

# BTSAI

*Baton Twirling Sport Association of Ireland*

## **Policies and Procedures Manual**

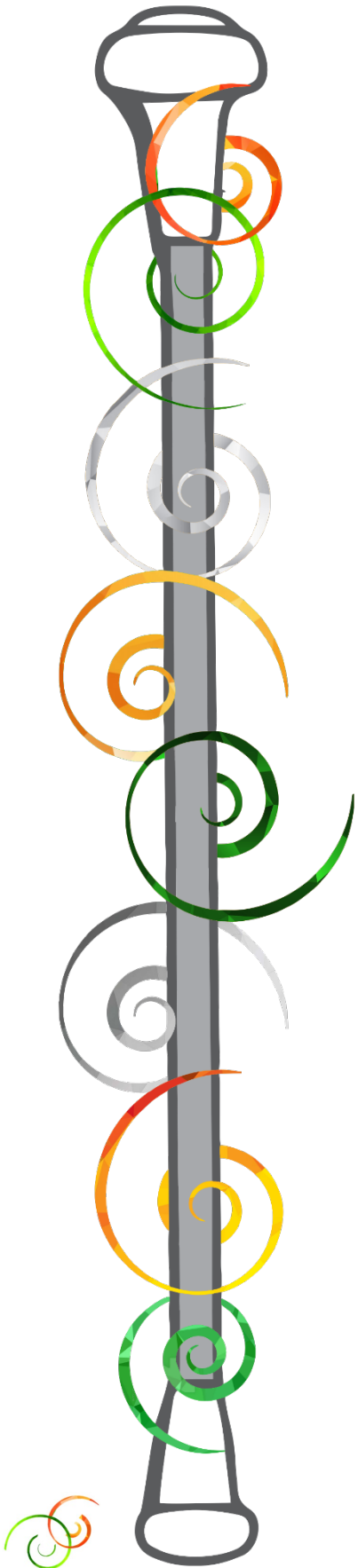
# **SECTION 14 RETURN TO ACTIVITY**

*V2.0 – June 2020*

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*David Doyne/Technical Advisor*

*Bernadette Doyne/ President*



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<b>Acknowledgments:</b>	Department of the Taoiseach and Department of Health  Sport Ireland



## PREFACE

- A. THIS DOCUMENT HAS BEEN DEVELOPED AND APPROVED BY THE BTSAI EXECUTIVE IN RESPONSE TO THE COVID-19 GOVERNMENT ENFORCED LOCKDOWN, RESTRICTION OF SPORTING ACTIVITY AND RESULTANT PHASING OF RETURNING TO ACTIVITIES BEGINNING ON 18<sup>TH</sup> MAY 2020.

IT IS LIKELY THAT THIS DOCUMENT WILL HAVE FREQUENT UPDATES IN LINE WITH CURRENT GOVERNMENT AND SPORT IRELAND ADVICE AND SHOULD BE CHECKED REGULARLY.

- B. BTSAI AND THE IRISH GOVERNMENT ARE CURRENTLY REQUIRING CLUBS AND ATHLETES TO ADHERE TO **PHASE THREE GUIDANCE**, HOWEVER, THERE ARE SPECIFIC DEVIATIONS FROM GOVERNMENT GUIDANCE FOR BTSAI MEMBERS IN PHASE 3.
- C. THE INFORMATION CONTAINED WITHIN THIS DOCUMENT **MUST BE SHARED** BY CLUB DIRECTORS WITH THEIR MEMBERS. IF CLUBS HAVE A SOCIAL MEDIA ACCOUNT, ALL COMMUNICATIONS BEING SHARED BY BTSAI ON THEIR SOCIAL MEDIA **MUST BE SHARED** ON THE CLUB ACCOUNT. OTHER COVID RELATED GUIDANCE **MUST NOT BE SHARED** DUE TO THE DEVIATION FROM GOVERNMENT GUIDANCE AND THE RISK OF CONFLICTING INFORMATION. CLUBS WHO FAIL TO SHARE THE CORRECT INFORMATION OR ABIDE BY THE BTSAI GUIDANCE ARE LIABLE TO FORMAL DISCIPLINARY PROCEDINGS.
- D. FUTURE PHASES DETAILED ARE ANTICIPATED ONLY AND ARE SUBJECT TO CHANGE. CHANGES FROM PREVIOUS VERSION ARE HIGHLIGHTED IN GREEN TEXT.
- E. THIS DOCUMENT MAY BE REFERRED TO FOR GUIDANCE AND POLICY AS THE MOST SUITABLE DOCUMENT SHOULD FUTURE INCIDENTS OF RESTRICTION OF ACTIVITY OCCUR AND SO IS NOT LIMITED TO COVID-19



# 1.0 GUIDANCE FOR RETURN TO SPORTS ACTIVITY

As is the case for sporting organisations across the country, and indeed the world, BTSAI member clubs have paused all in-person activities, including training and competitive events, since national restrictions were first put in place on 12<sup>th</sup> March 2020.

Member clubs have continued to interact with their athletes in a variety of different ways over the past number of weeks by utilising the like of virtual tools and video resources for learning.

In considering a phased re-introduction of in-person activity, the following has been noted;

## 1.1 Prerequisite Requirements

Prerequisite requirements	
1.	Government restrictions are amended to allow for sporting activity and /or gatherings of a sufficient number of people to enable training sessions. The BTSAI Phases as outlined below are aligned to the Government's <i>Roadmap for reopening society and business(ref)</i>
2.	Appropriate facilities are re-opened and available for training sessions. Training facilities should meet any requirements advised by the government (such as cleaning protocol) and should be suitably sized to enable social distancing measured as required. Outdoor facilities or areas can be used as appropriate.
3.	Details regarding these prerequisite requirements, and BTSAI return to sports activity guidance as outlined below, has been distributed to all member clubs who will be advised to share with their own members.
4.	Any return to sport activities should fall within the scope of your club's insurance coverage.



## 1.2 Roadmap for Return to Sports Activity

<b>PHASE ONE – ENDS 7<sup>TH</sup> JUNE</b>	
<b>BTSAI Guidance</b>	<b>Corresponding Government Phase</b>
<i>May 18<sup>th</sup> – June 8<sup>th</sup></i>	
1. Phase 1 will focus on the re-introduction of training sessions for small groups of athletes. When considering the number of athletes per session, a club should consult government roadmap guidance, ensure that there is adequate physical space to enable social distancing at all times and should also consider the age profile of the athletes who will return in Phase 1. For example, please consider your ability to adhere to social distancing with younger athletes, particularly those in the PeeWee age category.	Government Phase 1 – scheduled to begin on May 18 <sup>th</sup> - permits people to engage in outdoor sporting and fitness activities, either individually or in very small groups (maximum 4 people), where social distancing can be maintained and where there is no contact.
2. Phase 1 sessions should focus only on individual events whereby an athlete can work independently and within 5km from all attendees' homes. Team, group and pair events will not be incorporated in Phase 1.	
3. No competitive events, grading sessions, squad sessions, seminars or clinics will take place during Phase 1.	
4. Training sessions will be required to take place in an outdoor setting as hall facilities will not be available.	

### Example of activity permitted in Phase 1:

3 soloists and 1 coach in an outdoor setting adhering to 2m spacing and following all other guidance outlined in section 1.3.



<b>PHASE TWO – ENDS 28<sup>TH</sup> JUNE</b>	
<b>BTSAI Guidance</b>	<b>Corresponding Government Phase</b>
<i>June 8<sup>th</sup> – June 28<sup>th</sup></i>	
<p>1. Phase 2 will focus on expanding the scope of training sessions to include larger group sizes (max 15 people total at session; <u>numbers should be less where at all possible</u>). Training must be conducted outside only, and provision for social distancing made by the club directors.</p>	<p>Government Phase 2 - scheduled to begin June 8<sup>th</sup> - Groups of up to 15, including trainers and coaches, may return to non-contact outdoor training activity (but not matches) while maintaining social distancing at all times.</p>
<p>2. Phase 2 sessions <u>must not involve pair or team events</u>, and no sharing of equipment (batons, poms etc.) is allowed under any circumstances.</p> <p>Athletes must not travel more than 20km outside of their own county for training.</p>	<p>You may travel within your own county, and up to 20 kilometres from your home if crossing county boundaries</p>

**Example of activity permitted in Phase 2:**

12 soloists and 3 coaches in an outdoor setting no more than 20km from home (unless staying in home county and training is further than 20km from home) adhering to 2m spacing and following all other guidance outlined in section 1.3.



<b>PHASE THREE – ENDS 19<sup>th</sup> JULY</b>	
<b>BTSAI GUIDANCE</b>	<b>Corresponding Government Phase</b>
<p>Phase 3 will deviate slightly from government advice.</p> <p>No pair or team events. No sharing of batons or poms Social distancing maintained at all times Hygiene practices as usual No more than 15 people total in a session, less if possible. Only coaches at athletes in attendance Indoor training permitted, subject to venue protocol Travel outside of 20km permitted.</p> <p>Baton twirling is a unique sport in that there is close contact of individuals, but also sharing of apparatus which comes into close and consistent contact with the body, hands, and face. Therefore, phase 3 will be largely unchanged from phase 2, with the exception of indoor training being permitted subject to venue terms and appropriate social distancing and hygiene provisions, and travel of greater than 20km in and out of home county.</p> <p>Group sizes must still be a max of 15 people total at session (<u>numbers should be less where at all possible</u>).</p>	<p>Government Phase 3 - scheduled to begin June 29<sup>th</sup></p> <p><u>Sporting activities may recommence, including:</u></p> <ul style="list-style-type: none"> <li>• team leagues for adults and children</li> <li>• close contact sports</li> <li>• organised sporting spectator events and fixtures</li> </ul> <p><u>The following may reopen:</u></p> <ul style="list-style-type: none"> <li>• indoor gyms and exercise facilities</li> <li>• yoga, Pilates and dance studios</li> <li>• sports clubs and public swimming pools</li> </ul> <p><b>Note:</b> All of the above are subject to the Phases 3 and 4 restrictions on numbers for public gatherings and other important public health advice.</p>

**Example of activity permitted in Phase 3:**

12 soloists and 3 coaches in an outdoor setting no more than 20km from home (unless staying in home county and training is further than 20km from home) adhering to 2m spacing and following all other guidance outlined in section 1.3.



<b>FUTURE PHASES – FOR INFORMATION ONLY TO BE CONFIRMED CLOSER TO THEIR START DATE</b>	
<b>BTSAI GUIDANCE</b>	<b>Corresponding Government Phase</b>
1. Focus on returning to regular training activities. Class numbers will be determined only by pre-existing criteria (such as coach:athlete ratio). Specific in-training measures, such as social distancing, are no longer mandated.	Government Phase 3 – scheduled to begin on June 29 <sup>th</sup> - permits “behind closed doors” sporting activities events where arrangements are in place to enable participants to maintain social distancing,
2. There is no restriction in Phase 3 on the events which can be delivered in training sessions.	Government Phase 4 - scheduled to begin July 20 <sup>th</sup> - permits sports team leagues (e.g. soccer and GAA) but only where limitations are placed on the numbers of spectators and where social distancing can be maintained.
3. Competitive events, grading sessions, squad sessions, seminars or clinics will take place as usual.	Government Phase 5 – scheduled to begin on August 10 <sup>th</sup> - permits close physical contact sports (rugby, boxing, wrestling), Open gyms, exercise, dance studios and sports clubs, only where regular and effective cleaning can be carried out and social distancing can be maintained. Permits sports spectatorship which involve mass gatherings only in accordance with both indoor and outdoor numbers restrictions and where social distancing can be complied with.

*Note – the timing of the Government phases is as currently advised and is subject to change based on latest government guidance.*





### 1.3 Additional Points

While moving through phased re-introduction of training activities it will be important to consider how to limit any risks of virus transmission amongst athletes;

- Batons and other equipment (such as pon poms) should be only used by the individual owner and not shared or swapped during a training session. Athletes should be advised to clean any equipment with disinfectant wipes, or appropriate alternative, after each training session.
- Seating arrangements at training sessions for arrival, breaks etc. should be configured in such a way that allows for social distancing of 2 metres between each person.
- Hand sanitiser should be made available at each session and should be used by each athlete upon arrival and as required thereafter. Frequent and thorough hand washing should also be encouraged.
- Advice on wearing Face masks should reflect current HSE and Department of Health guidelines.
- It is recommended that club director check each athlete's temperature prior to them attending entering the training facility (using a digital thermometer). If they register a temperature higher than 38°C they should not take part in the training session. Athlete should not return to training for 7 days if they display no symptoms, or, if symptoms are present, they should not return until 14 days after the symptoms have stopped.
- General health guidance should be issued to all members and their families to ensure that they are familiar with this information. Emphasis should be on not attending any training session if an athlete is unwell or displaying any virus symptoms.
- Each club is required to appoint a Covid Safety Officer who is responsible for ensuring that all of the guidance contained within this document are followed by club officials and athletes. The name of the designated safety officer is to be included on to the training attendance log document. The name of the designated safety officer is also required to be communicated to all club members.
- If an athlete becomes unwell whilst attending a training session, the follow steps should be followed;
  - o Remove the athlete from the main group session to an isolated space – ensure that they remain supervised by a club official throughout
  - o Contact (via phone call) the parent or guardian as directed by the athlete's club registration form
  - o Following the session, ensure that the parent / guardian of the athlete has been contacted to advise of the process to return to the sport (Athlete should not return to training for 7 days if they display no symptoms, or, if symptoms are present, they should not return until 14 days after the symptoms have stopped).
  - o There is no requirement by the club to contact the HSA / HSE



The determination of the phases is subject to change and will be decided by the BSAI Executive Committee in close collaboration with Sport Ireland and strictly following HSE and Department of Health protocol.



## 2.0 TRAINING ATTENDANCE LOG

Clubs are required to maintain an information log for each training session using this template

INFORMATION LOG	
Club name:	
Training date:	
Training Location:	
Covid Safety officer:	
Coach / Coaches in attendance:	
Athlete / Athletes in attendance:	
Completed by:	



### 3.0 ATHLETE / GUARDIAN WAIVER

The following waiver must be completed by all athletes (or their guardian if they are aged under 18) before they return to any club activities;

#### 3.1 WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19

##### ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT

In consideration of being allowed to participate on behalf of (insert name of club) twirling programme and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS (insert name of club) their officers, officials, agents, other participants, sponsoring agencies, National governing body, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

Name of participant: \_\_\_\_\_

Participant signature: \_\_\_\_\_

Date signed: \_\_\_\_\_



### 3.2 FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)

This is to certify that I, as parent/guardian, with legal responsibility for this participant, have read and explained the provisions in this waiver/release (BTSAI Policies and Procedures Document 14, Section 3.2) to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

Name of parent/guardian: \_\_\_\_\_

Parent guardian/signature: \_\_\_\_\_

Date signed: \_\_\_\_\_



## 4.0 CLUB DECLARATION

The following declaration is required to be completed by each member club prior to any of the above outlined activities commencing.

### MEMBER CLUB DECLARATION

This is to certify that **(insert name of club)** will adhere to all of the guidelines and requirements as set out in the BTSAI Return to Sport documentation, including, but not limited to the following;

- Will adhere to the prerequisite requirements as set out in Section 1.1
- Will follow the details of the roadmap as set out in Section 1.2
- Will fulfil the additional requirements as set out in Section 1.3, including;
  - The adherence to social distancing protocol
  - The provision of hand sanitiser and hand washing facilities
  - Conducting temperature checks prior to commencement of training sessions
  - Maintain the training log 2.0 and ensure all participants have completed the liability waiver 3.0. Records of these documents will be maintained made available to the BTSAI executive on request

**Failure to comply with the guidance as set out in this document may result in disciplinary action.**

Name of Club director (s): \_\_\_\_\_

Club Director (s) signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

This form must be printed and signed by all registered club directors and emailed to the President ([president@twirlireland.com](mailto:president@twirlireland.com)) prior to commencement of any activity.



# APPENDIX 1

## Department of Transport, Tourism and Sport - Letter to NGB

An Roinn Iompair  
Turasóireachta agus Spóirt  
Department of Transport,  
Tourism and Sport



Bernadette Doyne  
President  
Baton Twirling Sport Association of Ireland  
8 Broadfield View  
Rathcoole  
Co. Dublin

### Government Roadmap for Reopening Society and Business

25 June, 2020

Dear Bernadette,

I am directed by the Minister for Transport, Tourism and Sport to refer to the protocol prepared by your National Governing Body (NGB) for the purposes of resuming its operations in accordance with the terms and conditions of the protocol and in line with the Government Roadmap for Reopening Society and Business.

I am pleased to indicate that the Expert Group is satisfied with the most recent protocol submitted subject to implementing the observations and recommendations Sport Ireland has provided your NGB on behalf of the Group.

I am pleased to indicate that the Expert Group is satisfied with the most recent protocol submitted. Given this status, it will accordingly be placed on the Department's website at an early date.

As and when the public health guidance changes, the Expert Group will re-evaluate all protocols of this nature and shall communicate again with you should circumstances require.

Yours sincerely

Peter Hogan

Chair, Expert Group on Return to Sport

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Leeson Lane, D02 TR60  
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[www.dttas.gov.ie](http://www.dttas.gov.ie)



20200624 DTTAS  
Letter to NGBs Baton

## REFERENCES

<https://www.gov.ie/en/news/58bc8b- taoiseach-announces-roadmap-for-reopening-society-and-business-and-u/>

[https://www.gov.ie/en/publication/7ae99f-easing-the-covid-19-restrictions-on-june-8-phase-2/?referrer=http%3A%2F%2Fwww.gov.ie%2Fphase2%2F&fbclid=IwAR2wxVDuKCuCke5P2Vw\\_81TMMV\\_FBXxnvIHHiPQgeTbxOFup98zPi-kDG0Q](https://www.gov.ie/en/publication/7ae99f-easing-the-covid-19-restrictions-on-june-8-phase-2/?referrer=http%3A%2F%2Fwww.gov.ie%2Fphase2%2F&fbclid=IwAR2wxVDuKCuCke5P2Vw_81TMMV_FBXxnvIHHiPQgeTbxOFup98zPi-kDG0Q)





Document Authors	
<b>Document Owner:</b>	Sarah Sexton
<b>Other Contributing Authors:</b>	David Doyne, Bernadette Doyne

Version Control History				
Version	Date	Type of Change	Summary of Changes	Author
1.0	14/05/2020	Completed document	Initial document created	Sarah Sexton David Doyne Bernadette Doyne
2.0	05/06/2020	Guidance update	Update of phase 2 guidance based on government advice. Inclusion of information of which is the current phase. Alignment of BTSAl phases to Government phases (by number). Merging of future phases into a table until clarification from the Irish government.	David Doyne
3.0	20/06/2020	Guidance update	Phase 3 update, but with changes from Government advice and specific advice from BTSAl. Addition of requirement to share BTSAl social media posts and not other posts. Disciplinary action update for failure of clubs to abide by this document. Cataloguing of 'Preface'	David Doyne

Supporting Documentation (complete and added as appendices)	
<b>Policy Checklist</b> (delete as appropriate):	Y
<b>Equality Impact Assessment</b> (delete as appropriate):	Y



Checklist for the Review and Approval of Policies & Procedures

Check		If No, why?
Is the font Arial size 12 throughout, excluding headings which are Arial or Arial Black size 12 or 16?	Y	
Indexing performed?	Y	
Proof read and corrected? Who by:	Y	David Doyne
Appendices included and referencing checked?	Y	David Doyne
Does the document clearly detail who is the author(s)?	Y	
Has the document received final approval from the appropriate committee?	Y	Approved by Executive Board
Does the 'Document Location and History' section clearly state where the current document can be located, the document that it replaces and where the archived document can be found?	Y	
Does the 'Version Control History' clearly outline the type of changes that have taken place and when?	Y	
Has an equality impact assessment been performed?	Y	



Equality Impact Assessment

<b>Policy/Procedure Name</b>	<b>Committee Responsible</b>	<b>Assessor(s)</b>	<b>New or Existing Service or Policy?</b>	<b>Date of Assessment</b>
Return to Activity	Executive	Sarah Sexton	New	17/05/2020
<p><b>1.1 Who is responsible for this policy?</b> Sarah Sexton (Secretary / Squad Development Officer)</p>				
<p><b>1.2 Describe the purpose of this policy? Who is it intended to benefit? What are the intended outcomes?</b></p> <p><b>Benefits: Clear guidance for all member clubs regarding return to sport guidelines following Covid-19 Pandemic</b></p> <p><b>Intended Outcomes:</b> Protect health and safety of all BTAI members through clear guidelines and governance</p>				
<p><b>1.3 Are there any associated objectives? E.g. Legislation, Reputation</b></p> <p>Legislation such as GDPR and the reputation of association by having good governance and clear structure. Compliance with national guidance.</p>				
<p><b>1.4 What factors contribute or detract from achieving intended outcomes?</b></p> <p><b>Detract</b></p> <p>Lack of awareness of policy</p> <p><b>Contribute</b></p> <p>Professionalism</p> <p>Reputation</p> <p>Compliance</p>				
<p><b>1.5 Does the service / policy / function / have an impact in terms of race, disability, gender, sexual orientation, age and religion? Details: [see Screening Assessment Guidance]</b></p> <p>No.</p>				



**1.6 If yes, please describe current or planned activities to address the impact.**

N/A

**1.7 Is there any scope for new measures which would promote equality?**

N/A

**1.8 Equality Impact Rating** [low, medium, high\*]:

Race (low)

Age (Low)

Disability (Low)

Gender (Low)

Religion (Low)

Sexual Orientation (Low)

**1.9 Date for next review**

**June 2020**

