

A practical guide for event organisers returning to track and field athletics following the strategic framework for Scotland's COVID-19 restrictions.

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.

Version 3 – updated on 2 November 2020



FRAMEWORK GUIDANCE

Be aware of what level your local authority is in and follow the guidance. Please note the level may change quickly and more restrictive rules may be applied in the future, so please refer to the scottishathletics website regularly.

Following the introduction of [Scotland’s Strategic Framework](#), scottishathletics have updated our guidance in consultation with sportscotland and the government. We have produced the overall scottishathletics framework and this supporting document for all areas of athletics and running in Scotland.

Protection levels for local authorities are reviewed on a weekly basis and the level applicable to your local authority can be found [here](#)

Outlined below is what you can expect at each area of the restrictions for the government’s overall strategy.

Level	What you can expect
Baseline and Level 1	Within these levels, we would expect to see low incidence of the virus with isolated clusters, and low community transmission. Broadly, these levels are the closest we can get to normality, without a vaccine or effective treatment in place, before conditions will allow us to move to Phase 4 of the Route Map. They would be similar to the measures in place during the summer, once we reached Phase 3. The Baseline and Level 1 are designed to be sustainable for longer periods.
Levels 2-3	Within Levels 2 and 3, we would expect to see increased incidence of the virus, with multiple clusters and increased community transmission. There would be a graduated series of protective measures to tackle the virus, focusing on key areas of risk – broadly, indoor settings where household mixing takes place with less, or less well-observed, physical distancing and mitigations. The measures would be intended to be in place for relatively short periods (2-4 weeks), and only for as long as required to get the virus down to a low, sustainable level.
Level 4	Within this level we would expect to see very high or rapidly increasing incidence, and widespread community transmission which may pose a threat to the NHS to cope. It is likely that this level would see the introduction of measures close to a return to full lockdown. Measures would be designed to be in place for a short period, to provide a short, sharp response to quickly suppress the virus.

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1. Competition Timelines

Up to 31st December 2020

- Virtual competitions continuing.
- Physical competition taking place across all disciplines with suitable adaptations and following these guidelines.
- Any licensed competitions taking place MUST comply with the government and **scottishathletics** guidelines available on the date of the event.
- Guidance will be reviewed following any Scottish Government announcements.
- No spectating other than where a parent/guardian is supervising a child or vulnerable adult.

2. Pre-Competition Planning

Event organisers planning to host a track and field event will need to consider several 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/guardians supervising children or vulnerable adults.
- With the venue staff, plan how the event will be conducted. This should include the flow of athletes, officials and other attendees from arrival through competition and departure. Create a map or other visual representation to share with attendees, if possible.
- A maximum bubble size of 30 athletes for any one event (Long Jump, 800m etc) must be adhered to.
- Potential cross-contamination between bubbles must be avoided. Please review procedures for arrivals, departures, declarations, warm-up and cool down to ensure bubbles are kept separate throughout.
- 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.
- Be aware of where your attendees may be travelling from and consider whether any will be affected by local lockdown measures. Contact attendees in affected areas to advise that they do not travel if local lockdown measures are in place.
- Attendees including entrants, coaches, officials who may be subject to local lockdown restrictions must be contacted in advance and advised not to attend.
- 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 Winter 2020-21 and Summer 2021, 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.
- Event organisers should discuss with the **scottishathletics** Covid Coordinator or Events Team any concerns they may have regarding holding an event prior to submitting their licence application.

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 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.
- Where possible, 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.
- Officials invited to attend who are subject to local lockdown measures must be contacted and advised not to attend. These officials should be replaced to ensure that the numbers on duty are sufficient.

4. Event Licensing

Competition providers are now welcome to apply for **scottishathletics** event licences for competitions of all disciplines of athletics scheduled to take place up to 30th September 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 <https://www.uka.org.uk/governance/facilities/>.
- 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.
- Full and detailed risk assessments, event management plans and attendee information documentation must be prepared for submission to **scottishathletics** if requested.
- More information about the licensing process can be found here: <https://www.scottishathletics.org.uk/events/organising-an-event/>

Please note:

Where an affiliated club delivers an internal event following training group size and physical distancing guidance issued by **scottishathletics**, an event licence is **not** required. Only athletes that are members of that club and internal officials and helpers can participate in such an event.

All other events where more than one club's athletes are involved and/or external officials will be involved and/or the training group size outlined in the guidance will be exceeded must be licenced by **scottishathletics**. Permission must also be sought from the local authority before the event goes ahead.

5. Competition Preparation

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

Key Principles

- Event organisers have a responsibility to take reasonable steps to ensure their activities and the event environment is as safe as possible for all.
- Medical provision must remain in line with current guidance, with additional requirements specific to the current Covid-19 situation in place.
- Organisers should contact the Scottish Athletics covid officer or events team to discuss their events plan, prior to licenses being approved.
- **scottishathletics** will consider the proposed plans for each venue/course on a case by case basis.
- One bubble of athletes should not mix with any other bubble to avoid potential cross-contamination.
- Venues must have adequate space for parking/warm up/cool down etc to maintain a free flow of people and reduce any risk of cross-contamination.

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 events 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, parents/guardians 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 other attendees.
- Oversight of young athletes by parents – where can parents wait for athletes and how many can be accommodated within the venue?
- Hygiene/cleaning requirements for equipment and facilities to meet COVID 19 guidance.
- Catering arrangements (if any) 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, 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 these restrictions.
- Indoor facilities will open at the discretion of the operator.

Event organisers must refer to the latest Government and **scottishathletics** guidelines for up to date information on bubble sizes and number of attendees.

Event Programming

Guidelines advise that limited events and small groups will be able to compete together during the current restrictions. 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 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.
- A maximum bubble size of 30 participants must be adhered to with potential cross contamination between bubbles avoided. (a bubble can be an event group eg, 800m or 100m)
- Dedicated and separate warm up and cool down areas or zones should be identified and communicated to all participants.
- 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 (for parents/guardians), 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 and timetables. All health and safety and risk mitigations should 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. 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 10 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.

[Health & Safety Executive – COVID-19 First Aid Advice](#)

[Resuscitation Council UK – COVID-19](#)

[UK Government – guidance for first responders](#) (Section 7)

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 for 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.
- A minimum 15-minute drying time must be timetabled after each jumps session to allow for cleaning of the landing beds/pits.

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 wait for athletes from designated areas. Physical distancing must be maintained between parents/guardians.

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. This could also include athletes with an intellectual impairment, such as athletes who need support tying shoelaces, changing, stretching etc.
- Guide runners may be supported by someone from outside their household, but physical distancing must be adhered to both BEFORE and AFTER competition.
- 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.

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

- Officials, volunteers and athletes should ensure that they always maintain physical distancing in warm up and competition environments.
- Current guidelines confirm that bubbles of up to 30 athletes can participate at any one time. This means that physical distancing can be relaxed on the field of play, with races being conducted as normal. Sprint events can use neighbouring lanes, and middle/longer distance races can be run out of lanes.
- Athletes in bubbles must still maintain 2m physical distancing BEFORE and AFTER their events, as well as avoiding any cross contamination with other bubbles. This means that athletes should not be permitted to return to the warm up area after their race, instead accessing a separate cool down area or exiting the venue right away.
- 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 may be permitted for warm up and in competitions but additional hygiene measures must be in place.
- Event organisers should decide in advance whether starting blocks can be used during their event. If starting blocks are allowed, the following procedures must be adhered to:
 - o Athletes should be encouraged to 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.

FIELD - Jumps

- To maintain physical distancing when not jumping a maximum of 10 athletes should participate at any one time. Although physical distancing is not required on the field of play under government guidance, it is recommended that, where possible, athletes maintain a 2m distance from each other and officials whilst they await their jump.
- 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.
- After treatment a 15-minute drying time must be timetabled for each landing area.
- 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

- To maintain physical distancing when not throwing a maximum of 10 athletes should participate at any one time. Although physical distancing is not required on the field of play under government guidance, it is recommended that, where possible, athletes maintain a 2m distance from each other and officials whilst they await their throw.
- 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, if used, which cannot be shared between competitors.
- The throwing circles must be swept and cleaned after each session.
- Should implements be caught in the net, it is the responsibility of one designated person throughout the competition to retrieve implements. Hygiene regulations must be adhered to once the implement has been retrieved. The implement must be sanitised before the athlete can continue.

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. This process could be used to support event organisers in planning their own licensed track and field events this season.

Travel to and from the Event

- Organisers should determine whether it is possible for attendees to maintain physical distancing when travelling to and from the event: is public transport able to be used? Is parking available if private cars are encouraged? Is it appropriate for attendees to car-share?
- Organisers should adapt their plans to ensure that public transport systems can cope with the volume of people attending the event. This could include staggering start times and asking separate start waves to arrive and leave at different times.
- Organisers should consider providing facilities to encourage attendees to use alternative means of transport, e.g. bike parking, car parking etc.
- Under current guidance spectators are not allowed at any events.

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. Viewing areas of limited capacity for coaches, parents, etc. will be located in specific areas of the venue. Athletes will be advised not to bring large groups of family or other non-competitors to spectate to minimise the number of people in the venue. Athletes aged under 18 will be permitted one chaperone to attend with them.

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 with 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 distributed.

Warm Up

Indoor warm up facilities should not be used, even if they are usually available at your chosen venue. 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 or to an assembly point. 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.
- Races of 400m or less will be run without the requirement for a blank lane between athletes.
- Athletes using starting blocks must sanitise their hands before using the equipment.
- Races of 800m or more will be run with athletes breaking into lane 1 as normal.
- Athletes in non-lane races will be provided with an adhesive number to be worn on the front of the LEFT shoulder.
- 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 for races in lanes. For races not in lanes, athletes will be provided with an adhesive number to be worn on the front of the LEFT shoulder.
- Athletes are responsible for checking which lane/start position they have been allocated.
- If an unknown athlete arrives at the start line and is inserted into a lane/race 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.
- Athletes using stadium blocks must sanitise their hands before touching the equipment.
- 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

- For laned races, Track Judges are required to judge finishers by lane number, not bib number. Non-laned race athletes will be identified by the adhesive number worn on the front of the athletes LEFT shoulder, corresponding to their starting lane.
- 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.
- A board & bell may be used subject to suitable hygiene measures.
- 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.
- The Read Operator should be located 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.
- For 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. Non-laned race athletes will be identified by an adhesive number worn on the front of their LEFT hand shoulder.

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 groups of a maximum of 10 athletes. It is recommended that the group size is around 5-6. The groups 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 40 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, etc. to complete the round.
- Athletes must not shake hands or physically congratulate other participants or officials.

Field Events – Athletes – Vertical Jumps

- Vertical jumps athletes will be permitted 2 Warm Up heights and 8 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	x0	0	0	x0	0	8 attempts, completed
0	xx	xx0	xx0			8 attempts, completed
P	xx0	xx0	xx			8 attempts, completed

Field Events – Athletes – Horizontal Jumps

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

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 a minimum of 4 competition trials.
- Athletes are not required to collect their own implement after each throw.

Field Events – Officials

- Athletes will be seeded into groups of a maximum of 10 athletes.
- Athletes will report to officials at the competition site as per the published call up schedule ready to compete.
- Groups will be allocated 40 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, etc. 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, bar replacement, raking, plasticine, 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.

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 for laned races.
- Athletes in races of 800m and above will collect an adhesive number from the call up area. This must be worn on the front of the LEFT shoulder.
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 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

Alasdhair Love
National Events Manager
· 07584 146796
Alasdhair.love@scottishathletics.org.uk

Caitlin Watt
Events Administrator
· 07718 526373
events@scottishathletics.org.uk

Francis Smith
National Club Manager / Covid Coordinator
· 07508 317606
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Shona Malcolm
Officials Recruitment & Development Officer
· 07731 832 567
shonamalcolm@scottishathletics.org.uk

Angus Macdonald
Welfare Officer
· 07983 081 122
angus.macdonald@scottishathletics.org.uk

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