

# A practical guide for event organisers returning to athletics competition 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 4.1 – updated on 6 April 2021



## Introduction

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, competition should not take place until it is safe and appropriate to do so and **scottishathletics** 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 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 athletics competition. Event organisers should check for updates regularly and respond to altered competition plans accordingly as an event date approaches.

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## 1. Competition Timelines

### Up to 26<sup>th</sup> April 2021

- National Level 4 Restrictions – no licenced events.
- Licensed events in level 3 areas (e.g. islands) with restrictions in place.
- Virtual competitions continuing.

### From 26<sup>th</sup> April 2021

- Physical competition taking place across all disciplines with competition bubbles for U18s. Over 18s still required to maintain physical distancing during competition.
- 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.
- Restrictions on journeys within mainland Scotland lifted, but club organised competition for local residents recommended as main form of competition.
- Cross border travel may still be limited between Scotland and other Home Countries, as well as internationally.
- No spectating, other than a parent/guardian supervising a child or vulnerable adult.

### From 17<sup>th</sup> May

- Anticipated lowering of levels across Scotland, anticipated level 2.
- Physical competition taking place across all disciplines with competition bubbles for all ages.
- Club organised local competition still recommended, although travel restrictions will be reduced.
- Cross border travel may still be limited between Scotland and other Home Countries, as well as internationally. TBC.

### From Early June

- Anticipated lowering of levels across Scotland, anticipated level 1.
- Further easing of travel restrictions, low numbers of spectators permitted.

### From Late June

- Anticipated lowering of levels across Scotland, anticipated level 0.
- Further easing of travel restrictions, number of spectators increased dependent on venue capacity.

## 2. Pre-Competition Planning

Event organisers planning to host an athletics 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, or the landowner of the space you intend to use for an off-track event to ensure it is still available.
- Consider the maximum number of attendees at the event and how this can be controlled. This will include athletes, coaches, officials, contractors, venue staff and first aid personnel, as well as any parents/guardians supervising children or vulnerable adults.
- 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. This should also involve consultation with venue staff for stadium events.

- A maximum bubble size of 30 athletes for any one event (Long Jump, 800m etc) must be adhered to in all levels.
- 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 or national restrictions.
- 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 might include the staging of open graded rather than heat-final formats; limitations on events that can be offered; the age range the event is open to and whether you can offer event-specific opportunities (ie. throws only, track only, etc). For off-track events, considerations may include the staging of time trial or small wave starts in 'bubbles'; introducing qualifying conditions such as expected finish time or the age range the event is open to; and whether you can offer a virtual alternative alongside or instead of the physical event.
- Apply for a **scottishathletics** licence for the event. The licensing process is open now for Summer 2021 and Winter 2021-22, 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 and/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 event 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 event organiser's responsibility to co-ordinate officials and volunteers for their event.
- 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.
- Additional helpers and officials must be recruited to ensure that any track and field event complies with the [Safe Athletics: Track & Field Safety Guide for Competition](#)
- A Race Referee should be appointed for all off-track events. They must be suitably qualified and are to be responsible for ensuring that the event conforms to UKA rules.
- 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 should the event organiser expand the search further.
- Evidence of officials' attendance will be required post event. Event organisers 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 may still be able to attend, but (where possible) these officials should be replaced by local officials or volunteers to reduce travel into or out of areas with restrictions in place.

#### 4. Event Licencing

Event organisers are now welcome to apply for **scottishathletics** event licences for competitions of all disciplines of athletics scheduled to take place up to 31<sup>st</sup> March 2022.

- 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 and a 'standard' licence in off-track disciplines.
- For any competition results to appear on ranking websites like Power of 10 or Run Britain, a licence must be granted by the governing body and sufficient officials be on duty throughout the event. This also includes any competition held in a virtual format. Some events may be licensed but still ineligible to be used for ranking purposes if sufficient qualified officials are not in place.
- All track and field facilities used for competition must have, or be working towards, TrackMark status <https://www.uka.org.uk/governance/facilities/> in line with UKA licensing standards.
- UKA public liability cover will apply to competitions that are licensed and promoted by an affiliated event organiser. 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, and submitted to **scottishathletics** upon 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, in line with Scottish Government guidance for sport. Permission should 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/landowner and local authority, 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 event plan prior to licenses being approved.
- **scottishathletics** will consider the proposed plans for each venue/course on a case by case basis.

- Plans must be in place to ensure that one bubble of athletes will 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 event organiser should work with their venue to ensure that their event site will adhere to all government guidance. They must name a **COVID-19 Officer** for the competition, such as a club volunteer or responsible colleague. They will complete, often with the venue provider, a detailed risk assessment covering all of the event's risks, including those related to COVID-19.

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

- Maximum number of ALL attendees, including venue staff, contractors, officials, athletes, coaches, parents, first aid, catering, etc.
- Arrangements for any build and de-rig of event infrastructure to adhere to physical distancing.
- 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 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 venue operator. Consider whether you can move elements of the process (e.g. registration) outdoors this season.

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 under 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.

Currently a maximum of 30 participants may create a competition 'bubble', meaning physical distancing within the competition area can be suspended. However, physical distancing must be maintained BEFORE and AFTER the event, and measures must be in place to avoid any potential cross contamination between bubbles.

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 individually, or virtually using computer systems. There should be no sharing of paperwork nor sharing of equipment between officials and volunteers on the day.

- It is advised that bibs/numbers are provided to participants in advance and that runner packs contain only essential materials. If the event organiser decides that bib numbers are collected on the day of their event, bibs should be handed to the athlete by an official using appropriate PPE, and any registration/declarations areas must be suitable for physical distancing.
- 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 during any warm up periods.
- Dedicated and separate warm up and cool down areas or zones should be identified and communicated to all participants. Both areas should enable athletes to prepare whilst maintaining physical distancing. For stadium events, 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 displayed on the day, but instead be made available online and/or emailed to participants in advance of the day.

### **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.

If you run an annual or regular event, also consider questions you are often asked at registration or during the event and provide the answers to these in advance to your competitors. You could produce this information in an FAQ document, or you could consider holding a pre-event online webinar or forum for competitors to ask questions if this will assist you with the communication of information.

### **Venue and Facility Considerations**

- Any venue being used as part of the event is likely to have their own procedures and protocols in place which event organisers will need to fully adopt and adhere to. Liaise with your venue operator to ensure that all working spaces and facilities used are organised in a way that physical distancing can be maintained.
- Where a permanent building containing toilet facilities cannot be used or is inaccessible, consider increasing the number of portable toilets on-site to reduce queuing, and ensure that these are fully stocked and replenished with hand sanitisers or soap and water and paper towels throughout the event.

## **Event Staff/Volunteers, Suppliers and Contractors**

- All event staff, suppliers and contractors involved in the delivery of an event must receive and acknowledge detailed briefings on these guidelines before arriving at any event site.
- Mitigations such as increased on-site working and welfare space should be put into place. Extra time to build and de-rig the event should also be factored in.
- Event staff and volunteers must be supplied with suitable PPE if required for their role.
- Event organisers should develop suitable plans to monitor staff and volunteers for COVID-19 symptoms. Anyone showing COVID-19 symptoms, and those who have been in close contact with them, must follow all up to date government instructions regarding isolation, tracing and testing.
- Event organiser's named COVID-19 Officer shall be the first point of contact for all contractors, volunteers and staff throughout the build and takedown period, as well as during the event itself. The COVID-19 Officer will be responsible for oversight of the risk and mitigation planning and will ensure that the necessary standards are met.
- The Event organiser should develop an event operations plan that considers measures in place to prevent the spread of COVID-19 at the event, and a COVID-19 risk assessment and mitigation plan. Depending on the scale of the event, consideration should be given to the following:
  - A code of behaviour for all contractors, volunteers and staff throughout the build and de-rig periods which provides clear site and operational guidelines.
  - An appropriate education programme for all contractors, volunteers and staff, if required.
  - Any activities during the build and de-rig period where physical distancing cannot be easily maintained should be risk assessed and mitigated.
  - Limiting all non-essential activities during the build and de-rig period, such as on-site catering provision.
  - A map of the event site and the course/route, defining all areas, routes and access/egress.
  - The maximum capacity and layout for each area to allow physical distancing to be maintained.
  - Information on the management, movement and scheduling of contractors, volunteers and staff and their vehicles to allow physical distancing to be maintained.
  - A security plan, screening process and accreditation system that defines the access control system throughout the build and de-rig period, if required.
  - A transport plan for staff and contractors for travel to and from the venue/site which minimises the usage of shared or public transport.
  - A signage plan to support the implementation of the guidelines.

## **Attendees, Residents and Businesses**

- Event organisers should communicate that events are not suitable for spectators and are effectively held 'behind closed doors' until guidance changes to allow spectator events.
- Some viewing provision should be made available for parents/guardians (if an event is open to under 18s) and coaches, although this may be limited.
- If appropriate, organisers should update existing plans for attendees and crowd flows to help to ensure physical distancing can be maintained.
- Event organisers should also take pre-emptive action to combat known points of crowding, including preventing access to those areas if necessary or applying one-way systems. This may be, for example, areas close to the finish line, or at narrower points on an off-track course/route.
- Organisers may need to inform local residents and businesses that the event is taking place, explaining how the event is being held safely.

## 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.

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.

Additional safety information can be found through the following links:

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

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

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

### 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.
- Cleaning protocols may differ between venues, individual venue guidance to cleaning must be followed at all times.
- Event organisers must implement safe systems of work protocols for all event staff, officials and volunteers with an emphasis on the maintenance of strict and frequent personal hygiene measures, particularly handwashing/sanitising.
- Event organisers must ensure that an uninterrupted supply of personal and hand hygiene equipment and consumables is provided for staff, officials and volunteers at all times.
- Organisers must ensure that all relevant areas of the event site are cleaned to the standard defined in the government guidance. High contact surfaces such as door handles and light switches should be considered a priority for disinfection on a frequent basis, should there be any within the event site.
- 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 10-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)**

- Event organisers 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 in designated areas. Physical distancing must be maintained between parents/guardians.
- During the competition, physical distancing measures are not required for athletes under 18.
- All athletes must adhere to physical distancing immediately before and after their event.

### **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 should be permitted to bring a carer with them to the 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 support 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 additional hygiene guidance put in place by the event venue.

### **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.
- Athletes should be advised to arrive as close to their scheduled start time as possible and to leave the event immediately following the conclusion of their event.
- Under current guidance spectators are not allowed at any events until level 2 restrictions are in place and will be limited in number. Further details on exact numbers permitted to attend events in level 2 have not been confirmed at the time of writing.

### **Warm Up and Assembly**

- Event organisers must ensure that areas are designed so that athletes do not need to assemble in a manner which conflicts with physical distancing guidelines.
- Adequate space must be provided to ensure that competition bubbles do not mix at any point – this includes declaring, warming up and cooling down.
- If you cannot distribute runner numbers in advance, physical distancing must be maintained between competitors inside any registration tent/room, and whilst waiting to declare. Ensure that your registration/declarations area has sufficient space for those who need to report there.
- Only competition-essential materials should be included inside a race pack, such as the race number (e.g. no promo materials), whilst reducing packaging as much as possible. Where possible, timing chips should be included in the race pack to avoid additional collection stations on the day and time spent in the registration area. Consultation with timing companies to use disposable chips or bib timing systems in off-track races may be useful.
- Organisers should consider whether some facilities (e.g. bag drop, information desk) are necessary at the event and either remove event elements likely to cause participants to congregate or mitigate that congregation (e.g. queue lines/markers, etc).
- It is recommended that event organisers advise athletes to report for their event 'ready to compete' with as little additional baggage as possible.

### **Off-Track Events**

Event organisers must design their start line procedures so that the density of crowds at the start line is within physical distancing guidelines. This could be achieved by:

- Ensuring that the start line is as wide as possible, and that the time available for participants to cross the start line is maximised.
- Reducing the assembly time before the start to an absolute minimum, ensuring that runners are not congregating in the start area for long.
- Clear messaging to participants to follow start line protocols (e.g. seeding by predicted time).
- Organisers should consider marking out spaces on the ground or providing additional signage to remind competitors to stay in their competition bubble and not to mix with others.
- Start athletes off in small bubbles or waves (maximum 30 athletes) or even individually to allow for physical distancing to be maintained.

- Bubbles/waves should be seeded fastest to slowest to avoid mixing on course. Mixed ability bubbles are appropriate where the start time gap is significant enough to ensure athletes from one bubble will not be caught by the next etc.

Once runners have set off, it is important to ensure that each bubble is protected throughout the run:

- When setting athletes off in bubbles/waves of no more than 30 athletes, consideration should be given to the location and width of the narrowest point(s) of the course and any areas prone to congestion. Wherever possible, bottlenecks should be avoided and routes/courses altered to avoid these areas to ensure that runners will not congregate in one spot where physical distancing cannot be maintained off the field of play.
- The density of runners on the course should allow for overtaking.

Whilst the finish of any event is a positive environment, physical distancing and hygiene measures must remain of paramount importance.

- At the end of the race, organisers should ensure that finishers are dispersed quickly away from the finish line, and should take measures to guide participants safely away from the event site.
- Where possible, increase the width of the finish chute to give competitors more space when crossing the finish line – however it is accepted that timing points may limit this. Discuss options with your chip timer to ensure that times can still be recorded.
- Ensure competitors do not sit or lie down within the finish area (unless in the case of a medical issue). Identify volunteers to make sure that competitors are not congregating at the post-finish area. These volunteers should wear PPE appropriate to their role and have hand washing/sanitiser facilities available.
- Following their finish, all competitors must be directed to an open space and organisers should have a plan to disperse everyone off site as efficiently as possible.
- Unnecessary “touch points” (e.g. handing out of medals) should be removed from the finish area.

If drinks stations must be used, they should be set up to minimise contact time. Sealed bottles are recommended, rather than open cups, and bottles should be picked up by participants instead of being handed to them. In longer-distance events, the use of feed stations should be minimised, and participants encouraged to bring their own hydration and nutrition to the event using bottle belts, hydration backpacks, etc.

### Track Events

- 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 at licensed events, 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 should 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 Events - Jumps

- To maintain physical distancing when not jumping a maximum of 24 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 10-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 Events - Throws

- To maintain physical distancing when not throwing a maximum of 24 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 competition, 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.

### Competing in Multiple Events Within One Meeting

- Event organisers must ensure that athletes compete within **only one competition bubble per day**. This means athletes may not be able to compete in more than one event on a single day.
- It could be possible for whole bubbles to compete in more than one event per day, e.g. in a combined event, all participants would form one bubble and move around all events together; or a group of long jumpers could then compete together in triple jump later in the day, etc.
- Provided the overall number of athletes does not exceed 30 and new athletes do not join a bubble from another, allowing the same bubble to compete in more than one event could allow athletes to compete in more than one event during a competition.
- The event organiser should decide whether athletes will be allowed to participate in more than one event per day, and could offer restricted combinations to aid timetabling (e.g. common doubles such as 100m and 200m but not 100m and 800m). Should offering event combinations prove impractical, the event organiser may limit athletes to one event per day.

## 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

Athletes must leave the event site as soon as possible following the conclusion of their participation. Officials and volunteers should also leave once their duties are complete, having notified the Referee or Chief Marshal of their departure. All attendees must ensure that the designated exit route within the venue's one-way system is followed.

Results should not be posted within the event site. Provisional results could be available online during the event day, and/or final results published electronically following the conclusion of the event.

Each event must be overseen by a team of suitably qualified officials. However, due to the potential reduced availability of officials in the current climate, 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. scottishathletics Staff Contacts

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

Alasdhair Love  
National Events Manager  
· 07584 146796  
[Alasdhair.love@scottishathletics.org.uk](mailto:Alasdhair.love@scottishathletics.org.uk)

Caitlin Watt  
Events Administrator  
· 07718 526373  
[events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk)

Francis Smith  
National Club Manager / Covid Coordinator  
· 07508 317606  
[francis.smith@scottishathletics.org.uk](mailto:francis.smith@scottishathletics.org.uk)

Shona Malcolm  
Officials Recruitment & Development Officer  
· 07731 832 567  
[shonamalcolm@scottishathletics.org.uk](mailto:shonamalcolm@scottishathletics.org.uk)

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