

# Winter 2020 Together Apart Series

## Information for Clubs

### How does the Together Apart Series Work?

The Together-Apart Series allows athletes and clubs to compete locally when travel restrictions or other factors may prevent them from attending a national event. Athletes will be able to see their results on a national leaderboard with other athletes from all over Scotland, and clubs taking part will be supported with planning and delivering events at their local facilities. Alongside **scottishathletics'** Indoor Open Series taking place at the Emirates Arena in Glasgow, the Together Apart Series will provide additional opportunities for athletes to compete this Winter without having to travel.

Any Scottish club can register to take part in the Series, and any licensed track and field event taking place indoors, outdoors or across both within the dates of the Together Apart Series can be included if registered in advance.

### When Will the Together Apart Series Take Place?

- Performance Window: **Monday 11<sup>th</sup> January – Sunday 21<sup>st</sup> February 2021**
- Results to be submitted by e-mail to [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk) by 12 noon on the Monday following the competition (ie. results from events taking place 11<sup>th</sup>-17<sup>th</sup> January should be submitted by 12 noon on Monday 18<sup>th</sup> January). Results that miss the weekly deadline will not be included in that week's results.
- Results must be submitted in the correct format, using the template provided.
- The National leaderboards will be uploaded weekly on Tuesdays.

### Who Can Take Part in the Together-Apart Series?

Any **scottishathletics** member can take part in the Together-Apart Series. All athletes taking part must be up-to-date members of **scottishathletics** on the date of the submission of results (the Monday following their competition). Clubs should check the membership status of their athletes within the athlete list in the [club portal](#) before submitting results. Renewals made after the Monday results submission will not be accepted, but the athlete will be able to compete again next week as a member.

Athletes taking part in the Together Apart Series must be at least 9 years old on the day of the competition (U11 age group), and there is no upper age limit. Age groups will be determined by current UKA rules for track and field competition during the 2020-21 competition year. Masters athletes will compete in two age groups: V35-49 and V50+, but narrower age bands will be shown in the results.

\*Please note that, with the exception of the RJT-Triathlon, events at the Emirates Arena are restricted to athletes aged 11+. U11s and most U13s should compete in club events only, where they can be better-supported.

### TOGETHER-APART SERIES EVENTS

As the Together-Apart Series will take place during the traditional indoor season, events included in the series are those usually included in indoor competitions. Long throws are also included to offer additional competition opportunities for throwers.

#### Track Events

60m, 60m Hurdles, 200m, 300m/400m, 800m, 1500m, 3000m

#### Field Events

Long Jump, High Jump, Triple Jump, Pole Vault, Shot Put, Javelin, Discus, Hammer

#### Combined Events

RJT Triathlon: 60m or 600m, Long Jump, Shot Put

# *My Club Wants to Take Part and Host an Event – What Next?*

## *Before Planning Your Event*

- Recruit some helpers – clubs will be promoting their local event to their members, so make sure your club media officer is on-board. Clubs will also be submitting results from the event using an Excel spreadsheet, so it may be useful to recruit some IT-literate parents or athlete helpers to pull the results together.
  - Decide how, where and when you would like to stage the event – will you host one event or a series? Will your event(s) be a full day's competition? Will you offer short events during training nights? What facilities are available to you? Will you be outdoors or indoors? When can you secure a venue booking?
  - Plan a draft timetable, including which events you will offer, how many athletes will be able to take part safely and how long the event will last. This can be edited and finalised before the competition takes place, but it is useful to begin a draft early.
  - Consider first aid arrangements for the event. Make a booking with a first aid provider or appoint first aid trained volunteers from the club to provide cover. Ensure that your arrangements are justified in your event risk assessment.
  - Apply for an event licence. All events in the Together Apart Series must hold a **scottishathletics** licence, which can be applied for online [here](#). A level 1 event licence will be issued if the event will take place in a certified facility, or a basic level licence will be issued if the facility has not been surveyed for competition. Events held under either type of licence can be part of the Together Apart Series, but only those meeting level 1 requirements will be eligible for general ranking purposes (eg. Power of 10). To tell us that you would like your event to be part of the series, simply add **(Together Apart)** in brackets to the end of your event title when you submit your licence application.
  - Agree and open the entry process– decide how you would like your athletes to sign up. Entry into the Together-Apart Series is free to **scottishathletics** affiliated clubs, but clubs may wish to collect an entry fee from individual athletes competing in an event they are hosting to help to cover the costs of staging your event. Decide how long before the event you will need to close entries.
  - Promote the event amongst your members – let athletes know how they can take part both in your local event as well as the wider Together-Apart Series. You could also reach out to other clubs in your local area to attract both additional athletes and volunteers to compete in and assist with your event.
  - Appoint a COVID Co-ordinator for the event. This may be your club's COVID Co-ordinator, or another volunteer with the skills and knowledge to assist with the event. Support and general information for COVID Co-ordinators is available here: <https://www.scottishathletics.org.uk/clubs/club-support/coronavirus/>
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## Preparing For Event Day

- Consider the equipment required to host an event, and how you can ensure that each is delivered safely and in line with requirements around COVID-19. Do you, or does your facility, have cleaning procedures in place for equipment? How will your participants maintain hygiene during the event?
- Familiarise yourself with the results template – it will be useful to check in advance how your final results should look!
- Prepare any information you need to communicate to those taking part. This includes not only athletes but officials and volunteers too.
- Recruit officials to help deliver your event. Different numbers of officials are required depending on whether you would like to stage your event under a basic or level 1 event licence.
  - Minimum GRADED officials required for a **level 1** meeting (eligible for ranking purposes):

Discipline	Role	Qualification Required
Track	Track Referee	Track level 2+
	At least 4 more graded judges	Track level 1+
Field	Field Referee	Field level 2+
	At least 2 graded judges per simultaneous field event	Field level 1+ (Long Throw Chief must be 2+)
Timekeepers	Chief Timekeeper	Timekeeping level 2+
Start Team	Starter	Starter level 1+
	Starter's Assistant	Starter's Assistant level 1+

If photofinish is in use (not essential at a level 1 meeting), the Chief must be level 1+

- For this Series only, a reduced number of officials can be used if travel restrictions are prohibitive. Results from meetings with an insufficient number of graded officials for a level 1 competition licence will be included in the Together Apart Series but the results will not be eligible for ranking purposes.

The minimum requirements in this case for a **basic** licence are:

Discipline	Role	Qualification Required
Track	Track Referee	Track level 1+
Timekeepers	Chief Timekeeper	Timekeeping level 2+
Start Team	Starter	Starter level 1+
Field	Field Referee	Field level 1+ (unless any long throws or pole vault then level 2+)
	Additional judge per simultaneous field event	Field level 1+ (unless any long throws or pole vault then level 2+)

- Administration officials/volunteers would also be required for declarations, seeding and results at each event. The number required will depend on the scale of the event taking place.
- Further volunteers may also be needed to supervise/chaperone athletes throughout the event and to help to ensure that hygiene measures, physical distancing and other requirements are adhered to.

## *On The Day*

- Appoint declarations volunteers to check-in athletes and officials/volunteers on the day. You will need to know who has attended both to keep the event running smoothly and for test and protect purposes. If you will allow coaches, chaperones or spectators (check guidance for your local area!), you may also need to collect their details.
- Try to keep your event running to time, according to your final timetable. This will ensure that athletes know when to arrive, when they will be competing and when they will be leaving. Ensure that you do not have too many athletes in the venue at once: athletes may need to be asked to leave following their event to allow for others to arrive.
- Athletes should compete in 'bubbles' where physical distancing will be suspended. In line with competition guidance, ensure that bubbles do not mix, and that athletes return to 2m distancing following their event.
- Ensure that athletes, officials, volunteers and any other attendees bring and wear suitable face coverings whilst interacting closely with each other.

## *Submitting Results*

- Results should be submitted post-event by e-mail to [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk) using the Together-Apart Series scoring template available to download.
- Athletes must ensure that the membership number that they supply when entering any event is correct and that their membership is up to date. Any results selected under incorrect or invalid memberships numbers will not be scored as the athlete may not be able to be identified.

## *Additional Resources*

Read the **scottishathletics** Guide for Track and Field Event Organisers for more information on how organisers of track and field events can safely stage events this season. Note there are separate guides for outdoor and indoor competition organisers, as well as for athletes and officials, so make sure you check the guide(s) appropriate to your event: <https://www.scottishathletics.org.uk/clubs/club-support/coronavirus/#events>

Should clubs require any assistance with hosting an event, or assistance with accessing and using the scoring template, please contact the Events Team on [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk)