**JVC Best Practices at TCC Amid COVID-19**

Updated: June 2, 2020

The purpose of this document is to provide direct information on JVC running a convention center volleyball event in the current infectious disease climate and has been developed from the collaboration from some of the industry’s largest event directors to benefit to all in attendance.

Many of these recommendations are based upon current guidelines set forth by the Center for Disease Control and Prevention (CDC), USAV Volleyball, various youth sport industry leaders and organizations, USOPC and other local and Federal government agencies.

**Pre-Event Planning**

* Designate a staff member to monitor state and local government websites for updates and changes to guidelines
* Designate an Event Management Team that has the authority to modify, restrict, postpone or cancel the event, to include a “Medical Director”.
* Obtain approval for the event from local and state government authorities
* Work closely with county and state public health authorities throughout the event planning process to obtain the most accurate information regarding the local COVID-19 situation.
* Facilitate the sharing of information between the Event Management Team, Medical Team and facility/city public safety health authorities.
  + Ensure coordination of public health resources
  + Make certain proper public health policies and procedures are followed
* “At risk” categories based on federal and state guidelines DISCOURAGED from attending:
  + 65 years of age
  + Moderate to severe asthma
  + Chronic lung disease
  + Serious heart conditions
  + Immunocompromised
  + Severe obesity
  + Diabetes
  + Liver disease
  + Living in a nursing home or long-term care facility

**Facility Cleaning & Services Plan**

* Facility plans for cleaning and care:
  + [CLICK HERE](https://www.tampagov.net/sites/default/files/convention-center/files/tccready_welcome_back.pdf) for Tampa Convention Center protocols
    - Hand sanitizing stations provided at entrances/exits and throughout the facility
    - Additional supplies of soap and towels in restrooms
    - Signage planned throughout the facility
      * Physical distancing rules & Directional traffic
    - Restroom attendants provided for extra cleaning & monitoring
* In partnership with the facility, a safe food service platform created with increased space around concession areas for social distancing purposes.
* Plan for the facility common space and lobby/concourse areas
  + Proper spacing of number of tables and chairs and casual seating/viewing of 8 person rounds at all courts.
  + Physical distancing signage will be posted in various places. SPECTATORS limited to Exhibit Hall & Registration level just outside.
  + First floor will be closed off to spectators & participants after screened.
  + Event security and staff will be monitoring spaces to encourage/enforce Facility Rules as posted.
* Established entrance/exit provisions and plan
  + Entry and exit doors CLEARLY identified with signage
  + Separate entry and exits will be designated at both Facility Entrance and Exhibit Hall
  + Increased entry and exit locations used to thin out crowds
  + Post physical distancing signage at entrances

**Medical Team Plan**

* Assist the Medical Director in establishing a medical team leadership group that will be responsible to plan, coordinate and implement all medical needs for the event
* Determine required number and type of medical personnel required
* Clearly define roles and responsibilities for all medical team members
* Create a Medical Plan for the event.
  + Including necessary supplies, treatment and transport processes to treat illness’ with special consideration towards COVID-19
  + Work with facility staff, local healthcare providers and the Medical Director to identify local healthcare resources (e.g., urgent cares, emergency rooms, ambulance services) and notify them of the event time and location.
  + A daily health screening entry process for staff, administrators, match officials, athletes, coaches and spectators to include temperature check at building entrance
    - Anyone showing symptoms or signs of sickness, who have risk factors or who have been in contact with known positive cases, should seek medical attention and NOT ATTEND/STAY HOME.
    - ATC staff will evaluate an ill player and authorize the players return to play or refer them for outside examination.

**Tournament Staff, Administrators & Match Officials**

* Any individual cannot work who meets the Medical Teams definition of “symptomatic”
* Enforce safe protocols for staff-to-staff and staff-to-customer interactions
  + All staff, admin & officials are required to wear mask at ALL TIMES
  + Encourage frequent handwashing with soap and water wherever possible
  + Carry 60% alcohol or higher anti-viral hand sanitizer when possible
  + Use personal drinking containers
* Office space, meeting room and tournament desk layouts set to provide for necessary social distancing
* Minimize/eliminate shared equipment, encourage use of personal equipment
  + Eliminate results computers and officials score entry computers
  + Officials must use personal phones for score entry or TEXT score to Head Offiical.
  + Assign 2-way radios/headsets and have each individual responsible to disinfect every evening before setting back on shared charging stations
  + No shared staff computers
  + Officials required to use personal handheld whistles

**Spectators, Athletes and Coaches (includes college coaches)**

* No entry for anyone who meets the Medical Teams definition of “symptomatic”
* Spectators and coaches required to wear masks at all times within the building, unless eating
* Athletes required to wear masks at all times within the building, unless eating or on the court
* Encourage frequent handwashing with soap and water wherever possible
* Encourage each person to carry 60% alcohol or higher anti-viral hand sanitizer
* Require individuals to dispose of their own drink containers or trash around the facility and courtside
* Spectators must REMAIN SEATED courtside at designated 8-person rounds UNLESS going to restroom, concessions, exit or entry areas.

**On-Site Operations Plan**

* Minimize or eliminate interactions between event staff and customers and implement state and local government physical distancing guidelines
  + Ticketing will be ONLINE Only on a personal device prior to or during the event. NO CASH SALES allowed onsite.
  + Post physical distancing signage and mark floors for standing in line at Building & Exhibit Hall entry.
  + Tournament Desks
    - Reduce number required to staff the desks
    - Have a single person (post) assigned to take questions from customers
    - Mark a clear “info” location at the desks for customers to approach
    - Mark floor to create distance when customer needs help
  + Lost & Found ONLY for valuables at Tournament Desk
    - EXAMPLES: Phones/electronics, jewelry, keys, wallet/purse etc…
  + Encourage participants to bring their own water
  + Entrance/Exits for court locations
    - Clearly identify entry and exit paths with signage
    - Increased number of “queue” lines to space out spectators during entry process
    - Post physical distancing signage and mark floors at locations to check tickets
    - Stagger entry times by waves
    - Prop open door where possible

**Courtside Policies**

* Spectator Seating Areas
  + Rounds of 8 courtside are provided for spectator seating – NO STANDING ALLOWED.
  + Eliminate the tradition of spectators switching sides between sets as teams will no longer switch sides, unless disadvantage is pre-determined.
* New match & court protocol to limit interactions
  + Teams shag their own volleyballs during warmups, NO SHARED volleyball use
  + Official and captains must all stand at social distance for coin toss; NO pre-match handshakes or high-fives to be exchanged
  + Only starters line up on end line, do a pre-match waved to others.
  + When teams are beckoned on the court, athletes should go directly to their position and not meet the opposing team at the net
  + At the conclusion of the set players MUST go directly back to their bench
  + Eliminate the traditional changing of sides between sets unless a distinct disadvantage is evident and indicated by the official prior to the start of the match.
    - If changing is deemed necessary, players and coaches should avoid direct contact
  + During substitutions players should refrain from contact and stand at social distance from each other, raising a hand to be recognized by the R1
  + Encourage the elimination of celebration traditions that involve player-to-player contact
  + Encourage coaches to keep social distance when possible during time outs when possible, allowing players to stand on the playing surfaces
  + Encourage better court time management by R1 to eliminate delays
* Encourage athletes to use labeled personal drinking containers only – no shared water
* Encourage athletes that towels should be for personal use only
* Limit use of coaches and athletes for work team duties
  + R1 can keep physical on new score keeping card developed by USAV Staff
  + Team coaches keep secondary score for reference and support R1
  + Flip score kept by volunteer or Assistant Coach on court.
* Event equipment and match support materials
  + Eliminate libero tracking sheet and traditional score keeping sheet
  + Require coaches provide their own line-up sheets
    - Sheets can be shown to R1, with no physical contact but not turned in
  + Require R1 to wipe down volleyball after each match with 60% alcohol or higher anti-viral disinfectant wipes
  + Provide 2 volleyballs per court to rotate usage for consecutive matches allowing the volleyball to completely dry
  + The R1 will wipe down and commonly used equipment before each match with 60% alcohol or higher anti-viral disinfectant wipes
* Personal equipment and property
  + Players warmups, coaches’ clipboards etc should be placed inside their backpack when not in use
  + Encourage teams to bring sanitizing and cleaning products for team equipment such as volleyballs and clip boards as this is the responsibility of the team
  + Officials required to use personal handheld whistles

**After Match Policies**

* No touch procedure award distribution
  + Assign a designated area for coach to pick up awards
  + Pre-packages medals for team
  + Allow only coaches to present medals to athletes
* Encourage all participants and spectators to minimize their time in or around the courts when they are not engaged directly in the current match.

**Event Format, Courts and Set Up/Tear Down**

* Create an alternative tournament flow that limits interactions and reduces facility capacity
  + Allow extra time between waves to minimize contact between waves & reduce overall numbers
  + Use of more 3-team pools & spreading a 4 team pool across 2 courts to allow for 3 waves of play within a day & fewer spectators per court
  + Stagger match start times within a wave to space out entries
* Maximum capacity of 20 courts for teams, participants and spectators
  + Minimum distance between courts no less than 15’, measured from free zone sideline to sideline
* Establish requirements for court labor
  + Require everyone to wear masks and protective gloves
  + Divide volunteers into groups of 6 or less
  + Stagger scheduled set up time for each group to reduce overall numbers in one area
  + Assign specific tasks to each group that reduces or eliminates interaction with each other as well as other groups

**Outside Participants and Support Services**

* Exhibitors, sponsors and merchandise sales will be kept to a minimum
  + Vendors that provide person-to-person contact services will not be allowed, such as massage booths
  + Prior approval of booth layouts and safety protocol plans to deliver product for each company
* Provide recommendations and requirements for attendance by vendors
  + Require workers to wear masks
  + Limit number of workers based on booth size
  + Do not allow products to be tried on or handled by customers
  + Create ability to offer on-line presales of product
  + Use tables as barriers between sales and customer
  + Mark floor for social distance and create queue lines based on booth sizes
  + Booth locations will be located on Registration level to help with crowd controls & increased spacing