

## A practical guide for technical officials returning to athletics beyond level 0

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

Version 6 – updated on 09 August 2021



## Introduction

To ensure that it is safe to progress ‘Beyond Level 0’, guidance is being linked to the ‘Gateway condition’. This relates the amount of vaccine coverage to the Scottish Government’s new strategic intent to ‘suppress the virus at a level consistent with alleviating its harms’.

Most legal restrictions relating to Covid-19 will be lifted on the 9<sup>th</sup> August 2021 when Scotland moves to ‘Beyond Level 0’. This includes restrictions on physical distancing and the size of social gatherings. Additionally, no businesses will have to legally remain closed.

Whilst these changes will signal the end of most restrictions for sport and physical activity it will not however signal the end of the epidemic. Covid-19 is a disease that will need to be managed for the foreseeable future and to maintain progress in returning to more normality, it is important that people continue to abide by a set of baseline measures covered by Scottish Government guidance and where relevant legislation.

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## 1. Appointing Officials

UKA licensed officials are required at all events in line with licensing standards and UKA rules. Officials and volunteers should be approached prior to the competition license application to ensure that sufficient volunteers are available to help the event organiser to stage the event. It is understood that the availability of graded officials may be limited under current circumstances, and so additional volunteers may be recruited to work under the supervision of a UKA Level 2 official should sufficient graded officials not be available. The numbers of graded officials and additional helpers must ensure that the event complies with the [Safe Athletics: Track & Field Safety Guide for Competition](#)

### Officials' Allocations

The **scottishathletics** Officials Commission coordinate the allocation of officials prior to the Summer competition season for **scottishathletics** events. Any officials who need to withdraw, or officials who become available as the event date approaches, should contact [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk) at the earliest opportunity to amend their availability. Withdrawals within two weeks of an event date should also be communicated to your Referee/Chief for that event to allow duty sheets to be updated.

Event Organisers should contact and invite suitable officials and volunteers to cover all roles required at their event. Event organisers should contact officials as soon as possible to confirm their availability. Officials who are available for non-**scottishathletics** events that are going ahead on the **scottishathletics** online fixture page may also contact the event organiser directly to provide them with their availability.

## 2. Health, Safety and Hygiene

The safety of all event participants is key, and event organisers must ensure that measures are in place to mitigate risk at their event. Competition providers must appoint a COVID-19 Officer to hold overall accountability for the competition. This should be a named person from the organisation who will work closely with the organiser, the venue and the officials to ensure that the event can be delivered safely. All competitions must take account of local conditions, and any risk assessment for normal activities must be undertaken with government guidance around COVID-19 considered.

All event organisers are expected to reinforce good hygiene practices prior to, during and after their event, as participants may be asymptomatic. No one should attend any events if they:

- Have Covid-19 symptoms.
- Someone in their household has Covid-19 symptoms.
- If they have been asked to self-isolate at home by the [Test and Protect system](#).
- If they are returning from a country outside the UK you must follow the Scottish Government guidance on quarantine.

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

### General Cleaning Advice

- Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on.
- Cleaning protocols may differ between venues, individual venue guidance for 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 and raked before and after each session. Pits should be raked as normal between athletes' trials.
- Venue guidance on required cleaning of equipment must be sought and followed at all times, as this may differ from the above suggestions.

### 3. **scottishathletics** Competition Structure

As restrictions allow, **scottishathletics** Track and Field Championships will take place in Summer 2021. However, the format and numbers both competing and in attendance may be restricted.

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

- All events will be limited to a maximum number of entrants.
- For both track and field events, athletes will report to officials at the assembly area as per the published call up schedule ready to compete. Most other event organisers will also utilise an assembly area, but details will be provided.

Although physical distancing is no longer required within the covid secure environment, **scottishathletics** understands that not everyone will be comfortable with this and so recommends that athletes and spectators respect the space of others.

It is hoped that the Winter 2021-22 season will go ahead as normal. Any changes due to remaining restrictions will be communicated once known.

## 4. General Practical Guidance for All Technical Officials

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

### Attending the venue

- Transport Scotland advice should be followed when travelling to and from any event.
- A one-way system may be in place within venues. Information on proposed routes will be published on the **scottishathletics** website, and the link sent to officials in advance. The one-way systems must always be strictly adhered to, including entrance and exit.
- It is recommended that any group meetings/briefings be conducted outdoors. However, indoor officials' areas may be provided in appropriate venues to allow for storage of belongings or shelter in adverse weather.
- Officials should note that refreshments may not be provided at all events this season. Officials are encouraged to bring their own packed lunch if attending a full-day event. If suitable catering can be provided at an event, details will be circulated in advance.
- The officials' information for each event will contain full details of facilities available.
- Officials must wear a face covering indoors (unless exempt), but it is not required outdoors.
- Sanitising and hygiene equipment will be available to officials, dependent on their duties.

### Briefings

- It is recommended that briefings are carried out in advance, either by e-mail or call. If a briefing is required on the day, this should be carried out in a clear outdoor space, away from other disciplines, athletes, coaches and other attendees.
- Duty sheets should be emailed to officials prior to the event by the relevant Chief/Referee wherever possible. Each official may bring a personal printed copy or should be able to access it electronically on their own phone or tablet on the day.

Note: athletes and officials will be allowed to use mobile devices on the field of play, but a common sense approach to their use must be maintained. No calls, games or social media, but athletes and officials are encouraged to check for timetable and seeding updates regularly.

### Equipment

- At the beginning of each session and prior to the first event, teams of officials in each discipline will be required to ensure all equipment they will use is wiped down with anti-viral spray & paper towelling/wipes, under the direction of their Chief/Referee and the Technical Manager.
- Disposable paper towelling and/or anti-viral wipes will be available for wiping down equipment. After use, all towels/wipes must be disposed of in suitable refuse bins.
- It is essential that each official maintains strict hygiene protocols throughout the event, especially when handling equipment. Hand washing and/or use of hand gels should be repeated, together with regular changing of disposable gloves if used.
- At the conclusion of each session, cleaning and disinfecting of equipment must be repeated by the officials involved in the concluded event.
- **scottishathletics** radios will be allocated in advance and will be cleaned with anti-viral wipes before collection. Any official returning a radio should wipe it down with anti-viral wipes prior to putting it on charge. Clean earpieces will be distributed to officials for the full season and should be kept for their own personal use. Earpieces should be cleaned and returned to **scottishathletics** by the official after their last duties of the season.

### During Competition

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

### Post Competition

- All equipment used during the competition is to be sprayed using the anti-viral spray and wiped down using paper towelling/wipes before returning to the facility.
- During any post event de-brief within the venue after the close of competition, officials should continue to follow strict physical distancing and hygiene protocols. De-briefs may also be held via e-mail or call post-event and comments submitted to [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk)

## 5. Discipline-Specific Practical Guidance

### Admin – Seeding and Results

- All admin areas will be set up with plenty of space for each official. Laptops, tablets, keyboards, mice, printers and all associated equipment will be cleaned before and after use. Additional anti-viral wipes will be available if required.
- As much paperwork as possible will be published online in advance of the competition day and circulated for officials to print an individual copy. Paperwork circulated during events will be limited.
- Withdrawals on the day will be confirmed with seeding.
- Events will be pre-seeded, where possible. Any changes to seeding will require communication to the officiating team.
- Seeding will be completed on the day and will allow time for electronic sharing and printing of the final lane draws and competition orders.
- Neither results nor start lists will be posted within the facility. They will be available online only.
- Completed field cards will be brought to the admin area for results officials to input.
- Track results will not be printed but will be electronically shared.

## Declarations

As usual, athletes will be expected to arrive at the venue as per the published schedule to declare for their event. Timed declaration-windows for each event will be drawn up, with athletes advised to declare for their event individually, without any accompanying coaches or parents, at the time specified. For team events, one Team Manager is to declare on behalf of each age group team, rather than athletes declaring for themselves. The time-window for each event will be within 75-45 minutes of the event start time. Bib numbers will be distributed at declarations, and hip numbers at assembly if required. The official(s) on duty will be asked to record the attendance of each athlete and to report any no-shows or withdrawals to assembly and seeding.

## Call Room/Assembly

### Assembly

Where call rooms are not in operation, call up schedules will be available online detailing when athletes are expected to report directly to the assembly area. Athletes should not report early to ensure that space is maintained between each heat/band/group. Athletes in track races of 800m and above will collect a hip number from assembly. Officials at assembly will be expected to conduct basic call room checks, such as bib number, vest and footwear.

### Call Room

Where call rooms are in operation, extended call up times may be implemented allowing additional time for final warm up prior to reporting to the call room. Access to the call room will be limited to athletes and officials only.

Assembly and Call Room officials must ensure:

- Athletes do not leave the zone once checked in/arrived.
- Non-competing athletes, parents, coaches and team managers are not permitted in this area.
- Athletes are moved on from the assembly / Call Room area as per the schedule

## Track and Field - Field

- Field Cards will be pre-printed.
- Officials should be allocated a duty for the entirety of the event and will be solely responsible for that function, e.g. pull through, spike, bar replacement, raking, plasticine repair, call up etc.
- Scoreboards, uprights, bars, tape measures, flags, circle inserts and all other equipment should be disinfected before and after each competition by the official using it.
- Sand should be raked over after each athlete (including warm up trials).
- Hammer cage doors should only be moved by designated volunteers, with hands sanitised before and after movement. Groups of athletes should be seeded so that all left or right-handed athletes compete in order.
- Throws implements should be cleaned/sanitised at the conclusion of each competition.
- 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).
- Sand Pits should be cleaned with sterilising fluid spray of a suitable concentration to neutralise the virus. Pits should be raked as normal between athletes' trials.
- On the conclusion of an event, the field card should be checked and verified verbally by the Chief. There is no current requirement for the card to be signed, but the names of the judges must be noted on the card by the official responsible for keeping the card.
- Completed paperwork should be put in the appropriate place, not handed to another official.

### Track and Field - Timekeeping

- Results will be collected by the individual timekeepers and relayed to the Chief Timekeeper verbally. The Chief is then responsible for noting the results.

### Track and Field - Photofinish

- Track events will be seeded electronically and transferred to photofinish.
- If possible, the Read Operator should be placed away from other officials for space.
- Results should be transferred electronically to the results team. No paperwork should be printed, but electronic records kept only. Radio communication may be used to confirm when results are final should any races require further checks.
- All computer equipment will be wiped and cleaned as per approved hygiene measures before and after use. Anti-viral wipes should be used.

### Track and Field - Start Team

- Besides their normal preparation duties prior to the start of the first event, the Start Co-ordinator and Chief Starters Assistant should ensure that all equipment required by athletes and officials is suitably sanitised using anti-viral spray and disposable paper towelling/wipes. This might require other members of the start team to assist to ensure the job is completed in good time.
- Any cabling and transponders required by the starter will first be sprayed and wiped. Once the task is complete, the starter will sanitise their hands with hand gel.
- Starters must provide their own starting equipment and blanks. It is not recommended that officials share equipment.
- Athletes will typically use stadium starting blocks, although some may use their own if passed by the Technical Team. Athletes and officials handling blocks must sanitise their hands both before and after handling the starting blocks. Stadium blocks will also be cleaned/sprayed by a designated person(s) from the Starter's Assistant Team at regular intervals.
- The preferred method of communicating lane draws will be electronic. Any late changes to the lane draw will be verbally communicated to the CSA by Seeding.

### Track and Field - Track

- Lap board & bell should be suitably cleaned between users.
- Hurdles and barriers may be used if the facility and the event organiser have assessed the risk and put in place measures to ensure it is safe to do so. Hurdles and barriers should be cleaned using antiviral wipes/spray before and after use, under the supervision of the Track Referee and Technical Manager.

### Track and Field - Technical Team

- Storage and Equipment Cupboards are unlikely to offer comfortable space for the whole team. Therefore, equipment should be moved to an open area for checking if possible. If no alternative area can be identified, then a limited number of officials may be in the store at any single time.
- Members of the Technical Team should sanitise their hands before and after touching any equipment.

### Track Guidance

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- Hurdles and barriers may be used if the facility and the event organiser have assessed the risk and put in place measures to ensure it is safe to do so. Hurdles and barriers should be cleaned using antiviral wipes/spray before and after use, under the supervision of the Track Referee and Technical Manager.

#### Field Guidance

- Scoreboards, uprights, bars, tape measures, flags, circle inserts and all other equipment should be disinfected before and after each competition by the official using it. This means the technical team should wipe down all equipment delivered to the competition area once checked for use; officials on the event will then be responsible for maintaining hygiene during the event; and the technical team should wipe equipment down again when it is returned to the store.
- During competition, pole vault and high jump beds should be sprayed down before and after each group of athletes, using a high mist sterilised fluid. Officials on the event will be responsible for this during the competition, but the technical team should spray beds ahead of the event during their pre-event checks.
- Sand should be raked over after each athlete (including warm up trials). Officials on the event will be responsible for this during the competition, but the technical team should ensure that this is carried out pre- and post-event.

#### Off-Track - Start Team

- Besides their normal preparation duties prior to the start, the Starter and Starter's Assistant(s) should ensure that all equipment is suitably sanitised using anti-viral spray and towelling/wipes.
- Starters must provide their own starting equipment and blanks.

#### Off-Track - Manual Timekeepers/Recorders and Place Callers and Recorders

- Completed recording sheets must be placed within the supplied envelope and dropped off at declarations at the conclusion of each race.

#### Off-Track - Line Judges and Funnel Control

- Finishers should be dispersed away from the finish line as quickly as possible.
- Unless in the case of medical attention, athletes must not sit or lie down within the finish area.
- Team managers, coaches and parents must not congregate in and around the finish area and should be directed away from this area and around the course.

#### Off-Track - Marshals

- Marshals may be asked to work alone or in smaller groups to allow for more space per person.
- A clear system of communication should be explained to marshals prior to the first race to ensure that any incidents can be reported back efficiently and effectively.

## 6. **scottishathletics** Staff Contacts

Any general event queries should be directed to [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk) in the first instance.

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)

David Fallon  
Head of Development  
· 07960582838

[david.fallon@scottishathletics.org.uk](mailto:david.fallon@scottishathletics.org.uk)

All other staff contacts can be found at the following link:

<https://www.scottishathletics.org.uk/about/people/staff/>

Contact details for the Officials' Commission can be found at:

<https://www.scottishathletics.org.uk/officials/officials-commission/>