

## **AYCLIFFE RUNNING CLUB – A Return to Restricted Activity**

Guidance issued by England Athletics on Friday, 17<sup>th</sup> July 2020, permits affiliated clubs to resume outdoor training activity on a restricted basis, in the following scenarios:

- In groups of up to six people, or five athletes plus one qualified Coach, for small group training/coaching, with the proviso that all in attendance adhere to social distancing measures; or
- In groups of unlimited numbers, where the appropriate Coach/Athlete ratio is observed (One Coach per 12 Athletes) in a **'COVID Secure Environment'**, with the proviso that all in attendance adhere to social distancing measures.

Unfortunately, Club competitions, committee and face-to-face meetings, social events and other Club activity continues to remain suspended or must take place in a 'virtual context'.

In determining whether a return to restricted activity is appropriate, there are several considerations an affiliated club must undertake, including **who** they intend to deliver training sessions to, and **how** they intend to deliver that training.

**Junior Section** – Young people (under 18's) should be coached in groups of no more than 15 (to do this you would need two Coaches to meet the 1:12 Coach/Athlete ratio). More information on coaching young athletes and runners, and government guidelines for when working with young people, can be found [at Sport England](#). At this point no approach has been made to resume training for the Junior Section, and should an approach be forthcoming greater consideration will need to be given as to how this is managed.

**Senior Section** – The Coaches who deliver the training sessions for the Senior Section have expressed a willingness to restart training sessions, observing the restrictions placed upon us in the current climate. Unfortunately, the pool of Coaches is not large enough to deliver multiple, repeated sessions each week to meet the needs of our Membership using the 'One Coach/Five Athlete' model, and therefore it is proposed to return to training in groups of unlimited numbers on a Tuesday (7pm) and Thursday evening (6.30pm), with the appropriate Coach/Athlete ratio (One Coach per 12 Athletes) in a **'COVID Secure Environment'**, and all Members adhering to social distancing measures. These will be structured sessions, which can best offer the controls required to adhere to social distancing measures. There are no plans to reintroduce the Monday Night Beginner's Group, or the informal Wednesday Night Recovery Run Group at this time.

## **'COVID Secure Environment'**

To proceed with training sessions for the Senior Section with an unlimited group size, sessions must take place in a ['COVID Secure Environment'](#). A 'COVID Secure Environment' can be any environment. It could be a track, indoor sports hall, open space, such as a park, fell, trail or road. Each venue / environment must have a COVID Action Plan identifying any restrictions in place from the facility (where appropriate), a Risk Assessment, a Track and Trace protocol, and a plan to communicate with Members.

To keep planning for training sessions as simple as possible, and to limit interaction with Members of the Public, training sessions will only take place in non-residential areas for the foreseeable future. This mitigates for the potential transmission of COVID-19. The areas proposed for use are as follows:

- On the field at the rear of the Oakleaf Sports Complex (which hopefully provides for a more controllable environment);
- On rural country lanes (ie, 'Iron Gates' Loops, Redworth Loop, etc.), and on trails and green spaces away from residential areas (ie. Equestrian Centre Land at Woodham, etc.); and
- On the paths and roads around the industrial estate.

A Plan and Risk Assessment for each site will be prepared and circulated accordingly.

**(NOTE: Stadium 2000 at Shildon remains closed and is unavailable to us at the present time. Once the facility re-opens we will revise our planning to incorporate 'on track' sessions).**

Further requirements and considerations highlighted by England Athletics are outlined in the table below, together with the manner in which it is proposed that the Club address these requirements:

<b>1. Appointment of a designated Covid-19 Co-ordinator</b> The Covid-19 Co-ordinator role is not expected to take full responsibility for all health and safety, or Risk Assessment, protocols implemented by the Club. It is the responsibility of the Club Committee and Key Officers to ensure protocols are implemented and reviewed across the Club with the Covid-19 Co-ordinator acting as the key point of contact for related matters. In carrying out those tasks listed above and checking the guidance provided by Sport England and the government, you should be able to enable a COVID Secure Environment.  The responsibilities of the Club's Covid-19 Co-ordinator are to work with the Club Committee and Key Officers to:		
<b>Requirement</b>	<b>Proposed Action</b>	<b>Responsible Officer / Individuals</b>
Liaise with any Facility Managers / Landowner in relation to all relevant matters relating to the COVID-19 pandemic, but especially to understand when and how facilities are going to re-open. Consideration should be given to how Members arrive and leave the site to maintain social distancing, the roles and responsibilities of the facility and Club Officers on site, any required booking processes, access to equipment, cleaning requirements, First Aid, and any changes in terms of venue capacity. More information can be found in the document <a href="#">'Guidance for Athletics Venues'</a>	Liaise with Facility Managers responsible for the Oakleaf Sports Complex and Stadium 2000 to confirm arrangements or any changes in terms of: <ul style="list-style-type: none"> <li>• Re-opening;</li> <li>• Restrictions on access/egress;</li> <li>• Expectations on the Club whilst on site;</li> <li>• Any required changes to booking arrangements;</li> <li>• Access to equipment;</li> <li>• Access to toilet and changing facilities;</li> <li>• Cleaning arrangements;</li> <li>• First Aid;</li> <li>• Venue capacity.</li> </ul>	Anne Kellett (Chair) Alan Kellett (Secretary) Paul Dalton (Covid-19 Co-ordinator)
Producing site-based Risk Assessments ensuring that the Club is compliant with government guidelines. These will need to be updated when guidance or Club activity changes or evolves.	Production of Risk Assessment for each training setting to ensure that the Club complies with government guidelines.	Paul Dalton (Covid-19 Co-ordinator) Richard and Donna Campbell (Lead Coaches)

<p>Ensuring all necessary levels of risk mitigation are in place prior to training.</p>	<p>Mitigations to be outlined within Risk Assessments, and training activity should not commence until all mitigations are in place. Where necessary, mitigations to be communicated to Club Members.</p>	<p>Paul Dalton (Covid-19 Co-ordinator) Richard and Donna Campbell (Lead Coaches) All Members (where applicable)</p>
<p>Clubs 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.</p>	<p>Mitigations to be outlined within Risk Assessments, and training activity should not commence until all mitigations are in place. Where necessary, mitigations to be communicated to Club Members.</p>	<p>Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders All Members (where applicable)</p>
<p>Ensuring that Coaches/Run Leaders, Athletes, volunteers and, where appropriate, parents/guardians are adhering to this guidance.</p>	<p>Pre-session communications and session instructions should remind Members of their responsibilities around the guidance given.</p>	<p>Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders All Members (where applicable)</p>
<p>Ensuring that the Club complies with any facility restrictions and guidance.</p>	<p>Any specific restrictions and guidance in relation to the use of facilities will be contained within the site Risk Assessment, and this should be both communicated and adhered to.</p>	<p>Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders All Members (where applicable)</p>

## 2. Group Management and Training Sessions

Training sessions should be delivered in line with any capacity restrictions imposed by any facilities (Oakleaf Sports Complex or Stadium 2000).

Requirement	Proposed Action	Responsible Officer / Individuals
Training sessions must be compliant with social distancing guidelines.	<p>Participants in all training sessions provided by the Club will be required to adhere to current social distancing measures. Sessions will be structured to enable this to happen (staggered starts to reps., additional spacing provided, etc.). This should be constantly reviewed in light of any changing Government guidance.</p> <p>As training sessions must adhere to this guidance, the Club propose to resume training activity for Seniors only, and only to provide the structured Tuesday night and Thursday night sessions at this stage. The Monday Night Beginner's Session and the informal Wednesday Night Recovery Session will remain under review.</p> <p>There are a number of specific considerations and restrictions to be made in terms of Juniors returning to training, and more information can be found a <a href="http://www.sportengland.org">www.sportengland.org</a></p>	Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders All Members (where applicable)
The Club must consider site access when determining overall training session capacity, remaining mindful of any restrictions around access imposed by any facilities.	Any specific restrictions and guidance in relation to the access and egress of facilities will be contained within the site Risk Assessment, and this should be both communicated and adhered to.	Paul Dalton (Covid-19 Co-ordinator) All Members (where applicable)
The Club must have considered access to toilets, changing facilities, First Aid, etc. and can	The Club will ascertain from facilities (Oakleaf Sports Complex and Stadium 2000) any specific arrangements in	Alan Kellett (Secretary) Paul Dalton (Covid-19 Co-

<p>manage this in accordance with any relevant restrictions or guidance that is in place. Where access to toilets or changing facilities is not available, Members should be informed prior to sessions.</p>	<p>relation to access to toilets, changing facilities, First Aid, etc., and Members will be expected to adhere to these arrangements.</p> <p>Where previously provided facilities such as toilets, changing facilities, key storage, etc. are not available at the present time, this will be communicated to Members, and Members will then be required to make their own arrangements accordingly.</p>	<p>ordinator)</p>
<p>Training sessions must remain compliant with Coach / Run Leader ratios as per the terms of the Coach / Run Leader Licence (Each Coach / Run Leader should not be responsible for more than 12 athletes / runners at one time).</p>	<p>All sessions to have the required number of Coaches in attendance to maintain the 12:1 ratio.</p>	<p>All Coaches / Run Leaders.</p>
<p>Coaches and Run Leaders should not be working with multiple groups across different areas of a facility.</p>	<p>The approach of the Senior training sessions is that all train in one group with the required number of Coaches in attendance. Senior training sessions are not broken down into multiple groups.</p>	<p>All Coaches / Run Leaders.</p>
<p>Groups should be led by an appropriately licensed Coach / Run Leader.</p>	<p>All Coaches / Run Leaders will be appropriately licensed.</p>	<p>Richard and Donna Campbell (Lead Coaches) All Coaches / Run Leaders</p>
<p>Club Officers should ensure that all Coaches' Licenses and DBS are up-to-date and have a process for signing off DBS that is Covid-19 compliant.</p>	<p>The Secretary and Lead Coaches will ensure that all Coaching Licenses and DBS Checks are up-to-date. Where documentary evidence is required to renew a Coaching / Run Leader licenses, this should be provided electronically to avoid unnecessary personal contact.</p>	<p>Alan Kellett (Secretary) Richard and Donna Campbell (Lead Coaches) All Coaches / Run Leaders</p>
<p>Clubs should ensure that an appropriate time</p>	<p>Only one training session will be held per Club night (7pm</p>	<p>Alan Kellett (Secretary)</p>

<p>buffer is built in between training sessions. The appropriate time should be determined by the Club, based on enabling social distancing as well as allowing for adequate cleaning to take place.</p>	<p>on a Tuesday, and 6.30pm on a Thursday), and therefore there will be no overlap in sessions.</p> <p>Once track sessions resume at Stadium 2000, it will be important to ensure that a buffer is in place between any other groups using the track either prior to our session, or subsequent to our session (Crook AC Juniors).</p> <p>Expectations are that this will be built into the Risk Assessment and Safe Systems of Work of the facility provider, however confirmation of arrangements will need to be sought, and adopted by the Club as part of this Covid Action Plan, and within our site Risk Assessments.</p>	<p>Paul Dalton (Covid-19 Co-ordinator) Richard and Donna Campbell (Lead Coaches) All Coaches / Run Leaders</p>
<p>Where a parent / carer may need to stay at a training session for safeguarding reasons, Clubs should ensure that there is adequate spectating space, clearly marked. We recommend that club Welfare Officers should be contactable during training sessions.</p>	<p>At present no parents or carers attend those sessions provided for Senior Members, however should this occur, the Coach leading the session should create / provide a designated spectating area.</p> <p>Use of the stand at Stadium 2000 may be possible, if compatible with the on-site Covid arrangements, or Coaches may need to utilise cones/discs to create a specific area accordingly.</p>	<p>Richard and Donna Campbell (Lead Coaches) All Coaches / Run Leaders</p>
<p>Clubs should provide all Coaches and Athletes with appropriate guidance in relation to training sessions.</p>	<p>Guidance in relation to attendance at sessions is included within the Covid Risk Assessment, which has been circulated to all Members, and key messages will be highlighted in all pre-session information issued, both via Club e-mail and the Club's social media platforms.</p>	<p>Paul Dalton (Covid-19 Co-ordinator) Lead Coaches / Coaches / Run Leaders All Members</p>

Any Member who has attended a session and subsequently tested positive for COVID completes the UKA COVID-19 tracking form	Members who test positive for COVID following attendance at a session should inform the Covid-19 Co-ordinator accordingly and complete the <a href="#">UKA COVID-19 Tracking Form</a> .	Paul Dalton (Covid-19 Co-ordinator) All Members
<b>3. Communication with Members</b> Clubs should provide guidance to Members, Coaches, Run Leaders and volunteers prior to arrival for any club activity in order to implement appropriate measures based upon the Covid-19 Risk Assessment. All Club communication channels should be utilised, including Club e-mail, website and social media. Guidance will be dependent upon each individual club situation and local facility set-up, however such guidance may include:		
<b>Requirement</b>	<b>Proposed Action</b>	<b>Responsible Officer / Individuals</b>
Processes and procedures being implemented to manage the number of training groups and numbers of Athletes to adhere to guidelines.	The Club will be providing training to one group of Senior Athletes on training nights, with no limit to the number of attendees, as sessions will be held in a Covid Secure Environment. The Coach/Athlete ratio will be adhered to.	Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders
Details of bookings processes (where implemented).	The Club will not operate a booking system for training sessions, however Members will be required to register their attendance with the Coach at the start of each session, providing their name (and potentially contact information), for Track and Trace purposes. Session attendance records will be maintained for 21 days.	Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders All Members (where applicable)
Welfare Officer and Covid-19 Co-ordinator contact details.	Contact information for the Welfare Officer and the Covid-19 Co-ordinator should be circulated to Members prior to the commencement of Club activity.	Alan Kellett (Secretary) Paul Dalton (Covid-19 Co-ordinator)
The revised process for registration / sign-in on arrival to Club training.	Members will be required to register their attendance with the Coach at the start of each session, providing their name (and potentially contact information), for Track and Trace	Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders



	purposes. Session attendance records will be maintained for 21 days.	All Members (where applicable)
Guidance for Athletes on arrival and on completion of training to avoid larger groups congregating.	Athletes will be reminded that they should not be congregating prior to, and following, sessions. Where facility restrictions are in place (for instance, separate access and egress arrangements) these should be adhered to accordingly.	Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders
Details of specific procedures relating to use of equipment & facilities and appropriate hygiene guidance based upon the Covid-19 Risk Assessment.	Members should receive information about any specific procedures in relation to the use of equipment, and any site-specific requirements (Oakleaf Sports Complex, Stadium 2000). Members should also receive guidance on appropriate hygiene requirements commensurate with latest government guidance and the COVID-19 Risk Assessment.	Paul Dalton (Covid-19 Co-ordinator)
Providing guidance for parents/carers of Junior Athletes regarding spectating and arrangements to drop-off / pick-up.	The Junior Section will not be returning to training during this initial period. When it is determined that Junior training will restart, this plan should be reviewed to accommodate, with an appropriate Risk Assessment prepared.	N/A
Advising members to arrive ready for training and inform members whether toilet facilities will be available.	Members should be reminded to arrive at sessions ready to participate (ie. in the clothing they intend to train in), and whether toilet facilities will be available. This will be dependent upon the Safe Systems of Work implemented at the Oakleaf Sports Complex and Stadium 2000.	Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders
Clubs should consider having clear signage in place at Club training sessions to help enforce social distancing, cleaning and hygiene	As sessions will take place at various sites, some quite remote, it may not always be practical to establish signage to reinforce key messages, however reminders as regard social distancing, cleaning and hygiene measures will be	Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders

<p>measures.</p>	<p>reinforced by the Coach prior to every session, and where necessary during the session.</p> <p>For sessions taking place on the field at the Oakleaf Sports Complex, cones and discs can be used to provide visual cues to reinforce social distancing. Only one Coach will be responsible for handling/cleaning such equipment on any given night, with Members reminded not to handle equipment.</p>	
<p>Suitable booking systems or management of training groups to ensure training can take place within the guidelines.</p>	<p>The Club will not operate a booking system for training sessions, however Members will be required to register their attendance with the Coach at the start of each session, providing their name (and potentially contact information), for Track and Trace purposes. Session attendance records will be maintained for 21 days.</p>	<p>Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders</p>
<p>Processes and procedures to manage the number of training groups and number of athletes to adhere to guidelines. This could for example include zoning certain track areas to ensure distinct groups can operate safely within the guidelines.</p>	<p>The Club will be providing training to one group of Senior Athletes on training nights, with no limit to the number of attendees, as sessions will be held in a Covid Secure Environment. Session planning will ensure that sufficient Coaches will be in attendance to enable the Coach/Athlete ratio to be adhered to.</p> <p>For sessions taking place on the field at the Oakleaf Sports Complex, cones and discs can be used to provide visual cues to reinforce social distancing. Only one Coach will be responsible for handling/cleaning such equipment on any given night, with Members reminded not to handle equipment.</p>	<p>Paul Dalton (Covid-19 Co-ordinator) All Coaches / Run Leaders</p>
<p>Processes are in place to avoid larger groups</p>	<p>Members will be reminded to try and stagger arrival times,</p>	<p>Paul Dalton (Covid-19 Co-</p>

arriving in the same area at any given time, e.g. at car parks and entrances.	however consideration will be given around meeting points for each session, with specific details contained within that site's Risk Assessment.	ordinator) All Coaches / Run Leaders
<b>4. Communication with Club Officers</b> To adhere to government guidance regarding the current phase of Covid-19 stages, it is recommended Club Officers adhere to the following points in relation to Club governance:		
<b>Requirement</b>	<b>Proposed Action</b>	<b>Responsible Officer / Individuals</b>
Clubs should continue to conduct committee meetings virtually. <a href="#">Sport England provides guidance to Club's in terms of holding virtual meetings.</a>	That Club committee meetings re-commence on a monthly basis, or when required for any urgent Covid-19 related business, and be held via Zoom, or other agreed platform.	Anne Kellett (Chair) Alan Kellett (Secretary)
Clubs should consider, as an alternative, virtual training options for larger training groups.	<p>Since Clubs were asked to cease activity in March 2020, several virtual activities / training options have been arranged by Coaches for Members to participate in. These have included virtual team competitions, virtual individual competitions, suggested training sessions, physical challenges and fun run-based activities.</p> <p>The relaxation of the rules present the opportunity for the Club to provide a more structured approach to training once again, especially in light of the fact that race opportunities are opening up for Members once again, and the Senior Coaching Team are keen to take advantage of this, albeit within the restrictions placed on Members.</p>	Lead Coaches (Richard and Donna Campbell) All Coaches / Run Leaders
Clubs use cashless payments only. Where this is not possible clubs should ensure these	Payments for Club activity at this point remain minimal. Once the track at Stadium 2000 re-opens, consideration will	Tracey Pickering (Treasurer) Kevin Greenall (Membership

<p>transactions are as Covid-19 compliant as possible. <a href="#">England Athletics provides guidance on Club's going cashless.</a></p>	<p>need to be given to how track fees from Members are collected, however a mechanism for cashless / on-line payments should be explored.</p> <p>Should the current situation extend to Membership renewals, social events, etc., cashless payment should be promoted as the preferred mechanism for payment.</p>	<p>Secretary) Ian and Sam Baronowski (Social Secretaries)</p>
<p>Club Officers should continue to remain visible and contactable to members during this time.</p>	<p>Communication throughout the pandemic has been key, with the Club's social media profiles providing Members with much opportunity to engage and connect with one another. Club Officers have also used social media at appropriate times to communicate key information.</p> <p>As we return to activity, very much on a restricted basis, communication is going to be extremely important once again, and Officers should be encouraged to utilise all avenues open to them (e-mail, social media, website, verbally, etc. ) to convey the key messages around our activity.</p>	<p>All Club Officers.</p>