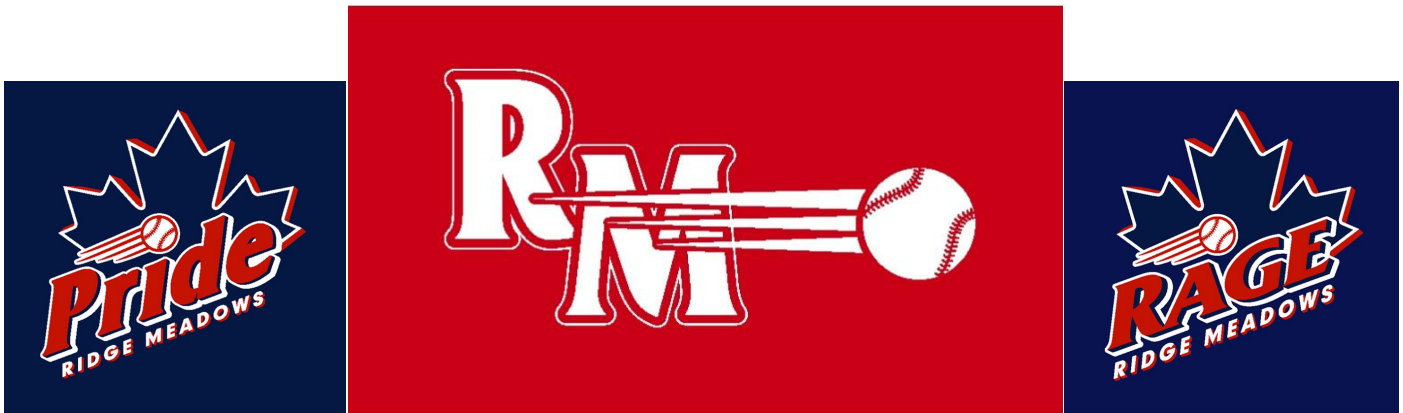


Return to Play Guidelines and Protocols



Ridge Meadows Minor Softball Association
(RMMSA)



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1 BACK TO PLAY

1.A Introduction

Ridge Meadows Minor Softball Association's - Return to Play Guidelines are based on an overriding principle of encouraging the maximum participation of members of the organization while respecting the safety of members and the public from the COVID-19 virus.

These guidelines are to be used along with the following government and sport sector requirements:

- BC guidelines from WorkSafeBC and BC Health Authority
- Municipal requirements (<https://www.bcrpa.bc.ca/covidguideli>)
- viaSport Return to Sport Guidelines for BC
- Softball BC's Return to Bases Guidelines (<http://www.rmmsa.com/organizations/2570/pages/179840>)

The purpose of these guidelines is to create minimum standards for a safe return to play of softball while maintaining the integrity of the game. These best practices do not supersede any protocols, guidelines, or restrictions outlined by Regional, Provincial and/or Federal Health Authorities. All Ridge Meadows Minor Softball Association participants are expected to continue to follow the guidelines outlined by Regional, Provincial and/or Federal Health Authorities.

As areas begin to open and return to play resumes, we strongly urge any RMMSA participant to share with us details of any and all challenges that may arise and which may not be addressed in this document. Once an issue is identified, those assigned by the President and Executive Directors will work on how to address the identified issue and then share that information with all involved. RMMSA in this document will outline how this feedback will be received and processed.

Due to the uncertain aspects in returning to play, these guidelines are expected to change based on new/updated safety procedures outlined by Softball BC, Provincial and/or Local Health Authorities or feedback to RMMSA Directors. RMMSA Directors & Board members are advised to revisit these guidelines as new requirements are announced by the respective Provincial and/or Federal Health Authorities.

RMMSA has reviewed implemented the safety plans by ViaSport and feel the following out lines are clear.

In the event of any conflict in language between any printed version of the Return to Play Guidelines and the online version found on the Softball BC website, the online version shall prevail.

RMMSA respects the fact that not all members are ready to return. We will continue to work with those who wish to return now and we will continue to support those who wish to wait.



1.B Glossary of Terms

In this document, the following terms shall have the meanings indicated:

Attendance Coordinator:

A person assigned by the RMMSA to collect and store attendance records from each 'Attendance Tracker' (below) at every softball activity.

Attendance Tracker: a person assigned by a team or group to record the name and phone number of all participants and others attending any softball activity.

District: the geographical area which has been defined by Softball BC (page 9 of the 2020 Handbook of the Constitution and Special Operating Rules) as a community for the purpose of organizing softball activity and competition.

Distancing Monitor: means a person assigned by each team to monitor the physical distancing of their team's players, coaches, and spectators on and off the field. **Facility:** a given location where softball activity takes place, and without limiting the generality of this term, a location shall be considered one Facility regardless of the number of softball diamonds it contains.

In Charge Person (Injury attendant): a person (could be a coach or manager or parent) who is in attendance at a game and is the person that is designated to go onto the field if an injury occurs – wherever possible this should be a person with first aid training.

In Club: In club sport activities are those which take place RMMSA where participants are members. This means avoiding cross-regional, inter-provincial or cross-country travel for sport.

Sanitizing Champion: a person assigned by a team to be responsible for sanitation of the Facility and equipment during a given softball activity.

Screeener: a person assigned by RMMSA teams or organizers of the event to ask the designated screening questions of all participants and others attending any softball activity – this person may be the same person as the Attendance Tracker.

Zone: the BC Summer Games zone (page 8 of the 2020 Handbook of the Constitution and Special Operating Rules) as defined by BC Games Society for the purpose of identifying geographical areas from which teams are formed for the purpose of competition at BC Games



1.C Park and Venue Preparation

RMMSA has assessed our park/venue, along with their local government authority, what steps need to be taken to prepare the permitted or club managed venue for organized return to play. (See RMMSA Web Site for full assessment <http://www.rmmsa.com/organizations/2570/documents/529665>. RMMSA will be distributing this documentation for reference and information to our members, volunteers, players, fans, and anyone who attends their Facility for softball-related activities and for updating and continuing to communicate such information as it changes.

RMMSA has considered the following areas for assessment:

- a) Concession stands, Will remain closed for the remainder of the RMMSA 2020 Season & do not need to be addressed in this document as they are not directly controlled by RMMSA.
- b) Washrooms, are currently being maintained by the municipal government, RMMSA is requesting that they be cleaned and sanitized to WorkSafeBC standards and adequate supplies be available for handwashing. RMMSA is recommending in the attached risk assessment that our members will not utilizing these public washrooms if they can have direct access to the individual washroom in the Albion field house. RMMSA would then be responsible for cleaning and sanitized this washroom on a regular scheduled basis and have adequate signage to direct members of the public on physical distancing and sanitation station locations. Guidance from WorkSafeBC can be found in the attached list of resources.
- c) RMMSA is taking reasonable steps to encourage physical distancing at access points. We are staggering our event start times at all diamonds. Another step that has been taken is that we will advise our membership to use separate entrances and exits of the facility. See attached map outlining and assessing traffic flow.
- d) Signage at our outdoors facilities to educate and communicate the need for physical distancing, hand washing or sanitizer locations, personal steps to minimize transmission of the virus and symptoms which may indicate COVID-19, will be provided by the municipality.
- e) Soap or hand sanitizer must be made available to all people in various locations throughout the facility.
- f) Garbage cans with lids will available at each dugout for all disposable tissues and wipes, already supplied. Teams can bring their own if they see fit or one is not already supplied.

1.D Outdoor Activity Preparation

The following are the steps have been taken by RMMSA in relation to any softball activity:

- a) In order to maintain a limit on gatherings of no more than 50 people on one softball diamond the we have:
 - Prepared a schedule for team use of the permitted venue for practices as well as games once we enter the game phase.
 - We have staggered start times are encouraged to limit the number of people coming and going at one time.
 - All RMMSA sanctioned activities open to individual participants should be managed through pre-registration; no drop-in activities allowed.



- Teams and groups will be allocated a time that they have access to a specific sport field area, and which also provides enough time for diamond or sport field preparation and clean up.
 - Teams and groups are to be instructed to arrive and depart at a specific time.
 - There are not to be any post-practice or post-game meetings, all participants should leave the playing area promptly at the end of the practice/game or when time has expired.
- b) RMMSA will ensure that an Attendance Tracker tracks attendance at each game/practice, and will maintain that information in a secure location for a period of no less than ninety (90) days. Whether attendance is tracked electronically or on paper, the Attendance Tracker must ensure that attendance sheets are submitted to the Attendance Coordinator at the completion of each softball activity. This information will only be provided to an authorized health authority or local government representative who has the legal right to obtain such information, or to Softball BC staff for the purpose of contact tracing in the event of an outbreak of COVID-19. All records are to be destroyed after the 90-day period. Attendance may be tracked either on paper or electronically. Adhere to viaSport's Emergency Response and Outbreak Plan (available in next section)
- c) The Screener will be responsible for pre-screening of all participants and spectators attending a Facility (this does not include casual park users or others attending the Facility for purposes other than softball, only those who are attending the softball activities). This can happen electronically within 24 hours of the event. Before any individual is allowed to go onto the diamond, or engage in either softball activities, or to be there as a spectator, they must be screened to determine if they are permitted entry. These questions must be answered by everyone and if they give a positive answer to any of the following questions, that person must be instructed to either return home, or to seek medical attention, but they are not allowed to attend the scheduled softball activities.
- d) RMMSA has areas which meet the physical distancing protocol of no closer than 2 metres, as well establish spectator areas which also maintain the physical distancing for each household. All Dugouts will be closed and see the facility map (Attached) to where player/coach & spectator areas are clearly marked. Bleachers will be removed from the site.
- e) Prior to activities on the sport field, teams/groups must assign a Sanitizing Champion who is responsible for cleaning and sanitizing equipment used by their team or group during the softball activity. It is also recommended that teams clean and sanitize bases, field equipment and if fenced, the gates and latches leading into and out of the playing area prior to beginning the softball activity. All bases will be provided by the individual teams in phase 1 (inning1) and RMMSA will only be supplying the rakes for teams to use. We will also be providing sanitization supplies for the cleaning of the rakes & other equipment once we enter other phase of the Return to Play Guidelines.
- f) Once a team or group's organized activity has ended, that group or team must clean and sanitize the area used, including gates, latches and field equipment, including, but not limited to bases, pitching machines, tees and/or nets, and dugouts and equipment storage areas if used.
- g) Extreme Weather Warning – In the event of severe weather, where either the activity has to be stopped temporarily, or it delays the start of the activity, all participants and spectators are to return to their vehicles and wait for an all clear signal or cancellation. If someone does not have a vehicle, they may shelter in a safe location, while maintaining a minimum distance of two (2) metres from others.



viaSport's Emergency Response and Outbreak Plan

1.D.1 First Aid

In the event that first aid is required to be administered during an activity, all persons attending to the injured individual(s) must first put on a mask and gloves.

A guide for employers and Occupational First Aid Attendants:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

First aid protocols for an unresponsive person during COVID-19:

<https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-for-an-unresponsive-person-during-covid-19>

1.D.2 Outbreak Plan

Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two of the most important factors in limiting the size and length of an outbreak. An “outbreak” is two or more cases; a “case” is a single case of COVID-19.

1. Only the RMMSA President, Vice-President and Director of Operations will have the authority to modify, restrict, postpone or cancel activities.
2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place, implement enhanced cleaning measures to reduce risk of transmission. If you are not the facility operator, notify the facility right away.
3. Implement your illness policy and advise individuals to:
 - self-isolate
 - monitor their symptoms daily, report respiratory illness and not to return to activity for at least 14 days following the onset of fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
 - use the COVID-19 self-assessment tool at <https://bc.thrive.health/covid19/en> to help determine if further assessment or testing for COVID-19 is needed.

Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.

Individuals can learn more about how to manage their illness here:

<http://www.bccdc.ca/healthinfo/diseases-conditions/covid-19/about-covid-19/ifyouare-sick>



4. In the event of a suspected case or outbreak of influenza-like-illness, immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Implement your Illness Policy and your enhanced measures.
5. If your organization is contacted by a medical health officer in the course of contact tracing, cooperate with local health authorities. For more information on cleaning and disinfecting: http://www.bccdc.ca/HealthInfoSite/Documents/CleaningDisinfecting_PublicSettings.pdf
Regional Health Authorities: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-healthcaresystem/partners/health-authorities/regional-health-authorities>

1.E Graduated Return to Softball

The focus for RMMSA is to allow players to return to softball activities while respecting all Provincial health guidelines. This means that in the immediate term, those activities will be restricted to practice and skill development sessions, first for U10 players and above. RMMSA understands that games and competition are a huge part of softball and is committed to allowing a return to game play for teams in U10 and above once Provincial Health Authorities and Softball BC determine that it is safe to do so.

This phasing plan does not include dates for return to game play since we do not yet know when that will be. It goes without saying that throughout all of the phases, anyone displaying symptoms of COVID-19, or who thinks they may have been exposed to COVID-19 should not attend any Softball activities.

In addition, anyone that considers themselves to be high risk in the event they were to contract COVID-19 should not participate in softball activities at this time. As with any unruly or abusive behaviour, in the event that participants or other attendees at softball activities refuse to comply with this Return to Play plan and the rules and regulations put in place by RMMSA, Softball BC encourages our volunteers to call 911 and to allow authorities to deal with such situations. RMMSA has also put in place a complaint mechanism that is outlined later in this document.

1.E.1 INNING ONE: Controlled Practice and Skill Development U10 through U19

TIMELINE: no earlier than June 20, 2020

- See attached Coaches Checklist
- RMMSA and participants are to follow the Facility and diamond protocols above, plus:
- No more than 50 per diamond or as per the guidelines for attendance as outlined by the respective Municipality. Please take into account shared spaces as well as entrances and exit requirements.
- Frequent hand sanitizing or washing must be scheduled during the practices.
- Controlled practices and skill development will take into account minimizing shared use of equipment and maintaining physical distance wherever possible.



- Water bottles and food items are not to be shared.
- No spitting, sunflower seeds or gum allowed.
- All Dugouts are to remain closed during this phase and the field house area is to be for participants only. Spectators are to be kept to a minimum and must remain outside of the playing area
- Where possible, each player should have their own personal equipment, including batting helmets, bats, catchers gear, etc.
- Where personal equipment must be shared, the equipment must be thoroughly sanitized between each use. When players are sharing a bat it should be picked up by the barrel and sanitized by the Sanitizing Champion before being used by the next player.
- A minimum amount of people should be responsible for setting up and taking down all equipment for a session.
- Practice plans should consider a minimal number of participants handling the same ball. For example, when possible, catching and throwing drills should be done in pairs only and the balls sanitized by the Sanitizing Champion after each drill.
- Coach must have a current EAP (emergency action plan) outlining, in the event of a minor or major injury, what the medical treatment process will be. The safety of all participants is top priority, but whenever possible, must be done with the requirements of COVID-19 transmission being minimized.
- RMMSA must have confirmed waiver from SBBC, or approval from RMMSA Director of Operations prior to any softball activity.
- Each team must appoint an 'In Charge Person' (Injury Attendant), and if an injury occurs to a player only the coach and In Charge Person, both wearing protective gloves and face coverings, may go the injured player. Everyone else must maintain physical distancing.
- Bleachers will be removed from the site.
- Under no circumstances will there be games or scrimmages.

1.E.2 INNING TWO - Controlled Skill Development for TimBits U6 and U8

RMMSA has already cancelled this program for the 2020 Season, it is listed in our Return to Play guidelines for information purposes and the 2021 season if required.

TIMELINE: Not in 2020

All participants are to follow the Facility and Diamond protocols above, plus:

- No more than fifty (50) people per diamond or as per the guidelines for attendance as outlined by the respective Municipality. Please take into account shared spaces as well as entrance and exit requirements.
- Groups of no more than 10 participants and one household member each permitted in the designated practice area.
- Every participant must be accompanied by a responsible person over the age of 16 who is prepared to practice with the participant throughout the season.
- Programme facilitator will maintain physical distancing with the participants and oversee the skill development sessions.
- It is recommended the season be made up of a 12 session, 6 week programme
- Skills will focus on physical literacy



- No shared use of equipment, each participant to supply or be supplied with their own session equipment.
- Any LSO equipment loaned to players should be sanitized before being put away.
- Under no circumstances will there be games or scrimmages.
- Each participant is to have their own water bottle and food items, no sharing.
- Facilitator will be responsible for ensuring planned sanitation breaks and hand cleaning.
- Coach/Facilitator must have a current EAP (emergency action plan) outlining, in the event of a minor or major injury, what the medical treatment process will be. The safety of all participants is top priority, but whenever possible, must be done with the requirements of COVID-19 transmission being minimized.
- Each team must appoint an 'In Charge Person' (Injury Attendant), and if an injury occurs to a player only the coach and In Charge Person, both wearing protective gloves and face coverings, may go the injured player. Everyone else must maintain physical distancing.

1.E.3 INNING THREE – Community & District Focused Games U10 and older

Modified on July 9, 2020 – (updates are highlighted in yellow)

TIMELINE: Effective July 16, 2020

Teams/Clubs who have previously been sanctioned to engage in activities under Inning One and/or Inning Two may apply to move forward in their process into the stage called Inning Three. Inning Three includes practise and skill development of registered participants, with a controlled return to playing games under the modified rules of the Softball BC R2P Guidelines.

This phase can only be introduced once teams and participants have experienced the protocols in place under the Inning One guidelines. The intent of Inning Three is to begin, through team scrimmage and in-club games, to manage the protocols for a safe return to sport when more participants are involved, including officials, and physical distancing cannot always be maintained. Through a gradual and methodical approach to modified games, the final step of Inning Three will be teams from neighbour communities will be able to engage in casual modified games bringing the final element of softball activities between two groups from different clubs along with officials together in a safe manner.

All participants are to follow the Facility and Diamond protocols included in Inning 1 (except to the extent that they conflict, in which case these Inning 3 protocols apply) above, plus:

- Teams are to apply to move to inning 3, only when they feel comfortable within Softball BC's return to play protocol in inning 1 &/or 2.
- See timeline for guidelines for Inning 3 return to play.
- Games will be scheduled with teams from the same community as defined by the viaSport sport sector guidelines and Softball BC
- No more than 50 per diamond or as per the guidelines for attendance as outlined by the respective Municipality. Each team will only be allowed to have a maximum of 25 people in attendance unless otherwise agreed upon with the other team. Please take into account shared spaces as well as entrance and exit requirements.



- Bleachers should be closed or used only in a way that physical distancing is maintained & or completely removed as in inning 1, through the city.
- Teams may only use players on their approved roster, no pick ups are allowed, and teams may play with as few as 8 players without being penalized. LSO's are encouraged to coordinate to ensure that teams have enough players to field a full team regardless of their home LSO.
- Line up cards must be prepared, but will not be physically shared – photos may be taken by scorekeepers, etc. and the lineup card must be made available to show the umpire when requested.
- Pre game meetings will take place at home plate while respecting distancing of at least 2 metres. Only one coach per team and umpire (s) to attend the meeting.
- Schedules are recommended to be drawn up to allow for time to prepare the venue before a game and clean it after the game has ended.
- All participants are to leave the playing field immediately after the game has ended. No team meetings at the venue post game.
- No team huddles before, during or after the game.
- No handshake with the opposing team/officials after the game.
- Each team must appoint a Distancing Monitor who will observe their own team & spectators and encourage them to maintain physical distancing.
- Each team must appoint an 'In Charge Person' (Injury Attendant), and if an injury occurs to a player on that team, either the umpire or coach will call time and only the coach and In Charge person – both wearing protective gloves and face coverings - may go to the injured player, everyone else must maintain physical distancing.
- Face coverings for virus contagion are recommended for all participants; coaches must have face coverings easily accessible to them and must wear them anytime they cannot maintain physical distancing from other participants.
- Face coverings for virus contagion are mandatory for home plate umpires when standing directly behind and less than 2 meters (6 feet) from the back catcher. If however, an umpire is unable to wear a face covering due to an underlying health issue or breathing/overheating concerns, the home plate umpire has the option of calling the game, without a contagion mask, from either:
 - a) 2 Meters (6 feet) behind the back catcher
 - b) behind the pitcher's circle as an alternative to wearing a face covering.
- Due to breathable air quality concerns about physical exertion while wearing face coverings, it is recommended that face coverings be removed when physical distancing can be maintained (for example when their team is on offence), and that players be switched out or given breaks after wearing face coverings for prolonged periods.
- Should a player need to leave the field during play due to breathing concerns associated with wearing a face covering, any player on the bench may replace the removed player and not be counted as a substitution leaving/re-entering the game.
- It is recommended that all participants bring back up face coverings should their original face coverings come off and fall in the dirt when removing their helmet.
- No person should pick-up or handle anyone else's helmet/face covering.
- The umpire is not to handle any equipment other than their own during a game including game balls.
- Defensive team will sanitize the ball for their team during the game. Balls should be routinely rotated and sanitized. The pitcher/catcher will call time and the ball will be given to the



Sanitizing Champion to be sanitized, The Sanitizing Champion will throw in a sanitized ball in exchange.

- Offensive coaches are to remain a minimum of two metres away from 1st and 3rd base at all times, regardless of where it may locate them on the diamond (as long as it doesn't increase the danger to a coach's personal safety).
- Between pitches, the umpire is to move 2 metres away from the catcher, and the batter is to move 2 metres away from the catcher. Once the play is ready to resume, umpire and batter move back into position, and umpire signals play ball.
- Coach to umpire, player to umpire and umpire to umpire conferences will be done with a two (2) metre distance at all times, unless all participants to the conference are wearing face coverings in which case the conference may be done at normal distance.
- Coach, pitcher and catcher may have a defensive conference at the pitching circle, with a two metre distance being observed by all participants, unless all participants to the conference are wearing face coverings in which case the conference may be done at normal distance.
- Offensive team conference may be held with a two-metre distance being observed by all participants, unless all participants to the conference are wearing face coverings in which case the conference may be done at normal distance.
- Teams are to maintain physical distancing while off the field of play, with players in designated spots as appropriate in the ballpark. Spectators will maintain physical distancing, along the sides of the diamond, behind the backstop or in the outfield as appropriate to the layout of the ballpark.
- No player may lick their fingers during softball activities. Pitchers may use pitching rosin and/or gorilla rags at all levels. If a player does lick their fingers while on the field, the player must leave the game and may only return to the game after they have sanitized or washed their hands with soap and water. Any player on the bench may replace the removed player and not be counted as a substitution leaving/re-entering the game.
- At the conclusion of a play at a base or bases, the batter/runner and defensive player should separate and establish appropriate distancing again as soon as possible. Umpire may assist in this by verbal reminder.
- On deck batter may only have one bat for warm-up.
- When an at-bat has finished, if the batter struck out or was put out prior to reaching first base, the batter will pick up their own bat and carry it back to the dugout, where they either hand it to a Sanitizing Champion or return it to their personal equipment bag. If the batter reaches base, their bat will be picked up by the barrel by the on-deck batter and handed to a Sanitizing Champion for either sanitizing or return to the original batter's equipment space.
- All players must sanitize their hands when returning to their dugout at the end of each half-inning.
- Participants and spectators are to leave the playing field and park immediately at the conclusion of the game.
- Next team to play on that diamond will not step onto the diamond area until all members of the previous game's team have left the area.
- Coach must have a current EAP (emergency action plan) outlining, in the event of a minor or major injury, what the medical treatment process will be. The safety of all participants is top priority, but whenever possible, must be done with the requirements of COVID-19 transmission being minimized.
- Team is responsible for sanitation of field equipment before and after each game.
- Team is responsible for any costs associated with umpiring if required.



- Bases, and lime will be provided by RMMSA for teams that are approved to be in Inning 3

Timeline through Inning 3 must be a slow a gradual return to play.

Here is how an association/team will move through phase 3 in a SLOW & GRADUAL process:

1. Team to Send Request to Association for Approval
2. Team Scrimmages & Game like Drills implementing RTP
3. In-Club Games (Only within the association) RTP
4. Neighbouring Community Games (within District- RMMSA & Mission only) RTP
5. Summer Games Zone Community Games: Regional Districts of Central Fraser Valley, Fraser-Cheam Major Centres: Aldergrove, Abbotsford, Clearbrook, Chilliwack, Bradner, Yarrow, Hope, Agassiz, Sardis, Vedder Crossing, Langley City, and Township of Langley or another approved team by Softball BC & RMMSA

1.E.4 INNING FOUR – Competitive Games with Neighbouring Communities

TIMELINE: To be determined

All participants are to follow the Facility and Diamond protocols below, as well as those included in Phase Three (except to the extent that they conflict, in which case these Inning Four protocols apply), plus:

- Home team to set up the diamond and communicate entry/exit points to visitors, as well as any other protocols being observed at that park.
- Visiting team will be directed to spectator and participant areas which have been adequately marked off and identified for spectator seating, or participant equipment storage.
- Where possible, a minimum of two umpires should be used for games to assist in physical distancing.
- Participants are to follow Inning 3 protocol.
- Coach must have a current EAP (emergency action plan) outlining, in the event of a minor or major injury, what the medical treatment process will be. The safety of all participants is top priority, but whenever possible, must be done with the requirements of COVID-19 transmission being minimized.
- Each team must appoint an ‘In Charge Person’ (Injury Attendant), and if an injury occurs to a player only the coach and In Charge Person, both wearing protective gloves and face coverings, may go the injured player. Everyone else must maintain physical distancing.

1.E.5 INNING FIVE – Competitive Games inter-regional, Cross Provincial & Tournaments

TIMELINE: To be determined

All participants are to follow the Facility and Diamond protocols below as well as those included in Inning 4 (except to the extent that they conflict, in which case these Inning 5 protocols apply), plus:



- No more than 50 per diamond or as per the guidelines for attendance as outlined by the respective Municipality. Please take into account shared spaces as well as entrances and exit requirements.
- Game times are to be staggered to ensure there is an unencumbered pathway to enter and exit the facility.
- Participants and spectators are to leave the field immediately after the conclusion of their game/event.
- Medals/prizes are not to be handed out individually, but a closed box handed to a team representative.
- If appropriate home team to set up the diamond and communicate entry/exit points to visitors, as well as any other protocols being observed at that park. If it is a tournament, then the hosting club will have diamonds set up under the park/venue and diamond preparation, and it will be the responsibility of the host to communicate with visiting teams about the protocols to be followed at each specific park or Facility.
- Visiting team, or in the case of a tournament, all away teams attending the tournament will be directed to spectator and participant areas which have been adequately marked off and identified for spectator seating, or participant equipment storage.
- Where possible, a minimum of two umpires should be used for games to assist in physical distancing. • Coach must have a current EAP (emergency action plan) outlining, in the event of a minor or major injury, what the medical treatment process will be. The safety of all participants is top priority, but whenever possible, must be done with the requirements of COVID-19 transmission being minimized.
- Each team must appoint an 'In Charge Person' (Injury Attendant,) and if an injury occurs to a player on that team, either the umpire or coach will call time and only the coach and In Charge Person – both wearing protective gloves and face coverings - may go to the injured player, everyone else must maintain physical distancing Please note that these Guidelines are current and in accordance with the Provincial Health Guidelines and Orders in place at date of their issuance but may be updated should circumstances change or should relevant Guidelines and Orders be revised.



1.F RMMSA Covid-19 Illness Policy

Taken from viaSport Guidelines.

In this policy, “Team member” includes an employee, coach, volunteer, participant or parent/spectator.

1. Inform an individual in a position of authority (coach, team manager, program coordinator) immediately if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
2. Assessment
 - a) Team members must review the self-assessment signage located throughout the facility each morning before their shift/practice/activity to attest that they are not feeling any of the COVID 19 symptoms.
 - b) Managers/coaches will visually monitor team members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday/practice/activity.
 - c) If Team Members are unsure please have them use the self-assessment tool <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self assessment tool.
3. If a Team Member is feeling sick with COVID-19 symptoms
 - a) They should remain at home and contact Health Link BC at 8-1-1.
 - b) If they feel sick and /or are showing symptoms while at work, they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
 - c) No Team Member may participate in a practice/activity if they are symptomatic.
4. If a Team Member tests positive for COVID-19
 - a) The Team Member will not be permitted to return to the workplace/practice/facility until they are free of the COVID-19 virus.
 - b) Any Team Members who work/play closely with the infected Team Member will also be removed from the workplace/practice/facility for at least 14 days to ensure the infection does not spread further.
 - c) Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/touched.
5. If a Team Member has been tested and is waiting for the results of a COVID-19 Test
 - a) As with the confirmed case, the Team Member must be removed from the workplace, practice or facility.
 - b) The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of B.C.
 - c) Other Team Members who may have been exposed will be informed and removed from the workplace/practice/activity for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
 - d) The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
6. If a Team Member has come in to contact with someone who is confirmed to have COVID-19
 - a) Team Members must advise their employer/coach if they reasonably believe they have been exposed to COVID-19.
 - b) Once the contact is confirmed, the Team Member will be removed from the workplace/practice/activity for at least 14 days or as otherwise directed by public health authorities. Team Members who may have come into close contact with the Team Member will also be removed from the workplace for at least 14 days.



c) The workspace/activity area will be closed off, cleaned, and disinfected

7. Quarantine or Self-Isolate if:

- a) Any Team Member who has travelled outside of Canada or the province within the last 14 days is not permitted to enter any part of the facility and must quarantine and self isolate.
- b) Any Team Member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- c) Any Team Member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- d) Any Team Member who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility.

Thank you in advance for practicing safe protocols from the RMMSA executive team.

[RMMSA – COVID-19 Illness Policy](#)

<http://www.rmmsa.com/organizations/2570/documents/529668>

1.G RMMSA Softball Park Attendance Tracker

This includes the printed sheet to record everyone in attendance, the screening questions and required information needed to be handed into RMMSA and be stored for the 90 day period. These forms are available on our website as shown below.

RMMSA Softball BC Return to Play: Attendance Tracking Form

This form is to be used anytime there is a softball activity taking place within your association. This includes meetings, practices, skill development clinics/camps, games, coaching clinics, umpire clinics, field clean up.

All activities must have ALL attendees recorded.

This is a requirement of the BC Ministry of Health and a requirement of sanctioning by Softball BC. This form **MUST** be returned to your Association/Club Contact Person and records held for a minimum of 90 days by the association/club.

Please see our website to see/download the full form

[RMMSA Attendance Tracking Form](#)

<http://www.rmmsa.com/organizations/2570/documents/529667>

1.H RMMSA Return to Play Complaint Process

RMMSA maintains a zero-tolerance policy on any breach in the return to play protocol.

<http://www.rmmsa.com/organizations/2570/documents/529671>

1. All coaches and team staff are expected to know the policies required in each of the return to play innings.
2. If someone witnesses or experiences a breach in any of the SBBC return to play protocols a formal complaint should be lodged via the RMMSA website.
3. Registered complaints will be sent directly to, President of RMMSA.



4. The President will delegate the complaint to the appropriate member of the executive to initiate an investigation. (Typically the Director of the A and B program or The Director of the C program)
5. President will also notify the head coach of the team who has had the complaint lodged against them that they are potentially in breach of the RTP policies.
6. The complainant must fill out the attached form in its entirety. Failure to complete the form may result in an inability to investigate.
7. This form will act as the “file” until the investigation is complete.
8. Should the investigation provide evidence of a breach in RTP policy, President will report the matter to SBBC and the infracting team may not participate in RTP without written SBBC permission.
9. Please note that SBBC reserves the right to put sanctions on a team’s ability to register to play in the 2021 season.

[Coach's Code of Conduct Complaint Form](#)

For Incidents that occur during a game, practice, or RMMSA sanctioned event.

<http://www.rmmsa.com/organizations/2570/documents/529669>



1.1 Coach's Role

Practice & Skill Development

<http://www.rmmsa.com/organizations/2570/documents/529672>

PRE-PRACTICE	
	Confirm your exact scheduled: Date: _____ Entry time: _____ Field: _____
Delegate/create a document for signup of:	
	Attendance Tracker
	Screener
	Distance Monitor
	In-Charge Attendant (must bring a mask)
	Sanitizing Champion (may need 2)
Check that your first aid kit is stocked. The team is responsible to ensure appropriate personal protective equipment (PPE) and sanitization supplies are in the first aid kit.	
	Disposable gloves
	Disposable masks
	Sanitization supplies: <ul style="list-style-type: none"> ○ Hand sanitizer BCCDC-approved sanitization wipes/cleaner: Cleaning and Disinfectants - http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf
Plan out your practice:	
	Practice plans must adhere to COVID-19 policies for social distancing, hand washing/sanitization, and sanitization of equipment.
	There will be no Bases or Lining Equipment available. Please bring your own Bases
	Softball BC Practice Plans and Coaching Resources - https://softball.bc.ca/coaching-resources-2/
	<ul style="list-style-type: none"> ○ Practice plans should consider a minimal number of participants handling the same ball.
	Inform your players what equipment will be needed for that practice.
Communicate to your parents and players:	
	Everyone must remain in their vehicles until directed to come to the field or until their approved arrival time.
	Only scheduled volunteer parents may come to the field at start time to set up and sanitize. Others should remain in the spectator area.
	Players and coaches must stay in the designated hub at the field unless otherwise directed by the coach.
	Water bottles and snacks must be labelled with player's name.



	Masks are recommended but not required. Players should bring one (and a backup) in case they need it.
	Bleachers are closed. Parents can bring chairs and sit in right field, maintaining a 2 metre distance. Dugouts are closed.
	Scheduled Volunteers should exercise social distancing.
	If the washroom is needed, ask the Sanitizing Champion to walk you there and unlock it. The Sanitizing Champion will sanitize the washroom.
	Absolutely no sunflower seeds, or gum.

PRACTICE

	Masks are optional.
	<p>Arrive at the field at your entry time. Enter through the Enter Gate.</p> <ul style="list-style-type: none"> ○ Direct only you and the volunteers to the field. ○ Set up the Attendance Tracker, Screener and Sanitizing Champion 2 metres apart to greet players and parents when they arrive.
	Ensure the area to be used is sanitized and hand cleaning supplies are available to use before activity begins.
	Set up the field with equipment to be used for practice will minimal people.
	Ensure players/their equipment are a 2 metre distance from other players (e.g., mark out spaces for each player using carabiners on the fence or cones on the ground or markers).
	<p>Direct team members to your assigned area for practice/skill development.</p> <ul style="list-style-type: none"> ○ Have each person sign in with the Attendance Tracker, the Screener, and then the Sanitizing Champion (hand sanitizer). ○ Have each player place their equipment at one of the designated spots.
	<p>Remind players:</p> <ul style="list-style-type: none"> ○ They must maintain a 2 metre distance from each other. ○ They must refrain from touching their face, mouth, and eyes if possible. ○ Sanitize their hands often. ○ Masks are recommended but not required.
	During practice, make sure to provide hand and shared equipment sanitization between drills.

POST-PRACTICE

	Have players clean up their own equipment while maintaining a 2 metre distance.
	Have the Sanitizing Champion sanitize all equipment used as well as high-touch surfaces.
	Coach must make sure the area has been cleaned and is free of all garbage.
	Field to be Raked. Please remember to sanitize the rake.
	No post-practice meetings. Leave the park promptly through the exit gate.
	<p>Self-reflection on the Practice/Skill Development</p> <ul style="list-style-type: none"> ○ How did it go? ○ Was social distance maintained? ○ Was there adequate sanitization breaks? ○ What would you change or do differently?



1.J Return to Play – Stage Map

RTP Stages map with BCGov and viaSport comparisons						
BC Government	Phase One	Phase Two	Phase Three			Phase Four
	up to May 19th, 2020	May 19th - Current	June - September			TBD
	Essential Services only	stay close to home and avoid any travel between communities that is not essential	If transmission rates remain low or in decline, people can begin travelling throughout B.C.			Conditional on at least one of the following; wide vaccination, "community" immunity, broad successful treatments:
viaSport	Phase One	Phase Two		Phase Three	Phase Four	
Dates Description	up to May 19th, 2020	May 19th - Sept		TBD	TBD	
Restrictions In Place	Strictest Controls	Transition Measures		Progressively Loosen	New Normal	
Contact Activities	Maintain 2m Physical Distance	Maintain 2m Physical Distance		Refer to PHO and local health authorities	Refer to PHO and local health authorities	
Competition	No non-essential travel	No non-essential travel		Refer to PHO and local health authorities	Refer to PHO and local health authorities	
	Should not occur	Should not occur		Introduction to pair or small group	No restrictions on activity type	
	Should not occur	In-club play or modified games may be slowly introduced		Interclub or regional game play may be considered	Provincial competitions and larger scale events may return	
Softball BC MINOR		Inning 1	Inning 2 TIMBITS	Inning 3	Inning 4	Inning 5
Dates Focus Games & Competition		Jun-10	Jun-17	Jul-01	TBD	TBD
		Practice & Skills Development Only	Practice & skill development	Practice & skills, as well, games may be slowly & gradually introduced in club with possible expansion to games within the LSO community.	Practice & skills and slowly expanding games to include within your zone	Practice & Skills with no limits on travel as well as allowance for Tournaments and Provincial competitions
		Not allowed	No Games or scrimmages	In community games allowed	Regional games allowed	Local, Provincial and National competitions allowed
RMMSA		Inning 1	Inning 2 TIMBITS	Inning 3	Inning 4	Inning 5
Dates Focus Games & Competition		Not Before June 20	Cancelled for 2020	Not Until Sept 1-20	TBD	TBD
		Practice & Skills Development Only		Practice & skills, as well, games may be slowly and gradually introduced in club only.	Practice & skills, as well, games may be slowly and gradually increased to include league.	Practice & Skills with no limits on travel as well as allowance for Tournaments and Provincial competitions
		Not allowed		In community games allowed	In community games allowed	Local, Provincial and National competitions allowed



1.K Umpires

Please note that RMMSA does not anticipate any games in the 2020 season and therefore we do not anticipate calling on any umpires. We have, in the interim, adopted the umpire role as defined in the SBBC – Return to Play Guidelines and as listed below.

UMPIRE ROLE

- Confirm your exact start and end time for your game
- Make sure your personal equipment is clean and sanitized before going to the park
- Arrive at the ballpark fully dressed
- Remember to bring two face covering masks with you
- Have your own clearly marked water bottle and snack
- Check in with the attendance tracker and screener
- Go immediately to your designated area
- Do not handle any equipment, other than your personal gear
- No spitting, gum, sunflower seeds, etc.
- Maintain physical distance protocol when meeting with coach or your partner
- Sanitize your hands at a minimum after every half inning by washing at least 20 seconds with soap and water or using an approved hand sanitizer
- After the game is over, leave the park promptly



2 APPENDIX

2.A Covid-19 Member Return Communication

This is a document that the parents/managers/coaches and players can read and pre read. It shares the information if a player chooses to return to allow individuals to see prior to return.

<http://www.rmmsa.com/organizations/2570/documents/529663>

2.B Site Risk Mitigation Plan

Softball - Site Safety Risk Management Tool – ver 3.0

Complete for each Diamond/Field in the complex you are planning to use. Washrooms, changerooms, equipment rooms can be completed for the entire complex (as applicable).

<http://www.rmmsa.com/organizations/2570/documents/529665>

2.C Rep Coaches Protocol

This form is for coaches to use as a checklist for games, practices and any RMMSA event.

<http://www.rmmsa.com/organizations/2570/documents/529672>



2.D References

2.D.1 PROVINCE OF BRITISH COLUMBIA

- B.C.'s Restart Plan: <https://www.scribd.com/document/460236402/B-C-s-Restart-Plan->

2.D.2 REGIONAL HEALTH AUTHORITIES

- Fraser Health: <https://www.fraserhealth.ca/>
- Interior Health: <https://www.interiorhealth.ca/Pages/default.aspx>
- Island Health: <https://www.islandhealth.ca/>
- Northern Health: <https://www.northernhealth.ca/>
- Vancouver Coastal Health: <http://www.vch.ca/>

2.D.3 viaSport

<https://www.viasport.ca/>

2.D.4 SBBC – Return to Sport Guidelines

<http://www.rmmsa.com/organizations/2570/pages/179840>

2.D.5 Order of the Minister of Public Safety and Solicitor General

Ministerial Order No. M183
Protection Against Liability for Sports (COVID-19) Order is made.

www.rmmsa.com/organizations/2570/documents/529704



2.D.6 HEALTH RESOURCES

- COVID-19 (B.C.) Provincial Support: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-responsererecovery/covid-19-provincial-support>
- BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>
- Health Canada Handwashing Guidelines: <https://www.canada.ca/content/dam/phacaspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-yourhands/eng-handwashing.pdf>
- Health Canada Personal Protective Equipment against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/medicaldevices/covid19-personal-protective-equipment.html>
- Health Canada List of Disinfectants for use against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-healthproducts/disinfectants/covid-19/list.html>
- BCCDC Cleaning and Disinfecting: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf
- COVID-19 Protection: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>
- Physical Distancing: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf
- Handwashing: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf
- Do not enter if you are sick: http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf
- Vulnerable Populations: <https://www.canada.ca/content/dam/phacaspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-vulnerable-populations/covid-19-vulnerable-populations-eng.pdf>
- Occupancy Limit: <https://www.worksafebc.com/en/resources/healthsafety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>



2.D.7 WORKSAFE BC RESOURCES

- Returning To Safe Operations: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>
- COVID-19 Safety Plan Template: <https://www.worksafebc.com/en/resources/healthsafety/checklist/covid-19-safety-plan?lang=en>

2.D.8 SPORT AND RECREATION RESOURCES

- Return to High Performance Sport Framework:
<https://www.viasport.ca/sites/default/files/Canada%20-%20COVID-19%20Return%20to%20HP%20Sport%20Framework%20-%20May%202020.pdf>
- BCCDC guidance for recreation facilities: <http://www.bccdc.ca/health-info/diseasesconditions/covid-19/community-settings/recreation-facilities>
- BCRPA Sector Guidelines for Restarting Operations:
<https://www.bcrpa.bc.ca/covidguideli>



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