



HOCKEY INDIA

# Standard Operating Procedure (SOP) for Organising Tournaments & Events

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## Standard Operating Procedure (SOP) For organising tournaments & events

### Purpose :

To establish and maintain a safe environment for the athletes, officials and event organisers for them to prepare to organise tournaments. This SOP is recommended to keep the tournament venue/area and surroundings free of the Corona virus and maintain the health and safety of the players, officials, organisers while they go out to participate in tournaments. This SOP should come into effect immediately and should be strictly followed until the Government of India confirms that the COVID-19 is no longer a concern. Even after Government of India regulations softens in regards to COVID-19, players and staff should continue to use good hygiene manners. The SOP further covers the various scenarios and opportunities available.

At all times organisers should firstly comply with any Government of India and State Government rules or instructions that are issued from time to time in addition to the current advice of the WHO.

Hockey India has put together this document to assist event organisers as a reference and these are subject to change as per the instructions issued by Government of India / State Governments/ Local Administration time to time. It is pertinent to produce comprehensive protocols dictating sanitary and operational conditions ensuring that the health of those involved in any hockey events is protected and the integrity of public policy is preserved.

### By practicing good hygiene, you need to:

- Good hygiene practices
  - Wash your hands for atleast 20 seconds by using alcohol based hand soaps every hour
  - Dry your hands using paper towels and dispose off them afterwards
  - Avoid touching the water tap before and after washing your hands, use paper towels to open and close the tap and then dispose off
  - Keep sanitizing your hands by using hand sanitizers
  - Always use an exclusive mask for yourself
  - Covering on mouth/face using elbows while sneezing/coughing
  - Usage of tissues while sneezing/coughing
  - Throwing away of used tissues right after use into closed dustbins





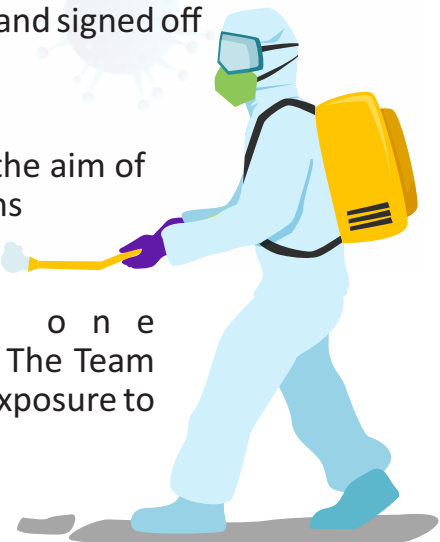
- No touching of the face, eyes, mouth, or nose with bare hands
- Regular sanitization of surfaces/areas
- Regular sanitization of competition venues & matches/training facilities.
- Regular sanitization of daily use objects like telephone, keys, door knobs, handle bars etc.
- Ensure there's enough cross ventilation at competition venues & matches/training facilities
- In addition to the hand hygiene guidelines, compliance with the rules of personal hygiene and especially good respiratory hygiene practices (cough etiquette) is of utmost importance
- Education of the hockey community and the various stakeholders involved in the sport for hygiene practices required for their respective state level activities
  - Exclusive water bottles to be used
  - Towels/tissues/paper towels not to be shared
  - Towels to be regularly washed with alcohol based soaps
  - Mats or matches/training equipment to be sanitized and used exclusively as much as possible, if not then proper regular sanitization required
  - Proper social distancing to be maintained even in matches/training
  - To avoid any contact with other human bodies as much as possible
  - To greet without using of hands
  - Avoid/prohibit all team/group celebrations for all tournaments/matches

### **Preparation of matches/training/competition environment**

In preparation for matches/training/ competitions, it is very important to include specific considerations for a safe resumption of activities. Regular screening for symptoms within the matches/training environment may be carried out by an appropriately trained local healthcare professional working with a set of protocols defined in the risk assessment plan and signed off by the local medical officer.

Considerations include:

- The Team bubble concept should be applied with the aim of minimising the transmission of COVID-19 infections before, during and after the event. All the stakeholders involved in the events should enter the bubble without any external contact between one and three days before and throughout the event. The Team bubble will, at all times, aim to reduce the group's exposure to anyone outside that group.



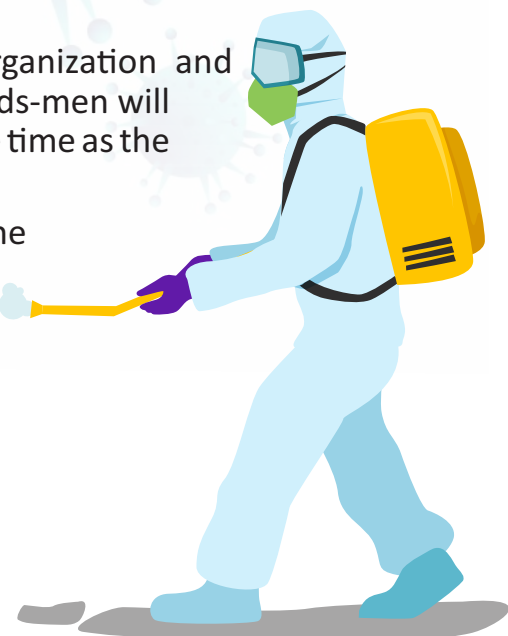


- Ideally all members of the bubble to be tested before entering the bubble
- Maintain the same set of people in the bubble as much as possible
- Reduce the number of people required to be in a bubble as much as possible
  - All players, support staff and officials in close interaction with each other to be within the bubble from the time of testing until the end of the event
  - Limit/ avoid all other physical interactions with people outside of the bubble
  - Maintain the Team bubble in the accommodation, during transport and at training and match venues
  - All food to be prepared by minimum number of staff with personal protective equipment worn by staff when serving food
  - All members of the Team bubble only eat in their hotel/ accommodation facility and do not use external restaurants. Hotels/accommodation facility will need to put in place time slots for different teams to eat and still be able to observe social distancing rules
  - Organisers to work with their hotels/accommodation facility to set up zones to maintain Team bubbles and hosts to set up zones within venues with clarity over who can enter each zone
  - All rooms and facilities to be used within bubble to be thoroughly cleaned prior to usage and regularly cleaned/sanitizes between usage from time to time
  - Shared equipment/items must be sanitised regularly within the matches/training/competition venue (e.g. gym equipment) between each user
  - When vaccinations are made available to a broader public, organisers should work with the government and local authorities to encourage and assist all the stakeholders involved in the events to get vaccinated in their home cities, in line with national immunisation guidelines, before they travel to an event. This is to contribute to the safe environment of the event, but also out of respect for the hosts, who should be confident that everything is being done to protect not only the participants, but also the local people themselves.





- Additional measures during matches/training:
  - (a) Organising committee should ideally set up a well-equipped medical centre at the venue with able medical staff to deal with immediate issues during the matches/training if & when required
  - (b) Players don't have any physical contact other than in normal play. No use of high 5's, fist bumps or else for any celebrations
  - (c) Hand sanitizer stations placed in multiple location at matches/training and competition venues
  - (d) Players have their own water bottle, fill it themselves and no one else will touch it
  - (e) Players bring a towel for private use to wipe face during or after matches/matches/training
  - (f) Only players and staff are at matches/training/match ground during practice/matches
  - (g) Avoid use of closed facility to train, encourage open areas/ facilities to train as much as possible
  - (h) Ensuring the facilities are well ventilated
  - (i) Players and staff arrive dressed and ready to train / play
  - (j) Minimise use of change rooms, bathrooms and communal areas
  - (k) The various stakeholders involved in the sport should eat off site
  - (l) Have a separate entry/exit points for the players & support staff for matches/training & practice on to the field and separate entry/exit for the sanitation staff or ground staff
  - (m) Spitting around the facility should be entirely prohibited/ banned
  - (n) Big poster references of dos & don'ts should be put up around the facility
- The respective team's staff can do the organization and requirements of matches/training and grounds-men will not be required at the ground during the same time as the matches/training
- If grounds-men are working they do all the preparations before the players and staff arrive at the field and after matches/ training is finished and players and staff have left





- All equipment that is used will be wiped down and sanitized at the end of matches/training
- Organizers should ensure that the teams do not have any formal celebrations and any ceremonies / presentations should be limited and at all times following GOVERNMENT OF INDIA and state recommendations and follow all social distancing requirements
- Cleaning with strong disinfectant / sanitizer
  - Clean and sanitize the sporting equipment that athletes will be sharing
    - (a) Balls
    - (b) Matches/training equipment (e.g. skipping ropes, weights, mats)
  - Regular cleaning of the shared facilities
    - (a) Bathrooms/change rooms
    - (b) Set the protocol and frequency of cleaning shared facilities
  - Handwashing facilities
    - (a) There should be facilities to regularly wash hands, enough tissue and closed dustbins placed around the facilities
    - (b) Adequate amount of sanitization hand rub dispensers are required in prominent places around the facility. Dispensers should be refilled in regular intervals

## How to manage the risk when organizing hockey events and activities post the COVID-19 pandemic situation

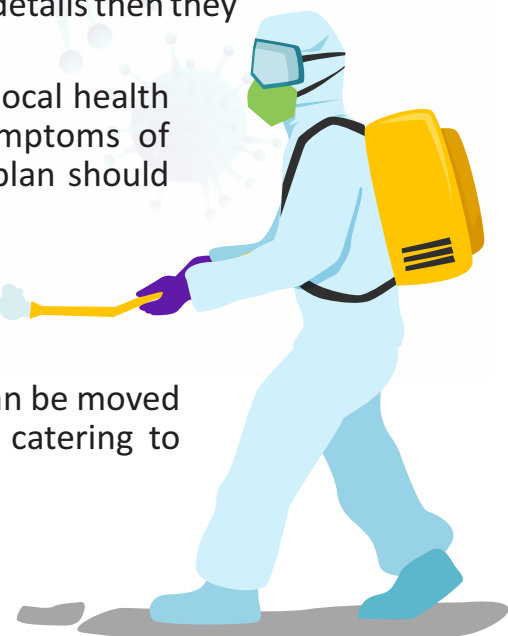
### 1) BEFORE the event

- Ensure you are up to date on all information from the local health authorities
  - Follow all advice from the authorities on the location, preparedness etc.
  - Prepare a preparedness plan to prevent cause & spread of the virus at your hockey event and activities
    - Rounds of proper deep cleaning & sanitization of your event venue and team accommodation prior to the event

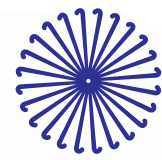




- Try to reduce the number of people/helpers required at the event premises
- No communication with outsiders to be followed
- Communication plans to be set and agreed upon with various stakeholders before the hockey event and activities starts including local public health and state government authorities
- Ensure all sanitization supplies are in stock like paper towels, tissues, alcohol based soaps, hand sanitizers, closed dustbins etc.
- Ensure to have bulk of masks available in case anyone develops respiratory issues
- Always keep an eye out on the developing situation on COVID-19. Be constantly in touch with all participants in case anyone is feeling under the weather
- If anyone is not feeling well and have symptoms of the virus, advise not to attend the event and they should consult a doctor immediately
- All players and team staff will be required to take a RT-PCR test at the event location 2-3 days before the event starts and show a negative test result in order to participate
- All tested athletes, staff and officials, will remain in a Team bubble that is as secure as possible from the time of the test until leaving the venue after the end of the final match of an event
- All stakeholders are responsible for all costs associated with their testing
- Ensure to have a plan in place for 'Contact tracing' which is creating a master contact list with all necessary details of all participants, authorities, support staff, caterers, event assistants etc. Also inform them that their contact details would be shared with the local health authorities, if any participant becomes ill with a suspected infectious disease. If they will not agree to sharing their details then they cannot attend the event
- Prepare a response plan after consulting the local health authorities in case anyone falls ill with symptoms of COVID-19 (dry cough, fever, tiredness). This plan should include at least
  - Identification of an area / a room or to safely isolate the person infected with symptoms
  - Prepare a plan on how the infected person can be moved from the isolated room to a local hospital catering to COVID-19 patients



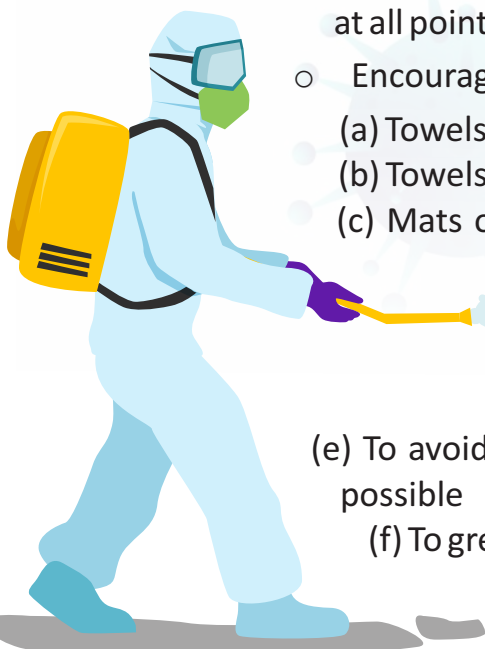




- Organizers should share contact details of local health authorities with all participants
- Prepare a plan in case the infected person tests positive for the virus
- Inform all participants that the response plan will be activated as soon as any member is found to be infected at any point as agreed with the local health department/authorities
- If there are any guidelines / details / links published by the local health authorities, then that should be shared in advance with the participants

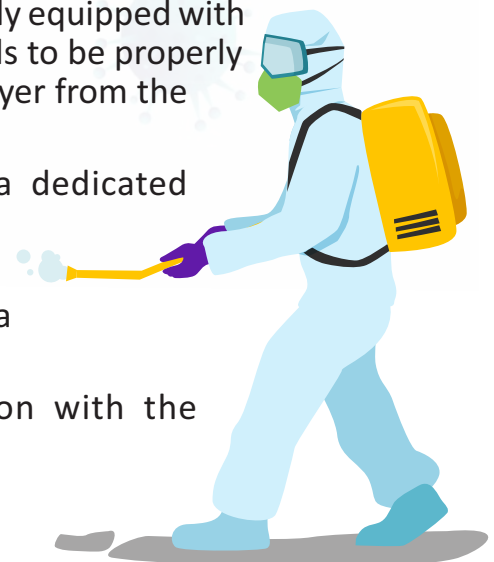
## 2) DURING the event

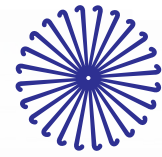
- Organisers must appoint a COVID-19 Hygiene Officer with a medical background who is knowledgeable on the precautions to be taken. In the lead up to the event this person will report to the Organising Committee who will in turn report to the State Association and Hockey India
- Confirmation of Local COVID-19 Regulations applicable to the event by Organising Committee to the State Association and Hockey India at latest 7 days in advance of event (subject to changes in the period up to the event)
- Posters of COVID-19 precautionary measures should be displayed at dedicated places in the venues, accommodation places and transportation in order to inform about the spread, symptoms and prevention of the virus and raise the stakeholders' awareness on the importance of hand hygiene, following respiratory etiquette, wearing face masks and maintaining physical distancing of at least 1.5m
- Proper briefing should take place informing all participants on how the organizers are ensuring safety of all members involved in the event, preferably both orally and in writing
  - Build trust with all participants so that they listen to the organizers at all point
  - Encourage good hygiene practices:
    - (a) Towels/tissues/paper towels not to be shared
    - (b) Towels to be regularly washed
    - (c) Mats or matches/training equipment to be sanitized and used exclusively as much as possible, if not then proper sanitization required
    - (d) Proper social distancing to be maintained even in matches/training
    - (e) To avoid any contact with other human bodies as much as possible
    - (f) To greet without using of hands





- Provide contact details or a number that participants can call for advice or to give information
- Display multiple dispensers of alcohol-based hand soaps prominently around the competition & training venue
- Ideally arrange seats so that participants and spectators are at least 1.5 meters apart as per the GOVERNMENT OF INDIA & State Government guidelines
- Ideally spectator seating should be arranged in a way that there's 1.5 meter distance between each spectator as per the GOVERNMENT OF INDIA & State Government guidelines
- Keeping the duration of the event to a minimum to limit contact among participants (reduce the time before each match that doors open if spectators, that teams arrive on-site)
- If anyone who starts to feel unwell, follow your preparedness/ response plan or call your local health authority immediately
- Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility
- If any player has a positive RT-PCR test for COVID-19, they will not be available for the remainder of the event, and must follow the Government of India & State Government guidelines
- After confirmation of positive COVID-19 test result, Isolate player / individual
- Player / individual be given a facemask or instructed to put on their own face-mask
- Notify Local Public Health Department: This will differ by region / tournament location
- Identified player / individual should be brought back to the hotel/accommodation facility in designated official car with appropriate hygiene measures in place. Staff/ medical personnel managing the player transfers must be properly equipped with PPE kit. All the assisting staff/ personnel needs to be properly disinfected post successful transfer of the player from the event site to the isolation facility
- Move the player to a single room with a dedicated bathroom (isolation room or player room).
- If any player / individual who have confirmed COVID-19 in the past should provide a proof of a positive test no more than 2-month-old.
- Thank all participants for their cooperation with the provisions in place





### 3) AFTER the event

- Contact details of all members involved in the event should be maintained by the organizer for at least a month after the event, in case any one of the members is affected. This allows the local health authority to identify/ trace the people who may have gotten affected
- Organizers should inform all participants in case any one of the participants/members was suspected with the virus so that everyone follows precautions for the next two weeks to keep a check on themselves
- If they develop even a mild cough or low-grade fever (i.e. a temperature of 99.14 F or more) they should stay at home and self-isolate. This means avoiding close contact (1.5 meter or nearer) with other people, including family members. They should also inform the local public health department, giving them details of their recent travel and symptoms
- Organizers should thank all the participants for their cooperation with the provisions in place

### Things to consider when teams travel

#### 1) BEFORE traveling

- Organisers to ensure they have the latest information on areas where COVID-19 is spreading and keep all their respective participants informed
- Organisers to ensure the respective State Quarantine rules are provided to teams in advance so that the teams can plan their travel accordingly
- Organisers to ensure if any of their participants is not feeling well, they shouldn't be sent for the event as they would be at high risk
- Team management to ensure the traveling team is properly briefed by a qualified professional (e.g. state health services, health care provider or local public health partner) about the COVID-19 situation

- Team management should provide their traveling team with masks, small bottles of hand sanitizers & packets of wet & dry tissues

- Participants should be encouraged to carry food and snacks from home so that they limit the exposure to public services.

#### 2) WHILE traveling:

- Organisers to brief the participant about the social distancing norms which have to be followed at all times





- Organisers to encourage participants to keep sanitizing their hands often
- Organisers to ensure participants know what to do and who to contact if they feel ill while traveling
- Team management to ensure the participants have limited use of public washrooms
- Ensure that your teams comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this. Your teams should comply with any local restrictions on travel, movement or large gatherings etc.

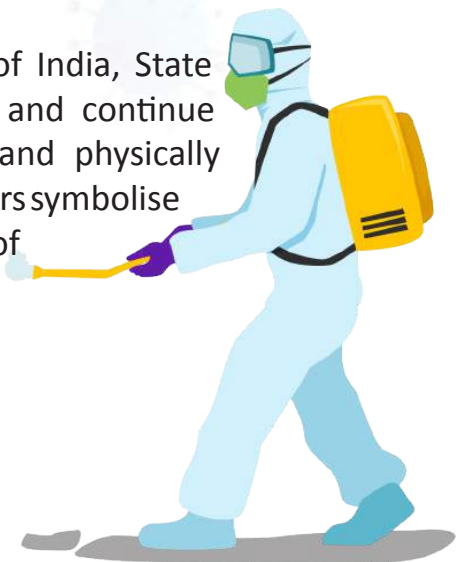
### 3) WHEN your teams return from traveling:

- Teams/ participants who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day and keep their member units & local health authorities updated about their condition
- If they develop even a mild cough or low-grade fever (i.e. a temperature of 99.14 F or more) they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. They should also inform their healthcare provider or the local public health department, giving them details of their recent travel and symptoms
- Participants to ensure they clean & change as soon as they arrive at their respective destination

### Effective use of 'Aarogyasetu' App (<https://cutt.ly/wbdH7if>) for breaking the chain of transmission of COVID-19:

- All the organiser's staff and teams should download the 'Aarogyasetu' App on their mobile phones
- Before leaving for the upcoming event, all players and staff must review their status on 'Aarogyasetu' and travel only when the app shows 'safe' or 'low risk' status
- Organisers are advised that in case the App shows a message that a person has a moderate or high risk calculated on the basis of Bluetooth proximity, he/she should not travel to attend the event

Always follow the guidelines issued by Government of India, State Government and World Health Organisation (WHO) and continue to look after the athletes to keep them mentally and physically prepared during this unprecedented circumstance. Players symbolise resilience, hard work and hope and are source of inspiration to many of us. Hence their behaviour and actions during this immensely challenging time should be exemplary and worth emulating for fans and those who idolise them.



## Notes-

- Sanitisation of surfaces, used equipment, gymnasiums, washrooms, common areas etc to be sanitised using 1 % Sodium Hypochlorite solution. Please follow the below guidelines - <https://cutt.ly/Jtjgwcm>

**Prevention is always better than cure!**

## References

### WHO Links:

- Find the latest information from WHO on where COVID-19 is spreading: <https://cutt.ly/3bdFI00>
- Advice and guidance from WHO on COVID-19 <https://cutt.ly/2bdGsq4>
- WHO information network for epidemics <https://www.epi-win.com>
- Considerations for sports federations/sports event organizers when planning mass gatherings in the context of COVID-19 World Health Organization <https://cutt.ly/mbdGIDl>
- How to use WHO risk assessment and mitigation checklist for Mass Gatherings in the context of COVID-19 <https://cutt.ly/ibdGGFw>
- Mass Gathering Decision Trees in context of COVID-19 outbreak <https://cutt.ly/sbdHcFP>
- Coronavirus disease (COVID-19) technical guidance: Points of entry and mass gatherings <https://cutt.ly/nbdHUyM>

### GOI Links:

- Find the latest information from GOI on COVID-19 <https://cutt.ly/ZbdHBQj>
  - Link to download the AarogyaSetu Mobile App <https://cutt.ly/wbdH7lf>
    - Effective use of AarogyaSetu App for breaking the chain of transmission of COVID-19 <https://cutt.ly/PbdJtpU>





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- COVID-19 Statewise Status <https://cutt.ly/4bd3emA>
- Get the latest information from the Ministry of Health and Family Welfare about COVID-19 <https://cutt.ly/B bd3x9b>
- Audio Visual on addressing the Stigma around COVID-19 <https://cutt.ly/ubdJCAL>
- Standard Operating Procedure Sop Guidelines Organizing Sports Competitions Country COVID-19 <https://cutt.ly/2jtsjVa>
- Standard Operating Procedures (SOP) & Guidelines for organizing sports competitions in the country in a COVID - 19 Environment by Ministry of Youth Affairs, Department of Sports and Government of India <https://cutt.ly/lbdKw54>
- SAI - Standard Operating Procedure (SOP) for Sports Activities <https://cutt.ly/RbdKzsl>
- FAQs on Covid-19 Vaccination by Ministry of Health and Family Welfare <https://cutt.ly/LbdKaSW>  
<https://www.cowin.gov.in/home>

#### **Additional References:**

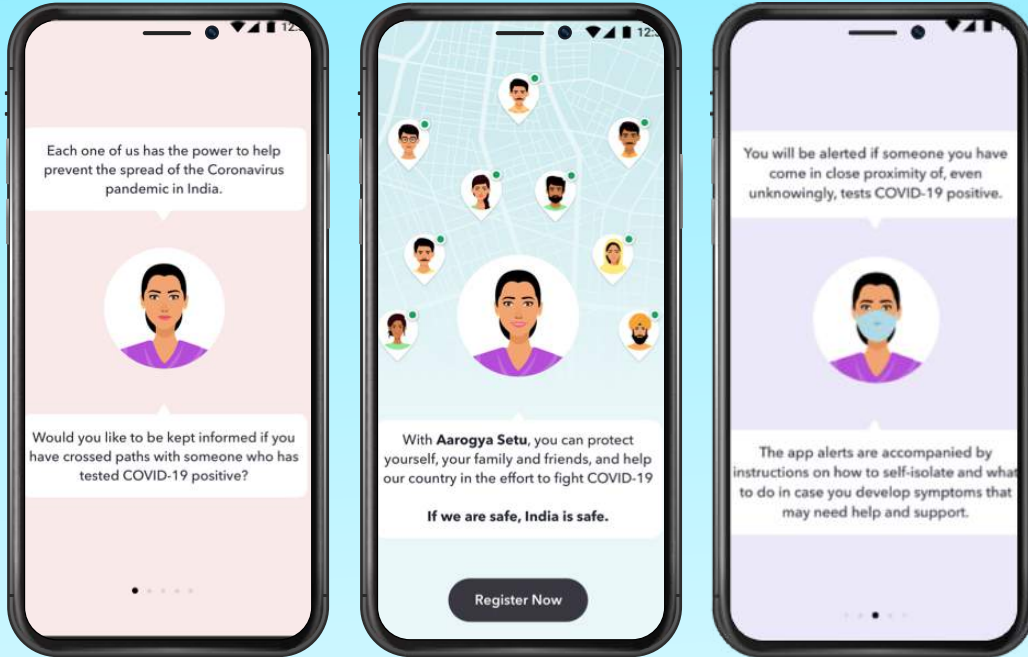
- To get your workplace ready to restart, please refer to <https://cutt.ly/ObdKO4k>
- Safely Returning to Hockey in view of the COVID-19 pandemic by FIH <https://cutt.ly/fbdKHzH>
- FIH Tournament Protocols during COVID-19 Pandemic <https://cutt.ly/ZbdL4P2>





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