

## **Facility Meeting – Things to Discuss**

When meeting with your arena/facility here are a list of things you should discuss with them in order to ensure that everyone is aware of one another's protocols, expectations, and needs.

Who should attend:

- COVID Club Lead
- Member(s) of the Board
- Coach(es)

Prior to the meeting:

- Send a copy of Skate Canada Manitoba's Return to Play Protocol document to your facility for their review
- Ask to receive a copy of your facility's protocol document for you to review
- Make notes where protocols differ, and which standard is higher – that is the guideline you must follow

Things to discuss at the meeting:

- Go through the documents together
- Let your facility know that you are required to follow the highest standard set out when there is a difference
- How will ice contracts differ this upcoming season
  - What will the cancellation policies be should there be a closure of the facility
  - What will the club be responsible for paying should we need to cancel any ice
- Will you be allowing spectators
  - Where will they be allowed
  - What are the limits
- Drop off and pick up times
- Poster requirements
  - Will facility be putting up posters
  - Cross reference the posters they will be putting up and what your needs are – can they put up the required ones for clubs too?
  - Will they have signs for entry and exits
- What will be the time between user groups
  - How will the cost be shared or divided
- If we are the first session, how early will the rink be open
- Will dressing rooms and/or restrooms be open
  - What are the protocols
  - Cleaning requirements
- Physical distance markings
  - Will the rink be putting up PD markings
  - Where will they be placed
    - Outside of facility prior to entering
    - In dressing rooms

- Player boxes
  - Ice level (while waiting to enter rink surface)
  - On stands/bleachers/benches
  - On the ice surface boards – required by SCMB
- If you have to do your own, what materials are you allowed to use (ie duct tape, masking tape, etc...)
- Sanitation and hygiene
  - What sanitizing upgrades has the facility done (ie touchless sanitizing stations, touchless paper towels or water facets)
  - What are the expectations for cleaning
    - What is the club responsible for before, during, after each session
    - What will the rink already be doing before, during and after each session
  - Can the club purchase cleaning and PPE supplies through the facility
- Create a COVID Emergency Response Plan together, or review your draft with facility to ensure correct information and protocols are included.

After your meeting with the facility, draw up a document outlining the areas discussed and send it to the facility for confirmation so that there is a record of the information and should there be any inaccuracies, corrections can be made prior to continuing to plan your season.