

«First_Name» «Surname»

«Tel_Number»

Dear «First_Name»

BRITISH ATHLETICS EUROPEAN INDOOR SELECTION TRIALS

FEB 20th 2021, LEE VALLEY

VOLUNTEERS LETTER

Many thanks for agreeing to help at this meeting. It has been a mammoth task with all the Covid Restrictions but I believe we are now there! I apologise that this is such a long letter but there are many things we need to pass on to you before the day so please read it to the end!

FIRSTLY this is a very important meeting and we are being trusted by UKA to deliver a top level competition. I know with your help we can do this!!! But everyone needs to pull their weight, think for themselves and get the job done with little fuss. If you see something that needs moving – move it, needs cleaning – clean it, someone needs help – help them, someone is not wearing a mask or is too close - tell them. No-one will bite and IF they do immediately let myself or Simon know – make sure you have both our mobile numbers on your phones. We are a brilliant HJ squad – now let's show everyone we are also a brilliant group of people who work together and produce incredible Athletics meetings too!!

ARRIVAL – Times have been staggered to avoid congestion with others but please adhere to the 2m rule at all times.

A simple **48 HOUR DECLARATION OF HEALTH** is also required from everyone so can you please follow this link before you travel and ensure you submit your answers as you will not be allowed into the venue without this.

<https://forms.office.com/Pages/ResponsePage.aspx?id=lt4ZiWhi30SuJ54P713qGSDitURgJ-dAuQUVQBejT8lURVBaUjl0NkRWUFY5N0s4NDEwTVoyMk5QNS4u>

EVERYONE is required to take a **Lateral Flow Test** BEFORE entering the Venue. This will be done by Emergency Medical Services (employed by UKA) and their centre will be set up just outside the Main entrance. If you have come on Public Transport and do not have a car to wait in (do not sit in someone else's car please) please come in to the reception desk as soon as you have had your test and we will find you somewhere to wait.

You have been allocated a **SET TIME** for Testing and then entering the stadium and it is very important that you adhere to these in order to avoid congestion. After tonight please can you go to <https://www.bedfordgames.co.uk> and click on the Volunteer button at the bottom of the Home page. Here there will be your travel letter, this letter, your

Test and Entry times and a Work Plan. Please make sure you have a copy of the first and last one with you on the day and have read the time of your TEST!!

You will have received a personalised **PERMISSION TO TRAVEL LETTER** by now which you will need to have with you for your journey whether you are travelling by car, train or bus. Please ensure it prints out with the UKA letterheads and not just blank. This will need to be shown if you are stopped as many of you are travelling out of your local area. If you have not received this or have a problem then please contact me urgently or look on the website where it can be downloaded and personalised.

The **CAR PARK** is the usual one outside the venue doors. Please be aware that there is now a major NHS testing site on most of the Car Park so spaces near the top Left must be used. Signs will be in place. If you go to the wrong car park you may be tested TWICE!!!

ON ARRIVAL please park and go to the Gazebos by the main door for your test. You will then need to return to your car to await the result. After 30 mins please return to the Gazebo and providing you show a negative result you will have your temperature checked, be given a wrist band and be allowed into the venue.

Once in the venue you will need to sign in to the **NHS Test & Trace App** on your phone please. Then go to Hayley at the Results Desk in the reception area to collect your Shirt, etc.

MASKS must be worn at all times inside the venue. Gloves and masks will be available if you need them.

DRESS CODE – Please wear plain dark (navy or black preferred) trousers. You will be given a UKA T shirt on arrival. And probably a Hi-Vis bib as well (you can keep the T shirt but please give the Bib back at the end!!)

FOOD & DRINK – Due to restrictions there will be no food available so you will need to bring your own. The vending machines will not be in use. Tea & Coffee will be available throughout the day but you will need to bring your own mug. Water will be available.

HAND SANITISER AND WIPES will be available all over the Stadium and you will be given your own on arrival.

There will be a **ONE WAY SYSTEM** in place with clear signs. Track Athletes will enter and then go up the main ramp (**UP** only) to the platform then turn Left for Hurdlers & R for Sprinters. The **UPPER WARM UP AREA** will be divided and marshalled at all times (by you guys please). **DOWN** from here will be via the Stairs at the end.

ATHLETE LISTS will be on the website if you are interested. There will be no additions. A number of Paralympic athletes are competing.

FIELD ATHLETES WARM UP will be as follows and I will need volunteers to supervise.

TJ (all) - in the Throws Area from 11.35

LJ M – in the Throws Area from 12.50

LJ W - on 60m Sprint straight from 13.50

The **TIMETABLE** along with all other documents will be on the BIG web site for ease of communication (www.bedfordgames.co.uk) with links to all the pages on the Home page. Please check regularly in case there are changes.

I have also put a copy of the **RISK ASSESSMENT AND EVENT MANAGEMENT PLAN** on the website and I would be grateful if some of you (Especially Paul!!) could look at the Risk Assessment at least before the day.

Everything will be **SANITISED** regularly but you will all be given wipes & spray so anywhere you go just check and clean please

Lee Valley have 5 staff there and a dedicated cleaner.

TOILETS will be cleaned regularly by LVAC Staff. It is likely that those in use will be the disabled ones throughout the building.

I will allocate **SPECIFIC JOBS TO DO ON ARRIVAL** – and on clear up. If we all do our jobs efficiently it should be really easy.

Finally please **DO NOT TRAVEL** if you have any of the following symptoms and let me know on 07850 190299 as soon as possible.

High Temperature

New & Persistent Cough

Lack of Taste & Smell

We hope you have a brilliant day. It will be fantastic to get back to live athletics again after so long and to catch up with all you guys face to face at last. But PLEASE stay safe and adhere to the Hands, Face, Space rule.

Carol Jackson

Carol Jackson *Hoping you are still awake after all this information!!!!*

You will find the following documents on www.bedfordgames.co.uk if you are interested

Officials Invite letter

Officials List

Travel Letter

Timetable

Officials Final Letter

Athlete Lists

Timekeepers Briefing

Track Briefing

Starters Briefing

Field Briefing

Event Management Plan

Risk Assessment

And any other relevant paperwork