



# Putting on a Cycling Time Trials Event during COVID-19

A guide for navigating the CTT Risk Assessment for putting on an event.

# Understanding the purpose of the Guide

- This guide has been created because on the face of it, managing risk for running an event can seem daunting enough without adding additional factors that for those who are barraged by large amounts of unverified or changing information can seem an impossible task.
- Organisers may feel they lack the knowledge or experience relating to the management of risk relating to COVID-19 to feel comfortable putting on an event in the current climate.
- The risk assessment for events removes this responsibility. Where an organiser follows the Risk Assessment, as it follows government guidance, is scientifically based and also is in harmony with government strategy, this allows organisers to have confidence that any event they put on is in keeping with the government's overarching strategy to tackle the crisis caused by COVID-19.

# Key themes

- Not all risks can be eliminated. Just as you cannot take into account every possibility or occurrence, it is necessary and proper that all obvious risks and likely risks are considered and dealt with by way of a RARA approach (Remove, Avoid, Reduce, Accept).
- The RA (Risk Assessment) for COVID-19 is SOLELY around COVID-19 and a RA for the event needs to be completed as normal. Some factors (e.g. HQ for inclement weather) may need to be adjusted to take into account the COVID-19 RA.
- Organisers understandably may be nervous to run events, or districts may also be concerned; this may also be due to public perception. Holding an event is a voluntary activity and people should not feel pressured to act in either way. However, it is important to note that a “return to new normality” is a key governmental strategy, and by holding events with consideration to COVID-19 demonstrates an agile approach to this strategy whilst keeping people safe.

# The Risk Assessment. – Race Format

- Time Trialling (excepting 2-up time trials, team time trials and tandems) inherently fits within a social distanced sport. The actual act of racing against the clock is an independent effort devoid of close contact.
- Even at the height of restrictions, in England, solo exercise on a bicycle was not legally restricted in any way, and the government advice and guidance was to encourage it as a form of exercise; even in other regions (Wales and Scotland) exercise by bicycle has been allowed throughout with some legal restrictions; more in line with the guidance.
- As such the format of time trials does not need any form of adjustment to continue, and it is only the implementation of an event that needs consideration.

# Drafting – Social Distancing.

- Drafting is detailed in CTT regulations:

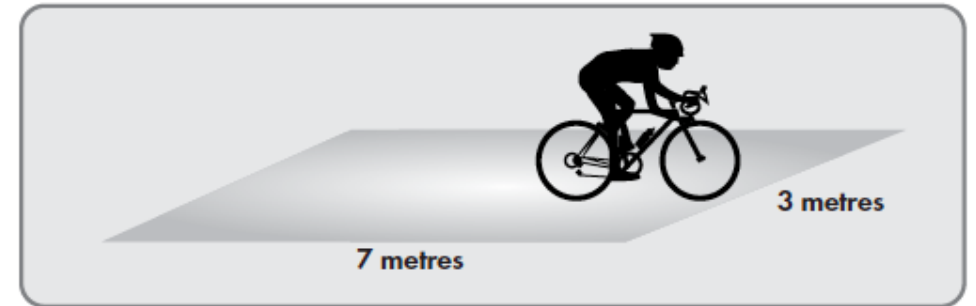
If you should catch up another rider you should try to pass as quickly as possible and must not in any other circumstances ride close behind so that you take shelter from the wind. You must set your own pace and not use another rider as a pace maker. The onus on avoiding company riding shall be on the rider overtaken.

Nor is it in order to ride alongside and even to ride a few metres behind for any appreciable distance. In the spirit of the sport, caught riders should not disturb the performance of the rider catching them by repassing and/or riding closely behind them, except when they can sustain that move. This is generally considered to mean that the caught rider should allow a reasonable gap to develop of some 30 to 50 yards/metres.

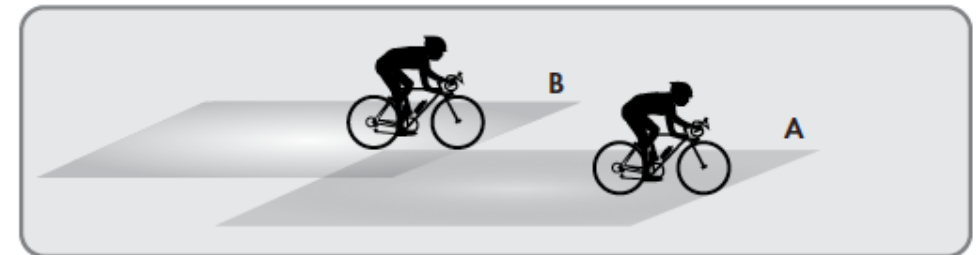
This far exceeds that of 2m guidance (note this is not a legal requirement in England) and for assistance and the avoidance of doubt, when considering infractions of drafting (ensuring the RA is being adhered to is essential) it maybe helpful to use the triathlon drafting box:

## Drafting Diagram

**Diagram 1** Distance of drafting zone for ALL competitors



**Diagram 2** Drafting



**A** has overtaken **B** and **B** is now drafting the lead cyclist **A**. **B** must drop out of **A**'s draft zone before attempting to repass **A**. **A** must move to the Left Hand Side of the road when safe. **B** can only overtake **A** on **A**'s Right Hand Side.

# How to tackle each aspect of the RA

Tier 1 members of public - those with a PHE/NHS letter suggesting that they currently shield.

This is simply tackled from the start sheet. It is important to know that people who were shielding may not need to under government advice anymore, although this may change again; while some may still need too.

For volunteers, simply checking with them that they have not been CURRENTLY told to shield is sufficient. Those that have been told by PHE/NHS should be aware, and the reminder by the organiser should be sufficient.

Those of a current age banding that government advice suggests should limit social contact/shield/practice social distancing with extreme care

The government advice should be followed for those of older ages. Where the conditions have been relaxed, the following should be considered.

Those who are volunteering and of an older age and not of good health should not be used. Where those who are of an older age bracket, but consider themselves in fine health, maybe compete themselves, should be given lowest risk roles (start TK or marshal) and not utilised in the HQ 'area' in any way. This avoids any intentional direct contact with competitors.

People of this group should NOT be used to enforce any aspect of social distancing or this Risk Assessment.

For entrants, it should be highlighted that those competing should only do so if they are in good health and not counter to any advice from a medical professional.

## Competitors

- Most of the risks around competitors should be covered in pre race information. It is probably easiest to simply, cut and paste the RA sections into the start sheet information as such:

COVID-19 CTT suggested wording:

- **Competitors should not attend if they feel ill in ANY way or if family members have any symptoms.**
- **An elevated resting heart rate or exceptionally quick to react heart rate during warm up can suggest an underlying asymptomatic illness of ANY kind. You should NOT start the event (DNS) and leave immediately. Do not go to the start line if you feel this is the case and notify the organiser of your intention not to start as a result of an adverse warmup.**
- **All warm-ups should be done on the road. Static warm-ups are prohibited.**
- **Riders MUST NOT gather in anyway regardless of current guidelines in the car park, HQ area or elsewhere.**
- **Competitors on finishing MUST NOT stop at the finish and MUST NOT loiter at the HQ/car park and MUST pack away and leave immediately upon completion of the race.**
- **No support can be provided if a competitor suffers mechanical difficulties. It is strongly advised that all competitors carry with them a spare inner-tube/tubular, pump and tyre levers if required.**
- **It is strongly advised that all competitors carry a mobile phone and take with them the telephone number of the event organiser. Please telephone the organiser if you have failed to finish the event.**

The start area on the face of it seems a higher risk area, but a lot of the risks can be significantly reduced to an appropriate level.

There should not be a pusher-off. A competitor MUST start with one foot on the ground. In doing so you also reduce the volunteers needed by one!

For hill climbs, there should not be a 'catcher' for competitors as they finish the event.

In pre race literature you tell people how many minutes prior they should arrive at the start. This will be dictated by the room available to have two metres separation between waiting competitors/bikes. Cones, flags, upturned buckets, or football/rugby cones could be utilised, or alternatively chalk/line marking paint. For example, if there is room for three people then three minutes prior to starting should be indicated on the start sheet.

The Time Keeper; ideally by being in a car with the window nearest the competitor starting provides ample protection. This is particularly reassuring should the TK be of an older category and reduce the risk to an exceptionally low level. The TK can tap on the window to get rider's attention and count down by fingers to 0 to signal the competitor to start.

Where a car cannot be parked; the TK should position themselves far in excess of the social distancing guidelines of the kerb stone to provide distance where shielding is unavailable. The car should be the default position. For finish line TKs and circuit TKs the vehicle requirement is less essential; instead all competitors should be informed NOT to stop at the finish and continue on. The TK should be the distance currently set by government advice from the road side as if social distancing from an individual.

Start Area

Pusher Off

'Catcher' (hill climbs)

Time Keeper/Starter

Finish line/Finish  
Circuit



## Marshal Duties

Marshals should be briefed by an emailed or posted briefing pack, or a phone call in advance.

Ideally you do not want the marshal to ever have contact with anyone else except the other marshals at their immediate junction, and then, by nature of those junctions, they will be social distancing.

This means that either the organiser needs to drop off Hi-Viz to each marshal point, or post to them, or ideally the marshal to bring their own. If supplying them, they should be washed at the hottest the instructions allow on the garment. The garment should be washed on return.

The marshals will need to contact the organiser when they are in position, and the organiser when the last rider has passed. The marshals need to be told not to return to the HQ.

By doing this, the marshals are sufficiently protected from risk.

- 1) Brief marshals remotely
- 2) Supply Hi-Viz in Advance
- 3) Tell them NOT to go to the HQ

2up + TTTs + tandems

Unfortunately, whilst social distancing is still a requirement, in most cases 2-ups, team time trials and tandems cannot be accommodated. A tandem pairing can be considered where the pairing are from the same household. If the pair do not have the same home address on CTT website they should be rejected for entry.

Spectators

Time trialling rarely attracts the spectators of previous years; however all documentation should point out that those not competing should not be encouraged to attend.

Entries on the day (Type B)

The issue however is prevalent for hill climbs where crowds do form, and it will need to be impressed upon entrants and local clubs that spectators are NOT welcome. Where road closures are implemented and the council grant a TMO, TTRO or similar, the application should be for all access, pedestrian and vehicular and should be restricted to competitors and officials only.

Paypal or similar electronic payment means should be preferred, where cash is used it should be exact change only and placed into a bowl after handling the cash volunteers should wash hands.

Prize giving/Results Board

No prize giving on the day, or results board. This prevents people loitering, and results can be communicated electronically or by post. This should be reflected in the start pack.

# The Event HQ

- Firstly changing facilities during COVID-19 should not be considered. It is not essential and should be dispensed with.
- Competitors will need to be told to arrive “dressed to race”.
- Where possible the full use of a HQ should also be dispensed with and a “HQ area” used; for National and Type A events toilet facilities are likely to be required, as well as parking facilities, so a HQ may will be needed. However, other than for toilet facilities the inside shouldn't be used.
- Tables set up outside, with sign on sheets taped to the desk, and numbers laid out will minimise any issues. An open sided gazebo may be used in inclement weather.
- Pens should not be supplied, and the competitors reminded to bring their own. The Sign On/Out area should not be directly staffed.
- Marks on the floor with current social distance guidance on it should be laid out to create a queuing area that is safe to allow people to sign on. Having signed on, competitors should leave by a different direction to those waiting to sign on.
- Consider hand sanitiser at the Sign On/Out table.
- Race numbers: a number of options exist here, the most being available for Type A events:
  - Disposable numbers, posted to competitors prior.
  - Numbers that are allocated for the remaining season and either purchased, or a deposit taken.
  - Numbers are laid out on the table, riders asked to return them and place them into a large bucket and washed up in hot soapy water at the end of the event. It is suggested nitrile gloves are used.

# Event HQ Toilets

- This is arguably the highest risk aspect of time trialling while within COVID-19. It should be noted that public toilets, toilets on trains, as well as all key worker buildings, have been open throughout COVID- 19.
- The toilets should be the only time competitors enter a building; this should be done using socially distanced floor markings, and a 1 in 1 out process.
- Ventilation is key. The main door to the toilet “block” should be propped open (unless a fire door); only cubicles should be closed. Windows open where possible, and hand washing signs should be affixed prominently.

# Event HQ – Car Parking

- Where insufficient car parking space exists to achieve the goal of sufficiently spread out parking or head to toe parking of vehicles, competitors should be informed that there is NO CAR PARKING at the HQ.
- Every other parking bay should be denied, using cones, tape or chalk; or cars encouraged to park head to toe. Competitors should be informed through race packs, car park marshal or signage. This will allow for social distancing as competitors prepare bikes and leave.
- Competitors should be encouraged through race paperwork to remain in their car if not racing, warming up on the road or signing on/out.
- If no car park is provided, competitors should be told they will need to find enough time prior to the race to locate legal and appropriate parking, and suggestions should not be provided by the organiser.

## **Support Crews for 100 Mile/12 Hour TTs**

It is suggested the start sheet has the following wording:

**“Support crews should consist of the same household [or if not from the same household as few helpers as is possible and within current rules]; support vehicles must ensure when stopped there is sufficient room to provide the government advised social distancing space in all directions so that each support crew will be minimum of twice the distance from the next. This is to ensure that people remain in a 'safe box' to conduct hand-ups.**

**Bottles should ONLY be retrieved by support crew. It is suggested that where that person does not live in the same household that nitrile gloves are used and the dropped bottles are deposited in a bucket of hot soapy water and NOT reused during the event.**

**This is be the responsibility of the supporter/competitor and not the organiser. The supporter is advised to change gloves/sanitise hands after retrieving/completing a hand-up.**

**All rubbish must be collected afterwards.**

**Support crews not following social distancing will potentially result in the competitor assisted being disqualified”**

Alternatively, if current government guidance does not support this, riders may be self-supported, not allowed support crews, and have an allocated area for storing any spare food and drink. The bracketed aspect of the above could be added or omitted based on current government advice.

# Signage

Additional signs are included on the CTT website from PHE to be placed in toilets of HQs and also around the sign on area.

# COVID-19 - Gold dust sheet

## Pre Event

- Police Notification sent, consider sending CTT COVID-19 RA with application.
- Book HQ, clarify with venue the intention of the venue use (outside only, toilets only where essential and sinks for volunteer hand washing), supply RA to venue. Comply with any venue RA they have produced.
- Pre Race Information Pack – COVID-19 info included.
- Pre Race Volunteer Pack – COVID-19 info included.
- Confirm no volunteers are ignoring/dismissing bespoke professional medical advice.
- Tandems addresses checked.
- Disposable race numbers ordered.
- Hi-Viz garments cleaned.
- HQ hand washing and distance signs printed.
- Gazebo for outside HQ and bucket for numbers.
- Chalk/Line Marking Paint/Gaffa Tape/Cones.

## Set-Up

- Social Distancing markers for toilets, signage for hand washing and distancing put up in toilets.
- Social Distancing markers for sign on, signage for sign on and hand sanitiser considered next to sign on or signs to direct to handwashing.
- Social Distancing markers for start area.
- Car park marshal – if car park suitable.
- TK in position in vehicle or significantly distant from competitor.
- Finish TK the same.
- Marshals Hi-Viz provided in advance.

## Post Event

- Numbers returned if not disposable, wiped and washed down with warm soapy water.
- Any breaches of legislation or COVID-19 CTT Guidelines to be reported through normal channels.