

## **INTRODUCTION**

This document is based on The Way Forward – June 2020 as published by Scottish Cycling. This is the approach Audax UK was asked to follow by the Department for Digital, Culture, Media and Sport in England and that approach has been agreed with Scottish Cycling in Scotland. We gratefully acknowledge the hard work done by British Cycling across the UK for the return of safe cycling events.

The guiding principles are as follows:

1. Ensuring any activity can meet the Scottish Government guidance in place at that time
2. Taking responsibility: Organisers, clubs and participants must consider safety first, particularly minimising the risk of transmission and the risk of injuries which place further pressure on the NHS
3. Communicating clearly and consistently to all involved in the event
4. Retaining flexibility
5. Careful and responsible planning and risk assessment

As per The Way Forward – June 2020, the resumption of different types of events will be defined by:

- Social distancing requirements, including group size threshold
- Format of the activity
- Required safety and hygiene controls
- Any additional controls, such as local lockdown measures
- Risks associated with droplet transmission (duration and proximity of participants), fomite transmission (handling and transferring of equipment) and population (the likely number of participants taking part).

In addition, for calendar events, there will be additional considerations of:

- Financial viability
- Amenability of facility operators, commercial controls and local communities
- Availability of personnel for key volunteer and trained official support roles

## **GUIDANCE**

- 1.1 The purpose of this guidance is to support and enable the resumption of Audax UK calendar events by minimising the transmission risk of Covid-19.
- 1.2 Below is a summary of the current UK Government guidelines and our position in relation to calendar events:

Audax UK governs randonneur cycling and related cycling disciplines in the United Kingdom by virtue of its association with the international governing body, Audax Club Parisien

AUDAX UNITED KINGDOM LONG DISTANCE CYCLISTS' ASSOCIATION Ltd.  
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- Our process to reintroduce calendar events in Scotland will begin on the 5<sup>th</sup> September;
- This framework is designed to minimise the Covid-19 transmission risk while taking part in calendar events, and enable participants and volunteers to make an informed decision about their own risk;
- The Scottish Government and sportscotland have produced updated phase 3 guidance for a return to sport and physical activity. Organised non-contact sports competition for adults and organised contact competition for children can now take place where the following guidance is followed;
- All sports organisations/venue operators providing such competitions must abide by relevant SGB guidance and have a named 'Covid Officer' who will complete documented risk assessments and ensure all appropriate mitigations are put in place by the sports organisation/venue operator before any outdoor competition or event is undertaken.
- Physical distancing in line with Scottish Government guidelines must be in place before and after an event takes place. For instance, organisers may consider, where appropriate, different formats or staggered starts.
- Organisers, volunteers and others involved in the running of the event should physically distance at all times.
- We have based our assessment of the risk of droplet transmission using Appendix 1 of the UK Government's Return to recreational team sport framework. Our events present only a low risk and therefore require no changes (during the activity). This is because riders are not 'face-to-face' during events and in many cases close proximity contact (defined as 0-1m) is only fleeting (defined as < 3 seconds);
- We advise all event organisers to consider if the event they are planning is possible within the guidelines. If you are not comfortable delivering an event under the current conditions, for example if you feel some measures would be difficult to implement, please do not resume your event at this stage;
- These guidelines cannot cover every eventuality and it is our collective responsibility to ensure appropriate measures are put in place to keep participants, volunteers and the public safe. Participating in cycling carries an inevitable degree of risk, and while being mindful of the additional guidelines regarding Covid-19, participants should not lose sight of the normal safety considerations relating to participating in cycling which continue to apply and must be complied with;
- The guidelines have been created to help enable a return to calendar events in a variety of forms and settings, and therefore the approach is overarching rather than prescriptive to each situation;
- These guidelines may be changed at any time to ensure compliance with Scottish and UK Government and local guidelines, and to incorporate best practice examples as we innovate and learn more about safely delivering events under the restrictions;

- Please note that current Government guidance on physical activity does differ between England, Scotland, and Wales. This guidance is currently relevant for Scotland only;
- All events should continue to ensure that they comply with the relevant Audax UK safeguarding policies and procedures.

### *1.3 Insurance*

Audax UK's liability insurance applies to all approved calendar events provided that the event complies with UK Government guidelines, this cycling specific guidance, and all other usual Audax UK guidelines and regulations.

Failure to adhere to such guidelines and regulations could result in your event's insurance being invalidated.

## **EVENT PLANNING**

There may be a variety of personnel involved in staging a calendar event, depending on its scope and scale, and many will need to consider a wide range of external stakeholders.

Here we focus our guidance on the key roles of the event organiser, the volunteers, and the participants.

### *1.1 Event Organiser*

As well as the normal event management responsibilities, the event organiser has overall responsibility for ensuring that all the Scottish Government and Audax UK guidelines are adhered to at their event and ensuring that the event plan and delivery are Covid-secure. The event organiser should ensure that they are aware of any changes made to the Scottish Government guidance and be ready to adapt or, if necessary, cancel/postpone the event if the event cannot adhere to the guidance.

### *1.2 General considerations*

In general, the event organiser should:

- Not deliver an event if they have Covid-19 symptoms, or if someone in their household does. Event organisers in the extremely vulnerable category should consider and perhaps modify the nature of their role on the day. The event organiser should consider appointing a suitable deputy who may be able to take on their responsibilities if they are unable to do so;
- Ensure that the risk to themselves, participants and anybody else involved with the event is minimised with appropriate mitigation measures;
- Play the lead role in ensuring that the relevant hygiene and social distancing requirements are adhered to. Organisers should ensure that reasonable quantities of hygiene products and stations are provided, and the NHS guidelines for hand hygiene can be found [here](#);
- Be aware of changes to local and Scottish Government guidance and be prepared to adapt their event accordingly;

- Assess whether the event is financially viable for them, and consider any impact on the local community as well as public health.
- Ensure that the event start and finish location and format is suitable for the scale of event they are planning to run, and that appropriate capacity exists to accommodate movement of all persons on site within social distancing requirements. This may include the use of designated areas with strict capacities, or one-way systems;
- Consider options for changing the format of the planned event from what you might deliver as standard;
- Review the duration of time that attendees may spend at the event start and finish;
- Review proposed location and scale of event in consideration of transport and travel requirements of all attendees;
- Consider early the availability of the event resources and volunteers required to deliver the event;
- Ensure that a quality event experience can still be delivered that provides value to participants;
- Ensure that all relevant consents have been received for the event (e.g. facility owner, Audax UK, commercial controls), recognising that consents may be withdrawn at short notice. Venue owners must be comfortable with all measures proposed including use of any ancillary facilities and associated hygiene and social distancing arrangements;
- Ensure that all event volunteers, as well as the participants themselves, are adequately briefed on their roles, behaviours, and any specific considerations related to the new guidance. This must be reinforced on the day. This should include giving volunteers the authority to instruct those attending the event to maintain social distancing should they feel that the guidance is not being adhered to. All attendees should be aware of and comfortable with the organiser's measures before taking the decision to participate;
- Ensure compliance with all relevant Audax UK event organiser guidelines that apply at the time of the event.
- Ensure that all attendee details that may be required for NHS Scotland's 'Test and Protect' system are retained for the required time period;
- The event organiser must not proceed with organising the event if they do not feel that it is safe to do so.

### *1.3 Risk Management Tools and Assessments*

We have provided a template Covid-19 Supplementary Risk Assessment form. Event organisers should use this to outline what action is being taken to mitigate the risk of Covid-19 affecting those involved with the event, and ensure that it is delivered in a Covid-secure environment. This should also convey how the organiser will oversee compliance with this guidance during the event.

The event organiser must submit a copy of the Covid-19 Supplementary Risk Assessment to their regional delegate at least seven days in advance of the event.

The event organiser will still be required to plan the event and produce all standard documentation, as would normally be the case

#### *1.4 Registration and approval of an event*

Even if the event has been registered as normal with Audax UK, event organisers should contact their regional delegate to discuss their event and associated risk assessment before proceeding with their event.

Event organisers wishing to register over 30 entrants to their event or to events with common start and finish areas will need to demonstrate that they can run their event efficiently and with due regard to social distancing requirements

Event organisers must consider the viability of their event up to and including the event day and take responsibility for cancelling events if Scottish Government and all other relevant guidance can no longer be met. They should ensure clear communications to entrants in line with the temporary AUK refunds policy.

Organisers should continue with their assessment of risk up to and including the event day, using dynamic risk assessment as appropriate, and keeping appropriate records.

Approval for an event is made on the understanding that Scottish Government guidance, including any clarifications issued by Audax UK, will be adhered to at all times. Approval can be rescinded at any time by the Audax UK Events Delegates should the circumstances around the event change, including any changes to wider Government, public health or local guidance.

#### *1.5 Event volunteers and participants*

Where a separate Covid-19 Safety Officer has been appointed they are there to support the event organiser and wider team in the planning, implementation and monitoring of mitigation measures, not to take ultimate responsibility. In events with fewer than 30 entrants, the organiser may fill this role themselves.

All event officials, volunteers and participants should:

- Ensure they are aware of and adhere to the latest Scottish Government and Audax UK guidelines;
- Not attend the event if they have Covid-19 symptoms, have someone in their household with Covid-19 symptoms or are required to remain in quarantine. Those in the extremely clinically vulnerable category should monitor and follow specific Scottish Government guidance to determine if they can attend the event;
- Read in advance, and listen on the day, to all event communications, and adhere to them accordingly. Be responsible for your own actions and how they may impact others, and do not attend if you are not comfortable with the arrangements in place;
- Take responsibility for their own hygiene at the event, by washing or sanitising their hands regularly, and practicing good respiratory hygiene (when coughing or sneezing);

- Take responsibility for their general behaviour at the event as defined in Our Behaviour Code;
- Support each other to adhere to the mitigation measures put in place at the event, recognising their duty of care to themselves and others present; Feel assured that the event organiser has considered mitigation and has provided the correct equipment to enable this;
- Adhere to social distance requirements at all times. In the rare instance that this is not possible (e.g. for safety or medical reasons) time spent in close proximity to anyone else should be minimised;
- Must notify the event organiser if they develop symptoms after the event so that other participants and event volunteers can be informed via NHS Scotland's 'Test and Protect' protocols.

Specific considerations for volunteers include that they should:

- Offer support to the event organiser in advance of the event, and with any post-event review, to ensure that learnings are taken ahead of future events. Pay particular attention when considering any new formats or alterations to 'normal practice';
- Not carry out an action that they are uncomfortable with or that they feel exposes them to undue risk. Rather, they should raise this concern with the event organiser at the earliest convenient opportunity and ideally in advance of the event;
- Communicate clearly to each other as a team, to participants and to other event attendees.

Specific considerations for participants include that they should:

- Bring and be responsible for their own equipment;
- Follow all instructions of event officials.

## **CONSIDERATIONS**

### *Before, during and after your event*

Having outlined basic roles and responsibilities, the following guidance breaks down the things you should consider before, during, and after an event. The following general principles should be followed by all in attendance:

- Where possible, keep two metres apart from other people throughout your time at the start and finish location.;
- Maintain high standards of hygiene throughout the event – take hand sanitiser, wash your hands and try not to touch surfaces;
- Do not spend more time than necessary at the start or finish and where specific start times are allocated please plan your arrival accordingly.

### *Before the event*

#### *1.1 Event entries*

- Where possible, organisers should encourage participants to register and pay for the event in advance via the Audax UK website and avoid accepting entries on the line;
- The event timetable should be designed to permit only as many people as can be admitted while social distancing is maintained at the event at any given time.
- The start and finish must be designed in order to maximise the available space for each participant and minimise the amount of time participants spend in proximity to each other.

### 1.2 *Pre-event information*

- Pre-event information should contain all standard event instructions, but also focus on ensuring that attendees are aware of the changes to
- what they might normally expect – including transport arrangements and specific social distancing measures;
- Event organisers should provide comprehensive information on transport, reflecting things such as car parking arrangements and availability and relevant changes to public transport;
- The organiser should share as much information as possible with volunteers, participants, and any other event stakeholders in advance of the event, and make clear the requirement for this to be read. This should include the Behaviour Code. This will minimise the amount of information that an official, volunteer or participant will need to receive after arriving at the event. This may be in the form of an information manual, and can be communicated and updated via email and social media;
- All participants and volunteers should know that they 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;
- Participants should be made aware of any increased risk associated with taking part in activity, based on the risk assessment undertaken by the event organiser. They should also be strongly advised to comply with public health restrictions and avoid high risk behaviour outside the event setting to reduce the risk to their fellow participants when they do attend;
- In addition to event participants, organisers should continue to consider on an ongoing basis those others who might have an interest in the event, and ensure they are communicated with, consulted, and given an opportunity to feed back as appropriate. This may include local community groups, facility operators and the owners of commercial controls. All event participants should be mindful of their role in supporting good relations with the public through their behaviour.

### 1.3 *Planning for good hygiene*

- Now more than ever, high standards of hygiene must be maintained, and while event organisers will take a lead role, participants should also take personal responsibility.

- While event organisers should make reasonable provision, event volunteers and participants, and any other personnel present should be made aware that they should have access to their own hand sanitiser/alcohol wipes to meet personal need;
- The event team should work together to ensure that there is sufficient equipment to reduce the need for event volunteers to have to share. Hands should be cleaned prior to and after using, setting up or taking down equipment;
- All event equipment will need to be cleaned after it has been used, and participants and volunteers will need to ensure cleanliness of their own equipment.

#### 1.4 *Travel to and arrival at event*

In consideration of how people will get to the event:

- The Scottish Government's best practice guide for travel, including details on public transport and car sharing, can be found [here](#) and should be reinforced to all participants, officials and volunteers in advance. Participants are encouraged to follow best practice for travel including minimising use of public transport and limiting car sharing. Promote the opportunities to walk or cycle if possible. People from a household or support bubble can travel together in a vehicle;
- Time spent congregating at the start before the event begins should be strictly limited and parents/guardians/coaches should always follow the Scottish Government advice on meeting outdoors which can be found [here](#). Meet-up times should reflect this. This includes arriving changed and ready to begin. Exceptions may be made where safety and safeguarding measures require this, for example supporting disability athletes;
- Access to the start location and any parking protocols will need to consider social distancing requirements. A waiting area or additional marshals may be required, or if appropriate, participants should be dropped off and picked up;
- Social distancing should be maintained at all times. Potential pinch points such as narrow entrances, gates and parking areas should be identified and managed;
- The event organiser should help event volunteers and participants to stay local by supporting them to cycle or walk to the event where possible;
- Hand washing facilities/hand sanitiser should be available upon arrival at and departure from the start, and should also be used by event volunteers and participants before any common points of contact (ie. event registration, ancillary facilities).

#### 1.5 *Movement at event venues*

- All venues must have entry and exit and parking arrangements to venues that ensure social distancing can be maintained;
- Venues must display the appropriate signage to facilitate this at all points throughout the facility and car park;
- Venues will implement traffic flow systems where possible and appropriate;



- Venues will outline socially distanced areas for riders and volunteers.

## 2. *During the event*

### 2.1 *Event registration or waiting areas*

- When participants arrive at the start, they will need to confirm their attendance, collect their brevet card and produce a signed self-assessment declaration at a registration area.
- Event organisers will need to ensure all surfaces are clean and equipment is washed and dried prior to use;
- Event volunteers, officials and participants should be able to adhere to social distancing guidelines at all times in registration or waiting areas;
- All should take responsibility to ensure that the amount of time that participants wait is minimised, and consider temporary markings to demonstrate distancing requirements;
- Participants should be prepared to be self-sufficient, as it may not be possible to have refreshments available;
- Event organisers must clearly outline socially distanced areas for riders and volunteers;
- Each rider should properly identify themselves and affirm their agreement to all guidelines, and also to confirm their health in line with Government guidelines and the nature of the event they are entering;
- Event briefings and safety information should ideally be delivered in advance of the event, possibly by video message, and can be reinforced on the day.

### 2.2 *Hygiene*

- Event volunteers and participants should wash or sanitise their hands regularly during the event;
- Event volunteers, officials and participants must practice good respiratory hygiene (i.e. when coughing or sneezing);

### 2.3 *Refreshments*

- Participants should ensure they have their own refreshments, food and labelled drinks bottles. These must not be shared;
- Refreshment providers may be open, but only if social distancing and hygiene measures have been assessed and agreed in advance. Any outside catering must only be considered with agreed protocols in place with the suppliers to ensure social distancing;
- While the event organiser should make general provision for disposal, attendees should take any waste home if possible;
- If essential to event safety/participant wellbeing, access to food and drink at controls should be provided in such a way that social distancing can still be observed by volunteers and participants. Mitigations should be put in place to ensure risks are managed as much as possible in these environments.

## 2.4 *Use of facilities*

- If using public or shared toilets, or any other facilities, all event attendees must follow the protocols set out by the operator and ensure social distancing and hygiene guidelines are adhered to;
- Participants should be encouraged to 'arrive ready' where possible to reduce the demand for ancillary facilities.

## 2.5 *Starts*

- Volunteers should avoid shouting while conducting the pre-event briefing and the time spent conducting a briefing should be minimised;
- Event organisers must ensure that pre-start assembly areas, the start line and holding areas are designed so that participants do not need to assemble at the start of the event in a manner which conflicts with social distancing guidelines. The starting procedure may be adjusted to minimise the number of individuals in the same area. The time spent waiting to start and relevant briefings should reflect this. Sufficient space at the start area should be available for all event volunteers and participants to adhere to social distancing requirements;
- Event organisers should use rolling start times to allow social distancing and maximum group sizes to be maintained.

## 3. *After the event*

### 3.1 *Event finish areas*

- Event finish line areas should be designed in a way which enables finishers and volunteers and officials to maintain social distancing;
- After finishing the event participants should be moved on from the area quickly to prevent overcrowding;
- Event volunteers should have the responsibility to remove people from the area if it becomes too crowded;
- All event attendees should disperse as quickly as possible after the event.

### 3.2 *Validation*

- Validation should be dealt with after the event;
- Event organisers are encouraged to use their discretion as to acceptable Proof of Passage
- Event organisers should consider postal finishes where practicable.

### 3.3 *Review*

- Audax UK requests that all event organisers notify participants if they or any event volunteer develop symptoms after the session, and all participants and event volunteers should notify the event organiser if they develop symptoms after the event so that other participants and event volunteers can be informed;
- Following the event, a review of the mitigation measures implemented should be conducted by the event organiser with the support (if applicable) of the event's

Covid-19 Safety Officer and the regional delegate. Any changes required for subsequent events should be recorded. Taking feedback from participants, venue owners, and other local stakeholders, is also actively encouraged.

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