

Summary of race day procedures

V6 18.3.21

COVID-19 requirements



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1. PRE-RACE

All Riders & Attendees :

Upon arrival, ALL ATTENDEES shall:

1. Immediately have their attendance recorded with the race entry registration official.
2. Wash/sanitize hands (In particular, prior to handling any shared facilities)
3. Enter race & obtain race number (if racing)
4. Immediately vacate the entry / registration area to maintain social distancing requirements, and minimise overlap with other participants / attendees.
5. Adhere to standard 1.5m social distancing requirements at all times.
 - Spectators are discouraged from attending race meetings wherever possible.

Duty Marshals & Volunteers:

- Immediately upon arrival, marshals (and other attendees) shall report to the race registration desk to have their attendance recorded prior to reporting to the trailer/duty co-ordinator. Marshalls are to wash/sanitize their hands at the trailer sanitizing station after completion of duty.
- Gloves are to be worn where handling shared facilities/signs etc.
- All Marshals & volunteers are to exercise 1.5m social distancing at all times.

Referee OR Pandemic Safety Officer (PSO):

- At the (pre-race) start line-up, the referee or PSO shall reinforce/remind riders & attendees of the following ECC COVID-19 safety points:
 - No spitting.
 - Place numbers in the container labelled `USED NUMBERS` after racing.
 - Place helmet covers in the container labelled `USED HELMET COVERS` after racing
 - Maintain 1.5m social distancing including no hand shaking or fist bumping at the post-race presentations.
 - Sanitise hands prior to accessing the drinks esky & no taking change from the cash box.
 - Spectators &/or visitors are to report to the registration desk to register their attendance.

2. POST-RACE

Riders:

- Riders shall return their race number into the container labelled `**USED NUMBERS**`.
- Riders shall return their used helmet covers into the container labelled `**USED HELMET COVERS**`.
- All Riders are encouraged to wash/sanitize their hands (in particular) if intending to purchase food or handle the drinks cooler (where available).
- All riders will be expected to exercise 1.5m social distancing at all times.

Post-Race Presentations:

- All attendees will be expected to exercise 1.5metre social distancing at all times.
- Podiums shall be placed at 1.5metre spacing.
- No handshaking, fist bumping or (prize-money) envelopes shall be traded at the post-race presentation.
- *Mask wearing shall be as per government requirements at the time.*

Duty Marshals:

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- Disinfect each race number, and store (in numbered order) ready for next race meeting.
- Ready the trailer cleaning station for next race meeting and store in trailer including:
 - Refill sanitiser bottle as required
 - Refill detergent spray bottle as required
 - Ensure adequate wipes & gloves available for next race meeting.
 - A4 hygiene signs.
 - Covid-19 Safety Plan is available (Purple folder)
- Moist or wet vests to be cleaned prior to next use.
- Shared helmet covers & non-disposable gloves to be cleaned prior to next use.
- Single use gloves to be disposed of.

Food & Beveridge:

- **BBQ** - Two volunteers (One cook & One handler) shall be available when food services are being offered to avoid multiple people handling food or food containers. Food service volunteers to wear gloves at all times.
- **Drinks** - A gloved volunteer to solely handle drinks and money transactions is preferred. Where a volunteer is not available, members are to drop correct change into the money receptacle WITHOUT having to reach in and take change (in order to minimise communal money handling). Correct change is strongly encouraged.

Note: Members should assume that the contactless `Pay Wave` system may be utilised for all purchases at some stage.

3. GENERAL

Cash Handling - Race Entry Registration, BBQ/Drinks station & Prize money

- Payment for race entry shall be by the online Entryboss system.
- Initially, (where food & drink services are provided) cash may be used however correct change is strongly encouraged as members will no longer be able to handle their own change.
- Prize money is no longer being paid on regular weekend & Tuesday racing events. Prize money will still be paid on advertised races and signature events only.

(Wednesday racing at the Loop)

Wednesday racing will see the continuation of gold coin entry & prize money with all money handling being done by the referee.

Race Numbers

Weekend, Tuesday and public holiday racing

- Weekend & public holiday races will continue to use shared race numbers. Riders will collect race numbers near the registration desk & sanitiser station as per normal practise. Upon completion of the race, riders shall return their race number into the container labelled **`USED NUMBERS`** where a duty marshal shall be responsible for post race cleaning of all numbers.

(Wednesday racing at the Loop)

Wednesday racing will see regular riders being provided with their own (temporary) individual number for use at each race until the COVID-19 outbreak is deemed to be over. Those interested in racing on a Wednesday should contact John Williams on 0419 713 087 .

Registration Official:

- **Pre-race** - Ensure all attendees provide name & contact number on the electronic attendance / race entry register including Riders, Officials, Marshals, Volunteers & Spectators.
- **Post race** - Email completed electronic attendance register to the duty PSO, or save with previous files (All in same location for easy access) as required for contact tracing (As per adopted ECC process).

PSO (Pandemic Safety Officer):**Pre race:**

- Set-up signage, cleaning and sanitiser stations in relevant locations as per `Plan` requirements
- Check relevant Attendance Register process is set-up/available (i.e. electronic / paper as relevant)
- Assist & monitor First Aid Officer &/or registration/attendance desk as required.

Post race:

- Collect hand sanitiser stand, all sanitizing station material, & A4 signage and store in race trailer where possible (where trailer is in attendance).
- Confirm electronic attendance register (to be saved/filed) is complete and available for quick access in the event of contact tracing being required.
- Collect physical attendance registers (if applicable) and combine with the electronic attendance register within 24hrs of the event.
- Check adequate sanitizer station equipment is available for next race meeting &/or event.

Sanitizer Station Locations & Content

1. **Registration Desk** – One automatic touch-less hand sanitiser dispenser (on stand). One spray bottle with water & detergent mix (and) for general use as required. 2 by A4 laminated hygiene signs (STOP, Simple Steps).
2. **Trailer** - One automatic wall-mounted touch-less hand sanitiser dispenser with alcohol hand sanitizer for hand sanitizing, One spray bottle with water & detergent mix (and) minimum one wipe for post race cleaning of race numbers, and wiping of traffic signage. Disposable gloves. (B.Y.O Gloves encouraged). 2 by A4 laminated hygiene signs (Simple Steps, Keep Your Distance).
3. **Toilets** – One pump bottle liquid soap at each Male & Female facility OR unisex facility.
4. **BBQ/Drinks station** – Minimum 1 bottle of hand sanitizer (OR relocate/use the automatic touch-less hand sanitiser dispenser (on stand) used at registration, One spray bottle with water & detergent mix (and) one wipe for general cleaning. 1 by A4 laminated hygiene signs (Hands). 1 set of gloves for each volunteer.
5. **Entry** - One `STOP` laminated A4 flyer at site entry (where a `STOP` notice on a physical attendance register has not been adopted).

This document, and the complete ECC COVID-19 Safety Plan is accessible via the ECC website.

If you have any questions, please contact one of the PSO's below.

Weekend, Tuesday and public holiday racing

Dale Walton – 0409 943 663

dale@designeq.com.au

Dean Tune – 0428 959 166

dtune69@gmail.com

Wednesday (& public holiday) racing at the loop:

John Williams - 0419 713 087

johhnybgood@easterncycling.com