



SWANSEA HARRIERS

COVID-19 PROTOCOL AND PROCEDURES

IN CONJUNCTION WITH SWANSEA UNIVERSITY ATHLETICS & HOCKEY CENTRE

Version 4 Updated 5th November 2020

Table of contents:

Page 1: Introduction

Page 2: Summary

Page 4: Swansea Harriers COVID-19 Officer

Page 5: Protocol & Procedures

- (A) On Track
 - (i) Register
 - (ii) Payment
 - (iii) Equipment
 - (iv) Track allowance & allocation

Page 9: Events permitted

Page 10: Site Map

Page 10: First Aid Support

Page 10: Protocols & Procedures

- (B) Off track

Introduction:

The indoor and outdoor tracks will continue to operate with reduced opening hours and user capacity from the month of November 2020. In addition, there continue to be numerous restrictions/adaptations that the club must adhere to when the track re-opens, which will be further outlined and detailed in the following sections. Swansea Harriers coaches will have set start and finish times for their sessions inclusive of set up and take down. The overall track capacity user's limit to be set by Swansea University inclusive of coaches will filter down to each group, with non-negotiable maximum group's sizes. Furthermore, the Club has many off-track running groups and coaches who have the benefit of open public spaces where training can take place with club athletes. There will be restrictions/ adaptations that the club must adhere to in organised sessions taking place away from the outdoor athletics track which, again, will be further outlined and detailed in the following sections.

As the situation continues to evolve and change, please bear with us as we as a Club, and the University track staff are working extremely hard in the background to ensure we are providing a safe environment for our coaches and athletes upon their return to the club. Please carefully read the following information as it is extremely important for the welfare and safety of our coaches and athletes moving forward. We as a club now have an even greater responsibility in not just keeping ourselves safe and healthy but also ensuring the wellbeing of our fellow members.

Summary:

Swansea Harriers will have use of the outdoor track and indoor facility for training on the following days and times: Monday, Tuesday, Wednesday (indoor only) and Thursday from 5 – 6.15pm and 6.30 – 8.30pm each night which will be designated 'club sessions'.

During club sessions, 50 athletes in total plus coaches will be permitted on the outdoor athletics track and 15 athletes plus coaches in the indoor facility at one time.

Track allocation will be determined by Andrew Jenkins and shared with the coaches. Coaches must confirm their intention to take up their allocation to ensure that the facility is used as efficiently as possible.

Due to the very restricted capacity the Club committee has determined that Club Sessions are only available for qualified UKA coaches and their training groups. All athletes attending **must** have renewed their membership for 2020.

It is hoped that upon another successful return that track capacity will be increased again in 2021, but this will always be subject to guidance from the Welsh Government and the University.

Social distancing of at least 2 metres will need to be maintained at all times. Primary school aged 11 and under athletes do not need to social distance but are encouraged to do so.

Outside the times and days set out above, Swansea Harriers coaches and self-coached athletes (over the age of 18) have the ability to book the outdoor athletics track directly with the University online here <https://sportbookings.swansea.ac.uk/login.aspx?ReturnUrl=%2f> The coaches and athletes must comply with all directions from the staff of the University in respect of any such booking and to undertake such measures as are additionally set out in this protocol document.

Indoors:

- The maximum number of persons permitted is 15 athletes plus coaches and divided as follows:
 - 3 athletes with 1 or 2 coaches on the sprint straight
 - 3 athletes with 1 or 2 coaches on the long/triple jump
 - 3 athletes with 1 or 2 coaches in the throws area
 - 3 athletes with 1 or 2 coaches at the high jump
 - 3 athletes with 1 or 2 coaches at the pole vault/ javelin net

Athlete numbers can be increased accordingly if all five areas are not in use at once.

The University have indicated that they will keep the capacity of athletes on the track under review and the Club will pass any information received through the normal e-mail and website channels. Coaches or athletes undertaking training away from the outdoor track must follow the guidance contained within this protocol document.

The club does not have access to the grass pitches below the track and any coach intending to use this facility must book the pitch in advance with the University ITC staff.

Swansea Harriers COVID-19 Officer

As per Welsh Athletics guidance, Swansea Harriers have appointed several COVID-19 Officers. COVID-19 Officers work closely with the Club Trustees and manage issues and enquires relating to the COVID-19 pandemic as well as planning the return to club training/activity. COVID-19 Officers are responsible for the production of the appropriate risk assessments related to the return to activity. In addition, COVID-19 officers are:

- A key point of contact for the facility manager / operator in the case where clubs operate from a dedicated facility.

- Look to ensure that risk assessments and risk management protocols are being adhered to.
- Be a key point of contact for members, if they have any club related questions/concerns relating to COVID-19.
- Ensure that the club and its members are adhering to Welsh Government and Public Health Wales guidelines.
- Ensure that the club has thorough communication with its membership and the membership are updated on a regular basis. Members should always be reminded of their wider responsibilities as well as the need to undertake the necessary hygiene and social distancing procedures.
- Ensure that the club (and / or the facility) maintains an accurate record of who is training. The club should maintain up to date contact details for all members, as this will assist with contact tracing should it be necessary.
- Communicate all Welsh Athletics updates to the club and wider membership as appropriate.
- Undertake the relevant training (note: as required but at this point is 'To Be Confirmed').

Currently the clubs appointed COVID-19 Officers are:

Ian Griffiths	Stephen Pritchard	Julie Hartley-Green
Catherine Collins	Julie Hill	Richard Harris
Caroline Wade	Rob Beresford	Christian Sweeney
Lynne Brier	Katie Hale	Jo Pratt
David Sellick	Jason Dodd	Gerwyn Tumelty
Andrew Jenkins	Louise Stapley	Tim Williams
Katherine Oshisanya	Sabina Coughlan	Karl Johns
Owen Squire	Julie Harris	Ian Davies

Protocol & Procedures

(A) At the Outdoor Athletics Track and Indoor Training Facility

(i) Attendance and Register

Athletes must only attend a club session upon direct invitation from their coach and must confirm their attendance not less than 24 hours before the session is due to commence. They must be members of Swansea Harriers and have renewed or paid for their

membership for the 2020 season. This is to ensure that the limited allocation is used to its fullest extent.

No athlete or coach should attend a training session whether in a club session or otherwise if they or any member of their household is suffering from a symptom of Covid-19 and the lead coach should ask the athlete or their parent to confirm each of the following questions:

- Have they or has anyone in their household or extended household been diagnosed with or tested positive for Covid-19 in the past 14 days?
- Are they or any member of their household or extended household suffering with a high temperature, a new continuous cough or a loss of taste or smell?
- Have they been advised to self-isolate as a result of having been contacted by the track and trace team or having been informed by their school or workplace that they must enter a period of self-isolation?
- Have they returned from a foreign country and in a period of quarantine?

In the event that an athlete or parent responds 'yes' to any of those questions the athlete will not be permitted to attend.

If an athlete attends and reports such symptoms they shall not be permitted to train and shall be advised to self-isolate and arrange a test.

The lead coach will take and retain an attendance register of all athletes attending the training session which will include a contact number for the athlete or, in the case of an athlete under the age of 18 years, a contact number of a parent or guardian. At the end of each calendar month or, if requested as a result of a confirmed case of Covid-19, the lead coach will forward the attendance register to Andrew Jenkins as a Covid Officer. The lead coach and the Covid-officer shall comply with Swansea Harriers privacy policy in respect of the registers. The registers are to help with track and trace if necessary.

(ii) Payment and Facilities

All Outdoor and Indoor Track users are required to pay at the club cafe prior to use. There will be a sanitising station at the main entrance to the indoor track. Athletes (and coaches) should sanitise their hands on arrival at the facility, after handing equipment and prior to leaving the facility. Payments will be taken at the club cafe and we will be operating a cashless service, preferably contactless. Please advise your athletes of this in advance. There will be a queueing system in place to manage users waiting to pay. Members will not be permitted access to the club cafe - a Perspex screen will be in place preventing this, as well as providing protection to both volunteers & athletes. 2m social distancing will be maintained when making payment. Athletes may have to queue outside the building at 2 metre markings. Please advise your athletes of this, as they may have to wait outside to make payment in all weather conditions.

The indoor track vending machines (including the Hydrachill) will be unavailable – customers to be advised to come prepared for this. Changing rooms will be out of commission and athletes should arrive and leave in their training kit. Only the two toilets in Reception will

be available and wait points will be in place for these toilets, in line with social distancing guidelines, and will be segregated by a safe distance from the main traffic flow. Lockers will

be unavailable. (iii) Equipment

Outdoor Track

There will be a sanitising station at the equipment containers.

Throwers should use their own implements where possible. Where equipment is borrowed, users must not share implements, and must return to the equipment store immediately after use for disinfecting.

A member of University staff will be based at the training containers for those requesting equipment.

Indoor Track

There will be a sanitising station at the equipment storage area.

Athletes should use their own equipment where possible. Where equipment is borrowed, users must not share implements, and must return to the equipment store immediately after use for disinfecting.

All facility equipment will be moved to an enclosed storage area adjacent to the throwing wall & wall bars. Equipment will be available on request and University staff will disinfect equipment before it is given out and again as it is returned.

(iv) Track allowance & allocation

The track allocation for club nights will be as arranged by Andrew Jenkins and shared with the coaches. The club recognises that for the time being there will be a significant reduction in the number of athletes each coach will be permitted to coach during club sessions.

The following guidance must be followed by the coaches:

Middle Distance/Endurance:

- Middle distance athletes are permitted on lanes 1 and 2 only of the athletics track.
- Athletes and coaches should maintain 2m distances between themselves and every other person at all times, including during warm up, drills, efforts and warm down.
- If running abreast the athletes must be spaced at least 2m/2 lanes apart and if running in single file at least 2 metres between athletes.
- Athletes should step off the track on the inside after reps, and not into lanes 3 & 4. Thereby, impeding other athletes who are sprinting in the other lanes.
- Primary school aged athletes 11 and under do not need to social distance but are encouraged to do so.
- Middle distance coaches & athletes to position themselves and kit on the inside of lane 1.

Sprinters/Hurdlers/ Jumpers:

Lanes 4-8/9 will be available for sprinters and hurdlers.

- Lanes 4 to 8/9 will be available for sprinters and hurdlers
- Athletes and coaches should maintain 2m distances between themselves and every other person at all times, including during warm up, drills, efforts and warm down.
- If running abreast the athletes must be spaced at least 2m/2 lanes apart and if running in single file at least 2 metres between athletes.
- Primary school aged 11 and under athletes do not need to social distance but are encouraged to do so.
- Sprint coaches & athletes to position themselves and kit on the outside of lane 8/9

Throwers:

- Athletes and coaches should maintain 2m distances between themselves and every other person.
- If any athlete wishes to the track for warm up or cool down or for any other purpose, the coach should firstly ensure that the lanes are free and then should follow the guidance contained within the endurance section or sprints/ hurdlers/ jumpers section as appropriate.
- Primary school aged 11 and under athletes do not need to social distance but are encouraged to do so.
- Athletes should collect their own implement, when safe to do so.
- Throw coaches and athletes to position themselves and their kit by the cage, shot put circle or between the javelin runway and the 300m start as appropriate.

Vertical Jumps:

Athletes and coaches should maintain 2m distances between themselves and every other person.

- The maximum number of persons within a training group is 5 athletes and one coach.
- One person shall be responsible for replacing the bar and adjusting the uprights during a training session.
- Athletes should use hand sanitiser between jumps.
- Athletes should be encouraged to use their own equipment (i.e. pole vault poles) but if this is not possible any borrowed equipment must be used by only one athlete and cleaned before and after every session.
- Once the training session has been completed the bed, uprights and bar shall be cleaned by the University staff and no other athlete or group of athletes shall be allowed to use the high jump for at least 15 minutes
- In the event that any athlete or coach coughs or sneezes whilst on or in the direction of the bed, all jumps shall cease, and the University staff informed so that it can be cleaned. At least 15 mins must elapse following the cleaning before any further jumps can take place.

- Athletes are advised to wear long sleeved tops and full leggings to avoid any skin irritation issues arising from the cleaning products used.
- High jump coaches and athletes outside to position themselves and their kit between the high jump bed and the start/ finish line.

Indoor training facility:

- Masks must be worn by all athletes over the age of 11 whilst in the entrance and corridor leading to the indoor training facility.
- Masks must be worn by coaches at all times within the indoor training facility.
- Parents must wear masks whilst paying for their child’s training session and must exit the training facility immediately thereafter.
- Athletes and coaches should maintain 2m distances between themselves and every other person in the indoor training facility at all times

Athletes and coaches using the sprint straight must ensure that there is at least a 2m/2 lane gap between any athlete running simultaneously abreast or 2 metre gap if running or undertaking drills in single file. Only athletes, coaches and club covid officers will be allowed inside the track barriers or in the indoor training facility. Parents of athletes under the age of 18 are asked to remain within 5 minutes of the track at all times and should adhere to all social distancing requirements. At this time the stand will not be available for parents to sit and watch their children.

Events permitted

Events permitted by Swansea University in line with Welsh Athletics and Welsh government guidelines include the following:

Javelin	Shot
Hammer	Discus
Sprints	Endurance
Hurdles (Long & Short)	High Jump
Pole Vault (indoors)	Long & Triple Jump (indoors)

The Club will keep the limitations in respect of permitted events under review and consider any change in guidance from Welsh Athletics and the Welsh Government as soon as reasonably possible.

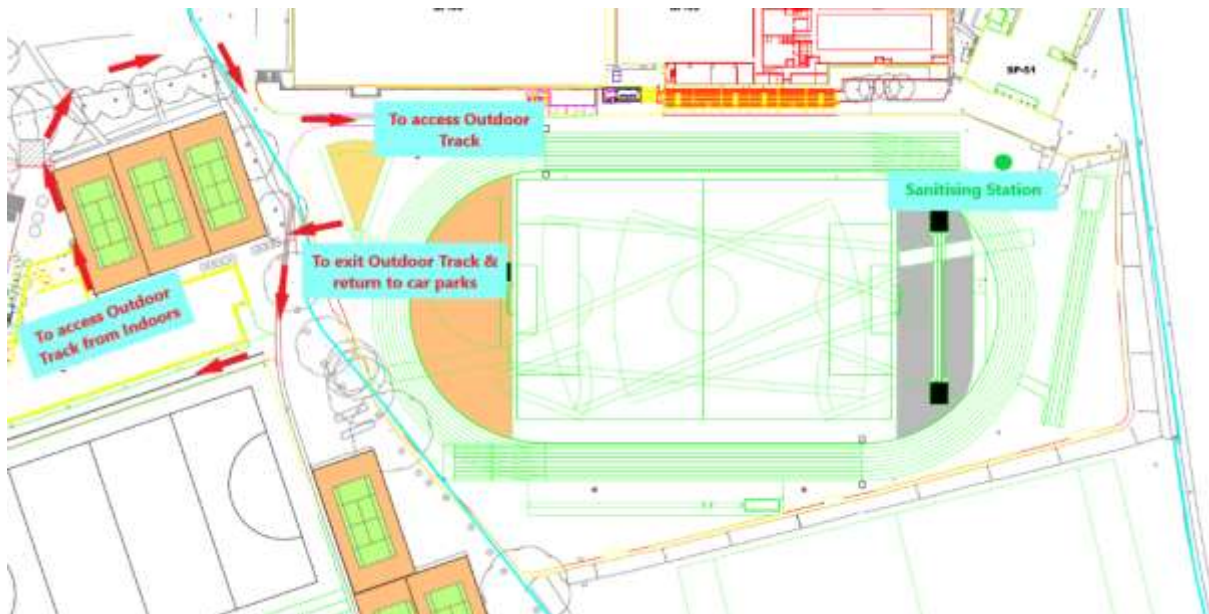
Site Map and Access to the Outdoor Track

Access to the Outdoor Track will be via the pedestrian gate at the 100m finish line. Access will be via the pedestrian gate alongside the gravel shot area. See figure below. Gates will remain unlocked & open during opening hours to reduce touch points.

A member of University staff will be based on the Outdoor Track, but not in a set location. Instead, they will be 'floating' ensuring rules of use are observed, encouraging social distancing, and providing access to equipment storage. They will be accessible to customers at all times via the staff mobile.

Stand seating, dugouts, track judges & starters stands will be unavailable – to be cordoned off.

Car parking will be available in both gravel car parks, but a section of the rear gravel car park will be cordoned off to allow for safe pedestrian travel. Users are encouraged to park safe distances apart.



First Aid Support

Swansea University have confirmed that first aid support will continue to be provided however their staff have been advised, in accordance with HSE guidance, that in most cases they will be recommending self-treatment where possible. For athletes under the age of 18, it will be expected that the parent or guardian will attend to their child in most instances. If required, hands on treatment will be provided in addition to CPR and defibrillation. Staff will have the necessary and additional PPE. First Aid can be requested by contacting a member of the University track staff on: **01792 602400/ 07870 244 761.**

(B) Off Track

Athletes must confirm their attendance not less than 24 hours before the training session is due to commence. No athlete or coach should attend a training session if they or any

member of their household is suffering from a symptom of Covid-19 and the lead coach should ask the athlete or their parent to confirm each of the following questions:

- Have they or has anyone in their household or extended household been diagnosed with or tested positive for Covid-19 in the past 14 days?
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In the event that an athlete or parent responds 'yes' to any of those questions the athlete will not be permitted to attend.

If an athlete or coach attends and reports such symptoms they shall not be permitted to train and shall be advised to self-isolate and arrange a test. The lead coach will take and retain an attendance register of all athletes attending the training session which will include a contact number for the athlete or, in the case of an athlete under the age of 18 years, a contact number of a parent or guardian. At the end of each calendar month or, if requested as a result of a confirmed case of Covid-19, the lead coach will forward the attendance register to the Covid Officer. The lead coach and the Covid-officer shall comply with Swansea Harriers privacy policy in respect of the registers.

Not more than 30 persons (including all coaches or leaders) may attend any one session and the ratio of 1 leader to 12 athletes must be maintained. Where the session is to include athletes under the age of 18 the coach must not be coach 1:1 without a parent being present at all times and in all other cases, parents must be requested to remain in the near vicinity (5mins away) in order to meet any first aid needs of their child.

In addition to the completion of a risk assessment as to the activity to be undertaken, the lead coach shall be responsible for preparing an assessment and taking mitigation measures to minimise the potential spread of Covid-19. In particular, the lead coach should familiarise himself with the 'Guidance for Clubs and Groups for a Return to Group Running: Version 5 (08.10.20) as published by Welsh Athletics and as periodically updated. The lead coach shall communicate the measures to their athletes in a timely fashion and at least 24 hours before the session and shall send a copy to Andrew Jenkins as one of the Covid-19 Officers.