



# LAKE COWICHAN

## MINOR HOCKEY

## LCDMHA RETURN TO PLAY PLAN

Updated October 27, 2020

Resources:

[BC's Restart Plan](#)

[BC Hockey – Return to play](#)

[Provincial Guidelines](#)

[Viasport](#)

[CVRD Covid-19 information](#)

[Cowichan Lake Recreation Safety Plan](#)

[Cowichan Community Centre Safety Plan](#)

[Return to Hockey Flow Chart \(included at the end of this document\)](#)

### Introduction

Lake Cowichan District Minor Hockey Association (LCDMHA) has created this Return to Play plan for restarting operations to inform all participants, team staff, officials, parents/guardians, officials and spectators about the policies and procedures in place to prevent the transmission of COVID-19 and maintain a safe and healthy environment for all during the COVID-19 pandemic. This plan is to align with protocols required by the Cowichan Lake Sports Arena (CLSA). Other facilities protocols may precede guidelines stipulated within this plan and may change as noted below.

This Pre-Season and Phase 2 Transitional Phase Plan will continue to be changed as new facility requirements are provided and/or as Provincial Health Orders are updated.

Phase 3 and 4 plans to be determined as per provincial guidelines allow and at the direction of the CLSA, ViaSport, Hockey Canada and BC Hockey. As of the date of this updated RTP plan, we are currently in phase 3.

## Communications Plan

### Member Communication

The LCDMHA Return to Play plan will be distributed to the members through:

- Email
- Posted publicly on [www.lakecowichanminorhockey.com](http://www.lakecowichanminorhockey.com)
- Shared through social media channels
- Team Safety and Manager updates when changes occur
- A member meeting

### Member/Participant Meeting

- Initial meeting with parents/participants to review Return to Play plan
  - Address questions from the membership
- Topics include but are not limited to:
- LCDMHA protocols and responsibilities for team staff, participants and members
  - Importance of social distancing both on and off the ice
  - Facility-specific guidelines for maximum participants and spectators.
  - Facility-specific guidelines for use of entrances/exits, dressing room use and/or capacity, washroom facilities, pre- and post-event time limits, water bottles
  - The importance of mandatory attendance tracking
  - The importance of staying home when sick
  - Return to play from illness
  - Safety person, manager and coach roles in Covid return to play
  - Equipment guidelines and item storage
  - Mandatory notification of test positive COVID cases for participants, members, team staff, officials or anyone they have been in close contact with

## Phase 3 Requirements

All members including participants, team staff, officials, parents/guardians, officials and spectators must adhere to the following requirements in order to return to play.

### Upon Arrival

- Meet your team's safety or designate prior to entry to log attendance and answer screening questions
- No members will be permitted if they exhibit ANY symptoms of illness
- If symptoms present during an event, the participant will be excused and asked to follow our return to play protocol

### Hygiene

- Wash hands or use hand sanitizer upon entry to the facility

#### Water bottles

- Bring pre-filled and labelled water bottles
- Do not share water bottles
- Absolutely no spitting; participants found spitting will be asked to leave and the area will be cordoned off for sanitization
- Washrooms available with a 1 person at a time use limit.
- No showers are available onsite at facilities

### Arrivals and Departures

- A designated host shall supervise all participants and ensure only allowable users enter the facility; the host may be a team official or a designated parent who must report to the safety person
- Arrive no earlier than 15 minutes prior to ice time
- Enter through the South side doors; the door from the lobby to the rink is closed (the main entrance doors to be used to access other areas only)
  - Recommend arrive in full gear aside from gloves and helmets; dressing rooms are available to U15 and U18 participants only; use of showers is not allowed. The CLSA must be notified, prior to the expected use of the dressing rooms, to be able to arrange the staffing for the extra cleaning. They will not be unlocked unless notice is given. Arena contact information may be found in the links above.
  - If at all possible, arrive in skates with guards; seats outside rooms 5 and 8 may be utilized for skate tying
  - There is no locked area to store your items on site
    - Parent/guardian to hold player's belongings; bring as little as possible
  - Goalies may use the warm room to put on gear but come as fully dressed as possible where not able to use a dressing room.

- Follow directional arrows/markings if provided
- Entry and exit to the ice surface shall be through the gate nearest room 5, maintaining distances
- All participants must exit the facility within 10 minutes of their ice time end, exiting through designated doors
- Patrons are to arrive no earlier than 15 minutes prior to ice time and leave within 10 minutes

### Attendance Limits

Facility specific guidelines can be found under facilities, but the general requirements are as follows:

- There is a limit of 50 people within the facility (Arena and accompanying areas). This limit includes all players, team officials, referees, score/time keeper(s), and spectators
- U7 and U9 divisions are permitted to have one person accompany a participant to assist with skates but are limited to the maximum of 50 persons within the facility.
- It is recommended that no siblings attend any event unless alternative care arrangements cannot be achieved, with priority of sibling attendance given to team officials. The maximum of 50 still applies in any instance.
- Spectators may only be allowed where within the facility limit of 50 and shall be pre-arranged in game type events. Determination of the number of spectators shall be made only after all other required persons are counted. [Refer to addendum below]

Area	Active Programs	Non-Active Programs/Meetings	User Group Safety Plan Specifications
Arena Ice Rink	50 – Public Skates 50 – Hockey 50 – Figure skating	50	User groups required to follow guidelines outlined in their safety plan (in most cases set by your PSO or viaSport BC), not exceeding 50 totals.
Warm Room	8	15	
Dressing Rms 2 - 4	OPEN OCT 13 with limitations – no showers and age group specific – see page 6	5	
Dressing Rm 5 - 8	OPEN OCT 13 with limitations – no showers and age group specific – see page 6	12	
Ref Room	2	2	
MPR A	24	50	
MPR B (PS Ext)	12	30	
Playschool Room	12	n/a	
Upper Viewing Area	N/A CLOSED	25 CLOSED	
Meeting Room	n/a	6	
Curling Lounge	36	50	
Curling Rink	50	50	
Curling Change Rm	CLOSED	4 CLOSED for season	

### Physical Distancing

- Players to maintain 2m distance at all times, on ice where not within a cohort and at all times where not within the field of play. The field of play includes the ice surface, benches and penalty box.

- Coaches may assist players with equipment
- coaches must wear with face masks and sanitize hands before and after when assisting with equipment
- ~~No games/scrimmages permitted until physical distancing requirements are lifted; skills based lessons only at this time.~~ Scrimmages permitted within their team and games within their cohort.
- Spectators (where allowed) must maintain physical distancing and remain in designated spectator areas

## Responsibilities

### Communications Officer

Each MHA is required to designate a communications officer as per our governing bodies:

- Hockey Canada; BC Hockey; Vancouver Island Amateur Hockey Association (VIAHA)

The Communications Officer is responsible for:

- Communicating with the facilities used by each MHA to determine when they plan to resume operations.
- Providing this information to the members and to the communications officer in the District.
- Receiving information from the District on the status of other MHAs and subsequent effect on resumption of league play, updates from BC Hockey and HC and sharing best practices with other MHA.
- Responding to member inquiries.
- Ensuring new Covid-19 cases are reported

The Communications Officer for the LCDMHA is Glen Callihoo  
[president@lakecowichanminorhockey.com](mailto:president@lakecowichanminorhockey.com)

### Hockey Canada Safety Program (HCSP) Personnel - Team Safety

Each team will assign a safety person who is responsible for duties as outlined by Hockey Canada. In addition, the team safety will be responsible for:

- Ensuring any return to play updates are communicated to their team (this can go through the team manager)
- Ensuring that participants, parents and team staff are adhering to the return to play plan
- Ensure screening methods are used and attendance is tracked at all events

- Ensuring there is no shared equipment and any required equipment (cones/pucks, etc.) are sanitized after use with approved sanitizer (alcohol based) or sanitizing wipes
- Ensuring that participants are excused if displaying symptoms of illness
- Ensuring that each participant follows all protocols after an absence for illness including completing the return to play form
- Provide site specific safety plans to managers where attending other facilities

### Manager

- Include safety messaging and site specific safety plans in regular team communications
- Keep attendance records for all team events
- Support safety person in their duties
- If required, assist safety person with event screening or creating an event screening rotation; support team safety in communicating this information to the team
- Retain signed Return to Play Agreement forms

### Coaches

- Ensure physical distancing is taking place on the ice and dressing areas in support of team safety
- Maintain communication with safety person to address any updates to plans or issues
- Assist team safety in ensuring that participants and team staff are adhering to the return to play plan

### Parents / Guardians / Spectators

- Discuss the return to play plan with your participant(s) to ensure they understand
- Assist team safety in ensuring that your participant(s) is adhering to the return to play plan
- Understand the ramifications of failing to comply with the Return to Play plan
- Promptly leave the event where spectators are not allowed
- Sign the LCDMHA Return to Play Agreement with your player and comply with requirements
- Assist team staff when requested in order to support them in this challenging time
- Notify your team staff and your communications officer immediately if you, your player, your family or anyone you have had close contact with tests positive for Covid-19 or is a presumptive case

## Participants

- Water bottles
- Bring pre-filled and labelled water bottles
- Do not share water bottles
- Keep hand sanitizer in their equipment bag
- It is recommended all participants keep a non-medical facemask in equipment bag in case physical distancing can not be observed in the facility
- Do not share equipment with any other player.
- Clean and wash equipment frequently.
- Wear hockey gloves continuously from the designated dressing room/area, throughout the ice session and until return to the dressing room.
- Maintain physical distance between you and other participants while on the ice (approximately equal to the length of your arm plus your stick)
- Avoid body contact during drills in practice and in competition.

## Executive

This Return to Play Plan has been approved by the following members of the current Executive administration

PRESIDENT:	Glen Callihoo	<a href="mailto:President@lakecowichanminorhockey.com">President@lakecowichanminorhockey.com</a>
1st VICE PRESIDENT:	Steve Beck	<a href="mailto:1stVice@lakecowichanminorhockey.com">1stVice@lakecowichanminorhockey.com</a>
2nd VICE PRESIDENT:	Jenny Fawcett	<a href="mailto:2ndVice@lakecowichanminorhockey.com">2ndVice@lakecowichanminorhockey.com</a>
TREASURER:	Lisa Mykle	<a href="mailto:Treasurer@lakecowichanminorhockey.com">Treasurer@lakecowichanminorhockey.com</a>
SECRETARY:	Colleen Stewart	<a href="mailto:Secretary@lakecowichanminorhockey.com">Secretary@lakecowichanminorhockey.com</a>

## Return to Play forms:

- LCDMHA Return to Play Agreement form
- Attendance Record – Attendance record form shall be used for tracking purposes and shall include all who attended the event as well as their contact information if not already on file. Each team shall retain the record for a minimum period of 30 days.

## ADDENDUMS

### AGM October 4, 2020

The AGM will be held in the upper Centennial Hall and shall abide by the following protocols:

- If you or anyone in your household is sick or has any flu-like symptom or has had them within 24hrs of the scheduled event, you are not to attend the said event.
- Participants shall enter the facility no more than 15 minutes prior to the scheduled event start. The event is limited to a maximum of 50 occupants, so it is advised that only voting members attend the AGM. All attendees will be recorded for contact tracing. Designated hosts shall be at the entrance, take attendance and ensure only allowable users enter the facility. These designates shall wear masks if social distancing cannot be maintained. The Attendees must provide contact information if it is not already in our records. Tracing records will be held by the Executive for a minimum of three weeks before being destroyed. A designated safety shall be present and shall have a first aid kit, complete with gloves and masks, should it be required.
- Participants shall enter through the Southwest door and exit through the Southeast door. Standard screening questions shall be submitted before entry. Answers through the Ramp app must be submitted within 24 hours, those not using the app will be asked the screening questions at the door. Only the Upper Hall is to be used for this event.
- When entering, sanitize hands. Chairs will be spaced 2m apart and should not be moved. All participants are to maintain social distancing within the facility. Masks shall be worn where social distancing cannot be maintained. Participants must bring their own pens. Single use ballots will be provided but note paper will not. Ballots will be distributed and collected by designates. Designates shall wear masks when distributing and collecting ballots. They must sanitize hands before collections and after the ballots are counted as well.
- Washroom use is limited to one user at a time; users must follow proper hygiene guidelines. No food is to be brought and no beverages will be provided; bottled water is allowed within the facility.
- Chairs are to be left as is when the event is finished; staff will sanitize and put them away. All attendees must exit within 10 minutes of the scheduled event completion.



October 27, 2020

Game protocols. The following is in addition to all the guidelines as written above.

- All participants of games shall comply with the guidelines stated within the Return to Play Plan. Opposing teams must be notified and given a copy of the RTPP prior to attending any event with enough time to relay it to all attending.
- As of October 24<sup>th</sup>, VIAHA voted to disallow any spectators to attend any minor hockey game until further notice. This decision was made because some facilities have this rule in place already, as well as some attendees (parents) disobeying these and other rules.
- An attendance shall be taken for a scheduled game prior to the event and the attendance list shall be distributed to the safeties of prior to the game. The total attendance shall be 50 or less and the spaces available to each team shall be half of 50 minus the referees and time/score keeper(s). Small teams may pass available spaces to a larger team if required. Each side shall be made up of the teams HC registered players, up to 3 coaches (4 for U7 and U9), one team manager and one team safety. Only the safety may be registered to a different team. Both the host and opposing safeties shall monitor the entry of participants, each in charge of their own teams list and ensuring only those on the supplied list enter the facility; additional or alternate team registered players not on the attendance list may be admitted, but only if they are within the team space limits and have answered screening questions prior to the event. The lists given to their safeties shall include the names of all pre-registered participants. The admittance of acceptable attendees shall be done outside the South entry door, with participants physical distancing and PPE as required. It is recommended that teams arrive with enough time to get organized outside the facility and be able to participate in dryland warmup as required (again, 6' apart). Only at 15 minutes prior to the game time may participants enter the facility.
- Teams shall ensure all their participants planning to attend the event have answered appropriate screening questions within 24 hrs of the event. Safeties shall take an official attendance record of their own team for contact tracing and shall retain their copy for a minimum of 30 days. LCDMHA shall include all their participants, referees, and time/score keeper(s), and shall include all contact information not already on file. The opposing team shall also take an attendance of all their participants and may use their own record sheet, or the form provided in this RTP plan. It is the responsibility of the team officials of the opposing team to contact the host team should any participant acquire symptoms of COVID or test positive within 14 days after the event.
- The Time/score keeper(s) shall remain in their designated area(s) and shall wear a mask for the entire event when operating the clock. Only the person operating the clock need be in the time keepers box; persons tracking the game on electronic game sheets should sit near the time keepers box (over 6') so as too be able to communicate with the time keeper as needed; he/she shall wear a mask if closer communication is required. Hands shall be washed prior to, and after, operating the clock.
- Referees shall follow guidelines as instructed by their RIC and governing bodies and shall also abide by the appropriate guidelines within this document. U7 teams shall follow VIAHA guidelines on games against outside divisions.

November 4, 2020

The following addendum addresses ongoing attendance issues. The information is as written in the Return to Play plan with additional notes in red included.

### Attendance Limits

Facility specific guidelines can be found under facilities, but the general requirements are as follows:

- There is a limit of 50 people within the facility (Arena and accompanying areas). This limit includes all players, team officials, referees, score/time keeper(s), and spectators.  
-Failure to abide by this rule could result in the lose of LCDMHA's rental privileges, which means all hockey teams in our district would not be permitted to enter the facility. As such the rules as written, and inclusive of the additional notes below are to be followed with no exceptions.
- U7 and U9 divisions are permitted to have one person accompany a participant to assist with skates but are limited to the maximum of 50 persons within the facility. The person to accompany the player shall only be one parent or one legal guardian. If this parent/guardian cannot attend, arrangements would need to be made for someone to take their place, again, only one person. This arrangement requires, in writing (email accepted), the persons name, contact info, and answering of screening questions, prior to any event, with a reply of acceptance. If any one of these items are not provided, that person may not enter the facility, even if they show up with the player. This rule applies to all divisions, but as higher divisions tend to have less parental involvement, it was specified for the U7 and U9 levels.
- It is recommended that no siblings attend any event unless alternative care arrangements cannot be achieved, with priority of sibling attendance given to team officials. The maximum of 50 still applies in any instance. This rule was put in place as some team officials do not have care for the siblings when needed. Abuse of this rule will result in its replacement of one that would ban all siblings as well. This could result in some team officials removing themselves from their duties and put the team in the predicament of finding replacements. If a parent must bring a sibling, we recommend you leave the arena with that child for the duration, if you are not a team official. Any parent that does leave should let a team official know so that they may be contacted if an issue arises. Any sibling that does remain, must stay with their parent or guardian. In game situations (against opposing teams), parents and sibling are not to enter the facility unless they are a team official and still be below the maximum of 50 persons limit.
- Spectators may only be allowed where within the facility limit of 50 and shall be pre-arranged in game type events. Determination of the number of spectators shall be made only after all other required persons are counted. [Refer to addendum below]. At this time, there are not spectators allowed so this rule is nullified until further notice.

\*All the above rules, and the entire plan in whole, is set to try to ensure we can get our kids on the ice, even if it means making sacrifices to do so. There is a pandemic, and we need to think not just of ourselves, but of everyone around us. The more people that come in contact with one another, the higher the risk, thus the need to keep the people within the facility to a minimum.

**LCDMHA Return to Play Agreement**

Application - all athletes, coaches, members, volunteers, participants and family members of participants while in attendance at club activities (“Participants”)

All Participants of Lake Cowichan District Minor Hockey Association (LCDMHA ) agree to abide by the following points when entering facilities and/or participating in activities as a registered member while under the COVID-19 protocols.

**Response plan and RTP Protocol:**

I agree to symptom screening checks and I will let LCDMHA know if I have experienced any of the symptoms in the last 24 hours.

I agree to stay home if feeling sick and use the COVID Flow Chart and Self Assessment Tool if experiencing COVID-19 symptoms, and I will follow the guidelines as directed.

I agree that when I confirm my attendance at a LCDMHA event I am agreeing to the following: The participant and their household is symptom free; The participant and their household has not traveled outside of Canada within the last 14 days; The participant is not caring for or come into contact with anyone who is a presumptive case or confirmed case of Covid-19

I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.

I agree to sanitize the equipment I use throughout my practice with approved cleaning products (shared and personal equipment).

I agree to continue to follow social distancing protocols of staying at least 2m away from others.

I agree to not share any equipment during practice times.

I agree to abide by all of LCDMHA COVID-19 Policies and guidelines.

I understand that if I do not abide by the aforementioned policies/guidelines, I may be asked to leave the association for up to 14 days to help protect myself and others around me.

I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my association membership temporarily.

I acknowledge that there are risks associated with entering facilities and/or participating in activities and that the measures taken by the association and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

**Parent or Guardian** (One form per player is required)

**Player**

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(print)

(sign)

(print)

**Email**

**Phone**

LCDMHA Player attendance and screening record

EVENT DATE:

Location if different than CLSA

Check box if the player answers yes to any of the following screening questions:

Do you feel sick in any way?

Have you come into contact with

Have you been out of Canada within the last 14 days?

Attendees		answer box	Attendees		answer box
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

This official team attendance list must be kept for a period of 30 days from date of the event.

Contact tracing information shall be included if unknown.

I hereby acknowledge that the information above or elsewhere within this form is true to the best of my knowledge.

Print name

Signature

Date



COVID-19  
Self-Assessment Tool  
<https://bc.thrive.health/>



COVID-19 Symptoms	
✓	Fever
✓	Chills
✓	Cough (chronic cough)
✓	Shortness of Breath
✓	Loss of smell or taste
✓	Diarrhea
✓	Nausea / Vomiting

