe it down with anti-viral wipes prior to putting it on charge. Clean earpieces will be distributed to officials for the full season (8th August to 13th September) and should be kept for their own personal use. This will include any official in a Management, Referee or Chief role who will be required to use a radio at any **scottishathletics** meeting during the season. Earpieces should be cleaned and returned to **scottishathletics** by the official after their last duties of the season.

During Competition

- All officials are to ensure that they maintain strict hygiene protocols during competition both for themselves and the athletes under their care, especially where equipment is being handled.
- Athletes will be expected to report to events ready to compete, bringing only the equipment required for that event. Bags should not be brought into the competition area unless required during competition.
- Water bottles and any other personal items brought into the competition area will be kept with each athlete and not handled by other athletes or officials.
- As always, no coaches, parents or spectators are permitted on the field of play. Only competing athletes and officials are permitted access onto the field of play.
- New UKA Supplementary Note: **CR18.5 Unsporting or Improper Behaviour (125.5)** - Spitting (or similar) in warm up, call room, field of play or any other public area may be treated as a conduct offence and will be dealt with by a warning or disqualification (yellow card and/or red card). Officials who issue a conduct warning must complete the relevant paperwork and pass the information verbally to their Chief/Referee who will alert the Meeting Manager for further action.

Post Competition

- Officials are to ensure that there is no contact such as high fives, shaking hands, etc. by athletes post-event.
- All equipment used during the competition is to be sprayed using the anti-viral spray and wiped down using paper towelling/wipes before returning to the facility.
- During any post event de-brief within the venue after the close of competition, officials should continue to follow strict physical distancing and hygiene protocols. De-briefs may also be held via e-mail or call post-event and comments submitted to events@scottishathletics.org.uk

6. Discipline-Specific Practical Guidance

Admin – Seeding and Results

- 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 anti-viral wipes will be available if required.
- All paperwork will be published online in advance of the competition day and circulated for officials to print an individual copy. Paperwork will not be circulated during events.
- Withdrawals on the day will be confirmed verbally with seeding.
- Events will be pre-seeded. Any changes to seeding will require verbal communication to the officiating team, but it is unlikely that lanes will be re-drawn.
- Seeding officials will have their own personal copy of paperwork to manually note any withdrawals/non declared athletes. Seeding will be completed on the day and will allow time for electronic sharing and printing of the final lane draws and competition orders.
- Neither results nor start lists will be posted within the facility. They will be available online only.
- Completed field cards will be placed in a designated area, a photograph will then be taken and shared with the results official for input.
- Track results will not be printed but will be electronically shared.

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 75-45 minutes of the event start time. Bib numbers and safety pins will not be available at declarations. The official(s) on duty will be asked to record the attendance of each athlete and to verbally report any no-shows or withdrawals to assembly and seeding. Each declarations official will be allocated a set of events which they will have the sole responsibility to manage. Paperwork should not be shared between officials.

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/band/group. Any changes on the day will be clearly communicated to the relevant teams of officials by seeding, although it is likely that no-shows will simply result in races being run with an empty lane, or with a smaller field group. Athletes in races 800m and above will collect an adhesive number from assembly corresponding to their start position. This is to be worn on the front of the LEFT shoulder.

Field

- 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, 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 rankings and records eligibility. 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.
- The use of bungees will not be permitted in either warm up or competition.
- 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.
- Flags will not be used for validity; verbal calls of No Jumps and/or Arm signals should be used.
- A tape measure will be placed along the run-way for measuring run ups, but runway markers will not be provided.
- Hammer cage doors should only be moved by designated volunteers, with hands sanitised before and after movement. Groups of athletes should be seeded so that all left or right-handed athletes compete together.
- Officials handling hammer inserts must disinfect their hands before and after movement.
- On the conclusion of an 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.
- During the scheduled 'Cleaning Break', officials should disinfect all equipment used – tape measures, EDM, spikes, wind gauge, cross bar, uprights – with anti-viral wipes
- At the beginning of the 'Cleaning Break' sand pit should be cleaned with sterilising fluid spray of a suitable concentration to neutralise the virus, turned and raked.
- At the beginning of the 'Cleaning Break' landing beds should be treated with a high mist spray of PFC1 grade cleaner.

Photofinish

- Track events will be seeded electronically and transferred to photofinish. Paperwork will not be distributed during the event.
- If possible, the Read Operator should be placed away from the other officials to aid physical distancing.
- In laned races 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. In non laned races athletes will be identified by an adhesive number corresponding to their start position. This will be worn on the front of the LEFT shoulder.
- Results should be transferred electronically to the results team. No paperwork should be printed, but electronic records kept only. Radio communication may be used to confirm when results are final should any races require further checks.
- 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. Anti-viral wipes should be used.

Start Team

- Besides their normal preparation duties prior to the start of the first event, the Start Co-ordinator and Chief Starters Assistant should ensure that all equipment required by athletes and officials is suitably sanitised using anti-viral spray and disposable paper towelling/wipes. This might require other members of the start team to assist to ensure the job is completed in good time.
- Any cabling and transponders required by the starter will first be sprayed and wiped. Once the task is complete, the starter will sanitise their hands with hand gel.
- Athletes are encouraged to provide their own personal starting blocks which will only be handled by them personally. These will be collected by the athlete following their race.
- The only exception to the above is for athletes in Lane 1 or 2 of a 400m Race. On these occasions, a member of the start team should remove the blocks and place them on the inside of the track for the athlete to collect at the conclusion of their race. The official must sanitise their hands both before and after handling the starting blocks.
- Stadium blocks if supplied will be cleaned by a designated person(s) at the start and end of each session. If stadium starting blocks are used, athletes must sanitise their hands before use.
- Any changes to the lane draw will be verbally communicated to the CSA by Seeding
- Athletes will be visibly checked by the I/C and allocated lanes.
- All races up to and including 400m will be in lanes. No bib or hip numbers will be allocated.
- Races of 800m and above will be run as normal with athletes breaking into lane 1 at the appropriate point or starting on the curve. Athletes will be identified by an adhesive number worn on the front of their LEFT shoulder. The numbers will be distributed at Assembly.
- Should an unknown athlete be inserted into a race they must be advised to report to the Track Referee at the end of the race to identify themselves.
- Once the race has started, all blocks will be left in place until the athlete returns to remove them, or the next athlete (with sanitised hands) removes them.
- At the end of each session a designated person must spray all starting blocks with disinfectant and return them to the trolley.
- Starters must provide their own starting equipment and blanks. It will not be possible to share any equipment.
- Sound systems will not be used unless each starter has their own headset & microphone.
- Start podiums are to be sprayed with anti-viral spray at each change-over between starters.
- If there are any false starts or any issues at starts, the duty starters may confer maintaining physical distancing.

Track

- Due to physical distancing measures a maximum of two track judges may be on the stand at any one time: one at the top and one at the bottom. Further judges may be placed on ground level but must maintain physical distancing measures.
- Additional umpires can be assigned their usual positions around the track.
- All races up to and including 400m will be run in lanes. Athletes will not be issued with bib or hip numbers, so finishing positions will be recorded by lane number. Races of 800m and above will be run as normal with athletes breaking into lane 1 at the appropriate point. Athletes will be identified by an adhesive number worn on the front of their LEFT hand shoulder. The numbers will be distributed at Assembly. Should an unknown athlete be inserted into a race they will be advised by the Start Team to report to the Track Referee at the end of the race to identify themselves. This information should then be verbally transferred to seeding and results.
- Lap board & bell may be used, and must be suitably cleaned between users.
- Track judges and umpires must not share equipment such as clipboards or coloured cards. Verbal or physical means of communication must be agreed at the briefing meeting.
- Hurdles and barriers may be used if the facility and the event organiser have assessed the risk and put in place measures to ensure it is safe to do so. Hurdles and barriers should be cleaned using antiviral wipes/spray before and after use. One official/volunteer should be allocated responsibility for one flight during competition, under the supervision of the Track Referee and Technical Manager.

Timekeeping

- 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 on their own mobile device, 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.

Technical Team

- Storage and Equipment Cupboards are unlikely to be suitable for physical distancing. Therefore, equipment should be moved to an open area for checking. If no alternative area can be identified, then ONE member of the Tech Team only may be in the store at any single time.
- Where physical distancing guidelines cannot be met members of the Technical Team must wear appropriate face coverings.
- Members of the Technical Team should sanitise their hands before and after touching any equipment.

Track Guidance

- Athletes are encouraged to provide their own personal starting blocks which will only be handled by them personally. These will be collected by the athlete at the conclusion of their race.
- Stadium blocks, if supplied, will be cleaned by a designated person(s) at the start and end of each session. If stadium starting blocks are used athletes must sanitise their hands before and after use.
- Lap board & bell will may be used in track events subject to suitable cleaning.
- Hurdles and barriers may be used if the facility and the event organiser have assessed the risk and put in place measures to ensure it is safe to do so. Hurdles and barriers should be cleaned using antiviral wipes/spray before and after use. One official/volunteer should be allocated responsibility for one flight during competition, under the supervision of the Technical Manager and Track Referee.

Field Guidance

- It may not be possible to check specifications of implements, which may affect rankings and records eligibility. Athletes should inform officials at the event site of the weight of implement they are using, should a check-in process not be in place.
- Scoreboards, uprights, bars, tape measures and all other equipment should be disinfected before and after each competition by the official using it. This means the technical team should wipe down all equipment delivered to the competition area once checked for use; officials on the event will then be responsible for maintaining hygiene during the event; and the technical team should wipe equipment down against when it is returned to the store.
- During competition, pole vault and high jump beds should be sprayed down before and after each group of athletes, using a high mist spray PFC1 grade cleaner. Officials on the event will be responsible for this during the competition, but the technical team should spray beds ahead of the event during their pre-event checks.
- The use of bungees will not be permitted in either warm up or competition and should not be supplied.
- Sand should be lightly dug and raked over after each athlete (including warm up trials). Officials on the event will be responsible for this during the competition, but the technical team should ensure that this is carried out pre- and post-event.
- Flags will not be used for validity and should not be provided; verbal calls of no Jumps and/or arm signals should be used.
- A tape measure will be placed along the runway for measuring run ups, but runway markers will not be provided.
- Hammer cage doors should only be moved by designated volunteers, with hands sanitised before and after movement. The technical team should also ensure that they sanitise their hands and/or wear gloves when moving doors pre- or post- event.
- Any officials handling hammer inserts must disinfect their hands before and after movement.
- Both the technical team and the field judges on the recently-concluded event will share responsibility for the tasks undertaken during the scheduled 'Cleaning Breaks', under the direction of the Technical Manager:
 - o During the scheduled 'Cleaning Break' between field groups, officials should disinfect all equipment used – tape measures, EDM, spikes, wind gauge, cross bar, uprights – with anti-viral wipes.
 - o At the beginning of the 'Cleaning Break' sand pit should be cleaned with sterilising fluid spray of a suitable concentration to neutralise the virus, turned and raked.
 - o At the beginning of the 'Cleaning Break' landing beds should be treated with a high mist spray of PFC1 grade cleaner.

7. Contacts

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

Staff Contacts

Francis Smith
National Club Manager / Covid Coordinator
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All other staff contacts can be found at the following link:
<https://www.scottishathletics.org.uk/about/people/staff/>