



Burlington Youth Soccer Association (BYSA)

COVID-19 Handbook

4/7/21

In response to the COVID-19 pandemic, BYSA has developed this COVID Handbook to document the process and protocols that we as an organization must follow to maintain a safe and healthy soccer experience. The guidelines are based on requirements given to BYSA by the Massachusetts Youth Soccer Association (MYSA) and the Burlington Board of Health (BOH).

It is imperative that all current Massachusetts Youth Soccer Association's Guidelines as provided on their Return to Soccer Activities web page are followed. These guidelines are based on CDC, WHO and MA EEA recommendations and requirements.

Sections in this Handbook

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Section 1 - BYSA Roles and Responsibilities

- Coaches are responsible for ensuring BYSA rules and guidelines are followed by their players and by the players parents.
- Team COVID Coordinators typically should be an assistant coach who can assist with monitoring the players for compliance with the handbook guidelines set forth by MYSA. Team COVID Coordinators also should be responsible for reviewing attendance tracker information and should communicate directly to the COVID Safety Officer any issues or concerns.
- COVID Coordinators & Field Stewards must fill out a checklist (or on-line) and report on each activity. This will be sent to info@bysa-admin.org to record activities each week.
 - See **Appendix A** – for Field Steward & COVID reporting
- Field Stewards are typically the Age Directors or BYSA board members who randomly monitor practices and games to help with overall compliance.
- The Board of Health (BOH) Liaison is the BYSA forward facing representative to the Burlington Board of Health. Any communications with the BOH will be through the BOH Liaison in coordination with the COVID Safety Officer.
- The COVID Safety Officer is responsible for the communication of all MYSA requirements to the BYSA organization.
- BYSA Board of Directors have an overall responsibility to review and ensure compliance with the guidelines implemented.
- See MYSA guide for information about practices and activities:

https://www.mayouthsoccer.org/assets/61/6/team_covid_coordinator_checklist_march_25_2021.pdf

Section 2 - Parent Responsibilities

General Responsibilities relating to COVID.

- Ensure your child's is healthy. Take their temperature daily. The average normal body temperature is generally accepted as 98.6°F (37°C). Some studies have shown that the "normal" body temperature can have a wide range, from 97°F (36.1°C) to 99°F (37.2°C). A temperature over 100.4°F (38°C) most often means you have a fever caused by an infection or illness.
- If your child has any symptoms, even mild ones, do not send them to practice or a game. Public health urges you to stay home and isolate until:
 - You have had no fever for at least 72 hours (without the use of medicine) AND
 - Other symptoms (cough, shortness of breath) have improved AND
 - At least 7 days have passed since your symptoms first appeared.
 - Anyone in your household that you have had close contact with (within six feet for approximately 10 minutes) should self-quarantine for 14 days, even if you have not been tested for COVID-19.

*Notify the coach immediately if your child has become sick (COVID like symptoms).
Need to provide doctors note to return.

- Adhere to physical/social distance requirements posted by the organization. These are based on state and local requirements. Sanitized your child's equipment before and after every training.

Section 2 - Parent Responsibilities (continued)

Responsibilities related to playing soccer with BYSA.

- Review MYSA Guidelines

<https://www.mayouthsoccer.org/covid-hub/>

- Ensure your child's clothing and pinnies are washed after every session.
- Do not assist the coach with equipment before or after a training session.
- No carpooling with other members of the team. If you must, then everyone should wear a mask and open car window for ventilation.
- Everyone must wear a mask.
- Be sure your child has necessary sanitizer with them at every session.
- Ensure athletes arrive dressed for practice and leave immediately after practice. No recreational play, or loitering is allowed.
- All adults must wear a mask while at soccer activities.
- A mask or face covering that wraps around the head or head and neck of players (i.e., gaiter) will be considered dangerous equipment. A mask that fits over the ears only will be considered safe to wear.
- Stay six feet from non-family members while watching the game.
- Stay eight feet from the playing field.

Section 3 – Practice and Game Requirements

The coach is responsible to ensure that all requirements are being followed. If the field does not meet the requirements or any of the participants (including coaches, players and spectators) are not following the guidelines, the coach is required to cancel the practice or game. Coaches must then communicate this action to the BYSA Age Director, Field Steward and COVID Safety Officer.

Requirements related to masks and social distancing.

- Arrive no earlier than 5-minutes before a practice or game.
- All spectators must always wear facial coverings and maintain six feet of social distance and eight feet from playing surface. Bring your own chair, do not use stands at the field.
- Coaches and referees must always wear facial coverings.
- Players engaged in a game are required to wear a mask. Masks can be removed for short periods of time to allow for players to catch their breath.
 - Mask type is restricted to masks with over the ear loop holes.
- Players on the sidelines are required to wear a mask and maintain six feet of social distance.
- If for a health reason a player cannot wear a mask, that is okay.
- Records of attendance for all soccer activities are required to allow for contact tracing (see **Section 5 – Attendance Tracking**).
- All parents/guardians must ensure that child is not sick and has not been in contact with someone who is sick (see **Section 2 – Parent Responsibilities**).
- Upon arrival the coach is required to ask if players are feeling okay
 - **Do not ask specifics.**
 - Do not take anyone's temperature.
- If someone answers no, the parent or guardian should be asked to take the child home.
 - Players are not allowed to participate in a practice or a game if they are not feeling well.
 - Parent should be advised to contact their medical provider.
 - If any incident is observed, it must be communicated to the COVID Safety Officer
- Capacity Limits – As long as we can maintain six feet of separation between non-family member spectators that sets the capacity limits of a field. If we cannot maintain this social distancing, then we would have to ask spectators to separate. At no time can we exceed more than 50% of the field capacity limits set by the town.
- If travel out of state, people must quarantine for ten days, however if the out of state travel is for less than 24 hours then no quarantine is required.

Section 3: Field Requirements

- **Field requirements have been relaxed since the Fall 2020 season.**
 - The previous limit of 25 participants per playing surface has been removed
 - The required spacing and orientation of playing fields has been removed
- MYSA has provided the following recommendations for field usage for practices, which BYSA will follow for all age groups
 - Teams can share fields for each practice based on planned use

Age Group	8U & Younger 2nd Gr. & Lower	9U-10U 3rd-4th Grade	11U/12U 5th-6th Grade	13U& Older 7th and up
Field Size				
Micro 4v4	2 Teams	1 Team	1 Team	N/A
Developmental 7v7		2 Teams	1 Team	1 Team
Small 9v9			2 Teams	1 Team
Full 11v11				2 Teams

- Mass Youth Soccer has provided the following recommends for field usage for games, which BYSA will follow for all age groups

Field Size	Age / Grade	Average Roster Size	Total at Field for Games**
Micro 4v4	8U & Younger 2nd Gr. & Lower	8	8 on Field 8 on Sideline
Developmental 7v7	9U-10U 3rd-4th Grade	12	14 on Field 10 on Benches
Small 9v9	U/12U 5th-6th Grade	15	18 on Field 12 on Sideline
Full 11v11	13U& Older 7th and up	18	22 on Field 14 on Sideline

** - this is an average, not a maximum or limit

- Fields should be marked for designated areas for spectators to minimize overlap and allow adequate distances between groups
- Activities will be scheduled with a time buffer between games/practices to limit the overlap of participants and spectators and allow for cleaning of commonly touched surfaces.

Section 4 - Personal Protective Equipment (PPE)

- Parents are required to provide face masks for their child.
- No neck gaiters or masks that tie is permitted for players, face masks ONLY that go behind the ears.
 - Allow players to have frequent breaks as needed.
- BYSA will provide each team with the following.
 - Disposable glove supply
 - Disposable mask supply
 - Hand Sanitizer
 - Sanitizing spray
- Coaches are to ensure they have disinfected touched surfaces such as, balls, flags etc.

Section 5 - Attendance Tracking

Tracking attendance at all soccer activities is required. This will allow for contact tracing if there is a COVID-19 event. The tracking is performed by each team's COVID Coordinator.

- Team rosters can be used to document what players and coaches were in attendance and whether anyone else accompanied the player at the soccer activity.
 - The roster along with comments will be sent to COVID Safety Officer and BOH Liaison for review and storage.
- As alternative to using the paper roster, the **TeamSnap app** could be used. This tool will track attendance. The information needs to be saved and forwarded to the COVID Safety Officer and BOH Liaison

Section 6 - What happens if there is a COVID event?

BYSA is coordinating with the Burlington Board of Health (BOH) on health-related issues impacting soccer. This would include COVID, EEE etc. Our BYSA Liaison (in coordination with the BYSA COVID Safety Officer) will be communicating with BOH regularly.

- An affected individual or parent/guardian should contact BYSA COVID Safety Officer if there is a possible or confirmed COVID case.
- The BYSA Liaison (in coordination with the COVID Safety Officer) will notify the BOH.
- The COVID Safety Officer will notify close contacts or others on the team who may have questions about risk by sending out our COVID-19 Notification. The name of the person is not to be released.
 - There are two types of notifications.
 - A member has been diagnosed.
 - A member has been in close contact with someone who has been diagnosed.
 - The team will be asked to stop all activities for 14 days.
- If a COVID case is reported to BYSA, the COVID Safety Officer will notify MYSA.
- BOH may request attendance records if contact tracing is warranted.
- BYSA will never share the identity of a positive case.

Section 7 - Field Stewards

Field Steward Responsibilities are to monitor compliance with the COVID Handbook.

Documentation:

- Field Stewards will document their monitoring activities to demonstrate a robust, proactive approach in ensuring overall effective compliance with our guidelines.
- A calendar will be setup to allow BYSA to randomly monitor soccer activities.
- Documentation will be shared with the BYSA board and the COVID Safety Officer
 - Templates are found at the end of this document, or at the Burlington Youth Soccer Association website:

<https://www.sportsmanager.us/BurlingtonSoccer.htm>

Communication:

- Communication with the Team COVID Coordinator about people not following COVID policies that are on the Field during practices, scrimmages and or games is required.
- Acting as a resource for Coach, COVID Coordinator, Players and Parents to answer any questions people may have about said COVID policies.
- If the violation warrants immediate action (material) then the Steward should speak with the offending party immediately. Identify the issue and what corrective actions should be taken.

Section 8 - Training and Informational Resources

If you as a coach have any questions please reach out to your Age Director, Field Stewards or our COVID Safety Officer.

The main resources available to you are:

- The MYSA website regarding Return to Soccer Activities
<https://www.mayouthsoccer.org/covid-hub/>
- Our BYSA website regarding COVID-19 Guidelines.
<https://www.sportsmanager.us/BurlingtonSoccer.htm>
- The BYSA COVID Handbook

Section 9 - BYSA Contacts

General Information and Questions: info@bysa-admin.org

BYSA Administration

- BYSA President - Chris Newhall president@bysa-admin.org
- BYSA Vice President - Joe Basile vicepresident@bysa-admin.org

COVID Lead/Safety

- COVID Safety Officer - Paul Sateriale safety@bysa-admin.org
- Board of Health (BOH) Liaison - Melissa Interess melissa@bysa-admin.org

Field steward/age directors

- Field Steward Lead - Tim Burke tim@bysa-admin.org
- U10 age directors -
 - Melissa Interess melissa@bysa-admin.org
 - Zach Crowley zach@bysa-admin.org
- U12 age directors -
 - Dave Shannon dave@bysa-admin.org
 - Ryan Clement ryan@bysa-admin.org
- U14 age directors -
 - Owen McHugh owen@bysa-admin.org
 - Ryan Clement ryan@bysa-admin.org

Personal Protection Equipment (PPE) Supplies

- Matt Lewandowski matt@bysa-admin.org

Attendance Tracking/Reporting

- Mike Parkin mike@bysa-admin.org
- Lara Iacomino Ronca secretary@bysa-admin.org

Appendix A – Checklist (use if not using TeamSnap)

Email to info@bysa-org

Checklist

☐ PRIOR TO PRACTICE SESSION OR GAME

Upon arrival, inquire how athletes are feeling, send them home if you believe they are acting or look ill.
Ensure accurate attendance for all practice and game sessions. This is necessary for contact tracing.
Ensure that each player has no more than 2 parent/chaperone in attendance.
Ensure proper PPE (masks) and Sanitizer are available on site.
Record Attendance of all players/coaches/parents/chaperones in attendance.

☐ DURING PRACTICE SESSION OR GAME

Ensure spectators/parents/chaperones are in designated areas, maintain 6 feet of social distance, and are wearing face coverings at all times.
All parents, spectators and chaperones should have their own chair. Chairs should be placed to allow for proper physical and social distancing (6')

☐ CAPACITY LIMITS

Spectators (parent/guardian/chaperone) are limited to two per player. See Guidelines for exceptions.
Spectators must wear facial coverings and maintain six feet of social distance at all times.

☐ HYGIENE PROTOCOLS

Minimize the use of any shared equipment during the session. All shared equipment must be cleaned at the end of the practice session or game using product disinfectants.
Players should not share personal equipment, shin guards, goalkeeper gloves, sweatshirts, sweatpants etc.
No shared food or drink may be provided during any activities for participants.
Ensure players only drink from their own containers.
Ensure proper hand hygiene at the beginning and end of all activities either through handwashing or with alcohol-based hand sanitizer.

☐ AFTER PRACTICE SESSION OR GAME:

Ensure players take all of their belongings from their designated equipment area.

All waste should be placed by the respective parent, player, coach, or spectator in the trash receptacle.
Nothing should be picked up by anybody other than the originator of the waste.

Do not allow players or parents to congregate in parking lots, at drop off zones, facility entrances/exits before or after a training session or game.

Date of Practice or Game: _____

BYSA Team: _____

COVID Coordinator/Steward: _____

Comments: _____

