

# Fort Collins Fright Fest -Operations and Safety Plan

## Resources and Links:

## Event Information:

October 25, 2020  
Edora Pool and Ice Center (EPIC)  
1801 Riverside Ave,  
Fort Collins, CO 80525.

Fright Fest will be utilizing 1 of 2 sheets that is at EPIC. We will be limiting skaters to 2 chaperones. Skaters and may only enter the building during their scheduled event and practice ice. Chaperones will not be permitted inside the building for practice ice and will only be allowed in for their skater's event. Our goal is to be quick, efficient, disciplined, and safe in getting skaters, coaches, and chaperones through to their event and out of the facility.

All individuals ages 10 and older are required to wear a mask while inside at EPIC per current Colorado Executive Order. Athletes will be required to wear their mask while in EPIC. Athletes must wear their masks during off ice warmups if in the building. Athletes must wear their mask during practice ice and pre-warm up ice. Athletes may take off their masks to perform once they are the only person on the ice.

EPIC is sanitized regularly by staff with disinfectant wipes containing ammonium chloride 0.1%. EPIC is cleaned every 3 hours by professional cleaners using industrial cleaning products containing ethyl alcohol 45%. There are numerous hand sanitization stations. Sanitization will occur on a stringent schedule by EPIC staff and FCFSC volunteers.

## Schedule

The schedule will be designed to minimize time in the facility for each athlete as well as control the number of people in the facility.

### ADMISSION POLICIES:

- All athletes are permitted to have TWO chaperones.
- Due to limited access per local/state and facility requirements, Fright Fest is instituting the following admission policy as a condition of participation in the event. **We ask all to review and adhere to this and are providing this in advance to eliminate any issues onsite or additional family members that will not be able to be admitted.**

Access to the event will be limited as follows:

Two chaperones per registered athlete will be admitted for the athlete's actual competition time (no access to practice rink). **The chaperone must be over the age of 18 and an immediate family member as defined in U.S. Figure Skating's SafeSport Handbook.**

Chaperones will be escorted in and out by a competition by a volunteer usher. Chaperones will meet up with their skater after the event is complete at the designated meeting place.

### **Health Screening**

- 1) Each person needing to enter the facility (athlete, coach, chaperone, official, volunteer) will answer the health screening questionnaire, sign (as appropriate), date and time stamp.
- 2) Temperature will be taken by volunteer using touchless thermometer and noted on the form.
- 3) If temperature is less than 100.4, the person will be directed to the appropriate registration area – if temperature is 100.4 or greater, the person will be asked to return home

### **Volunteer/Officials Registration**

- 1) Stop at the volunteer/officials' registration table just inside the door.
- 2) Turn in health screening questionnaire
- 3) Turn in waiver if not already received
- 4) Receive credential
- 5) Officials will go to officials' room or accounting room
- 6) Volunteers will go to their station

### **Athlete/Coach/Chaperone Registration and flow**

- 1) Athletes, Coaches, Chaperones will proceed to the registration table.
- 2) Turn in health screening questionnaire
- 3) Turn in waivers if not already received
- 4) Receive credential
  - i. Coach will be asked for Photo ID and then credential will be presented.
- 5) Athletes/Chaperones/Coaches will proceed to designated Off-Ice warm-up area at appropriate time.
- 6) Athletes/Chaperones/Coaches will proceed to the ready area at their assigned time and check in with the ice monitor.
  - a. Skaters will put on their skates
  - c. Athlete will provide credential
  - d. Athletes will line up 6 feet apart.
- 7) Usher (#1) will usher athlete/coaches into the rink just before the warmup for the athletes.

- a. Athletes/Coaches will enter first and space out along the boards as directed
  - b. Athletes will enter the ice for their event warm up when called by the announcer (referee will not start warm-up time until all skaters are on the ice) and they should maintain appropriate 6 ft social distance while entering the ice
  - c. Ushers will take chaperones to the spectator area when skaters are on the ice for pre-event warm-up.
  - d. Athletes will exit the ice from their warmup and return to their area along the boards with their coach (athletes should maintain appropriate 6 ft social distance)
  - e. Athlete's will be announced for their event and will enter the ice through the entry door
  - f. Athlete will skate their program and will exit the rink via the exit door
- 8) The usher will meet up with the athlete as they exit the ice and will escort the athlete and the coach to the exit door. Any coach exemptions for remaining in the building because they have another skater in that warm-up group/event will be noted on the ice monitor sheet and they will be able to wait with their other skater
- 9.) Athletes/Coaches/Chaperones will be asked to leave the facility completely when not actively engaged in practice ice or an event.

#### 5) Event Management Protocols

##### Officials:

- 1) Officials will be placed in hockey boxes on east side of the rink. Distancing will be 5-6 feet apart.
  - 2) Social distancing of 6 feet will be maintained between the officials as often as possible inside the rink.
  - 3) Each judge will have a sanitized judge's kit provided by the club that they will use for the entire event
  - 4) As is customary, each official will be provided a blanket (recently sterilized) to use for the entire event and will need to carry it back/forth with them from the officials' room.
  - 5) Accountants will provide each officials' papers for the day's events in a packet
  - 6) As each panel leaves their event, sanitizing crews will sanitize the officials seating area.
  - 7) The Officials' room will have seating set up with the social distancing guidelines that can be used by officials for meals and in-between events.
- 12) Officials will be scheduled in teams and shifts.
- 13) All officials live near Fort Collins and will be driving in separately for the day.

### **Announcing/Music playing protocols:**

- 1) All announcers will be provided a full event schedule (104), event pronunciation sheets, and will signup in advance for their shifts.
  - a. They will be asked to arrive 45 minutes prior to their shift to complete their health screening and check-in process
  - b. Announcers are responsible for knowing who they are announcing on the panels as well as the athletes. Early review of the full schedule (104) and name pronunciation sheets is planned to allow announcers to work with the registrar/officials' liaison to get name pronunciations
  - c. Each announcer will be provided their own microphone to use for the competition
  - d. Each announcer will provide his/her own pencils/pens and masks
- 2) In Colorado, the announcers are permitted to announce with their masks pulled down for actual announcing only – under the “Public Speaking” exception but should use the mask when not speaking.
- 3) Since music and announcing will be sitting in close proximity (set up will have them as far apart as possible) – the volunteer chair will be seeking family members to serve as music players and announcers during the same shift
- 4) Announcing and music paperwork will be placed on the stand each day in each rink as appropriate.
- 5) As each music player/announcer ends their shift, they will wipe down the computer equipment, microphone connection, table, and chair with disinfecting wipes and announcers will take their microphone with them.

### **Results & Awards protocol**

- 1) Event results will all be posted online – no paper will be used
- c. Awards will have one copy of the starting orders and they will look up the results and note the placements of the top six on the starting orders and then check off when the athlete has picked up their award.
- d. Athletes will be encouraged to wait a distance away from the facility for the longer events, then to go to the awards area to pick up their medal/trophy if they place in the top 6.

### **Hospitality**

- 1) All meals will be provided in individual packaging (boxed meals from various restaurants)

b. Volunteers will be provided individually packaged lunches.

2) Coaches **will not have access to a hospitality room**. They may go to registration table any time during the day to get a bottle of water and prepackaged snacks.

### **Coaches**

1) The coaches will be notified that they need to ensure that if they have 2 athletes at the same time in two different places, that they arrange for another credentialed coach to cover the other athlete

2) Coaches will be able to request a special dispensation for cases where they are conflicted based upon one event and they don't want the secondary coach to put their athlete on the ice for both events. They can notify the chief referee in advance and that will be noted on the check in sheets for the outside ice monitor.

3) Coaches that have athletes in back to back warm-up groups or events, they will be allowed to remain in the rink for the next event group and not have to exit the arena

### **Volunteering**

1) Positions available & duties

a. Members will sign up for shifts via our membership tracking website

b. Job descriptions will be provided on sign up.

2) Volunteers will be required to wear masks.

3) Volunteers will be recruited for the following jobs:

a. Health Screening (1-4 depending upon time of day) At start we will need extra health screeners to process officials and move them through the building quickly. This position will flex to help registration.

b. Registration desk (1-4 depending upon time of day)

c. Hospitality (1-2 - With all prepackaged food, this is more of a cleaning role, organizing food delivery, and keeping up on snack and drinks. Gloves will be used when handling food items)

d. Ushers (5+ Ushers for athletes/coaches and chaperones we will have multiple groups going.)

e. Awards (track results and hand out medals) Results will be posted online, and awards will be outside.

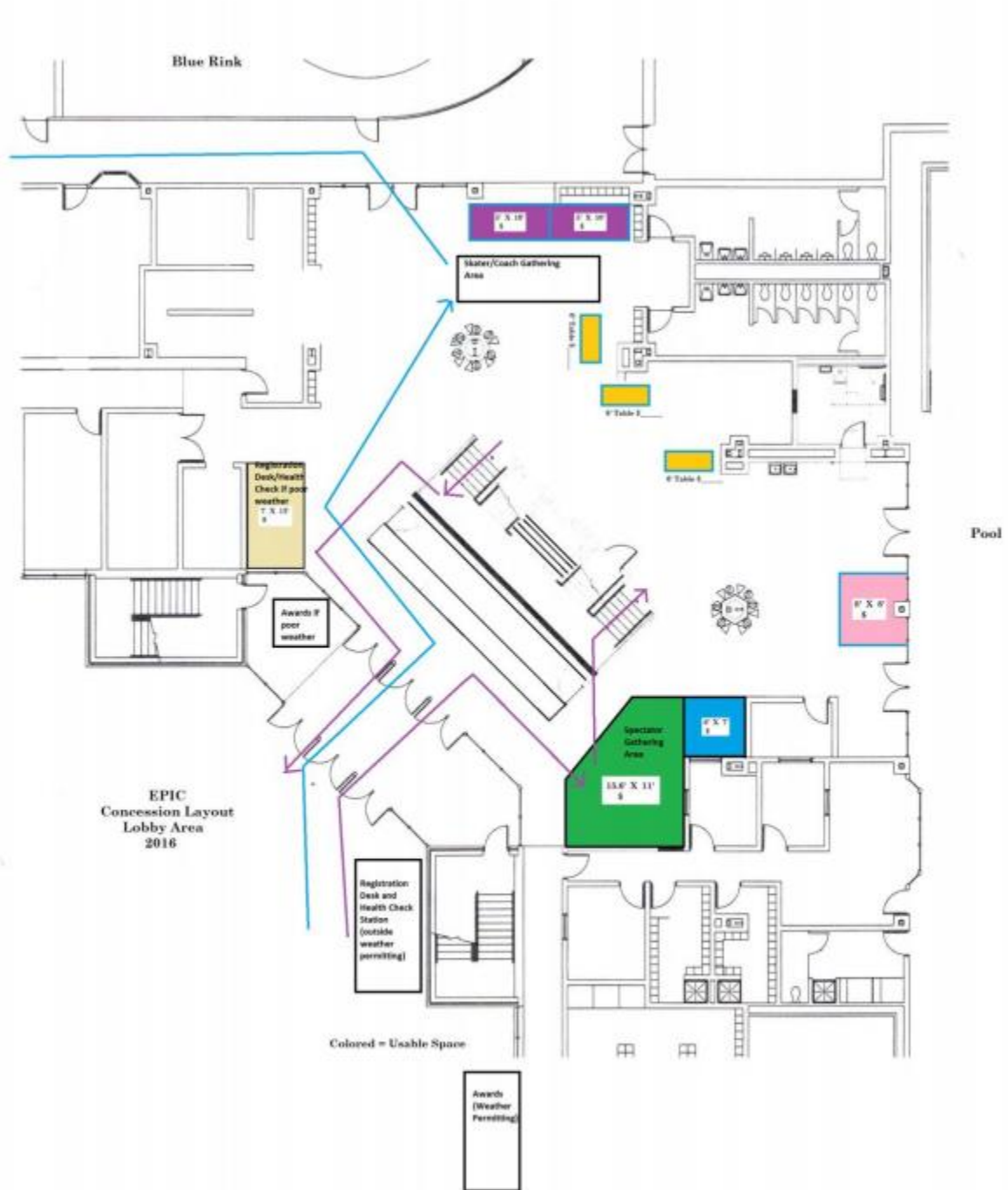
f.) Cleaning crew (2+ to clean high touch surfaces during schedule cleanings and in between on extremely high touch surfaces.

4) At the end of each volunteer's shift, they will wipe down their area, computer equipment if applicable, and any other required implements (pens, binders, etc.) with sanitizing wipes.

# MAPS

Blue=skater

Purple=chaperone



## Frequently Asked Questions:

### **How do I get Waiver compliant?**

There are 4 waivers in all. There is one waiver on the FCFSC website and 3 from US Figure Skating.

If you signed these all prior to the Cup of Colorado competition, you may bring the same screen shot/print out for verification to this competition.

Prior to the event, we ask you to do the following:

All athletes attending the 2020 Fort Collins Fright Fest are required to complete the three standard U.S. Figure Skating waivers **via Members Only** and **provide verification onsite prior to checking in**. Directions can be found below and questions can be directed to [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).

**• Log in to [www.usfsaonline.org](http://www.usfsaonline.org)**

**• Click the “Person Icon” next to your name followed by “2020-21 Competition Season Profile”**

**Click “Sign Waivers”**

**• Athletes under the age of 18 – parent/guardian must sign on their behalf**

**• After completing all three, take a screen shot of the main page with “last updated: XX/XX/XXXX” to show at registration. This will be required before you are given your credential.**

### **Will I be able to dress and get ready at the Rink?**

No, you will need to arrive ready to compete, except for your skates. There will be time allowed for you to put on your skates during your event line up time.

### **I am a coach with multiple athletes, how do I move throughout the building?**

1) Coaches need to ensure that if they have 2 athletes at the same time in two different places, that they arrange for another credentialed coach to cover the other athlete

2) Coaches will be able to request a special dispensation for cases where they are conflicted based upon one event and they don't want the secondary coach to put their athlete on the ice for both events. They can notify the chief referee in advance and that will be noted on the check in sheets for the outside ice monitor

3) Coaches will be allowed to enter either rink late if they are listed on the event or PI

check-in sheets as a primary coach in that event

### **Can coaches/parents help tie athletes' skates?**

Coaches can assist with athletes' skates. There will be no locker rooms available for changing.

### **Who can enter the rink?**

1 athlete, 1 coach, 2 chaperones. Everyone will have their temperature checked and will be required to follow the mask policy stated here. The Chaperone(s) will be directed to the stands upon entry. Upon completion of the athlete's program, the athlete, chaperones, and coaches will be escorted to the exit.

### **When do we enter the rink?**

Athlete and coach will enter just before each practice ice/warm up ice session (no chaperones allowed). Athletes and coaches enter first for events. Chaperones will be ushered to their spectating area when skaters are on their pre event warm up ice.

**Please meet at the line up area at your designated time.**

### **Event timing and flow:**

Your event schedule will have all your station check in times. Health Screening and Registration will be ONCE per day before the first event or practice ice. The detailed times will also be sent to skaters, parents and coaches in a spreadsheet format. Starting orders will be posted on the club website.

### **What happens if I have a temperature?**

Per CDC Guidelines, no individual will be allowed to enter the building if they have a temperature of 100.4 and above. There are NO exceptions (inclusive of athletes).

### **Where are the bathrooms?**

Bathrooms inside the facility will be for Volunteers and Officials only. Stations with hand sanitizer will be provided and will be disinfected at regular intervals throughout the competition.

### **Can the athlete have personal items with them in the facility?**

Since the skaters are only in the facility for practice/warm up ice and their event, items brought into the facility should be minimal. Chaperones should keep the skater's skate bags and other large items with them in the seating area. Skaters should have water bottles and tissues with them only and the coach will be responsible for bringing those items to the skater at the ice surface exit at the conclusion of practice/warm-up or their event performance.



### **What else do I need to know?**

- Keep an eye on your email in the lead up and during the event; this will be the primary method of communication. Especially if any changes need to be made
- Event information can be found here: <https://www.fortcollinsfsc.org/fort-collins-fright-fest/>
- Bring your own water bottle. Small snacks (i.e. bars) are permitted for athletes only
- Please come to the competition prepared and dressed. No locker rooms will be available.
- Tissues are permitted but must be disposed by the athlete outside of the facility (i.e. put it in your pocket and/or skate bag).
- **Per the Chief Referee, the competition will run by the schedule and NOT run early due to the logistics of the schedule.**
- Awards will be handed out OUTSIDE if at all possible after results or will be in the vestibule/exit area of the rink.