



## TOURNAMENT HOSTING – SUGGESTED PLANNING CHECKLIST

Consider hiring/assigning a non-participant as an **event coordinator** who will help ensure compliance with OVR-USAV, local, state, and federal COVID-19 guidelines and/or mandates, including facility capacity, concessions, sanitization, etc. Someone with a healthcare background may be beneficial.

### Suggested duties, responsibilities, and considerations for an event coordinator:

- Serving as a point of contact with local health department, as needed
- Conducting or supervising symptom checks, if required by facility or suggested by local health dept
- Liability waivers for attendees and/or participants; seek legal counsel to determine necessity
- Monitor:
  - facility capacity & limitations; established by local & state health department orders
  - group gatherings/physical distancing, including concession lines and restroom occupancy
  - physical distancing by participants (ex: substitutes, bench personnel), where needed
  - spectator areas – encourage spectators to bring folding chairs where appropriate; establish designated seating areas & clearly mark restricted areas, as needed
  - locker room/changing room access for participants and/or referees
- Require face coverings (w/ necessary medical exceptions); have extras available, or sell at concessions; “no mask=no entry” should be the norm
- Maintain traffic flow patterns where possible, including separate entry/exit routes; floor tape may help
- Eliminate water fountains; allow participants to bring personal H<sub>2</sub>O bottles, or sell at concessions
- Consideration for allowing attendees to bring outside food into a facility
- Minimize cash transactions, i.e., “contactless payments” when possible
- Provide hand sanitizer and also suggest that attendees bring their own; offer for sale at concessions
- Sanitization/cleaning (during event and post-event):
  - CDC guidelines for disinfecting a facility or building:
    - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>;
    - PDF: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>
    - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
  - Regularly scheduled cleaning of public areas, concessions areas, restrooms, high-touch surfaces
  - Game balls – recommended to have at least two game balls per court with sanitizing during the match and post-match; teams bring their own practice/warm-up balls & cart/ball bag
  - Game/court equipment, including ref stand, score table & materials, and flip score/scoreboard; recommend that work teams bring their own pens/pencils for scoring, e-whistle for second referee
  - Clean team benches after each match (teams will not switch sides during a match); consider elimination of physical team benches – all team members will stand in bench/warm-up area
- First aid preparedness plan, including athletic trainers (if used) – for a participant or spectator who requires medical attention
- Attendance tracking plan to support contact tracing
- Signage throughout facility; check out CDC Print Resources at <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>
- Familiarity w/ State requirements, recommendations, public orders (see Online Resources for Hosting)



## ONLINE RESOURCES FOR HOSTING YOUR EVENT

The following links are provided as a resource and do not supersede local or state orders in your area.

### Centers for Disease Control:

- Reopening Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Youth Sports: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>
- Event Signage: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- CDC Toolkits: <https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/index.html>
- Event Considerations: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>
- Contact Tracing: <https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing/index.html>

### Greater Columbus Convention Center:

- [https://columbusconventions.com/wp-content/uploads/2020/09/GCCC\\_Reopening\\_Plan.pdf](https://columbusconventions.com/wp-content/uploads/2020/09/GCCC_Reopening_Plan.pdf) (This link provides you with two important pieces of information: 1) GCCC protocols & procedures that will likely be in place during OVR events hosted there; and 2) a broad, detailed look at how events can be planned successfully.)

### Ohio:

- <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>
- <https://coronavirus.ohio.gov/static/responsible/Contact-Sport-Practices-Non-Contact-Sport.pdf>
- <https://coronavirus.ohio.gov/static/responsible/Youth-Collegiate-Amateur-Club-Pro-Sports.pdf>
- <https://coronavirus.ohio.gov/static/publicorders/DO-Entertainment-Venue.pdf>

### Pennsylvania:

- <https://www.pa.gov/guides/responding-to-covid-19/>
- <https://www.governor.pa.gov/covid-19/sports-guidance/>

### West Virginia:

- <https://dhhr.wv.gov/COVID-19/pages/updates-and-news.aspx>

### National Federation (High School):

- Return to Play: <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:281c37f5-53cf-4a99-96a9-95242b8f42d3#pageNum=8>

### Ohio High School Athletic Association (OHSAA):

- Return to Play: <https://ohsaa.org/news-media/articles/ohsaa-releases-return-to-play-guidelines-and-sport-specific-recommendations>
- <https://ohsaaweb.blob.core.windows.net/files/Sports/Volleyball/2020/VolleyballModificationsRecommendations.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sig=VVbvX130DxiKiO6zWQXnBBNdgjSi6hRvrehdqXQBJeY%3D>

### Pennsylvania Interscholastic Athletic Association (PIAA): <http://www.piaa.org/news/details.aspx?ID=3850>

### West Virginia SSAC (no specific VB resources listed): <https://www.wvssac.org/sports-medicine-news/>

# SAMPLE TEMPLATE - TOURNAMENT HOSTING PLAN

Complete at least 30 days prior to the Event and make available to the local health department.

<b>EVENT DETAILS</b>	
Tournament Name:	
Tournament Location:	(address, city, st, zip)
Tournament Host/Director:	(name, address, phone)
Coordinator on-site:	(name, address, phone)
Tournament Date(s):	
Anticipated Number of Attendees:	(per day or session), (grand total for multiple days or sessions)
Event Type:	<input type="checkbox"/> Static: <i>events where the attendees primarily enter, watch, and depart</i> <input type="checkbox"/> Interactive: <i>events where attendees create a traffic flow and interact with each other</i> <input type="checkbox"/> Participant: <i>events where attendees primarily participate in an activity or production</i> <input type="checkbox"/> Community: <i>events with many activities and populations centers and likely a random traffic pattern</i>
<b>Employees, Volunteers, Participants (teams), etc</b>	
Checklist:	<input type="checkbox"/> Symptom checking (checklist or verbal), including temperature checks when feasible <input type="checkbox"/> Face coverings are worn in settings where other social distancing measures are difficult to maintain <input type="checkbox"/> Ensure that face coverings are available <input type="checkbox"/> Provide accommodations for high-risk employees & volunteers; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customer <input type="checkbox"/> Comply with distancing and hygiene guidelines
<b>Describe your plan to TRACK ATTENDANCE to support contact tracing</b>	
<b>Describe your plan to maintain appropriate PHYSICAL DISTANCING during the event</b>	
<b>Describe your plan to accommodate HIGH-RISK attendees or to provide FIRST AID services</b>	
<b>Describe your plan to maintain SIGNAGE, including anticipated number of signs &amp; their locations</b>	
<b>Describe PAYMENT plan (Encourage contactless payment; disinfect between transactions if needed)</b>	
<b>Describe your plan to provide HYGIENE &amp; regular SANITATION during the event</b>	
<b>CONCESSIONS</b>	
<input type="checkbox"/> Encourage contactless payment <input type="checkbox"/> To the extent reasonable, serve pre-packaged food (includes hotdogs/hamburgers, etc., prepared on site) <input type="checkbox"/> Condiments packaged individually, not buffet-style where they will be frequently touched, etc <input type="checkbox"/> Maintain 6-foot distancing for all lines; floor tape or markings, or signage may be helpful	
<b>Additional Safeguards (Share any additional safeguards or measures being planned for your event)</b>	