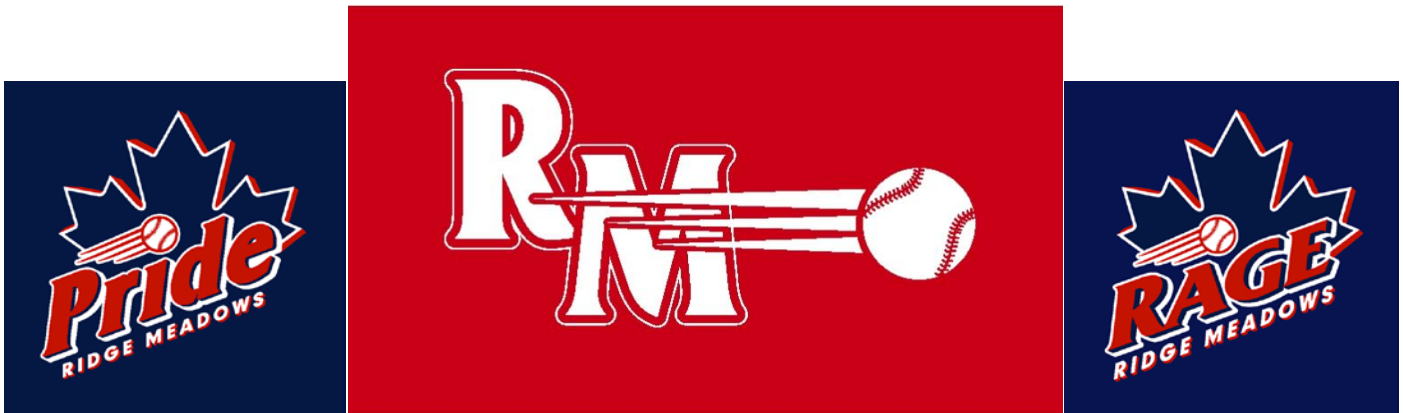


Return to Play Guidelines and Protocols



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)

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.

Facility: means any RMMSA, owned or rented, field, warehouse, batting cage, building, structure

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.

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 <https://www.rmmsa.com/> . 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) Washrooms (except for Albion Warehouse), 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.
- b) 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.
- c) 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.
- d) Soap or hand sanitizer must be made available to all people in various locations throughout the facility.
- e) Garbage cans with lids are 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 Activity Preparation

The following are the steps have been taken by RMMSA in relation to any softball activity for the immediate restarting of games between association, meaning any teams registered with SoftballBC in the Province of British Columbia, starting June 15, 2021 and until a further safety plan is identified for further easing of restrictions:

- a) In order to commence games between associations registered in the Province of British Columbia immediately the following will be required:
 1. Teams will only compete in games against teams registered with SoftballBC and stationed within the Province of British Columbia and there will no team travel outside the Province of British Columbia to compete in those games;
 2. No team will be permitted to travel outside the Province of British Columbia to compete against any team;

3. 50 spectators will be allowed at the facility to watch any games involving an RMMSA registered team, the maximum amount of spectators will be for both teams combined and players and coaches are not included in that number. Spectators will continue to be required to adhere to social distancing and attendance requirements when at an RMMSA facility;
- b) RMMSA will ensure that attendance is tracked for each game/practice/event and will maintain that information in a secure location for a period of no less than ninety (90) days. 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. **For visiting teams to RMMSA they will be required to maintain their own records for contact tracing which will include screener/attendance tracker for their team.** All records are to be destroyed after the 90-day period. Adhere to viaSport's Emergency Response and Outbreak Plan (available in next section)
 - c) Pre-screening of all participants 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, 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) Prior to activities at any event, 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. 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.
 - e) 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.
 - f) 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 competition while respecting all Provincial health guidelines. During the spring of 2021 our membership have been engaging in softball related activities, namely practices and most recently intra-association games. With the most recent announcement of changing Provincial Health Orders our governing body in conjunction with ViaSport are moving towards with Province Wide games to be allowed to start immediately.

1.E.1 INNING THREE (Step Two to Return to Play) – Province Wide Games

TIMELINE: Immediate

SoftballBC, ViaSport and Provincial Health Authorities have approved competition for teams within the Province of British Columbia at this time under the following restrictions:

- 50 spectators will be allowed at the facilities for games or practices;
- Games can only be between teams registered with SoftballBC and their home province is British Columbia;
- Travel is permitted for game play within the Province of British Columbia only;
- Protocols for screening as identified above will remain in place;
- Protocols for attendance tracking as identified above will remain in place;
- Protocols for sanitization as identified in this document will remain in place;

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](https://www.rmmsa.com/wp-content/uploads/sites/2421/2020/10/RMMSA_COVID-19_Illness_Policy.pdf)

https://www.rmmsa.com/wp-content/uploads/sites/2421/2020/10/RMMSA_COVID-19_Illness_Policy.pdf

1.G RMMSA Softball Park Attendance Tracker

RMMSA Softball BC Return to Play: Attendance Tracking

The TeamSnap application will be used in as the Attendance Tracker in concert with Health Check questions contained in the application and is to be completed and be used anytime there is a softball activity taking place within RMMSA **for players. A separate tracking for spectators of RMMSA teams will be required for each game and practice.**

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](https://www.rmmsa.com/wp-content/uploads/sites/2421/2020/10/RMMSA_Softball_Event_Attendance_Tracker.pdf)

https://www.rmmsa.com/wp-content/uploads/sites/2421/2020/10/RMMSA_Softball_Event_Attendance_Tracker.pdf

1.H RMMSA Return to Play Complaint Process

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

[https://www.rmmsa.com/wp-](https://www.rmmsa.com/wp-content/uploads/sites/2421/2020/10/RMMSA_Return_to_Play_Complaint_Process.pdf)

[content/uploads/sites/2421/2020/10/RMMSA_Return_to_Play_Complaint_Process.pdf](https://www.rmmsa.com/wp-content/uploads/sites/2421/2020/10/RMMSA_Return_to_Play_Complaint_Process.pdf)

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.

https://www.rmmsa.com/wp-content/uploads/sites/2421/2020/10/Coach_Complaint_Form_Sample.pdf