



WELSH ATHLETICS
ATHLETAU CYMRU

*LIFTING ATHLETICS
OUT OF LOCKDOWN*

#StaySafe

Return to Track & Field Competition (V4 09/11/2020)

This document has been created to provide sport-specific advice to help Competition Providers and Officials (as well as athletes, coaches and parents) within the confines of the Welsh Government's roadmap to unlocking society. All Welsh Athletics guidance will be updates as per Welsh Government guidelines when they are made available or as soon as possible thereafter.

These guidelines will apply to Wales only and are based on those detailing the use of Track & Field facilities that are open.

All competitions should take account of local conditions and any risk assessment for normal activity should be undertaken along with a COVID-19 specific risk assessment. It is the responsibility of each competition provider, athletes, coach and facility to make assessments based on their local environment. The event risk assessment must consider mitigations and plans for when activities do not go as expected e.g. treatment of an injury whilst maintaining social distancing.

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Welsh Government Restrictions for Outdoor Sport & Activity

The current restrictions limit attendees at any outdoor organised event to a maximum of 30 people.

The activity must be organised by a responsible body such as a sports club, public body, charity, gym or leisure centre where the environment is risk-assessed and all reasonable measures to reduce the risk of spreading the virus have been taken.

Organising an outdoor event where more than 30 people attend at the same time (whether or not they are 'gathering') is prohibited. Any activity involving waves or staggered starts needs to be organised in a manner that does not breach this requirement.

Children aged under 11 are no longer included in the numerical limit of 30. The number of children aged under 11 who can legally participate in an organised outdoor activity is now constrained by the boundaries of the setting and the need for sufficient adults to be present to supervise.

Although the risk of transmission with young children is lower, parents and responsible adults should still exercise good judgement and encourage children to follow hand hygiene protocols and minimise close contact wherever possible.

Guiding Principles

The safety and wellbeing of all athletes, runners, coaches, officials, volunteers and the wider community is at the heart of any guidance that Welsh Athletics is distributing.

The guidance that follows provides sport specific advice. It is important to say that any return to activity must take account of local conditions and any risk assessment for normal activities should be undertaken as well as ensuring that all government guidance around Covid-19 is taken into account.

It is the responsibility of each athlete, coach and facility to make that assessment based on their local environment. Risk assessment must take into account mitigations and plans for when activities do not go as expected. Planning scenarios around, for example, an injury occurring to an athlete and the need to support that athlete while social distancing should be undertaken.

Health first	If you have any doubts or concerns about the risk to your health or that of others, stop and re-assess
Stay up to date	How will you make sure you, and those you're with, are following the latest guidance? <ul style="list-style-type: none">• Check the latest Welsh Government Guidance here.
Think ahead: Before, during, & after	What do you need to do before taking part? Have you assessed the risks? How will you get to and from where you're going?

When lifting restrictions please consider the following at a local level¹:

- Can the measures be implemented effectively in practice?
- How will you clearly communicate the changes to all without disadvantaging any parties?
- Will you need to provide extra encouragement or incentives to bring people back to the sport?
- Ensure you consider any consent issues – any decision to participate should be voluntary and informed.

Return to activity phases

Element of the sport	Lockdown	Red Phase 1	Amber Phase 2	Green Phase 3
Competition	All competition suspended. Virtual competitions only which must be undertaken solo in line with published Public Health Wales & Welsh Government guidance.	All competition suspended. Virtual competitions only which must be undertaken with one other person or small group in line with published Public Health Wales & Welsh Government guidance. Participation to remain local/from home.	All competition suspended. Virtual events still to be the primary form of competition but may now be undertaken in line with Public Health Wales & Welsh Government guidance. Athletes able to travel to facilities to participate/compete.	Events may resume whilst maintaining social distancing, in line with Public Health Wales & Welsh Government guidance.
Officiating	All competition suspended.	All competition suspended. Officials may support virtual competitions through the scrutiny of results.	All competition except virtual suspended. Officials may support virtual competitions through the scrutiny of results. They may also support virtual events at local facilities in line with Public Health Wales & Welsh Government guidance.	Officials should be able to resume 'normal' event roles at local events in line with Public Health Wales & Welsh Government guidance.

¹ https://www.instituteforgovernment.org.uk/sites/default/files/publications/lifting-lockdown-how-approach-coronavirus-exit-strategy_0.pdf

Health

Everyone associated with a competition should monitor themselves daily for any sign of the virus as well as general health. Everyone should follow the advice of their GP or medical practitioner in all cases. Anyone showing signs of ill health or symptoms of COVID-19 **should not** attend the competition in any capacity.

Pre-event communication to all participants must include reminders about the following:

- Not to attend the event if they have been unwell or had COVID-19 symptoms in the last 14 days.
- Not to attend the event if they have been in contact with someone with COVID-19 in the last 14 days.
- Not to attend the event if they have been overseas or exposed to someone with COVID-19 in the last 14 days.
- Not to attend the event if they have been told to self-isolate as part of any contact tracing measures in place.

Anyone who subsequently becomes ill, whether it is deemed to have been as a result of attending the event or not, should contact the COVID-19 officer for that event immediately and inform them.

A register of competitors, officials, volunteers and nominated persons accompanying athletes to the event should be kept to assist with Track, Trace & Protect requirements.

Proposed Timelines

31st July – Welsh Government announcement due

3rd August 2020 – Track & Field Licensing opens for competition until 30th September.

15th-16th August 2020 – Pilot competitions only to take place in conjunction with Welsh Athletics

17th August 2020 – Licensed competition to take place (subject to successful pilot events)

Proposed License Application Deadlines

Competition Dates	License Application Deadline
17/08/2020 – 31/08/2020	07/08/2020
01/09/2020 – 30/09/2020	14/08/2020

Competition Planning

- Please ensure that the details and format of your competition are submitted via the online license application form [here](#). This will also require a copy of your COVID-19 specific risk assessment.

- Contact the venue to ensure it is open and all COVID-19-related requirements are in place. Working in partnership with venues will be key to a return to both training and competition. Consider using a local venue to minimise travel requirements.
- Appoint a named COVID-19 Officer (see Appendix 1 for further information on this role) for the event and proceed to work with the venue management on planning for the event ensuring all risk assessment procedures are in place for COVID-19 and all other risks.
- Ensure consideration is given to the wider community health provision. Local emergency and health services should be contacted to ensure they are aware of the event and potential ramifications of holding the event in the locality.
- Work with the facility management to ascertain how many people the venue and therefore the competition can cater for. This will dictate the number of events, and the number of participants in each event.
- Decide which events are feasible and which age groups/level of ability are being catered for. Be aware some events may not be possible due to restrictions and others may need to be adapted. Initial events that can take place within Welsh Athletics and Welsh Government guidance are:
 - All sprints up to and including 400mH (hurdle use subject to facility permission, and relevant risk assessments)
 - All middle distance events up to and including 3000m, but excluding steeplechase
 - All throws
 - All Jumps (subject to facility permission and relevant risk assessments)
 - Para events in the above
- Entries should be taken online and/or prior to the event to ensure numbers and scheduling is managed.
 - Events must be timetabled and planned according to pre-entries.
 - Heats/pools should be planned to allow enough time to ensure social distancing is adhered to.
 - Consider how best to use the space around the facility in order to incorporate athlete warmups.
- Where practicable, avoid the use of bib numbers
 - Athletes could be asked to create their own, or;
 - Use an alternative solution that mitigated the risk of virus transmission through contact with other persons or surfaces.
 - Hygiene/social distancing requirements should be adhered to if athletes do collect numbers from a registration area.
- No call rooms should be in operation – athletes should proceed directly to the competition start area. Events may have a 'holding' area allocated for athletes prior to their heat/pool but this must enable them to maintain social distancing.

- All results for competition should be managed using OpenTrack (or an equivalent system) to minimise any risk of transmission that could occur through handling paper.

This list is not exhaustive and local conditions must be catered for and all risk assessments carried out and monitored by the event COVID-19 Officer.

Welfare

Competition Organisers must include links to the current NHS Wales advice on Coronavirus/COVID-19: <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

Competition Organisers must ensure that athletes 're-declare' their suitability/fitness to take part in events and remind them that fitness levels in light of recent restrictions should be considered. This should be done by sending out a reminder in advance of the event and must require a response from the athlete (e.g. email, survey). It is not advised to require athletes to sign a declaration on the day as this increases the risk of transmission and may cause delays to any registration process.

It is unclear what impact COVID-19 has on the long-term health of those who contracted the virus. As a precaution, you should provide your participants with the following health-related information:

COVID-19 Health Assessment

- If you have been hospitalised due to COVID-19, you should undergo a form of health screening prior to taking part in any competition. This screening is best to be led by a doctor with specialist training in sports medicine. However, other doctors may feel competent to make decisions on your fitness to compete and decide if any appropriate further investigation might be required.
- If you were not hospitalised due to COVID-19, but self-isolated having shown symptoms at any time, you are also recommended to undergo a form of screening.
- If you have felt entirely well during the pandemic, you are not routinely recommended to undergo health screening, but it is something to be considered as part of your normal health monitoring for the health-conscious competitor.

Your GP should be able to guide you on what level of screening you might require, and who is the best person to assist you in the process.

If you have entered multiple competitions, unless you develop new symptoms at any time, a single screening assessment is sufficient to cover all triathlon and multisport entries.

Appointing Officials

Officials are needed for the delivery of licensed competitions. The safety and wellbeing of Officials must be considered in the planning phase of any competition. UKA and Welsh Athletics have conducted surveys on the availability of Officials upon a return to competition, as well as gathered information on what they perceive to be key considerations for a safe return.

- Officials must have been appointed and have confirmed in writing (electronic formats are acceptable) before applying for a license.
- The Competition Provider must contact the officials directly and only seek advice/assistance from the Officials Secretary.
- Officials should be selected who are 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.
- Evidence of Officials who have accepted selections will be required when applying for a license.
- Officials appointed into a role which will have face-to-face contact within 2m of others must wear appropriate PPE.
- Any Official or volunteer cleaning surfaces before and after competitions must be properly equipped.

[Please see UK Government guidance for cleaning in a non-healthcare setting.](#)

Further detail on safety mitigations for Officials along with suggested duty allocation can be found in Welsh Athletics' Return to Officiating Guidance.

Track & Field Licensing

Only Level 1 licenses will be issued during the return to competition. An online License Application forms can be found [here](#). This should be completed within the timelines outlined above. **Please note that any Track & Field licenses that had previously been applied for and granted, will now need to be reapplied for.**

[UKA statement regarding 2020 Track & Field licenses.](#)

License applications will open from Monday 3rd August. This date will be reviewed in line with any updated Welsh Government guidance. These license applications will be processed by Welsh Athletics, ensuring that the allocation of officials can be managed and that planned event formats will operate within Welsh Government and Welsh Athletics guidelines.

For any competition results to be included on Power of 10 rankings, a track & field license must be granted. This includes any competition which will adopt a virtual format.

Full guidance on the Track & Field licensing process can be found [here](#).

All facilities used for competition must have or be working toward Track Mark status.

UKA Public Liability Cover will apply to competitions that are licensed and promoted by an affiliated Competition Provider. A license will only be granted if all COVID-19 regulations are applied to the competition.

Competition Management

Venue Liaison

The Competition Organiser must work with the venue and adhere to all government guidance, ensuring a details risk assessment covering COVID-19 transmission and all other risks is completed with the venue provider.

Risk Assessment Considerations

An example risk assessment is contained within Appendix 6 of this document. This is in no way exhaustive and should be specific to the venue and the event.

- Clear signage to ensure social distancing and clear marking of routes around the venue.
- Competition Providers must appoint a dedicated person to ensure that signage information is adhered to and the flow of the competition is being followed.
- Hygiene/cleaning requirements for all equipment and facilities should meet both the facility and Welsh Government guidance.
- Ingress and egress from the facility whilst maintaining social distancing for all.
- Routes from car parking to the event area for all competitors, officials, volunteers and spectators;
 - Liaise with the facility to ensure that capacity guidelines for the venue are adhered to.
- Routes into and around the venue for competitors such as warm up and competition areas.
- Consider athletes' warm down routines. Could this be factored in to the venue zoning plans, or timetabling? If this is not possible, the athlete may have to warm down at another location.
- Oversight of young athletes by parents.
- Changing facilities will not be available (as they are an indoor area).
- Toilet allocation is provided whilst meeting all guidance on hygiene/cleaning and social distancing requirements.
- Under no circumstances should indoor areas be used for any activity.
- Preparation and planning for the potential occurrence of injuries or other accidents should be in place.
- Adverse weather contingency plans.

Participation Communication and Management

All information about the event, including safety and wellbeing measures in place, should be sent to participants prior to the event. As an example, this should include the following:

- Timetables
- Venue access, maps and routes
- People management measures in place
- Event provisions and competition management procedures
- Health and safety and risk mitigations
- Adverse weather contingency plans, if any – any plans to this effect should ensure that social distancing can be adhered to
- Baggage and kit drop for athletes without the need to call on someone for support
- Spike length permitted must be communicated, as onsite checking may not be available

A register of all persons at the event should be kept for Track, Trace & Protect purposes.

Officials Communication and Management

Competition Providers must put in place a risk assessment for Officials' and their activities, and ensure that all events can be managed to meet the latest Welsh Government guidance on COVID-19 as well as meeting licensing and event needs.

Any Welsh Government guidance around PPE or where relevant, vulnerable individuals must be followed. It is recommended that Officials are provided with facemasks, gloves and cleaning stations to enable regular sanitisation of hands.

- Where practicable, have separate ingress and egress points to the venue for Officials/volunteers.
- Clear communication of safety and wellbeing measures put in place for Officials should be distributed prior to the event.
- **A register of all Officials present at the event should be kept for Track, Trace & Protect purposes.** Consider how this will be done in a contactless fashion.
- Officials briefings should all take place outside.
- Provision of a bag area for Officials' kit at each event area (e.g. a small gazebo or other cover) should be provided.

Promotion of Events

Ensure that any event promotional material includes information about which facilities and events will be available, and any restrictions on age and ability.

It is essential that the Competition Provider communicates with all parties involved the protocols for each area of the competition from arrival to departure. Due diligence should be considered when factoring in elements such as registration, warm up and cool down. This list is not exhaustive.

Athletes and spectators should be aware of the competition plans and be able to make their own assessment and judgement of the risk of participation with the information provided.

Spectators

Spectators are not permitted at the competition in line with Welsh Government guidelines. Athletes will be permitted to bring one person to the competition as long as the venue can socially distance this group of individuals.

This person may be a parent, carer, coach, friend or family member who is assisting with transportation to and from the competition venue. Consider how these individuals' attendance at the event will be recorded and managed in line with the Welsh Government track and trace initiative.

No other individuals will be allowed into the facility whilst the event is taking place.

Athlete Competition Guidance

Young Athletes (under 18 years of age)

- Competition providers/facilitators must ensure they have the permission /agreement of the responsible parent or guardian of an athlete who is under the age of 18 to include the athlete in the competition.
- Social distancing laws must be adhered to at all times.
- Plans to enable nominated persons to watch athletes must be in place and communicated prior to the event.

Masters Athletes

- All guidance in this document is relevant to Masters athletes.
- In addition, Public Health Wales and Welsh Government guidance on vulnerable persons should be adhered to and if relevant, considered by coaches, competition providers and individual athletes.

Disability Athletes

- **Higher Risk:** Athletes in 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:** Disability athletes requiring support are permitted to bring one carer with them to competition provided this person is part of their normal 'family' unit. This could include athletes with an intellectual impairment, athletes needing support tying shoelaces, changing, stretching etc. Everyone involved with the competition should maintain social distancing laws.
- **Guide Runners:** Currently with the social distancing law of 2m in place, unless the guide is part of the same household, guide running should not be carried out.

- **Equipment:** Para athletes will be permitted to use their own personal throwing frames and straps, race running frames and racing wheelchairs. Hygiene guidance should always be followed.
- **Wheelchair Racing:** Athletes should be permitted additional time/laps pre-race to warm up and set compensators. This should be in the lane they are racing in. Chairs may be checked by officials using rulers and by asking athletes to demonstrate working steerer/brakes.
- **Race Running:** As above; competitor numbers should take into account Welsh Government guidance around gathering size. This will incorporate both the athlete and their assistant.
- **Seated Throws:** Extra time should be allowed for throwing frames to be moved and secured in place, whilst socially distancing. All seated throwers (F31-34/F51-57) are permitted assistance for implement retrieval. An additional assistant may be permitted into the Competition area to support tie-downs. Frames may be measured using rulers, but must not be touched.
- **Accessible Toilets:** Please refer directly to the relevant facility guidance as accessible toilets may not be in use. If they are made available, the Competition Provider must ensure that access to them is managed to only allow access for those needing the use of Accessible toilets.
- **Guide Dogs:** Dog owners should refer to guidance on Guide Dog welfare via Guide Dogs Cymru.

Event Specific Guidance

Track & Field

In all cases normal competition practice with risk assessment and high-quality practice should be adhere to as well as implementing any requirements around social distancing and hygiene. A UKA risk assessment template for competition providers can be found [here](#). Anyone involved in the competition should ensure they have followed government hygiene rules including washing hands and cleaning any equipment prior to use.

Social distancing must be maintained at all times whether in warm up, cool down or a competition environment. It is recommended that 'zoning' of the track and field areas is adopted (see Appendix 3)

This information must be circulated to everyone involved in the competition. Anyone involved in the competition must follow hygiene guidance put in place by the facility, and this must be circulated by the Competition Provider.

Track (Sprints & Hurdles)

- Officials/volunteers and athletes must ensure they always adhere to social distancing in warm-up environments.

- Sensible zoning of the track and field areas is recommended (e.g. use of every third lane with the requirement to stay in lanes at all times)
- Sprints should be seeded in alternate lanes, ensuring that there is one lane between athletes at all times.
- The use of hurdles in a competition environment will only be permitted if permission to use this equipment has been granted by the venue.
- Athletes must wash their hands immediately before and after each race. If this is not possible, the starting area of the track surface should be sprayed clean by one designated Official/volunteer before the next heat/competition can take place.
- It is the decision of the Competition Provider whether starting blocks can be used for competition. If starting blocks are allowed, the following procedures must be adhered to:
 - Athletes bring their own blocks, which are retrieved immediately post-race by the athlete. Athletes should NOT share their equipment with others.
 - Stadium blocks are provided and must be sprayed clean after each use.
- The finish area might be coned or tensa barriered to ensure that athletes do not come within the permitted social distancing regulations.
- No relays should take place at this time.

Track (Endurance)

800m

The Welsh Government guidance permits the 2-metre physical distancing rules to be breached during competition and therefore it is permitted to run 800m in its traditional format with a reduced field size.

- Social distancing laws must be adhered to immediately before and after the race.
- Handwashing facilities should be made available for athletes immediately before and after the race.
- No more than 4 athletes should run in any one race. This number includes a pacemaker (if using).
- Consider the seeding of the races to minimise athletes 'grouping' together whilst running.
- Every effort should be made to ensure that athletes socially distance on the start line.
- Athletes should start in alternate lanes, and break after the first bend. No curved starts should be used.
- Athletes should be encouraged not to shake hands with their competitors after the conclusion of the race, nor should they gather in close proximity to one another once crossing the finish line.

1500m & above

The Welsh Government guidance permits the 2-metre physical distancing rules to be breached during competition and therefore it is permitted to run endurance races in their traditional format with a reduced field size.

- Social distancing laws must be adhered to immediately before and after the race.
- Handwashing facilities should be made available for athletes immediately before and after the race.
- No more than 6 athletes should run in any one race. This number includes a pacemaker (if using).
- Consider the seeding of the races to minimise athletes 'grouping' together whilst running.
- Every effort should be made to ensure that athletes socially distance on the start line.
- Athletes should be encouraged not to shake hands with their competitors after the conclusion of the race, nor should they gather in close proximity to one another once crossing the finish line.
- Steeplechase barriers may not currently be used in competition due to social distancing laws and hygiene/cleaning requirements.

Throws

Athletes must adhere to social distancing at all times and clean hands immediately before and after competing.

- Competitor numbers should ensure that both athletes and officials can adhere to social distancing laws and Welsh Government regulations on gathering sizes (See Return to Officiating Guidance for examples).
- Athletes should use their own equipment where possible. Weighing of equipment should be done following all relevant hygiene procedures and in a socially distanced manner. If this process takes place, a space should be made available so that this can be done outdoors.
- If venue implements are to be used, they must be thoroughly cleaned in line with Welsh Government and Public Health Wales guidelines before and after each competition. Where possible, allocate one implement per athlete for the duration of the competition. Athletes should wash their hands immediately before handling an implement and immediately after each throw.
- Venue seating can be used if the athletes are given separate seats and provided it is cleaned before use. All seating should be laid out in a socially distanced manner. An athlete should retain their one seat for the duration of the competition.

- Athletes must provide their own chalk (if using) which cannot be shared between competitors. No stadium chalk should be made available.
- Should implements be caught in the net, it is the responsibility of one designated official/volunteer throughout the competition to retrieve that implement. Hygiene regulations must be adhered to once the implement has been retrieved. Ideally, they would be trained in H&S ladder usage by the venue, or be directly appointed to this role by the venue. Hygiene regulations must be adhered to once the implement has been retrieved, and the implement must be cleaned before the athlete can continue.
- Technical equipment (EDM, measuring tapes and the like) must only be used by dedicated individuals for the whole competition. Where management of this duty changes, the cleaning regime for that equipment should be repeated prior to competition resuming.
- A dedicated official should be responsible for implement retrieval from the field throughout the competition. This official should be provided with disposable gloves for this role.
- Throwing circles must be swept and cleaned after each competition.

Horizontal Jumps

Athletes must adhere to social distancing at all times and clean hands immediately before and after competing.

- Competitor numbers are limited to 6 in any pool/competition at one time.
- The landing pit should be fully cleaned by turning and raking the sand before and after each pool of 6, and raked between individual athletes. The sandpit should be cleaned with a high mist spray of disinfecting solution sprayed over the sand before and after each pool/competition. A minimum of a 15-minute drying time should be allowed between each pool/competition.
- Equipment such as rakes, tape measures, EDM should be managed by dedicated individuals for the whole competition. Where management of this duty changes, the appropriate cleaning regime should be repeated prior to the competition resuming.
- It is advised that a measuring tape is laid out for athletes prior to the event, to prevent traffic up and down the runway with athletes measuring their runup.
- Stadium runway markers should not be used – athletes should bring their own.
- Venue seating can be used if the athletes are given separate seats and provided it is cleaned before use. All seating should be laid out in a socially distanced manner. An athlete should retain their one seat for the duration of the competition.
- All equipment should be cleaned in line with facility guidelines once the competition has finished.

Vertical Jumps

Athletes must adhere to social distancing at all times and clean their hands immediately before and after competing.

- Competitor numbers are limited to 6 in any pool/competition at one time.
- The landing bed must be disinfected effectively against COVID-19 in line with manufacturer and Welsh Government guidance before and after each pool/competition. In the event that multiple pools compete on the same day, sufficient time should be allowed between each group to ensure that the landing area is dry (minimum 15-minute drying time).
- Bars and uprights should be cleaned before use and managed by dedicated individuals throughout the competition. Where management of this duty changes, the appropriate cleaning regime should be repeated prior to the competition resuming.
- It is advised for Pole Vault that a measuring tape is laid out prior to the event for athletes to mark out their runups in order to prevent traffic on the runway.
- Athletes should avoid sharing poles if at all possible. If it is necessary that athletes do share poles, they should be re-gripped and any part of the pole outside the grip should be cleaned before being used by another athlete.
- Stadium runway markers should not be used – athletes should bring their own.
- Venue seating can be used if the athletes are given separate seats and provided it is cleaned before use. All seating should be laid out in a socially distanced manner. An athlete should retain their one seat for the duration of the competition.

Post-Event

Post competition, the venue must be returned to its original state ensuring all venue equipment is thoroughly cleaned in line with the venue and Welsh Government guidelines.

Each competitor must be briefed to ensure if they do show signs of COVID-19 within one week of the competition, the competition provider must be informed so that all competitors can be contacted. This is in line with the Welsh Government Track, Trace & Protect system. UKA must also be notified if there is a positive COVID-19 case following the competition.

Risk Assessment Template

Each Competition Provider must create a risk assessment for their competition outlining how transmission risks will be mitigated in every element of the competition. This should be done in addition to the usual competition risk assessment that would take place. A generic competition risk assessment can be found [here](#).

Appendix 6 provides guidance on creating a COVID-19 specific risk assessment for Competition Providers. Whilst this may not include all elements applicable for your competition, it will provoke thought around mitigations in each area of the event.

Disclaimer

Please note that the subject matter covered in this guidance is in no way exhaustive and the material does not stand on its own nor is intended to be relied upon as a substitute for obtaining specific legal advice. Individual circumstances will differ. The information contained in this guidance is given in good faith but any liability of Welsh Athletics Ltd or its professional advisors (including their respective members or employees) to you or any third party which may arise out of the reliance by you or any other party of the contents of this guidance is hereby excluded to the fullest extent permitted by law. Welsh Athletics Ltd and its professional advisors accept no duty of care or liability for any loss occasioned, whether caused by negligence or otherwise, to any person acting or refraining from actions as a result of any material in this guidance. We would strongly recommend that you consult professional advisors on specific issues before acting or refraining from action on any of the contents of this guidance.

This guidance has been prepared by Welsh Athletics Ltd.

Appendix 1 – COVID-19 Officer Role

The COVID-19 Officer is responsible for reviewing each area of the competition and asking pertinent questions to ensure that Welsh Athletics and Welsh Government guidance is adhered to throughout the competition. This person can be the Meeting Manager, or someone else deemed appropriate for the role.

Competition Providers should appoint a designated COVID-19 Officer (preferably someone with experience in Health & Safety in a professional or volunteer setting) whose responsibilities include:

- Liaising with the facility manager / landowner in relation to all matters concerning COVID-19
- Assisting to produce site-based risk assessments ensuring that COVID-19 compliant processes and protocols are in place.
- Ensuring all necessary levels of risk mitigation are in place prior to competition.
- Competition Providers should ensure they are prepared and have planned for circumstances where injuries or other accidents occur, and they have mitigating procedures and plans in place to resolve the issue while maintaining all Welsh Government guidance and ensuring compliance of social distancing measures.
- Ensuring that volunteers/Officials, coaches/leaders, athletes, and parents/guardians are adhering to this guidance.
- Ensuring that the competition complies with the facility restrictions and guidance.

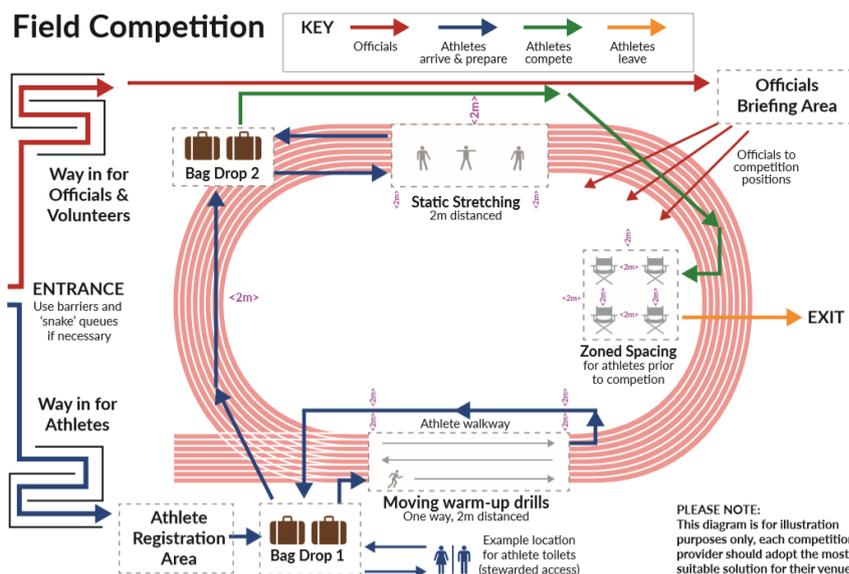
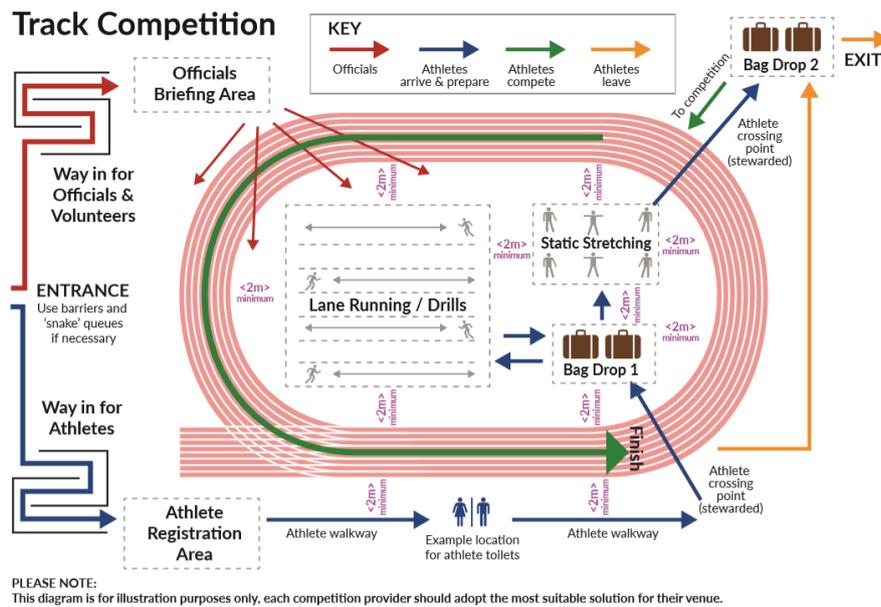
Appendix 2 – Information Posters

It is important that information posters are displayed upon entrance to your competition that remind people not to attend if they are showing signs of illness, and also to reinforce that Welsh Government guidelines are being adhered to at the competition. A collection of Public Health Wales posters can be viewed [here](#).

Appendix 3 – Examples of Zoning

In line with guidelines issued by World Athletics, we recommend the use of 'zoning' and one-way flow throughout the venue to ensure that any unnecessary transmissions are reduced.

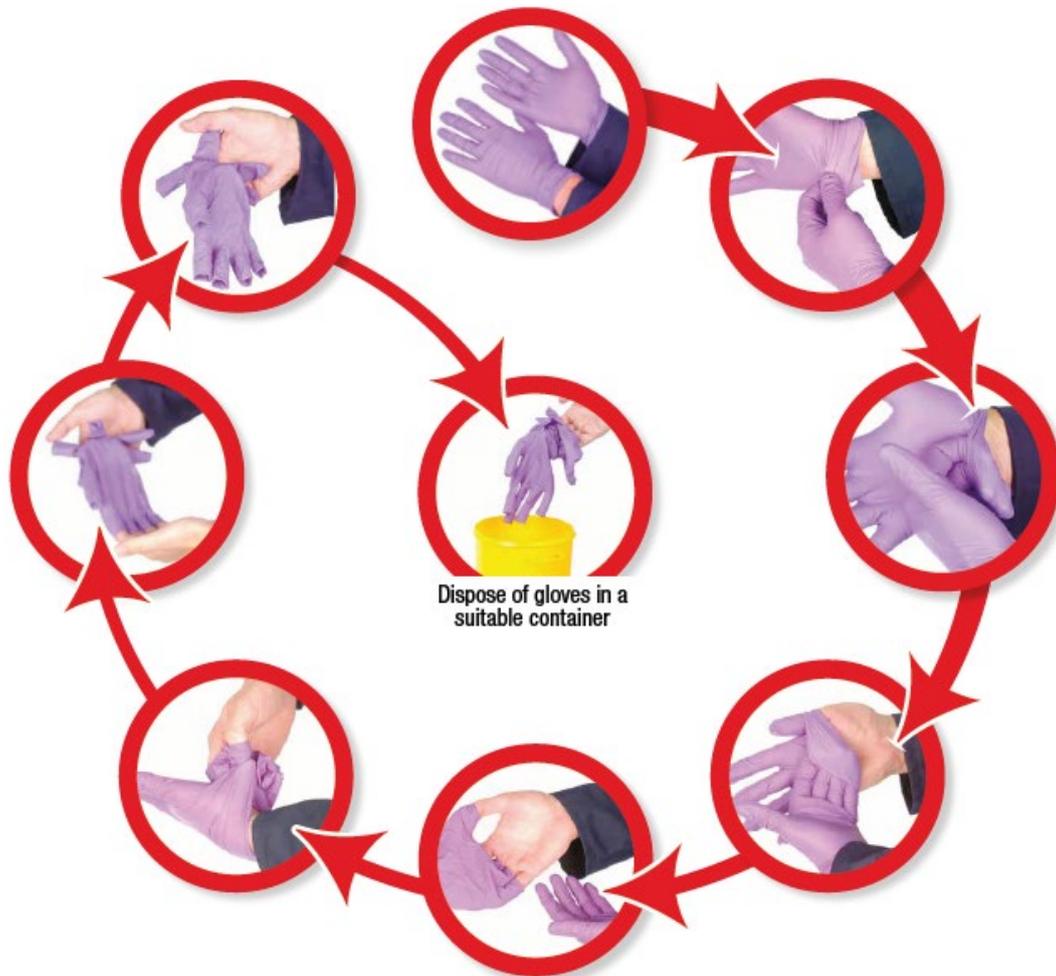
Consider the separation of Officials/volunteers & athletes upon entry to the venue. Examples of zoning are shown below. These will be unique to each venue, but the following diagrams should assist with planning of these zones.



In line with Welsh Government guidelines, the permitted gathering size is currently no more than 30 persons at any time. Welsh Athletics' Return to Officiating Guidance provides examples of how bubbles may operate in any given competition to conform to this number. These are examples only. Each scenario will be different at each event and venue.

Appendix 4 – Safe Removal of Disposable Gloves

Follow the simple steps below to remove and dispose of gloves correctly;



Appendix 5 – How to Wear A Medical Mask Safely

HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.




Appendix 6 – COVID-19 Health & Safety Considerations for Competition

Welsh Athletics COVID-19 for Competition Providers

This document is intended to offer Competition Providers some guidance for implementing health & safety protocols specifically relating to COVID-19 when resuming formal face-to-face athletics competition. Each Competition Provider is responsible for their own actions. Welsh Athletics has prepared and issued this document as guidance only, subject to the disclaimer notice contained within.

Key points to note

- Resumption of competition will always carry a degree of risk associated with transmission of COVID-19. The risk cannot be eliminated unless it is decided that activity will not resume until an effective vaccine or cure has been found, or the disease is eliminated from the UK. As a Competition Provider consideration needs to be given to what the key generic, operational and site-specific risks are, and how these risks can be mitigated against through specific actions. The law does not expect all risk to be eliminated, but protection for all persons involved is required as far as 'reasonably practicable'.
- Risks and actions taken will need to be reviewed on a regular basis to understand how effective they are and what may need to change. This should be done at regular intervals and in line with any changes to Welsh Government, Welsh Athletics and site-specific guidance.
- Whilst it is recommended that Competition Providers appoint a COVID-19 Officer (see Appendix 1 for more details about this role) for each event, it is not this person's sole responsibility to produce, implement and review health & safety protocols and risk assessments. This should be jointly carried out by key members of the Competition Provider's organisation who all have a responsibility in this area.
- Continually refer to and strictly follow guidance issued by the Welsh Government. This can be found [here](#). This will supersede any guidance issued by Welsh Athletics.
- All Competition Providers, either acting solely within a club competition, or within a UKA licensed competition will have access to Public Liability Insurance as a result of having up to date affiliation with Welsh Athletics that sits alongside club governance including up-to-date policies, procedures and risk assessments.
- The items in the example risk assessment below will need to be reviewed as and when any Welsh Government / Welsh Athletics / Local Authority guidance is updated.
- Competition Providers should have a protocol for online entry in place. Competition Providers should update athletes, parents, Officials and volunteers on policies, risk assessments and operating procedures in light of COVID-19. It is the responsibility of all involved (athletes, parents, coaches, Officials) to NOT attend the competition if they

have symptoms (or suspect they have symptoms), have tested positive for COVID-19 or have come into contact with someone who has tested positive for COVID-19.

- Competition ratios and delivery should be in line with Welsh Athletics competition guidance and Welsh Government guidance around the number and location of organised gatherings.

Risk Assessments

All Competition Providers should have risk assessments in place for competitions as a standard requirement. This is an ideal time to ensure your standard risk assessments are up to date and meet your current requirements.

The table below will help you to write risk assessments for your competition taking COVID-19 into account. The points listed below should be added to your own risk assessment template or added to the recommended template that is included within the [Welsh Athletics Return to Athletics webpage](#).

What are the hazards?	Who might be harmed?	Settings & Activities	Considerations for mitigations
Lack of awareness around COVID-19 risks and key Welsh Government/Welsh Athletics/Local Authority guidance for limiting the spread/transmission of the disease	Athletes, Officials, venue staff, volunteers, parents, coaches Anyone involved in attending or participating in the event	All settings/activities	Consider how and when relevant information is communicated.
Spread/transmission of COVID-19 through contact with disease on surfaces	Athletes, Officials, venue staff, volunteers, parents, coaches Anyone involved in attending or participating in the event	Sanitisation & PPE	What will you implement and why? Who will implement this – you or the venue?
		Ingress/Egress	How will this be managed? What signage will be in place? Will you have routes through the venue? Are there pinch points that need addressing?
		Car Parking	Will car parking be available on-site? How many spaces are available? Is signage required? Will you need to schedule arrivals?
		Registration & Competition Entry	What will the registration process look like?

			<p>How will you collect data of people at the facility for track & trace purposes?</p> <p>What sanitising/social distancing measures will be in place?</p> <p>What is the procedure for bib numbers?</p>
		Payments	<p>How will competitors pay for their competition? (if necessary)</p> <p>If cash is used, what mitigations will be in place to minimise risk of virus transmission?</p>
		Seeding/Lane Draw	<p>How will athletes be seeded?</p> <p>How have you come to this decision?</p>
		Timetables	<p>How will the timetable be communicated?</p> <p>What will the timetable look like and include?</p> <p>What happens if an athletes misses their allocated time slot?</p>
		Warm Ups	<p>Where will warm-up be located?</p> <p>How will that area be managed?</p>

			<p>What/who will be allowed in that area?</p> <p>What signage will be in place? (if required)</p> <p>Is there a need for one-way systems?</p>
		Food & Drink	<p>Will food & drink be available on site?</p> <p>If so, when/how?</p> <p>What mitigations are in place for this?</p>
		Waste disposal	<p>How will this be managed and by who?</p>
		Toilets/Changing Rooms	<p>What is available at the venue?</p> <p>How will numbers be managed?</p> <p>How will these arrangements be communicated to all taking part?</p>
		First Aid & dealing with minor injuries	<p>Who will be appointed as First Aid cover for the competition?</p> <p>Who will provide First Aid supplies?</p> <p>What happens if an incident occurs? How will guidance be adhered to? What happens with younger athletes who have parents at the competition?</p>

		First Aid & dealing with major or life threatening injuries	Can the local hospital accommodate requirements? What is the process if an ambulance is needed? Who manages this?
		Emergency procedures & evacuations	Who will lead these, and how will this be communicated?
		Welfare & safeguarding of younger athletes	What is in place to protect children & vulnerable adults?
	Field of play – Athletes & Officials	Throws	Consider the following: <ul style="list-style-type: none"> - Welsh Athletics Guidance - Implements - Sanitising - Social distancing - One Way systems - Number of athletes & officials - Competition format - Seating - Measurement of distances - Mitigations for officials' hygiene when handling equipment <p><i>This list is not exhaustive</i></p>
		Jumps	Consider the following: <ul style="list-style-type: none"> - Welsh Athletics Guidance - Runway markers

			<ul style="list-style-type: none"> - Run-up measurement - Sanitising - Social distancing - One way systems - Number of athletes/officials - Competition format - Seating - Measurement of distances - Mitigations for officials' hygiene when handling equipment - Uprights & bar management - Cleaning of landing areas <p><i>This list is not exhaustive</i></p>
		Sprints & Hurdles (upto & including 400m Hurdles)	<p>Consider the following:</p> <ul style="list-style-type: none"> - Welsh Athletics Guidance - Starting blocks - Starting area - Lane allocation - Pre-race - Post-race - Officials duties & hygiene implications - Hurdles (management and cleaning)

			<ul style="list-style-type: none"> - Falls - Communication of procedures <p><i>This list is not exhaustive</i></p>
		800m	<p>Consider the following:</p> <ul style="list-style-type: none"> - Welsh Athletics Guidance - Lane allocation & usage - Stagger - Officials duties - Pre-race - Post-race - Communication of procedures <p><i>This list is not exhaustive</i></p>
		1500m & above (including Steeplechase)	Currently not permitted under Welsh Athletics Guidance
		Zoning	<p>Will you use zones at your venue?</p> <p>For what purpose will they be used?</p> <p>How will they be managed in order to adhere to social distancing?</p>
		Results	<p>How will results be managed in order to minimise transmissions between individuals?</p> <p>How will this be communicated to athletes?</p>

		Non-Technical volunteers	Will you use an announcer? How will they be communicated with safely?
		Field Cards	Will field cards be required? How will they be safely distributed to officials? How will they be returned to the results staff safely?
		Timekeepers	How will Timekeepers ensure social distancing? Will equipment be made available e.g. timing pads?
		Photofinish	Consider the location and size of the room? How many can safely operate? How will the equipment be safely used and sanitised?
		Spectators	No spectators are permitted at the competition in line with Welsh Government guidance.
		Athlete +1	Will athletes be allowed to bring a +1? How will this be monitored? Where do they stand? Can they adhere to social distancing?
		Officials Area	Consider the location of this. Can social distancing be adhered to?

			What will happen to their personal belongings? How will arrangements be communicated? Adverse weather contingencies.
		Officials Briefing	Is one required? Where will this take place? How will it be managed and delivered?
Spread/transmission of COVID-19 through airborne transmission of the disease by an infected person	Athletes, Officials, venue staff, volunteers, parents, coaches Anyone involved in attending or participating in the event		Consider how you will ensure social distancing is adhered to? Will PPE be a requirement?

This is a sample risk assessment. For information on how to write a risk assessment, and a template, please visit <https://www.uka.org.uk/governance/health-safety/risk-assessments/>

NOTE: The subject matter contained within the above example is not exhaustive and the material does not stand on its own nor it is intended to be relied upon as a substitute for obtaining specific legal and/or tax advice. The information contained in this document is given in good faith but any liability of Welsh Athletics or professional advisors (including their respective members or employees) to you or any third party which may arise out of the reliance of you or any other party on the contents of this document is hereby excluded to the fullest extent permitted by law. We would strongly recommend that you consult your own professional advisers on specific issues before acting or refraining from action on any of the contents of this document

