



# AFFILIATED CLUBS

STEP 2, 19th June 2020

This guidance might be updated in due course

## Introduction

This guidance document has been developed in adherence to the “Second Step” outlined by the government on 28th May 2020, in operation from 1st June 2020. All England Athletics guidance documents will be updated as per government guidelines when they are made available or as soon as possible thereafter.

These guidelines apply to **England only** and are based on those detailing the use of public spaces, outdoor activity and exercise. More details are available [here](#). **We recommend that you stay up-to-date with government guidance. Government guidance supersedes all advice given by the governing body and must be followed at all times.**

The safety and wellbeing of all athletes, runners, coaches, and the wider community is at the heart of any guidance that England Athletics is distributing. The guidance that follows provides sport specific advice to help affiliated clubs. **It is important to say that any return to activity 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 taken into account.** It is the responsibility of each athlete, runner, coach, club and facility to make that assessment based on their local environment. Risk assessment must take into account mitigations and plans for when activities do not go as expected. Planning scenarios around, for example, an injury occurring to an athlete and the need to support that athlete while social distancing should be undertaken.

## Your health

**It is of paramount importance that those operating within clubs, including club personnel, coaches and athletes, monitor themselves for any signs of the virus, as well as general health. We will be updating specific ‘back to training guidance’ shortly but all athletes should follow the advice of their GP or medical practitioner in all cases.**

This guidance has been published on the understanding that it is an interpretation of government guidance relevant to the sport of athletics and running. It is likely to change at short notice, in which case we will publish updates through the [England Athletics website](#) and social media channels.

All parties should note the [disclaimer](#) at the end of this piece.

Please also read our other guidance documents:

1. [Guidance for Coaches – return to activity - step 2](#)
2. [Guidance for Athletics Venues – return to activity - step 2](#)
3. [Guidance for Athletes and Runners – return to activity - step 2](#)
4. [Guidance for Road Running Coaches – return to activity - step 2](#)

## Section 1: Considerations for planning club activity

### Covid-19 Coordinator

Clubs should appoint a designated Covid-19 Coordinator (preferably with experience in health and safety in a professional or volunteer setting) whose responsibilities are to work with the club committee to coordinate:

- Liaising with the facility manager/landowner in relation to all matters concerning Covid-19.
- Producing site-based risk assessments ensuring that the club is compliant with government guidelines.
- Ensuring all necessary levels of risk mitigation are in place prior to training.
- 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.
- Ensuring that volunteers, coaches/leaders, athletes, and parents/guardians are adhering to this guidance.
- Ensuring that the club complies with the facility restrictions and guidance.

*The Covid-19 Coordinator 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/volunteers to ensure protocols are implemented and reviewed across the club with the Covid-19 Coordinator acting as the key point of contact for related matters.*

### Communication with facility operators

To understand when and how facilities are going to reopen, we recommend that clubs arrange a conversation with the facility manager/landowner to discuss the following points:

- An appropriate method for members to arrive and leave the site to maintain social distancing.
- Roles and responsibilities of the facility and club officers on site.
- Booking processes
- Access to equipment
- Cleaning requirements
- First aid

For more information see [Guidance for Athletics Venues – return to activity - step 2](#) as well as any local restrictions that have been put in place in relation to capacity.

### Group Management

England Athletics will not be imposing a limit to the number of participants that can be at a facility at any given time due to the diverse nature of training facilities. However, clubs should practice the following:

- Liaise with the facility manager/landowner to determine the appropriate capacity levels within the facility/space considering:
  - Social distancing
  - Coach capacity
  - Site access
  - Access to toilets etc.

For more information see [Guidance for Athletics Venues – return to activity - step 2](#) as well as any local restrictions that have been put in place in relation to capacity.

- Coaching of young athletes on a one-to-one basis should only be undertaken in sight of the parent or guardian.
- Coaches and leaders should not be working with more than 5 athletes during any given time and should not be working with multiple groups across different areas of a facility.
- Groups should be led by an appropriately licensed coach/leader.
- 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.
- Clubs should ensure that an appropriate time 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.
- 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.
- Clubs should provide all coaches and athletes with appropriate guidance in relation to training sessions.

For guidance for younger, disabled and vulnerable athletes please see [Guidance for Athletics Venues – return to activity - step 2](#)

*Non-compliance with the above points may result in club insurance being invalidated.*

## Section 2: Communication with members

It is recommended that clubs should provide guidance to members, coaches and volunteers prior to arrival for any club activity in order to implement appropriate measures based upon the Covid-19 risk assessment. Guidance will be dependent upon each individual club situation and local facility set up, however such guidance may include:

- Processes and procedures being implemented to manage the number of training groups and numbers of athletes to adhere to guidelines.
- Details of bookings processes (where implemented).
- Welfare officer and Covid-19 Coordinator contact details.
- The revised process for registration/sign in on arrival to club training.
- Guidance for athletes on arrival and on completion of training to avoid larger groups congregating.
- Details of specific procedures relating to use of equipment & facilities and appropriate hygiene guidance based upon the Covid-19 risk assessment.
- Providing guidance for parents/carers of junior athletes regarding spectating and arrangements to drop off/pick up.
- Advising members to arrive ready for training and inform members whether toilet facilities will be available.

### Prior to commencing training it is advised that clubs consider:

- Clear signage in place at club training sessions to help enforce social distancing, cleaning and hygiene measures.
- Suitable booking systems or management of training groups to ensure training can take place within the guidelines.
- 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.
- Processes are in place to avoid larger groups arriving in the same area at any given time, e.g. at car parks and entrances.

### Communication with club officers

To adhere to government guidance regarding the current phase of Covid-19 stages, we recommend club officers adhere to the following points in relation to club governance.

- Clubs should continue to conduct committee meetings virtually. [See guidance on conducting virtual meetings here.](#)
- Clubs should consider, as an alternative, virtual training options for larger training groups.
- We recommend that clubs use cashless payments only. Where this is not possible clubs should ensure these transactions are as Covid-19 compliant as possible. [Guidance on cashless payment systems can be found here.](#)
- Club officers should continue to remain visible and contactable to members during this time.

Please note, for a club's insurance to be valid, the club needs to be affiliated to England Athletics.

## Section 3: 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.*

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