

# ROLES & RESPONSIBILITIES

## **Association/Club Administrators (including Safe Sport Officer(s)):**

- ✓ Be familiar with provincial and local health guidelines and adhere to them.
- ✓ Communicate with members on all requirements in the Return to Ringette plan from your Provincial Ringette Organization.
- ✓ Prior to resuming ringette activities, reach out to the facility and discuss the following:
  - Facility guidelines on physical distancing.
  - Restrictions on the number of people allowed in public areas.
  - Areas that may not be accessible – main lobby, dressing rooms, observation areas, showers, washrooms, etc.
  - If dressing rooms are not available, have a common area to put on skates or remove skate guards with marked physical-distanced seating.
  - Cleaning processes, including how often it is disinfected.
- ✓ Relay timely information to coaches, managers, players and parents.
- ✓ Work with the coaching staff, trainers and managers on any health-related issues and be prepared to advise the association board and your Provincial Ringette Organization.
- ✓ Utilize technology to collect forms and fees if possible in order to minimize in-person contact.
- ✓ Ensure your team staffs have updated Emergency Action Plans.

## **Team Staff:**

- ✓ Be familiar with provincial and local health guidelines and adhere to them.
- ✓ Review the Return to Ringette plans from Ringette Canada and your Provincial Ringette Organization.
- ✓ Be familiar with facility guidelines and requirements.
- ✓ Host an information meeting with parents/guardians/participants to review health and safety guidelines, on-ice and off-ice programming, and to allow for questions (virtually is preferred).
- ✓ To minimize large groups in the facility, older players can reunite with family members in the parking lot.
- ✓ Avoid congregating players and/or parents in common areas of the facility, such as the lobby.
- ✓ Send practice plans out to the team electronically at least 12 hours in advance (if possible) to avoid close gatherings around white boards and to make the most of limited ice time.

- ✓ If there are multiple entrances to the ice surface, split the players into groups and have them space appropriately to meet physical-distancing standards at each entrance.
- ✓ Encourage participants to minimize their time in or around the facility. Have participants put on their shoes or skate guards immediately after the session so they can leave quickly.
- ✓ Practice and remind players and parents to follow physical distancing guidelines when leaving.
- ✓ Dressing room use, if available, will be controlled by the facility. It will be important to respect all facility controls so adequate cleaning and disinfecting can be done.
- ✓ When public health protocols and facility guidelines allow use of dressing rooms, ensure players are physically distanced (using multiple dressing rooms is a good option, if available).
- ✓ Players should not shower at the facility.
- ✓ For age groups where parents need to assist players with equipment, limit the number of parents in the dressing room/change area at any one time to one per player. Parent entry should be controlled to meet physical-distancing requirements.
- ✓ Follow Ringette Canada, your Provincial Ringette Organization and government guidelines for best practices related to on- and off-ice activities.
- ✓ Assist other team staff in meeting requirements as needed during ringette activities while on or off the ice.
- ✓ Ensure certifications and any education requirements are completed in a timely manner.
- ✓ Bring own coaching equipment such as boards or whistles and sanitize it after every session. Avoid sharing this equipment.
- ✓ Clean and sanitize team equipment (i.e. rings, pylons, etc.) after every session.

### **Trainers:**

- ✓ Always wear gloves during practices and games.
- ✓ Encourage players and parents to put together a prevention kit, as identified in the Hygiene Checklist (available online on Ringette Canada's COVID-19 resource page).
- ✓ Educate parents and players on the need for each player to have their own water bottle labelled with their names. Players should take their water bottles home and wash them before the next session.
- ✓ Emphasize to players the importance of washing their hands regularly with soap and water or hand sanitizer containing at least 60% alcohol. Carry extra hand sanitizer containing at least 60% alcohol and disinfectant wipes in the first-aid kit.
- ✓ Emphasize to players the importance of keeping their equipment clean.
- ✓ Be familiar with the Hygiene Checklist as well as the Return to Ringette plan from

the Provincial Ringette Organization.

- ✓ Work with coaches to support physical distancing, hygiene and return to play after illness.

### **Players:**

- ✓ Be familiar with facility guidelines about the prevention of COVID-19.
- ✓ If you have to open a door, use your elbow.
- ✓ Absolutely no sharing of water bottles, equipment, food or drinks.
- ✓ Bring a kit bag filled with recommended items (see Hygiene Checklist).
- ✓ Avoid showering at the facility.
- ✓ Do not come to a ringette activity if you are feeling ill.
- ✓ Cough or sneeze into a tissue or the bend of your arm, not your hand.
- ✓ Dispose of any used tissues as soon as possible in a lined waste basket and wash your hands.
- ✓ Avoid touching the eyes, nose or mouth.
- ✓ Avoid contact with anyone who is sick.
- ✓ Spitting and blowing your nose without a tissue is absolutely forbidden.
- ✓ Bring your own properly labelled water bottle and wash after every ringette activity.
- ✓ Put all trash in the garbage or take it when you leave.
- ✓ Keep equipment clean.
- ✓ Do not shake hands. Wave instead.
- ✓ Disinfect your phone regularly.

### **Officials and minor officials:**

- ✓ Be familiar with local and provincial public health authority guidelines and adhere to them.
- ✓ Be familiar with facility guidelines.
- ✓ Learn and follow the guidelines put in place by the Provincial Ringette Organization.
- ✓ Come fully dressed in uniform if possible.
- ✓ Do not share whistles or water bottles. Bring your own properly labelled water bottle and wash after every ringette activity.
- ✓ It is prohibited for officials to drink from the goaltender's water bottle.
- ✓ Avoid showering at the facility.
- ✓ Do not shake hands. Wave instead.
- ✓ Keep personal equipment clean.
- ✓ Minor officials should bring their own hand sanitizer and disinfectant to disinfect common surfaces and bring their own writing utensils.

**Parents:**

- ✓ Be familiar with local and provincial public health authority guidelines and adhere to them.
- ✓ Be familiar with facility guidelines.
- ✓ Learn and follow the guidelines put in place by the Provincial Ringette Organization, ringette association and team staff.
- ✓ Talk to your child about the importance of preventing the spread of COVID-19 in the ringette environment, including physical distancing guidelines.
- ✓ Stress handwashing before leaving for ringette, before going into the facility, after using the washroom, after the ringette activity, and after leaving the facility.
- ✓ Stress to your child not to touch their face.
- ✓ Encourage your child to let you know if they are not feeling well.
- ✓ Do not let your child attend a ringette activity if they are unwell.
- ✓ Report any illness to a member of the Team Staff or ringette association.
- ✓ Make sure your child has their own clean water bottle, labelled clearly with their name, and stress the importance of not sharing water bottles.
- ✓ When travelling to any ringette activity, including away events, travel with family, unless provincial public health authority guidelines allow it.