



MYBA COVID-19 Safety Plan- Tournaments

Updated 1/13/2021.

- Must complete the [Home Screening Tool for COVID-19 Symptoms](#) or another assessment tool/attendance tracker such as GameDay Ready, SportsEngine, Team Snap and others.

Contactless Admissions:

- Head Coach/Team Manager are responsible for purchasing wristbands online.
- It is recommended to limit the number of spectators, per team, that enter the facility. Consider allowing 1-2 spectators per participant. This may vary based on facility guidance.
- Each team will be provided 12 spectator wristbands. Players and officials will NOT need a wristband to enter the facility. Coaches (3 per team + scorekeeper) and spectators (12 per team) will need a wristband to enter the facility.
- Coaches will receive their wristbands when they check-in at tournament headquarters, prior to their first game.

Team Rosters & Waiver:

- All participating players, coaches, spectators, officials, EMS and volunteers who enter the facility must complete and sign a waiver, including phone number.
- Each team must electronically sign the waiver and submit prior to arrival
- Example: <https://www.cognitoforms.com/Chaska1/ChaskaBoysBasketballTournamentWaiver>
- Participants will not be eligible to participate if the waiver is not completed
- Wristbands for spectators and coaches will be given to the head coach after confirming that all participants on the team roster has completed a waiver.

Entering and Exiting:

- All participating teams and spectators must wait outside until the teams from the previous games or session have left the building and the courts have been sanitized.

- Head coaches may come into the building before their game to collect their team's wristbands and must distribute them to their spectators (parents).
- Tournament Director/representative will notify the head coach verbally, by text or tournament app, when the ready for the coaches and players to enter the facility.
- A designated "staging" area will be made available inside the facility, where players may change shoes and get ready.
- The team will then be notified when they may proceed to their designated court. At that time, the head coach will notify the spectators that they are allowed to enter the facility.
- Prior to the tournament, participating teams should set up a text string or some way to communicate or correspond to all members of the team and parents, while participating in a competition.
- All attendees must leave the facility immediately, once their team completes their scheduled game(s) for the day. (No post game meetings inside the building)

Example: Entrance for each tournament playing site:

Site #1

- Entrance: Activities Entrance (Door 1)
- Exit: North Side Door (Door 27)

Site #2

- Entrance: Activities Entrance (Door 31)
- Exit: Downstairs South Side Door (Door 40)

Masks/Face Coverings:

- All participants (players, coaches, officials, staff, spectators (when allowed) and game personnel) will be required to wear face coverings. Disposable masks will be made available if needed.
- Players and officials are required to wear face coverings, at all times.
- Coaches are required to wear face coverings, at all times.
- **When players arrive at the bench after being subbed out of the game, they may catch their breath, while socially distanced from other teammates and coaches, and then they must put a face covering on.**
- Individuals without a face covering will not be allowed to enter the facility.

While at the Facility:

- All attendees must maintain six feet distance, whenever possible from anyone outside their household.
- Please follow [COVID-19 Preparedness Plan Guidance: Requirements for Indoor Seated Venues](#) & [COVID-19 Sports Guidance](#)
- Since spectators are limited, consider designating someone at the game to record the game and share it online (Facebook Live, etc.)
- Tournament will not have brackets posted at facilities to prevent large gatherings. Please download the (example: Tourney Machine) App for brackets, updates and scores following each game.

Playing Rules:

- The playing rules have been modified to help prevent exposure and to refrain from physical contact with coaches, players, and spectators.
 - 20-minute halves running time; the last 2 minutes of the game will be stop time.
 - Longer breaks in between games to clear and clean the courts.
 - Beginning with the 7th team foul of each half, free throws are one and one. There will be no double bonus this year.
 - No handshakes after the game.
 - Hand Sanitizer will be available at each court.

Concessions/Drinking Fountains:

- Concessions will **NOT** be available at the tournament.
- Drinking fountains will be turned off. Please be sure to bring extra water.

All attendees must adhere to the posted policies or will be asked to leave the facility.

Communications to Participating Association Leadership and Coaches

Two weeks prior; the following emails were sent to participating associations and coaches.

First email: This email is distributed to all the coaches and leaders of each association individually (all of Association 1, Association 2, etc.) and place association in the subject, so it is easier to track what coaches responded with questions, comments, or concerns.

Hello Association 1,

Thank you for your patience as we have been finalizing things for our tournament. We are excited to host your team at our TOURNAMENT NAME in less than two weeks! Please read this entire email and the attachment as it gives all pertinent information that you will need to know about our tournament. This is a year like no other and we thank you in advance for your understanding and cooperation with modifications that needs to be made due to COVID-19. We are finalizing Brackets will be finalized and posted tomorrow.

Please respond to this email with your team name and a complete roster. We are allowing only 2 coaches to be on the bench, so please include names of those coaches as well.

Every player, coach and spectator who enters the building will need a signed COVID waiver. Here is the link to sign that online (example):

<https://www.cognitoforms.com/Chaska1/ChaskaBoysBasketballTournamentWaiver>

Please forward this link to the parents of your players. As we receive waivers, we will check them against your roster. Players will not be allowed to play if they do not have a signed waiver.

The tournament is allowing ten spectators per team. Coaches will be responsible for purchasing the wristband bundle at the following site, <https://chaska-area-youth-basketball-association.square.site/>, for \$ and collecting payment from the spectators. Once tournament receives all rostered players' waivers, coaches will receive all coach and spectator wristbands the morning of the tournament. They will also be responsible for distributing them to the spectators. We understand that this is more work for you as a volunteer, but your assistance, in an orderly fashion, is appreciated.

The attached document includes our COVID 19 Safety Plan and explains processes that will be in place during the tournament. Please review the documents and let us know if you have any questions. We look forward to receiving your rosters ASAP and seeing you at the tournament, next weekend!

Thank you for your time and dedication to youth basketball!

Second Email:

Hello Coaches!

The Minnesota Department of Health and SCHOOL DISTRICT require our event to reduce the number of attendees inside a facility to 250. Therefore, please remind your ? spectators and ? coaches and scorekeeper to complete the online waiver. Everyone will be required to have a wristband to enter the facility.

One more request, please send your phone number for tournament communication. We are planning to text you when your team may enter the facility. We would also request that you or another parent on your team set up a text string with all the parents on the team. Our plan is to have coaches and players enter the building first and then proceed to a staging area (not in the gym) for players to change shoes, etc. while the gym is being sanitized. Once facility is ready for you and your players to head to the gym, please text your parents to let them know they may proceed into the building and head straight to the gym (once temps and waivers have been checked!).

Thank you for your time and dedication to youth basketball!

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Third Email:

Hi Coaches,

We are hoping this is the last logistical email that needs to send! Thank you for all your assistance and cooperation! I am really looking forward to Saturday and getting our boys on the court! Here are a few updates and reminders:

1. Waiver updates were sent out today to the coaches that I still need waivers completed for their team. If you did not receive an email, your team is all set!
2. The tournament is changing the entrance process. We will still text you when your team may enter, but just in case cell service is poor, please plan to bring your team in the building 20 minutes before your scheduled game. (If games are behind, we will let you know at the door and you may hang out outside)
3. If your game starts at 8:00am, no texts will be sent as you are the first games of the tournament, you may pick up your wristbands after 7:30am (Volunteer arrival time) and then you and your team, may enter the building and proceed to the courts. Spectators may enter, once all teams have entered.
4. Please notify your parents/fans when they may enter, in order to avoid all spectators entering at the same time, but again if no text is sent to you, please use 10 minutes prior to the start of the game as a reference when it is allowed for them to enter.
5. Please remind parents/fans that brackets will not be posted, in order to prevent congregating. All updates and scores will be posted on TourneyMachine.com or you can download the Tourney Machine App.
6. Concessions will not be available and drinking fountains will be shut off. Please must bring their own water bottles, with plenty of water.
7. I have attached a copy of our Tournament Rules
8. Most importantly, please help us to sponsor a safe, fun event. Please remind your players, parents and fans for so many emails. I would rather over communicate things than not communicate enough! Please let me know if you have any questions. We will see you this weekend!

Volunteer Roles

Site Supervisor Sample Job Description

- Greet visitors. Thank coaches, parents, players, and referees for attending.
- Know where elevators and restrooms are to help guests find them.
- Know where entrance/exit, stairway down and stairway up are and guide guests the proper direction.
- Each morning turn on lights and clocks. Set clocks with running time to end at 8am.
- ALWAYS ONE PERSON AT THE SITE SUPERVISOR TABLE
- We will need one person downstairs monitoring games. Once a team is finished with their game please encourage them to leave the building immediately. After the court is clear, alert the site supervisor upstairs that they can contact the next game's coaches to let them know that they can enter the building.
- Site supervisor upstairs will text the coach and usher the coach and team to their staging area and then direct them to their court once the court has been sanitized.
- Coaches have been notified that they and their team may enter 20 minutes before their scheduled game and spectators 10 minutes before (just in case of bad cell service). If they enter and we are not ready, send them back outside to wait.
- Have one person walk through all gyms to make sure:
 - Games are starting on time
 - Games should not start more than 10 minutes before scheduled time.
 - Clock operators are at the tables for each game.
 - 2 referees at each game
 - Pencils are sharpened and have erasers at each score table.
 - Collect game sheets from each court.
- Make sure garbage cans are not overflowing.
 - Garbage can be removed from the cafeteria area and placed in rolling tub in the hallway near the concession area. Call the custodian if this is full.
 - Additional rolling garbage can at site #2 near Court 3 and Stairway to be used for lower level garbage storage.
- Add scores to Tourney Machine. Tablet at each school to use.
- Make sure people are NOT bouncing balls in the hallways. Try to minimize non-player shooting on court during time-outs and half-time.
- Check in and direct volunteers to the proper area/courts.
- Gather dirty towels and distribute clean ones.

- Sweep courts and pick up garbage around the court area in between games.
- Site #2: sanitize staging area tables once the team has gone down to their court.
- On both Saturday and Sunday, hand out medals (only 1st-3rd place this year). Have the medals at the court to distribute immediately after the game. We have 10 medals per team. ASK the coach how many trophies do you need? If the coach says “8 players” only hand out 8 medals.

Additional Volunteer Job Descriptions

Temperature checker (3 per school per shift):

- Take temperature on forehead
- If temp over 100.4, they cannot enter the building.
- If there is a problem, contact the Tournament Director

Wristband/Waivers (2 per school per shift, set up outside entrance):

- Hand out envelopes with wristbands to coaches. Waivers have already been checked for the teams.
- Cross reference spectator waiver list with the person entering the building.
- Have them sign a paper waiver if they haven't submitted one online.
- Wipe down used pens with Clorox wipe.
- If some spectators are late, have the parent or coach write the Team Name and the Last Name of the spectator that the wristband is for. Put it in the “Will Call” folder in the back of the binder.

Ushers (2 per school per shift 1 for team escort, 1 for parent escort):

- Escort teams to the staging area and then to courts when court is ready.
- Remind everyone to keep their masks on until they get to the court.
- Direct people to the proper door for Exit.

Court Monitor (3 per school per shift to cover the 5 courts per school in use):

- All spectators and coaches must always keep their masks/face coverings on.
- As soon as the game is done ask spectators to move to the center of the court, so you may begin sanitizing.
- Wipe score table and pencils. Do not wipe the score clock.
- Ask teams/coaches/spectators to leave the building immediately after their game.
- Collect and bring scoresheets up to the site coordinator desk after each game.
- Any questions or concerns, contact Tournament Director

MYBA Event Management Best Practices- COVID 19

Administering your event in a safe and healthy way!



Rich Penick, MYAS Associate Director
2020-2021 Winter Traveling Basketball Season

Covid Preparedness Plans – things to consider

- Every facility needs a preparation plan for their location - This should include how to safely enter and exit all individual courts with limited exposure to the participants playing on other courts. Teams will be encouraged to exit their court once done playing as quickly as possible.
- Winter Months – Beginning here on Jan. 16th with limited to no spectators, communication with teams will be a necessity. Possible text messages to a team representative for when teams are able to enter the facility. Teams will need to be brought into facilities all together not arriving separately.
- These little things will be assisted by playing back-to-back games whenever possible so then where will teams be directed to “stage” between games is not an issue.
- Associations will be utilizing the Game Day or similar app to track participants’ health?
- Will you utilize some sort of waiver form for participants?
- How will you maintain cleaning at your facility? See Site Coordinator and Volunteer for various duties. Teams could be involved in assisting.

Tournament Formats

Options you may have to consider:

- Eliminate the number of courts used at a facility to help eliminate congestion.
- Increase the amount of time between games to allow for teams to exit, new teams to come into the gym and also have time for cleaning of benches, etc between games. This automatically requires fewer teams to accomplish.
- Shorten game times or use Running time only
- Establish Quarters, instead of Halves to allow for additional breaks, when players and officials are required to wear masks/face coverings.
- Tournament directors should consider setting up their divisions in “pods” of teams to allow for easier scheduling. Pods of teams allows for the scheduling of back to back games nicely. That way, teams can play their two games for the day , exit the gyms when finished and be done for the day. Then you bring in the next “pod’ of teams. We are simply looking for ways to eliminate as much inter-exposure between all the teams. Pods could be arranged geographically as well.
- Another option - tournaments could split up their two-day tournament and have some divisions play Saturday and others on Sunday so everyone is playing all their games in one day. Again, pods of even numbers of teams works well for scheduling.
- Tournaments could change format to 2 game or 4 game guarantees to allow for Pod type scheduling.

Other suggestions, ideas.....

- Find options to pre-pay for admissions (gate fee or Host Fee) Game-day ready app may be something to consider.
- Admission charge now changes somewhat as we are not allowed people to attend games. Facilities still need to be rented, so how will you account for this loss of revenue?
- Get creative - Could parents be allowed to videotape games and do Facebook Live posts?
- Utilize a streaming service.
- Presently Concessions are not being allowed. When we are able to again provide some resemblance of that, below are some possible ideas
- Associations could put together pre-paid concession items. Just need to have some creativity in putting things together. Could have menu on your website
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- When does your team play its last game? What court?
- Items could be delivered at the end of their game
- Payments can be done by credit card or checks can be sent to you?

Please help us build a complete list by sending your thoughts and ideas to rich@myas.org.