Pre-Season Preparation and Checklist

To help you prepare to implement the required changes within your facilities and activities on the ice, we have created a helpful preparation checklist to assist you.

	Yes	N/A	Task/Actions Assigned (if applicable)
Review SCMB Return to Play Protocol Document			
Review Skate Canada Return to Skating Guidelines			
Review current Government phase in Restoring Services			
Review Skate Canada Participant Waiver			
Review SCMB Illness Policy			
Schedule meeting with your arena/facility(ies) to review protocols (see 'Facility Meeting – Things to Discuss')			
Create COVID Emergency Response Plan (see template)			
Schedule a meeting with your coach(es) to review protocol(s), budget for sessions, contracts, etc…			
Develop and review club protocols:			
• Drop ins on sessions			
• Drop ins from other clubs			
• Cancellation policy			
• Refund policy			
• Disciplinary steps for failure to adhere to Return to Play Protocols			
Send out all policies/protocols, return to play documents, required waivers, etc… to club members			
Organize a meeting with club members and skaters to review processes and what to expect to ease transition			
Secure cleaning supplies and sanitizer			
Figure out needs for volunteers requiring PPE			
Secure masks and gloves (two or more sizes) for club volunteers (music players, screening volunteer, cleaning volunteer, program assistants, etc…)			
Create volunteer schedules and sign up for the following positions:			
• Music player			
• Screening/Sign person			
• Cleaning (could be combined with screening person if there is only one session per day) (consider using a virtual sign up app to keep track of volunteers)			
Appoint a COVID Club Lead (this person should be the point person for communications with facility, membership, and SCMB about all things COVID related. This person should keep informed and up to date on government changes, etc…)			

As of June 16, 2020

Send to SCMB your COVID Club Lead contact information			
Update website with new protocols/policies and contact information for COVID Club Lead			
Create/update Emergency Action Plan (EAP)			
Organize a location to keep session sign in records, waivers, EAP, emergency contact information for skaters, and other documents			
Send out EAP to coach(es) and club board			
Skate Canada waiver for participation must be signed:			
• Skaters, spectators, volunteers, officials, etc…			
Create spreadsheet for keeping track of submitted signed waivers (required before participation)			
Send copy of signed waivers to Skate Canada Manitoba			
Print off and have copies of the following:			
• EAP			
• Required posters for facility			
• 'Facility and Session Checklist'			
• 'Session Record Form'			
• Skate Canada waiver			
Create a sanitation/cleaning checklist for your facility (see 'Sanitation – Things to Consider' for assistance)			
When creating and budgeting for sessions:			
• Have you considered drop off/pick up slots/times			
• Have you accounted for the increased intake time for screening and signing in			
• Have you considered the increased time for cleaning before, between and after sessions			
• Have you considered paperless options for registration			
• Ensure cost of cleaning supplies and PPE are included in program fee decisions			
Have a mock session or facility walk-through to review protocols and trouble shoot			
First aid kit updated with mask and gloves			