



Peak & Dukeries Land Rover Club & Off Road Club

# COVID 19 Guidance & Plan for CCV Events

Note:

This is a “live” document. It will be subject to periodic revision to reflect experiences, both good and bad, as the club becomes accustomed to operating events under changed regulations and to accommodate evolving Government advice.

Richard Entwistle, Chairman

18 June 2020

EVENT ELEMENT	GUIDANCE	ACTION
Documentation/ Signing on	<p>Variations to standard documentation may be needed</p> <ul style="list-style-type: none"> <li>• Recommended use of online event administration systems. There can be no applications for Competition Licences or entries on the day</li> <li>• Electronic (remote) signing-on pre-event. Individuals without electronic access pre-event may be prohibited</li> <li>• Ensure that the signing-on process emphasises attendance only if well and NOT exhibiting any COVID-19 symptoms. A reminder to marshals/officials of reduced staffing numbers. Marshal/officials Non-attendance without prior notification may impact on the viability of the event</li> <li>• Pre-event scrutineering by electronic (remote) declaration. Remote Video Inspections of vehicles and equipment may be used</li> <li>• Licences / Club membership cards not physically checked at event, remote verification possible. Ad-hoc verification of licenses by Motorsport UK</li> <li>• Upgrade Cards to not be signed for upgrade purposes. Use results sheets</li> </ul>	<p>All events will be pre advertised with full details of COVID 19 guidance.</p> <p>Statement to the effect that any competitor not prepared to abide by the arrangements in place need not attend. Statement to say all events are closed to club members only of clubs included on documentation and on any promotional items.</p> <p>Electronic pre-booking only and declaration for COVID 19 with self-declaration for the vehicle to be used. Officials will also be required to sign-on by electronic means. All payment to be contactless using SumUp on the day or Bank Transfer or PayPal prior to the event. The card machine will be sanitised between users and social distancing will apply.</p> <p>An uploaded photo of both RS Clubman licence and membership card to be forwarded at the same time that the RS Clubman – Competitor’s signing on is submitted.</p> <p>Membership cards and RS Clubman licences to be brought to the event. No RS Clubman licences or memberships will be issued on the day. This will also be communicated on event advertising.</p>
Post Competition or Focused Scrutineering	<ul style="list-style-type: none"> <li>• Spacious, non-enclosed environment. May require supplementing existing areas with additional spaces</li> <li>• External checks with driver in vehicle. Internal checks with driver out – and sufficiently clear –of vehicle</li> <li>• Contact with vehicle internals avoided and PPE as required to comply with Government advice</li> <li>• Checks selected and carried out to minimise contact with vehicle. Visual checks strongly recommended</li> <li>• Suspension of Motorsport UK scrutineering stickers for new Helmets/ FHRs, with declarations required for equipment not previously scrutineered</li> <li>• Remote video inspections of vehicles and equipment may be used. Organisers to facilitate for receiving videos where</li> </ul>	<p>The club retains the right to visually inspect an entrant's vehicle and equipment following government guidelines and social distancing. Appropriate PPE to be issued to scrutineers. No need to sign scrutineering books Some checks may be performed with the driver in the vehicle who must follow instructions given to him by the scrutineer. Gel and blue roll (supplied) for cleaning any items that the scrutineer wishes to inspect. 2m distancing applies between driver and scrutineer at all times</p> <p>N/A</p> <p>The Scrutineer to complete a manual sheet of vehicles passed which can then be screenshot and forwarded to signing-on, to advise of vehicles passing or</p>

	<p>possible</p> <ul style="list-style-type: none"> <li>• All paperwork digital</li> </ul>	failing scrutineering.
Marshals	<ul style="list-style-type: none"> <li>• PPE requirements in accordance with Government advice</li> <li>• Marshals to supply their own tabards where possible</li> <li>• Organisers at all times to ensure personnel are conscious of and satisfied with their own safety</li> <li>• All reports to be transferred by digital or telephonic means</li> </ul> <p>PADDOCK &amp; SERVICE/ ASSEMBLY AREA:</p> <ul style="list-style-type: none"> <li>• Spaced to respect social distancing, recommend marked bays and grids to avoid marshals where possible</li> </ul> <p>POSTS:</p> <ul style="list-style-type: none"> <li>• Maximum 2 marshals per post / test, complying with social distancing</li> <li>• Radio Marshals either in 2 cars side x side OR with members from same household</li> <li>• Allocating to a post to be done remotely preferably prior to event to avoid unnecessary delays and gatherings</li> </ul> <p>INCIDENT/MEDICAL INTERVENTION:</p> <ul style="list-style-type: none"> <li>• A marshal should approach a stranded vehicle, face on and at a safe distance, to observe the OK (thumbs up) from the driver and request intervention in the case of no presented indication</li> <li>• If intervention is required, appropriate level PPE to be worn</li> </ul>	<p>All marshals will be issued with gloves, mask and hand gel for their use only.</p> <p>For those marshals who do not have their own tabards, they will be issued with a clean one to keep.</p> <p>.</p> <p>Single marshals on a marshal point or with a person from the same household (2 max) Marshals' vehicles will not be taken onto trials sections. The venue is well known to us and our marshals are aware of the positions to set up their marshal points. Clerk of Course to set the course with social distancing and course equipment in mind to minimise cane touching by hand.</p> <p>Upon needing to approach a vehicle due to an incident, masks and gloves should be worn and marshal will need to look for a thumbs-up from a safe distance. Driver to handle all equipment required for a recovery, if necessary</p>
Officials	<ul style="list-style-type: none"> <li>• PPE requirements in accordance with Government advice.</li> <li>Organisers to ensure personnel are conscious of and satisfied with their own safety</li> <li>• A record to be maintained of personnel working in close proximity or enclosed areas</li> <li>• All reports to be transferred by digital or telephonic means</li> </ul>	<p>PPE will be provided for all officials at the event. Officials to be reminded and to be satisfied with their own safety. Note that this record is required</p> <p>Any reports from Marshals will be verbally communicated to the Chief Marshal whilst adhering strictly to the 2m ruling.</p>
Paddock/ Service Area	<ul style="list-style-type: none"> <li>• Ensure social distancing can be maintained between competitors in paddock</li> </ul>	Competitors and people from the same household should ensure they maintain the 2m distance from others at all times.

	<ul style="list-style-type: none"> <li>• Limit personnel numbers to ensure social distancing can be respected</li> <li>• Maintain social distancing when travelling from paddock to assembly area, and back to paddock</li> <li>• Competitors to remain in or next to vehicle in assembly</li> <li>• Vehicles to be further spread out in assembly areas</li> <li>• Where walkways have a width below the minimum social distance, make one way</li> </ul>	A one way system to be implemented if required according to a risk assessment on the day.
Timing/ Results/ Queries	<ul style="list-style-type: none"> <li>• PPE in line with Government advice</li> <li>• Results/times issued electronically by text/email etc</li> <li>• Queries submitted by messenger service/video call</li> <li>• No time/score cards to be passed between competitor and officials. E.g. submission by photograph</li> <li>• Results to be calculated solely from Timekeeper/ Marshals Check Sheets</li> </ul>	<p>Appropriate PPE will be allocated to all officials.</p> <p>Individual score cards will not be used. The Chief Marshal will run a Master Score Sheet.</p> <p>Scores to be posted online.</p>
Incidents/ Medical Interventions	<ul style="list-style-type: none"> <li>• Extended hygiene measures. All equipment to be sanitised after use</li> <li>• Upon request from the Clerk of the Course a marshal should approach a stranded vehicle, face on and at a safe distance, to observe the OK (thumbs up) from the driver</li> <li>• If intervention is required, appropriate level PPE to be worn</li> </ul>	<p>Gloves and Masks to be worn when administering first aid. The patient will also be required to wear a mask whilst being treated.</p> <p>Fresh gloves and masks to be collected after use and old ones placed in a burnable bag for incineration.</p>
Communications and Media	<p><b>SIGNAGE:</b></p> <ul style="list-style-type: none"> <li>• Key policies on distancing, hygiene, PPE, plus specific areas (e.g. paddock), regular PA announcements, venue entrance</li> </ul> <p><b>COMMUNICATING POLICIES:</b></p> <ul style="list-style-type: none"> <li>• Signposted from website</li> <li>• Emailed in advance of event with links</li> <li>• Guidance contained in footers of event information</li> <li>• No hard copies of communications materials LOCAL</li> </ul> <p><b>RESIDENT COMMUNICATIONS:</b></p> <ul style="list-style-type: none"> <li>• As appropriate to venue, highlighting adherence to guidelines</li> </ul>	<p>COVID 19 guidance posters will be displayed at prominent points at the venue.</p> <p>COVID 19 guidance to be included in the publicity of events (Facebook and website.)</p>

	<p><b>CUSTOMER LIAISON AND PRESS MANAGEMENT:</b></p> <ul style="list-style-type: none"> <li>• Contact numbers for general enquiries, plus specific personnel on signage as appropriate, plus central URL to website section for policy info</li> </ul> <p><b>MEDIA:</b></p> <ul style="list-style-type: none"> <li>• Strictly limited numbers (potentially single media syndicated), venue/ space dependent. Specified locations only, single workers or household members only, interviews with social distancing respected</li> <li>• All materials shared electronically</li> </ul> <p><b>PODIUMS:</b></p> <ul style="list-style-type: none"> <li>• Unlikely to be openly accessible. These should be photo/ media events only respecting social distancing</li> <li>• Held in open air</li> </ul> <p><b>CLUB SOCIAL ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• must comply with current government restrictions</li> </ul>	<p>Official telephone number for enquires included on event promotions.</p> <p>No photographers or media on site.</p> <p>Family members with a competitor are permitted and must adhere to the COVID 19 regulations at all times. Anyone not adhering to the COVID 19 guidance will be asked politely to leave.</p> <p>No trophy presentation will be held at this time.</p> <p>No social activities at this time. No spectators will be allowed on site. The public will be made aware on event promotions.</p>
Protests/ Judicial	<ul style="list-style-type: none"> <li>• Organisers will be provided by Regulatory Counsel with digital forms for: <ul style="list-style-type: none"> <li>• Protest</li> <li>• Judicial Action including technical</li> <li>• Appeals</li> </ul> </li> <li>• Additionally provided will be process guidance, including socially distanced proceedings, if digital process is not possible</li> <li>• All Stewards Reports will be electronic only and within 60 hours of the end of the Event as well as the electronic remission of any fees or fines recovered at the Event alternatively generate invoice to Licence Holder for settlement to Motorsport UK direct within seven days</li> </ul>	All forms to be digital.
Competitor/ Briefings	<ul style="list-style-type: none"> <li>• Recommended use of online event administration systems</li> <li>• Written (and video) briefings sent electronically</li> </ul>	Any briefings will observe the 2m ruling.

	<p><b>NEW DRIVERS</b></p> <ul style="list-style-type: none"> <li>• Clerk of the Course to speak remotely to new drivers via voice notes, telephone or other means</li> <li>• Alternatively in an open area whilst at all times respecting social distancing and with availability of hygiene measures</li> </ul>	<p>Clerk of Course will telephone any new drivers in advance of the event.</p> <p>The No navigator ruling and the non-sharing of a vehicle to be communicated by clerk of course in advance to cover the failure of a driver having not read the updates from MS-UK.</p>
Equipment Provision	<ul style="list-style-type: none"> <li>• All equipment to be sanitised at pick up as required by person picking it up</li> <li>• All equipment to be sanitised by marshal/ official prior to drop-off as required</li> <li>• Equipment to be pre allocated to personnel to limit person to person contact</li> <li>• Remote (un-manned room) pick-up/ drop-off of equipment (sanitisation provision provided at location)</li> <li>• Marshals/ officials should bring their own tools, hammers, staple guns, clipboards etc.</li> </ul>	<p>Radios, fire extinguisher handles and canes will be sanitised before and after use.</p> <p>Radios will also be bagged for extra safety and re-sanitised and re-bagged before the next event.</p>
Event Control/ Administration	<ul style="list-style-type: none"> <li>• PPE in line with Government advice and area sanitation regularly required</li> <li>• Personnel limited for social distancing</li> <li>• No physical exchange of paperwork. Reports etc by digital means only</li> <li>• Competitor or official attendance to be restricted according to the needs of the facilities</li> <li>• Hand sanitiser on entry/exit</li> <li>• Well ventilated</li> </ul>	<p>Appropriate PPE provided to each official plus a cleaning station on the entry gate and scrutineering area.</p> <p>Competitors will be advised to bring their own PPE for their personal use, unless there is a First Aid incident where PPE will be provided to the patient.</p> <p>No individual competitor score cards will be issued. The Chief Marshal will maintain a Master Score Card.</p> <p>Competitor numbers to be capped. Lincolnshire Land Rover Club and Peak and Dukeries Club members only.</p> <p>Outdoor area – well ventilated</p>
Competitors	<p><b>ALL DRIVERS:</b></p> <ul style="list-style-type: none"> <li>• Any driver involved in an incident must indicate that they are OK by signalling with a “thumbs up” at the front windscreen at the earliest opportunity to the approaching marshal</li> <li>• If competitors can safely exit the vehicle, they should do so, then stand in a suitable location and respect social distancing</li> <li>• Social distancing to be respected whilst walking sections/ tests</li> </ul>	<p>Clerk of course to make all competitors aware of the process to be observed with an incident.</p> <p>Social distancing of 2m to be observed when exiting a vehicle at an incident and also whilst walking the course.</p>

<p>Extra safety details</p>	<p>Payment</p> <p>Setting up events</p> <p>Further collection of equipment</p> <p>Land Owner consent</p> <p>Competitor's PPE</p> <p>Prevention of access from general public etc.</p> <p>Vehicle sharing</p> <p>Dogs</p>	<p>All payment to be contactless using SumUp on the day or Bank Transfer or PayPal prior to the event. The card machine will be sanitised between users and social distancing will apply.</p> <p>It is not permitted to have 2 people in the same vehicle when setting up an event unless they are from the same household. Social distancing must be observed and gloves should be worn.</p> <p>When gathering stakes, canes, arrows etc. gloves should be worn at all times.</p> <p>Our Competition Secretary will contact all land owners for our venues for all disciplines to confirm that they are happy for us to continue to use their land at this time.</p> <p>Competitors will be advised to bring their own PPE for their personal use to the event. This will be a mask, gloves and gel.</p> <p>Signage explaining that access cannot be given for spectators at this time. This instruction will also be on any event publicity. Should any spectator or photographer gain access they will be politely told to leave.</p> <p>This will not be permitted at this time.</p> <p>Whilst we are a dog friendly club and understand that dogs play an important family role it is imperative that all dogs are kept away from other people and other dogs at this sensitive time and that they are on a lead at all times.</p>
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