

RETURN TO RESTRICTED CROSS COUNTRY COMPETITION

IN A COVID-19 SECURE SETTING

England Athletics
English Cross Country Association
and other competition providers

Licensed competition 7th November (Pilots in October)

Version 3

Change	Date	Page
QR Codes	07/10/2020	4
Health Screening	30/09/2020	4
Licensing Timelines	24/09/2020	5

Contents

A. INTRODUCTION	2
B. OVERVIEW	3
C. HEALTH AND WELFARE.....	4
D. COMPETITION TIMELINES.....	5
I. LICENSING	5
J. COMPETITION PLANNING & COVID SECURE ENVIRONMENTS	5
K. COMPETITION MANAGEMENT	7
L. FIRST AID AND MEDICAL SUPPORT	11
M. OFFICIALS & VOLUNTEERS	12
N. RISK ASSESSMENTS.....	13
O. CROSS COUNTRY LICENCES	14
P. ATHLETE COMPETITION GUIDANCE	15
Q. DISCLAIMER.....	15
APPENDIX 1 – COVID COORDINATOR ROLE.....	17
APPENDIX 2 – INFORMATION POSTERS.....	17
Appendix 3. EVENT AREA SCHEMATIC EXAMPLES.....	18
APPENDIX 4. EXAMPLE EVENT CALCULATIONS	19

A. INTRODUCTION

We know athletes, clubs, schools and coaches want a return to cross country competition. It has been the bedrock of endurance in Britain for well over a century. We want to encourage all competitors and organisers to enjoy and compete in cross country this winter. We are also aware that we have to keep the cross country and wider community safe.

This guidance document, which has been drawn up in collaboration with the English Cross Country Association and other competition providers to give a framework and guidance for a safe return to cross country competition.

It is to enable cross country competition to go ahead that meets the current government guidelines. As such it is under continual review and we will update it regularly in light of any new guidance or direction from government. Please note, local lockdowns or a national reintroduction of restrictions does mean that the Steps detailed below can be subject to change.

England Athletics would like to thank the ECCA and other competition providers for the collaborative work that has been done in producing this guidance document. It is recognised that competition providers will have extra work to undertake in meeting the safe requirements of operating in the current climate and appreciation is duly shown to all competition organisers who help bring back cross country for athletes and clubs. The return to training and competition framework is detailed below.

					WE ARE HERE
	Phase 1	Phase 2			Phase 3
UK Government Step	Step 0 STAY HOME	Step 1 STAY ALERT	Step 2 STAY ALERT	Step 3 STAY ALERT	Step 4 Return to normal
Date	March 2020	June 2020	From 4 th July 2020	Training guidance from 4 th August 2020 Cross Country Competition from 17 th October 2020	
What it means for athletics and running TRAINING	Personal exercise only from home location	Exercise outdoors only Up to 2 people provided they maintain social distancing A coach and one athlete can train together provided they maintain social distancing	Exercise outdoors only in 'bubbles' Small groups (up to 6) provided they maintain social distancing A coach and a small group (1:5) provided they maintain social distancing	Exercise outdoors and indoors Larger groups provided they maintain social distancing and are within a Covid secure environment (Coaching ratio 1:12) Up to 6 outside a Covid secure environment	Exercise Normal activity
Where	Public outdoor spaces	Public outdoor spaces	Public outdoor spaces and outdoor athletics venues that are open	Public outdoor spaces, outdoor athletics venues and open indoors	Unlimited
Number of people in a cross-country COMPETITION	No competition	No face to face competition	No face to face competition	FROM OCTOBER 17 TH Larger groups in a Covid secure environment provided all maintain social distancing Groups of 12 racing for less than 15 minutes in a Covid Secure environment	Unlimited no restrictions

B. OVERVIEW

This document is in place to facilitate a safe, limited return to competition in a **Covid-19 secure environment** – [click here for the additional Cross Country Covid-secure environment guidance document](#).

As such competition **MUST** factor the following Key (not exclusive) elements into their competition planning:

- All competitions must adhere to the Covid-19 secure guidance and work with the EA return to competition documentation. This is based on the current government advice on risk mitigation through social distancing and hygiene with a careful assessment of risk and the nature of the event and venue so all Covid-19 requirements can be maintained.
 - Appoint a Covid 19 Coordinator for the event [see appendices]
 - Comply with government guidance on social distancing. In England this is 2m or 1m+ i.e. with other risk mitigations in place.
 - Ensure all complete and submit a pre-event health self-assessment [[See link here](#)]
 - Clear communication with all participants should be carried out prior to the event, detailing procedures, and plans. This should include guidance for coaches, team managers, spectators as well as officials and volunteers and any external contractors.
 - Travel to competitions should follow guidance within the team sport framework and Covid secure material about [getting to events](#). This applies to ALL included within a competition, including Officials, Volunteers, Guests and Competitors.
 - **The event should be set up to ensure that social distancing (and hygiene requirements) can be maintained from arrival at the event, through registration, start, racing, finishing, and leaving the event. [See event formats]**
 - A licence for all cross-country events is required. Details of how to apply are contained within the guidance.
 - Engage with local stakeholders from landowners to local authorities to the local communities and emergency services to ensure all are aware of the event and clear of the risk mitigations in place.
 - **All competition must take account of any local conditions or restriction.** It is the responsibility of each competition provider, athlete, coach, and facility, to make that assessment based on their local environment.
- Officials and volunteers are vital to the safe running of competitions. We have detailed specific guidance around appointment of, and ensuring the safety and wellbeing of, all volunteers in this guidance.
- Course set up and management must be completed with all normal risk assessments but with the addition of Covid risk assessments in place as well. An event management plan and the relevant risk assessments must form part of the competition planning.
- This return to cross-country competition must be considered as a **phased return**. It is likely that numbers and age groups at each event will have to be restricted.
- The competition Risk assessment must consider mitigations and plans for when activities do not go as expected. Planning scenarios around, for example, an injury occurring and the need to support an individual while Covid secure.
- Competition organisers and clubs may consider using some of the guidance released by Sport England [[here](#)] which also details an 'opt in' form for all participants [[here in Section 6 of the linked document.](#)]

Athletes should prepare properly before they undertake any competition. Coaches, club managers and parents should ensure any athlete is confident that they are safe and ready to compete.

All competition 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 considered.

C. HEALTH AND WELFARE

Event organisers should consider the health and welfare of all attendees at the event. Risk associated with Covid on the day is based upon:

- Droplet transmission and aerosol generation: The risk associated with each action in an activity based on duration and proximity of participants. *An example risk mitigation is maintaining 2m social distancing*
- Fomite transmission: The risk associated with use of portaloos. *An example risk mitigation is for regular cleaning protocols to be set in place.*
- Population: The number of participants likely to take part in the proposed activity plus known risk factors of participants with underlying health conditions or high-risk groups, who wish to participate. *An example risk mitigation is online entry and one significant other per entrant so total event numbers are known prior to the event appropriate for the specific venue*

Prior to the event everyone associated with a competition should monitor themselves for any signs of Covid-19, 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 Covid-19 **should not attend** the competition, in any capacity. Pre-event communication to all participants must include reminders not to attend the event if they have been unwell in the last 14 days. Anyone self-isolating because of 'test and trace' advice or suspected contact with an infected person should not attend. Anyone, who subsequently becomes ill should contact the Covid-19 coordinator for the event and inform them.

A register of competitors, officials and all volunteers associated with the event must be kept for test and trace requirements. Data should be stored securely for 21 days.

It is not a legal requirement for outdoor events which have no access to indoor spaces to have the NHS QR Code, however your venue or Local Authority may request that you have one. Ensure you liaise with these authorities and adhere to their regulations. [Create a QR code here.](#)

Event organisers are not required to have evidence of competitors' pre-health screening; however, information about appropriate health screening should be communicated to competitors in advance of the event and prior to event entry where possible

Event organisers must include links to the current NHS advice on [coronavirus/Covid-19](#) in correspondence with participants.

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

Covid-19 Health Assessment

- If you were hospitalised due to Covid-19, you should undergo a form of health screening prior to taking part in a competition. This screening is best 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 to decide any appropriate investigations that 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 may require, and who is the best person to assist you in the process.
- Individuals who fall into the 'vulnerable' or 'clinically extremely vulnerable' must assess their own risk in association with attending any events and follow government guidance in this area. Individuals who are not themselves 'vulnerable' or 'clinically extremely vulnerable' but are in contact with individuals in these descriptions should make a personally informed decision about attending any event.

Support on Health and Safety guidance documents are available [here](#)

D. COMPETITION TIMELINES

- E. October - Covid-19 pilots takes place
- F. 1st October - Updated guidance for a limited return to cross-country released
- G. 19th October - Cross country licencing opens
- H. 7th November - Licensed competition begins

I. LICENSING

Please apply for your licence as far in advance as is practicable, based on the information required. Where possible two-week deadline date for licence applications will be imposed, however flexibility and discretion will be applied in processing these licences. Please note however depending upon demand it may not be possible to approve a licence for a competition that is received the same week as that competition. See licence application section for details.

J. COMPETITION PLANNING & COVID SECURE ENVIRONMENTS

- Permissions and agreement with landowners must be sought. Event organisers should provide clear information and an event management plan to the landowner regarding the measures they will put in place to ensure a [Covid secure environment](#), as well as seeking information from the landowner regarding their own measures.

- Mitigations must be put in place where the public can access a shared space with the event to ensure all remain socially distanced. Event organisers may need to consider the following:
 - alternative venues
 - agreements with the landowner to temporarily close a section of the venue to the public
 - additional marshalling or use of barriers/tape/signage to ensure social distancing
 - A communication with the public
 - Clear setting of behaviour codes for runners/attendees engaged in an event that shares space with the public to maintain social distancing and recognise shared usage of the area.
 - Distribution of wrist bands for identification of event personnel/attendees

- Competition providers need to be aware of any local lockdown restrictions enforced in their area at short notice. If you are delivering a competition event, and local lockdown restrictions are put in place in your area, organisers must contact the local authority for further advice.
- Appoint a named Covid-19 coordinator for the event (see appendices for Covid coordinator responsibilities) and proceed to work with the venue management on planning for the event ensuring a clear event management plan and all risk assessment procedures are in place for Covid-19, and all other risks. This individual should be separate to the event manager.
- Consider how you would manage anyone on site who does not comply with all the Covid-19 processes and procedures that you put in place.
- 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.
- Ensure there is adequate PPE on site (face masks/gloves) for those who need it due to their duties, who may arrive without suitable PPE, or who may ask for it. Anyone working indoors must be provided with a face mask.
- Analyse how many people the start/finish area and the course can cater for while maintaining all social distancing and hygiene requirements. This will dictate the number of participants at each event. Small and local competitions are encouraged.
- Food and beverage provision must adhere to any current government guidelines. Officials and other volunteers should be informed of food and beverage arrangements prior to the event and informed if they need to provide their own.
- Any outside contractors brought in must adhere to any relevant government guidance e.g. caterers.
- Ensure good hygiene and social distancing is maintained when collecting and distributing bibs or chips.
- All results for competition should be managed virtually. Results boards are not permitted at the competition.
- Noise at the venue should be minimised in line with the following government guidance: “All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes - but is not limited to - refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission particularly from aerosol and droplet transmission.”

- Races must be timetabled and planned according to pre-entries, with enough time between races to ensure social distancing at the venue. Entries may need to be limited depending upon the format of competition being used.
- The Event manager must not have any other official duty at the competition, they must coordinate with the Covid-19 Coordinator or appropriate person to ensure that all social distancing guidance, hygiene guidance, and flow routes are maintained.
- This list is NOT exhaustive and local situations must be catered for and all risk assessments carried out and monitored by the Covid-19 coordinator.

K. COMPETITION MANAGEMENT

Competition Formats

Race Organisers could consider the following as alternative options to mass starts and ways of managing number of competitors and maintaining social distancing:

- Competition with maximum of 12 athletes per wave racing in traditional format for **less than 15 minutes**. This limits the number of people in proximity to one another in line with the team sport guidance published by the government. Waves of athletes can be released with a time gap that should ensure no mixing of the groups.
- Competition **longer** than 15 minutes can take place but must be set up so that social distancing can be maintained **at all times**. This is in line with government guidance, the [team sport framework](#), and other sports.
- Relay formats adhering to the guidance above
- Virtual races whereby the event organiser works with the landowner to provide a designated route to which runners can travel to, run the route, and log their times, within a designated time frame.
- Race and league organisers will need to calculate the number of runners that each club can enter given the format they adopt and the amount of space/time they have at their venue. They should consider.
 - Restricted allocations of entries per club per age group based on the space available at the venue
 - Shorter races, combined with smaller seeded starting fields and multiple waves or races
 - Wave start/Time Trial (chip timing) where runners are set off either individually or in smaller waves, with all results combined and positions based on chip times
 - Wave starts (no chip timing available) where the results are presented in separate waves based on gun time, results will be processed with each wave listed as a separate set of results
 - Time Trial (no official race organiser timing) - where athletes are recording their own race times and submitting them to race organisers using an "honesty" policy.
 - Adapted Paarlauf style racing – seeded athletes set off in small groups race a comparable route, over the same distance, and race each other back to the start (see Appendices)
 - Careful consideration should be given to any course that involves laps and the potential for pinch points to be created.
- Finishers from one wave should all finish in one area of the finish line/zone. Next wave finishes in another finish zone to allow accurate timekeeping if no chip timing.

- An example of competitor number calculations for race organisers to plan their event is contained in the appendices.

Event Management

- An event management plan taking into account Covid issues should be produced. This plan will detail how the event is going to be run and will include risk assessments for the running of the event and Covid.
- Consideration should be given to
 - Communication to all participants and other stakeholders
 - Course management
 - Health, safety, and wellbeing of all attending
 - Travel to, arrival and departure from the event
 - Phasing of start times to minimise the overall number of competitors at the start at any one time
- Spitting is forbidden as per UKA Rules for competition.
- **A register of all participants and attendees to the event must be kept for test and trace purpose for 21 days.**

Event areas

- The start and finish areas as a minimum must be set-up as [Covid-19 secure environments](#).
- Numbers of attendees should be known prior to the event so that space can be managed.
- Build and removal of all start, course and finish areas should be completed adhering to Covid guidance.

Pre-event communication

- Clear instructions on all areas of the course should be communicated to participants prior to the event. This should include Covid compliant instructions around:
 - Getting to the start, parking, registration - Clear arrival at site times for different waves
 - Start and Finish area planning
 - Warm up instructions
 - First aid and retiring from the event instructions
 - Mandatory kit
 - Racing instructions including the need to social distance, consider other users of trails if 'open' and clear policies on over-taking, especially on single-track
 - Detailed course plans highlighting any potential pinch points and obstacles and instructions to mitigate risk
 - The requirement for all to maintain social distancing
 - Results communication
 - Departure from the event site
 - Toilet facilities

Before the Start

- It should only be permitted for athletes to walk the course prior to competition if social distancing can be maintained i.e. restricting access to the course for limited numbers. Alternative arrangements should be made to show the course to the athletes if possible. Options are as follows (other options are available):

- Facebook live streaming
- Video recording of someone walking and explaining the course
- Drone recording (if in a permitted area)

Organisers should consider allocated zones for participating club teams to gather, ideally marked with spray paint or some similar environmentally safe option, with adequate capacity for the numbers involved to maintain social distancing

- The erection of club team tents and gazebos should be discouraged and should be communicated in the pre event information. Clubs may bring one or more small pop up tents (gazebo) to keep kit dry, however, gathering in tents where social distancing is not possible should not be allowed. Face masks should be considered in any team areas.
- Designated and marshalled warm up areas should be considered. The numbers within this area would have to be regulated, and as such there would need to be a method of allowing athletes into this area. Options to assist management of this could be:
 - A pre allocated time allotted to each competitor for warm up which is shown to a marshal upon entry into the designated warm up area
 - Different coloured wrists bands for age groups could be distributed to help manage the numbers using the warm-up area at specific times
- 'Holding areas' behind the start should be considered to help manage social distancing at the start ensuring access only for competing athletes and team coaches. (see appendices)
- Any holding area should be marked out to ensure clarity for all parties involved within the competition.

The Start

Mass starts are currently not allowed and as such careful consideration must be given to alternative competition formats. Event organisers should consider:

- Maximising the space available at the start line
- Marking start lines with 2 metres grids
- Using wave starts and/or seeded races with faster runners leaving first
- Maximising the length of starting straights or starting loops before courses narrow
- Reducing the dwell time before the start to an absolute minimum. Move participants rapidly to the start line so they do not gather

The Course

- Careful planning of the course to ensure social distancing from other competitors and the public should be undertaken. Clear signage and communication with all attendees to ensure all Covid guidance is adhered to, while racing, should be undertaken prior to the event.
- The density of runners on the course should allow for socially distanced overtaking. Organisers should aim to map courses that reduce the need for competitors to take a tight racing line, thus reducing the likelihood of packing in a race.
- Single lap courses to minimise the need for lapping and over-taking should also be considered.
- Event features that may lead to spectators congregating/queuing on the route (e.g. rivers, ditches) should be withdrawn.

- Ensure the course width always allows for socially distanced overtaking. Pinch points should be avoided where at all possible. If this is unavoidable, mitigations must be put in place to maintain social distancing such as marshalling, no overtaking zones, and clear pre-event information being sent to all attendees. While not all ideas will be suitable to all venues or courses please ensure that you think practically and innovatively about your venue and ways in which social distancing can be maintained or adhered to around the course. It is paramount that all involved in the competition are briefed, prior to the event, on any new way of competing.

The Finish

Race organisers should consider the following with regards to the finish area:

- 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.
- Ensure competitors avoid lying or sitting down in the finish area (unless in the case of medical need/problems). Identify a pool of volunteers on duty at the finish line to support runners and then encourage them to keep walking and not to stop. These volunteers should wear PPE appropriate to their role and have hand washing/sanitiser facilities available.
- Finishers from one wave to all finish in one area of the finish line/zone. Next wave finishes in another finish zone to allow accurate timekeeping if no chip timing.
- 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.
- Competitors should remove their own chips, if used. If they are unable to do so, assisting volunteers should wear PPE. Organisers should factor in chip removal and the flow of finishers to enable social distancing to be maintained and competitors to move out of the finish area as quickly as possible.
- Organisers should consider how to manage supporters and spectators at the finish area. This will be dependent upon the area available so all can socially distance. A 'Competitor plus one' policy may be needed at the finish area and the organiser should set up a Covid secure area where all attendees are signed in or pre-registered. All attendees to the finish area should be encouraged to leave the area as quickly as possible.
- Emergency tents at the finish area should be open-ended to allow for free-flowing air.

Spectators

- Spectators are discouraged from attending cross country events under current guidance. We realise that there may be a need for team managers, parents, carers, and other individuals providing personal support to athletes to attend. To this end, all 'guests' who will accompany the athlete to the competition must submit a health declaration before being allowed into any Covid secure areas.
- The maximum group size for spectators is 6. Organisers must ensure marshals are in place to oversee adherence as per government guidance.

- A register of all these individuals should ideally be kept electronically. Consider using google forms, linked to an opt in, and self-assessment form for Covid-19. **To view a 'how to' video for Goggle Forms creation click [HERE](#)**
- **Data Protection.** Event organisers should assist the NHS test and trace programme by keeping a register of all attendees at the competition. This information must not be held for longer than 21 days. Further information can be viewed on the Sport England website, [HERE](#), and the Government website [HERE](#)
- The competition area can be defined as any area zoned out specifically for the use of the competition, e.g. warm up, bag drop / club gazebo area, start and finish and the like (this list is not exhaustive).
- To ensure that spectators remain at least 2m from the competitors around the course, we recommend that the course be double taped. Clear signage must be erected around the course to state that 2m distancing must be maintained at all points around the course.
- It is also recommended that signage is erected to stipulate no crossing. Signage will be made available to download and print on the England Athletics website.
- Where double taping of a racing course is not possible, the competition organiser must select the venue and course which can adhere to spectator/ guest management. Control mechanisms must be in place to ensure any fomite transmission risks are mitigated.

Post competition

- Post competition the venue must be returned to its original state and 'cleaned' in line with the venue and government guidelines.
- Each competitor must be briefed to ensure if they do show signs of Covid-19 within 48 hours of the competition the competition provider must be informed so all competitors can be contacted. This is in line with the Government Test and Trace system. UKA must also be notified if there is a positive Covid-19 case following the competition – [HERE](#).
- An online post competition report should be submitted to England Athletics.
- **Should the unfortunate instance arise that someone from the competition tests positive for Covid-19, an example email [HERE](#) can be used to advise the 'next steps' for everyone in attendance at the competition.**

L. FIRST AID AND MEDICAL SUPPORT

The event organiser will need to ensure that appropriate First Aid cover is in place. This should be achieved through close liaison with appointed First Aiders and medical providers to agree best practice protocols for event day.

It is the responsibility of the First Aider not the competition provider to ensure that they adopt all necessary steps to comply with Government guidance around [treatment of injury](#). The competition provider should ensure the First Aider has reviewed the [Covid-19 Guidance for First Responders](#)

In addition to the usual requirements of medical provision for cross country licensing <https://www.uka.org.uk/competitions/useful-documents/> race organisers should ensure the following:

- Protocols - All participants, officials, volunteers, and spectators must undergo a self-assessment for any Covid-19 symptoms, which are: a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste. No-one should leave home for an event if they, or someone they live with, has symptoms of Covid -19.
- Temperature check onsite at a competition is not mandatory, however if you have this facility easily available it would be advisable to use this. This would not negate the requirement for self-assessment prior to entrance into the competition venue.
- A separate area (isolated room with a door or standalone marquee) must be made available at the competition for isolation purposes in case someone at the competition begins displaying signs of Covid-19.
- First Aiders must wear full PPE for the duration of the competition.
- Any event First Aiders with additional needs should consider making their own provision as they may already be doing on a day-to-day basis.
- Event First Aiders should adhere to the current government guidelines for first responders treating patients during the pandemic. [Covid-19 Guidance for First Responders.](#)
- Those administering First Aid should ensure their own protection. A First Aid kit containing the appropriate equipment should always be carried by the event First Aider(s).
- Injury management - Event organisers, in conjunction with local NHS services, should ensure there are no detrimental impacts of staging the event on the wider community and healthcare systems. Injuries during the event should still be treated as participant wellbeing is paramount. Medics or first aiders, should keep a record of each participant they encounter for test and trace purposes.

M.OFFICIALS & VOLUNTEERS

Officials and volunteers are needed for the delivery of licensed competitions. The safety and wellbeing of officials must be considered in the planning phase of any competition.

A course referee must be appointed and to be graded as a minimum, a level 2 endurance Official, and have confirmed in writing/email that they will officiate at the competition with the mitigations in place for Covid-19, before applying for a cross country licence.

Where possible Officials should be selected within proximity to the venue to eradicate long distance travel times and inter regional travel due to the virus transmission. Only once all avenues for suitably qualified Officials locally have been explored, can the competition provider expand the search further. The county official's secretary and Tri Regional Officials Group can be contacted to assist with the search for Officials. There is also a live Facebook page [England Athletics Officials](#) where competition organisers can post their requests for Officials.

Officials appointed in a role which will have face to face contact with other people, less than 2m and for 15 minutes or more, must wear appropriate PPE (i.e. face mask). This must be provided by the competition provider.

Any official or volunteer who will work indoors must be provided with a face mask to wear for the duration of their activity at the competition.

Any Official or Volunteer cleaning surfaces or handling equipment like chips must be properly equipped. [Please see guidance HERE for cleaning in a non-healthcare setting.](#)

Officials information and management

Competition providers must put in place a risk assessment regarding Officials and ensure that all events can be managed to meet the latest guidance on Covid-19 as well as meeting licensing and event needs.

Any government guidance around PPE or where relevant vulnerable individuals must be followed.

We would recommend officials are provided with facemasks and cleaning stations to enable regular washing or sanitising of hands

Clear communication of safety and wellbeing measures being put in place for Officials should be made prior to the event.

A register of all Officials should be kept for test and trace purposes

Officials briefing to take place outside and/or virtually prior to the event taking place.

N. RISK ASSESSMENTS

Each competition provider must create a Risk Assessment for their competition outlining how transmission risks will be mitigated throughout every element of the competition. There is a generic Risk Assessment document on the UKA website [[HERE](#)].

Risk Assessment: <Insert Activity/Event>

Date:	Assessed by:	Location :	Review :
/ /20	<Insert Name>	<Insert location>	< Review Date>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
Slips and trips Spillages/loose cables	Staff may be injured if they slip on spillages or trip on cables or objects left on the floor.	<ul style="list-style-type: none"> There is general good housekeeping policy in the organisation Wet floor signs are always used Staff use electrical sockets nearest to where they are working to reduce the risk of tripping over leads 	L	<ul style="list-style-type: none"> Introduce a two-mop system for cleaning floors (wet mopping followed by dry mopping) Remind staff to wear sensible shoes, e.g. flat shoes with a good grip 	L	Joe Bloggs	25/12/16	Yes 14/09/15 Joe Bloggs
			L		L			
			M		L			
			H		L			

NB Copy and paste rows as required

Considerations for Risk Assessment should include (this is not exhaustive)

- Clear signage to ensure social distancing and route finding around the venue.
- Competition providers must appoint a dedicated person to ensure that signage information is being adhered to and the flow of the competition is being followed throughout the duration of the competition. This person(s) should be provided with a Hi-Viz jacket, facemask, and hand sanitiser.

- Hygiene/cleaning requirements meet Covid-19 guidance.
- Ingress and egress maintaining social distancing for all.
- Potential pinch points or areas where people may gather (entry / exit / start / finish / etc) should be monitored and where possible signage or markings indicating 2m social distancing required be put in place
- Routes from parking to the event area for all competitors, spectators, and officials/volunteers.
- Liaise with the venue to ensure that capacity guidelines for the venue is adhered to.
- Routes into and around the venue for competitors such as warm up and warm down areas, registration, club team areas.
- Oversight of young athletes by parents.
- Changing facilities, being an indoor area, are currently not to be made available.
- Toilet allocation is provided meeting all guidance on hygiene/cleaning and social distancing requirements.
- Preparation and planning for the potential occurrence of injuries or other accidents should be in place.
- Weather contingency plans.
- How will you communicate all the risk mitigations and plans for the competition to those attending your competition?

The risk assessment must be made available publicly for all to view prior to or during the competition. It is advisable that a copy of the risk assessment be uploaded onto the organiser website or be available on the day for people to view.

O. CROSS COUNTRY LICENCES

The application must be completed online and will be approved by England Athletics. (The online licence application will be made available through the England Athletics website on the 19th October.)

You will be required to upload venue confirmation and details of the Referee (Level 2 Endurance Official) within the licence application.

You must where possible apply no less than two weeks from the start date of your competition. Discretion will be applied to this; however, we cannot guarantee that applications which arrive the week of the competition will be processed in time. The licence will be awarded as soon as possible but it is essential that competition organisers have included all the information requested to facilitate the process.

For any competition results to appear on Power of 10, a cross country licence must be granted. All venues used for competition must have the permissions in writing from the landowner and where applicable evidence of the landowners Covid venue policy.

UKA public liability cover will apply to competitions that are licensed and promoted by an affiliated Competition Provider. A licence will only be awarded if all Covid-19 regulations are applied to the competition.

P. ATHLETE COMPETITION GUIDANCE

It is important that athletes are aware of any policies/procedures put in place by the competition provider for not adhering to social distancing and hygiene guidance at the competition. Competition providers should make all aware of any sanctions they intend for non-compliance i.e. removal from the site.

a) Younger athletes (Under 18 years of age)

- Competition providers must ensure they have the permission/agreement of the responsible parent or guardian of an athlete who is under the age of 18.
- The aim is to minimise the global number of attendees at an event so young athletes should ideally be accompanied by one parent or guardian. All attendees at an event should be pre-registered in accordance with Covid secure guidelines.

Athletes aged 18 or over

- All guidance applicable to competition providers and athletes in this document is relevant to 18-year olds and over including master's athletes.
- In addition, government guidance on vulnerable persons should be adhered to, if relevant, and considered by coaches, competition providers and individual athletes.

Athletes in Higher Risk groups

- Athletes and runners 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.

Advice will have been offered through your health body for those who are Clinically Extremely vulnerable or Clinically vulnerable.

Disabled athletes

- General Assistance: disabled athletes requiring support can bring a carer with them to the competition. Everyone involved within the competition should maintain social distancing guidance.
- 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.

Q. 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 England Athletics Limited 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. England Athletics Limited 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 England Athletics Limited

© England Athletics Limited 2020. All rights reserved. Reproduction of any material from these publications is permissible only when attributed to England Athletics.

APPENDIX 1 – COVID COORDINATOR ROLE

The Covid-19 Coordinator is responsible for reviewing each area of the competition and asking pertinent questions to ensure that England Athletics and Government Guidance is adhered to throughout the competition. We would advise that this role is separate to the meeting manager, and ring fenced for only this role to ensure they can oversee the full operation of the competition.

Competition Providers should appoint a designated Covid-19 Coordinator (preferably with experience in health and 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 level of risk mitigation are in place prior to competition
- The Coordinator is responsible for alerting the meeting manager to any situation which contradicts the Covid-19 procedures which have been put in place for the competition. Depending upon the size of the competition footprint you may decide to appoint additional people to help the Covid-19 coordinator across the whole site.
- 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 government guidance ensuring compliance of social distancing measures during training sessions.
- 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.

There must be a clear line of responsibility adopted at the competition to ensure compliance is achieved. We recommend that the duty of command is as such that issues are reported in the first instance to the Covid-19 Coordinator, who will attempt to resolve the situation, if that is not possible then the meeting manager is informed to pursue further, appropriate action in line with the competition risk assessment.

APPENDIX 2 – INFORMATION POSTERS

It is important that posters are displayed upon entrance to your competition to remind people not to attend should they be showing signs of the virus, and also to reinforce the message that Government Guidelines are being adhered to at the competition. Liaise with your venue in the first instance. A collection of NHS information posters can be viewed [HERE](#)

Event specific social distancing merchandise can be found [HERE](#). Other suppliers are available. EA posters for competition providers to use can be found [HERE](#)

Appendix 3. EVENT AREA SCHEMATIC EXAMPLES

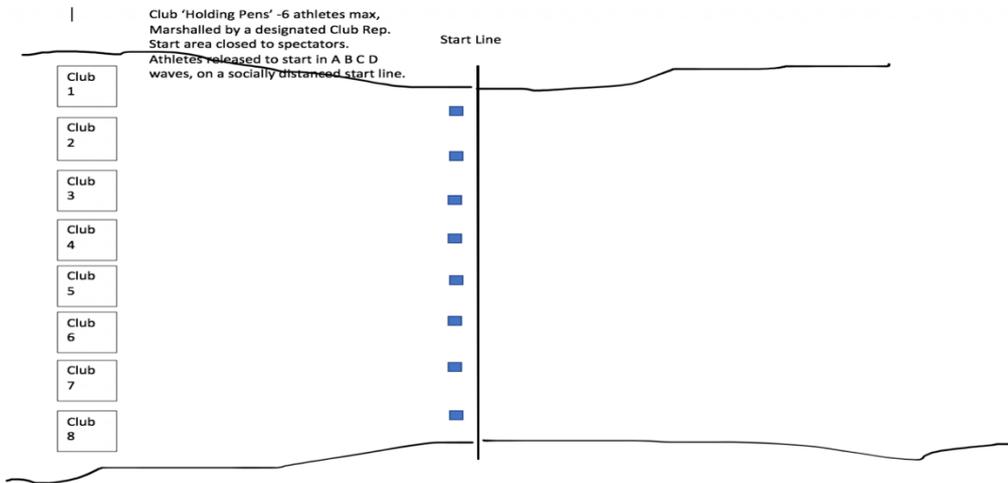


Figure A

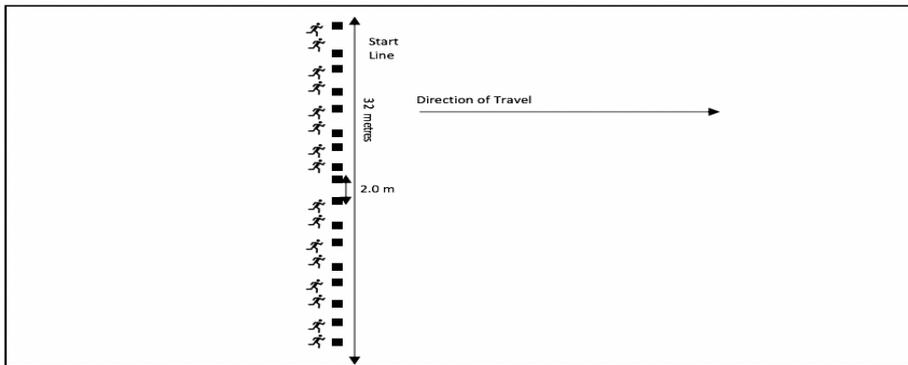


Figure B

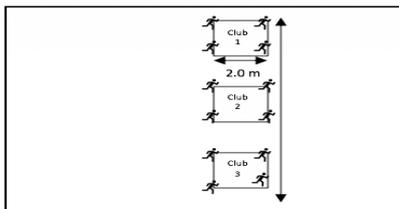
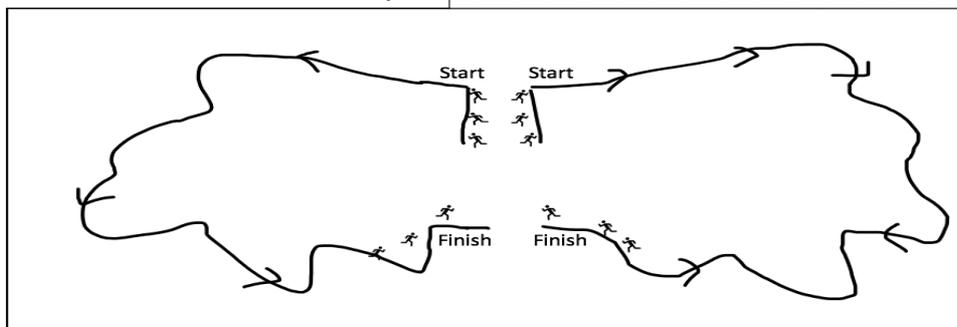


Figure C Paarlau Style Racing

Whilst routes would not be exactly the same, equal length and roughly equivalent technical difficult provide a fun alternative. Potentially for runners run twice, testing themselves and racing both directions. Overall results and placings based on their combined time for both efforts. Allows for smaller groups, social distanced racing.



APPENDIX 4. EXAMPLE EVENT CALCULATIONS

- Event Number calculation examples. These are presented as a guide and event organisers must make their own assessment of capacity dependent upon the venue.

Global numbers at an event

- On current guidance of maintaining social distancing the estimate of the number of competitors that can be accommodated per hour is approximately **100** based on the following parameters
 - A 6Km course of one lap course
 - A start width that can accommodate 20 runners with 2m social distancing i.e. 40m of width.
 - Waves of 20 socially distanced athletes off at 5 minute intervals where the slowest runner takes 40 minutes to run the 6km.
 - This scenario means there is a gap of 40 minutes after the 5th wave of 20 runners has left the start before the start of the next series of waves.
 - This is very conservative firstly with the 5-minute gaps and secondly with the 40-minute wait time as the last wave of runners will be completely finished before the next wave of the second hour starts. **Pilot competitions will be run to test timings, but it is expected this capacity will be increased and the time between waves reduced.**
 - Note: 100 competitors imply up to 100 supporters so this should be factored into any event management plan and marshalling requirements to ensure groups of 6 are maintained and the global capacity of the event space is not exceeded
- It is likely that pilots will enable us to recommend shorter time intervals between waves.
- Multi-lap courses will potentially increase the contact between runners and event organisers should ensure the width for the course can cater for overtaking runners and wave starts.
- Finishers from one wave to all finish in one area of the finish zone. Next wave finishes in another finish are zone to allow accurate timekeeping.
- Event organisers will need to make an assessment of the venue and course to calculate race start waves and numbers to adhere to the aim of maintaining social distancing in all races over 15 minutes duration. Races shorter than 15 minutes duration with up to 12 competitors per wave can be run, provided, there is no mixing of waves.