



GUIDE TO RACING AND TRAINING IN THE COVID-19 ENVIRONMENT

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#RETURNTORACING

P: (02) 9738 5850

F: (02) 9738 5853

E: nsw.cycling@cycling.org.au

W: nsw.cycling.org.au

PO Box 7209, Bass Hill NSW 2197

1. BACKGROUND

On 17 March 2020, Cycling NSW withdrew all race and event sanctioning due to the COVID-19 pandemic. Shortly after, the NSW Government banned all competitive sport until further notice.

On 10 June, the NSW Government announced that community sport for people of all ages would be allowed to recommence on and from 1 July. On the same day, Cycling NSW announced that it would recommence race and event sanctioning from 1 July, subject to certain requirements and guidelines.

This guide sets out the requirements and guidelines that event organisers must comply with for the return to racing and events as a requirement of Cycling NSW sanctioning.

This guide applies from 1 July onwards.

2. APPLICATION

As a condition of Cycling NSW sanctioning, this guide **must** be followed by event organisers in respect of any sanctioned event until further notice.

In addition, Cycling NSW recommends that clubs follow this guide in respect to group rides, training sessions and off-bike activities. However, compliance is not compulsory for these activities.

Despite anything contained in this guide, event organisers must comply with any applicable laws, council regulations and Public Health Orders.

3. GENERAL PRINCIPLES

The follow general principles summarise the contents of this guide:

- A. Follow laws and regulations
- B. Appoint a COVID-19 Safety Coordinator
- C. Complete a [COVID-19 Safety Plan](#)
- D. Brief participants and volunteers
- E. Stay home if unwell
- F. Download the COVIDSafe App
- G. Limit numbers
- H. Keep physical distance
- I. Adopt a “Get In, Train/Race, Get Out” approach
- J. Prepare and clean venue and equipment
- K. Keep records

4. GUIDELINES AND REQUIREMENTS

A. FOLLOW LAWS AND REGULATIONS

Event organisers should monitor the current status of COVID-19 restrictions at their state, regional and local levels on an ongoing basis.

This guide is prepared in accordance with the laws current in NSW at time of publication. Those laws may change. Where the law or a local authority imposes a requirement stricter than that set out in this guide, event organisers must comply with that stricter requirement.

(For example, a local council may limit the number of persons at an outdoor track to a smaller number than set out in this guide).

NSW restrictions, resources and advice can be found at: <https://www.nsw.gov.au/covid-19>.

B. APPOINT A COVID-19 SAFETY COORDINATOR

The event organiser must nominate one person to be the COVID-19 Safety Coordinator for the event.

The COVID-19 Safety Coordinator will be the central point of contact for all COVID-19 matters.

They will be responsible for understanding the current restrictions and guidelines and coordinating the event organiser's response in all aspects of the event such as personnel, scheduling, venue preparation and emergency plans.

They will be responsible for completing the COVID-19 Safety Plan.

C. COMPLETE A COVID-19 SAFETY PLAN

For each event, the COVID-19 Safety Coordinator must complete the NSW Government's *COVID-19 Safety Plan: Community sporting competitions and full training activities*, which is available for [download here](#).

For recurring events (such as weekly club racing), the COVID-19 Safety Plan only needs to be completed once if it will apply to each instance of the event. However, if laws, restrictions and advice change, the event organiser must review and, if necessary, update the plan.

Please note that while the terminology of the COVID-19 Safety Plan refers to sports-related businesses, much of it is relevant to organisers of community sport. For any sections of the COVID-19 Safety Plan that are not applicable to the event, write "Not applicable".

For cycling clubs, the COVID-19 Safety Plan must be approved by a member of the club executive. If the COVID-19 Safety Coordinator is also a member of the executive, the Plan must be approved by a different member of the executive. For private event organisers (other than clubs), the Plan must be approved by the race director or a person in an equivalent role.

The event organiser must submit a copy of the completed COVID-19 Safety Plan to Cycling NSW upon request.

D. BRIEF PARTICIPANTS AND VOLUNTEERS

Volunteer briefing

Officials and volunteers should be briefed on any specific practices in the COVID-19 Safety Plan, including:

- the COVID-19 Safety Coordinator's contact details;
- hygiene practices that will be in place;
- PPE that they will need, and how to use it;
- contact-free methods of interacting with participants;
- procedures for disinfecting equipment and surfaces;
- what to do in case of a medical emergency or if someone presents with symptoms of illness;
- any normal race procedures that will be modified or omitted (e.g. sign-on).

Medical

Consult with your first aid provider to plan the following:

- identify the individual who will be designated to handle any suspected COVID-19 cases;
- identify a medical area and determine its size;
- determine cleaning procedures for high touch points in the medical area;
- determine the protocol medical staff will take if they receive a patient;
- determine the additional steps the medical team will take to protect themselves and the participants;
- determine and fulfil personal protective equipment (PPE) needs;
- communicate medical protocols with riders and volunteers; and
- develop a response plan for anyone who may show COVID-19 symptoms during the event.

For major events, contact NSW Health to ensure that the event is operating within their requirements. Contact the local hospital to alert them of the event and ensure they have the capability to handle trauma patients.

Rider briefing

Before event day, event organisers should give participants specific communication regarding the event, including:

- arrival times, start times, collection of bib numbers and prize-giving processes;
- a reminder not to attend if feeling unwell;

- a reminder of any hygiene practices that will be in place (e.g. hand washing, sanitising, sneezing and coughing);
- a reminder of any physical distancing requirements that will be in place;
- a reminder that riders should arrive self-sufficient for their race, including wearing race kit and bringing their own food or drink;
- a reminder of the 'Get In, Train/Race, Get Out' approach;
- what facilities will and will not be available;
- whether spectators will or will not be allowed to attend; and
- a recommendation to download the COVIDSafe app.

E. STAY HOME IF UNWELL

No persons, including participants, volunteers and spectators, are to attend an event if they have any symptoms of COVID-19 or a confirmed case of COVID-19.

Persons must not attend if in the last 14 days they have been unwell or had close contact with a known or suspected case of COVID-19 (cough, sore throat, fever or shortness of breath).

Persons should leave if they develop symptoms of COVID-19 during the event.

F. DOWNLOAD THE COVIDSAFE APP

The event organiser must recommend (but need not require) that participants, volunteers, spectators and other attendees download and activate the Australian Government's [COVIDSafe App](#) before attending the event.

G. LIMIT NUMBERS

Maximum numbers



Restrictions on the size of gatherings can change frequently. This section is prepared using information available at the time of publication. For the most up-to-date restrictions, visit the NSW Government [COVID-19 website](#).

The event organiser must ensure that no more than the maximum number of persons is present at the venue, or gathered for the event, at any time.

At time of publication, the maximum number of people in an outdoor gathering is 20. This applies to training and, until further notice, will also apply to racing from 1 July. It is assumed that the NSW Government will relax this restriction for community sport by 1 July.

For indoor venues, the maximum number from 1 July will be one person per 4m².

At a cycling event, this "4m² rule" should be applied to any enclosed or indoor space, such as:

- A spectator grandstand
- A clubhouse
- Toilets

- A marquee or temporary shelter

For hired venues, if the event organiser is unsure what the maximum number is, they should contact the owner or operator of the facility.

Volunteers and officials

The number of officials and volunteers should be limited to those who are critical to the conduct of a safe event.

The organiser should prepare a contingency plan for absenteeism among volunteers.

Spectators

At time of publication, the NSW Government has yet to release guidance on whether spectators should attend community sports. It is assumed spectators will be allowed to attend.

It is acknowledged that juniors and other participants may require an accompanying person. This should be limited to one person from the participant's household, if possible. They should remain physically distant from other participants and spectators as far as possible.

Spectator areas should be set aside and marked to minimise intermingling with participants and other spectators. For example, in a grandstand, seats could be taped off to ensure spectators remain at least 1.5 metres from each other, and separate entry and exit points should be clearly marked.

Hand sanitiser and toilet facilities should be made accessible to spectators.

The event organiser should consider using photos, video and social media to allow spectators to enjoy the racing from home instead of attending.

Intermingling

Events, grades or waves should be scheduled in such a way as to minimise intermingling of participants from different events.

This may include:

- staggering start times so that participants arrive in waves, rather than all at once;
- choosing start times and race durations to minimise grades overtaking each other;
- staggering finish times so that the riders leave the venue before the next grade starts or finishes;
- at multi-sport facilities, coordinating start and finish times with other users of the facility to avoid multiple events starting or finishing at a similar time.

Entry and exit points should be chosen to minimise the chance of participants crossing paths. Ideally, there should be separate entry and exit points, which are one-way only.

H. KEEP PHYSICAL DISTANCE

Riders, officials, volunteers and spectators should be reminded to keep at least 1.5 metres away from others as much as possible.

This does not apply to:

- members of the same household;
- competitors during a mass-start bike race in relation to other competitors.

Generally, events should start from a standing start, without holders.

If holders must be used, each rider should provide their own holder who should be a member of their household. Holders should not be shared between riders who are not members of the same household.

If start gates are used, one person should be the designated start gate operator for the duration of the session. The start gate must be disinfected between riders and between operators. The operator must avoid physical contact with the riders.

I. ADOPT A “GET IN, TRAIN/RACE, GET OUT” APPROACH

The general approach is that riders arrive only to attend the event and leave immediately afterwards. Organisers should endeavour to prevent participants from lingering at the venue.

Registration, payment and sign-on

It is recommended that entries and payments are conducted online, without using cash.¹

When registering, participants should be reminded that their contact information will be retained and may be made available to health authorities in the event of a positive COVID-19 case. The registration portal should state any specific practices that will be in place to minimise the risk of COVID-19 transmission.

Bib numbers should be distributed in one of the following ways:

- bib numbers not used at all; another system of identification used instead;
- provide permanent bib numbers that are collected by the rider (contact-free) and kept indefinitely;
- establish a contact-free system of returning and disinfecting bib numbers.

There should be no physical sign-on. Consider the following alternatives:

- a verbal or visual roll call at the start line;
- an electronic sign-on process accessible by riders using their own devices; or

¹ Online entry systems include [Buncheur](#) and [EntryBoss](#). These links are for information purposes only and should not be taken as an endorsement.

- no sign-on.

Changerooms

No access should be allowed to communal changerooms (though toilets and medical facilities are permitted). Participants should arrive at the venue in their racing kit, with their bicycle and equipment ready for racing. Participants should shower and change at home.

Self-sufficiency

Participants should bring their own food, water, spares and tools to avoid the sharing of items between individuals. Feeding from cars or the roadside is not permitted.

Canteens and BBQs

At time of publication, the NSW Government has yet to release guidance on whether canteens and community BBQs will be allowed to recommence at community sporting events. Event organisers should follow the prevailing laws, council guidelines and venue guidelines in this respect.

If food is to be sold or served, strict hygiene requirements should be established and followed, including, for example:

- Frequently disinfecting hard surfaces;
- Contact-free payment and handover of food;
- Use of gloves and hand sanitiser;
- Areas set aside for the consumption of food must comply with the 4m² rule.

Start lists and Results

Start lists, results and any other relevant information should be distributed electronically. They should not be printed out and posted at the venue.

Podiums and prizes

Podium ceremonies should be limited in duration and scale, if held at all. People who are not essential to a podium ceremony should be encouraged to leave.

Placegetters may pose on a podium for a photo opportunity. The podium should be configured to leave 1.5 metres between each rider and between the riders and other people.

Any spectators at a podium ceremony must remain at least 1.5 metres apart. People who live in the same household are not required to observe this distance.

There should be no handshakes or physical contact.

For cash prizes, electronic transfer is the preferred method of delivery. For non-cash prizes, the event organiser must use a contactless method of delivery or collection.

J. PREPARE AND CLEAN VENUE AND EQUIPMENT

Physical distancing

The venue should be carefully prepared in such a way as to minimise physical interaction.

Entry and exit points should be clearly marked and kept separate to avoid crossover. So far as possible, this should also be the case for the entry or exit into buildings and areas within the venue, such as toilets, grandstands, canteens, registration areas and start/finish areas.

Signage and markings

For indoor areas where the 4m² rule applies, signs should be displayed indicating the maximum occupancy of that area.

Where queues are likely to form or large numbers of people are likely to be located at the same time (e.g. carparks, toilets), consider using signage or floor markings to direct the flow of movement and remind people to stay 1.5 metres apart.

Spectator areas and seating should be marked to keep spectators 1.5 metres from each other and away from riders and officials.

Hygiene

The event organiser should provide hand sanitiser near the start and finish area, in or near the toilets, and anywhere close physical proximity or contact is likely between people, or between people and hard surfaces (e.g. at a canteen, near a bib number collection area, etc.).

Bathrooms should be well-stocked with hand soap and toilet paper prior to the event.

Sufficient rubbish bins should be provided.

Cleaning

Hard surfaces (e.g. countertops, door handles, start gates, etc.) should be disinfected before and after each event. For longer events, consider disinfecting the surface at intervals during the event.

Cleaners should be equipped with disinfectant, gloves and other necessary cleaning products. They should be trained and briefed beforehand on the cleaning procedures.

Equipment

The equipment used should be minimised to that required for the running of the event.

Equipment should be cleaned with detergent and disinfected prior to and immediately after the event. For longer events, and events where equipment must be used by more than one person, the equipment should be disinfected regularly and between each use.

Communal equipment (e.g. hire bikes) is not recommended. If communal equipment is used, it must be thoroughly cleaned with detergent and disinfected before each new use.

K. KEEP RECORDS

Event organisers must collect and keep records of each participant, volunteer, and official to facilitate contact tracing, should it be required.

At a minimum, those records must include the date of the event, each attendee's name and a contact email address or phone number. The records should be kept for at least 28 days and stored confidentially and securely.

The event organiser must cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at their event.

5. MORE RESOURCES

Rules and regulations about COVID-19 change frequently. For the latest COVID-19 information, including links to the current Public Health Orders and laws, visit the [NSW Government COVID-19 Website](#).

For resources and information that can provide guidance about sport generally (e.g. hygiene guidance, advice for COVID-19 Safety Coordinators, etc), visit Sport Australia's [Return to Sport page](#). Please note, however, that restrictions and advice in NSW may differ from the general national-level guidance provided by Sport Australia.

For specific queries about your event's sanctioning, email John Davis of Cycling NSW at john.davis@cycling.org.au.