

Peterhead Athletics Club –
Club Sessions Process -
Booking Training
Recording Attendance
&
Conducting Symptoms checks prior to/on arrival and after training session.



PETERHEAD ATHLETICS CLUB
Club Sessions Process -
Booking Training
Recording Attendance
&
Conducting Symptoms checks prior to/on arrival and
after training sessions

Revision	Date	Prepared By	Reviewed By	Approved By
DRAFT	07.07.2020	BN	MM	AD

Peterhead Athletics Club –
Club Sessions Process -
Booking Training
Recording Attendance
&
Conducting Symptoms checks prior to/on arrival and after training session.

TABLE OF CONTENTS

1.0 Introduction	page 3
2.0 Club Session Booking System.....	page 3
3.0 Recording Attendance at a Club Session (coaches).....	page 3
4.0 COVID-19 Symptoms' Check prior to session.....	page 4
4.1 Covid-19 Symptoms' check after training... ..	page 4
Appendix 1 Physical distancing & good hygiene behaviours.....	page 5

Peterhead Athletics Club –
Club Sessions Process -
Booking Training
Recording Attendance
&
Conducting Symptoms checks prior to/on arrival and after training session.

1. Introduction

Due to the COVID-19 Pandemic and the subsequent guidance received from Scottish Athletics at the start of phase 2. All clubs are required to put a process in place which details the actions which must be taken for booking onto a club session, recording attendance at club session (coaches) and conducting symptom checks.

It is essential that the steps detailed in this process are adhered to in order to mitigate risks and support with Track & Trace efforts relating to COVID 19 to enable Peterhead Athletics Club to comply with Scottish Athletics guidelines.

Physical distancing measures and good hygiene practises are also essential to combat the spread of COVID-19. This is fully detailed in the Peterhead Athletics Club Risk Procedure. All members/parents of juniors are required to acknowledge awareness of this procedure prior to booking / attending any sessions.

2. Club Session Booking System

Due to restriction in numbers of athletes at club sessions and to support with Track & Trace going forward members wishing to attend a club session will be required to book online prior to attending.

Note – Members should ensure they have signed & returned the acknowledgement slip to the Club Secretary, confirming that they have read / agreed to the T&C's relating to the Peterhead Athletics Club Risk Assessment Procedure before booking any sessions.

BOOKING SYSTEM TBC

3. Recording Attendance at a Club Session (Applicable to Coaches)

Coaches at the relevant sessions will be provided with the following documentation:

- Applicable Register for that session (PAC Standardized template)
- Emergency contact details / allergies
- COVID 19 Symptom checker / Hygiene reminder

It is the responsibility of the coach to ensure that prior to taking part in the session, the Register and COVID 19 symptoms check are taken / recorded & that they initial the bottom of the register to confirm completed.

Peterhead Athletics Club –
Club Sessions Process -
Booking Training
Recording Attendance
&
Conducting Symptoms checks prior to/on arrival and after training session.

Coaches will also be required to remind athletes regarding hygiene measures / social distancing before, during and after a club session.

Note

Registers & applicable documentation are to be stored in a secure place & the original completed sheets are to be given to the Club Secretary for archiving. In turn coaches will be provided with a new register.

PAC Secretary is to ensure that members' contact details including any changes to the emergency contact details are up to date. If there are any amendments to the emergency contact details the PAC Secretary will update the emergency contact details sheet and distribute to session coaches.

4. COVID 19 SYMPTONS CHECK

Prior to attending / taking part in a Club Session.

All members have a responsibility to ensure they carry out symptom checks

1. Prior to booking a club session &
2. Prior to taking part in a club session.

Coaches at the session are required to record if a symptoms check has been carried out.

You must stay at home if -

1	Have been in contact with someone with COVID-19 in the last 14 days.
2	Have been overseas or exposed to someone with COVID-19 in the last 14 days.
3	Have COVID-19 symptoms (self-isolate for 7 days) or are feeling unwell.
4	If anyone in your household has symptoms or have COVID-19 (self-isolate for 14 days)
5	Have been told to self-isolate as part of the contact tracing measures in place.

(You may be subject to a symptom check by your facility provider or club prior to training)

Note: Failure to undertake a symptoms' check or knowingly attend a club session when experiencing any of the above symptoms is a contradiction to the requirements detailed in the Peterhead Athletics Club Risk Assessment procedure (Covid-19 code of conduct section).

Peterhead Athletics Club –

Club Sessions Process -
Booking Training
Recording Attendance
&

Conducting Symptoms checks prior to/on arrival and after training session.

4.1 After Training Advise

- Once training has finished leave promptly and maintain physical distancing.
- Hands should be washed and/or sanitised as soon as possible.
- Ensure personal kit and equipment are cleaned thoroughly after use.

If you become unwell after training, you should first contact your GP/NHS 24 and then inform your Club Welfare Officer.

Appendix 1 - Physical distancing & good hygiene behaviours

The Bullet points below outline a few of the key physical distancing & good hygiene behaviours provided by Scottish Athletics. For full club related physical distancing & good hygiene behaviours refer to the Peterhead Athletics Clubs Risk Assessment.

Information contained in this section has been taken from Scottish Athletics

<https://www.scottishathletics.org.uk/clubs/club-support/coronavirus/>. Further information relating to physical distancing /hygiene measures can also be found using the above link.

- Refrain from handshakes and high fives.
- Keep 2 metres away from other people at all times.
- Athletes running in a line need to keep 5 metres distance between runners
- Do not share food, towels, and drinks.
- Clean your hands and equipment frequently
- Cover your coughs and sneezes and dispose of any used tissue in your own bag and take it home with you.
- Wash your hands for 20 seconds or sanitise afterwards
- Avoid spitting unless into a tissue which you should take home and dispose of.
- Avoid touching your face.
- Maintain physical distancing when taking a break.
- Hand sanitizer should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on.