



RETURN TO COMPETITION

COVID-19 PROTOCOLS



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COMPETITION PLANNING & COVID-19 GUIDELINE COMPLIANCE

Item	Protocol
Event type	<ul style="list-style-type: none"> ● Qualifying competitions – singles, pairs, dance (Pre-Novice – Senior) Qualifying Competitions are offered to skaters in the competitive stream. Qualifying Competitions are a part of the process for skaters to qualify to the Canadian Championships/World Championships. ● Invitational competitions – singles, pairs, dance (STAR 4 – Gold, Pre-Juvenile – Senior). Invitational Competitions offer recreational and competitive skaters an opportunity to compete. This also includes the STARSkate and Adult Championship competition. ● Dance and Pair Teams are eligible to compete with their cohort training partner ● Synchronized Skating competitions are not currently permitted under the Provincial Public Health Orders
Compliance with regulations	<p>All figure skating activities must adhere to all federal, provincial and municipal laws, regulations, by-laws and orders as they may exist from time to time. This includes but is not limited to compliance with:</p> <ul style="list-style-type: none"> ● Physical distancing measures ● Health and safety regulations ● Size of permitted gatherings ● Skate Canada rules, policies and procedures ● Skate Canada: Alberta-NWT/Nunavut rules, policies and procedures ● All Safe Sport policies and procedures ● Applicable occupational health and safety requirements
Compliance with Skate Canada: Alberta-NWT/Nunavut guidelines and protocols	<p>All Approved Local Organizing Committees, (Invitational or Qualifying) must implement and comply with the most current version of the Skate Canada: Alberta – NWT/Nunavut <i>Return to Skating</i> Protocols for their jurisdiction. Each approved Local Organizing Committee is also responsible for implementing and complying with any updated version of the Section Competition Protocols as posted from time to time.</p> <p>The Assumption of Risk and Waiver regarding COVID-19 form provided as part of these Protocols must be completed, signed and submitted by each registrant, coach, volunteer and official participating prior to the start of the event.</p> <p>Please see Section Website for the Skate Canada: Alberta-NWT/Nunavut:</p> <ul style="list-style-type: none"> ● Assumption of Risk and Waiver form ● Updated version of Skate Canada: Alberta-NWT/Nunavut <i>Return to Skating</i> Protocols ● Skate Canada: Alberta-NWT/Nunavut <i>Return to Competition</i> Protocols ● Competition Readiness Instructions / Checklist

<p>COVID-19 Education</p>	<p>Each approved Local Organizing Committee must ensure all participants (athletes, coaches, volunteers, officials & Event techs, club and section employees) are aware of safety and hygiene protocols within the club/skating school as well as jurisdictional public health approved information on ways to limit the spread of COVID-19 including:</p> <ul style="list-style-type: none"> ● Respiratory etiquette ● Hand hygiene ● Physical distancing ● Use of Personal Protective Equipment (i.e. face masks) ● Facility Logistics ● Competition protocols ● Response Plan for the event <p><i>Please see the Section Website for samples and resource links to these education tools</i></p>
<p>COVID-19 Response Plan</p>	<p>Each Approved Local Organizing Committees MUST develop a COVID-19 Response Plan for the event which includes all of the following provisions:</p> <ul style="list-style-type: none"> ● Designate a team of individuals over the age of 18 to oversee and ensure the implementation and adherence of safety and public health guidelines <ul style="list-style-type: none"> ○ Compliance with Registration Process ○ Compliance with On Site Registration / Operations Process ○ Monitoring participants (athletes, coaches, volunteers, officials) to ensure ongoing wellness ○ Responsible for contacting Officials Committee Lead to advise of any interruption of programming / competition due to identified athlete, official or volunteer un-wellness ● Protocol Procedures for individuals to report if they are unwell, become unwell or show signs of acute respiratory infection during the event ● Procedures for individuals to report if they have developed or been exposed to someone with COVID-19 ● Procedures to modify, restrict, postpone or cancel event based on the evolving COVID-19 pandemic ● Communication plan to keep staff, coaches, skaters, parents, officials and volunteers informed pre-event and during event ● Procedure for staff, skaters, coaches, parents, officials and volunteers after a COVID-19 diagnosis ● Procedure to notify Alberta Health Authority and external stakeholders (i.e. Skate Canada: Alberta-NWT/Nunavut Section Office, facility management) of any suspected or positive cases ● Designate an isolation room onsite to handle suspected COVID-19 cases <p>Each approved Local Organizing Committee must submit the full competition COVID-19 Response Plan and an operational plan to the Section Office-two (2) weeks prior to the onset of competition for approval.</p> <p><i>Please see Section Website for the Skate Canada: Alberta-NWT/Nunavut:</i></p> <ul style="list-style-type: none"> ● <i>COVID-19 Competition Response Plan Template</i>
<p>Facility Coordination</p>	<p>Approved Local Organizing Committees must coordinate with their facility to ensure compliance with these protocols, in addition to any Provincial, Territorial or Municipal Health Regulations. This includes but is not limited to:</p>

Skate Canada: Alberta - NWT/Nunavut *Return to Competition* Protocols

Version 1.5 – October 27, 2020

	<ul style="list-style-type: none"> ● Ensuring signage available through Public Health Authority is prominently posted in high use areas of the facility ● Implementing effective measures to manage the flow of traffic in and out of the facility ● Facilities that accommodate more than one user group or sport at a time in the complex should ensure scheduling between arrival and departure of each user group is staggered to avoid overlapping in common areas and entrance/exits of the facility wherever feasible. ● Ensuring that any person who enters or uses the facility involved in the Section event, maintains a physical distance of at least 2 metres from any other person attending the event. Dance and Pair core cohorts are permitted to be in contact or less than 2 metres distance from their cohort partner during warm-up (on-ice and off-ice) and during their performance. ● Doors inside the facility remain open, where possible, to avoid contact with door handles ● Enhanced cleaning and sanitization protocols are in place for all high traffic areas, common areas, and public washrooms in the facility. ● Wiping down/sanitizing high touch areas such as entry/exit doors to the ice / Dressing rooms / benches / top of boards between groups within flights ● Availability of hand sanitizing available to all clients in various locations throughout the facility including building entrances and exits ● Use markings on the ground or rink boards to indicate proper distancing from employees (e.g. facility reception) or other participants (ie on/off ice gates) where feasible ● Marking seating area with tape to designate 2 metres distances, where required ● In collaboration with the facility operator, scheduling and implementing cleaning between groups / flights / events in accordance to Public Health Guidelines is maintained ● Physical distancing of 2 metres must be maintained in the dressing room and scheduling will manage the number of skaters permitted in a dressing room at any one time.
Multiple Facilities	In the event practice ice is secured in another facility by a registrant immediately preceding event athletes must take hygiene steps to ensure clean clothing, costumes, and sterilized hands and equipment
Spectators / Parents	<p>Spectators and parents will not be allowed during competitions at this time</p> <p>Parents of skaters unable to register themselves may represent their skater at the Registration Table however they may not remain in the facility for more than 15 minutes</p> <p><i>On-site communication reinforcing no spectators or parents will be posted in the event venue</i></p>
Schedules / Start Orders / Results	<p>Scheduling of events / flights /groups should be done in a staggered manner with time in between each. This avoids overlap of each group of competitors and allows adequate time to clean and sanitize between groups.</p> <ul style="list-style-type: none"> ● To minimize number of people and time in the building, schedules, start orders and results will not be posted in the facility, instead will be available online ● Skaters may only enter and remain in the facility as per the detailed enter/exit schedule provided to all skaters prior to each event

Vendors / Raffles / Silent Auctions	<p>Vendors are not permitted at competitions at this time.</p> <p>Exception: One Event Photographer per rink who will provide the ability to purchase photographs online only. The Photographer must be self-contained and not permitted to sell photographs on site during the event. The LOC and Technical Representative will work with the photographer to determine the location of set-up to ensure physical distancing is always maintained.</p> <p>In person raffles, silent auctions, selling flowers, etc. are not permitted at competitions at this time.</p> <p>Cash handling is not permitted at competitions.</p>
Official Practices	<p>Practice Ice will not be offered for Invitational Competitions at this time.</p> <p>Qualifying events may offer practice ice if scheduling permits.</p>
Flights and Groups	<p>There will be no more than eight (8) skaters or four (4) dance/pair teams in a group on the ice at any one time in order to allow for physical distancing for coaches and “on deck” skaters</p> <p>Registration be capped at a specific number of participants to allow for physical distancing to remain within any Provincial, Territorial or Facility restrictions and to ensure all competition protocols are met.</p>
Exhibition Skates	<p>Exhibition skates (no more than one entry in an event) are permitted to participate in competition</p>
Event Registration Limits	<p>The maximum number of categories a skater can register for, and any geographical restrictions will be posted for each event.</p> <p>Exceptions will be made ONLY for double disciplines skaters (singles / pairs, singles / dance)</p>
First Aid / Emergencies	<ul style="list-style-type: none"> ● Approved Local Organizing Committees must ensure Personal Protective Equipment (which includes medical masks, eye protection such as a face shield or safety glasses, and disposable gloves) is immediately available IF first aid treatment is required. ● The attending individual must wear appropriate Personal Protective Equipment (PPE) including a medical mask, eye protection or face shield and disposable gloves. ● Proper hand washing and PPE Doffing should take place immediately following any in-person interaction <p><i>Please refer to the Alberta Health Services overview on use of PPE</i> <i>Please refer to COVID FAQ (July 3, 2020) for more info on First Aid Response</i> <i>Please refer to the Government of Canada information on COVID-19 medical masks and N95 respirators</i></p>
Participant Travel	<p>Transportation to and from the facility should align with Provincial Guidelines.</p> <ul style="list-style-type: none"> ● Athletes that have travelled outside Canada in the last 14 days, that do not have a Federal essential workers exemption will not be eligible to compete in any competition at this time. ● Qualifying competitions will require athletes to compete (and travel) from multiple regions in the Section.

	<ul style="list-style-type: none"> ● Skaters residing or training outside of Alberta must follow travel restrictions, and any quarantine or isolation public health requirements in that jurisdiction prior to and after the event. ● Section athletes will be given first priority for registration. If scheduling permits, athletes training (and residing) within Alberta, representing other Sections, will be permitted to participate. ● To align with physical distancing requirements group transportation (team buses or vans) are not permitted ● Transportation to and from activities should be arranged so that only individuals from the same household or cohort members share rides (see the Provincial Health Guidelines for further information on Carpooling and Cohort Families). ● Individuals taking public transportation to the facility must immediately upon arrival wash their hands thoroughly with soap and water or use an alcohol-based hand sanitizer if soap and water is not available ● When exiting the facility, after training, individuals should minimize the time spent in parking lots and maintain physical distancing when returning to vehicles <p><i>For information on Official travel please refer to Volunteers & Officials Section found on page 14.</i></p>
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COMPETITION INTAKE PROCESS AND PROTOCOL COMPLIANCE

Item	Protocol
REGISTRATION & PRE-ARRIVAL	
Registration process	<ul style="list-style-type: none"> All registrants must be pre-registered online prior to the start of competition in accordance with the competition announcement All payment for competition will only be accepted online via Uplifter All registrants must acknowledge the cancellation policy should they need to withdraw from competition as a result of health concerns. This is a part of the online registration process. All music and Planned Program Sheets must be uploaded online in accordance with the competition announcement. Planned Program Sheets will not be accepted onsite.
Self-screening measures	<p>All individuals (skaters, coaches, officials, Section employees and volunteers) taking part in a Skate Canada: Alberta-NWT/Nunavut competition must self-screen at home and in accordance with Public Health Orders must not attend the competition if they:</p> <ul style="list-style-type: none"> Exhibit any COVID-19 symptoms, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts Have returned from travel outside of Canada (must quarantine for 14 days at home) Have been in contact with someone with COVID-19 in the past 14 days <p>Those who are considered a vulnerable or at-risk individual (elderly persons, weakened immune system or medical conditions such as heart disease, lung disease, cancer etc.) should be advised of the increased risk of participation and take additional precautions and use of PPE where possible.</p>
Screening of individuals	<p>Approved Local Organizing Committees must establish, a screening protocol whereby participants (volunteers, officials, skaters, coaches and Section employees) are screened on-site daily before participating each time they enter the facility. This to include:</p> <ul style="list-style-type: none"> On site health screening On site temperature checks <p>Any participant who answers YES to any of the screening questions will not be permitted to participate in the event.</p> <p><i>Please see Section Website for a copy of the updated health screening template, and participant tracing requirements</i></p>
Participant Tracing	<p>Participant Tracing logs for all participants (skaters, coaches, volunteers, officials, club / section employees) must be each day of the event to ensure efficient contact tracing by Alberta Health Services if required.</p> <p>As personal information is being collected for participant tracing logs, reasonable security measures against unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction for information must also be in place in accordance with the Personal Information Protection Act (PIPA).</p>

	<p>Records are to be maintained for four (4) weeks at which time the information will be safely destructed and disposed of.</p> <p>Sign in/sign out logs for the facility may also be required to assist with participant tracing.</p> <p><i>Please see Section Website for a Participant tracking template</i> <i>See Pandemic FAQ: Customer Lists for additional requirements related to safeguarding and protection of personal information</i></p>
Entry/Exit – sporting complex	<p>Individuals shall follow facility guidelines and use designated entry and exit doors in the arena and any guidelines to manage the flow of people into the building and comply with the permitted number of people permissible in the sporting complex according to provincial, municipal and facility guidelines.</p>
On Site Registration	<p>On-site registration should be set up in a large well-ventilated area with a separate registration tables for skaters, coaches, and officials/volunteers with adequate space to maintain 2 metres physical distance between each group.</p> <p>Specific entry / exit timeframes will be provided by flight / grouping. Competitors must adhere to the detailed enter/exit event schedule provided to all skaters Only one member of a team should approach the registration table. All timing and schedules will be available electronically in advance of each event.</p> <p>Registration, temperature checks and confirmation of participant tracing / health screening will be well-staffed and will allow for 2 metre or 6 feet of physical distance</p> <ul style="list-style-type: none"> ● Skater gift bags are not permitted at this time
Compliance Enforcement	<p>The COVID-19 Rapid Response team and Section employees will be monitoring all participants (skaters, coaches, volunteers and officials) within the competition environment and may be empowered to advise individuals who are not complying with Skate Canada: Alberta-NWT/Nunavut Section or Facility Protocols and Guidelines, and Provincial, Territorial or Municipal public health orders. In the case of repeated infractions a parent will be contacted (if involving a minor) and the response team may submit a complaint to AHS public health inspectors online or leave a message at 1-833-415-9179</p> <ul style="list-style-type: none"> ● The Section office should be notified (copied) in writing of the Provincial or Public Health concern ● Non-compliance by a participant could result in the immediate removal from the event without registration cost refund.

COMPETITOR AND COACH COMPETITION REQUIREMENTS

Item	Protocol
Physical Distancing	<p>Skaters are required to maintain a physical distance of 2 metres at all times with skaters and coaches within the competition environment.</p> <ul style="list-style-type: none"> ● All coaching should be done using verbal cues. ● There should be no physical contact with the skater unless medical attention is required. ● Only one (1) coach is permitted to be with the skater or a dance/pair team within the arena/dressing room area, in the warm up area and at ice level ● Dance & Pair Team cohorts are permitted to be in hold/contact during warm up, practice and while competing. Physical distance should be maintained at all other times. <p>Appropriate markings should be placed to determine 2 metres spacing in common areas where possible</p>
Personal Hygiene	<ul style="list-style-type: none"> ● Individuals shall wash or sanitize hands upon entry to facility ● All participants (skaters, coaches, volunteers, staff, and officials) must wear a mask at all times in public areas and frequently wash or sanitize their hands ● Personal Protective Equipment (PPE) must be worn in accordance with current Provincial, Territorial, Municipal and facility guidelines ● Avoid touching door handles, gates, benches and all other common surfaces ● Personal hygiene etiquette must be practiced at all times (cough / sneeze into arm or tissue, immediately place used tissues into the facility garbage bins (do not place on the boards)) ● There shall be no spitting ● Skaters and coaches must wash / sanitize hands prior to entering warm up area, Dressing Room & Arena area ● Water bottles, guards and clothing may only be handled by the skater and must be placed in the designated area at ice level during warm up and competition. Coaches are not permitted to hold or handle a skater's personal belongings. ● It is strongly recommended that warm up clothes / street clothes should be clean and not worn to a different location prior to arriving at the facility ● Guards must be clean and placed directly onto the boards and collected by athlete. ● Skaters must arrive at the facility as competition ready as possible with hair and make-up done and is recommended that skaters sit on a clean, personal towel to reduce surface touching ● Whenever feasible skaters should arrive in performance attire. <p><i>The wearing of Personal Protective Equipment (PPE) shall be in accordance with the more restrictive of provincial, territorial, municipal or facility guidelines and may vary as conditions change.</i></p>
Personal Protective Equipment (PPE)	<p>Coaches:</p> <ul style="list-style-type: none"> ● Must wear non-medical face mask at all times within the facility ● Physical distancing must always be maintained

	<ul style="list-style-type: none"> • Winter gloves do not replace hand sanitizing. Clean mittens/gloves can be used at the ice surface if needed after sanitizing hands. <p>Skaters:</p> <ul style="list-style-type: none"> • Must wear non-medical face mask at all times within the facility including common areas, restrooms, warm up areas, dressing rooms etc. • Public Health recommends that masks should NOT be worn when conducting intense physical activities, as such masks are not required to be worn while on the ice • Clean gloves are required for each day of the event if worn. Winter gloves do not replace hand sanitizing requirements <p>First Aid:</p> <ul style="list-style-type: none"> • Any individual attending to a non-family member for a medical emergency must wear appropriate PPE including: a medical face mask, disposable gloves, and may include protective glasses, a medical gown <p><i>The wearing of Personal Protective Equipment (PPE) shall be in accordance with the more restrictive of provincial, municipal or facility guidelines and may vary as conditions change.</i></p> <p>See Canada Public Health for information on COVID-19 medical masks and respirators See Canada Public Health for information on non-medical masks and face coverings</p>
Personal Items	<p>Skaters may bring a small athletic bag for skates, and essential personal items required to compete if also permitted by the facility.</p> <ul style="list-style-type: none"> • Guards, water bottles and clothing must be placed in designated areas at ice level or in the assigned dressing room/warm up area. Coaches are not permitted to hold or handle skaters' personal items. • Sharing of food, and beverages is prohibited • Tissues must be disposed of immediately into a garbage bin in the facility
Dressing Rooms	<p>Dressing Rooms will have limited use throughout the event and skaters will only be permitted to enter at their assigned time as detailed on the event schedule.</p> <p>Skaters must arrive at the facility as competition ready as possible with hair and make-up done. Whenever feasible, skaters should arrive at the facility in performance attire as the facility may have additional restrictions in place for dressing room use.</p> <p>The schedule will be available on the Section website and will be available to participants in advance of the event.</p> <p>Designated, marked areas should be identified in dressing rooms where feasible to ensure physical distancing is maintained. Enhanced cleaning protocols should be in place between flights / groups of skaters and individuals using the space. Consult with the facility operator on cleaning protocols and additional restrictions.</p>
Restrooms / Washrooms	<p>Restrooms / Washrooms are not to be used as Dressing Rooms.</p> <p>Restrooms / Washrooms are not to be used as areas for hair / makeup application.</p>
Music	<ul style="list-style-type: none"> • Music will only be uploaded online through the registration system prior to the event

	<ul style="list-style-type: none"> • Music CDs will not be collected onsite at Registration. • Skaters must have a CD copy of their music at rink side which will only be used if the upload does not work at the time of the event • Should a CD be required disinfectant wipes will be used to sanitize the CD both before and after use
Competition Credentials	<p>Officials and Event Technicians are required to bring their assigned Officials Credential Tag with them to each event</p> <p>Skaters and Coaches will use a check in point to gain access to the ice surface and dressing room area in place of credentials.</p> <p>Volunteers may be provided a volunteer lanyard/tag for the duration of their volunteer commitment. A drop off area for used volunteer tags should be kept separate from new tags being distributed and used tags will be sanitized prior to being used again.</p>
Warm Up	<p>Skaters are encouraged to warm up to the greatest extent possible outside the facility or at another location if feasible.</p> <p>Assigned warm up areas may be provided if space permits within the facility</p> <ul style="list-style-type: none"> • A minimum of 2 metres physical distancing will be required at all times • Predetermined warm up area entrance / exit timing (available via event schedule) • Warm up areas will be assigned • Facilities may have additional measures that require skaters to wear masks during off-ice and on-ice warm-up • Masks must be worn by coaches at all times • Limit of one (1) coach per skater or dance/pair team in the warm-up area
Skates On /Off	<p>Skaters will have assigned times and dressing rooms or designated areas for putting skates on / off.</p>
Entry / Exit to ice arena and ice surface	<p>Individuals must follow facility and competition announcement guidelines to manage the number of people permitted during the event at any one time.</p> <p>Participants may only enter the Dressing Room / Warm Up Area (if applicable) / Ice Arena and Surface at their designated time and must check in with the ice captain. All competitors must remove their skates and leave the facility within the timeline listed in the event schedule</p> <p>Where possible, space should establish and mark one-way flow patterns to avoid multiple groups or individuals from inadvertently interacting</p> <p>Individuals must follow physical distancing protocols and remain 2 metres apart while waiting to enter and exit the ice. Skaters will enter the ice for warm-up in an assigned order.</p> <p>Participants are required to follow directional signage in place in the facility.</p> <p>The approved Local Organizing Committee must arrange for a volunteer off the ice to ensure that social distancing guidelines and traffic flow are being followed.</p>

	Kiss and Cry Area: if space permits, banners may be set up to designate an area where the skater stands once they have stepped off the ice. No additional people or shared items will be permitted in the kiss and cry area (no bench, no chairs, no props).
Coaching during Warm up / Competitive Skate	Each coach will be designated a standing area within the grouping / flight for both the on-ice warm up and competitive skate. Two metres physical distance must be maintained at all times with skaters, coaches, officials and volunteers.
Between Warm up and Competitive Skate	Coaches may remain in their designated area or may attend to the skater between warm up and competition. Skaters may return to their assigned dressing room or remain in the dressing room hallway between their warm-up and competitive skate. 2 metres of physical distance must be maintained between skaters and coaches while waiting until their skate.
Cool down	Skaters will not be designated an area for cool down and must remove their skates and leave the facility within the timeline listed in the event schedule Skaters should arrange for cool down in an alternate location in order to prevent injuries.
Requesting Clarifications / Protest Procedure	An electronic process will be provided to all participants.
Awards Presentations	No medal presentations will be provided for events at this time. Alternative recognition will be provided via social media and arranged with each participants' club.
Coaches' Room	Coaches' hospitality rooms are not be permitted at this time.
Livestream Videos	Livestream videos (if applicable) must be ordered online and will be delivered through an online mechanism following the event.

OFFICIALS & EVENT TECHNICIAN COMPETITION REQUIREMENTS

Item	Protocol
Accommodation	<p>Officials travelling to competitions will be assigned single rooms, unless participants are considered previously cohorted or within each others’ personal core cohort.</p> <p>Local resources will be maximized in order to reduce expenses</p>
Officials and Event Technician Transportation	<p>Local resources and officials who reside within the same region as the competition venue will be utilized for competitions whenever feasible</p> <ul style="list-style-type: none"> ● To align with physical distancing requirements group transportation (buses or vans) are not permitted ● Transportation to and from the venue should be arranged so that only individuals from the same household or cohort members share rides (see the Provincial Health Guidelines for further information on Carpooling and Cohort Families). ● Individuals taking public transportation to the facility must immediately upon arrival wash their hands thoroughly with soap and water or use an alcohol-based hand sanitizer if soap and water is not available ● When exiting the facility, individuals should minimize the time spent in parking lots and maintain physical distancing when returning to vehicles.
Entry/Exit – sporting complex	<p>Officials and Event Technicians shall follow facility guidelines and use designated entry and exit doors in the arena and any guidelines to manage the flow of people into the building and comply with the permitted number of people permissible in the sporting complex according to provincial, territorial, municipal and facility guidelines.</p> <p>Individuals shall wash or sanitize hands upon entry to the facility</p>
On-site registration of Officials	<p>A separate on-site registration table for officials and volunteers should be set up in a well-ventilated area that accommodates a minimum of 2 metres physical distancing from other individuals and groups</p> <p>Specific entry / exit timeframes will be provided by flight / grouping. All timing and schedules will be emailed to each Official in advance of the competition.</p>
Physical Distancing – Officials’ and Event Technician Rooms (Main Officials’ Room, Data Room, Event Tech Room)	<p>Officials and Event Technicians are always required to maintain a physical distance of 2 metres at all times with skaters, coaches, volunteers and other officials/technicians.</p> <p>The number of designated official rooms will be dependant on schedule, and the facility’s room capacity (where 2 metres physical distance is maintained) in addition to the number of required officials, and event technicians during the event.</p> <p>Each Official will be assigned a designated space in the officials’ room for personal items to be kept</p> <p>While in the official’s room:</p> <ul style="list-style-type: none"> ● Have chairs and tables spread out throughout the room to accommodate for 2 metres physical distancing

	<ul style="list-style-type: none"> • Officials will be provided an envelope containing their event paperwork when they complete their first onsite registration. Officials are then encouraged to prepare their paperwork prior to arriving at the arena for all subsequent events. This will alleviate the gathering of individuals in the Officials room. • Number of designated official rooms will be dependant on schedule and number of required officials and event techs • The maximum number of people in a room at any one time to accommodate physical distancing must be posted on the entrance to the room and communicated to all Officials. • Where possible, additional rooms are to be provided at the arena facility to accommodate the physical distancing requirements <p>Appropriate markings to determine 2 metres spacing in common areas where possible is recommended.</p>
Food Delivery / Consumption	<ul style="list-style-type: none"> • All Officials must wash / sanitize their hands prior to entering the Officials' room • Officials requiring food throughout the event will be provided scheduled mealtimes and each meal will be provided in wrapped and individual servings. Shared plates / utensils will not be permitted • Officials will be required to maintain physical distance of 2 metres from one another during mealtimes • Common hot beverage stations will not be permitted unless a volunteer is assigned to be the only person in contact with the beverage stations and only new disposable containers are used each time (no refillable cups are permitted with hot beverage stations). Individual drinks will be provided. (bottled water, juice boxes) • Officials are encouraged to bring their own water bottle labelled with their name.
Personal Hygiene	<ul style="list-style-type: none"> • Individuals shall wash or sanitize hands upon entry to facility • Officials must wear a mask at all times in public facilities and frequently wash or sanitize their hands • Personal Protective Equipment (PPE) must be worn in accordance with current Provincial, Municipal and facility guidelines • Avoid touching door handles, gates, benches and all other common surfaces • Personal hygiene etiquette must be practiced at all times (cough / sneeze into arm or tissue, immediately place used tissues into the facility garbage bins (do not place on the boards) • All winter clothing and blankets, gloves, water bottles etc. must be kept clean.
Personal Protective Equipment (PPE)	<p>Officials and Event Technicians:</p> <ul style="list-style-type: none"> • Required to wear non-medical face mask at all times in the facility • Clean gloves are required for each day of the event if worn. Winter gloves do not replace hand sanitizing requirements • 2 metres physical distancing must always be maintained <p>First Aid:</p> <ul style="list-style-type: none"> • Any individual attending to a non-family member for a medical emergency must wear appropriate PPE including: a medical face mask, disposable gloves, and may include protective glasses, faceshield, a or medical gown

	<p><i>The wearing of Personal Protective Equipment (PPE) shall be in accordance with the more restrictive of provincial, municipal or facility guidelines and may vary as conditions change.</i></p> <p><i>See Canada Public Health for information on COVID-19 medical masks and respirators</i> <i>See Canada Public Health for information on non-medical masks and face coverings</i></p>
Personal Items / Officials Materials	<p>Personal items / Officials Materials being brought into the facility should be kept to a minimum of one space efficient bag whenever feasible</p> <ul style="list-style-type: none"> ● Wear clean gloves for each day of the event ● Food and personal items may not be shared ● Tissues must be disposed of immediately into a garbage bin in the facility ● Personal items including water bottles and thermos' should be labeled with the name of the owner ● Officials are responsible for providing their own pens, pencils, erasers and clipboards for use during the event
Restrooms / Washrooms	<p>When possible, a washroom will be assigned for only Officials to use. A cleaning schedule will be determined with the facility and the Host Local Organizing Committee.</p>
Expense Forms	<p>Expense Claims must be submitted electronically</p>
Officials events	<p>Social events and activities such as hospitality rooms are not permitted at this time</p>
OFFICIALS OPERATIONS (JUDGES, TECH SPECIALISTS, DATA INPUT OPERATORS ETC)	
Set Up / Tear Down	<ul style="list-style-type: none"> ● All officials, volunteers and event technicians must wear a non-medical mask at all times ● Sanitize all equipment during set up / tear down ● Maintain 2 metres of physical distance during set up ● Disposable gloves should be worn throughout set up / tear down and discarded in the garbage immediately after use ● All surface areas (tables and chairs) must be non-porous and sanitized between groups of officials
Judges Stand	<p>Officials are required to maintain a physical distance of 2 metres at all times with athletes, coaches, volunteers and other officials.</p> <p>While on the officials stand:</p> <ul style="list-style-type: none"> ● Use of assigned head set only and use provided sanitization wipes prior to and after use ● Clean computer with provided sanitization wipes prior to and after use ● Do not share materials (paperwork, pencils, computer sticks, Kleenex, etc.) ● Enter in order of being seated and leave the stand in order to eliminate passing by each other ● Wear non-medical masks at all times ● Wear clean winter gloves for each day of competition ● Officials are responsible to provide their own blanket at the event. Blankets are to remain in the officials designated area in the officials' room or their vehicle/hotel room when not in use. ● Officials are responsible for providing their own pens, pencils, erasers and clipboards for use during the event

Data Specialist Room	<ul style="list-style-type: none"> • Workstations/areas are to be assigned to each DS for the duration of the event • A minimum of 2 metres physical distance must always be maintained • Non-medical masks may be removed while remaining in the Data Specialist room and sitting at their assigned work area if 2 metres physical distance is also being maintained. Non-medical masks are required at all other times during the event. • Shared equipment such as a photocopier will be sanitized before and after use unless one individual is assigned to the equipment during the shift • Results are only to be posted electronically • Officials are required to provide their own pen when signing officials' sheets • Common touch surfaces (such as door handles, tables) should be sanitized several times through-out each day of the event • All computers/equipment should be sanitized at the start and end of each day • Data Specialists are responsible for providing their own pens, pencils, erasers and clipboards for use during the event
Scoring Technology Support	In the event an official requires assistance with technology, ensure PPE, hand hygiene and physical distancing are maintained at all times.
MUSIC & ANNOUNCING OPERATIONS	
Music & Announcing Equipment Set Up	<ul style="list-style-type: none"> • Disposable gloves should be worn throughout set up / tear down and discarded in the garbage immediately after • The Music Lead will be responsible for equipment set up and testing prior to the start of the first event of the competition • All music and microphone equipment will be sanitized at the start and finish of each event day, as well as between operator assignment • Music & Announcing volunteers must maintain 2 metres physical distance • All volunteers and event technicians must wear a non-medical mask at all times • Announcers are excluded from the requirement to wear face masks while announcing. Face mask requirements apply to announcers at all other times. • Clipboards / Announcing binder may remain with the volunteer for the duration of the day. • If announcers or music operators are alternating it is recommended that they keep their own clipboard/binder and move between assignments
Volunteer Music Player - training	<p>Training videos to be provided to all volunteers to eliminate in – person training wherever feasible</p> <p>In the event a volunteer requires assistance with technology, ensure PPE, hand hygiene and physical distancing are maintained at all times.</p>
Music Technology Support	Any technical issues will be addressed by the Music Lead, while the music volunteer removes themselves from the proximity of the equipment
Use of Back Up CD's	<ul style="list-style-type: none"> • Only CD's will be permitted as back ups for music • Skaters must have a CD copy of the skaters' music at rink side which will only be used if the upload does not work at the time of the event • Should a CD be required disinfectant wipes will be used to sanitize the CD both before and after use

LIVE STREAMING OPERATIONS	
Live Streaming Set Up & Tear Down	<ul style="list-style-type: none"> All Event technicians involved in running or packing up cable must maintain physical distance of 2 metres throughout set up and wear a non-medical mask One individual may lay the cable while another tapes with > 2m between each person Disposable gloves should be worn during set up and tear down and then discarded in the garbage immediately after use. All surface areas, hardware and utensils (pens etc.) should be sanitized by the live streaming team at the end of the evening and prior to being packed away in the storage area
Live Streaming Computer Set Up	<ul style="list-style-type: none"> Operator must sanitize hands immediately prior to and after setting up equipment. Disposable gloves are recommended to be worn during set up and tear down, and then discarded in the garbage immediately after use. Sanitizing wipes will be stored near the computer in order to clean the hardware as operators change Each operator is recommended to bring and use their own headphones if used
Live Streaming Camera Set Up	<ul style="list-style-type: none"> Operator must sanitize hands immediately prior to and after setting up equipment. Disposable gloves are recommended to be worn during set up and tear down, and then discarded in the garbage immediately after use Sanitizing wipes will be kept near the camera in order to clean the equipment as operators change Camera must be installed in a low traffic area where operator may maintain at minimum 2 metres physical distance from officials, coaches, athletes and volunteers at all times
Live Streaming – training (if applicable)	<ul style="list-style-type: none"> Training should be completed online prior to the event and on-site training should be minimized when feasible Trainer and Trainee are required to wear non-medical masks at all times Trainer and Trainee must perform proper hand hygiene, and hand sanitize frequently during the training Trainer and Trainee should maintain 2 metres of physical distance during training. If closer contact is required temporarily then it should be limited to no more than 15 mins at any one time. Only one individual should touch the equipment during a shift (no shared contact). If a different operator is assigned to a camera or computer, then equipment needs to be sanitized prior to another individual using the equipment.
Use of Clipboards / pens etc.	<ul style="list-style-type: none"> Clipboards may remain with the operators for the duration of the day. If camera and computer shifts are alternating the operator may keep their own clipboard and move between assignments
Live Streaming Technical Support	<ul style="list-style-type: none"> Any technical issues will be addressed by the Live Streaming Lead, while the live streaming volunteer removes themselves from the proximity of the equipment
Physical Distancing	<ul style="list-style-type: none"> The camera must remain > 2 metres from the officials, coaches, athletes and volunteers at all times In the event of a change of shifts / assignments, all working areas and hands must be sanitized
Sale of Videos	<ul style="list-style-type: none"> Requests for video purchase (and subsequent payment) must be completed online. Onsite sales will not be offered Videos will be distributed electronically following the event
Live Streaming of Events	<ul style="list-style-type: none"> Events that are livestreamed will be accessible on the Section’s Daily Motion site following each category

LOCAL ORGANIZING COMMITTEE (LOC) / OPERATIONS VOLUNTEER PLANNING & COMPETITION REQUIREMENTS

Item	Protocol
Entry/Exit – sporting complex	Volunteers shall follow facility guidelines and use designated entry and exit doors in the arena and any guidelines to manage the flow of people into the building and comply with the permitted number of people permissible in the sporting complex according to provincial, municipal and facility guidelines.
On-site registration of Volunteers	On-site registration should be set up in a well-ventilated area or outside, if possible Specific entry / exit timeframes will be provided by flight / grouping. Volunteers may only enter the facility within thirty (30) minutes of the start of their volunteer shift. All timing and schedules will be emailed to each volunteer well in advance of the competition.
Volunteer Credentials	Volunteer tags may be provided for each volunteer, for the duration of their volunteer commitment. A drop off area for used volunteer tags should be kept separate from new tags being distributed.
Shift types / training	Volunteer numbers will be kept to a minimum with staggered starts. This avoids overlap of each group of volunteers and allows adequate time to clean and sanitize between groups. Volunteers will be assigned specific volunteer roles and trained prior to arriving at the event to the extent possible.
Volunteer Room	Volunteers are encouraged to provide their own food. Snacks for each volunteer may be pre-bagged and may not be shared, if provided. Volunteers are encouraged to bring their own water bottle and it must be labelled.
Personal Items	Personal items are to be kept to a minimum however volunteers will have access to a designated area during their volunteer shift