



**Step
Forward
Plan**



Return to events

Running events safely guidance

Version 2 / 17 February 2021

**Working together
for a safe return
to gymnastics**

**British
Gymnastics**



**ENGLISH
GYMNASTICS**

**GYMNASTICS
NORTHERN
IRELAND**



**Scottish
Gymnastics**

**Welsh
Gymnastics
Gymnasteg
Cymru**

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PLEASE NOTE

This document is for guidance purposes only and will be updated if notable changes are made to specific information released from the government about a return to events. Reference material includes **Coronavirus (COVID-19): guidance on the phased return of elite sport (return to domestic competition & safe return of spectators)** and the **Sports Grounds Safety Authority SG02 Planning for social distancing at sports grounds**. Gymnastics events may only take place if permitted by local restrictions, yet, existing government, and Public Health England (PHE) guidance continues to apply unless otherwise specified. This document includes information to support event organisers in the additional considerations when resuming events. Event organisers must ensure that they are able to implement strict controls in accordance with current government guidance specific to running events safely. Sport-specific rules and guidance, technical and equipment requirements should align with the British Gymnastics Step Forward Plan or general current guidance. Care should be taken to scrutinise the local prevalence rate of Covid-19, the potential draw on public services and the option of hosting events digitally where it is possible. It is of importance that event organisers keep up to date with the government website for the most current guidance and law as changes in both are frequent and should be expected.

England

Northern Ireland

Scotland

Wales

Introduction

This document outlines guidance for event organisers on the additional considerations they will need to make when resuming planning and delivery of varying levels of events up to and including national level. Event organisers may make use of this guidance in conjunction with reference to the return to events framework risk assessment guidance and action plan for a holistic understanding of current requirements.

The information contained gives an overview of all the elements that need to be considered at an event, such as planning and people management. These additional considerations aim to ensure that when it is deemed appropriate to resume events, they are safe, minimising the risk of infection of Covid-19. Ensure government guidance is followed regarding returning to gymnastics events.

Event organisers and coaches must ensure that prior to any planning and delivery of an event that gymnasts are suitably prepared for a return to events. Please refer to Planning for a safe return and the safeguarding section in this document for further guidance.

Planning for a safe return

The guide is not exhaustive and some of the considerations may not be applicable to every event or situation.

Please refer to the Step Forward Plan for further guidance on specific areas outlined in this document.

Step Forward Plan

Scottish Gymnastics affiliated clubs are expected to apply for an events permit as normal.

Scottish Gymnastics Event Permits

EXTRA CONSIDERATIONS

When planning and organising your event, it's realistic to also consider the below. Please note this is not an exhaustive list, but areas to be mindful of:

- The viability of expecting parents / carers to travel across a region and not spectate.
- Is the event financially viable on a reduced capacity?
- Consider the rationale behind why you are running this event.
- Be considerate of other local business' and work together to ensure no two events are running on the same day, reducing the risk of crowding.

Event planning and management

As gymnastics activity returns to a new normal, consideration will be given to resuming varying levels of events. Holding an event is a great way to boost morale for all involved, give gymnasts something to aim for, and provide much needed opportunities to fundraise. This section outlines the additional areas that need to be considered during initial planning stages of an event.

Risk Assessments

Considerations regarding risk assessments and additional hygiene protocols will have to be taken when returning to planning and delivering events. It is important to ensure that all usual risk assessments and policies are in place with the addition of any Covid-19 specific risk assessments based on current guidelines as set out by the government prior to commencement of any event.

Each event should have allocated, a competent person to act as the Covid-19 Officer* who will oversee the completion of risk assessments and implementation of the required controls. They shall also act as a first point of contact for reporting matters arising and breaches in protocol. Close liaison with an event venue equivalent role may be required. The Covid-19 Officer although able to influence actions shall not be solely responsible for upholding controls. A universal and community approach is required where all in attendance understand their responsibilities and comply with the controls for theirs and others safety.

**Not applicable to schools.*

For further information on Health & safety and risk assessing events during Covid-19, please make use of the following:

[Health & safety plan and risk assessment template](#)

[Return to events framework risk assessment guidance template](#)

Risk assessment e-learning is available to British Gymnastics members.

[Risk assessment e-learning](#)

Cleaning

Additional cleaning schedules and rotas should be implemented before, during and post event. Cleaning should cover everything from door handles, surfaces, changing rooms and toilets, to all equipment and apparatus being used. Specific points to consider include:

- How often something needs to be cleaned.
- Who is responsible for this cleaning?
- Ensure the person/s responsible have appropriate PPE and training where required (COSHH).
- If you do not have adequate staff available for cleaning the whole facility, consider:
 - Usage – Are there areas of high touch that need to be focused on more than others?
 - Need – Can certain areas be closed off during the event? For example, can changing rooms be closed during the event to prevent the risk of cross contamination and reduce the need for regular cleaning?

Please refer to the Step Forward Plan Cleaning Guidance for additional guidance on cleaning during Covid-19.

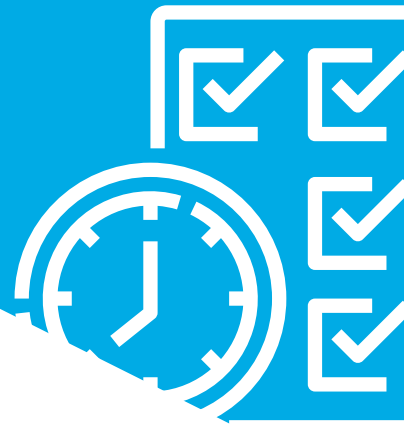
Step Forward Plan cleaning guidance

Venue

When choosing a venue for an event, the event organiser must ensure that the venue is suitable for the event type and can accommodate modifications required to implement social distancing protocols. Specific points to consider include:

Type of venue

- Consider whether you will use your own venue or hire a separate venue. This decision will be influenced by several factors including the capacity.
- When using your own venue, all responsibilities will lie with yourself as the event organiser.



- If your venue is within a school, leisure centre, or if you hire a facility it is important to involve the centre, school or facility manager to ensure all responsibilities are clear. Some responsibilities will lie with management whereas others will lie with the event organiser directly and it is important to ensure these are clear. Ensure you provide any requested documentation or risk assessments required. Please refer to the Step Forward Plan Places toolkit for further guidance on non-dedicated facilities.

Step Forward Plan places toolkit

- Any venue choice should have adequate air flow and ventilation as this significantly reduces the risk of the virus being spread in the air. It is recommended that facilities have a good source of natural ventilation. Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (excluding fire doors) (emergency exits must be monitored, and risk assessed). Ventilation systems should provide 100% fresh air and not recirculate air from one space to another. For further guidance refer to CIBSE Covid-19 ventilation guidance.

CIBSE Covid-19 ventilation guidance

- Assess the potential venue for adequate entry and exits, flow, event space, additional space for spectators if you wish to invite them, changing facilities if required, car parking and accessibility. It is important to remember how social distancing can be implemented in all areas as this may affect your venue choice decision.

Venue capacity

- The capacity of your event must follow current government guidance.
- Assess the current guidance in relation to social distancing measures and accounting for this calculate the capacity of your event venue, taking into-account “pinch-points” where capacity may be drastically reduced. The over-all capacity for an event venue should not exceed that of the tightest “pinch-point”.

Do not overcrowd areas, be realistic and safe. This includes areas such as event officials, judges and volunteer rooms, and areas where gymnasts, coaches and spectators are likely to gather.

- Taking into consideration the capacity and the size of your facility, you may want to consider splitting the event into smaller events or sections, for example, morning and afternoon, multiple days, by age, level, or group. Splitting an event reduces the overall number of people in your venue at one time and ensures social distancing can be adhered to. Introducing smaller “rounds” where gymnasts and their spectators are only in the venue for their round reduces the amount of people coming in to contact with each other at one time.

For further guidance on capacity refer to the Step Forward Plan Capacity, group size, and ratios guidance.

Capacity, group size, and ratios guidance

Venue flow

- Where possible designate dedicated entrances and exits to ensure a one way flow to support your ability to abide by social distancing within the facility.
- Create a layout for the event, identifying any areas that could become congested.
- Use cordons, barriers, pop up banners, or additional signage to control the flow of movement inside and outside the venue that will ensure all users groups adhere to social distancing measures in place.
- Consider the use of outdoor space to reduce the amount of people inside the venue for any meeting points or drop off and collect zones as this alleviates gatherings inside the building. Event organisers must ensure that all safeguarding requirements have been carefully considered when using outdoor spaces for gathering and safe dispersal of gymnasts.
- It is also worth considering that with additional queueing outside the venue this could impact on space available for car parking dependant on the facility. Where possible consider queueing to enter the venue to be held away from any car parking facilities. Event organisers must ensure that health and safety has been considered in relation to use of outdoor space for queueing and car parking.

Please refer to the Planning social distancing in your gymnastics space guidance when considering the layout of your performance area within the venue.

Planning social distancing in your gymnastics space

Timetable and schedule

The timetable and schedule are key to the running of a successful event. A well-planned schedule will ensure that social distancing is maintained, contact with others is minimal, and all user groups have a safe event experience. Specific points to consider include:

- **Cleaning schedule** - Ensure additional and adequate cleaning time is scheduled into the event timetable. Consider adding a short cleaning slot after each round.
- **Staggered timetable** - Consider smaller staggered rounds, or morning and afternoon events to limit the number of people in the venue at one time. Ensure there is enough time between 'rounds' to allow all user groups to enter and exit safely, this includes warm ups.
- **Arrival and cross over times** - To reduce any queuing and manage cross over of 'rounds' ensure that, gymnasts, coaches, and any spectators are given a specific time to arrive at the event.
- **Extra time and breaks** - While every environment is differently set up and some will have more than one access point to areas such as the performing areas, spectator and judging areas, it is important that you allow for extra time within the timetable and schedule to ensure that everyone is in the right place at the right time whilst able to adhere to controls (such as social distancing). The schedule needs to clearly show the order of entry and exit and correspond to the venue plan adhering to any predefined walkways. For example: Spectators should all be in place and seated first. Any spectators arriving late may need to wait to gain access. Event officials and judges may enter the field of play next, followed by the gymnasts.
- **Group entry** - When holding an inter event consider making the timetable "group-focused" to reduce the contact that the gymnasts and coaches are having with gymnasts and coaches from other groups.
- **Field of play** - Arrange a suitable schedule into and out of the field of play or performance area. This includes a clear indication of the flow from apparatus to apparatus. This can be achieved by using barriers, signage, and markers on the floor.

Gymnastics activity and equipment

The activity or activities that you choose to have at your event should be considered thoroughly. More importantly event organisers and coaches must ensure that following the easing of lockdown restrictions gymnasts are suitably prepared before returning to events. Some points to consider are:

- **Limit gymnasts within group** - Consider setting a maximum group size for your event to ensure you adhere to current government guidance and that social distancing can always be maintained. This will depend on the size of the venue and performance area.
- **Non-contact activities** - Where possible gymnasts and coaches should always practice social distancing, however, where coach contact is required, for example: help mounting the apparatus, the control measures in the Return to Coach Contact Framework Action Plan should be adhered to. Close contact is permitted for the identified activities and disciplines within the Team Sport Framework.
- **Team Sport** - For team sport disciplines (Acrobatic, Aerobic, Rhythmic Groups, TeamGym and Festival Display Gymnastics), the Return to Team Sport Framework Action Plan must be followed to ensure the controls as outlined are implemented and maintained.

British Gymnastics Team Sport Framework

- **Inter-club events** - When holding an inter-club event consider how many teams, groups, or individuals can attend to maintain social distancing within the venue.
- **Coach contact** - Event organisers should be aware of the current guidance and status of the return to coach contact in gymnastics and ensure appropriate controls in line with current guidance are implemented.
- **Gymnastics activity** - Consider what apparatus is necessary to host the event, for example at a Women's Artistic event do you need to do all 4 pieces of apparatus or could the event be adapted to floor and vault to reduce the amount of apparatus being used? Consider events that require minimal equipment or apparatus.
- **Presentations** - Medal presentations or award ceremonies will need to be adapted during the current situation. Podiums should be spaced apart to maintain social distancing. Consider the possibility

of gymnasts collecting their medals from a separate area before standing on the podium to reduce the number of items being passed. Alternatively, medals and certificates can be posted to the gymnasts after the event.

- **Apparatus** - Ensure all apparatus is fit-for-purpose and set up according to manufacturer's guidelines, adhering to social distance restrictions. If you are unsure on how to clean your equipment please refer to cleaning section of this guidance.

Transport

With the limited numbers that will be allowed in the venue, it is important to consider how the gymnasts, parents, coaches, and other people involved are going to arrive and depart the venue. Specific points to consider include:

- **Marshals** - Consider having a car park marshal to encourage safe distancing between vehicles and ensure social distancing can be maintained. Consider having every other space available for use and pre-booking of spaces. Ensure that any marshals have suitable PPE, for example, high visibility clothing, and that this activity is covered within the risk assessment. Drop off zones - consider having specific drop off zones with allocated time slots for any external companies.
- **Gymnast drop off and pick up zones** - If you are not having spectators at the event, consider having a designated drop off and pick up zone for parents to drop off and collect their gymnasts from. It might be beneficial to have this outside so parents do not need to enter the venue. Safeguarding procedures must be adhered to when dropping off and collecting gymnasts.

Ticketing

If able to facilitate spectators attending the event, consider (with event venue management) the reduced capacity of seating areas and the logistical arrangements within the venue, the process of highlighting risk, selling tickets, and providing a programme. Information on inherent risk, payments and the booking process should be communicated in advance within the pre-event information. Specific points to consider include:

- **Legality** – Consider whether spectators can attend events under the current national guidance or restrictions and local tier restrictions.
- **Risk & communication** – Planning to communicate with potential spectators regarding the risks and controls which are to be implemented with signposting to the Spectator's Code of Behaviour.
- **Online pre-booking of tickets** – The current government guidance is to only offer pre-sales with allocated seating to maximise the ability to manage numbers and maintain social distancing. Online pre-booking of tickets should be utilised as much as possible to minimise contact time with spectators, reduce queuing, monitor attendance and ensure maximum capacity restrictions are adhered to.
- **Contactless payments** – If restrictions are eased and guidance indicates pre-booking tickets is no longer a necessity, event organisers should consider using contactless payments for on the door ticket sales to adhere to social distancing measures. Ensure that additional PPE and hand sanitiser is provided for officials on ticketing desks.
- **E-programmes** - Consider e-versions of programmes to further reduce person to person contact at the event.

Event Spectator Code of Behaviour

Return to events framework
risk assessment guidance

People management

Once you have considered all the initial areas regarding the planning of your event it is then important to consider how the people at your event are affected and how their roles and responsibilities may differ to an event in normal conditions. There are many areas to consider outlined below, this is not an exhaustive list and you may wish to consider other areas.

General areas for consideration:

Communication plan

A communication plan should be set and implemented to ensure everyone involved is aware of the inherent risks involved in attending an event, the overview of safety controls the event organiser will be implementing, the attendee's roles and responsibilities (signposting the Participant's Code of Behaviour). An effective communication plan will help an event to run smoothly. Communications prior to and during an event should include:

- **Pre-event safety briefing** - This should be delivered to all staff, volunteers (including judges), and attendees prior to the commencement of any event. Wherever possible this should be conducted remotely prior to the event to reduce the amount of contact between people on the event day. If personnel are unable to attend the briefing, consider how you will ensure that they know all the key details.
- **Event roles** – Produce clear role profiles and support officials with suitable training to be able to safely complete their role.
- **General** – Good communication is also required to outline controls, processes, logistics, travel & transport and highlight personal responsibilities (adherence to the Code of Behaviour).

Event Participant Code of Behaviour

Health & safety plan and risk assessment template

- **Produce an event handbook** - This should include all relevant information, additional considerations, and social distancing restrictions in place, and should be sent to anyone attending or involved in the event. Including, but not exhaustive:
 - The layout of the venue, highlighting entrances and exits, and the flow around the venue including field of play or performance area.
 - Venue information- what user groups can expect when they arrive.
 - An FAQ's sheet to address any additional measures that have been taken to ensure health and safety, this could be an easy way of explaining any changes.
- **Virtual tour** – Consider providing a virtual tour of the venue in addition to the event handbook as a visual aid to support all user groups to know what to expect and where to go.
- **Virtual welcome message** - Consider including this as part of an e-programme.
- **Signage** - Ensure that you have adequate signage and posters to remind people of their responsibilities and what they need to do. Signs could include a reminder of good hand hygiene, direction arrows, spectator, gymnast and judging areas, and a reminder to social distance. The more information you provide the more people understand where they need to be and what you want them to do or not to do. Please refer to the Step Forward Plan marketing hub for specific Covid-19 resources.

Step Forward Plan marketing hub

Online meetings (coaches, volunteers, judges)

Consider holding specific group meetings in advance of the event via an online platform, this will limit the amount of contact and time coaches, volunteers and judges will spend at the event. All important issues can be discussed during the online meeting highlighting restrictions in place ahead of the event.

Screening policy

- **Screening** prior to entry is likely to reduce the risks associated with managing a situation within a venue. This could include a Covid-19 symptom questionnaire or carrying out temperature checks.
- **Covid-19 symptom recording** - If you are planning to record information about whether staff and gymnasts have symptoms of Covid-19 or have been tested positive for the virus, you will need to consider data protection implications and how you can record this following data protection and GDPR guidelines.

Please refer to the Step Forward Plan data protection planning & FAQs for full information regarding data protection.

[Step Forward Plan data protection planning & FAQs](#)

Protocols to manage suspected Covid-19 cases

Create a suitable plan in the event of any officials, volunteers, gymnasts, or spectators showing any symptoms. This could include an isolation room or suitable area. Any persons with known or suspected Covid-19 or if any of their family members from the same household are in self isolation are not permitted at the event and should be placed or remain in isolation and follow the latest government and PHE guidelines. Anyone showing symptoms are to be sent home for isolation and follow the Government's 'Test and Trace' system.

Sanitisation

The venue's provision for sanitisation should be considered. Current provision for hand washing and drying stations and potential points for hand sanitisation stations must be assessed and additional facilities or provision put in place to reduce the risks associated with cross-contamination or transmission of Covid-19.

Changing rooms and toilets

It is advisable to ensure suitable arrangements are in place for the use of changing rooms and toilets to ensure social distancing can be adhered to, and that recommended cleaning follows government guidance. This should be included within the event risk assessment.

Catering

Event organisers should follow current government guidance regarding catering and should ensure that any event workforce make their own provision for refreshments or lunch dependant on how long they are required at the event.

Break out area

On the day of the event, it is not uncommon for volunteers, judges and officials to have a dedicated area where they can safely store their belongings and retreat to for breaks and to confer. Where possible, doors should be kept open to rooms to minimise contact, and entry and exit routes to this area should be kept separate to ensure social distancing can be maintained. Any tables, chairs or otherwise within this area should be sanitised after each use or shift.



Specific user group considerations:

Gymnasts and coaches

You will need to ensure that all information regarding gymnasts and coaches is clear and that they have been briefed in advance of the event to ensure they have time to ask any questions, as for younger gymnasts unfamiliar situations and circumstances could cause anxiety or distress. The provision of a virtual tour and clear communications plan will support this. When running an intra event ensure information is sent to your parents in advance, and when running an inter event ensure that all information is sent to the relevant person in advance so they can pass on to their gymnasts and parents. Specific points to consider:

- **Gymnasts to bring their own hand equipment**
 - Where possible gymnasts should bring their own equipment to minimise any sharing. This includes chalk, handheld equipment such as ribbons and balls, blocks, or prep equipment. Remind gymnasts not to share their equipment with other gymnasts where possible, and if sharing is unavoidable ensure strict hand hygiene and cleaning is adhered to. Gymnasts should also bring their own water bottle and refreshments.
- **Hand shaking** - Implement new ways for gymnasts to congratulate each other and keep up sportsmanship whilst avoiding hand shaking and still adhering to social distancing. You will also need to consider where gymnasts are going to go after they have competed or finished their performance to ensure social distance restrictions, think about an open area where gymnasts can go after they finish or have a clearly marked exit out from the performance floor for gymnasts to follow.
- **Arrive ready** - It is advisable for gymnasts to arrive ready to all events as this prevents the need for changing facilities therefore minimising areas that will need to be cleaned after each use. Gymnasts should be changed with their hair already done. Advise parents to bring gymnasts dressed in minimal extra clothing that can be removed and stored easily in a kit or gym bag, again removing the need for changing facilities and lockers.
- **Hire or loan leotards** - Gyms often have a bank of leotards that are hired or loaned out for a competition or display. Consider how you might reduce this risk by avoiding the wearing of hire or loan leotards as they will be unable to be washed at the recommended temperatures. Prevent cross contamination by asking gymnasts to wear what they currently own and avoid sharing.
- **Ratios** - Previously multiple coaches may have been present with a gymnast or a group of gymnasts. To restrict the number of people in a warm up room, next to a competition floor, or display area think about restricting the number of coaches per team (ensuring they still meet their coach to gymnast ratio). Coaches can operate in rotations if multiple coaches are to be involved.

For further guidance refer to the Step Forward Plan Capacity, group size, and ratios guidance

Capacity, group size, and ratios guidance

Event officials and judges

When planning an event, it is important to consider how the roles of officials and set up of any judges may differ with social distancing regulations in place. Officials play a part in a smooth and successful running of an event. Judges may not be required at all events, for example a showcase or display, but where they are required it is important to consider how social distancing and hand hygiene may need to be adapted. Specific points to consider include:

- **Limit number based on overall capacity and social distancing** - Consider which officials are necessary to the running of your event and the possibility of doubling up on roles and responsibilities to reduce the number of people present. Consider officials working solo where previously at an event they might have worked alongside another official.
- **Judges** - Dependant on the event, having the correct number of judges required may be necessary. Although, if you are splitting events up throughout the day with separated presentations you could consider morning and afternoon judge sittings.

- **Seating arrangements** - Social distancing should be adhered to with the set-up of any judging panels or officials' desks. Consider the amount of space needed as this may be significantly more than in previous events. Ensure you consider not just the space between judges and officials, but also consider the space around them and who else may be positioned close by. When rotating judges and officials ensure that all chairs, tables, computer keyboard are sanitised before every change over.
- **Designated conferring area** - Consider having a designated area next to the judges panel for any conferring that maybe needed, ensure this area is situated at a great enough distance away from other officials and spectators to ensure social distancing can still be adhered to.
- **Scoring options** - Consider submitting scores electronically where possible as the passing of slips of paper will need to be minimised. Ensure adequate hand sanitising and social distancing is maintained by those passing the slips.
- **Other** - Other considerations include ensuring judges bring their own pens, water bottles, and paper to the event to avoid cross contamination.
- **Music and tariff sheets** - Where music is to accompany a performance, the event organiser should request this is sent digitally. This will avoid unnecessary contact between a coach or gymnast and the music official, particularly if the music is stored on a CD. Tariff sheets should also be sent digitally in advance.
- **Minimum numbers** - In many cases, it is preferred to 'buddy up' volunteers during events, especially in the instance of young leaders who may not be so confident performing roles and tasks as an individual. In the current situation, minimum numbers dependant on capacity, social distancing and requirements will have to be adhered to. It is advised that volunteers fulfil roles on an individual basis where possible unless social distancing can be maintained throughout.
- **Staggered volunteering shifts** - To minimise risk, consider limiting the length of time in which an individual can volunteer at the event. Consider morning and afternoon slots or use the event timetable to determine suitable rotations and changeover of shifts. It should also be considered that volunteers might be anxious about returning to event volunteering for an extended period of time, therefore shorter shift times with designated roles confirmed ahead of the event may help to dispel some anxieties and ensure volunteers feel supported and safe to attend.
- **Limited contact roles** - In many cases, volunteers are the face of the event, carrying out largely public facing and interactive roles, such as handing out giveaways, manning cake stands, selling tickets or programmes. Contact roles such as these should be reviewed, and organisers should consider which are essential to the event delivery.
- **Uniform** - It is not uncommon for event organisers to provide uniform for volunteers who may have not volunteered their time within the gymnastics environment before and do not already have the correct uniform. Consider an alternative arrangement for the volunteer to receive the uniform in advance of the event, such as postage, to mitigate any unnecessary contact and arriving unprepared on the day.
- **Safety briefing** - Volunteers should also be included in any virtual or remote safety briefing or training prior to any event commencement to ensure that they are suitably briefed to fulfil their role and uphold any policies or procedures in place for the safe delivery of the event.

Volunteers

Consideration of the needs of volunteers will be pivotal when planning and delivering events during the evolving restrictions and with social distancing measures in place. Volunteers are heavily relied upon at all levels of events in many different capacities, many of which are public facing. Considerations will be dependent on the type of role required to be fulfilled by a volunteer and of course, type of event. Specific points to consider include:

Please refer to the Step Forward Plan Volunteer toolkit for further guidance on how you can support volunteers.

Volunteer toolkit

Spectators

Suitable assessments must be conducted to ascertain the plausibility of spectators attending events. Event organisers should consider the approach and may follow the return to events framework to assist in the planning for the safe return of spectators to gymnastics events.

Return to events framework

Please ensure that you follow British Gymnastics photography policy for guidance on filming and photography at events.

British Gymnastics photography policy

If planning to deliver an event behind closed doors, use of the online viewing guidance produced for the training environment may be beneficial if considering live-streaming.

View gymnastics sessions

When events allowing spectators resume and you wish to have them at your event there are specific points to consider:

- Creating smaller sub-divisions will help limit the number of spectators
- Limit the number of spectators per gymnast
- Clearly indicate required procedures before, during and after being seated
- Ensure all spectators are seated according to social distancing restrictions

Prior to the event:

- Entry to the seating area by seat number
- Pre-bookable seats
- Programme including virtual welcome message sent electronically

During the event:

- Always remain seated, stay in spectator area
- Remain alert to safe distancing
- The potential compulsory wearing of face coverings
- Gymnasts are not permitted into the spectator area

Post-event:

- Take all rubbish away to prevent cross contamination
- Exit according to seat number

Spectators must agree at point of ticket purchase, to a spectator Code of Behaviour obliging them to:

- **Declare that they will not attend the competition if they display any Covid-19 symptoms and/or are required to self-isolate;**
- **Adhere to requirements stipulated by the competition delivery partners regarding social distancing and the movements and behaviours of spectators, and;**
- **Provide names and contact details for each ticketed individual within their booking to assist with NHS test and trace requirements**

Spectators should assess the risk associated with attending the competition, both at the point of ticket purchase, and on the day of the competition, relative to their own personal circumstances, age, group size and makeup, health status and susceptibility to infection. Individuals who have been advised to self-isolate should not attend events, and those at higher risk of infection (which may include, but not be limited to, individuals classified as a clinically extremely vulnerable person or a clinically vulnerable person) should assess if it is appropriate for them to attend.

Inclusion and additional needs

When planning an event, it is important to consider how any changes put in place may affect a person with additional needs. You will need to ensure that any changes to the event in comparison to previous events are communicated effectively. Where possible consider involving anyone with additional needs in the development of event plans to ensure a suitable solution is provided.

- **Evacuation action plans** - Ensure all evacuation procedures consider those participants with additional needs and how everyone can be evacuated safely.
- **Entries, exits, access routes** - Ensure you highlight how all new entries, exits and access routes such as one way systems are accessible and inclusive. For example, a person with a visual impairment may not be able to clearly see signs and arrows on the floor. Think about the possibility of using bright coloured tape or providing a walkthrough of the event venue prior to the event. Considerations also include looking at access routes to see if they are suitable for all, are they wide enough for a wheelchair user, is there a shorter route for example for someone who cannot walk that far.
- **Ratios and maximum venue capacity** - Consider how your ratios and maximum venue capacity may need to be altered or how they are adhered to, for example if a person with additional needs is bringing a carer. Is social distancing still possible with an extra person or is there somewhere the carer can be seated for the event if they do not need to be with the person for the whole duration.
- **Social distancing and queuing** - Take in to consideration that social distancing and queuing to enter facilities is a new concept, therefore guide dogs for example will not follow these restrictions. Have you considered further information that someone with additional needs may need to ensure that they can adhere to any restrictions in place? Adopt a priority access system so people with additional needs can arrive at the venue and enter without the need for queuing.
- **Accessible parking** - You may need to restrict car parking spaces to adhere to social distancing, but it is imperative that accessible spaces are left available for those who may need them. An idea could be to pre-allocate parking spaces or have a designated drop off zone for anyone with additional needs.
- **Workforce** - Ensure your workforce have been briefed in advance if people with additional needs are attending and what these needs are. Consider the possibility of a member of your workforce meeting or calling with participants to answer any questions that they may have before the event. Participants can then inform them if there is anything else that they feel they need. Why not consider using the same member of staff to meet and greet all participants on the day of the event, a friendly face and voice can put all participants at ease.
- **Other considerations** - People with additional needs may need to arrive at the venue earlier to allow time to familiarise themselves with any layouts for example. Consider having rest or quiet areas that people can use if they need to take time away from the main event. Ensure you have considered a cleaning rota for all accessibility toilets and changing rooms that are in use during the event.

Further resources that offer support for individuals with additional needs can be found on the [British Gymnastics Inclusive Gymnastics Page](#)

British Gymnastics inclusive gymnastics page

Please also see Activity Alliance's Reopening activity: An inclusive response for additional considerations regarding inclusion at events.

Reopening activity: An inclusive response

Additional Areas

Merchandise, catering, and photography

Consider limiting all non-essential activities, including catering, where possible. Many event organisers may wish to have merchandise, catering, and gymnast photography on sale to purchase at events. During this time, further considerations over the safest way to sell goods and any additional hygiene measures which will need to be implemented as a result should be given some thought. Specific points to consider include:

- **External contractors** - For set up and pack down consider implementing a rig schedule and stagger companies entering the venue where possible. Consider whether they are necessary and if the service could be provided internally.
- **Use of outdoor space** - Consider utilising outdoor space to set up retail, photography, and catering stalls so that it is easier to implement social distancing and crowds or queues are easier to manage in an open space.
- **Merchandise** - Communicate that it will not be possible to try on items such as leotards or general clothing. Consider providing online images of merchandise in advance of the event rather than actual stock to reduce any browsing and handling of stock.
- **Payment method** - Consider contactless card payment only, and the use of protective equipment such as gloves and face masks as advised by the government for those manning all forms of stalls.
- **Health and Safety with food** - It is recommended that existing health and safety with food guidance should be adhered to and organisers should stress the importance of more frequent hand washing and maintenance of high standards of hygiene when preparing and selling food. Any food handler who is taken unwell should not report to work on the day of the event and remain at home. You may also want to consider providing extra hand sanitising stations near catering stalls and the use of signage to remind individuals purchasing goods to first wash their hands. Consider takeaways only and remove any seating areas which do not conform to social distancing measures.

It is recommended that event organisers should keep up to date with the government's guidance on food hygiene and retail outlets:

[Covid-19 guidance for food businesses](#)

[Working safely during covid-19 restaurants offering takeaway or delivery](#)

[Working safely during covid-19 shops and branches](#)

First Aid

First aid and medical provision must be made available as standard, with the appropriate level of cover for the level of activity and number of attendees and participants. All accident, incidents, hazards and near misses should be formally recorded as standard and subject to review after the event.

Specific considerations:

- Train or upskill first aiders on social distancing guidance for first aid incidents e.g. social distancing rulings. First aiders to try and maintain social distancing except for emergencies.
- Ensure the minimum requirement for PPE is available when providing first aid - a fluid-repellent surgical mask, disposable gloves, eye protection, and apron or other suitable covering.
- Upskill non-first aid staff on the symptoms of Covid-19 and how to report or deal suspected cases.
- First aiders to familiarise themselves with the symptoms of Covid-19.
- Larger, more complicated, and high performance events (especially those held outside of a usual gymnastics training environment or gymnastics space) may require a detailed Medical Plan to draw together all planning and risk assessments in relation to medical provision for the event.

Please refer to www.gov.uk for further guidance on first aid during Covid-19.

[gov.uk](http://www.gov.uk)

Evacuation procedures

Should you need to evacuate from the venue ensure that you follow normal fire evacuation procedures. The government has advised there is no need to socially distance when evacuating a building during an emergency. However, when at fire assembly point, if space allows, it is recommended to try and maintain social distancing, but only if it is safe to do so.

Safeguarding

It is important to maintain your usual safeguarding policies and procedures that would be applied to any event being organised and that all event officials are aware of their safeguarding responsibilities. British Gymnastics safeguarding policies and procedures, or Home Country equivalents remain current and should be adhered to completely.

Event organisers and coaches have a duty of care to ensure that gymnasts are suitably prepared both mentally and physically following training restrictions before returning to any events.

All level 2 coaches and above are required to hold a current British Gymnastics specific DBS certificate, or Home Country equivalent, and have current Safeguarding & Protecting Children Awareness training at the time of the event.

The event organiser is required to designate an Event Welfare Officer or Home Country equivalent responsible for:

- Responding to safeguarding, child protection and poor practice concerns.
- Providing support and advice in the implementation of procedures that safeguard and promote the welfare of children.
- Assisting the club or event to be more child focused in its activities, for example involving children in decision making processes.

In addition to the event specific Codes of Behaviour, reference should be made to the British Gymnastics safeguarding and compliance webpage or Home Country equivalent for further guidance specific to safeguarding.

Safeguarding and compliance

Safeguarding and compliance policies

British Gymnastics Code of Conduct for Coaches and Officials

Safeguarding during Covid-19

Health and safety

Please refer to British Gymnastics policies or Home Country equivalent for Health and safety guidance

British Gymnastics Health and Safety Guidance

Data protection

- **Privacy policy** - It is important to update your privacy policy to make all user groups aware, that you may have to provide personal details to the NHS track and track if they request it.
- **GDPR/data protection** - When arranging online meetings and sending meeting invites ensure recipients are bcc'd into all emails and personal emails are not visible to anyone else in the invite. Ensure you have permission from the recipient to send them meeting invites.
- **Online meetings** - When planning online meetings ensure you choose a known platform, check the settings of the meeting to ensure the room has a password or only those with an invite can log in. Some platforms have additional functions such as a waiting room to avoid people being able to hack into meetings.

Further guidance

For further guidance on planning and delivery of events please see the below links:

[Events guide](#)

[Festivals guide](#)

[Step Forward Plan fundraising guide](#)

[Find an event](#)

[Event top tips infographic](#)

[Event planning and delivery process guide infographic](#)



If you require further support you can contact:

England

For clubs at

business-support@british-gymnastics.org

For Leisure and School Partners at

participation@british-gymnastics.org

Northern Ireland

British Gymnastics Northern Ireland team at

northernireland@british-gymnastics.org

Scotland

Scottish Gymnastics at

events@scottishgymnastics.org

Wales

Welsh Gymnastics at

development@welshgymnastics.org

Disclaimer

This document provides guidance on additional considerations when resuming planning and delivery events following the Covid-19 pandemic. The document does not supersede any laws or local government decisions in your area. It is important that you always follow the health and sanitation guideline set out by your local or national governments. This document is meant as a guide and should be adapted to suit your event and environment.

As the government's advice and guidance is constantly changing, it is important that you keep up to date with the latest information.

[England](#)

[Northern Ireland](#)

[Scotland](#)

[Wales](#)