

**INFORMATION FOR TEAM MANAGERS**  
**4J Studios scottishathletics Indoor Relay Championships**  
**Saturday 29<sup>th</sup> January 2022**  
**Emirates Arena, London Road, Glasgow, G40 3HG**

We look forward to welcoming you and your teams to the Emirates Arena for the 4J Studios scottishathletics Indoor Relay Championships. Clubs are asked to share this information with athletes and their families to ensure that all attendees are prepared for the event.

All relevant information can be downloaded from the Fixture Page on the **scottishathletics** website:  
[4J Studios scottishathletics National Indoor Relay Championships](#)

**COVID-19 Information**

Due to the ongoing COVID-19 pandemic there are a number of changes to procedures and protocols for all attendees at these events. These changes are for everyone's safety, and all attendees must take responsibility for their own hygiene and safe conduct before, during and after the event. **scottishathletics'** COVID-19 protocols will be in place for this event, including the wearing of face coverings, hand sanitiser stations and physical distancing. For further details please [click here](#).

Although physical distancing is no longer required within a COVID-secure environment, **scottishathletics** recommends that athletes and spectators should remain 1m apart when possible. Face coverings are mandatory indoors in Scotland and must be worn in all public places at all times (unless exempt). Athletes may remove their face covering whilst warming up and competing but must wear it in all public areas.

**scottishathletics** is supporting NHS Scotland's Test & Protect programme. Contact details for this scheme have been collected at the time of entry. Details shared will be your name and contact number, should they be required.

**Spectators**

All spectators must have registered with **scottishathletics** in advance of the event via the dedicated Spectators page [here](#). Places are available on a first come first served basis and are limited to one spectator per athlete. All spectators will need to show their booking confirmation e-mail (either printed or on a mobile device) on the door to gain access to the venue. There will be no pay-on-the-day option.

Certain areas of the stands will be reserved for officials and for officials' rest areas. All other areas of the main stand are available for spectating. Spectators are reminded that the stands are public areas, and face coverings must be worn at all times within the stands, even whilst seated (unless exempt).

**Admission**

Entry to the stadium will be on Level 3. There will be no admittance through the main reception area. You must not arrive too early to ensure that numbers within the venue can be controlled: declarations will open at 0830 and will close 60 minutes before each team's first event.

### **Car Parking**

Celtic FC have a home fixture on Saturday 29<sup>th</sup> January which will impact available parking spaces.

We anticipate a large number of cars to arrive at the venue, so please ensure you arrive in plenty of time to park before you need to declare your teams. All drivers must be considerate to local residents and venue users and park responsibly.

### **Declarations**

Declarations forms will be available on the morning of the event. Paperwork should be collected and completed by team managers on behalf of their teams. Athletes should not report to declarations, but instead make their way directly into the arena on arrival. Team Managers must select their teams from the pre-entered athlete pools. No new athletes may be named in any team on the day. Team Managers must return completed team declarations sheets to receive their team packs.

Declarations Opening Hours: 0830 - 1400hrs

Declarations close **60mins prior to event start time**

### **Composition of Relay Teams**

Rule TR24.10: Each member of a relay team may run one leg only. Once a relay team has started in a competition, up to a total of four additional athletes may be used as substitutes in the composition of the team. If a team does not follow this rule, it shall be disqualified.

### **scottishathletics Additions:**

One athlete per team may be declared in a team from the age group above their own. They cannot also be declared in any team within their own age group on the same day,

Athletes who are members of teams already eliminated from a competition may be used as substitutes in further rounds in another team from the same club, on the provision that they have been named as a reserve at the time of declaration.

Any changes made to a team's running order between rounds **must** be reported to Declarations as soon as possible, **before athletes report to Assembly**. After the call time for that round, further changes cannot be made. Teams who do not notify Declarations of changes may not be permitted to race. It will not be possible to amend relay pools between the heats on 29<sup>th</sup> January and finals on 13<sup>th</sup> February: please ensure that all athletes intending to compete on either day are named in your final team or as one of four reserves.

### **Accreditation**

Access to the competition area on the ground floor of the Emirates Arena will be restricted to **scottishathletics** officials, athletes and team managers/chaperones only. Spectators and non-competing athletes will not be permitted to roam in this area.

Team managers will be issued a wristband within their team pack. This wristband will grant access to the warm-up area. Athletes must wear, or have possession of, their race number to access the warm up area.

### **Warm Up Area**

The warm-up area is located behind the seating on the back straight of the track. The sand pit in this area will be used as a competition venue and will not be available for warming up. Congestion outside

the warm up area must be kept to a minimum. Athletes who are not warming up for their events must NOT 'base' themselves in this area and should return to seats within the stand.

Athletes, team managers and officials must make themselves familiar with the warm-up area etiquette. Athletes and team managers must also listen for announcements made within the warm-up area regarding potential assembly and timetable changes.

### **Assembly Area**

Athletes should report to the assembly area on the back straight as per the published assembly schedule.

Numbers will be issued within team packs at declarations. Numbers must not be folded, mutilated or concealed in any way. Vests, competitor numbers and spikes will be checked in the final assembly area, and leg numbers will be distributed there. All relay athletes must wear a club vest in the same design as their teammates.

Spikes should not be worn outside of the athletics arena at any time.

Spike length must not exceed 6mm. Please note spikes will NOT be on sale at this event. Under no circumstances will athletes be allowed to use needle spikes on the Mondo surface. Any athlete found to have these spikes whilst using the Mondo surface will be asked to remove them immediately.

### **Rules**

These Championships will be held under UKA Rules for Competition Incorporating IAAF Rules effective from 1<sup>st</sup> April 2020. A copy is available from the British Athletics website [Competition Rules](#).

### **Presentations**

Presentations will be conducted as soon as possible following the conclusion of finals and will be held on the podium within the facility.

- Senior Men's and Senior Women's medal presentations will follow the conclusion of their final races on Saturday 29<sup>th</sup> January.
- Finals for Under 13, Under 15 and Under 17 athletes will take place on Sunday 13<sup>th</sup> February.

#### **Event Help Line**

Mobile No. **07718526373** is available to athletes, coaches, officials or spectators for on the day enquiries, if required. If unanswered, a message should be left detailing name, issue and return contact telephone number. If any team is running late for declarations, they should also call this number to declare by phone before entries close.