



BMHA COVID-19 VOLUNTEER DUTIES

The safety of all BMHA participants and their families is our top priority and key to the planning and carrying out the 2020 season plan. Our Return to Play Plan ([found on our website](#)) outlines various protocols and procedures that will help reduce risk and permit our children to play the game they love. Below is a summary of how you will help get our kids back on the ice!

If you have any questions, please contact your Division Manager.

Important Notes

- **Other than designated volunteers, NO PARENTS/SPECTATORS can enter the rink.**
- **There are no dressing rooms or bathrooms available for them to use for changing.**
- **If parents insist on tying their own child's skates, they must do it outside.**

HCSP or Check-in Helper

- Other than designated volunteers, NO SPECTATORS are allowed in the building.
- **HEALTH CHECK** – Please ask parents/players to show you their completed health check on their phone located on the TeamSnap app. They need to show you the “cleared” message on their phone.
 - If they are unable to complete or show you the completed/cleared message on TeamSnap, they cannot attend the ice session.
 - If a parent or an older player says the other parent, or their parents have it on their phone they can send you a screen shot to show it is complete.
 - If they are having trouble finding the health check on their phone, ask them to uninstall then reinstall the app so it updates this new feature.
 - If you are the HCSP & have been granted admin access, you will be able to see if the player has completed the Health Check. This is only available on the computer app (not the mobile app).
 - More information on the Health Check can be found here:
https://blog.teamsnap.com/announcements/health-checks?utm_source=appcues&utm_medium=webapp&utm_campaign=inproduct
- **SIGN-IN SHEET (see attached)** – As parents/players show you their green screen for clearance, add the player to the hard copy sign-in sheet, and ask for a cell phone number to reach the parent should they need to be reached to enter the rink. Also, add all volunteers for contact tracing for each ice time.
- Once you have been notified the players have left the building and the area has been cleaned, please notify the next group that they can enter.



Helpers 1, 2 & 3

- Please bring your own personal mask to use.
- You will collect players from the front door once they have signed in and usher them to a spot in the lobby bench area.
 - Please make sure you take them to the furthest point away (which will be the point closest to the entrance to the ice), and then with each player arriving work backwards towards the check-in point to eliminate kids walking past each other.
 - Use alternating sides of the seating area to seat kids so the opposite can be cleaned. (Imagine an invisible wall between the middle row of benches).
- Help tie skates for players who may need assistance, especially the younger ones. If the player is not from your own family, wearing a mask is mandatory.
- Once players are in the lobby bench area, you will make sure they are 2 meters apart and social distancing. They are to stay on the chair or bench and must remain there. No wandering about. They need to remain seated until Coaches invite players on to the ice.
- Players enter the rink through the end gates. Please open the gates for players to enter. Once all players and coaches are on the ice, close and secure the gates once all players are on the ice.
- During the ice session, please stay in the lobby bench areas to make sure unauthorized people are not in the area.
- Once the session is complete, you need to open the gate for the players and coaches. Once all skaters have left the ice, be sure to close and secure the end gate. Any damage by the gates being improperly closed during ice cleaning may be at BMHA cost.
- When Players exit the building make sure they leave through the EXIT doors. Once all players have left, (MUST BE WITHIN 15 MINS) you will wipe down the lobby benches, player rinkside benches, and top of boards where water bottles were placed that, and any other area that was used during the ice session with supplies located by the exit doors (if supplies are running low, please notify the City Arena staff)
- Ensure each player is being connected to a parent or guardian before they are allowed to leave. Adhering to the “Rule of Two”, two volunteers must wait with players until they are picked up.
- Once the players have left the building and the area has been cleaned, please notify the [next](#) HCSP/Check-in Helper that all is clear so the next group can enter, and the next set of volunteers can take over.



BMHA ICE SESSION SIGN-IN SHEET

GROUP/TEAM:

DATE:

HCSP/CHECK-IN PERSON:

RINK:

	PLAYER NAME	PARENT CONTACT NUMBER	HEALTH CHECK
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