



# BACK TO BASES

SECOND EDITION  
FEBRUARY 2021

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**SOFTBALL BC'S  
RETURN TO PLAY  
GUIDELINES  
AND PROTOCOLS**

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## Introduction

Softball BC Return to Bases 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. The purpose of these guidelines is to create minimum standards for a safe resumption of play while maintaining the integrity of the game.

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/COVIDGuideline>)
- viaSport Return to Sport Guidelines for BC

As well as compliance from Local Sports Organizations (LSOs) with Softball BC safety protocols as set out in these Return to Bases Guidelines and as otherwise communicated to them.

These best practices do not supersede any protocols, guidelines, or restrictions outlined by Regional, Provincial and/or Federal Health Authorities. All Softball BC participants are expected to continue to follow the guidelines outlined by their local government or facility owner and Regional, Provincial and/or Federal Health Authorities.

As areas move through the various stages of this graduated Return to Play safety plan, we strongly encourage any Softball BC participant to share with us details of any and all challenges that may arise, and which many not be addressed in this document. Once an issue is identified, those individuals assigned by the President or Executive Director will work on how to address the identified issue and then share that information with all members of Softball BC.

Due to the uncertain aspects in returning to play, these guidelines are expected to change based on new/updated safety procedures outlined by Provincial and/or Local Health Authorities or feedback to Softball BC Directors.

Softball BC members are advised to revisit these guidelines as new requirements are announced by the respective Provincial and/or Federal Health Authorities.

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

## COVID-19 AND TRANSMISSION

COVID-19 is transmitted via liquid droplets when an infected person breathes, coughs or sneezes, but also may transmit when they are talking in close proximity to another person. The virus in these droplets can then enter the body of another person when that person breathes in the droplets, or when droplets get into the eyes, nose or throat of that person.

Droplets are of various sizes and even small droplets can carry enough virus to infect another person. Large droplets usually fall into the ground within 2 metres and that is why it is important to maintain physical distancing as well as to add a physical barrier or face mask with shields when in proximity to other people. Small droplets can float in the air for longer periods of time and can

collect in smaller spaces. Therefore outside, larger spaces, and a ventilation system can be effective in preventing the transmission of the virus.

People with COVID-19 can spread the virus prior to symptom onset, therefore, some infected people may never develop symptoms, but they can still transmit the virus. This is why everyone, even if you feel well, should follow all safety measures to help prevent the spread of the virus.

COVID-19 can also be transmitted through droplets on contaminated surfaces if a person touches that area and then touches their eyes, nose or mouth without cleaning their hands. The virus does not enter the body through the skin, but rather it is through their mucosal membranes. Unfortunately, human beings touch their faces very often throughout the day, much more than they realize. This is why regular handwashing and cleaning of high-touch surfaces is so important.

Droplet transmission is much more likely when in close contact in an indoor setting. Transmission is less likely in an outdoor setting, where there is more space for people to keep physically distanced. However, in the context of sport, even outdoors there can be risks from high-touch surfaces because many sports involve objects that are normally shared among players, coaches and volunteers (balls, equipment etc.).

## SYMPTOMS OF COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and the common cold. These symptoms include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuff or runny nose, loss of sense of smell, loss of sense of taste, headache, muscle aches, fatigue, loss of appetite, nausea, vomiting and diarrhea.

People infected with COVID-19 may experience little or no symptoms, with illness ranging from mild to severe. Some people are more vulnerable to developing severe illness or complications from the virus, including older people, those with chronic health conditions, those who are immunocompromised and those living with obesity. COVID-19 can result in long-term effects; it is impossible to know how your body will respond to acquiring the virus, therefore we have to do everything possible to stop the spread.

## DEFINITIONS

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

**ADULT:** Players age 19 and older who register as a Men's or Women's team.

**ATTENDANCE COORDINATOR:** A person assigned by the LSO 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 attending any softball activity.

**COHORT GROUP:** A group of no more than 100 participants who primarily interact with each other within the sport environment over an extended period of time.

**COHORT REGION:** Softball BC determined geographical area from which a cohort group may be formed, based on age, gender and classification.

**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 activities or competition).

**DISTANCING MONITOR:** A person assigned by a team or group to monitor the physical distancing of their own team's players, coaches, and spectators on and off the field.

**FACE MASK/COVERING:** The terms 'face mask', 'face covering' and 'mask/covering' all refer to a face mask as approved by the PHO.

**FACILITY:** A given location where any softball activity takes place.

**INJURY ATTENDANT:** A person (could be a coach or manager or parent) who attends a softball activity and is the only person, besides the coach, that is designated to go onto the field if an injury occurs. Wherever possible this is preferred to be a person with first aid training.

**IN CLUB:** In club sport activities are those which take place within the home sport community or clubs where participants are members. This means avoiding cross-regional, inter-provincial or cross-country travel for sport.

**LEAGUE:** The community of Men's and Women's teams registered with Softball BC for the purpose of in-community softball activities and organized competitions. Leagues may be made up of teams from different Districts, but with common rules and playing schedules.

**LSO:** Any Local Sports Organization, including Men's and Women's Leagues, that is a member of Softball BC.

**MINOR:** Players aged 19 and younger who register as a minor fastpitch team.

**PHO:** Public Health Order

**PHYSICAL ACTIVITY (Softball Activity):** Any drill or warm up that is part of a practice or training/skill development season. This includes walking, running, catching, batting, pitching etc.

**SANTIZING CHAMPION:** A person assigned by a team or group to ensure sanitization of the Facility, shared equipment, and proper participant sanitization during a given softball activity.

**SPECTATOR:** A person who attends any softball activity and whose sole purpose in attending is to observe and watch the activity. They do not have any other role in the functioning of the team or activity, or in providing care to the team or players.

**SCREENER:** A person assigned by a team or group 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 at the discretion of the LSO.

## PARK OR VENUE PREPARATION

Each LSO will be responsible for assessing, 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. In addition, the LSO will be responsible for communicating this information their members, volunteers, players, spectators, and anyone who attends their Facility for softball-related activities. They are also responsible for updating and continuing to communicate such information as it changes.

Among the considerations each LSO will be recommended to assess will be:

- a) Concession stands, prior to opening, should follow WorkSafeBC and BC Health Authority requirements, have a valid permit, and a plan in place for physical distancing, safe handling of food, payment processing, and training of staff/volunteers. Water fountains from which people can drink directly will be managed by the facility owner and no drinking directly from the fountains.
- b) Washrooms, if they are being maintained by the LSO, should be cleaned and sanitized on a regular scheduled basis and have adequate signage to direct members of the public on physical distancing, maximum capacity, and sanitation station locations. The regular cleaning schedule is dependent on the amount of people using the space and whether the general public is also using the space. More people using the facility should translate to a higher frequency of cleaning. Guidance form WorkSafeBC can be found in the attached list of resources.
- c) Facilities should be reviewed to determine where there is a possibility of separate entry and exit points, both for the facility as a whole, and for specific areas within the facility. Where such separate entry and exit points do not exist, LSOs will take other reasonable steps to encourage physical distancing at access points.
- d) It is recommended that, where LSO's are permitted by their Facility owner to do so, they post signage at their facilities to educate and communicate the need for physical distancing, hand washing and/or sanitizer locations, personal steps to minimize transmission of the virus and symptoms which may indicate COVID-19. Where LSOs are not permitted to post signage, they are encouraged to work with their Facility owner to arrange for such signage to be place at the Facility.
- e) Soap or hand sanitizer must be made available to all people in various locations throughout your Facility.
- f) Where possible, garbage cans with lids should be available at each dugout for all disposed tissues and wipes.

## OUTDOOR ACTIVITY PROTOCOL

The following points are the steps that should be taken by the LSO in relation to any softball activity:

- a) In order to maintain a limit on gatherings of no more than 50 people, including spectators and support people, on one softball diamond, the LSO will be required to:
  - a. Prepare a schedule for team use of the permitted venue for practices, games, clinics, camps and tryouts.

- b. Where there is more than one diamond at a Facility, staggered start times are encouraged to limit the number of people coming and going at one time.
  - c. Activities open to individual participants must be managed through pre-registration; no drop-in activities will be held.
  - d. Teams and groups should 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.
  - e. Teams and group are to be instructed arrive and depart at a specific time.
  - f. There may be post-practice or post-games meetings as long as all participants wear face masks and that current PHO recommendation for physical distancing is observed. Area for post-practice or post-game meetings is to be determined by each individual LSO. Non-participants are to stay off the field of play and away from the post-game meeting until participants are dismissed.
- b) Each LSO must ensure that an Attendance Tracker tracks attendance at each softball activity, and the LSO must 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 on an outbreak of COVID-19. 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) The Screener will be responsible for pre-screening of all participants and spectators attending a Facility (this does not include casual park users or other attending the Facility for purposes other than softball, only those who are attending the softball activities). Individuals must be screened to determine if they are permitted entry into a facility to engage in softball activities, or to be there as a spectator. Screening questions must be answered by everyone. 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. They are not allowed to attend the scheduled softball activities.

## SCREENING QUESTIONS

1. Are you exhibiting any symptoms of COVID-19?
  - Fever
  - Chills
  - Cough
  - Shortness of breath
  - Sore throat and/or painful swallowing
  - Stuff or runny nose
  - Loss of sense of smell
  - Loss of sense of taste
  - Headache, muscle aches, fatigue, loss of appetite
  - Nausea, vomiting or diarrhea.



2. Has any member of your household exhibited any symptoms of COVID-19 within the last 14 days?
  3. Have you had close contact with someone who has or is suspected to have COVID-19 and have you been told by public health that you may have been exposed and need to quarantine (self-isolate)?
  4. Have you arrived from outside Canada in the past 14 days?
- d) LSOs must designate participant (player, coach, team helper) areas which meet the current PHO recommendation for physical distancing as well establish areas which also maintain the physical distancing for each household. Such areas should be identified with adequate signage and markings. The areas for participants and spectators will be dependent on the facility in use and may include sanitized dugouts and/or bleachers, if appropriate.
  - 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 dugouts (if they will be used), bases, and if fenced, the gates and latches leading into and out of the playing area prior to the beginning of the softball activity.
  - f) Once a team or group's organized activity has ended, that group or team must clean and sanitize the area used, including but not limited to, gates, bases, and field equipment, bases, pitching machines, tees and/or nets, 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 an 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 the current PHO recommendation for physical distancing from others.

## INDOOR FACILITY PROTOCOL

The following points are the steps that should be taken by the LSO in relation to any softball activity:

- a) In order to maintain a limit on gatherings of no more than fifty (50) people, including spectators, teams should be allocated a time that they have access to a specific indoor Facility which also provides enough time for preparation and cleanup of the space. Activities open to individual participants must be managed through pre-registration; no drop-in activities will be held. Teams and groups are to be instructed to arrive and depart a specific time. All participants must leave the facility promptly at the end of their session.
- b) In order to allow for proper physical distancing, indoor groups may need to be limited to groups of less than 50. The recommendation is that each person in an indoor space has at least 5m squared of unencumbered space.
- c) All indoor Facilities owned and managed by the LSO must have maximum occupancies of the Facility as well as specific areas within the Facility posted at the entrance to the Facility and/or areas.
- d) It is required that everyone wear face masks in indoor settings except while engaged in physical activity unless the physical distancing is not able to be maintained; or if wearing a mask at all times is required by the facility. A face shield is not a substitute for a mask as it has an opening below the mouth. Exemptions are for people with health conditions

or with physical, cognitive, or mental impairments who cannot wear one, people who cannot remove a mask on their own, children under the age of 12, and people who need to remove their masks to communicate due to a hearing impairment.

- e) Entrances and exits to the Facility and areas shall be clearly indicated.
- f) Each LSO must ensure that an Attendance Tracker tracks attendance at each indoor session, and the LSO must 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. All records are to be destroyed after ninety (90) days. The Attendance Tracker is expected to be on duty throughout the duration of the activity.
- g) The Screener will be responsible for pre-screening of all participants and spectator's attending a Facility (this does not include other users of the Facility, only those who are attending the softball activities). Before any individual is allowed to enter the Facility in relation to the 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 activity.
- h) Screening questions are:
  - 1. Are you exhibiting any symptoms of COVID-19 (fever, chills, cough, shortness of breath, sore throat and/or painful swallowing, stuffy or runny nose, loss of sense of smell and/or taste, headache, muscle aches, fatigue, loss of appetite, nausea, vomiting or diarrhea)?
  - 2. Has any member of your household exhibited any symptoms of COVID-19 within the last 14 days?
  - 3. Have you had close contact with someone who has or is suspected to have COVID-19 and have you been told by public health that you may have been exposed and need to quarantine (self-isolate)?
  - 4. Have you arrived from outside Canada in the past 14 days?
- i) LSOs must designate participant (player, coach, team helper) areas which meet current physical distancing protocol, as well establish spectator areas (where spectators are permitted) which also maintain the physical distancing for each household. Such areas should be identified with adequate signage and markings. The areas for participants and spectator's will be dependent on the Facility in use.
- j) Prior to indoor activities, 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.
- k) For Facilities owned or run by the LSO, once a team or group's organized activity has ended, that team, or group, or LSO volunteer must clean and sanitize the area(s) used. For Facilities owned and managed by entities other than the LSO, The LSO should coordinator with the Facility owner to determine any cleaning and sanitizing required.

## VIASPORTS EMERGENCY RESPONSE AND OUTBREAK PLAN

### 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 face mask and gloves.

A guide for employers and Occupations First Aid Attendants: [CLICK HERE](https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en) or visit <https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

First aid protocols for an ill or injured person during COVID-19: [CLICK HERE](https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-and-considerations-for-an-ill-or-injured-person-during-covid-19) or visit <https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-and-considerations-for-an-ill-or-injured-person-during-covid-19>

### CASE OR OUTBREAK PLAN

Early detection of symptoms will facilitate the immediate implantation 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. A 'case' is a single case of COVID-19; an 'outbreak' is two or more cases of COVID-19.

- a) Identify the roles and responsibilities of staff or volunteers if a case or outbreak is reported. Determine who within the organization has the authority to modify, restrict, postpone, or cancel activities.
- b) 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.
- c) Only those deemed as close contacts are required to self isolate. All others should monitor to see if they develop symptoms but are not required to stay away from team softball activities. For example, one athlete could test positive and all members of that team could be advised of a potential exposure, but most members would not be deemed close contacts.
- d) Implement your Illness Policy and advise individuals who have been in close contact of someone that tested positive for COVID-19 to:
  - i. Self-isolate
  - ii. Monitor their symptoms daily, report respirator illness and not to return to activity for at least 14 days following the onset of fever, chills, cough, shortness of breath, sore throat, painful swallowing, stuff or runny nose, loss of sense of smell, loss of sense of taste, headache, muscle aches, fatigue, loss of appetite, nausea, vomiting and diarrhea.
  - iii. 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 811 if further health advise is required and 911 if it is an emergency. Individuals can learn more about how to manage their illness at

<https://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>

- iv. 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.
- v. If your organization is contacted by a Medical Health Office (or delegate) in the course of contact tracing, co-operate with the local health authorities.

For more information on cleaning and disinfecting please visit:

[http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

For more information on Regional Health Authorities please visit:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/partners/health-authorities/regional-health-authorities>

## ILLNESS POLICY – APPENDIX C

In this policy, 'team members' include an employee, contractor, volunteer, participant or parent/spectator.

1. Inform an individual in a position of authority (coach, team member, 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, loss of sense of taste, headache, muscle aches fatigue, loss of appetite, nausea, vomiting, and diarrhea.

See BC Centre for Disease Control website for a full list of symptoms:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

2. Assessment:
  - a. Team members must review the self-assessment signage located throughout the facility before their shift/practice/activity to attest that they are not feeling any of the COVID-19 symptoms.
  - b. If team members are unsure, please have them use the BC COVID-19 self assessment tool at <https://thrive.health/covid19/en>.
  - c. Managers/Coaches may visually monitor team members to assess any early warning signs as to the status of their health and to tough base on how they are regarding their personal safety throughout the workday/practice/activity.
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 within the sport environment, they should be sent home immediately and contact 8-1-1 for further guidance.
  - c. No team member may participate in a practice/activity if they are symptomatic.
  - d. If a team member tests positive for COVID-19, follow the direction of Health Officials.
4. Quarantine or Self-Isolate if:
  - a. You have travelled outside of Canada within the last 14 days.
  - b. You have come in contact with someone who has tested positive for COVID-19.
  - c. You have been advised to do so by Health Officials.



## RESPONSIBILITY OF THE LSO

### COVID-19 Safety Plan Template

All LSO's must develop a COVID-19 Safety Plan. This tool can be used to guide you through the planning processes. Currently, there is no standard document for your COVID-19 Safety Plan, so you may want to refer to Softball BC Member examples available on the Softball BC website or another document that meets your needs. Organizations have also developed templates to support Safety Plan development. For example, WorkSafeBC has developed a comprehensive tool that all businesses can adapt: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>.

### Graduated Return to Softball

The focus for Softball BC is to allow players to return to softball activities while respecting all Provincial Health Guidelines. This means that those activities will initially be restricted to practice and skill development sessions. Competitive games may resume once the LSO is confident the safety plan in place meets all risk management standards and they have been sanctioned by Softball BC to proceed to the next Inning. It may also be that some areas or LSOs may be in a position to return to game play sooner or later than others.

It goes without saying that throughout all of the phases/innings, anyone displaying symptoms of COVID-19, or who thinks they may have been exposed to the virus, should not attend any softball activities. LSOs are to adopt the Illness Policy listed in this document. LSOs should determine who within the organization has the authority to modify, restrict, postpone or cancel activities so that these decisions can be made quickly if needed. In addition, anyone that considers themselves to be high risk in the event they were to contract COVI-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 is Return to Play plan and the rules and regulations put in place by the LSO, Softball BC encourages LSOs and their volunteers to follow your local government procedures to contact with by-law enforcement or the local police department.

## GRADUATED RETURN TO PLAY PLAN



*Please Note: Movement from Inning to another is permitted only once approved Sanction from Softball BC has been received. Due to the ever-changing restrictions from the Provincial Health Authority, Softball BC reserves the right to revert back to a previous Inning at anytime.*

## INNING ONE – Controlled Practice and Skill Development

LSO and participants are to follow the Facility and Diamond Protocols above, plus:

- ❖ No more than fifty (50) per diamond or as per the guidelines for attendance as outlined by the respective Municipality. Please consider shared spaces as well as entrances and exit requirements. Scheduled staggered practice start times are recommended to reduce the follow of traffic,
- ❖ Preferably teams will practice in their own community facilities. If a team has exhausted all options for a suitable facility and are only able to find a facility in another community, then they are permitted to practice as a team unit and are permitted to travel to another community to go to facility for practice,
- ❖ Frequent hand sanitizing and washing must occur at a minimum of between each drill or activity and water breaks,
- ❖ Shared equipment is to be sanitized between drills/stations and any softball activities,
- ❖ 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,
- ❖ 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 team of 2-3 designated parents/athletes or coaches with PPE are to set up, take down, and sanitize all equipment,
- ❖ 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 frequently,
- ❖ Coach(es) must have 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 Injury Attendant, and if an injury occurs to a player only the coach and Injury Attendant, both wearing protective gloves and face coverings, may attend to the injured player. Everyone else must maintain physical distancing.
- ❖ Bleachers should be closed to spectators and used only for players and volunteers in a way that physical distancing is maintained,
- ❖ Under no circumstances will there be games or scrimmages.

### Timbits U6/U8

- ❖ Groups of no more than 10 participants and one household member for each player are permitted in each 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 session,

- ❖ Program facilitator will maintain physical distancing with the participants and oversee the skill development session(s),
- ❖ 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 participants should be sanitized before putting away.

## INNING TWO – COMMUNITY FOCUSED GAMES

LSO and participants are to follow the Facility and Diamond Protocols included in Inning One (except to the extent that they conflict, in which case these Inning Two protocols apply), plus:

- ❖ Games may be introduced slowly and gradually beginning with scrimmages and games within the home club. Once the LSO and Softball BC allow, games may be slowly introduced within the LSO's community as defined by Softball BC,
- ❖ Teams may only use players on their approved roster. As well, pick-ups are allowed from within your cohort only,
- ❖ Teams may play with as few as 8 players without being penalized. LSO's are encouraged to coordinate with other LSO's within their District who do not have registered teams, this would ensure that Districts with registered 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 line-up card must be made available to show the umpire when requested,
- ❖ Pre-game meetings will take place at home plate while respecting appropriate physical distancing. 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,
- ❖ There may be post-practice or post-game meetings as long as all participants wear face masks and that current PHO recommendations for physical distancing are observed. Area for post-practice or post-game meetings is to be determined by each individual LSO. Non-participants are to stay off the field of play and away from the post-practice or post-game meeting until participants are dismissed,
- ❖ No handshake with the opposing team/officials after the game,
- ❖ Each team must appoint a Distancing Monitor who will observe their own team and spectators and encourage them to maintain physical distancing,
- ❖ Face masks for all participants are strongly recommended while off the field of play and required when physical distancing cannot be maintained. Face coverings for virus contagion are mandatory for the plate umpire, provided that should they be 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 from behind the pitcher's circle as an alternative to wearing a face covering,
- ❖ Home team must track and screen all umpires and have PPE and hand sanitization available for the umpires,

- ❖ If a player is choosing to wear a mask while on the field of play and they are having difficulty breathing it is recommended that face coverings be removed and that players be switched out or given breaks after wearing face coverings for prolonged periods,
- ❖ Should a player need to leave the field of 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 all participants bring two (2) face coverings to each softball activity, one to be on your person or readily available if unable to maintain physical distancing,
- ❖ 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 and 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 an appropriate distance from 1<sup>st</sup> and 3<sup>rd</sup> base at all times, based on current PHO requirements, regardless of where it may locate them on the diamond (as long as it does not increase the danger to a coach's personal safety),
- ❖ Between pitches, the umpire and the batter may choose to move the appropriate physical distance, based on current PHO requirements, away from the catcher. Once the play is ready to resume, umpire and batter shall move back into position, and umpire signals play ball,
- ❖ Coach to Umpire, Player to Umpire, and Umpire to Umpire conferences will be done following the current PHO physical distance requirements, 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 the current appropriate physical distance being observed by all parties, 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 the current appropriate physical 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,
- ❖ Whenever possible teams are to maintain appropriate physical distancing while off the field of play, with players in designated areas in the ballpark. Spectators will maintain physical distancing, along the sides of the diamond, or in the outfield away from designated player areas 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 substitute 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,



- ❖ When an at-bat has finished, if the batter struck out or was put out prior to reaching 1<sup>st</sup> base, the batter will pick up their own bat and carry it back to the dugout, where they either hand it to the 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 the Sanitizing Champion for sanitizing and return to the original batters' equipment space,
- ❖ All players must sanitize their hands when returning to their dugout at the end of each half-inning,
- ❖ There may be post-practice or post-game meetings as long as all participants wear masks (exemption apply) and that current PHO recommendations for physical distancing are observed. Area for post-practice or post-game meetings is to be determined by each individual LSO. Non-participants are to stay off the field of play and away from the post-practice/game meeting until participants are dismissed.
- ❖ Next team to play on that diamond will not step onto the diamond or surrounding area until all members of the previous games team have left the area,
- ❖ Coach must have current EAP (Emergency Action Plan) outlining, in the event of a major or minor 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.

### INNING THREE – COMPETITION WITHIN COHORT GROUPS

LSO's and participants are to follow the Facility and Diamond Protocols included in the previous Innings (except to the extent that they conflict, in which case these Inning Three protocols apply), plus:

- ❖ Indoor and/or outdoor facility protocols in this document are to be followed as appropriate,
- ❖ Volunteer screeners, attendance trackers, sanitizing and distancing champions are required for every softball activity,
- ❖ 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,
- ❖ Players and coaches are permitted to be in close proximity while on the field of play. The dugout is considered inside the field of play, so team members may use the dugout during games/practices, but are expected to follow physical distancing when off the field of play,
- ❖ Where possible, a minimum of two umpires should be used for games to assist in physical distancing,
- ❖ Establishing cohorts will limit the number of people that each individual will come in contact with, reducing the risk of transmission and ensuring quicker contact tracing by health authorities if an outbreak occurs,
- ❖ Cohorts should be made up of teams of similar age and competitive skill level,

- ❖ When members of the cohort gather together for games or activities, gatherings may not exceed 50 people per facility (ball diamond), less in an indoor facility, depending on the size,
- ❖ Cohorts should remain together for an extended period of time, however, if looking to change or join a cohort (for either team or an individual) a 14-day break from all softball activities is required,
- ❖ Face masks for all participants are strongly recommended while off the field of play and required when physical distancing cannot be maintained. Face coverings for virus contagion are mandatory for the plate umpire, provided that should they be 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 from behind the pitcher's circle as an alternative to wearing a face covering,
- ❖ League play and competitive activities may only occur within the cohort.

## Cohort Groups

Cohort groups may be formed based on the following procedures:

### 1. Minor Teams:

- a. Cohorts may be formed, based on the guidelines provided through viaSport, and updated as necessary, within appropriate age and classification.
- b. Each LSO will designate an individual(s) to provide to their Minor Coordinator the following information for each team intending to take part in a cohort for softball activities:
  - i. Team Name
  - ii. Team contact information, including email and phone number.
  - iii. Category (U10/U12, etc.)
  - iv. Classification (A, B, C)
  - v. Team Birth Year, if applicable (2002, 2003 etc.)
- c. The Minor Coordinator will, in consultation with their LSOs, determine options for cohorts with other communities. The Coordinator, or their designate, will meet with all District Coordinators to set the cohorts involving teams from their District. This provincial meeting will be facilitated and chaired by the Minor Director.
- d. Cohorts will be formed with a priority to creating a competitive balance by age and ability and within geographical areas which comply with Softball BC and viaSport guidelines.
- e. A and B classification teams will also try, as much as possible, to recognize team balance by birth year and the need for meaningful competition by teams throughout the province.
- f. Once the Minor Coordinator group has determined the make-up of a cohort and approved that group, this information will be shared with the PSO office and their LSOs.
- g. In the case of an appeal by an LSO of the placement or absence/deletion of one of their teams in a cohort, the request for consideration will be sent from the LSO President to the Minor Director who will have the final decision.

## **2. Men's and Women's Teams:**

- a. Cohorts may be formed, within guidelines of viaSport and Softball BC, by the appropriate Men's and Women's Coordinator. Each District Coordinator will obtain the following information from their Men's and Women's leagues:
  - i. League Name
  - ii. Team Name
  - iii. Team contact information, including email and phone number.
  - iv. Gender
  - v. Classification (A, B, C, D)
  - vi. Home Park
- b. The Men's and Women's Coordinator will, in consultation with a designated representative from each league, determine appropriate cohorts for softball activity. These cohorts will comply with the current viaSport and Softball BC guidelines. Priority will be given to balancing cohorts to provide meaningful competition within a set geographical area.
- c. The Men's and Women's Director will facilitate and chair a meeting for all Men's and Women's Coordinators to review and approve cohorts. The PSO (Softball BC) will be advised of the formation and make-up of the cohorts as will each league representative.
- d. In the event of an appeal based on a team being included or excluded from a cohort, the decision will rest with the Men's and Women's Director, and that decision shall be final.

### **Other procedures regarding Cohorts:**

- ❖ Athletes may be picked up within their respective cohorts only. No participation by anyone from outside a cohort, or by someone who is not duly registered with the League/LSO.
- ❖ Participants are directed to participate in as few cohorts as possible. Those who have more than one role within Softball BC (player/coach, player/umpire etc.) may take part in up to three cohorts maximum, but only when they have a unique role in each cohort.
- ❖ Participants and teams who wish to change cohorts or wish to join a cohort as a new member, must quarantine from all softball activities, if an individual, from all organized softball activity and if a team, from softball activity outside of their registered team for a period of at least fourteen (14) days. If during that quarantine period, an individual develops symptoms consistent with COVID-19, or comes in contact with someone who has tested positive, they are required to self-isolate and contact their health authority for direction.
- ❖ When a team leaves their current cohort and are going through quarantine protocol, the registered members of that team may continue to practice together during the quarantine period. In the event two or more teams are leaving the same cohort and area all moving to the same new cohort, those teams quarantining may continue to engage in competitive games among themselves. If during that quarantine period, an individual develops symptoms consistent with COVID-19, or comes in contact with someone who has tested positive, they are required to self-isolate and contact their health authority for direction.

## INNING FOUR – Competitive Games, Tournaments, Provincials and Inter-Provincial

Local Sport Organizations (LSO) and participants are to follow the Facility and Diamond Protocols below as well as those included in the previous Innings (except to the extent that they conflict, in which case these Inning Four protocols apply), plus:

- ❖ Games times are to be staggered to ensure there is an unencumbered pathway to enter and exit the facility,
- ❖ Medals/prizes are not to be handed out individually, but a closed box handed to a team representative,
- ❖ For regular and exhibition games the home team will 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.

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.

### Tryouts and ID Camps

LSO and participants are to follow the current Return to Play for Facility and Diamond Protocols for all softball activities, including tryouts and ID Camps.

#### Outdoor Facilities:

- ❖ LSO will set up the diamond with clear entry and exit points designated to all participants, as well as all local protocols clearly posted,
- ❖ Maximum of fifty (50) people at one diamond at any one time,
- ❖ No drop-ins allowed – Participants MUST pre-register,
- ❖ LSO will provide screening and attendance tracking for all participants, including players, coaches, and if applicable, umpires,
- ❖ The facility is to be sanitized prior to the tryouts, and again after the tryout has concluded,
- ❖ Player identification resources should be either single use (such as disposable name tags), or able to be sanitized after each use (numbered bibs),
- ❖ Evaluators and the LSO representatives will be provided their own personal evaluation materials. Evaluations should be completed digitally or sent electronically to the appropriate contact,
- ❖ Frequent hand sanitizing or washing must occur at a minimum in between each drill or activity and water breaks,

- ❖ Tryouts/ID camps will take into account minimizing shared use of equipment and maintain physical distancing wherever possible. Equipment to be sanitized after each activity,
- ❖ Water bottles and food items are not to be shared,
- ❖ No spitting, sunflower seeds or gum allowed,
- ❖ 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 team of 2-3 designated parents or coaches with PPE are to set up, take down and sanitize all equipment,
- ❖ Head Coach/Evaluator 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,
- ❖ The LSO must appoint an Injury Attendant and if an injury occurs to a player only the Coach/Evaluator and Injury Attendant (both wearing protective gloves and face masks) may go to the injured player. Everyone else must maintain physical distancing.
- ❖ Face masks are strongly recommended for all participants. Coaches/Evaluators must have face masks easily accessible to them and must wear them anytime they cannot maintain physical distancing from other participants,
- ❖ Face masks for all participants are strongly recommended while off the field of play and required when physical distancing cannot be maintained. Face masks are mandatory for the plate umpire, provided that should they be unable to wear a face mask due to an underlying health issue or breathing/overheating concerns, the home plate umpire has the option of calling the game from behind the pitcher's circle as an alternative to wearing a face mask,
- ❖ 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 the participant is on offence or playing outfield), and that players be switched out or given breaks after wearing face coverings for prolonged periods,
- ❖ Should a player need to leave the field of play due to breathing concerns associated with wearing a face covering, another participant will replace them as necessary,
- ❖ It is recommended all participants bring two face covering masks, one to be on their person and readily available if unable to maintain physical distancing, the other as a backup in case the first one becomes soiled. Masks must be worn when off the field of play when physical distancing is not maintained,
- ❖ No person should pick-up or handle anyone else's helmet or face covering,
- ❖ The umpire is not to handle any equipment other than their own during a game including game balls.



## Indoor Facilities

- ❖ In order to maintain a limit on gatherings consistent with current PHO restrictions, participants should be allocated a time that they have access to a specific indoor facility which also provides enough time for preparation and cleanup of the space,
- ❖ Tryouts open to individual participants must be managed through pre-registration. No drop-ins are permitted.
- ❖ Individuals are to be instructed to arrive and depart at a specific time. All participants should leave the playing area promptly at the end of their session,
- ❖ In order to allow the proper physical distancing, indoor groups may need to be limited to groups of less than 50. The recommendation is that each person in an indoor space has at least 5m squared of unencumbered space,
- ❖ All indoor facilities owned, managed or rented by an LSO must have maximum occupancies of the Facility posted at the entrance to the Facility,
- ❖ Entrances and exits to the Facility and areas shall be clearly indicated,
- ❖ Face masks must be worn by ALL participants when inside a Facility, except where current exemptions to face masks apply.

## ENFORCEMENT OF PROTOCOLS

- ❖ It is expected that members of Softball BC, LSO's and all participants in softball activities follow the protocols in place for Return to Play. It is for their own safety, also for the safety of all participants. Failure to abide by these rules will have consequences.
- ❖ Unless a protocol identifies a specific penalty, enforcement will include:
  1. Initial Warning against the violator
  2. Request to leave the activity when repeated violations of a protocol occur.
- ❖ Intentional violations of these protocols by individuals may result in disciplinary action, up to and including suspension of their Softball BC Membership.

## RTP STAGES MAP

### BC Government and viaSport Comparisons

BC Government	Phase One	Phase Two	Phase Three	Phase Four
	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 BC	Conditional on at least one of the following: <ul style="list-style-type: none"> <li>❖ Wide vaccination</li> <li>❖ 'Community' immunity</li> <li>❖ Broad successful treatments</li> </ul>
viaSport	Phase One	Phase Two	Phase Three	Phase Four
Restrictions in Place	Strictest Controls Maintain physical distance. No non-essential travel	Transition Measures Maintain physical distance. No non-essential travel	Progressively Loosen Refer to PHO and local health authorities	New Normal Refer to PHO and local health authorities
Contact Activities	Should not occur	Should not occur	Introduction to pair or small group	No restrictions on activity type
Competition	Should not occur	In-club or modified games may be slowly introduced	Interclub or regional game play may be considered	Provincial competitions and larger events may return
Softball BC: Minor	Inning One	Inning Two	Inning Three	Inning Four
Focus	Practice & Skills Development Only	Community Focused Games	Competition within Cohort Groups	Competitive Games, Tournaments, Provincials, Inter-Provincial
<i>Games &amp; Competition</i>	<i>Not Allowed</i>	<i>Games within LSO</i>	<i>Community/Region Games</i>	<i>Local, Provincial, National Competitions Allowed</i>
Softball BC: Men & Women				
Focus	Practice & Skills Only	Community Focused Games	Competition within Cohort Groups	Competitive Games, Tournaments, Provincials, Inter-Provincial
<i>Games &amp; Competition</i>	<i>Not Allowed</i>	<i>Games within LSO. Gradually introduce games with neighbour LSO's</i>	<i>Competitive games are introduced within cohort groups</i>	<i>Local, Provincial, National Competitions allowed</i>

## SPORT ACTIVITY CHART

PHO Orders supersede the guidance in this chart.

This chart outlines the types of activities that can be considered in the various return phases.

	Strictest Controls Phase 1	Transition Measures Phase 2	Progressively Loosen Phase 3	New Normal (Future date TBC)
<b>Restrictions in Place</b>	<ul style="list-style-type: none"> <li>Maintain Physical Distance (2m)</li> <li>No non-essential travel</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Physical Distance (3m)</li> <li>No non-essential travel</li> <li>No group gatherings over 50 people</li> </ul>	<ul style="list-style-type: none"> <li>Refer to PHO and local health authorities</li> </ul>	<ul style="list-style-type: none"> <li>Refer to PHO and local health authorities</li> </ul>
<b>Enhanced Protocols</b>	<ul style="list-style-type: none"> <li>Increased hand hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Increased hand hygiene</li> <li>Symptom Screening in place</li> </ul>	<ul style="list-style-type: none"> <li>Increased personal hygiene, cleaning protocols and symptom screening</li> </ul>	<ul style="list-style-type: none"> <li>Increased hand hygiene</li> </ul>
<b>Facility</b>	<ul style="list-style-type: none"> <li>Outdoor or within home</li> <li>Facilities and playgrounds closed</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor is safest</li> <li>Indoor facilities slowly re-opening</li> </ul>	<ul style="list-style-type: none"> <li>Participants should maintain physical distance while not on field of play</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor/Indoor</li> </ul>
<b>Participants</b>	<ul style="list-style-type: none"> <li>Individual activities</li> </ul>	<ul style="list-style-type: none"> <li>Small Groups</li> <li>No spectators</li> </ul>	<ul style="list-style-type: none"> <li>Groups sizes increase based on sport type (i.e. level of contact).</li> <li>Participants and spectators must adhere to 50 people max per event public health guidance</li> </ul>	<ul style="list-style-type: none"> <li>Large groups allowed</li> <li>No restrictions on spectators</li> </ul>
<b>Non-contact Activities</b>	<ul style="list-style-type: none"> <li>Low risk outdoor activities can occur (biking, running, etc.).</li> <li>Virtual activities</li> </ul>	<ul style="list-style-type: none"> <li>Fundamental movement skills</li> <li>Modified training activities, drills</li> </ul>	<ul style="list-style-type: none"> <li>Where feasible, limit contact (i.e. coming within two metres) in training and sport activities</li> </ul>	<ul style="list-style-type: none"> <li>No restrictions on activity type</li> </ul>
<b>Contact Activities</b>	<ul style="list-style-type: none"> <li>Should not occur</li> </ul>	<ul style="list-style-type: none"> <li>Should not occur</li> <li>Contact sports should look for non-contact alternatives to training</li> </ul>	<ul style="list-style-type: none"> <li>Cohort model introduced for sports that cannot maintain 2m physical distancing.</li> </ul>	<ul style="list-style-type: none"> <li>No restrictions on activity type</li> </ul>
<b>Competition*</b>	<ul style="list-style-type: none"> <li>Should not occur</li> </ul>	<ul style="list-style-type: none"> <li>In club play or modified games may slowly be introduced</li> </ul>	<ul style="list-style-type: none"> <li>Competition slowly introduced.</li> <li>Regional competition for sports in cohorts.</li> </ul>	<ul style="list-style-type: none"> <li>Provincial competitions and larger scale events may return</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>No shared equipment</li> </ul>	<ul style="list-style-type: none"> <li>Minimal shared equipment</li> <li>Disinfect any shared equipment before, during and after use</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced cleaning protocols in place</li> </ul>	<ul style="list-style-type: none"> <li>Shared equipment</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Limited</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited</li> </ul>

\*Introduction of competitive activities should be in alignment with sport-specific guidelines.

## Softball – Site Safety Risk Management Tool

Full version available online

### Background

The purpose of this document is to help the LSO to assess the risks related to the facilities and venues they will be using for their softball activities. From the assessment, areas of high and medium risk should be identified, and risk management strategies put in place to reduce those risks.

### General Risk Management Strategies (in order of priority/effectiveness)

1. Restrict/Remove Access: Do not use this facility/venue and/or do not allow access to it.
2. Limit Use: Access is allowed but only to a very limited number of people who have the ability and responsibility of controlling the facility/venue. Where possible, eliminate all 'non-necessary' access and use of the facility.
3. Manage and Control Use: Implement procedures to monitor and control use of the facility/venue as well as to regularly maintain sanitation and safety of the facility/venue.

### Questions to Consider in this Process

- ❖ Who controls this facility/venue? The LSO? The Municipality/Parks Board? Someone else?
- ❖ Who else uses or has access to this facility/venue?
- ❖ How difficult is it to keep the facility/venue sanitized and safe?
- ❖ How is the facility/venue affected in different weather conditions?
- ❖ How will people 'interact' in the spaces within the facility/venue?
- ❖ Are there physical areas that are more vulnerable/higher risk or more difficult to control than others?
- ❖ How does the type of participant affect the risk levels (e.g., adult, teenage, younger child)?
- ❖ What about participants who are not coaches and players (e.g., umpires, volunteers, spectators, etc.)?

### Instructions for Use

1. Compile a list of all the venues, fields and facilities that the LSO is planning to use for softball related activities.
2. Complete a Site Inspection for each unique location. Where there are multiple fields at one location, include an assessment for each field plus the associated facilities (washrooms, concession, changerooms etc.).
3. As much as possible include pictures and diagrams of the actual location as reference but also so that others can see the context.

To download and utilize the Site Safety Risk Management Tool please visit:

<https://softball.bc.ca/wp-content/uploads/2020/06/Softball-Site-Safety-Risk-Management-Tool-%E2%80%93-ver-3.0-1.pdf>

## Roles

### LSO Role

- ❖ Conduct a risk assessment of your facility to determine if you can follow all necessary guidelines from Softball BC and the Facility owner.
- ❖ Review Softball BC Return to Play Guidelines and, as a board bring forward a motion at a board meeting to approve the guidelines for your club, and as you graduate to each new level.
- ❖ Provide a copy of the safety plan and board motion to your facility owner(s) in order to be given park permits.
- ❖ Confirm your agreement with Softball BC to follow the guidelines through the compliance agreement.
- ❖ Register your members with Softball BC.
- ❖ Clearly mark entrance and exit points, areas for participants and spectators to go to, and if they are being provided by the LSO, where the sanitation stations will be set up as well as signage for the above. Place lidded garbage cans by the dugouts for disposal of masks, tissues and wipes.
- ❖ Mark appropriate distancing indicators for washrooms and concession, if necessary.
- ❖ Delegate an Attendance Coordinator and communicate with members the process for submitting Attendance Reports.
- ❖ Delegate a Scheduler to assign start and end times for all activities. If you have multiple diamonds, determine if they meet the criteria for gatherings of 50 people on each diamond and schedule, accordingly, using staggered start times, if more than one diamond.
- ❖ Ensure field equipment volunteers or contractors have PPE and sanitize equipment and are following protocols for COVID-19 cleaning as per WorkSafeBC.
- ❖ Ensure concession contractor and/or volunteers have been trained on protocols for food service, and all permits are in place.
- ❖ Where the LSO controls an indoor facility, maximum capacity must be determined and posted outside the facility. Markings for where people may stand observing distancing should be laid down on the ground.
- ❖ The Attendance Tracker and Screener are to be stationed at the entrance of the Facility.
- ❖ If necessary, delegate a Sanitizing Champion to clean high touch areas and ensure cleanliness at the venue(s).
- ❖ Communicate, communicate, communicate with your members and the public.



## **Coach Role**

- ❖ Confirm your exact scheduled time and location for all softball activities – communicate with your parent/players.
- ❖ Delegate roles for the following from your own team for all softball activities. If possible, do not assign these tasks to the coaching staff:
  - Attendance Tracker
  - Distance Monitor
  - Injury Attendant
  - Sanitizing Champion
  - Screener
- ❖ Home team to provide appropriate PPE and hand sanitizer for umpires.
- ❖ Remember to bring a mask with you to all activities in case it is needed. Check that the first aid kit is stocked and include disposable gloves. Ensure area to be used has been sanitized and hand cleaning supplies are available for everyone to use before, during and after the activity.
- ❖ Direct team members to your assigned area for practice, games and all softball activities. Ensure that the Distance Monitor is capable of enforcing the maintenance of the current Provincial Health Order recommendations for physical distancing whenever possible during all softball activities. Fill out line-up card for games but do not share copies, have them take a photo of your line-up.
- ❖ Be sure your area has been cleaned, sanitized, all garbage and refuse has been cleaned up before leaving the dugout area. There may be post-practice or post-game meetings as long as all participants wear masks and that current PHO recommendations for physical distancing are observed. Area for post-practice/game meetings is to be determined by each individual LSO. Non-participants are to stay off the field of play and away from the post-practice/game meeting until participants are dismissed.
- ❖ Face masks for all participants are strongly recommended while off the field of play and required when physical distancing cannot be maintained.

## **Umpire Role**

- ❖ Confirm your exact start and end time for you game(s).
- ❖ Make sure your personal equipment is clean and sanitized.
- ❖ Arrive at the ballpark fully dressed if possible. You may use available facilities to put on protective gear.
- ❖ Remember to bring two face coverings/masks with you.
- ❖ Have your own clearly marked water bottle and/or snack.
- ❖ Check in with the Attendance Tracker and Screener upon arrival at the ballpark/facility/venue.
- ❖ 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 protocols when meeting with coach or your partner.
- ❖ Recommend frequent sanitizing, but a minimum of once per inning by washing at least 20 seconds with soap and water or using an approved hand sanitizer.
- ❖ Umpire may choose to wear gloves as well. Avoid touching your face as much as possible.
- ❖ After the game is over, leave the park promptly.
- ❖ Face masks for all participants are strongly recommended while off the field of play and required when physical distancing cannot be maintained. Face coverings for virus contagion are mandatory for the plate umpire, provided that should they be 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 from behind the pitcher's circle as an alternative to wearing a face covering.
- ❖ Umpires will not be considered to be part of a cohort, but by following these guidelines, may interact with different cohorts without having to quarantine.

## **Player Role**

- ❖ Make sure your personal equipment is clean and sanitized before and after all softball activities. Keep it together in your bag.
- ❖ Remember to bring two face coverings/masks with you, one to be on your person so readily available if unable to maintain physical distancing.
- ❖ It is strongly recommended that masks be worn when off the field of play, and when physical distancing cannot be maintained it is mandatory to wear a mask.
- ❖ Bring your own seat – camping chair, bucket, etc.
- ❖ Have your own clearly marked water bottle and/or snack.
- ❖ Arrive at the ballpark/facility fully dressed for softball activity.
- ❖ Check in with the Attendance Tracker and Screener. Go right to your designated area and wait for direction from your coach.
- ❖ No spitting, sunflower seeds, gum, etc.
- ❖ It is recommended that you do not share equipment, but if you must, be sure it has been sanitized before and after you use it.
- ❖ By all means, cheer for each other, but avoid getting close or screaming. No high fives, handshakes or hugs. Wave and thank the coaches/umpires and your teammates/opponents after a practice or game.
- ❖ Sanitize your hands frequently, suggest after every half inning or between drills by washing at least 20 seconds with soap and water or using an approved hand sanitizer.

## **Parent/Spectator Role**

- ❖ Bring your own seat, no spectators allowed sitting on bleachers. Bleachers may be used for volunteers or players only.
- ❖ If there are other groups still on your team's designated practice/game space, wait at your vehicle or a safe distance away until the space has been vacated and the teams coach indicates it is okay to come into that area.
- ❖ Check in on arrival with the Attendance Tracker and Screener.
- ❖ Go to the designated spectator area while maintain proper physical distancing.
- ❖ No spitting, gum, sunflower seeds, etc.
- ❖ In the event of extreme weather which causes either a delay or postponement of the activity, return to your vehicle to wait for resumption of play, or to a sheltered area while maintaining a minimum of 2 metres from other households.
- ❖ After the game or practice, leave the park promptly, no meetings or visiting.

## Resources and Links

- ❖ [ILLNESS POLICY \(viaSport\)](#)
- ❖ [ATTENDANCE SHEET](#)
- ❖ [PPE AND SAFETY EQUIPMENT](#)
- ❖ [RETURN TO PLAY SANCTION FORM](#)
- ❖ [PRACTICE PLANS](#) AND [COACHING RESOURCES](#) (including [Timbits](#))
- ❖ [SIGNAGE FOR YOUR BALL PARK](#)
- ❖ [EMERGENCY ACTION PLAN TEMPLATE \(EAP\)](#)
- ❖ [SAMPLE SAFETY PLANS](#)
- ❖ [PARTICIPANT AGREEMENT](#)
- ❖ [PARTICIPANT LETTER](#)
- ❖ [SITE SAFETY RISK MANAGEMENT TOOL](#)
- ❖ [WEARING A NON-MEDICAL MASK](#)
- ❖ [WEARING MASKS OR FACE COVERINGS](#)

## References

### Province of British Columbia

- ❖ BC's Restart Plan: [https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen%26from\\_embed](https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen%26from_embed)

### 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/>

### Health Resources

- ❖ [BC COVID-19 Provincial Support](#)
- ❖ [BC COVID-19 Self-Assessment Tool](#)
- ❖ [Health Canada Handwashing Guidelines](#)
- ❖ [Health Canada PPE against COVID-19](#)
- ❖ [Health Canada List of Disinfectants for use against COVID-19](#)
- ❖ [BCCDC Cleaning and Disinfecting](#)

### Posters

- ❖ [Physical Distancing](#)
- ❖ [Handwashing](#)
- ❖ [Do Not Enter if You are Sick](#)
- ❖ [Vulnerable Populations](#)
- ❖ [Occupancy Limits](#)

### WorkSafeBC Resources

- ❖ [Returning to Safe Operations](#)
- ❖ [COVID-19 Safety Plan Template](#)

### Sport and Recreation Resources

- ❖ [Return to High Performance Sport Framework](#)
- ❖ [BCCDC Guidance for Recreation Facilities](#)
- ❖ [BCRPA Sector Guidelines for Restarting Operations](#)

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

## Acknowledgements

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### Task Force II

#### **RTP Guideline Update**

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- ❖ Nelson Hughes
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#### **Championship Format**

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## **Appendix 1 - LSO Support**

Main Objective: Generate goodwill and faith/trust with parents for a safe Return to Play.

1. Supporting LSO's with Peer Help
  - a. One-page documents for LSO download from Softball BC website. Create clear and simple guides for RTP based on the Back to Bases RTP Guidelines.
  - b. Develop a fillable, digital package which would incorporate:
    - i. Pertinent RTP Documents
    - ii. Email and letter templates for communicating RTP protocols to stakeholders in the LSO
    - iii. Direct link on the Softball BC website for forms including sanctioning, LSO Compliance and Insurance requests
  - c. LSO mentoring page on the Softball BC website to assist LSO's new to the process of RTP under COVID-19 restrictions and connect with those who had experience in previous season.
2. Social media campaign available for download by LSO to assist in recruiting and retaining members in the current season.
3. Best Practices on website to include practical tips as well as copies of safety plans and facility requests.
  - a. What should go into a sanitation bucket.
  - b. Job descriptions for each role under the COVID-19 Safety Plan.
  - c. Links to websites for individual cities, municipalities, towns and regional districts for COVID-19 and sport related information, including forms and contacts.
4. Recruitment practices such as:
  - a. Setting up a phone committee to call everyone who registered in previous year(s) (2019 for example).
  - b. Best Practices on marketing for amateur sport clubs.



## **APPENDIX 2**

### **PROVINCIAL AND REGIONAL CHAMPIONSHIPS UNDER COVID-19**

#### **Option One:**

Province moves to Phase Four, allowing travel and tournaments.

1. Eligibility – as written in our SORs.
  - Minors – All A classification teams advance to a Provincial tournament, top 16 as applicable in B/C.
  - Men & Women – All teams advance to a Provincial tournament based on capacity.
2. Format:
  - Minors – as written in our SORs.
  - Men & Women – Recommended a three-game round-robin and single-knockout championship round for Women, first game no earlier than Friday 4pm. Recommended three game round-robin and modified double-knockout championship round for Men, first game Friday 8am.

#### **Option Two:**

Province moves to Phase Three, allowing for some travel and play within cohorts. Timing of the events will be similar to dates for Provincials

1. Eligibility:
  - Minors – All duly registered teams in U10 through U19.
  - Men & Women – All duly registered teams.
2. Format:
  - Minors – Remain in their last cohort and compete against those teams in a season ending event. Format to be determined, may be competitive or jamboree. Hosts to be recruited from among the cohort's area of play. U10/U12/U14 events to be played on one weekend and U16/U19 events on an alternate weekend if possible.
  - Men & Women – Remain in their last cohort and compete with those teams in a season ending event. Format to be determined, may be competitive or jamboree. Hosts to be recruited from among registered league home parks where possible. Women A/B and Women C/D on alternate weekends and not conflicting with Minors if possible.

#### **Option Three:**

Province moves to Phase Two, allowing for restricted cohorts and limited travel. Timing of events will be determined by the Minor and Men's & Women's Directors.

1. Eligibility:
  - Minors – All duly registered teams in U10 through U19.
  - Men & Women – All duly registered teams.
2. Format:
  - Minors – Remain in their last cohort and compete against those teams in a Celebration of Softball style jamboree. Four games, no playoffs over two days. Hosts to be recruited from the cohort's district. U10/U12/U14 events to be played on one weekend and U16/U19 events on an alternate weekend if possible.
  - Men & Women – Remain in their last cohort and compete with those teams in a Celebration of Softball style jamboree. Four games, no playoffs over two days. Hosts to be recruited from among registered league home parks only. Women A/B and Women C/D on alternate weekends and not conflicting with Minors if possible.

Deadline for the final decisions on formats will be no later than June 13, 2021 and will be based on the ViaSport Return to Play phase as of that date. For example, if the province is in Phase Three on June 13, 2021, we will default to Option Two with appropriate dates and hosts being determined for the event to take place.

Provincial Jamboree Multi Group Format											
Four Diamond Host Park											
Time	Diamond 1			Diamond 2			Diamond 3			Diamond 4	
Friday											
8:00	G - 1	G - 5	8:00	G - 2	G - 3	8:00	G - 4	G - 6			
10:15	G - 1	G - 6	10:15	G - 2	G - 4	10:15	G - 3	G - 5			
12:30	B - 1	B - 5	12:30	B - 4	B - 6	12:30	R - 1	R - 5	12:30	R - 4	R - 6
2:45	B - 2	B - 3	2:45	B - 1	B - 6	2:45	R - 2	R - 3	2:45	R - 1	R - 6
5:00	B - 2	B - 4	5:00	B - 3	B - 5	5:00	R - 2	R - 4	5:00	R - 3	R - 5
Saturday											
8:00	B - 1	B - 2	8:00	B - 3	B - 4	8:00	R - 1	R - 2	8:00	R - 3	R - 4
10:10	B - 5	B - 6	10:10	B - 1	B - 4	10:10	R - 5	R - 6	10:10	R - 1	R - 4
12:20	B - 2	B - 5	12:20	B - 3	B - 6	12:20	R - 2	R - 5	12:20	R - 3	R - 6
2:30	G - 1	G - 2	2:30	G - 3	G - 4	2:30	G - 5	G - 6			
4:40	G - 1	G - 4	4:40	G - 2	G - 5	4:40	G - 3	G - 6			
Playoffs											
7:00	B 3rd	B 6th G1	7:00	B 4th	B 5th G2	7:00	R 3rd	R 6th G1	7:00	R 4th	R 5th G2
Sunday											
8:00	G 3rd	G 6th G1	8:00	B 1st	B 2nd G3	8:00	R 1st	R 2nd G3	8:00	G 4th	G 5th G2
10:15	WinG1	WinG2 G4	10:15	WinG1	WinG2 G4	10:15	WinG1	WinG2 G4	10:15	G 1st	G 2nd G3
12:30	LoseG3	WinG4 G5	12:30	LoseG3	WinG4 G5	12:30	LoseG3	WinG4 G5			
Finals											
3:00	WinG3	WinG5 G6	3:00	WinG3	WinG5 G6	3:00	WinG3	WinG5 G6			

Cohort 1 - Red 'R'

1	
2	
3	
4	
5	
6	

Cohort 2 - Green 'G'

1	
2	
3	
4	
5	
6	

Cohort 3 - Blue 'B'

1	
2	
3	
4	
5	
6	

Time Slots are 130 -135 min to allow for santization

Back to Back games keep number in park down

Everyone enters the playoffs

Playoffs modified page format

1st or 2nd in they lose their 1st game get 2nd life

1st or 2nd in they win their 1st game get to final

Win G6	R Gold
Lose G6	R Silver

Win G6	G Gold
Lose G6	G Silver

Win G6	B Gold
Lose G6	B Silver

Tournament Multi Group Format											
Four Diamond Host Park											
Time	Diamond 1			Diamond 2			Diamond 3			Diamond 4	
Friday											
6:30	B - 1	B - 5	6:30	B - 4	B - 6	6:30	R - 1	R - 5	6:30	R - 4	R - 6
Saturday											
8:00	B - 2	B - 3	8:00	B - 1	B - 6	8:00	R - 2	R - 3	8:00	R - 1	R - 6
10:15	B - 2	B - 4	10:15	B - 3	B - 5	10:15	R - 2	R - 4	10:15	R - 3	R - 5
12:30	G - 1	G - 5	12:30	G - 2	G - 3	12:30	G - 4	G - 6	12:30	R - 5	R - 6
2:45	G - 1	G - 6	2:45	G - 2	G - 4	2:45	G - 3	G - 5	2:45	B - 5	B - 6
5:00	G - 1	G - 2	5:00	G - 3	G - 4	5:00	G - 5	G - 6			
Sunday											
8:00	B - 1	B - 2	8:00	B - 3	B - 4	8:00	R - 1	R - 2	8:00	R - 3	R - 4
10:15	G 4th	G 5th G2	10:15	G 3rd	G 6th G1	10:15	B 3rd	B 6th G1	10:15	R 3rd	R 6th G1
12:30	G 1st	WinG2 G4	12:30	WinG1	G 2nd G3	12:30	B 4th	B 5th G2	12:30	R 4th	R 5th G2
2:45	WinG1	B 2nd G3	2:45	R 1st	WinG2 G4	2:45	B 1st	WinG2 G4	2:45	WinG1	R 2nd G3
Finals											
5:00	WinG3	WinG4 G5	5:00	WinG3	WinG4 G5	5:00	WinG3	WinG4 G5			

Cohort 1 - Red 'R'	
1	
2	
3	
4	
5	
6	

Cohort 2 - Green 'G'	
1	
2	
3	
4	
5	
6	

Cohort 3 - Blue 'B'	
1	
2	
3	
4	
5	
6	

Time Slots are 135 min to allow for santization  
Back to Back games keep number in park down  
3 G RR  
Everyone enters the playoffs  
**So 4 G guaranteed**

Win G5	R Gold
Lose G5	R Silver

Win G5	G Gold
Lose G5	G Silver

Win G5	B Gold
Lose G5	B Silver