

## Steps for Clubs to Return to Artistic Swimming

### Step 1 – ROLES & RESPONSIBILITIES

- Name a COVID-19 Risk Manager - *Appendix 2*
- Identify individuals tasked with completing your plan

### Step 2 – DOCUMENT REVIEW

- Review BC Artistic Swimming Guidelines & Attend RTAS Presentation
- Review BCRPA, LifeSaving Society BC, WorkSafe BC documents
- Review your facility(ies) plan(s)

### Step 3 – DRAFT YOUR PLAN

- Complete a Risk Assessment - *Appendix 3*
- Draft Club Return to Artistic Swimming Plan (COVID-19 Safety Plan) – *Appendices 4-5*
- Draft “employer” WorkSafe BC Plan

### Step 4 – COLLABORATE

- Collaborate with your facility’s administration
- Ensure plan alignment – *Appendix 6*

### Step 5 – FINALIZE

- Finalize Club Return to Artistic Swimming Plan
- Update Waivers & Forms – *Appendix 7*
- Update relevant policies (e.g., Conduct, Illness) – *Appendix 8*

### Step 6 – APPROVAL

- Club Executive approves club’s plan through formal motion

### Step 7 – BCAS ATTESTATIONS

- Complete & submit BCAS Club Return to Sport Attestation with required documentation
- Club Coaches complete online BCAS Coach Return to Sport Attestation
- Athletes complete online BCAS Athlete Return to Sport Attestation

### Step 8 – RISK MANAGEMENT

- Distribute, collect & retain “Participant Waivers” – *Appendix 7*
- Administer Daily Health Monitoring Protocols & Attestation – *Appendix 9*

### Step 9 – RESTART LAND TRAINING

- BCAS approves club to restart limited operations related to outdoor group land training - *Appendix 10-12*

### Step 10 – EDUCATION & TRAINING

- Coaches participate in the required in-water training
- Club conducts club/facility-specific training for athletes and parents

### Step 11 – RESTART WATER TRAINING

- BCAS approves club to restart limited operations related to in-water training - *Appendix 10-13*

### Step 12 – MONITOR & REVIEW

- Conduct weekly risk assessments and adapt plan accordingly – *Appendix 2*
- Realign plan to accommodate standards in each progressive phase

### Step 13 – ENFORCEMENT & DEVELOPMENT

- COVID-19 Risk Manager & Coaches enforce BCAS, Club & facility standards and protocols
- Ongoing education & training of members as required