**Appendix: J**

**Back to Operations**

# STARTING THE CONVERSATION WITH YOUR FACILITY

This resource has been designed to provide clubs with information and sample questions to use when approaching facilities to prepare for the volleyball season. The chart of questions can be used as a worksheet when in discussions with facilities.

# **Resources to provide to your facility**

The Province of Ontario has passed legislation allowing for the reopening of indoor recreation facilities. This includes gymnasiums and/or community centres. Please refer to the appropriate legislation depending on the Stage your region is currently in:

* Stage 1 - [Reg 82/20](https://www.ontario.ca/laws/regulation/200082) - Schedule 2, paragraph 34.4
* Stage 2 - [Reg 263/20](https://www.ontario.ca/laws/regulation/200263) - Schedule 2, paragraph 13.5
* Stage 3 [Reg 364/20](https://www.ontario.ca/laws/regulation/200364) Rules for Areas in Stage 3

Municipally or city run facilities will require your club to provide them with your organization’s Return to Play Protocols. Ontario Volleyball has developed these protocols for your use. In addition, your club will need to develop and implement a Club Response Plan.

The following items need to be created and included in your Response Plan

* COVID-19 Club Oversight Group
* Club Specific COVID-19 Protocols
* COVID-19 Club School Communications Plan.

These items are outlined in Appendix E of the Ontario Volleyball Return to Play Protocols. Preparing a COVID-19 Response Plan will exhibit the thoroughness and responsibility your organization has taken to provide a safe return to sport for your members and will prove your commitment to the facility.

Please provide the [Ontario Volleyball Return to Play documents](https://skateontario.org/return-to-play/) to your facility, which include:

* Ontario Outdoor Volleyball Return to Play Protocols – updated as of July 20, 2020
* Daily Health Screening Questionnaire
* Session Participation and Health Screening Tracking Template
* Ontario Volleyball Waiver

Your local public health unit may require the same documentation and there may be additional local processes your club must complete before restarting operations.

# **Starting the process**

The process for returning to operations for clubs may differ from municipality to municipality and possibly from facility to facility within the same municipality. Processes from previous years could also look different in the COVID-19 reality we are now living in. Be prepared for returning to operations procedures to take some time and keep in mind the safety of your members is the most important issue. Although everyone is eager to get back on the courts, clubs need to ensure it is done in a safe and measured manner. Avoid rushing the process to minimize setbacks along the way.

If you already have a relationship with your facility and/or municipality, start by reaching out to your contact to voice your club’s interest in returning to the court. Some facilities or municipalities might already have an established return to play process in place. In other cases, they may not have a current procedure and your club may need to work with them to determine the appropriate next steps. Once you have contacted the facility and/or municipality, your club can then start to work on any items that are required.

As you work through this process, there will no doubt be questions. We encourage you to work closely with your facility and/ or municipality to seek answers and develop the required procedures.

# **Talking to your facility: Questions and Considerations**

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| **#** | **QUESTIONS** | **CONSIDERATIONS** |
| **1** | Do you have any questions or concerns with the Ontario Volleyball Return to Play Protocols? | The Ontario Volleyball Return to Play Protocols represent the minimum standard of care for clubs when returning to operations. If clubs wish to implement stricter guidelines, these directives must be outlined in club specific protocols and be made available to all members participating in activities. |
| **2** | Have the courts been disinfected and ready to be rented out to third parties?   1. Is there be a minimum number of hours for court rentals per week required from user groups? 2. Are you grandfathering over permit days and times from the previous year? | You may be the only user group currently inquiring about renting courts at the facility. To demonstrate to facilities/municipalities that is it financially feasible to reopen, clubs may need to prepare and provide a weekly plan stipulating the number of days/hours desired and the number of athletes who will be participating. |
| **3** | Will the facility have parking lot use guidelines? For example:   1. Specific drop-off and pick-up areas 2. Spacing required between parked vehicles 3. Restrictions for conducting warm-ups in the parking areas | It is important to be aware of any restrictions to the areas available for use. |
| **4** | What are the entry and exit guidelines?   1. Will there be specific doors for entry vs exit? 2. Who will manage the flow of traffic – the facility or the club? 3. Will the facility require a list of participants for each day from the club? 4. Will face masks be required within the facility? 5. Will the facility provide hand sanitizing stations or is the club responsible for supplying those for their members? | Some facilities may require clubs to track who enters the arena for various sessions (players, coaches and parents/guardians). This tracking information will be vital when it becomes necessary to create a registration, scheduling and session plan and will be needed to be kept on file by the club in case contract tracing is required by the local Heal Unit. |
| **5** | How many participants are permitted in the facility? | While the Return to Play Protocols suggest that the maximum number of participants follow locally authorized gathering sizes, facilities may choose to restrict gathering sizes or delay the increase in numbers compared to provincial guidelines. |
| **6** | What are the guidelines for parent/guardian attendance?   1. Are spectators permitted in the facility? 2. Is there a specified spectator area for parents/ guardians? 3. Will there be restrictions on cheering (e.g. clapping only)? | Your club can choose to restrict the access to the facility for parents/guardians, but please consider the age of the athlete you are dealing with when making these decisions. Physical distancing protocols are also still in place, so it is important that parents/ guardians are informed. |
| **7** | Does the facility foresee any changes in traditional court use rental times?   1. Will cleaning time be included in court rental? 2. Will sessions be held back to back? | Some facilities will need anywhere from 15 to 30 minutes of cleaning time between sessions. Facilities may want to reduce the hours of operation for staffing reasons. Some facilities may only bring in limited staff and may schedule court rentals around staff availability. |
| **8** | What are the user group guidelines for cleaning/ disinfecting?  a. Who will provide sanitation products? | Some facilities will take full responsibility for cleaning/ sanitization, while others may leave portions of the cleaning process to the user groups (e.g. wiping the volleyball equipment where athletes/coaches have touched them, etc.). |
| **9** | Does the facility have guidelines for office use and equipment use/storage? | While some facilities will allow for office use, others may not. You may need to coordinate a time with the facility to gather any equipment required by the club. |
| **10** | What are the warm-up activity guidelines within the facility? | If your facility allows for indoor warm-ups, please ensure the warm-up area is supervised and that physical distancing protocols are being followed.  Remember, for any off court activity, physical distancing is still required. No physical contact with others is allowed in Stage 3 of Ontario’s Re-opening plan. |
| **11** | What are the regulations for outside food and drink within the facility?  a. Are there specific requirements for disposing items within the facility? Do athletes need to bag their own items and dispose of those items outside of the facility? | It is important to be aware of facility waste disposal guidelines so athletes and coaches can plan to bring appropriate snacks and water bottles, etc. |
| **12** | What are the First Aid and emergency evacuation guidelines?  a. Does the facility have a shut-down protocol in place if a user has a suspected or confirmed case of COVID-19? | Due to COVID-19, your club’s Emergency Action plan will need to be updated. Your club’s First Aid kit needs to be accessible during sessions. A coach may need to bring the kit to sessions and place it by the courts as some facilities may not have access to club rooms. |
| **13** | What are the guidelines for accident/incident reporting? | Club administrators will still be required to ensure any accident/incident reports are submitted to Ontario Volleyball. Check with your rented facility if they would also like a copy of the report. It is recommended to keep all reports in a club file, as well. |
| **14** | What are the penalties for the facility or club for non-compliance of protocols?  a. Are these penalties being shared with all user groups of the facility? | Bylaw Officers can visit any facility to ensure proper protocols are being followed. It is important for clubs to educate and inform all participants (and their parents/guardians) to ensure compliance. If non-compliance is found, the facility could cancel any permits if they choose to. In addition, if the Club is not following the OVA Return to Play protocols for Indoor Volleyball and are not following Provincial legislation and Local Public Health regulations, they Club does not have insurance coverage and is liable for any incident or accident that takes place during training or matches. |
| **15** | Does the facility have any other requirements that all user groups must be aware of and adhere to? |  |