



EFRA Bench Staff Protocols & Responsibilities

Bench Staff Protocols

- All players, coaches, bench staff, and volunteers must be registered with EFRA and listed on insurance to be allowed on the ice.
- Bench staff includes all volunteer helping to facilitate programming with players. This includes but is not limited to coaches, trainers, managers and COVID-19 Safety Coordinators.
- Each division's bench staff will be required to name a **COVID Safety Coordinator (CSC)** and set-up their RAMP Team App as a way to track practice attendance and health checks. The CSC will be responsible for COVID tracking and signed requirements for each practice. It is suggested that this person be the Team Manager position. Roles and responsibilities include:
 - Set-up RAMP App for division to track all practices and responses from players for attendance, and health check through the "READY/FIT TO PLAY" waiver.
 - Confirm that all guardians/players, bench staff, guardians and referees have signed the required waivers and forms, including but not limited to the Declaration of Compliance (one-time)
 - Confirm that all guardians have signed the Guardian Code of Conduct (one-time)
 - Enter all practices into RAMP Team App to allow guardians/players to confirm attendance at least 48 hours in advance.
 - Confirm the "READY/FIT TO PLAY" health check is set-up for players in RAMP Team App; print additional COVID health attestations forms for practice to have on hand if needed.
 - 48 hours prior to each practice, send an email to the head coach/facilitator and EFRA COVID-19 Safety Leader (CSL) stating the number of players attending and the number of players absent.
 - EFRA CSL will provide the list of players on the team that have completed the COVID waivers to the CSC before the first ice-session.
 - Ensure all bench staff, players and spectators complete the "READY/FIT TO PLAY" health check on the RAMP App.
 - Print COVID-19 tracking sheet at the beginning of each practice including players. If a player arrives that did not respond they were coming or did not submit/sign the "READY/FIT TO PLAY" waiver on the RAMP Team App, they are not allowed on the ice; track any players that were expected but did not attend.
 - Arrive at practice in advance of ice time to track all players and spectators attending.
 - Assign players to use a dressing room; ensure only 12 people max per dressing room.
 - Ensure all bench staff, players and spectators entering the arena are wearing masks and using hand sanitizer.
 - Be aware of the reporting protocols and report any COVID concerns to the CSL as soon as you are notified.
- Divisions will be formed allowing for a maximum of 25 players on the ice, including bench staff using the full ice for practice
- No warm-ups will be permitted inside the facility
 - During good weather, warm-ups or dryland training can occur outside the facility while adhering to social distancing practices

- Any off-ice activities need to be reviewed with the COVID Safety Coordinator (CSC) for approval including details of how social distancing will be accomplished
 - The rule of two is required for change rooms and on-ice activity especially with the absence of spectators.
 - Bench Staff will keep the rings and shared equipment clean
 - Bench staff must maintain social distance of 2-metres from athletes, other bench staff, guardians and patrons at all times.
 - Bench Staff will not be allowing handshakes, touching, or hugging on the ice.
 - Bench staff should ensure they have their own water bottle that is well labeled and kept separate from the players' water bottles.
 - Before stepping on the ice, the bench staff must sign all required forms:
 - Declaration of Compliance
 - Informed Consent and Assumption of Risk Agreement
 - Ringette Ontario Release of Liability, Waiver of Claims and Indemnity Agreement
 - Township of Centre Wellington Waiver
 - Bench staff may not enter the facility if:
 - They have traveled outside Canada in the last 14 days.
 - They have symptoms of COVID-19 or are feeling unwell.
 - Someone in your household has COVID-19 symptoms in the past 14 days.
 - If anyone in your household has been exposed to someone who has or is recovering from COVID-19.
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Pre-Event Responsibilities:

- Prior to arrival (within 8 hours in advance of practice), bench staff must complete the "READY/FIT TO PLAY" waiver via RAMP Team App, and be tracked for contact tracing.
 - The Contact Tracing Form will be used at every ice-time to track all those entering the facility for the Ringette activities. This will be tracked by the team COVID Safety leader and kept filed for a minimum of 1 year.
 - If you are feeling unwell, or exhibiting any related symptoms, you must stay home
 - Bench staff should ensure that their equipment is clean prior to going to a session. This includes sanitizing gloves and helmet, washing their water bottle, and washing their individual helmet and glove bag.
 - Ensure all equipment (cones, white board, rings, helmet, gloves) have been sanitized prior to arriving at the facility
 - Bench staff are required to utilize RAMP Team App, for attendance, ensuring that they will not be going above the maximum number of participants at any session
 - Once it is 48 hours before the session, the head coach/facilitator should communicate with those who have marked themselves as a No, Maybe, or have not replied, and let them know that they will be unable to attend the upcoming session
 - Bench staff will create a practice plan that are skill based and should not include any game scenarios or activities that require athletes to be less than 2 metres apart.
 - Bench staff should send practice plans to athletes and families at least 12 hours prior to avoid close gatherings around white boards and maximize the likely reduced ice time. In addition, if guardians are not able to enter the facility, they will know what their children are working on that day.
 - Coach should ensure that they have all of their equipment and required materials, including PPE, hand sanitizer, sanitizing wipes, packaged tissues, marker/labels (water bottles), and bingo dabbers (ice marking)
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Arrival and Entrance:

- Bench staff will come dressed as needed and wait in vehicles before being admitted to the facility 20 minutes before ice time
 - Bench staff must access their scheduled arena via the following dedicated entrances/exits and parking lots:
 - Centre Wellington Sports Complex Pad A – Park in the north (main) lot and enter through the north entrance.
 - Centre Wellington Sports Complex Pad B – Park in the south (back) lot and enter through the south entrance.
 - Elora Community Centre – Park in the main lot and enter through the “Arena” entrance.
 - 20 minutes prior to the session, bench staff will be admitted to the facility, along with Guardians and Players at the designated entrance to enter the facility.
 - Bench staff, guardians and players will maintain a 2-metre social distance from each other at all times. Bench staff will lead athletes to the arena following the facility guidelines and protocols.
 - Bench staff should bring only necessary items into the arena
 - Bench staff should come wearing the clothes they plan to wear under their coaching gear on the ice
 - Bench staff must wash hands or use hand sanitizer immediately upon arrival
 - Bench staff must wear a mask upon entrance
 - Once dressed, bench staff should place their belongings in a bag that can be closed, and place it in an area where there will be no athletes (penalty box, locked dressing room if allowed etc.)
 - No food or beverage besides water is allowed in the arena and dressing rooms
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During the Session:

- All Bench staff will wear masks on the bench and ice unless dressed in full helmet and ringette protective gear
 - Sessions will focus on drills and skating:
 - Physical distancing on the ice must be maintained at all times
 - Coaches/facilitators are encouraged to prepare skill development plans to minimize gathering
 - Must maintain Rule of Two at all times
 - Maintain a coach to athlete ratio of 1:5
 - Lead activities that do not require contact, or that athletes come less than 2 metres apart from each other
 - Where possible, keep athletes in small, separate groups
 - Use a bingo dabber to draw spaces on the ice where needed for the upcoming activities to ensure social distancing (particularly for U14 and below)
 - Bench staff will be the only individuals allowed to touch the rings or other equipment
 - Once approved to move into Ringette Ontario Stage 3, modified ringette scrimmages including 3 vs 3 or 4 vs 4 are permitted within the practice as long as prolonged physical contact is not allowed. Prolonged contact in ringette is not expected to be a non-contact sport. Bench staff will need to act as officials and stop play to provide distance if needed.
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Post Session Wrap-up:

- Bench staff will lead players out of the facility, maintaining social distance, to the designated exit

- Bench staff must sanitize all rings and facility spaces (benches, gates, nets) prior to leaving the facility
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Exit & Departure:

- Bench staff must place their helmet and gloves in a personal bag, inside of their gear bag.
- Wash hands prior to leaving the facility.
- Bench staff will exit the facility, following facility guidelines and protocols