

# Covid 19 Event Admin Procedures

April 2021

Timescale- It is anticipated that procedures will need to continue throughout 2021. Whilst it is understood that restrictions may be relaxed on June 21<sup>st</sup> 2021 Covid will still have a major part to play when organizing events throughout this year. Social distancing, sanitizing and masks will continue for the foreseeable future and will be in place for both Admin and competitors safety.

Changes may have to be made as we learn by experience and react to any government announcements.

In principal the following document has explored the activities of the Admin team and mitigated the risks as far as possible.

## **Set up/Break down event site.**

**Problem**-avoid contact-solution

Those performing this task will need to wear masks and gloves at all times. Social distancing should be observed at all times. Only one person to be permitted inside trailer at any time. Whenever possible refer to The Admin Site Plan. Whenever possible equipment will be wiped down or quarantined for a minimum of three days. This is bound to take longer and consideration will be given to this however safe operation must be our priority.

**Result**-achievable but not without its difficulties.

## **Entry**

**Problem**-avoid contact-solution

Entry restricted to pre-entry only.

Please see documents attached

1. What you see now
2. Proposed changes to entry site

The changes will provide a covid statement, agreement to disclaimers and address both photo consent and medical forms

**Result**-achieved

## **Signing on**

**Problem**-avoid contact-solution

See attached diagram of event site

As all terms of entry have been agreed on line, signing on can be replaced by a verbal acknowledgment of attendance.

Competitors to sanitize hands then pass along the admin corridor and confirm entry details with Brian who ticks off their attendance and makes any changes to form which will need conveying to Sue to adjust entry details. Form to be adjusted to add date of last Lateral flow test, see below. Contact information is compulsory, no entry will be accepted without a contact number.

Name	Sail number	Age @ 31/12/21	Fleet	Light wind foil Fleet	Contact Number	Car Registration	Notes	Last Test Date	Tick
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**Result**-achieved

### Tally List

**Problem**-avoid contact-solution

The tally list will be published online here <https://ukwindsurfing.com/racing/policies-docs/> there will be no other list posted.

The page will be renamed Official Notice Board.

**Result**-achieved

### Tally Board

**Problem**-avoid contact-solution

See attached diagram of event site.

Competitors to sanitize hands then pass along the admin corridor and collect their tally. The same one-way system will be in place for replacing tallies. Tallies will be sprayed with cleaning fluid between collections.

Whilst the sailing instructions will not be changed it is anticipated that the RO will allow additional time for tallies to be collected and will liaise with beach.

**Result**-achieved, not perfect solution however no better way of recording who is on the water at any given time or who may be missing could be found. Potential to slow down identifying any missing sailors.

### Heat Order and Course Designation Board (Slalom Only)

**Problem**-avoid contact-solution

The heat order board will be published online here <https://ukwindsurfing.com/racing/policies-docs/> there will be no other list posted.

The page will be renamed Official Notice Board.

**Result**-achieved

### Competitor Heat Board (Slalom Only)

**Problem**-avoid contact-solution

The competitor heat order board will be published online here  
<https://ukwindsurfing.com/racing/policies-docs/> there will be no other list posted.

The page will be renamed Official Notice Board.

**Result**-achieved

### **Documents/Official Notice Board**

**Problem**-avoid contact-solution

All documents such as NoR and SI's etc will be published online here  
<https://ukwindsurfing.com/racing/policies-docs/> there will be no other documents posted on site.

The page will be renamed Official Notice Board.

**Result**-achieved

### **Briefing**

**Problem**-avoid contact-solution

The briefing will be recorded and available online at the published time  
For slalom a socially distanced Master Blaster briefing will be held in person.

**Result**-achieved

### **Questions arising from briefing/general**

**Problem**-avoid contact-solution

Questions can be text to the race office

In person if necessary. Competitors to sanitize hands then pass along the admin corridor and address question to Beach Officer.

**Result**-achieved

### **360 Acknowledgement**

**Problem**-avoid contact-solution

Acknowledgment of performing a 360 turn on the race course should be text to the race office

**Result**-achieved

### **Protests**

**Problem**-avoid contact-solution

Competitors to sanitize hands then pass along the admin corridor and request a protest form. This will be issued wearing gloves. When returned the competitor will insert into a plastic sleeve.

The protest may be heard by a socially distanced arbitration hearing. Masks to be worn

The protest may be heard by a socially distanced Protest hearing. Masks and gloves to be worn

**Result**-achieved but not ideal. Online protests would be exceedingly difficult given our locations. Instructions and Covid guidance will be offered to all parties.

### **Prize Giving**

**Problem**-avoid contact-solution

Prize winners will be announced and invited to prize giving via social media. Only prize winners and 1 guest will be permitted to attend.

Masks to be worn by everyone attending

Prizes will be placed on a table by Beach officer who will be wearing gloves. The prize winner can collect from the table.

**Result**-achieved with minimal contact

### **Car Parking charges**

**Problem**-avoid contact-solution

Not all events come with charges made by UKWA.

A link to purchase parking vouchers will be available from the event page. The link will remain live therefore if anyone is identified as not having paid they can pay online at the event. As a last resort card payment can be made at the event.

**Result**-achieved with minimal contact

### **Late Entry**

**Problem**-avoid contact-solution

Will be available but discouraged. Competitors will be told 1 time only. Payment by card will be encouraged. An entry form will need completing. If cash this will be completed by Brian, if card this will be completed by Sue. They will both be wearing gloves. The competitor will sign the form only and slide into a plastic sleeve without touching it. Pen to be quarantined until cleaning can be carried out. Cash at a last resort, to be slid into a plastic sleeve without touching it. Sue will process any card payments and wipe down machine.

**Result**-achieved, this is a last resort and will be discouraged. Repeat offenders will not be tolerated.

## **Rash Vests**

**Problem**-avoid contact-solution

Competitors to sanitize hands then pass along the admin corridor and request to purchase a rash vest. There will be no hiring of vests. Sales will be card only. Should a competitor not wish to purchase a vest we will not insist and they will not be penalized for noncompliance. Sue will process any card payments and wipe down machine.

**Result**-achieved, not ideal but any other process would be difficult to implement.

## **Whistles**

**Problem**-avoid contact-solution

Competitors to sanitize hands then pass along the admin corridor and request to purchase a whistle. Sales will be card only. Sue will process any card payments and wipe down machine.

**Result**-achieved, not ideal but any other process would be difficult to implement.

## **Scorer**

**Problem**-avoid contact-solution

The scorer will be located in a separate marquee or may choose to score from their own vehicle.

Pre entry permits most entry detail to be done in advance. Pre entry avoids scorer having to handle any forms.

Should there be any late entries Sue will send these to the scorer by photograph.

Results will be photographed and sent directly to the scorer. Masterblaster results will be place by Brian who will wear gloves, into a plastic sleeve without touching where they will remain until disposed of safely.

Results will only be published on line.

Results queries will be dealt with verbally, the scorer will be protected by a 1m high screen. Sailors will approach only by invitation via the Competitor Admin Corridor.

See attached diagram of event site for location of scorer.

**Result**-achieved

## **Flag Poles**

**Problem**-avoid contact-solution

Only the Beach Master/Sue or Bob will be permitted to touch the flag poles during the event.

**Result**-achieved

## **P A System**

**Problem**-avoid contact-solution

Only the Beach Master/Sue or Bob will be permitted to touch/use the P A System during the event.

**Result**-achieved