

## DIAMOND CLASSIC SYNCHRONIZED SKATING-OPERATIONS & SAFETY PLAN



### RESOURCES:

November 6-7, 2020

Sanctioned and hosted by Mentor FSC

Mentor CIVIC ARENA  
8600 Munson Rd.  
Mentor, Ohio 44060

Phone: 440-974-5730

**LOC Chair:** Sue Clemente [sueclemente@att.net](mailto:sueclemente@att.net) phone: 216-978-5072

**Chief Referee:** Steve Wolkin [sew454@aol.com](mailto:sew454@aol.com) phone: 216-832-3288

**Assistant Referee:** Bill Mein [billmein@hotmail.com](mailto:billmein@hotmail.com)

**Mentor Civic Arena Manager:** Bill Furman [furman@cityofmentor.com](mailto:furman@cityofmentor.com)

**Event Medical:** Angela Robinson, MD

**US Figure Skating Contact:** Megan Romeo [mromeo@usfigureskating.org](mailto:mromeo@usfigureskating.org)

### SCHEDULE:

The detailed locker room and warm up schedule is attached.

Teams, Team managers and Coaches have a designated time for arrival for both the competition and practice ice. No individual will have access to the building without a credential after being screened. Teams should present in their entirety, with team managers and coaches at the top arena entrance to the building. Each team will be screened and temperatures taken. Upon completion of screening, the team will be escorted to their warm up area.

### BUILDING ACCESS & LAYOUT

#### ADMISSION POLICIES:

There will be NO SPECTATORS at the competition.

The event will live-streamed via 828 Studios [www.828studios.com](http://www.828studios.com)

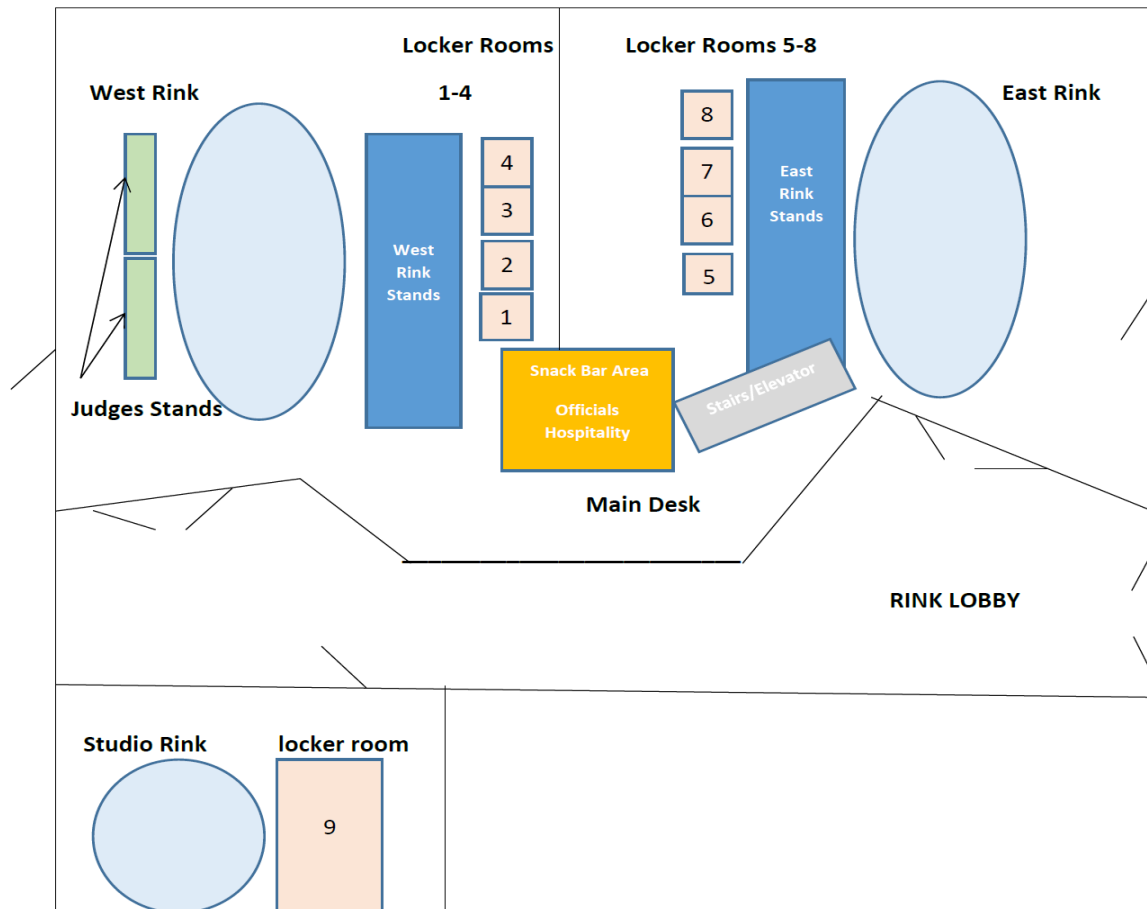
Spectators may also watch the event from the City of Mentor Amphitheater on the West side of the Arena. This is an outdoor amphitheater with two large screens on either side of the stage. Weather permitting; spectators may bring blankets or lawn chairs.

Lighthouse Media Services LLC has been hired to livestream event to amphitheater.



- Pathways have been established within the facility to minimize footprint and socialization between user groups and teams.
- Masks are always required to be worn for all admitted person including athletes (athletes may remove masks when warming up and skating program).
- A temperature check and health screening are required upon entrance to the arena for every skater, coach, team manager, and volunteer.
- Upon completing the health screening, skater/teams, managers, and coaches are to stay as a group in the designated warm up area the volunteer escorts them to.

**Mentor Ice Arena-Lower/Ice Level**



## DESIGNATED AREAS, ROOM ASSIGNMENTS & SEATING NEEDS

### TEAM REGISTRATION/CHECK-IN-Main Entrance of facility-Second Floor Arena

#### Entrance/Lobby

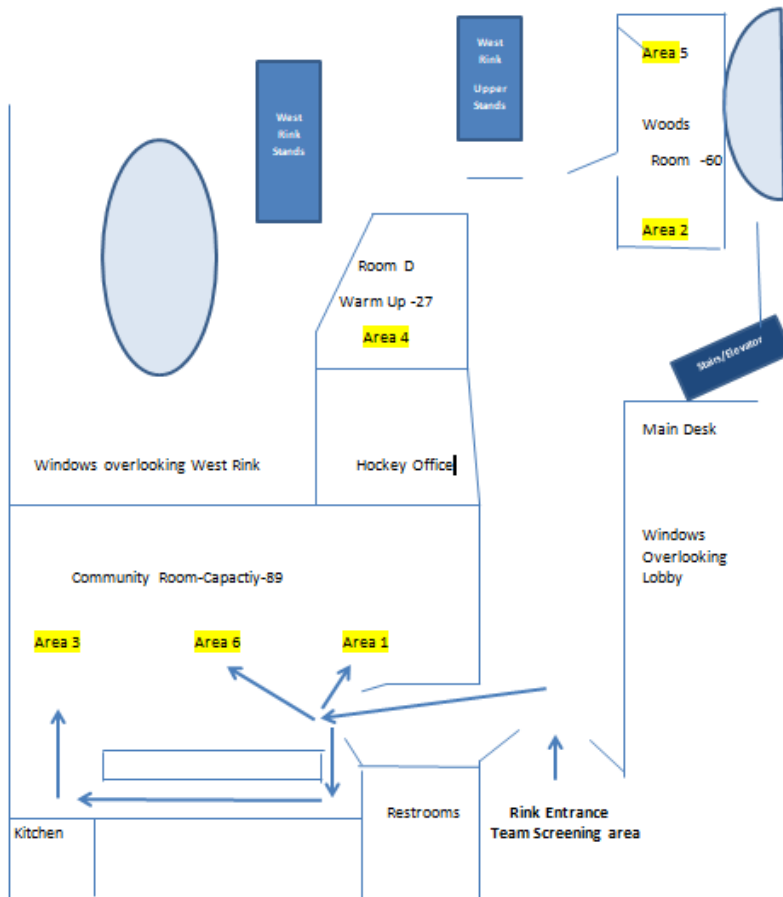
- Teams will be screened and escorted to assigned warm up area
- Temperature/Health screening details will be tracked via EMS Onsite Check-In
  - **100.4** is the maximum temperature for access. If temperature is over, access with team will be denied.
  - If someone becomes ill at the competition, they will be referred to the Lake Health Brunner Sanden Deitrick Urgent Care 8655 Market St., Mentor Ave. (approximately .2 miles)
    - Health Screening: If person answers yes to any of the following, they cannot enter facility.
      - Fever or chills
      - Cough
      - Shortness of breath or difficulty breathing
      - Fatigue
      - Muscle or body aches
      - Headache
      - New loss of taste or smell
      - Sore Throat
      - Congestion or runny nose
      - Nausea or vomiting
      - Diarrhea

## WARM-UP AREAS:

### **Community Room- 3200 square feet-Maximum capacity: 89 people/3 teams**

- Community Room (2<sup>nd</sup> floor, overlooking West Rink) will be used as warm up area.
- Warm Up Areas # 1, # 3, # 5
- A few tables and chairs will be placed on the perimeter of each warm up area for team manager and coaches
- The room will be divided into three separate areas with teams entering areas #1 and # 6 via the main door; Area # 3 will enter via the back hallway. See arrows in diagram below.
- Volunteers will disinfect area upon team leaving and before a new team enter the area.

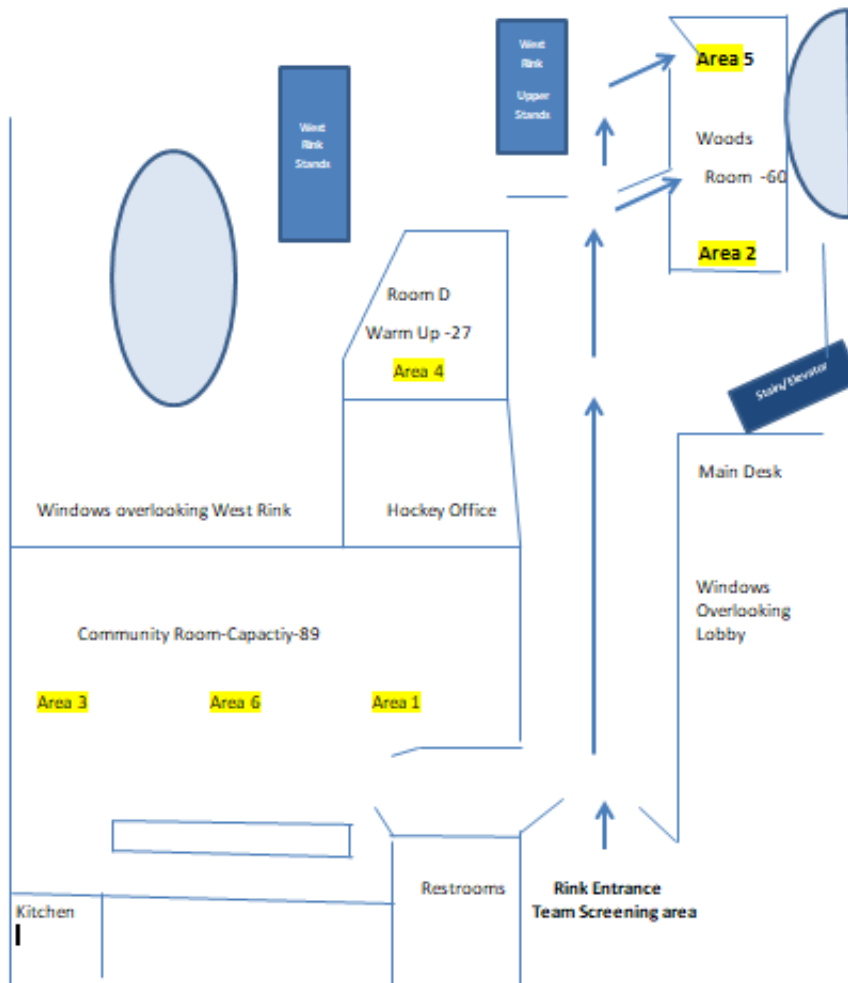
Mentor Ice Arena/Upper Level



**Woods Room – 2160 square feet-Maximum capacity: 60 people/2 teams**

- Woods Room (2<sup>nd</sup> floor, overlooking East Rink) will be used as warm up area.
- Warm Up Areas # 2, and # 5
- A few tables and chairs will be placed on the perimeter of each warm up area for team manager and coaches
- The room will be divided into two separate areas with teams entering area #2 via the main door; Area #5 will enter through the upper deck of the west arena via the back door.
- Volunteers will disinfect area upon team leaving and before a new team enter the area.

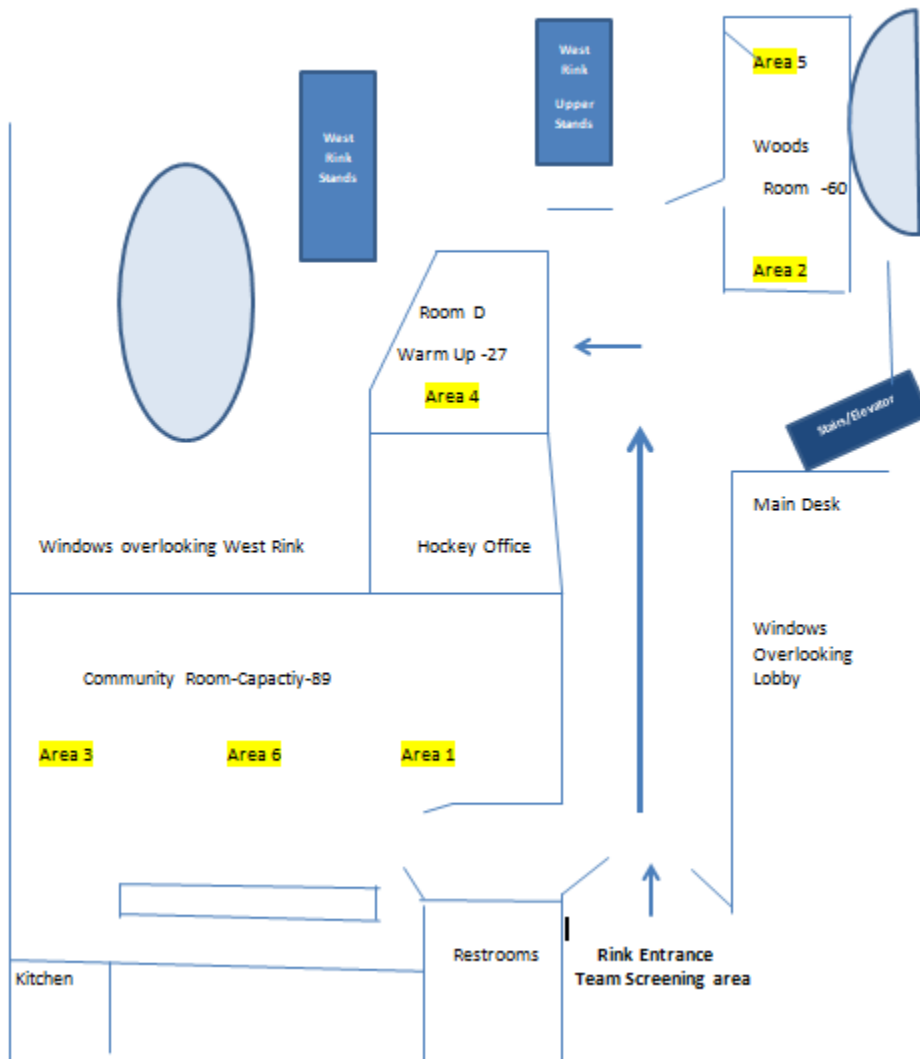
**Mentor Ice Arena/Upper Level**



**Room D- 960 square feet-Maximum capacity: 27 people/1 team**

- Room D (2<sup>nd</sup> floor, overlooking West Rink) will be used as warm up area.
- Warm Up Areas # 4
- A table and a few chairs will be placed on the perimeter of the warm up area for team manager and coaches
- Only one team will warm up in Room D at a time.
- Traffic in and out of Room D will be through main door for room. Volunteers will disinfect area upon team leaving and before a new team enter the area.

**Mentor Ice Arena/Upper Level**



## **LOCKER ROOMS**

### West Rink Locker Rooms:

○ Locker Room 1	385 sq. ft	Maximum occupancy 11
○ Locker Room 2	389 sq. ft	Maximum occupancy 11
○ Locker Room 3	408 sq. ft	Maximum occupancy 12
○ Locker Room 4	408 sq. ft	Maximum occupancy 12

### East Rink Locker Rooms:

○ Locker Room 5	330 sq. ft	Maximum occupancy 10
○ Locker Room 6	368 sq. ft	Maximum occupancy 11
○ Locker Room 7	330 sq. ft	Maximum occupancy 10
○ Locker Room 8	394 sq. ft	Maximum occupancy 11

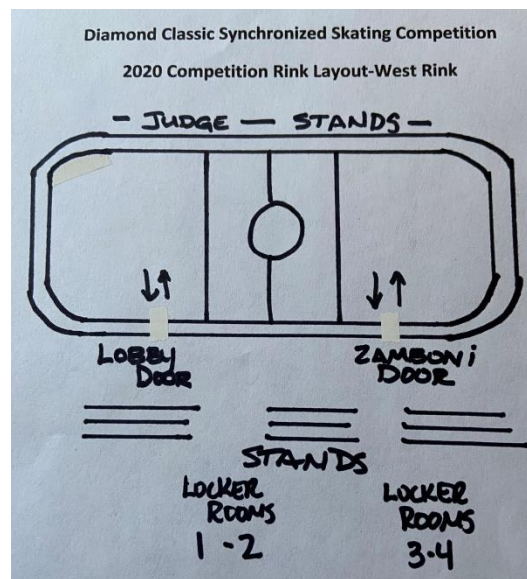
### Studio Rink Lobby:

○ Locker Room 9	525 sq. ft.	Maximum occupancy 15
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- All Locker rooms will be disinfected between teams.

## **West Rink On and Off Doors**

- There will be two entrance and exit doors for teams to enter and exit the ice. Both of these doors are on the opposite side across from the officials.
- Teams will be assigned to enter and exit from either the door closest to the rink lobby (designated with a L) or the door closest to the Zamboni end of the arena (designated with a Z)
- A table will be placed next to each door with designated spots for skate guards and masked to be placed when skaters take the ice. Upon exiting the ice, skaters will pick up their own hard guards and their own mask. Skaters are to wear mask back to locker room to change
- A volunteer stationed at each door will wipe down and disinfect the tables and door handles and surface between each team.
- By rotating entrance/exit doors, teams will not pass by any other team while moving to and from ice surface.



## OFFICIALS

- HOTEL:
  - Best Western Plus Lawnfield Inn & Suites (8434 Mentor Ave.. Mentor, Ohio 44060) 440-205-7378 Insert hotel reservation list
- OFFICIAL ENTRANCE: All officials will enter the arena at the West door of the West Arena.
- OFFICIAL TRANSPORTATION : Schedules-see attached list of officials driving/flying
- MEALS:
  - Breakfast-breakfast served by hotel
  - Lunch- Panera menus will be distributed to group prior to arrival
- OFFICIALS AREA:
  - West Snack Bar (1,728 square feet-maximum capacity 48)
  - Each official will have an assigned table/chair for breaks and lunch
  - Volunteer to be stationed in Hospitality area to serve drinks and wipe down tables/booths and chairs
- SUPPLIES:
  - Each official will have a goodie bag filled with new clip board, mask, pencil and red pen (bags to be made ahead of time)
- EXPENSE REPORTS: link
  - Officials are asked to email their expense report to [MFSC@att.net](mailto:MFSC@att.net)
  - Venmo is preference for reimbursement
- COMPETITION ACCOUNTING:
  - Each official will be assigned a chair for use throughout the competition and a packet will be provided by the Chief Accountant with all necessary paperwork
  - Accounting will have a table/area in the snack bar area. 6.0 papers will be picked up by runners wearing gloves and dropped off in accounting area.
  - IJS results will be entered via the IJS system at the officials stand
  - Live results will be posted via Twitter and Facebook
- JUDGES STANDS:



- Two stands will be built over the hockey boxes on the West Rink.
- Each stand will have 4 six feet tables and 4-5 chairs
- Southern most officials stand will hold 5 judges and referee
- Northern most officials stand will hold tech panel
- Plexi-glass dividers will be placed between each official

## **MUSIC**

- All music is to be loaded via EMS
- Music official will sit in scorer's box between officials' stands. Plexi-glass surrounds music area
- Practice music: Teams that have purchased practice ice should bring CD with music in plastic case that can be wiped after handling.

## **COMMUNICATION**

A Coach and Team Manager Zoom Call will be held Monday, Oct. 26, 2020 to review the competition logistics and plan. **At least one coach/team manager per team will be required to attend Zoom Call.**

## **PRACTICE ICE**

- Practice ice will be available on Friday, Nov. 6, 2020 from 4:00pm-8:00pm and Saturday before the competition
- Limited practice ice will also be available during the event on Saturday on the East Rink.
- Teams will be assigned a time to arrive at the rink for screening and temperature taking prior to practice ice.
- If a team is having practice ice on Saturday during the event, they will enter the rink via the East door into the East Rink and exit the same door. There will be more no locker rooms available for practice ice on Saturday. There will be a pipe and drape area to use to change if needed.