



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 H₂O 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 (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.

EVENT DETAILS	
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"/> <i>Static: events where the attendees primarily enter, watch, and depart</i> <input type="checkbox"/> <i>Interactive: events where attendees create a traffic flow and interact with each other</i> <input type="checkbox"/> <i>Participant: events where attendees primarily participate in an activity or production</i> <input type="checkbox"/> <i>Community: events with many activities and populations centers and likely a random traffic pattern</i>
Employees, Volunteers, Participants (teams), etc	
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
Describe your plan to TRACK ATTENDANCE to support contact tracing	
Describe your plan to maintain appropriate PHYSICAL DISTANCING during the event	
Describe your plan to accommodate HIGH-RISK attendees or to provide FIRST AID services	
Describe your plan to maintain SIGNAGE, including anticipated number of signs & their locations	
Describe PAYMENT plan (Encourage contactless payment; disinfect between transactions if needed)	
Describe your plan to provide HYGIENE & regular SANITATION during the event	
CONCESSIONS	
<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	
Additional Safeguards (Share any additional safeguards or measures being planned for your event)	