

CLUB AND SKATING SCHOOL OPERATIONS

Area	Item	Protocol
Club / Skating School Operations CSO – 001	Compliance with regulations	<p>All figure skating activities must adhere to all federal, provincial and municipal laws, regulations, by-laws and orders as they may exist from time to time. This includes but is not limited to compliance with:</p> <ul style="list-style-type: none"> • Physical distancing measures • Health and safety regulations • Size of permitted gatherings • Skate Canada rules, policies and procedures • Skate Canada: Alberta-NWT/Nunavut rules, policies and procedures • All Safe Sport policies and procedures • Applicable occupational health and safety requirements
Club / Skating School Operations CSO – 002	Compliance with Skate Canada: Alberta-NWT/Nunavut guidelines and protocols	<p>All Section clubs, skating schools and coaches conducting training (on rented club or non-club ice) must implement and comply with the most current version of the Skate Canada: Alberta – NWT/Nunavut <i>Return to Skating</i> Protocols. Each club, skating school and coach is also responsible for implementing and complying with any updated version of these Protocols as posted from time to time.</p> <p>The Assumption of Risk and Waiver regarding COVID-19 form provided as part of these Protocols must be completed by each participant in club or skating school activities (including staff, skaters, coaches, choreographers and volunteers).</p> <p>This form must be completed prior to the start of participation in club or skating school activities. The club or skating school must keep this form on-file for each participant. It is not necessary to submit this to Skate Canada: Alberta-NWT/Nunavut but it may be requested by the Section at any time.</p> <p><i>Please see Appendices for the Skate Canada: Alberta-NWT/Nunavut:</i></p> <ul style="list-style-type: none"> • <i>Club and Skating School Protocol Checklist</i> • <i>Assumption of Risk and Waiver form</i>
Club/Skating School Operations CSO – 003	COVID-19 Education	<p>Each club and skating school must ensure staff, coaches, skaters, parents, members and volunteers receive education on new safety and hygiene protocols within the club/skating school as well as Government of Alberta approved information on ways to limit the spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Respiratory etiquette • Hand hygiene • Physical distancing • Use of Personal Protective Equipment (i.e. face masks) <p><i>Please see Appendices for samples and resource links to these education tools</i></p>

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Club / Skating School Operations CSO - 004	COVID-19 Response Plan <i>Refer:</i> CSO – 007 CSO – 008 CSO – 014	<p>Each club and skating school MUST develop a COVID-19 Response Plan which includes all of the following provisions:</p> <ul style="list-style-type: none"> • Designate an individual over the age of 18 to oversee and ensure the implementation and adherence of safety and public health guidelines • Protocol for individuals to report if they are unwell, become unwell during training or show signs of acute respiratory infection • Protocol for individuals to report to the club if they have developed or been exposed to someone with COVID-19 • Procedure to notify Alberta Health Authority and external stakeholders (i.e. Skate Canada: Alberta-NWT/Nunavut Section Office, facility management) of any suspected or positive cases • Procedures to modify, restrict, postpone or cancel training sessions based on the evolving COVID-19 pandemic • Communication plan to keep staff, coaches, skaters, parents and volunteers informed during Return to Play Phases • Protocol for staff, skaters, coaches, parents, members and volunteers after a COVID-19 diagnosis, <p>An authorized club or skating school representative must complete the COVID-19 Response Plan Acknowledgement Form and return to the section office prior to the onset of operations.</p> <p><i>Please see Appendices for the Skate Canada: Alberta-NWT/Nunavut:</i></p> <ul style="list-style-type: none"> • COVID-19 Response Plan Acknowledgement Form • COVID-19 Response Plan Template
Club / Skating School Operations CSO - 005	Facility Coordination	<p>Clubs and skating schools must coordinate with their facility to ensure compliance with these protocols, in addition to any Provincial or Municipal Health Regulations. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Ensuring signage available through Alberta Health Authority is prominently posted in high use areas of the facility • Implementing effective measures to manage the flow of traffic in and out of the facility • Ensuring that any person who enters or uses the facility, for club or skating school purposes, maintains a physical distance of at least 2m from any other person. • Doors inside the facility remain open, where possible, to avoid contact with door handles • Wiping down/sanitizing high touch areas such as entry/exit doors to the ice etc. • Availability of hand sanitizing available to all clients in various locations throughout the facility including: building entrances and exits • Use markings on the ground to indicate proper distancing from employees (e.g. facility reception) or other participants (ie on/off ice gates) • Marking seating area with tape to designate 2m distances • Sharing of food, use of water refilling stations and water fountains, and shared group water bottles or jugs is prohibited

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		<ul style="list-style-type: none"> • In collaboration with the facility operator, scheduling and implementing cleaning between training sessions in accordance to Public Health Guidelines is maintained • Use of Dressing Rooms is strongly discouraged and physical distancing of 2m must be maintained if used. Participants are to arrive in skating attire in Phase 1. • Facilitating compliance by the facility operator with the advice, recommendations and instructions of public health officials, including any advice, recommendations and instructions on physical distancing, cleaning or disinfecting.
Club / Skating School Operations CSO - 006	Club/Skating School Offices and Storage Rooms	<p>All club and skating school administrative activities should be conducted online and virtually whenever possible.</p> <ul style="list-style-type: none"> • A physical barrier should be created to ensure a minimum distance of 2m between club or skating school employees and visitors is maintained when virtual operations are not feasible • Clubs and skating schools must ensure proper cleaning of any office/ administrative/storage rooms. • Daily scheduled cleaning/sanitizing between users • Availability of hand sanitizer for staff and visitors • Availability of personal protective wear for staff, including face masks, disposable gloves
Club / Skating School Operations CSO - 007	First Aid / Emergencies	<ul style="list-style-type: none"> • Clubs, Skating Schools and Coaches must ensure personal protective equipment (which includes medical masks and disposable gloves) is immediately available IF first aid treatment is required. • In the event that a participant requires first aid, consider having a family member attend to the injured, when possible • If not possible, the attending person must wear appropriate Personal Protective Equipment (PPE) including a medical mask and disposable gloves. <ul style="list-style-type: none"> • Proper hand washing and PPE Doffing should take place immediately following any in-person interaction <p>Please refer to the Alberta Health Services overview on use of PPE</p>
Club / Skating School Operations CSO - 008	Self-screening measures	<p>All individuals taking part in club/skating school activities must self-screen at home and in accordance with Public Health Orders must not attend any training sessions or club activities if they:</p> <ul style="list-style-type: none"> • Exhibit any COVID-19 symptoms, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts • Have returned from travel outside of Canada (must quarantine for 14 days at home) • Have been in contact with someone with COVID-19 in the past 14 days <p>Those who are considered a vulnerable or at-risk individual (elderly persons, weakened immune system or medical conditions such as heart disease, lung disease, cancer etc.) should be advised of the increased risk of participation and take additional precautions and use of PPE where possible.</p>

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Club / Skating School Operations CSO - 09	Screening of individuals	<p>Clubs and skating schools must establish, and record, a screening protocol whereby individuals are screened on-site on a daily basis before participation in any club activities.</p> <p>Each participant (skaters, coaches, choreographers, volunteers) must complete an on-site verbal screening as instructed by the club.</p> <p>When skating is taking place outside of a club setting, the coach is responsible for attaining this documentation and ensuring submission to club or skating school is completed.</p> <p><i>Please see Appendices for a copy of the verbal screening template</i></p>
Club / Skating School Operations CSO - 010	Tracking of participants in club activities	<p>Contact Tracing logs for all participants, coaches and spectators must be completed for every training activity and be available to be accessed quickly to ensure efficient contact tracing.</p> <p>When skating is taking place outside of a club setting, the coach is responsible for ensuring this logging, tracking and submission to club or skating school is completed.</p> <p>As personal information is being collected for contact tracing logs, reasonable security measures against unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction for information must also be in place in accordance with the Personal Information Protection Act (PIPA).</p> <p>Contact Tracing logs can be done online or completed onsite by a responsible adult. Records must be maintained for a minimum of 4 weeks.</p> <p><i>Please see Appendices for a Contact Tracing tracking template</i> <i>See Pandemic FAQ: Customer Lists for additional requirements related to safeguarding and protection of personal information</i></p>
Club / Skating School Operations CSO - 011	Multiple facilities	<p>Coaching and skating at multiple locations is strongly discouraged. Clubs and skating schools will ask skaters, coaches or choreographers to inform them if they are attending training sessions in multiple locations. Individuals should consider the following:</p> <ul style="list-style-type: none"> Managing schedule to avoid entering different facilities on the same day
Club / Skating School Operations CSO - 012	Travel	<p>Transportation to and from the facility should align with Provincial Guidelines.</p> <ul style="list-style-type: none"> Activities should be restricted to local community opportunities. Participants should not seek sport, physical activity and recreation opportunities in other regions, or out of province. To align with physical distancing requirements group transportation (team buses or vans) is not permitted Transportation to and from activities should be arranged so that only individuals from the same household or cohort members share rides (see the Provincial Health Guidelines for further information on Carpooling and Cohort Families). Individuals who take public transportation to the facility must immediately upon arrival wash their hands thoroughly with soap and

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		<p>water or use an alcohol-based hand sanitizer if soap and water is not available</p> <ul style="list-style-type: none"> When exiting the facility, after training, individuals should minimize the time spent in parking lots and maintain physical distancing when returning to vehicles or homes.
<p>Club / Skating School Operations CSO – 013</p>	<p>Scheduling</p>	<p>Scheduling of on-ice sessions should be done online and in a staggered manner with time in between each session. This avoids overlapping of different user groups and allows adequate time to clean and sanitize between user groups.</p> <p>Facilities that accommodate more than one user group or sport at a time in the complex should ensure scheduling between arrival and departure of each user group is staggered to avoid overlapping in common areas and entrance/exits of the facility.</p>
<p>Club / Skating School Operations CSO - 014</p>	<p>Session registration</p>	<p>It is recommended that registration is required in advance of arriving at the training facility due to the limitations on attendees.</p> <p>All registrations and payments should be completed online whenever possible in order to minimize contact. Precautionary measures should be taken in accordance with guidelines provided by Alberta Health Services when handling cash.</p>
<p>Club / Skating School Operations CSO - 015</p>	<p>Participant Compliance</p>	<p>All clubs and skating schools will be required to acknowledge adherence to the Skate Canada: Alberta-NWT/Nunavut Protocols and Guidelines, and adhere to Provincial and Municipal protocols.</p>
<p>Club / Skating School Operations CSO - 016</p>	<p>Compliance Enforcement</p>	<p>If a participant or parent / guardian is aware of a club, skating school, coach or skater not following Provincial or Municipal public health orders submit a complaint to AHS public health inspectors online or leave a message at 1-833-415-9179</p> <ul style="list-style-type: none"> The Section office should be notified (copied) in writing of the Provincial or Public Health concern <p>Any participant (or parent/guardian) should notify the Section office of non-adherence to Skate Canada guidelines or Skate Canada: Alberta-NWT/Nunavut protocols and guidelines</p> <ul style="list-style-type: none"> Non-compliance may result in the suspension of sanctioned activities, programming, or participation in a sanctioned activity and could jeopardize insurance coverage

CLUB AND SKATING SCHOOL PROGRAMMING

Area	Item	Protocol
Club / Skating School Programming CSP - 001	Limitations on size of training groups <i>Refer:</i> CSP – 002 CSP – 003 CSP – 004	<p>All training sessions must follow provincial and local public health as well as facility and Skate Canada: Alberta-NWT/Nunavut protocols and guidelines with respect to the size of gatherings, while also ensuring proper physical distancing is maintained.</p> <p>The maximum number of participants (skaters, coaches, choreographers and volunteers) on a session is determined by the LESSER of Gathering Restrictions as of the date of training as outlined by Alberta Health Services or the maximum skater allowance as determined by the club or skating school. Updates on gathering size may be found here.</p> <p><u>In Phase 1 the maximum number of participants (skaters, coaches, choreographers and volunteers) on a session is limited to a maximum of 25 at any one time. Spectators are not included in this number</u></p> <p>The Safe Sport Rule of 2 for coaches applies at all times regardless of group size</p> <p>Note: Each participant counts as part of the gathering size. This includes multiple participants from single households or cohorts.</p>
Club / Skating School Programming CSP - 002	Programming	<p>Clubs and skating schools shall limit programming in Phase 1 as follows:</p> <ul style="list-style-type: none"> • STARSkate (recreational competitive stream), Power Skating (Advanced Stage of Development), Competitive and Adult skaters only at this time • <i>CanSkate (learn to skate), Power Skating (Early / Moderate Stages of Development), Inclusive Skating and any Junior Academy-type programming should not be taking place during Phase 1</i> <p><i>No events (carnivals, fun meets competitions, simulations, assessment days) will be sanctioned during Phase 1</i></p> <p>Skate Canada: Alberta-NWT/Nunavut will communicate in subsequent Versions of these Protocols updated information as it becomes available or as we move into Phase 2 of Return to Skating.</p>
Club / Skating School Programming CSP - 003	Pairs and Ice Dance	<p>Pairs/Ice Dance teams should follow the guidelines below in resuming training for Phase 1:</p> <ul style="list-style-type: none"> • Only Skaters who reside in the same household or are in the same cohort family are permitted to be within 2 metres and may have physical contact on or off the ice at this time (see the Provincial Health Guidelines for further information on Cohort Families) • Skaters must respect physical distancing guidelines within non-ice areas of the facility by staying 2m apart • Skaters should also respect physical distance requirements when conducting warm-ups and cool downs

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<p>Club / Skating School Programming CSP - 004</p>	<p>Synchronized Skating</p>	<p>All Synchronized Skating training must comply with Canada: Alberta Provincial Gathering guidelines. SYS teams must comply with the following:</p> <ul style="list-style-type: none"> • Synchro Team members must form and stay within a cohort/bubble group in order to be permitted to have contact on ice between participants • Crossover of participants within other cohort groups or bubbles is not permitted • Freeskating is not considered a cohort group while training and does not restrict the participant from skating in both freeski and synchro • In accordance with public health authorities, if a participant is part of a team cohort group in another contact sport, they are not permitted to be part of a second team cohort group • All skaters must wash/sanitize their hands at the beginning and immediately following each training session • All warm-ups and off-ice training should comply with physical distancing requirements • Maximum participants on the ice at any time must align with CSP-002 <p>Skate Canada: Alberta-NWT/Nunavut will communicate in subsequent versions of these Protocols or as we move into Phase 2 of Return to Skating.</p>
<p>Club / Skating School Programming CSP - 005</p>	<p>Assessment Days</p>	<p>Assessment Days will not be scheduled during Phase 1.</p> <p>Skate Canada: Alberta-NWT/Nunavut will communicate updated information about Programming, Assessment Day and Competition in subsequent versions of these Protocols or as we move into Phase 2 of Return to Skating.</p>
<p>Club / Skating School Programming CSP - 006</p>	<p>Competitions and Gatherings</p>	<p>Competitions will not be scheduled during Phase 1.</p> <p>Skate Canada: Alberta-NWT/Nunavut will communicate updated information about Programming, Assessment Day and Competitions in subsequent versions of these Protocols or as we move into Phase 2 of Return to Skating.</p>

SKATING / TRAINING ACTIVITIES

Area	Item	Protocol
General Requirements		
Skating & Training Activities STA – 001	Entry/Exit – sporting complex	Individuals shall follow facility guidelines and use designated entry and exit doors in the arena and any guidelines to manage the flow of people into the building and comply with the permitted number of people permissible in the sporting complex according to provincial and municipal guidelines.
Skating & Training Activities STA-002	Physical Distancing	<p>Skaters are required to maintain a physical distance of 2m at all times with skaters and coaches within the training environment</p> <p>While on the ice:</p> <ul style="list-style-type: none"> • All coaching should be done using verbal cues. • There should be no physical contact with the skater unless medical attention is required. <p>Any use of technology (viewing iPads / Dartfish etc.) must adhere to physical distancing protocols by remaining 2m apart and ensure there is no common touch of equipment or technology</p> <p>Appropriate markings will determine 2m. spacing in common areas</p>
Skating & Training Activities STA – 003	Spectators/Parents	<p>In order to limit the number of people in the arena, spectators are only permitted if they are a guardian accompanying a person under the age of 18 years and remain in a designated area.</p> <p>All spectators are expected to follow facility guidelines with respect to physical distancing and may not exceed the maximum number of individuals gathered in an area in accordance with Provincial, Municipal and facility public health guidelines.</p> <p>No public spectators allowed.</p>
Skating & Training Activities STA – 004	Personal Hygiene	<ul style="list-style-type: none"> • Individuals shall wash or sanitize hands upon entry to facility • Club and skating school employees must wear a mask at all times in public areas and frequently wash or sanitize their hands • Personal Protective Equipment (PPE) must be worn in accordance with current Provincial, Municipal and facility guidelines • Avoid touching door handles, gates, benches and all other common surfaces • Personal hygiene etiquette must be practiced at all times (cough / sneeze into arm or tissue, immediately place used tissues into the facility garbage bins (do not place on the boards) • There shall be no spitting • Skaters and coaches must wash hands prior to each session • All training clothes, gloves, water bottles, skates must be kept clean. It is recommended all items of clothing be immediately washed and skates /guards sanitized, prior to re-entering the facility. <p><i>The wearing of Personal Protective Equipment (PPE) shall be in accordance with the more restrictive of provincial, municipal or facility guidelines and may vary as conditions change.</i></p>

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Skating & Training Activities STA - 005	Personal Protective Equipment (PPE)	<p>Coaches:</p> <ul style="list-style-type: none"> Recommended to wear non-medical face mask or a face shield while coaching Any winter gloves worn should be washed daily <p>Skaters:</p> <ul style="list-style-type: none"> Not required to wear a face mask while training; may choose to do so, however Public Health recommends that masks should NOT be worn when conducting intense physical activities Any winter gloves worn should be washed daily <p>First Aid:</p> <ul style="list-style-type: none"> Any individual attending to a non-family member for a medical emergency must wear appropriate PPE including: a medical face mask, disposable gloves, and may include protective glasses, a medical gown <p><i>The wearing of Personal Protective Equipment (PPE) shall be in accordance with the more restrictive of provincial, municipal or facility guidelines and may vary as conditions change.</i></p>
Skating & Training Activities STA – 006	Personal Items	<p>It is strongly encouraged that skaters enter the building wearing skates and carrying only their FULL water bottle and their personal tissues, if required. Personal items like skating bags or other items should not be brought into the facility.</p> <p>Wear clean clothes and gloves for each day of training. Make sure used clothing and gloves are washed immediately when you return home from training.</p> <ul style="list-style-type: none"> Guards and water bottles must be placed in designated, personal areas on the boards Food and personal items may not be shared Tissues must be disposed of immediately into a garbage bin in the facility
Skating & Training Activities STA – 007	Dressing Rooms	<p>It is recommended that Dressing Rooms have limited use during phase 1.</p> <p>Skaters must arrive at the arena in their skating clothes and ensure a minimum of 2m physical distancing is maintained if skates are put on inside the facility.</p> <p>If Dressing Rooms are accessible; designated, marked areas should be identified to ensure physical distancing is maintained. Enhanced cleaning protocols should be in place between training sessions and individuals using the space. Consult with the facility operator on cleaning protocols and additional restrictions.</p>
Skating & Training Activities STA – 008	Restrooms / Washrooms	<p>Restrooms / Washrooms are not to be used as Dressing Rooms. All skaters should arrive to the facility in their skating attire.</p>

Training Requirements		
Skating & Training Activities STA – 009	Warm-up /Cool down	Whenever possible warm-ups and cool downs will be conducted outside following physical distancing protocols by remaining 2m apart.
Skating & Training Activities STA – 010	Skates On /Off	Skaters should put their skates on/remove skates outside of the arena when possible respecting physical distancing protocols and remaining 2m apart. If weather does not permit doing so outside of the arena, it is recommended that skaters put their skates on in designated areas with proper social distancing spacing marked on the floor.
Skating & Training Activities STA – 011	Entry / Exit to arena facility	<p>Individuals must follow facility guidelines to manage the number of people permitted to enter “arena” area of sporting complex.</p> <p>Participants may enter the building no more than fifteen (15) minutes prior to their scheduled training session and must leave the arena immediately following the completion of the session.</p> <p>Where possible, space should establish one-way flow patterns to avoid multiple groups or individuals from inadvertently interacting</p> <p>The club or skating school must have adult supervision off the ice making sure that social distancing guidelines and traffic flow are being followed</p>
Skating & Training Activities STA – 012	Entry/Exit from ice	<p>Individuals must follow physical distancing protocols and remain 2m apart while waiting to enter and exit the ice.</p> <p>Where possible, space should establish one-way flow patterns to avoid multiple individuals or groups inadvertently interacting.</p> <p>The club or skating school must have adult supervision off the ice making sure that social distancing guidelines and traffic flow are being followed</p>
Skating & Training Activities STA-013	Music / Video / Mobile devices and Dartfish technology	<p>Clubs must determine a safe way to play music or use technology while following physical distancing and hygiene measures. Clubs should consider the following:</p> <ul style="list-style-type: none"> • Designating one person per session to play music • Providing access to music playing equipment in an open area (i.e. long cord to rink-side for use with iPods/phones) • Providing sanitizing wipes to be used in between each session or user of music equipment • Individual training tools (such as iPad / Dartfish) must be operated by one designated individual and may not be shared or be a common touch item. <p>Physical distancing protocols must be adhered to by remaining 2m apart</p>
Skating & Training Activities STA-014	On-Ice Coaching	It is recommended that Coaches and Choreographers coach from one spot on the ice or at the edge of the ice, whenever possible. If required to move, a minimum of 2m. must be maintained between the skater(s) and the Coach or Choreographer at all times.



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Skating & Training Activities STA-015	Harness	There will be no use of harnesses allowed during training sessions until further notice. Skate Canada: Alberta-NWT/Nunavut will communicate updated information about the use of training tools for future phases, as they are known.
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