



“Play It Safe!”

Vancouver Minor Softball Association's
Return-To-Play Guidelines and
COVID-19 Safety Plan

Effective as of: 30th June, 2020

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Version: v3.3

We hereby acknowledge and appreciate that VMSA activities and operations take place on the traditional, ancestral, and unceded territory of the Musqueam, Squamish and Tsleil-Waututh Nations.

Introduction

On March 11th, 2020, the World Health Organization declared a global pandemic related to the outbreak of the novel coronavirus, COVID-19. This, along with the subsequent national and provincial restrictions implemented to contain the spread of the virus, effectively brought the 2020 Spring softball season to a sudden halt. During the Summer and Fall of 2020, a gradual return to softball activities was undertaken following the protocols and guidelines established by the Province of BC, viaSport and Softball BC.

This set of guidelines outlines plans for the Vancouver Minor Softball Association (VMSA) to safely continue softball activities while the conditions related to the COVID-19 pandemic persist. This is a dynamic plan and will be adjusted in line with adjustments made by the Province of BC, viaSport and Softball BC.

Vancouver Minor Softball Association (VMSA) has adopted all guidelines and protocols included in Softball BC’s [“Back to Bases: Softball BC’s Return to Play Guidelines and Protocols.”](#)

This plan is designed to address the protocols and requirements identified in that plan and will be updated to ensure it meets the requirements of those Guidelines and Protocols and to reflect the current status of viaSport and Softball BC requirements. This plan will also be updated based on future communications and clarifications of requirements from Softball BC.

Vancouver Minor Softball Association (VMSA) also agrees to comply with all Public Health Orders and facility rules and procedures.

At the time of publication of the most recent update to these guidelines, Softball BC was at Innings One status and had approved the “Return To Scrimmage” Plan.

Guiding Principles

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

- Guidelines from WorkSafeBC, the BC Ministry of Health, and the Vancouver Coastal Health Authority
- BC Recreation and Parks Association “*Recreation and Parks Sector Guideline for Restarting Operations*” (www.bcrpa.bc.ca/COVIDGuideline)
- Municipal requirements from the City of Vancouver and Vancouver Parks Board
- viaSport’s “*Return to Sport Guidelines for BC*” (www.viasport.ca)
- Softball BC’s “*Return to Play Guidelines and Protocols*” (www.softball.bc.ca)

These guidelines are founded in the following five principles as outlined in the Province of BC’s Restart Plan

Five Principles For Every Situation

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> • Frequent handwashing • Cough into your sleeve • Wear a non-medical mask • No handshaking 	<ul style="list-style-type: none"> • Routine daily screening • Anyone with any symptoms must stay away from others • Returning travellers must self-isolate 	<ul style="list-style-type: none"> • More frequent cleaning • Enhance surface sanitation in high touch areas • Touch-less technology 	<ul style="list-style-type: none"> • Meet with small numbers of people • Maintain distance between you and people • Size of room: the bigger the better • Outdoor over indoor 	<ul style="list-style-type: none"> • Spacing within rooms or in transit • Room design • Plexiglass barriers • Movement of people within spaces

(SOURCE: [B.C.’s Restart Plan: Next Steps to Move Through the Pandemic](#))

They are also designed to align with viaSport’s **Transition Measures Stage** as well as Softball BC’s **Innings One, Two and Three** (see **Appendix A – Return To Play Stages/Innings Map and Appendix J – Return to Scrimmage Plan**)

Key Elements from both of those sets of Guidelines that are addressed in this plan include:

1. Managing contact intensity by maintaining a minimum of 3 meters personal distancing between participants at all times
2. Limiting the number of contacts by allowing a maximum of 50 people at a time in an area as well as limiting interaction between different groups and teams.
3. Symptom screening and policies in place to restrict individuals from participating in softball-related activities if they have tested positive or are displaying symptoms of COVID-19
4. Increased hand hygiene and cleaning and sanitation procedures
5. Attendance tracking to assist with contact tracing in the event of a suspected case or outbreak
6. An Outbreak Plan in case of an outbreak within the VMSA softball community
7. An implementation plan that reduces the pressure on individuals to participate if they are feeling sick and/or are concerned about their health and safety.

Participation Guidelines

Registration

Players and Coaches must be fully registered with VMSA prior to participating in softball activities. Parents/Guardians and Volunteers are also required to complete certain registration documents.

See **Appendix B** for a full list of registration requirements.

No-one will be permitted to participate in softball activities until the Registration Requirements have been met.

Personal Safety

No participant should feel pressured into participating in a softball activity if they are feeling unsafe.

If, at any time, a participant has concerns about their own safety or the safety of others they are encouraged to let the coach/organizer know immediately and withdraw themselves from the activity.

Participants should also be reminded that they have a responsibility not just to themselves but to those around them to act in a manner that is safe for everyone. This includes being familiar with and following all protocols and best practices when it comes to hygiene and personal safety.

Especially for the younger age groups, coaches and team managers are required to make sure that enough registered volunteers are on hand during the softball activity to maintain the safety of the players involved. Furthermore, the “two-deep” rule is in place at all times to ensure that there is always more than one adult present during youth activities.

Scheduling

Scheduling of all VMSA softball activities must first be approved by the VMSA Scheduling Coordinator or through any self-booking process the VMSA Board has established. This is important to ensure capacity limits are adhered to at the facilities, for scheduling groups to avoid overlap and to allow enough time for adequate cleaning and sanitization between user groups. It is also important for attendance tracking in the event of an outbreak.

Softball activities will be scheduled in **time “blocks”**. These time blocks include participants’ arrival at the facility, attendance taking and health screening, equipment setup/takedown, warm-up activities and any necessary cleaning and sanitation activities.

Participants are not permitted to be at the facility/field prior to the start time for their activity and must leave the area before the expiry of their time block.

It is recommended that coaches/organizers allow time at the start of each scheduled activity for the Health and Safety Protocols to be met before starting with their planned softball activity. A similar amount of time should be allowed at the end of the activity for cleaning and sanitation and for all participants to be able to leave the area before the end of the scheduled time block.

Games and Competitive Play

Games and competitive play, such as scrimmages, introduce additional elements into softball activities which need to be considered in context of the Return-To-Play guidelines.

These include:

- Involvement and interaction of different groups of players, coaches, and parents
- A greater chance of incidental contact between players
- Introduction of umpires, playing rules, scoring and competitive situations
- Less control by coaches over the movement and interaction of as players as players are required to react to in-game situations as they arise
- Greater pressure to participate

Details for teams wishing to progress to game play can be found in ***Appendix C – VMsa Requirements and Policies for Teams wishing to participate in Game Play***

Enhanced Health and Safety Protocols

Additional steps will be required to keep everyone safe. These are outlined below.

Health and Safety (H&S) Volunteer Roles

To ensure protocols are properly understood and followed, additional Health and Safety volunteer role(s) are required both at the Club level but also at the team/group level for each team/group.

At the Club level these include a **Health & Safety Coordinator, Attendance Coordinator** and a **H&S Supplies Coordinator**.

At the team/group level these include **Health and Safety (H&S) Manager(s), Attendance Tracker(s), Health Screener(s), Sanitation Crew** and an **In-Charge Person/Injury Attendant**.

Training will be provided by VMsa for volunteers who will be participating in these roles and a more detailed description of these roles is included in *Appendix D*.

For the team/group level roles, it is strongly recommended that:

- Duties be distributed amongst the parents/guardians and, where possible, coaches are not involved in these additional duties so that they are free to focus on working directly with the players
- The same group of people fulfill the same roles on a regular basis to reduce the need for training and to improve consistency
- Volunteers be scheduled to these roles in advance of the event to make sure all duties are covered, and everyone is aware of their responsibilities
- Back-up plans should be developed in case an assigned volunteer is not in attendance for the scheduled activity

Facility/Venue Management and Cleaning

Prior to activities on the sport field, teams/groups must assign Sanitizing Crew who are 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 beginning the softball activity.

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, latches and field equipment, bases, pitching machines, tees and/or nets, and dugouts and equipment storage areas if used.

Personal Protection Equipment (PPE)

Use of non-medical masks is required for all participants. Other physical barriers which may be considered include infielder masks, batting helmets and batting gloves. Participants should also minimize taking masks, etc. on and off on a regular basis and are encouraged to leave these on for as long as possible during the activities.

All participants are encouraged to develop their own Personal Protection Kit (PPK) and always carry it with them when participating in softball activities. See *Appendix I* for suggestions for assembling a “Personal Protection Kit”.

VMSA will be providing personal protection equipment and sanitation supplies for Health & Safety volunteers. Volunteers are also encouraged to develop and bring their own personal protection equipment and supplies as much as possible.

Cleaning and Sanitation Supplies (CSS) and protocols

Each venue/field/facility will have a separate Cleaning and Sanitation Supplies (CSS) Kit for use by the H&S Volunteers. Garbage bins with lids will also be included at each location for safe disposal of used PPE and CSS and used supplies should be safely discarded upon completion of the activity.

Ensuring there are enough Cleaning and Sanitation Supplies (as well as volunteer PPE supplies) is the responsibility of the H&S Coordinator. Levels of supplies should be checked at the start and at the end of each scheduled activity. Where restocking of supplies is needed, this must be communicated to the Club’s H&S Supplies Coordinator as soon as possible to allow restocking in time for the next user group.

It is recommended that Sanitation Crew members are scheduled to be at the venue/facility at the very start of the scheduled time block so that sanitation and cleaning can take place prior to other attendees arriving. Sanitation Crew members should also be available once the formal activities have finished to ensure that cleaning and sanitizing is done in time before the next scheduled user group arrive.

Equipment Management and Cleaning

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 Crew before being used by the next player.

VMSA also has a limited supply of club equipment that is available for short-term loan to teams to help address this issue. For more information on this, please contact the VMSA President (president@vmsa.ca).

A minimum amount of people should be responsible for setting up and taking down all equipment for a

session. Team equipment should be cleaned/sanitized before, after and, where possible, during use. It is also recommended that one person be designated to bring the equipment to the field for the activity as well as take it home with them and to store it safely.

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 H&S volunteers frequently.

Facilities Management

The following outlines general guidelines for facility use and management. Specific requirements for each location/facility are included in **Appendix E** and should be reviewed before attending any activity at that venue.

Outdoor Fields and Facilities

The following represents the list of facilities that VMsa is intending to use in 2021.

Field/Facility Name	Orientation	Type	Address	City
Trafalgar Park #1	West	Softball Diamond	2610 W 23rd Ave	Vancouver
Trafalgar Park #2	SW	Softball Diamond	2610 W 23rd Ave	Vancouver
Trafalgar B/C	West	Batting Cage & Practice Field West of Batting Cage	2610 W 23rd Ave	Vancouver
VMsa Clubhouse	NW	Clubhouse & Equipment Room	2610 W 23rd Ave	Vancouver
McBride Park	SW	Softball Diamond	3350 W 4th Ave	Vancouver
McBride Park	SE	Softball Diamond	3350 W 4th Ave	Vancouver
Balaclava Park	SW	Softball Diamond	4594 Balaclava St	Vancouver
Carnarvon Park	SW	Softball Diamond	2995 W 19th Ave	Vancouver
Braemar Park	SE	Softball Diamond	895 W 27th Ave	Vancouver
Braemar Park	SE	Softball Diamond	895 W 27th Ave	Vancouver
Connaught Park	SC	Softball Diamond	2390 W 10th Ave	Vancouver
Douglas Park	SC	Softball Diamond	801 W 22 nd Ave	Vancouver
Douglas Park	SE	Softball Diamond	801 W 22 nd Ave	Vancouver
Bobolink Park	NE	Softball Diamond	2510 Hoylake Ave	Vancouver

Dugouts

To ensure physical distancing is maintained, where possible, it is recommended that dugouts not be used by players and coaches during the softball activity. Instead, players should be encouraged to locate their equipment outside the dugout and distanced from teammates. Coaches are also encouraged to make sure equipment is located outside the dugout and separate to allow for personal distancing.

In the event of extreme weather (e.g., rain or hot weather) coaches/organizers should develop plans for protecting players from the weather while still being able to maintain personal distancing (e.g., canopies/tents beside the field)

Washrooms & Changerooms

The Vancouver Parks Board is responsible for the cleaning and maintenance of park washrooms and changerooms; however, to reduce risk, all members using VMsa allocated parks are expected to:

- Use hand sanitizer before entering the washroom/changeroom.
- Use paper towel to open the door or use hand sanitizer upon leaving the washroom/changeroom.
- Practice physical distancing while in the washroom/changeroom; and
- Wash hands/use hand sanitizer before returning to their softball activities.

All participants are encouraged to come to the field/facility fully dressed to participate in the activity to avoid the need to use on-site changerooms. Similarly, participants should leave the field/facility without changing out of their softball clothes to avoid using on-site changerooms.

Spectators and Spectator Areas

At this time, as per viaSport and Softball BC requirements, spectators are not allowed to be in attendance during softball activities. These guidelines also include a limit of no more than 50 people to be in attendance at a softball related activity. For the purposes of this Policy, adults acting in the capacity as Designated Volunteers for Health and Safety purposes are not considered spectators.

Should there be a time when spectators are allowed, designated areas for spectators have been established and spectators are encouraged to bring their own seating and to locate themselves away from the dugouts and player areas to allow players and coaches enough room to carry out their activities and maintain personal distancing. Use of bleachers/group seating is strongly discouraged.

Teams involved in games with other teams are strongly encouraged to communicate with their own players and parents (as well as the coaches of the other team) ahead of time to develop an estimate of how many spectators will be expected and ensure that the total number of people, including coaches, umpires, players, other team officials and H&S volunteers, remains below the 50-person limit.

Field Equipment Boxes

Keys will be provided to each team/group upon completion of all the necessary preparation requirements. Teams/organizers should ensure the keys are kept in possession of the coach/organizer and that access to the field equipment boxes is limited to 1-2 regular volunteers.

Clubhouse and Equipment Rooms

Access to the Trafalgar Clubroom and Equipment Rooms will be restricted to the VMsa President and Vice President and other key volunteers (e.g., Equipment Manager, Fields Coordinator, etc.) as approved by the VMsa President. Anyone using these facilities is required to wear a protective facemask while using the facility and to clean and disinfect any surfaces used/touched while in the facility.

Anyone requiring items from these rooms should contact the VMsa President outlining what is needed and when so that retrieval can be organized. Furthermore, no equipment, uniforms or supplies are to be returned to these rooms without first being cleaned and sanitized.

Concession

The Concession Stand at Trafalgar Park remains closed until further notice.

Indoor Facilities

At this time, VMSA does not have any indoor facilities booked or permitted for the coming months. Further guidance will be provided if that changes.

Private Indoor Facilities

VMsA teams/groups using private, indoor facilities for practices are encouraged to review the facility’s COVID19 Safety Plan (all businesses are required to have one in order to operate) and to ensure it is in compliance with Provincial Health and Workspace BC requirements and in line with the safety requirements as outlined in viaSport’s, Softball BC’s and VMSA’s Return-To-Play Guidelines.

Monitoring and Control

In order to manage and control VMSA’s safe return to softball activities, the following measures and policies have been implemented:

1. **Waivers and Declarations for participants** – All participants are required to complete documentation that attests to them understanding and agreeing to follow VMSA’s, Softball BC’s and the Provincial and local Health Authorities’ policies and protocols regarding COVID-19 safety procedures
2. **Training and Education** – VMSA will be providing training and educational resources to all members to assist with the successful implementation and adoption of all required policies, protocols, and procedures.
3. **Development and Implementation of an “Outbreak Plan”** - see **Appendix F** – This plan outlines the steps that VMSA will take in the event of an outbreak of COVID-19 within our softball community.

Appendix A – Return-To-Play Stages/Innings Map

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"> Wide vaccination 'Community' immunity Broad successful treatments
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
Games & Competition	Not Allowed	Games within LSO	Community/Region Games	Local, Provincial, National Competitions Allowed
Softball BC: Men & Women				
Focus	Practice & Skills Only	Community Focused Games	Competition within Cohort Groups	Competitive Games, Tournaments, Provincials, Inter-Provincial
Games & Competition	Not Allowed	Games within LSO. Gradually introduce games with neighbour LSO's	Competitive games are introduced within cohort groups	Local, Provincial, National Competitions allowed

Appendix B – Registration Requirements

Action Required	Players	Coaches	Parents / Guardians	Volunteers
Register on the VMsa Website	YES	YES	-	YES
Complete the "INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT (Under 19)" form	YES *	-	-	YES * (If Under 19)
Complete the "RELEASE OF LIABILITY - 19+" waiver/form	YES (If 19 or Older)	YES	-	YES (If 19 or Older)
Complete the "DECLARATION OF COMPLIANCE – COVID-19" form	YES *	YES	YES	YES *
Complete the "CONSENT FOR USE OF PERSONAL INFORMATION" form	YES *	YES	-	-
Be familiar with VMsa's "Play It Safe!" Guidelines	YES	YES	YES	YES

NOTE – Items marked **YES *** are to be completed by a parent or guardian for anyone under the age of 19 years old.

Appendix C – VMSA Requirements and Policies for Teams wishing to participate in Game Play

It is recognized that each team may be starting from a different point when returning to softball activities and game play. The viaSport and Softball BC guidelines outline a gradual process whereby teams progressively expand the scope of their activities with the ultimate goal of returning to competitive game play.

It is important that teams follow this progression to allow time for coaches, players, volunteers, and parents to learn and successfully implement COVID-19 safety protocols at each stage before progressing to the next stage. All teams are therefore expected to follow the **Return-To-Games** progression outlined below:

VMSA Return-To-Games Progression

Stage	Aligns with...	Description	Requirements to move to next stage
<u>Stage 1</u> Practice and Skills Development	SBBC Innings One	<ul style="list-style-type: none"> Practices/Skill Development only NO Games or Scrimmages NO interaction with other teams/cohorts 	<ol style="list-style-type: none"> Held 3 team practices Compliance with SBBC/VMSA requirements
<u>Stage 2</u> “Within team” scrimmages and game play	SBBC Innings One + Return to Scrimmage	<ul style="list-style-type: none"> Practices/Skill Development Scrimmages allowed “within team” progressing to games “within team” only NO interaction with other teams/cohorts 	<ol style="list-style-type: none"> Compliance with SBBC/VMSA requirements
<u>Stage 3</u> Game play with other VMSA teams	SBBC Innings Two	<ul style="list-style-type: none"> Games or Scrimmages allowed with other VMSA teams only NO interaction with non-VMSA teams/cohorts 	<ol style="list-style-type: none"> Compliance with SBBC/VMSA requirements
<u>Stage 4</u> Game play with non-VMSA teams	SBBC Innings Three & Four	<ul style="list-style-type: none"> Games or Scrimmages allowed with other teams Interaction with non-VMSA teams/ cohorts as defined by Softball BC regulations 	<ol style="list-style-type: none"> Compliance with SBBC/VMSA requirements

Progression through these stages will also be dependent on the current Innings level of the Softball BC Guidelines as well as VMSA being sanctioned by Softball BC to participate in activities at that level.

VMSA “Play It Safe” Guidelines

Teams who are granted permission by the VMSA to participate in Return-To-Game Play activities must also adhere to the following VMSA “Play it Safe” Guidelines:

1. Each VMSA team must track the attendance of all players, coaches, team officials and spectators with respect to their own team for each scrimmage and/or game and **submit it within 24 hours from the game start time to the President and/or Vice-President of the VMSA (or their designate)**. Failure to do so will result in the denial of field time for further games, or in the case of games that have been previously scheduled, the cancellation of same, until the attendance sheets have been submitted. When umpires are present, the Home team shall be responsible for tracking their attendance and conducting the health screening with them.
2. The guidelines listed under “Spectators and Spectator Areas” under Facilities Management in the VMSA “Play It Safe” Guidelines must be strictly adhered to. VMSA teams hosting games or scrimmages must also adhere to the Facility and Diamond protocols outlined in *Appendix E – Facility Maps and Protocols* with respect to where spectators, players, coaches and team officials from each team should be located at the facility/diamond they are playing at.
3. Each VMSA team will be responsible for the cleaning of their own dugout and equipment following the end of an intra-club game and the “home” team will be responsible for the setting up and taking down of the field.
4. Where a VMSA team is hosting a game with a team from another club, the VMSA team is expected to provide the other team with details regarding the VMSA Facility Maps and Protocols well in advance of the game along with any other relevant information for the health and safety of the visiting team.
5. Where a VMSA team is scheduled to play a game at the facilities of another club, the VMSA team’s coaches should request facility maps and protocols as well as information on any local conditions and requirements that need to be adhered to for that club. This should be received and shared with players and parents prior to the game taking place.
6. All teams must adhere to the VMSA “Play It Safe” Guidelines regarding the sharing of equipment. This is of particular importance for in regard to team equipment such as bats, catchers’ equipment, etc.¹

Furthermore, for games that have not been scheduled by VMSA as part of the regular season (e.g. pre-season games, exhibition games and/or “friendlies”);

7. In the case of a game being hosted by a VMSA team, the host VMSA team will be required to contact the **VMSEA Scheduler** to request a field and to schedule an umpire. **VMSEA Teams may not play intra-club games or host inter-club games unless they have been scheduled through the VMSEA Scheduler.** There will be no exceptions.
8. In the case of a game being played by a VMSA team where another club is hosting the game, the VMSA team will also be **required to notify the VMSEA Scheduler ahead of time** of the time, date and location of the game so that the club has a record of the game for Attendance Tracking purposes and to ensure that the game meets Softball BC requirements.

¹ NOTE: VMSA also has a limited supply of club equipment that is available for short-term loan to teams to help address this issue. For more information on this, please contact the VMSA President (president@vmsa.ca).

Appendix D – Health & Safety (H&S) Volunteer Roles

The following roles MUST be fulfilled at the Club level:

Health and Safety Coordinator(s) - someone assigned at the Club level who is responsible for monitoring softball activities to ensure that safety protocols are understood and being followed by all members.

Attendance Coordinator(s) - someone assigned at the Club level to collect and store attendance records from each ‘Attendance Tracker’ at every softball activity.

H&S Supplies Coordinator(s) – someone assigned at the Club level who is responsible for monitoring and replenishing personal protection equipment and sanitation supplies at all facilities that are in use by the Club.

The following roles MUST be fulfilled at ALL softball activities

Health & Safety Manager(s) – someone assigned by the team/group to ensure all H&S protocols are being met and to monitor levels of Cleaning and Sanitation (CSS) and volunteer PPE supplies. This person is also responsible for monitoring the physical distancing of their group’s players, coaches, and spectators on and off the field. This person may be the same person as the Attendance Tracker, Health Screener, In Charge Person or a Sanitation Crew Member.

Attendance Tracker(s) - a person assigned by a team/group to record the name and phone number of all participants and others attending any softball activity.

Health Screener(s) - a person assigned by a team/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.

Sanitation Crew Members –persons assigned by a team/group to be responsible for sanitation of the facility and equipment before, during and after a given softball activity.

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

Appendix E – Facility Maps and Protocols²

Key:

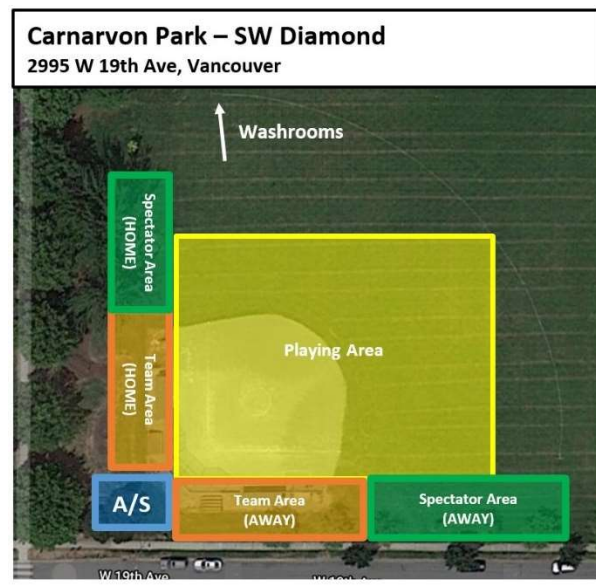
A/S – Location of Attendance/Health Screener

Playing Area – Coaches, players and H&S volunteers only in this area

Team Area- Area for team and player equipment. **No Spectators here**

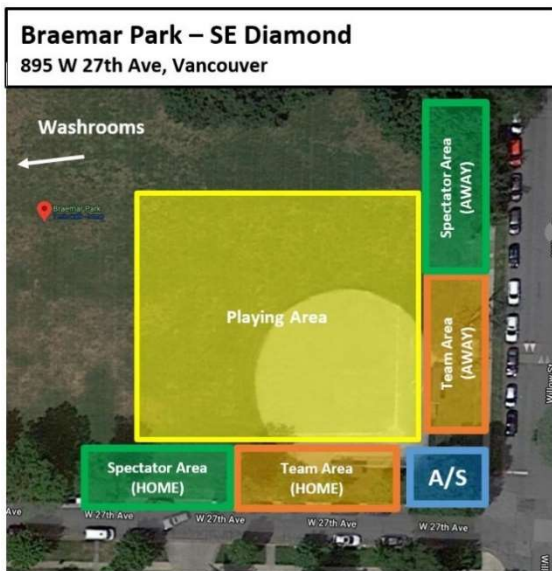
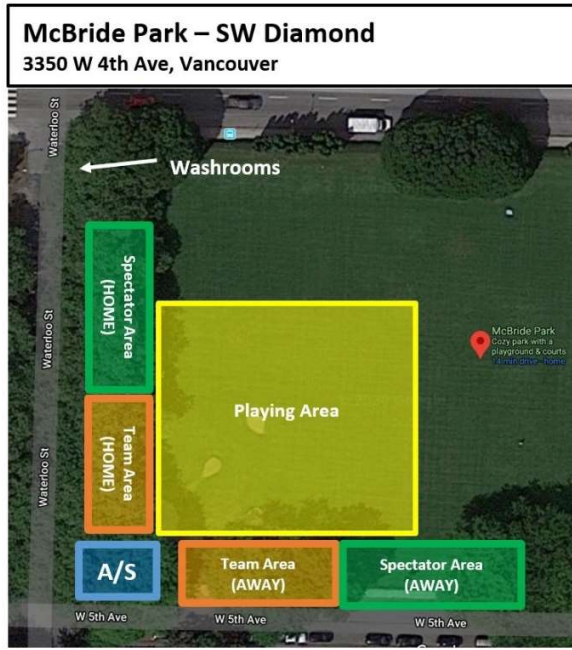
Spectator Area – Spectators set up here, respecting personal distancing

No Access – These areas should not have equipment or players in them



² Updated 22nd July, 2020
ver.3.3

VMSA "Play It Safe" Guidelines



VMsa “Play It Safe” Guidelines



Note: Facility Maps show layout for a game situation (i.e. 2 teams at the field). For a practice or clinic situation, the team should adhere to the areas designated for the HOME team.

Appendix F – Illness Policy

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

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

6. If a Team Member has come in to contact with someone who is confirmed to have COVID-19

- a. Team Members must advise their coach/manager/program coordinator/VMSA Executive if they reasonably believe they have been exposed to COVID-19.
- b. Once the contact is confirmed, the Team Member will be removed from the practice/scrimmage/game /activity for at least 14 days or as otherwise directed by public health authorities. Team Members who may have come into close contact with the Team Member will also be removed from the practice/scrimmage/game/facility for at least 14 days.
- c. The practice/scrimmage/game/activity area will be closed off, cleaned, and disinfected immediately including any other surfaces that could have potentially been infected/touched.

7. A Team Member should Quarantine or Self-Isolate if:

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

Appendix G – Outbreak Plan & Case Management

Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two of the most important factors in limiting the size and length of an outbreak.

For the purpose of definitions, a “case” is a single, confirmed (or suspected) person infected with COVID-19 while an “outbreak” is defined as two or more cases of COVID-19.

If a case or outbreak is identified within the VMsa softball community, the VMsa President, Vice President and Board Chairman all have the authority to modify, restrict, postpone or cancel activities as required to stop the spread of the disease. If none of these are available and a decision needs to be made immediately, any current VMsa Board Member is authorized to make that decision.

VMsa Contact Information

Name	Role(s)	Phone	Alt Phone	Email
Derek Thompson	President/ Board Chair	604-340-1700	604-876-1853	president@vmsa.ca
Rod Akizuki	Vice President / Board Member	604-725-3165	-	vp@vmsa.ca

Name	Role(s)
Ron Monk	Board Member
Carolyn Nicholson	Board Member
Rob Landucci	Board Member
Lori-Ann Wilchek	Board Member
Kristin Pearce	Board Member
Stephen Molnar	Board Member

Local Health Authority Information

Vancouver Coastal Health Authority

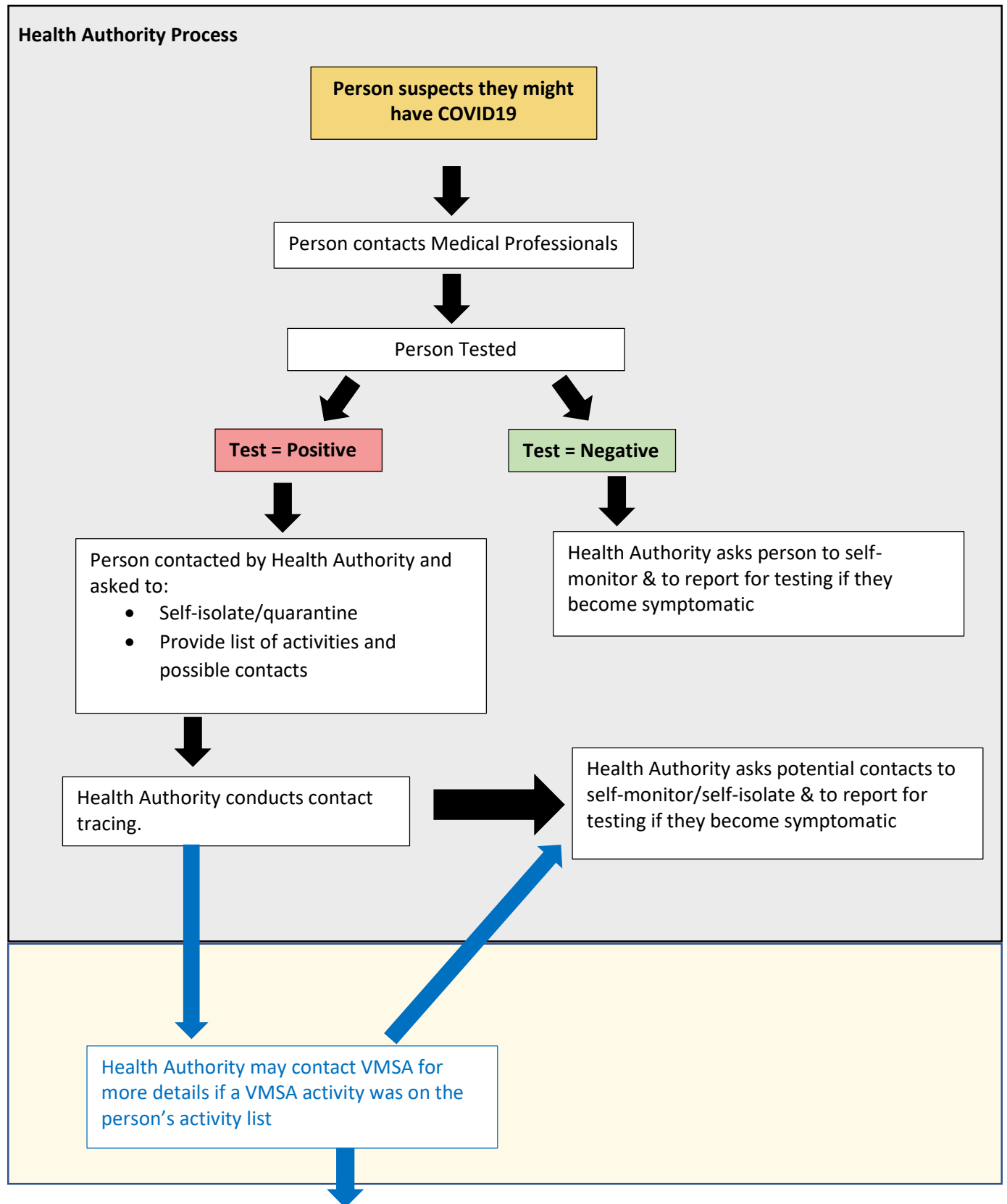
Primary Contact

Public Health – Communicable Disease Office
Phone: 604-675-3900

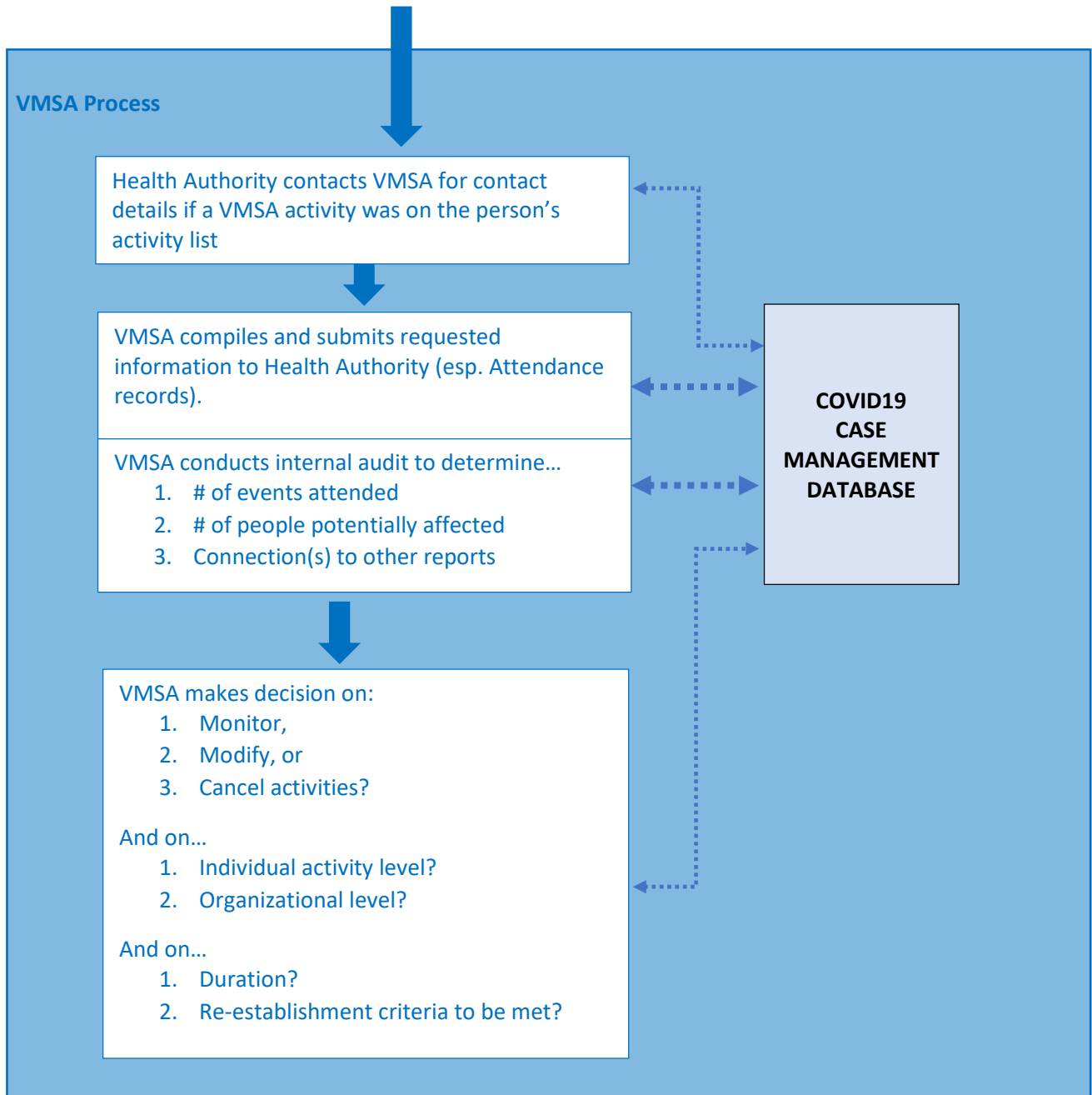
Alternate Contact

Environmental Health – Health Protection Office
Phone: 604-675-2900

Outbreak Plan/ Case Management Model



VMsa “Play It Safe” Guidelines



If a VMsa member has been contacted by the Health Authority and asked to provide contact information related to activities they were involved in, they should provide the Health Authority with the VMsa Contact Information. VMsa will then be able to supply the Health Authority with the information they require.

Appendix H – Softball Activity "Snapshot"

The following is provided as an overview of what players and parents can expect when attending a VMSSA softball activity under these guidelines.

Before the Practice/Scrimmage/Game/Activity

- ✓ Get dressed and ready for softball
- ✓ Check you have your Personal Protection Kit
- ✓ If you are feeling sick, stay home and email your coach/organizer to let them know
- ✓ Arrive at the field NO EARLIER than your scheduled start time
- ✓ BEFORE DOING ANYTHING ELSE, complete the Attendance and Health Screening
- ✓ Sanitize your hands
- ✓ Put your gear/equipment in the Player/Equipment Area, making sure that you are at least 3m away from other teammates
- ✓ Communicate with your coach/instructor to find out what the plan is for the activity

During the Practice/Scrimmage/Game/Activity

IMPORTANT – If are feeling sick or experiencing flu-like symptoms, let your coach/organizer know immediately and remove yourself from the activity

- ✓ Keep at least 3m distance between yourself and others
- ✓ Sanitize/clean your hands regularly
- ✓ Avoid touching your face with your hands
- ✓ If fielding, wear your fielding mask as much as possible
- ✓ If batting, leave batting gloves and helmet on at all times
- ✓ Avoid physical contact with other players/coaches
- ✓ No food in the dugouts or in the player or practice areas
- ✓ Don't share equipment unless it can be cleaned in between uses
- ✓ Avoid using changerooms/washrooms as much as possible. If you do have to use them, make sure you follow safety protocols and sanitize hands before and after use as well as wearing a mask and maintaining personal distancing

At the End of the Practice/Scrimmage/Game/Activity

- ✓ Gather up all your belongings and leave the field as quickly as possible
- ✓ Wash clothes and sanitize/clean equipment when you get home
- ✓ Restock your PPK when you get home, so it is ready for your next softball activity
- ✓ If you are feeling sick when you return home (or the days immediately following the activity) and are experiencing COVID19-like symptoms:
 - Self-isolate
 - Follow the process for seeking medical attention
 - Let your coach/organizer of the event know

Appendix I – Personal Protection Kit

All participants are encouraged to develop their own Personal Protection Kit (PPK) and carry it with them when participating in softball-related activities. This is especially true for players and coaches but should also be considered by volunteers and spectators as well.

Below is a recommendation for what might be included in a player/coach Personal Protection Kit:

- ☐ A fabric, reusable face mask
- ☐ 1-2 disposable face masks
- ☐ Container of hand sanitizer
- ☐ Small pack of sanitizing/disinfecting wipes
- ☐ Small pack of facial tissues
- ☐ Small roll of Toilet paper
- ☐ 2 x Garbage bags (for clothes and/or disposing of used items)

Also recommended to be added to the kit:

- ☐ Small containers of sunscreen and lip balm
- ☐ Sunglasses
- ☐ Hair elastic/ties

It is recommended that this be kept in a large-sized, clear, Ziploc bag that can always be carried with the person.

Appendix J – Softball BC – Proposed Return to Play Physical Distancing Diamond Layout and Rules

Preface

The purpose of these guidelines is to create minimum standards for a safe return to play of softball under current restrictions, while maintaining the integrity of the game.

These best practices do not supersede any protocols, guidelines, or restrictions outlined by Provincial and/or Federal Health Authorities. All Softball BC stakeholders must continue to follow those guidelines outlined by Provincial and/or Federal Health Authorities.

We strongly urge any Softball BC stakeholder to share with us details of any and all challenges that may arise and which may not be addressed in this document. Once an issue is identified, the Executive Director will work on how to address the issue and then share that information with all involved.

Summary

- All safe/out lines may be overrun. Runner will be considered as “crossed” the line safely when any part of the runner’s body makes contact with the ground on or past the line.
- No stealing/advancing home on a passed ball. No tagging.
- No Rundowns.
- All outs are force outs.
- No dropped 3rd strike at any level.

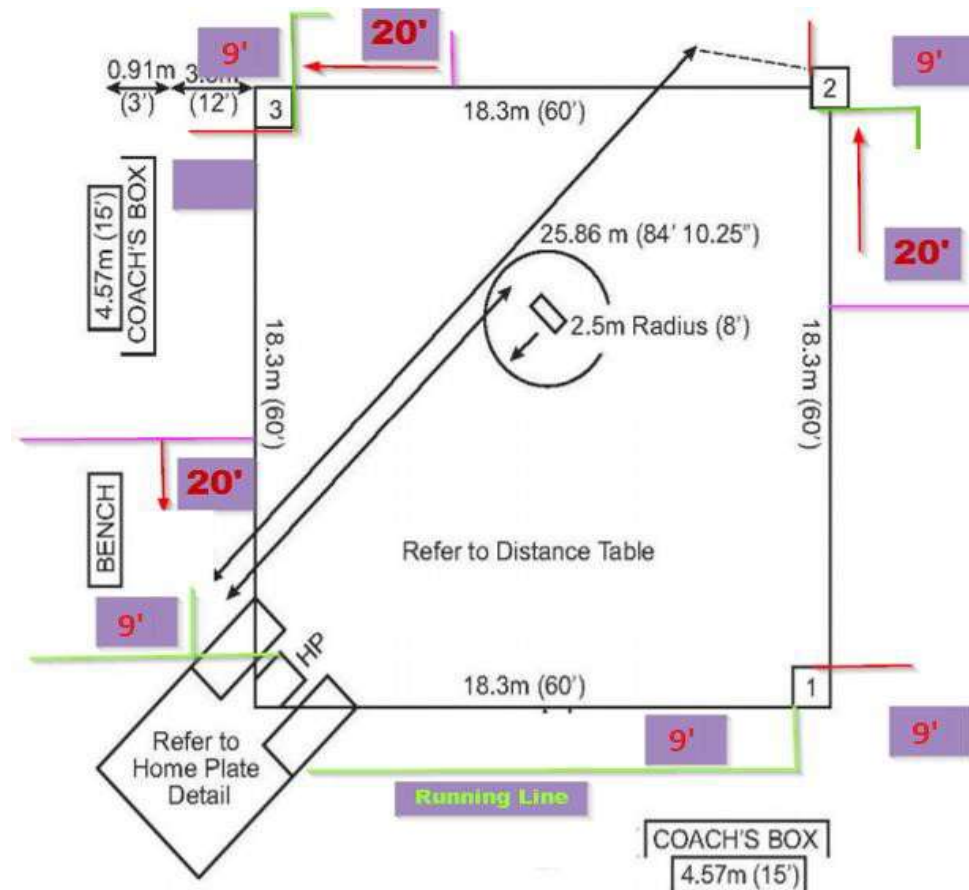
Diamond Layout Overview

Green Lines are safe/out lines

Red lines are runner start lines

Purple Lines are commitment Lines

On deck circles are eliminated as there are no on deck batters allowed on the field



Safe/Out Lines

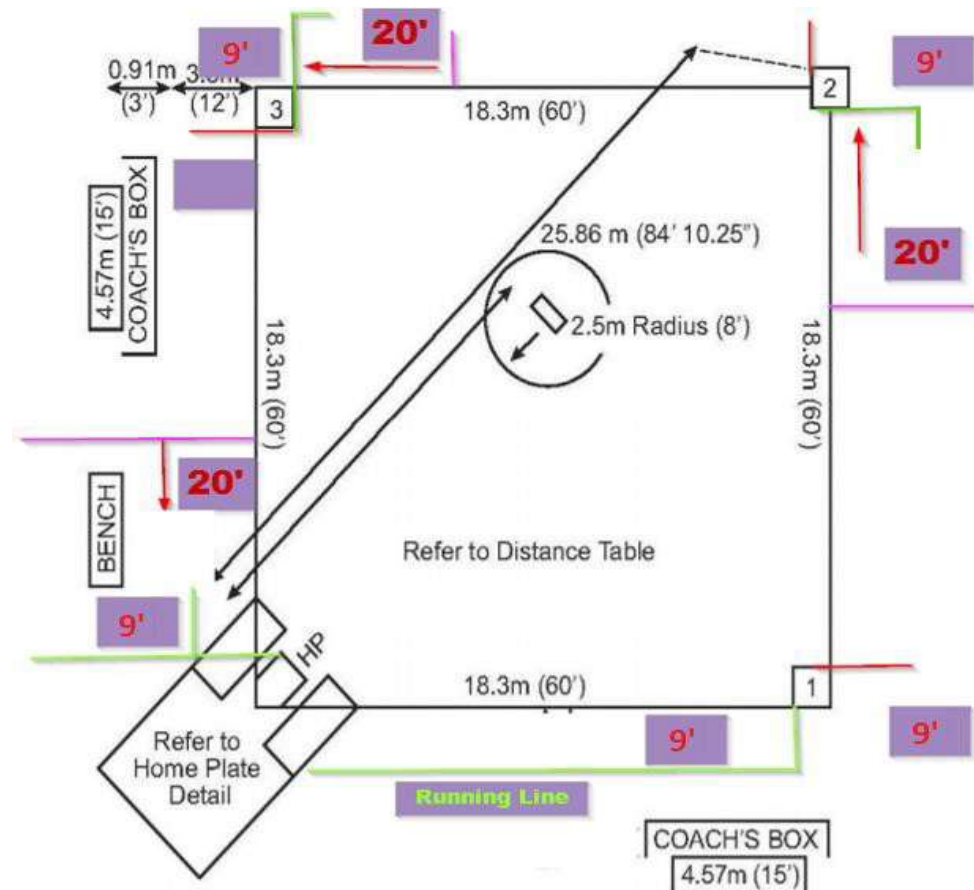
The batter/runner needs to cross the safe line before the defensive player receives control of the ball at the base.

1B safe line is marked from the leading edge of the base measured 9ft from the foul line into foul territory. The batter/runner line is 9ft from the foul line and extends to the left-hand batter's box.

2B safe line is at the leading edge of the base extending 9ft towards right field.

3B safe line is along the leading edge of the base extending 9ft towards left field.

Home Plate safe line extends from the front corner of home plate on the 3B side and extends to the back stop with a cross hatch mark 9ft from the middle of Home Plate.



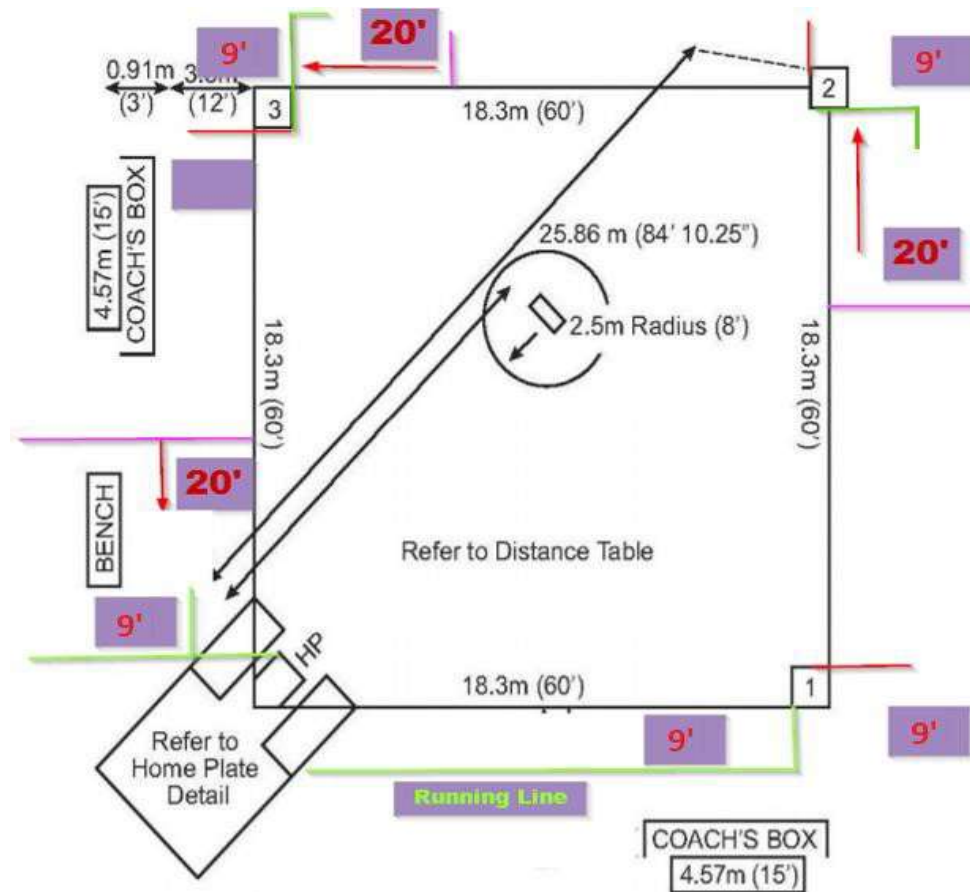
Commitment Lines

Once the batter/runner crosses a commitment line they must proceed to the next base. The defense now has a force play on the next base.

2B commitment line is marked 20 feet from 2B and extends 9ft from the natural base line towards right field.

3B commitment line is marked 20 feet from 3B and extends 9ft from the natural base line toward left field.

Home plate commitment line is marked 20 feet from HP and extends to the backstop from the base line.



Runner start line

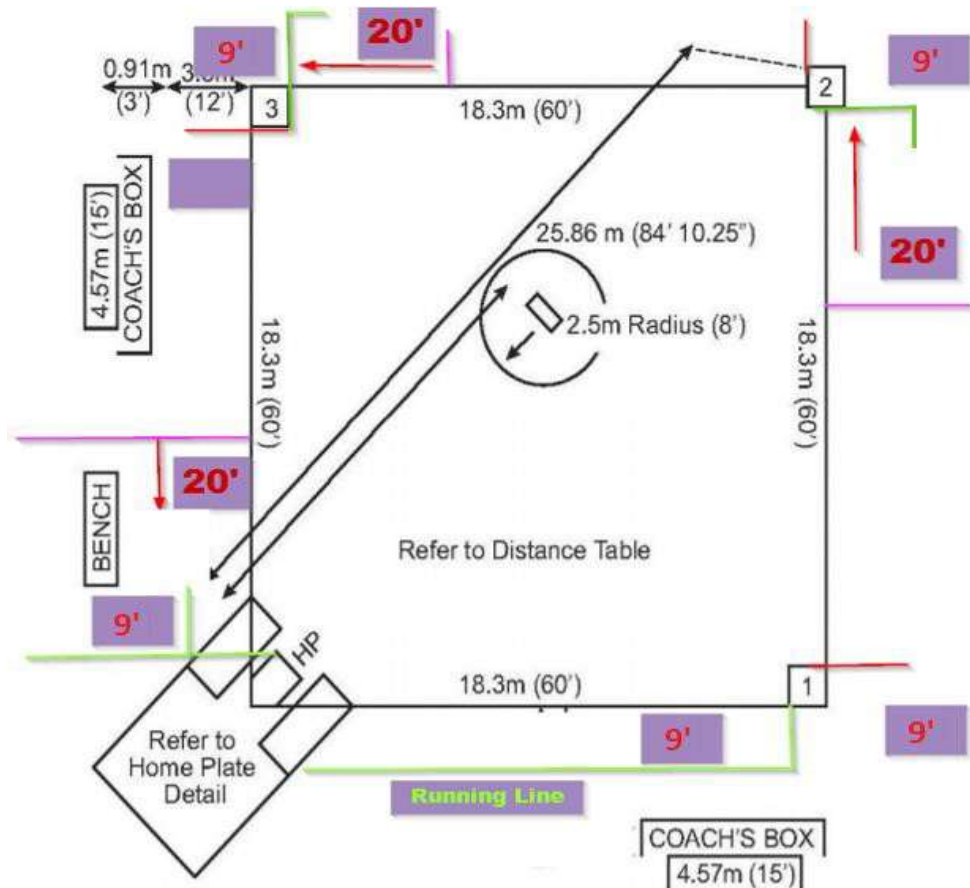
This is the point where a runner starts from on the next play once they have obtained the base safely. The runner may start from any point of the line to observe 3m distancing.

1B runner start line is marked starting at the inside edge of the white bag closest to 2B and extending 9ft towards right field.

2B runner start line starts at the inside edge of the bag closest to 3B and extends 9ft toward left field.

3B runner start line is marked at the inside edge of 3B closest to Home Plate and extends 9ft into foul territory towards the backstop.

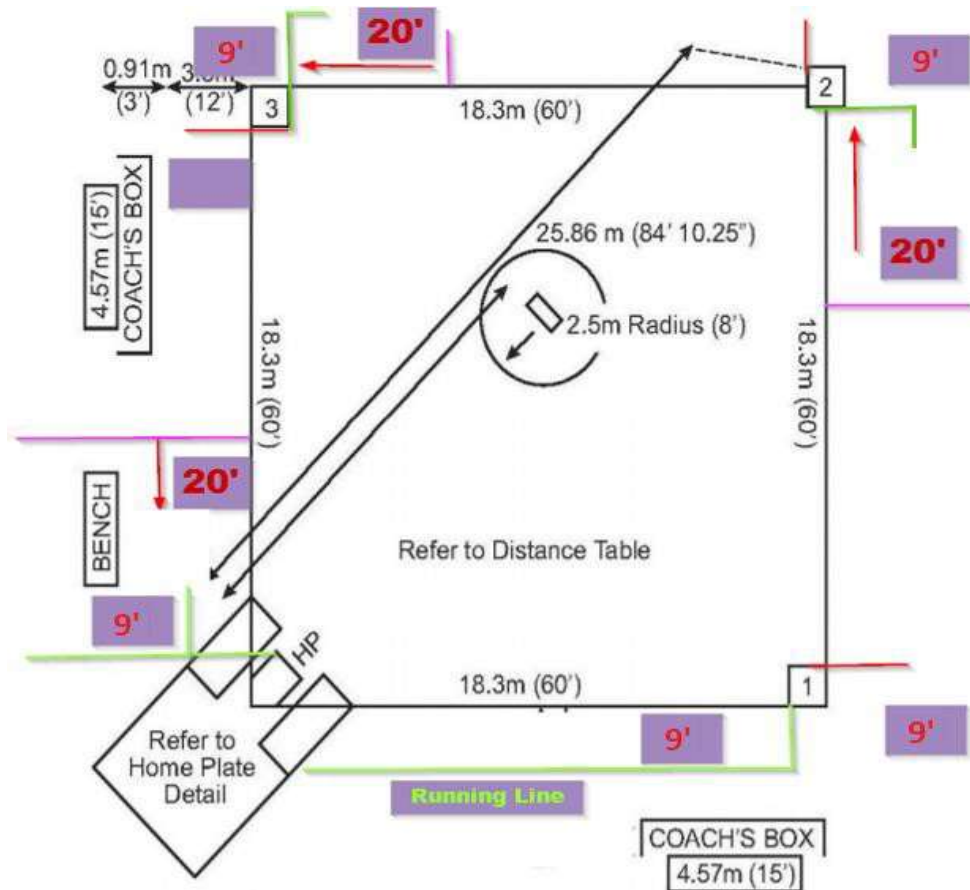
The Start Line becomes the Safe/Out



Coach's Boxes

Coach's boxes must be 18ft from each base line as currently required but must also be 9ft from any entrance/exit to the field. If this distancing can not be maintained because of diamond dimensions, then the coach's box should be moved toward the outfield area in foul territory or as determined by the local Association to maintain the distancing requirement.

As this is for scrimmages only, coaches may move around the field of play as necessary..



Catcher Area

U10 and below using a Tee

Batters Box is shortened to 4ft

Catcher area should be marked starting 9ft from the back of the batter's box.

*If using a pitcher, see U14c and below guidelines

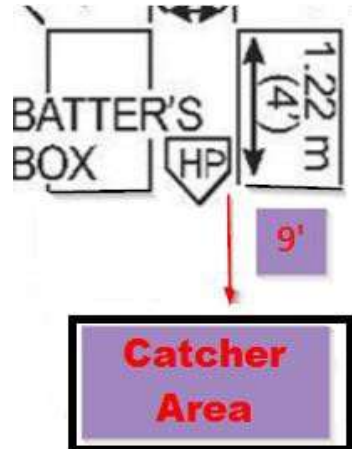


Catcher Area

U14C and U12C

Batters Box is shortened to 4ft

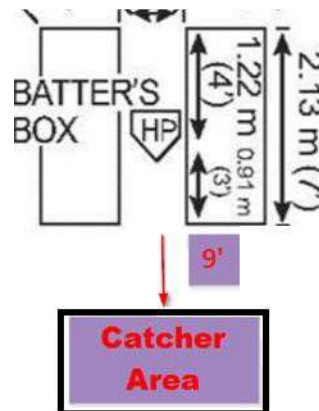
Catcher area should be marked starting 9ft from the back of the batter's box.



Catcher Area

U16C and up All A and B

Catcher area should be marked starting 9ft from the back of the batter's box.



Increased Awareness and Calling of Obstruction

- If no play is likely at the base and the runner is likely to round the base to continue to the next base, all defensive players must stay clear of the runner as per Softball Canada Rule 1-63 (Obstruction)
- It is recommended to strictly enforcing the Obstruction rule as outlined above.
- Players will be instructed and taught on how to observe 3 m distancing during play.

Rule Adjustments

- All batters/runners' foot must contact the ground on or across the safe/out line and not the base except in an extra base hit scenario.
- Extra Base hits: The batter/runner may use the white portion of 1B or in close proximity and continue to touch the bases or in close proximity until a play is to be made by the defense at the next base at which time the runner is to use the Safe/Out line.
- Once the batter/runner crosses the commitment line the defense has a force play at the next base and the runner may not return to the previous base.
- If a direct play is being made on the batter/runner and they have not crossed the commitment line, the runner will be made Out at the base they are moving/advancing/retreating to. The runner may reverse direction once and retreat to the previous base to avoid being put out. However, if the runner stops or changes more than once, a Dead Ball will be called and the runner will be called Out. *If the ball is overthrown into foul territory in this scenario, a Dead Ball will be called and the runners will be advanced one base.
- All runners who are not having a play made on them may stop, slow down, change direction until the defense focuses their attention on them, in which the above rules apply.
- If a runner is retreating to a base and hasn't crossed the commitment line, the starting line now becomes the safe/out line for that base the runner is retreating to.
- The batter may not proceed on to the field until the previous play is completed
- If a player crosses the start line before a pitch is released, this is a lead off.
- On any pitched ball that ends up on the ground in front of the catcher and is out of their reach, a dead ball is assumed, the batter will back out of the box, and then the catcher will retrieve the ball. No runners may advance.
- Dropped 3rd strike is not in effect at any level.
- Tag plays are prohibited
- Stealing is prohibited

Appendix J – VMSA Supplemental

- Coaches boxes shall be moved away from the bases and towards the outfield to ensure 3m separation
- The next batters ondeck circle shall be on the non-play side of the backstop/fence and be clearly marked and in a location that ensures 3m separation from players, coaches, volunteers or any other person. It should be located near a gate or opening to allow convenient movement to the field once the play is complete