



2021-22 COMPETITION EVENT PROTOCOLS

FOR THE ORGANIZATION & MANAGEMENT OF OAS COMPETITIONS DURING THE COVID-19 PANDEMIC

These protocols are fluid and may be subject to change over the coming months to align with the latest learnings, advice, and instructions of government and public health authorities and facility operators. All participating clubs must ensure they:

- Follow all applicable government, public health, and facility restrictions and regulations
- Comply with Canada Artistic Swimming (CAS) and Ontario Artistic Swimming (OAS) information and guidelines
- Communicate with their members on these Competition Event Protocols and the OAS Framework for Return to Artistic Swimming Activity (OAS Framework) that has been approved in Ontario for the organization, its members, and participants
- Educate coaches to ensure they are aware of the signs and symptoms of COVID-19 and can implement the protocols set out in this document

Where there is a discrepancy between public health, government, facility requirements, or the most current version of the OAS Framework and these protocols, the stricter of the two (2) will be the protocol that must be observed.

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<p>1. REQUIREMENTS FOR ORGANIZING AN OAS COMPETITION</p> <p>The following requirements must be fulfilled by OAS prior or during the hosting of an OAS competition:</p>	
Public Health Orders	All activities must adhere to the most recent Government of Ontario COVID-19 public health advice, recommendations, and instructions
Officials' Travel	The policy on travel and sharing hotel rooms will follow the existing OAS policy but is ultimately the responsibility of OAS in collaboration with the Ontario Officials Committee (OOC) to establish arrangements that ensure steps are taken to mitigate the risk of infection for those officials involved in the competition, understanding the risk cannot be eliminated completely
Proof of Vaccination (Officials, OAS Staff & Contractors)	<p>OAS will maintain a list of officials, OAS staff, and any contractors directly involved in the competition who have provided the required proof of being fully vaccinated and proof of identification. This list will include the date on which the information was reviewed. This must be done prior to the start of the competition</p> <p>OAS <u>will not retain</u> copies of proof of vaccination or proof of identification</p>
Attendance Records	<p>OAS must record the daily attendance of all officials, OAS staff, and any contractors directly involved in the competition and ensure the records are available to be accessed quickly to ensure efficient contact tracing. Attendance records should include, at a minimum, name, contact information (email and phone number), the facility, date, and time of arrival and departure</p> <p>A copy of the attendance records will be provided to facility staff on request. For events at the Wayne Gretzky Sports Centre, this will be done daily</p>
Screening	OAS will ensure all officials, OAS staff, and any contractors directly involved in the competition screen for symptoms of COVID-19 every day just prior to their arrival at the facility
Zoning	OAS will develop a complete accreditation list of all individuals directly involved in the competition and their zone access in advance of the competition
Event Scheduling	<p>Competition schedules will be developed that provide for age or event group cohorting and will consider the following:</p> <ul style="list-style-type: none"> – Where possible, events for the 10U and 11-12 age group (where athletes may not be fully vaccinated and may nonetheless be allowed entry by the facility) should be scheduled prior to other events or to run at the end of the day to minimize contact with other age or event groups

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	<ul style="list-style-type: none"> – To provide for a longer break between sessions to allow for cleaning and staggered entry and exit of individuals. For example, the 11-12 warm-up should not start until the previous event has concluded and the pool deck and spectator stands are cleared – To allow for additional time during competition and warm-up rotations for cleaning and sanitizing – The need to stagger hygiene breaks and breaks for meals for officials throughout the day to allow for reduced numbers in the washrooms and officials' hospitality room at any given time
Officials' Panels	Officials' panels will adhere to physical distancing in accordance with requirements of public health authorities and facility operators. The number of officials on a panel will be reduced to four (4) judges whenever possible to allow for physical distancing. Officials will be scheduled in panel groups that will remain together as much as possible during the competition (e.g., Difficulty Judge #1 would remain Difficulty Judge #1 for the entire day)
Figure Events	OAS may consider hosting an event partially online by live-streaming figure events to limit the number of athletes and officials on the deck at select competitions or for select age or event groups
Arrival at the Facility	The competition schedule should prescribe a fixed time of arrival to the event for each age or event group to prevent crowding of athletes at the entrance
<p>2. REQUIREMENTS FOR HOSTING AN OAS COMPETITION</p>	
<p>The following requirements must be fulfilled by the HOST CLUB prior to the hosting of an OAS competition</p>	
Point of Contact	<p>All host clubs must appoint a designated COVID-19 RESPONSE COORDINATOR and submit their name to the OAS COVID-19 Coordinator. Where this individual is not a coach, they must be registered by the club as an Associate Registrant in the CAS online registration system and have met the requirements of the CAS Screening Policy as a "Designated Person". Please refer to the OAS Framework for an overview of COVID-19 Response Coordinator responsibilities</p> <p>The host club COVID-19 Response Coordinator is the central point for all COVID-19 related matters for athletes, coaches, officials, event volunteers, and anyone else who is accredited to be part of the competition environment</p>
Emergency Action Plan	All host clubs must develop an Emergency Action Plan for the competition facility. In order to do so, the host club must review and understand any requirements imposed by the facility operator. Please refer to the OAS Framework for a template. The Emergency Action Plan must be available on deck and communicated to the OAS COVID-19 Response Coordinator and Chief Referee in advance of the start of the competition

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Health & Safety Bin	Host clubs are to ensure a Health & Safety Bin is available on deck at the competition facility that includes Personal Protective Equipment (PPE) for at least two (2) people, to be used in the case of injury or illness. Please refer to the OAS Framework for a list of required contents
Isolation Room	The host club must ensure the availability of at least one room for urgent isolation requirements
Competition Information Package	<p>The host club in consultation with OAS must develop an information package covering all COVID-19 mitigation measures for the competition together with contact details for the host club COVID-19 Response Coordinator. This competition information package should include:</p> <ul style="list-style-type: none"> – Zone entrances (red/ orange/ yellow/ blue) – Availability of a Health & Safety Bin and isolation room – A copy of the Emergency Action Plan to be followed in the event of an individual developing COVID-19 symptoms while at the competition
Proof of Vaccination (Event Volunteers)	<p>The host club will maintain a list of event volunteers who have provided the required proof of being fully vaccinated and proof of identification. This list will include the date on which the information was reviewed. This must be done prior to the start of the competition. OAS reserves the right to request a copy of this list to ensure compliance with vaccination requirements</p> <p>The host club <u>will not retain</u> copies of proof of vaccination or proof of identification</p>
Attendance Records	<p>Host clubs must record the daily attendance of all event volunteers and ensure the records are available to be accessed quickly to ensure efficient contact tracing. Attendance records should include, at a minimum, name, contact information (email and phone number), the facility, date, and time of arrival and departure</p> <p>A copy of the attendance records will be provided to facility staff on request. For events at the Wayne Gretzky Sports Centre, this will be done daily</p>
Screening	Host clubs will ensure all event volunteers screen for symptoms of COVID-19 every day just prior to their arrival at the facility
Physical Distancing & Masks	<p>It is the responsibility of the host club to review, understand, and communicate any policies and requirements imposed by government authorities, public health, and facility operators on physical distancing protocols and the use of masks in the competition environment</p> <p>The host club should make available disposable masks (free of charge) on request should an athlete, coach, official, event volunteer, or other accredited person lose their mask or have a mishap on the pool deck</p>

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Hygiene Measures	<p>The host club in consultation with their COVID-19 Response Coordinator will establish a team of event volunteers to execute a cleaning and disinfection plan. The cleaning plan must include:</p> <ul style="list-style-type: none"> – “High touch” areas such as tables and any shared equipment, including computers, sound equipment, microphones, and video equipment that must be cleaned frequently throughout the day – Individual working or sitting areas that must be cleaned before and after each individual use – General-use facility areas <p>Sanitation practices should follow the Government of Canada guidelines for cleaning hard surfaces</p> <p>Equipment owned by the facility shall be maintained, cleaned, and disinfected by facility staff. The host club should ensure that change rooms and washrooms are cleaned and disinfected at the start of the day and at regular intervals throughout the day depending on the schedule</p> <p>Host clubs should ensure proper sanitation equipment is available including hand sanitizers and alcohol rubs or gels with at least 70% alcohol to sanitize any shared equipment. Hand sanitizers should be available at the:</p> <ul style="list-style-type: none"> – Sound equipment table – Scorer/ announcer table – Figure scoring and timer table(s) <p>Officials should be allocated their own washrooms, which are restricted from other accredited individuals and spectators</p>
On-deck Requirements	<p>Host clubs must ensure they follow the Protocols for Setting Up a Safe Training and Competition Environment described in the OAS Framework</p> <p>The number of athletes in the pool lining up for figures is to be reduced, with the maximum recommend number of athletes in the pool being no more than five (5). The host club is responsible for providing a table or some other method for athletes to remove and store their masks when entering the pool for figures or routines. Event volunteers may be required to assist younger athletes or athletes that require additional support in removing their masks before entering the pool. Event volunteers will also be required to regularly clean and disinfect the table used to store masks</p>
Zoning	<p>The concept of zoning is recommended to reduce the interaction between the different participants in a competition</p>

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	<ul style="list-style-type: none"> – The venue should be divided into five (5) zones (see diagram below). The zones must be separated clearly and, where in the same stands, should have a minimum of three (3) rows between them – Zoning colour (e.g., red/ orange/ yellow/ green/ blue) must be clearly marked at the venue – Zoning access must be identified clearly on individual accreditation – Access must be enforced by event volunteers who will check accreditation to ensure that mixing between zones is kept to a minimum – Separate, clearly identified washroom facilities should also be allocated in each zone where available – Each participating club should be designated a specific club area on deck, in the stands, or in another room or lounge to leave participant equipment and to warm-up, etc. – A specific area on deck should be designated for coaches to observe the competition pool. The coach area must be separate from officials and allow for physical distancing among coaches (see diagram below)
Hospitality	<p>The provision of hospitality during competitions may be reduced:</p> <ul style="list-style-type: none"> – It is the responsibility of the host club to communicate to officials and event volunteers on what hospitality will be provided during the competition to manage expectations – The host club will provide lunch and dinner each day to the officials together with snacks and coffee, tea, bottled water, and other beverages throughout the day – Disposable food service items such as utensils and plates and cups should be available – Officials will be encouraged to bring personal, reusable cups and water bottles – All prepared food must be in individual, packaged portions or meals prepared ahead of time ensuring that all COVID-19 sanitation guidelines are followed. There should be no self-service buffet meals – The host club will set up the hospitality room to allow for distance between officials when seated with no more than four (4) officials at a table. Officials should remain with their judging panel groups for all meals – Tables will be cleaned and sanitised by event volunteers immediately after they are vacated
Ticket Sales	The host club should consider online ticket sales
Spectators	The host club will be required to provide an event volunteer(s) to ensure that physical distancing and mask protocols are followed in the stands by all spectators and that the stands are cleared of all spectators at the end of each age or event group competition

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Club Invitationals	Host clubs must submit a copy of the proposed event schedule to Mary-Jane Ling at mjling@ontarioartisticswimming.ca at least five (5) business days prior to the event for approval to ensure best practices on event scheduling are observed
3. TRAVEL TO THE COMPETITION	
Travel	Clubs should limit the number of coaches and other individuals accompanying the athletes All participants must ensure strict compliance with all applicable government, public health, and facility guidance and regulations while travelling
Isolation Room	Clubs that travel to a competition and stay in a hotel must ensure the availability of at least one isolation room for urgent isolation requirements
4. GENERAL RULES TO BE FOLLOWED BY ALL PARTICIPANTS	
Facility Requirements	All athletes, coaches, officials, event volunteers, spectators, and anyone else who will be part of the competition environment must follow facility requirements that may include the following: <ul style="list-style-type: none"> – Limited or required entry access points to regulate the flow of people entering the facility – Stricter requirements than Government of Ontario COVID-19 public health advice where only fully vaccinated individuals are granted entry – Limited capacity to facilitate enforcement of physical distancing, or no spectator seating
Vaccination	Athletes, coaches, officials, and anyone else who will be part of the competition environment must observe the OAS COVID-19 Vaccination Policy that requires all eligible individuals who are 12 years of age and older be fully vaccinated as a condition of participating in a sanctioned activity. Provincially defined medical exemptions apply
Screening	All athletes, coaches, officials, event volunteers, and anyone else who will be part of the competition environment must screen for symptoms of COVID-19 every day just prior to their arrival at the facility. Please refer to the Government of Ontario COVID-19 screening or COVID-19 school screening (for participants younger than 18 years old) for the most recent Government of Ontario guidance on screening Certain facilities may require that their own daily self-assessment questionnaire is used prior to entry to the facility. Use of the OAS or club screening questionnaire is <u>not required</u> where screening by the facility is mandated

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Physical Distancing	Physical distancing protocols must be maintained indoors in accordance with requirements of public health authorities and facility operators
Masks	It is the responsibility of all participants to observe any policies and requirements imposed by government authorities, public health, and facility operators on the use of masks
Hygiene Measures	<p>Every participant must follow basic hygiene principles, which must be observed for travel to competition, at the hotel, and at the competition venue. Please refer to the OAS Framework (Protocols for Setting Up a Safe Training and Competition Environment) for an overview of basic hygiene principles</p> <p>Participants must use personal water bottles. Water fountains may only be used to refill a water bottle. Water bottles must not be shared. No participant is permitted to drink directly from a water fountain or any faucet</p>
Symptoms	Any person who is currently experiencing COVID-19 symptoms and FAILS the Government of Ontario COVID-19 screening or COVID-19 school screening (for participants younger than 18 years old) must remain home until they receive a negative COVID-19 test result, are cleared by public health, or are diagnosed with another illness
Application of Health Orders	OAS and all host and participating clubs and individuals delivering sanctioned, in-person artistic swimming activity reserve the right to ask any participant or spectator exhibiting COVID-19 signs or symptoms to follow public health orders and return home
Reporting	<p>OAS clubs must report any confirmed case of COVID-19 through the OAS Injury Tracker</p> <p>A designated OAS staff member will be assigned for each meet and their name and contact information will be communicated in the information package. Host and participating clubs and individuals must advise this individual immediately if:</p> <ul style="list-style-type: none"> – They have been contacted by Ontario public health or have received a voluntary disclosure by a participant about a COVID-19 case or exposure at any OAS sanctioned competition or event – They have witnessed or received reports of behaviour that may compromise the health and safety of other individuals during the competition, by athletes, coaches, officials, volunteers, spectators, or anyone else who is part of the competition environment
Violations	Should a participating club or individual choose to discount, or circumvent, public health, government, facility, or OAS guidelines, such action will result in the suspension of a sanction for artistic swimming activity, and disciplinary action

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5. CLUB & COACH RESPONSIBILITIES	
Communication	It is the responsibility of all participating clubs and coaches to ensure that the information contained in this document is shared with athletes and their families to ensure the smooth running of an event
Proof of Vaccination (Athletes & Coaches)	<p>Participating clubs will maintain a list of athletes, coaches, and anyone else who will be part of the competition environment who have provided the required proof of being fully vaccinated and proof of identification. This list will include the date on which the information was reviewed. This must be done prior to the start of the competition. OAS reserves the right to request a copy of this list to ensure compliance with vaccination requirements</p> <p>Clubs <u>will not retain</u> copies of proof of vaccination or proof of identification</p>
Screening	Participating clubs will ensure all their participants screen for symptoms of COVID-19 every day just prior to their arrival at the facility
Attendance Records	<p>Participating clubs must record the daily attendance of all their participants and ensure the records are available to be accessed quickly to ensure efficient contact tracing. Attendance records should include, at a minimum, name, contact information (email and phone number), the facility, date, and time of arrival and departure</p> <p>A copy of the attendance records will be provided to facility staff on request. For events at the Wayne Gretzky Sports Centre, this will be done daily</p>
Zoning	<p>Participating clubs will ensure that:</p> <ul style="list-style-type: none"> – All club or team meetings take place in their designated club area – When athletes are not in the pool or next to compete, they are in their designated club area – Meals or snacks are not consumed on the pool deck – Spectators (excluding parents or guardians where necessary for athlete support) are not permitted in the designated club area – Coaches observe the competition pool from the designated coach area – Coaches do not approach the designated area for scorers and announcers. Coaches with questions should speak with the Chief Referee or designated OAS staff member
Scratches	Participating clubs should designate one coach per club to communicate scratches to the Chief Referee

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Item	Description / Application
Get In, Compete & Get Out	<p>Clubs are to minimize the numbers of their participants and spectators at the competition facility by adopting a “Get In, Compete & Get Out” approach</p> <ul style="list-style-type: none"> – Athletes and coaches should arrive at their scheduled time for warm-up and competition and leave as soon as their event has concluded – Athletes not in events or scheduled for warm-up are not permitted to be on deck or in the designated club area – Drop-off and pick-up of athletes should take place outside the facility or training space. Coaches must ensure younger athletes leave the facility as a group and are supervised prior to pick-up while observing safeguarding best practices.
Hospitality	<p>The provision of hospitality during competitions for athletes and coaches while at the pool facility is to be minimized. Athletes and coaches should eat off site wherever possible:</p> <ul style="list-style-type: none"> – It is the club’s responsibility to communicate to athletes and coaches on what hospitality will be provided during the competition to manage expectations – All prepared food must be in individual packaged portions or meals prepared ahead of time ensuring that all COVID-19 sanitation guidelines are followed. There should be no self-service buffet meals – Disposable food service items such as utensils and plates and cups should be available – Breaks for meals and snacks should be scheduled carefully to limit the number of individuals without masks in the designated club area – Meals or snacks may not be consumed on the pool deck
6. ACCREDITATION	
Arrival at the Facility	<p>OAS will prepare accreditations prior to the arrival of the participants</p> <p>Every person <u>prior to</u> receiving an accreditation must confirm they have completed a COVID-19 screening questionnaire. Accreditation will be issued only to those persons who, at the time of accreditation, have NO signs or symptoms of COVID-19 infection</p>
Zoning Access	<p>Zoning access will be identified clearly on individual accreditation and will be enforced. Some individuals may require access to multiple zones</p>
7. AT THE VENUE	
Arrival at the Facility	<p>Access to the facility should be via dedicated “zone” entrances (red/ orange/ yellow/ green/ blue); mixing should be avoided where possible</p>

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	A fixed time of arrival to the event for each age or event group should be scheduled to prevent crowding of athletes at the entrance
Distancing & Masks During the Competition	<p><u>Figures/ Transitions:</u> While in line for figures out of the pool, athletes must be masked and spaced two (2) metres apart. When athletes are in the pool, swimming, or in the pool in their line to swim, they do NOT need to wear a mask</p> <p><u>Routines:</u> While in line for routines out of the pool, athletes must be masked. When athletes are in the pool, swimming, or while they are waiting for their walk on provided the other routine is already in the water, athletes do not need to wear a mask</p> <p><u>Mask Removal Protocol:</u> Each athlete should have a waterproof bag or container (e.g., sandwich “Ziploc” bag) labelled with their name to keep their mask in when not worn</p>
Hygiene Measures	It is recommended that, at the end of the competition, athletes do not shower at the facility but return to their homes or hotel to shower there
Masks	If necessary, the host club will provide a disposable mask (free of charge) to each accredited person
Protocol for Suspected or Confirmed Case of COVID-19	Refer to the COVID-19 Emergency Action Plan in the event that an athlete, coach, official, event volunteer, or other participant experiences COVID-19 symptoms during the competition
Spacing	OAS will NOT be offering clubs opportunities for spacing at competition events in 2021-22
Social Events	Until further notice, all social events are excluded from OAS competitions
8. MEETINGS	
Officials' Meetings	An officials' meeting will be held using videoconference in advance of the competition with shorter and smaller panel meetings occurring on event days
Coaches' Meetings	It is recommended that coaches' meetings are held using videoconference in advance of the competition. Where the coaches' meeting is not held virtually, the meeting should be as brief as possible

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9. AWARD CEREMONIES	
Physical Distancing & Masks	Physical distancing and mask protocols must be maintained during award ceremonies in accordance with requirements of public health authorities and facility operators. Hand shaking and hugs are discouraged between ceremony participants
Format	OAS in consultation with the host club shall consider the format of the awards ceremony including the possibility of splitting awards ceremonies into several smaller ones or having a table designated for award pick up with a backdrop for photo opportunities
10. SPECTATORS	
Entry Requirements	<p>Spectators 12 years of age and older will be asked to provide proof of being fully vaccinated and proof of identification, complete a COVID-19 screening questionnaire, and provide contact information including name, email, and phone number</p> <p>Screening may be completed by event volunteers or facility staff, depending on facility requirements. For events at the Wayne Gretzky Sport Centre, facility staff will be screening to ensure that all spectators over the age of 12 are full vaccinated</p>
Children Under 12	Children under 12 years of age that are unvaccinated may attend artistic swimming competitions if allowed by the facility and accompanied by a fully vaccinated adult and seated with members of their household and physically distanced from other spectators
Get In, Compete & Get Out	Spectators should follow the "Get In, Compete, and Get Out" approach. They should watch their athlete and then leave to allow for other spectators to watch, especially in facilities where capacity has been reduced. Event volunteers will come along at the end of each age or event group to ask spectators to clear the stands
Physical Distancing & Masks	Physical distancing and mask protocols must be always maintained in accordance with requirements of public health authorities and facility operators
Food & Beverages	Eating and drinking in the stands is not permitted during artistic swimming events
Communication with Athletes	<p>Spectators must stay within the blue zone</p> <p>Spectators who would like to communicate with their athlete after the event should do so outside the venue. Spectators (excluding parents or guardians where necessary for athlete support) are not permitted on pool deck or in the designated club area</p>

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11. VOLUNTEERS	
Screening	All event volunteers must undergo the same screening and accreditation procedures as athletes, coaches, officials, and other participants. Event volunteers 12 years of age and older will be asked by the host club to provide proof of being fully vaccinated and proof of identification, complete a COVID-19 screening questionnaire daily, and provide contact information including name, email, and phone number
Accreditation & Zoning	Volunteers will be assigned specific tasks with zoning access identified clearly on their individual accreditation depending on the assigned task. The event meet manager or their designate may require “all zone” access

Acknowledgments

Ontario Artistic Swimming would like to thank FINA and Alberta Artistic Swimming for sharing their competition event protocols with us

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ZONE	AREA	GROUP
RED	Competition pool Training/ warm-up pool Change rooms On deck washrooms	Athletes, coaches & support personnel Officials (judges, referees & scorers) OAS staff Event Meet Manager & designated event volunteers Lifeguards
ORANGE	Selected area on the pool deck	Scorers/ Timers Announcers Photographers/ Videographers OAS staff Event Meet Manager & designated event volunteers
YELLOW	Stands or in another room or lounge in the facility	Club teams (athletes, coaches & support personnel)
GREEN	Officials' room Officials' designated washroom(s)	Officials (judges, referees & scorers) OAS staff Event Meet Manager & designated event volunteers
BLUE	Stands	Spectators (where allowed) Designated event volunteers

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SAMPLE TEMPLATE ONLY

EACH CLUB HOSTING A MEET WILL HAVE A SPECIFIC FACILITY SAFETY ZONE TEMPLATE

