



# A Practical Guide for **Competition Organisers** following the Covid-19 Restrictions



## Return to Competition

### Always follow the Government Guidelines of Good Hand Hygiene – Respiratory Etiquette – Social Distancing

#### Key Notes for this document:

The guidelines in this document relate to a return to athletics competition when the Government guidelines permit. It is anticipated that this will not happen until Phase 4 of the Irish Government's Roadmap for Reopening Society and Business. This document will be reviewed in line with government announcements.

#### Key Notes for phase 4:

1. Permits close physical contact sports
2. Open sports clubs and venues where regular and effective cleaning can be carried out and social distancing can be maintained
3. Permit sports spectatorship which involve mass gatherings only in accordance with both indoor and outdoor numbers restrictions and where social distancing can be complied
4. Permits individuals to extend their travel beyond their county
5. If you feel unwell do not present to the competition.
6. If you are recovering from Covid19 seek medical advice prior to returning to train.
7. If running in single file increase the distance between athletes to more than 2m.

### Safe every step of the way

- |                               |                         |                             |
|-------------------------------|-------------------------|-----------------------------|
| 1. PreCompetition             | equipment/implements    | 12. Track events            |
| 2. Parking and Transport      | 6. Officials break area | 13. Field events            |
| 3. Competition ingress/egress | 7. Athlete Check in     | 14. Competition office      |
| 4. Competition Setup          | 8. Changing rooms       | 15. Awards Area             |
| 5. Cleaning                   | 9. Toilets              | 16. Venue tear down         |
|                               | 10. Warm up area        | 17. Equipment tear down     |
|                               | 11. Call room           | 18. Post competition survey |



We know that running provides great mental and physical health benefits for our society. We have a duty of care to ensure that our athletics competitions ensure that we operate within a safe environment.

This practical guide, prepared by our team in consultation with medical experts and in line with Government Guidelines and World Athletics, outlines the robust measures Athletics Ireland strongly recommend competition organisers to implement and maintain to help safeguard all members during the COVID-19 pandemic. This will allow all of us to get back to competition safely, improving the wellbeing of members across the country.

Our measures and procedures are under constant review and updated as advice from government, health authorities and governing bodies evolves in line with the gradual lifting of social restrictions.

## Pre-Competition

- Covid Compliance Officer to be appointed for the event, whom will be responsible for managing issues relating to the Covid 19 pandemic. This officer should
  - Ensure that sufficient HSE Covid-19 information Posters are on site and PA messages are played.
  - Be responsible for informing all stakeholders of the Covid-19 guidelines and insist on full cooperation.
  - Ensure all approved and recommended Covid-19 protocols are in place for the event.
  - Ensure that the event staff, volunteers and participants adhere to HSE / Public Health advice in all cases.
- Covid Compliance assistants to be appointed for each area of the competition (e.g. check in. call room, long jump, starts), whom will be responsible for managing issues relating to the Covid 19 pandemic in that area. This officer should

- Ensure that sufficient HSE Covid-19 information Posters are on site
  - Be responsible for informing all stakeholders of the Covid-19 guidelines and insist on full cooperation.
  - Ensure all approved and recommended Covid-19 protocols are in place for that area.
  - Ensure that the officials and athletes within that area adhere to HSE / Public Health advice in all cases.
- For involvement in the competition athletes, officials and spectators must
    - Have registered for the event providing all details required by entering, purchasing a ticket or being assigned as an official (athlete/official check in to be utilised)
    - Not have been out of the country in the last 14 days.
    - Not have been around someone with symptoms of Covid-19 in the last 14 days
    - Not be in a period of self-isolation and/or cocooning under the current Health Policy Rules.
    - Not be displaying COVID-19 symptoms.
    - Adhere to any travel restrictions in place
    - Adhere to any age restrictions in place
  - Athlete entry to be taken electronically prior to the Competition. Strictly no entries on the day of competition. The entry4sports online entry system is recommended for organisers
  - Officials training provided online, to cover event protocols and HSE guidelines. Must be completed at least 24 hours before the event day. With health questionnaire signed by officials.



- Notification to participants regarding protocols in place and event specific guidelines,
    - Covid-19 specific guidelines.
    - Competition specific messages.
    - Athlete etiquette (spitting, hand shakes etc)
    - Event maps
  - Thorough consultation process with venue and local authorities where applicable whom must agree with Event safety Management Plan and Covid-19 protocols.
  - Event medical plan to include procedures for handling suspected cases on site (to be designed by Event medical supplier)
  - If introduced by the Government, a contact tracing app will be required as a condition of participation.
  - In conjunction with the venue owner ensure a thorough clean of all indoor areas and those that are frequently touched
- Event maps and access routes to be provided to athletes in advance of the competition
  - Officials to manage routes, direction signage to be erected also.
  - Social Distancing signage also erected.
  - Hand sanitisation points to be provided at main ingress and egress points.
  - Sample event access map
- **Competition set up**
    - Officials to collect own equipment requires and set up own area
    - Gloves to be utilised for setting up of areas.
    - Health and safety briefing to be attended by all officials on the morning of competition prior to setting up work areas.
  - **Cleaning equipment/implements**

In order to effectively clean and disinfect sporting equipment before and after use, the following steps should be taken:

- 1 official should be designated in charge of cleaning and disinfecting any shared equipment before, during and after all sessions/activities
- Wash hands with soap and water for at least 20 seconds and wear disposable gloves
- Remove any visible soiling on the equipment (Dust, soil, grass, sweat, etc.) by using detergent wipes or with soap and clean water.
- Spray all surfaces with a chemical disinfectant and dry with a clean cloth or paper towel.
- All cleaned and disinfected equipment should be placed to one side after going through this process to reduce cross-contamination and ensure that clean and unclean equipment does not become mixed.
- Ensure safe and correct use and storage of disinfectants, including storing products securely away from children.
- All frequently touched surfaces should also be cleaned and disinfected before and after sessions. A schedule for

## Competition Day

- **Parking and Transport**
  - Where possible encourage cycling, walking and public transport if available.
  - Athletes will be notified of available parking and alternative transport options. If participants must park next to another car, they should wait for the other person to exit or enter before doing so themselves.
- **Competition ingress/egress**
  - One-way system to be designed to allow space for social distancing and increase flow of athlete and spectators around the competition venue
  - Spectators to pre purchase tickets prior to the event. No cash or contactless payment taken on the day



increased, routine cleaning and disinfection of all frequently touched surfaces should also be created and applied.

- Use gloves when removing rubbish bags or handling and disposing of any rubbish and wash hands with soap and water for at least 20 seconds after you safely remove your gloves.
  - In order to remove gloves without contaminating your hands, you must ensure that you do not have direct contact with the outside of the gloves. Please refer to the below diagram for guidance on the removal and disposal of gloves after us
- **Officials break area:**
    - Breaks should be staggered and kept to a minimum time for officials
    - In conjunction with caterers ensure any food supplied is done in a compliant manner
    - Designated outdoor area should be used with tables spaced 2m apart
- **Athlete Check in**
    - Utilise Electronic check-in and athlete self-check in system (provided by Entry4sports online entry system)
    - Separate check in area and bib collection area
    - One way system for athlete flow to minimise contact
    - Staggered times for check-in - only one event/age category permitted at a specific time
    - Hand sanitiser available at check-in entrance & exit for athletes and on check-in/bib collection tables for officials
    - Provide gloves & masks for officials
    - Prespex screens between officials & athletes
    - One official per table & tables must be 2 metres apart or within safe social distancing guidelines
- Only one athlete or athlete representative allowed to collect bib number
  - Minimise queue's and Implement ground sticker markings to demonstrate 2m safe distance for queuing
  - Erection of Dept of Health covid-19 signage at entrance/exit routes and around area.
  - Radios, laptops and other equipment's to be cleaned and sanitised regularly.
  - Only one official per laptop
  - No sharing of stationary among people
- **Changing rooms**
    - Athletes to be encouraged to come ready for competition
    - Limit number of athletes in the changing rooms at any one time
    - Outline where athletes can sit within the changing room
    - No Showers to be permitted
    - Covid 19 posters on wall to emphasise washing Hands and maintain 2m social distance
    - Have sanitiser available for use when entering the changing room
- **Toilets**
    - Increased quantity of portaloos/toilets supplied depending on event capacity Suggested 1:50 ratio.
    - Portaloos to be positioned 2m apart
    - Markings on the ground to highlight 2m distance for people queuing
    - In conjunction with the venue owner ensure toilets are cleaned and sanitised on a regular basis.
- **Warm up Area**
    - Only athletes that have checked-in can avail of the warm up area, athletes with bib numbers
    - Warm up area to be a designated outside area
    - Signage to Covid 19 and social distance to be adhered too.
    - Sanitiser available for use, exiting in different location to entrance

### Call room



- One-way system to be in operation
- Separate entrance and exit to call room
- Call room should be outside (possibly utilise part of infield if not in use or part of designated warm up area)
- Increase the size of the call room to allow for seating at 2m social distance
- Athletes to come dressed correctly for their event before entering the call room
- Athletes to take all their belonging with them before leaving the call room
- Signage to Covid 19 and social distance put in area along with Sanitiser, masks and gloves for officials
- Electronic call room, access to laptop and printer and walkie talkie system between call room and Athletics Manager/seeding for lane draw.
- One official assigned to utilise the laptop/printer only.
- No sharing of stationary.
- Sanitise all equipment post use
- Sanitise all chairs after each event is called

### Track events

- All athletes should practice responsible social distancing by remaining at least 2m apart until the call to start the race.
- A marking on the ground/rest area should indicate social distancing for athletes to form a line for competition
- There should be enough time between track events to allow one group to vacate the premises before the next group enters.
- Separate entrances and exits for the track
- Provide hand washing and hand sanitizer stations on entry and exit of track.
- The use of shared equipment should be limited whenever possible and should be cleaned and sanitized after each use. (e.g Starting blocks, batons)
- The touching of hurdles should be kept to a minimum. Officials setting them up should wear masks and if touched by athletes they should be sanitised afterwards

- Athletes should refrain from handshakes, high fives, fist/elbow bumps, chest bumps, group celebrations, etc.
- Athletes should bring their own water bottles to all track events
- The number of officials should be limited to reduce the number of people present.
- Designated area for athletes to leave own clothing and collect afterwards
- Post races athletes should wait 3 minutes before interacting with the public. Officials who are in close contact to athletes at the finish line should wear face shields or maintain a greater than 2 meter distance

### Field events

- All athletes should practice responsible social distancing by remaining at least 2m apart during field events
- A marking on the ground/rest area should indicate social distancing for athletes to form a line for competition
- Equipment should be spaced accordingly to prevent close of contact.
- Use of individual implements only. The use of shared equipment should be limited whenever possible and should be cleaned and sanitized after each use.
- Officials to sanitise hands after retrieving each implement or athletes to collect own.
- There should be enough time between events and to allow one group to vacate the premises before the next group enters.
- One way flow of athletes while competing and entering/exiting field
- Provide hand washing and hand sanitizer stations at each field event and should schedule mandatory use at breaks.
- Athletes should refrain from handshakes, high fives, fist/elbow bumps, chest bumps, group celebrations, etc.
- Athletes should bring their own water bottles to all field events to help to reduce transmission risk.
- The number of officials should be limited to reduce the number of people present.



- Athletes to bring own chalk and sanitise hands before and after each attempt.
  - Steeplechase water jump and sand for long jump should be mixed with a sanitising solution pre competition
  - Jumping mats should be sanitised after each athlete's attempt
- **Competition office (results/photo finish)**
    - Only essential officials in results room
    - Perspex screens between officials
    - One person to utilise designated laptop/tablet
    - All equipment to be cleaned and sanitised after use
    - Field tablets to be utilised with paper field/track sheets as back up
    - Paper should not pass from one person to another
    - Printer available to officials to collect paperwork directly
    - Officials scan in paper work post competition
    - Results are shared through tablets
    - Gloves to be worn when setting up equipment
  - **Awards area**
    - Awards ceremonies should not take place.
    - Awards should be posted or collected at a designate area by athletes
    - Allow for one-way flow of athletes through awards area.
    - Athletes collect own medal from designated area
    - Awards area should be outside of track to reduce re-entry to the track
- Meet director and Covid Compliance officer to oversee teardown to ensure social distancing is followed.
  - Officials to dismantle own area of work and return equipment to designated area
  - In conjunction with the venue owner ensure a thorough clean of all indoor areas and those that are frequently touched
- **Equipment tear down**
    - All used radio, laptops and other competition equipment to be cleaned and sanitised before storing away.
  - **Survey**
    - Complete online survey of all athletes/officials/spectators
    - Get feedback on protocols used.
  - If an athlete, official or spectator becomes unwell after training, they should first contact their GP and read the HSE guidelines and then inform the Competition Organisers. The Competition organisers will then follow advice provided to them by the HSE on the next steps.

## Post Competition

- **Venue tear down**
  - Venue dismantling to begin once competition is complete,



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