



ONTARIO
Volleyball

Ontario Volleyball Event Safety Manual

RIM Park, Manulife Financial Sportsplex and Healthy Living Centre.
2001 University Avenue East, Waterloo

Updated March 2018



ONTARIO VOLLEYBALL SAFETY DIRECTIVE

The safety, health and welfare of all the individuals involved with Ontario Volleyball is of vital importance. Safety is a condition of participation with Ontario Volleyball and shall not be sacrificed for the sake of expediency.

It is our belief that all incidents can be prevented and every effort shall be made to:

- Identify hazards;
- Communicate hazards to others;
- Control or reduce the risk of those hazards

As outlined in this Safety Manual, safety is a shared responsibility by all OVA Staff, RIM Park staff, Officials, Competitors, volunteers and spectators. Safety shall be an integral component of tournament activities – together we can create a positive safety culture and ensure a successful tournament.

All individuals involved have the right to know; participate or refuse in activities they feel are unsafe. Following the policies and procedures outlined in this Event Safety Manual will greatly improve the safety of all in attendance.

PURPOSE OF THE OVA SAFETY MANUAL

The purpose of an Emergency Action Plan and the Event Safety Manual is to protect employees and participants from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Event Safety Manual describes the initial responsibilities and actions to be taken to protect all employees and participants until the appropriate municipal responders take over.

GENERAL PROCEDURES

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disaster emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.



SECTION 1: EVACUATION PLAN

ASSIGNMENTS AND RESPONSIBILITIES

Crisis Management Team:

- OVA Staff (Director of Volleyball Operations, Indoor Program Manager & On Duty Competition Manager)
- RIM Park Facility Manager

Crisis Management Team Responsibilities:

- Review plan, revise as necessary, and make copy available to all staff
- Instruct personnel of their duties.
- Determine method of monitoring for emergency situations.
- Direct all initial emergency actions including the following:
 1. Assign tasks to personnel to carry out specific actions.
 2. Order evacuation, if deemed necessary.
 3. Take any other action necessary to protect life.
- Assess nature and extent of all emergencies.
- Assume initial control of all emergency actions until local emergency personnel arrive.
- Obtain volunteers to carry out supporting actions.
- Develop system to assist persons who need assistance.
- When the alarm activates, quickly check rooms on their floor as they exit the building and advise anyone they see of the need to evacuate.
- Once out, advise Safety & Security personnel and/or emergency responders of anyone remaining in the building.
- Keep occupants from re-entering building until advised by Safety & Security or emergency personnel that re-entry is allowed.
- Establish a procedure to account for employees
- Establish a procedure for reporting to emergency personnel any missing, trapped or injured occupants.

EVACUATION ROUTES & MEETING PLACES

A map of evacuation routes will be displayed at the facility. Each map will show the way to an exit, depending on where people are located in the building. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.

Meeting places will be established to account for individuals. There are four meeting places:

There are four emergency gathering points:

1. Furthest curb line in front of building (South)
2. Opposite side of driveway, by outdoor soccer fields (East),
3. Side walk on Millennium furthest from building (North/East)
4. Side walk on Millennium furthest from building (North West)



EVACUATING PEOPLE WITH PHYSICAL DISABILITIES

Each person has different skills and abilities. This reality calls for specific provisions for individuals with disabilities in the event of an emergency. The employee with a disability is responsible for informing her/his immediate supervisor that she/he will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

A. Persons with disabilities must study and remain aware of the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Individuals with disabilities may seek assistance (escorts) from others in their areas if emergency evacuation becomes necessary.

B. Evacuation of individuals with mobility limitations during an emergency is an area of concern. Most elevators will not operate (should not be used) during a fire alarm. Assign a designated area for persons who may need assistance in evacuation. The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Examples are:

1. One hour fire-resistive hallway adjacent to an exit.
2. Vestibule located next to an exit enclosure.
3. Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.

C. If a person remains in an area other than a designated area of rescue, then she/he must inform evacuating building occupants of their location.

D. OVA employees are not expected to endanger their own lives to assist with the evacuation of an employee, athlete or spectator. However, if an employee assists a person with mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform responding emergency personnel or building representatives of the location of the person. Emergency personnel will evacuate the mobility impaired persons as necessary.

BUILDING EVACUATION PLAN

At no time should staff or volunteers put themselves in danger. If they are not comfortable with the situation they are in, leave the building immediately and assist others once you are out of the building.

The safest area to evacuate is the east side of the building in the parking lot by the outdoor soccer facilities.

The following people will assist with evacuating participants quickly and safely:



Area Supervisors

- Ensure all Competitors, Officials and spectators from their Tournament site are accounted for and proceed to the nearest exit, as quickly and orderly as possible, without running.
- Confirm that all Tournament sites have been cleared.
- Once all Tournament sites are cleared in the Area Supervisor's area, they are to notify the Ontario Volleyball Competition Manager by radio.
- Ontario Volleyball Competition Manager will inform RIM Park General Manager once each area is clear.
- Area Supervisor has completed their official duties at that point. If they are comfortable doing so they may choose to assist RIM Park staff in guiding the general public out of the building.

Designated Ontario Volleyball Competitions Manager will report to the Customer Service desk and work with the RIM Park General Manager to ensure all areas of the facility have been cleared. Ontario Volleyball Competition Manager will also work with Area Supervisors to ensure proper procedures are followed

Competition Director will meet all Ontario Volleyball staff at the Ontario Volleyball office and assign duties as needed for Ontario Volleyball staff.

Competition Director will be responsible for removing the evacuation kit from the Ontario Volleyball office.

This kit will include:

- safety vests for all staff
- registration lists for all those who have registered. (Competitors, Officials, vendor exhibitors, volunteers, staff and delegates).
- first aid Kit
- flashlight for each staff

Ontario Volleyball Staff will, if safe to do so, make their way to the Ontario Volleyball office. Staff are to put on a safety vest. Each staff will be assigned duties by the Competition Director and duties may include but are not limited to:

- Ensuring emergency gathering area signs are visible in the appropriate areas.
- Directing pedestrian traffic as they leave the building.
- Ensuring Area Supervisors have the support and resources needed to fulfill their responsibilities.
- Providing instruction to volunteers to assist with the evacuation plan.



SECTION 2: SAFETY RULES

SAFETY RULES

The following safety rules have been developed to reduce the risk of an incident occurring. All persons engaged with a competition hosted by Ontario Volleyball will be expected to know and follow the safety rules:

1. There is no running or warming up (peppering) in the hallways.
 - a. If a sprinkler head is hit, the sprinkler system will turn on in the entire building.
 - b. If the sprinklers turn on, the fire alarm automatically turns on, which results in a full building evacuation
2. Jewelry such as rings, bracelets and necklaces or any items deemed unsafe by competition Officials shall be removed.
3. The OVA will have a minimum of four (4) EMS staff on site to deal with injury.
4. Fighting; horseplay; practical jokes or interfering with others will not be tolerated.
5. Officials, athletes, spectators, staff and volunteers must not be under the influence of alcohol or illegal drugs.
6. All safety incidents will be reported to an Ontario Volleyball representative as soon as possible.
7. All equipment is to be used in the manner for which it is intended.
8. All competitors, coaches and spectators will keep their playing area clean and will pick up after themselves.
9. It is the responsibility of everyone at the tournament site to either identify and/or correct unsafe conditions immediately. All activities on the Tournament site shall be suspended until the situation has been rectified and approved by the OVA staff.

Ontario Volleyball reserves the right to exercise whatever discipline is necessary to ensure that safety rules are complied with – including removing an individual who is disobeying safety protocols.

TOURNAMENT INSPECTIONS

As part of our safety program, OVA Staff must complete an inspection of the Tournament playing area prior to the official Tournament start. Please see page 15 of this manual for a copy of the checklist.

Although the checklist is to be completed prior to the Tournament, all those involved with the Tournament – but especially the Competition Managers and Officials, should be continuously monitoring their Tournament area for any unsafe practices or materials throughout the duration of the event.



SECTION 3: QUICK REFERENCE SAFETY INFORMATION

ON COURT FIRST AID PROCEDURES

1. If an injury occurs on court, please proceed to the Area Supervisors desk and have them Radio OVA staff to call for medical assistance on court.
2. Tournament Staff will then contact the EMT's on site and will direct them to the injury location.
3. For all other medical needs, please proceed to one of the two first aid rooms (East and West End locations of the building. Please see Appendix A for the facility map).

Please note, there will be an EMT available on-site. The medical staff are available for first aid treatment and emergencies only.

Minor Incident

Minor incidents include minor cuts, scrapes, bruises, and bumps (except on head).

When a Minor Injury occurs, and an EMS personnel is required, follow the appropriate steps for that individual.

1. Do not move from site of occurrence (unless further injury may result).
2. Official to inform Area Supervisor of injury on their court.
3. Area Supervisor radios OVA staff to call EMS to injury site.
4. Area Supervisor Informs Competition Manager via radio
5. Competition Manger calls EMS personnel via radio to report injury and location.
6. If appropriate, Area Supervisor escorts injured person to the first aid room.
7. Injury/Incident form to be completed by EMS Staff.
8. Copy of all Injury/Incident forms to be given to the Competition Director at the end of the Tournament.
9. Competition Director to give a photocopy of all Injury/Incident forms to RIM Park at the end of the Tournament.

Major Incident

Any head injury is considered to be major. Further examples of major incidents are neck/spinal injuries, severe bleeding, open fractures (bones protruding from open skin), choking, unconsciousness, asthmatic attack or anaphylactic shock.

1. Do not move injured person from site of occurrence.
2. Official to inform Area Supervisor, Area Supervisor to radio OVA Staff and OVA Staff radios EMS personnel with type of injury and location.
3. EMS to provide first aid and make medical determination
4. If the athlete, coach or spectator needs to go to the hospital, EMS personnel to radio Competition Manager to ask for an Ambulance to be called.
5. Ontario Volleyball staff to notify RIM Park Customer Service Staff to call an ambulance and to notify RIM Park Operations Staff of where the athlete requiring an ambulance is located.
6. Injury/Incident Form to be completed by EMS Staff and given to OVA at the end of the Tournament.



7. RIM Park staff to fill their own injury report form when ambulance is called on site and are to provide the OVA with a copy of any report.

ELECTRICAL

Cables and Power Cords

If there are sparks or electrical short outs of cables or extension cords within the Tournament area, please follow the steps below:

1. Stop the Tournament and if it safe for you to do so, move everyone away from the source of electricity.
2. Area Supervisor to notify Competition Manager.
3. Ontario Volleyball Competition Manager to notify RIM Park Staff.
4. RIM Park facilities coordinator either restores power or contacts electrical contractor.
5. Electrical Contractor restores power – if required.
6. Competition Manager and Technical Committee Chair will discuss the best way to resume the Tournament based on the circumstances.
7. Incident Form prepared by OVA Competition Manager and RIM Park facilities coordinator.

Power Black Out

Area or entire facility totally blacks out, emergency lights are activated.

1. Area Supervisors to cease all play. Area Supervisors to report to OVA Staff when their Tournament area is safely shut down.
2. OVA Staff will report to Operation Staff when all areas are safely shut down.
3. Facilities Coordinator and RIM Park staff will meet to determine when power can be restored.
4. Power is restored, time adjustments will be made as determined by Competition Manager. Area Supervisors will inform Officials of adjustments.

Note: RIM Park generators will kick in and are operational for 48 hours, which will supply lighting to the facility.

MINOR SPILL

Minor spill involves a minor amount of liquid (less than 1 litre) or nontoxic chemical.

1. Area Supervisor contains spill area and notifies Ontario Volleyball Competition Manager.
2. Competition Manager to notify RIM Park Staff.
3. RIM Park staff will clean up area and dispose of clean-up material.

THEFT

Theft of equipment/personal belongings

1. If an Area Supervisor, Official, Vendor or OVA Staff person suspects someone of stealing equipment, or material that belongs to the Ontario Volleyball, and exhibitor or a supplier; and if it is safe to do so, approach the suspect and question them.



2. If suspect is indeed suspicious, and OVA Staff does not feel safe to approach the individual, notify OVA Competition Manager.
3. The OVA Competition Manager will alert RIM Park Customer Service, and the authorities will be contacted and the Police will handle the suspect at this point.
4. If accused person is an athlete, the Ontario Volleyball staff will locate the coach.
5. Competition Manager will complete Incident Form.

Do not put yourself or others in danger by intervening. If you are at all hesitant, please contact the Competition Manager.

VANDALISM OR ANY ILLEGAL ACTIVITIES

If a person is seen vandalizing property of RIM Park Manulife Financial Sportsplex, a vendor booth, or Ontario Volleyball equipment or participating in any other illegal activity:

1. Contact the Competition Manager who will radio security and the RIM Park Operations Manager to the scene.
2. Police Services will report to the scene and handle the accused.
3. If accused person is an athlete, Ontario Volleyball staff will locate the coach.
4. Competition Manager will complete incident form and provide a copy to RIM Park staff.

HARASSMENT

If a person in attendance at the Ontario Championships is a victim of harassment or if someone sees a person being harassed:

1. Contact Area Supervisor who will radio Police Services and the OVA Competition Director to the scene. RIM Park staff will be notified.
2. Police Services will report to the scene to meet with the victim.
3. The Executive Director and/or Tournament Director will attend to the victim and locate the coach/parent.
4. Police Services will work with victim to obtain a description of offender and attempt to locate and apprehend offender.
5. Competition Manager to complete incident form and provide a copy to RIM Park staff.

FIRE ALARM

Once an alarm is sounded, RIM Park must be evacuated immediately. OVA Staff and Area Supervisors will begin ushering all tournament attendees to the nearest emergency exit. There will be no time for the collection of personal belongings.

Once the building is cleared and deemed safe by the Regional Fire Department, participants will be permitted to re-enter RIM Park.

There are four emergency gathering points:

5. Furthest curb line in front of building (South)
6. Opposite side of driveway, by outdoor soccer fields (East),
7. Side walk on Millennium furthest from building (North/East)



8. Side walk on Millennium furthest from building (North West)

If a sprinkler is hit by a ball, the fire alarm will be automatically activated and the sprinklers will set off. In this instance, all people in RIM Park will have to be evacuated and the tournament will be delayed until the fire department clears the venue and deems it safe. If you see athletes peppering in the hallways, **please tell them to stop.**

MINOR FIRE

A minor fire is a small localized fire in a Tournament site. If a small, contained fire is discovered:

1. Person to send someone to notify Area Supervisor or OVA staff person.
 - a. If the Area Supervisor is notified, they are to radio the Competition Manager immediately.
 - b. OVA Competition Manager will notify RIM Park staff via radio.
2. If the OVA Staff person or Area Supervisor is comfortable and will not put themselves or others in danger, use a fire extinguisher using the PASS procedure (outlined below).
3. Competition Manager or Ontario Volleyball staff along with Executive Director and Technical Director will assess Tournament area and determine whether or not it is safe to continue Tournament. If it is deemed safe to continue time adjustments may be made.
4. Competition Manager will complete Incident Form and provide a copy to RIM Park staff.

Pull the pin

Aim at the base of the fire

Squeeze the trigger - stand approximately 8 feet away from the fire. If you release the handle, the discharge will stop.

Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!

MAJOR FIRE

In the event of a fire, if you are in the fire area:

1. Leave the fire area immediately taking persons in the area with you.
2. Evacuate the building following the evacuation procedures.
3. Close all doors behind you.
4. Activate the Fire Alarm, use Pull Station.
5. Telephone the Waterloo Fire Department by dialing 911. Never assume that this has been done already.
6. Use exits or exit stairwells proceeding to the ground, to leave the building immediately. Do not use elevators.
7. Gather in the assigned emergency meeting area.
8. Do not re-enter the building once you have left it until it is declared safe to do so by a fire official.



If you hear a fire alarm signal:

1. Proceed to the nearest exit or exit stairway.
2. If doors are encountered on the way to an exit, feel the door knob for heat before opening. If not hot, brace yourself against the door and open slightly. If you feel air pressure or a hot draft, close the door quickly and proceed to an alternate exit.
3. Leave the building using the exit or exit stairwells, proceeding to the ground level.
4. If you encounter smoke in the stairwell, re-enter the floor area and use an alternate exit.
5. Gather in the assigned emergency meeting areas.

If you cannot leave your area or have to return to it because of the fire or heavy smoke:

1. Close the door. Unlock the door for possible entry of firefighters.
2. If you require emergency assistance, dial 911 and tell the Waterloo Fire Department where you are then signal to Firefighters by waving a coat or towel.
3. Crouch low to the floor if smoke enters the room.
4. Wait to be rescued. Remain calm. Do not panic or jump.
5. Listen for instructions or information from authorized personnel.

ELEVATOR ENTRAPMENT

Occasionally, elevators will malfunction and stop which results in the entrapment of a person or persons. If you are advised of such a situation do the following:

Make verbal contact with the person or persons in the elevator, and advise them that you are aware of their entrapment, and that campus police has been or will be notified immediately.

Notify police at 911 and report the location of the entrapment. Be sure to advise them of any other emergency information (such as whether a person in the elevator reports being injured or ill, hurt leg, trouble breathing, dizzy, smoke in or near the elevator, etc.)

If possible, have someone remain with the people in the elevator until security or police personnel arrive on the scene. Security or police personnel will contact maintenance, the elevator company or the Fire Department to carry out extrication activities.

MISSING PERSON

1. If a missing person is reported to OVA Staff or an Area Supervisor, notify Competition Manager.
2. OVA Competition Manager to issue a radio alert to all Ontario Volleyball staff, Area Supervisors, Security, EMS and RIM staff.
3. RIM Park Staff to issue a radio alert to all other RIM Park staff on their radios.
4. While one Ontario Volleyball staff member remains with patron who reported incident, the remaining Ontario Volleyball staff and RIM Park staff will begin search of facility.
5. If no result from search, discuss with police next steps.
6. Competition Manager will complete Incident Form.



EXTREME STORM WARNING

Thunderstorms, tornadoes, hail, blizzards, high winds and heavy rains can develop quickly and hit hard, posing a threat to life and property. The purpose of this plan is to help you prepare for severe weather by listing a few steps which you can take to protect the public, yourself and property when a severe storm hits.

Weather Watch: Conditions are favourable for a severe storm, although one has not developed. Conditions will be monitored until watch is over.

Weather Warning: Severe weather is highly probable or currently happening.

In the event of a weather watch, RIM Park staff will notify the OVA staff who will in turn notify Area Supervisors (Officials) that we are under a weather watch. Please listen to radios for updates on weather conditions.

RIM Park Staff will continuously monitor Environment Canada reports for Storm Watches and Warnings. Once a Storm Watch and/or Warning has been issued for Waterloo Region, four (4) RIM Park Staff will visually monitor the area immediately surrounding RIM Park. The Competition Manager will be notified by the General Manager of RIM Park that Environment Canada has issued a Watch and / or Warning.

Competition Manager will inform OVA staff to be on alert and prepare for Emergency Storm Measures to be taken.

Ontario Volleyball Competition Manager will inform Area Supervisors to be on alert and prepare for Emergency Storm Measures.

Area Supervisors are to inform all participants in their area, ensuring they are on alert and prepared for Emergency Storm Measures.

In the case of a Weather Warning, the following areas are listed as **safe areas** in the RIM Park Emergency Action Plan:

- Any change room or washroom.
 - There are 16 available change rooms shared with Pillars and Optimist Arenas
 - 6 change rooms in Lions
 - 9 change rooms in the Gyms
 - 2 change rooms in the Field House
- The hallway between Lions and Optimists is also a safe area
- First aid rooms may also be used as a last resort
- Once all change rooms, washrooms and hallways free of glass are filled, the gym will be used as the location for staff to wait
- Note: People are to avoid areas with glass and large open areas (field house and ice pads)

Protocol for Weather Warnings issued:

- If the weather watch is upgraded to a **weather warning**, RIM Park staff will notify the OVA Staff.
- OVA Staff will radio Area Supervisors to tell them that a weather warning has been issued and that play must cease and athletes and spectators must find safe spots located throughout the building.



- Area supervisor signal the end of play with 3 large and long whistle blasts.
- This will signal all on duty officials to notify the coaches of the weather warning and begin ushering all athletes, coaches, and spectators to the closest safety areas.
- OVA staff will be working with RIM Park staff to ensure that all areas are clear.
- Ontario Volleyball staff will inform the general public and Vendor Hall Exhibitors of the safest area to go to.

Only after the General Manger of RIM Park has confirmed the warning has been lifted will people be allowed back to Tournament sites to resume play.

BOMB THREAT

If anyone in the building receives a bomb threat they are to inform the Competition Manager and RIM Park General Manager immediately.

The fire alarm will be pulled by the Competition Manager or General Manager of RIM Park and everyone is to follow the Evacuation Plan.

HOSTILE INDIVIDUAL(S)

A hostile individual is someone who is being verbally abusive, is abnormally agitated or any behavior that has the possibility of escalating to become violent.

If a Technical Director or Volunteer sees a non-violent hostile individual they are to inform others to move away from the individual and notify the Area Supervisor or Ontario Volleyball staff who will inform the Competition Manager.

If the Technical Director or Volunteer is comfortable speaking with the non-violent hostile individual they may try to speak with the individual to prevent escalation of their hostility. DO NOT come in physical contact with any hostile individual.

IF THE HOSTILE INDIVIDUAL BECOMES VIOLENT

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

- 1) Ensure yourself and others are clear of danger
- 2) Call 911 to notify police. Report as much information as possible including:
 - a. Activity
 - b. Person's description
 - i. Height
 - ii. Weight
 - iii. Gender
 - iv. Clothing
 - v. Weapons
 - c. Location
 - d. Direction of travel



- e. Vehicle
 - i. Color
 - ii. Year
 - iii. Make
 - iv. Model
 - v. License plate number

- 3) Stay on the phone with the police dispatcher and provide additional information as changes in the situation occur until the first police officer or security officer arrives at your location.
- 4) Notify Competition Manager and RIM Park General Manager.
- 5) OVA Staff to fill out incident report form.

At no time should staff or volunteers put themselves in danger. If they are not comfortable with the situation they are in, leave the area ensuring others are not in harm's way.

POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.



SECTION 4 – PLAYING DELAYS

Event Disruption Contingency Plan

With events this large there are a number of logistics that must be in place in order to play to continue and be successful. If during the proposed event there a situation which has the potential to cause a disruption in the event delivery, it is necessary to ensure that play can continue. The following plan will outline potential issues that may arise and how to properly manage them.

Equipment Malfunctions

Any equipment which is used during the event such as standards, crank systems, nets and antennae can all be replaced with the spare kits. In addition, our relationships with the location Universities may gain us access to additional volleyball equipment.

There are trained staff on site during all hours of the event to ensure to trouble shoot any issues that may arise on court. Staff has expertise with Speith Anderson equipment, sport court installation and fork lift operation.

OVA Equipment

- Standard systems: Speith Anderson 300EW & 300EH
- Net systems: Huck Net System 5088-06 (INTL Reg.)
- Referee stand: Folding Ref Stand 221F
- Standard padding: Speith Anderson 219
- Referee padding: Speith Anderson 207

Late arrival of playing surfaces/Venue Closure

All of the OVA equipment should arrive on time for step a minimum of 3 days prior to the event and does have the potential to be set up well before the start of the Nationals Event.

In the event that there are any late arrivals of our playing surfaces or equipment there are a number of school and recreational facilities in the area no more than 10K from RIM Park which total 23 courts:

- University of Waterloo – 5.0K (8 Courts)
- Laurier University – 5.9K (4 Courts)
- Sir John A MacDonald – 9.7K (4 Courts)
- St. David’s CSS – 4.8K (3 Courts)
- Waterloo CI – 5.6K (2 Courts)
- Bluevale CI – 8.2K (2 Courts)

Schedule Interruptions

There will be 16 courts in play at RIM Park, with an additional 4 courts available to us. These courts can use used for a variety of purposes.

- Warm up courts – allow officials to minimize the time dedicated to team warm up and can help keep schedules on time if needed



- Match location shuffling – allows to Tournament Directors to move matches to free spaces if scheduling runs behind or there are issues with courts or equipment
- Spectator overflow – allows Tournament Directors to move matches to a space where there is more room for large groups. Large spectator groups can often interfere with play. Additional courts can alleviate traffic slow and speed up match times.

Late Arriving Teams/Forfeit

From time to time, there are issues that hinder a team from arriving on time for event participating. The OVA will follow standard forfeit protocol, as per section IV of the VC rulebook.



SECTION 5 - SAFETY CHECKLISTS

Tournament Area Safety Checklist

Please perform this check when setup is complete and before Tournament begins.

Please indicate answer to items with a check in the appropriate column.

FIRES	YES	NO
1. Have all potential fire hazards been identified?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are proper fire extinguishers located close to Tournament area?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all staff aware of the fire alarm pull stations in the facility?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all staff aware of the fire extinguisher locations in the facility?	<input type="checkbox"/>	<input type="checkbox"/>
MEANS OF ESCAPE		
1. Are all staff familiar with the evacuation plan (emergency exits and meeting points)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all escape routes in Tournament area unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
TRIP HAZARDS		
1. Have slip and trip hazards been controlled?	<input type="checkbox"/>	<input type="checkbox"/>
FIRST AID		
1. Are adequate first aid arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all participants been made aware of injury protocol for on court, including calls for 911 services?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the concussion protocol been communicated to the First Aid staff and event participants?	<input type="checkbox"/>	<input type="checkbox"/>
SPORT COURT AND REFEREE SYSTEMS		
1. Are all sport court tiles laid down and connected properly?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all exposed tile teeth been removed?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has underlay been placed under each court on cement, with no underlay sticking out from the courts?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all floor grates covered by sport court tiles taped down cardboard?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has all padding been placed on all referee stands?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have all loose wires and ropes been secured on each net?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have all referee stands been securely fastened to the posts?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all water barrels plugged to ensure there is not water spillage?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are all playing areas free of debris and safe to begin play?	<input type="checkbox"/>	<input type="checkbox"/>
SIGNAGE		
1. Are all enter at your own risks posted on entry doors to all playing surfaces?	<input type="checkbox"/>	<input type="checkbox"/>



2. Are all “Watch your step” signs posted in Carolyn Fedy on the step down to the arena floor/sport court?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all male and female change room signs posted for athletes and referees?	<input type="checkbox"/>	<input type="checkbox"/>
VENDOR HALL		
1. Are all vendor booth electrical needs approved by RIM Park?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all tables set up as approved by RIM Park?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all loose materials and debris removed from the floor of the vendor hall?	<input type="checkbox"/>	<input type="checkbox"/>
OTHER		
1. Have all other hazards to competitors been risk controlled? (i.e., electrical equipment, power supply, overhead hazards, dust, fumes, etc)	<input type="checkbox"/>	<input type="checkbox"/>
2. Has congestion in Tournament area been minimized?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is Emergency Procedures Manual printed and posted in the OVA Control room?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have appropriate precautions been taken to ensure safety of public?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the emergency action plan meeting taken place between OVA staff and facility staff?	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Name of OVA Staff Member

Position of OVA Staff Member

Signature of OVA Staff Member

Date



SECTION 6: IMPORTANT NUMBERS

IN ANY EMERGENCY SITUATION

1. Use a cell or pay phone to CALL 9-1-1 IMMEDIATELY
2. Stop the Tournament in your area
3. Inform Area Supervisor or Ontario Volleyball Staff
4. Ontario Volleyball will Notify RIM Park Staff

9-1-1 will connect you to Ambulance, Fire and Police

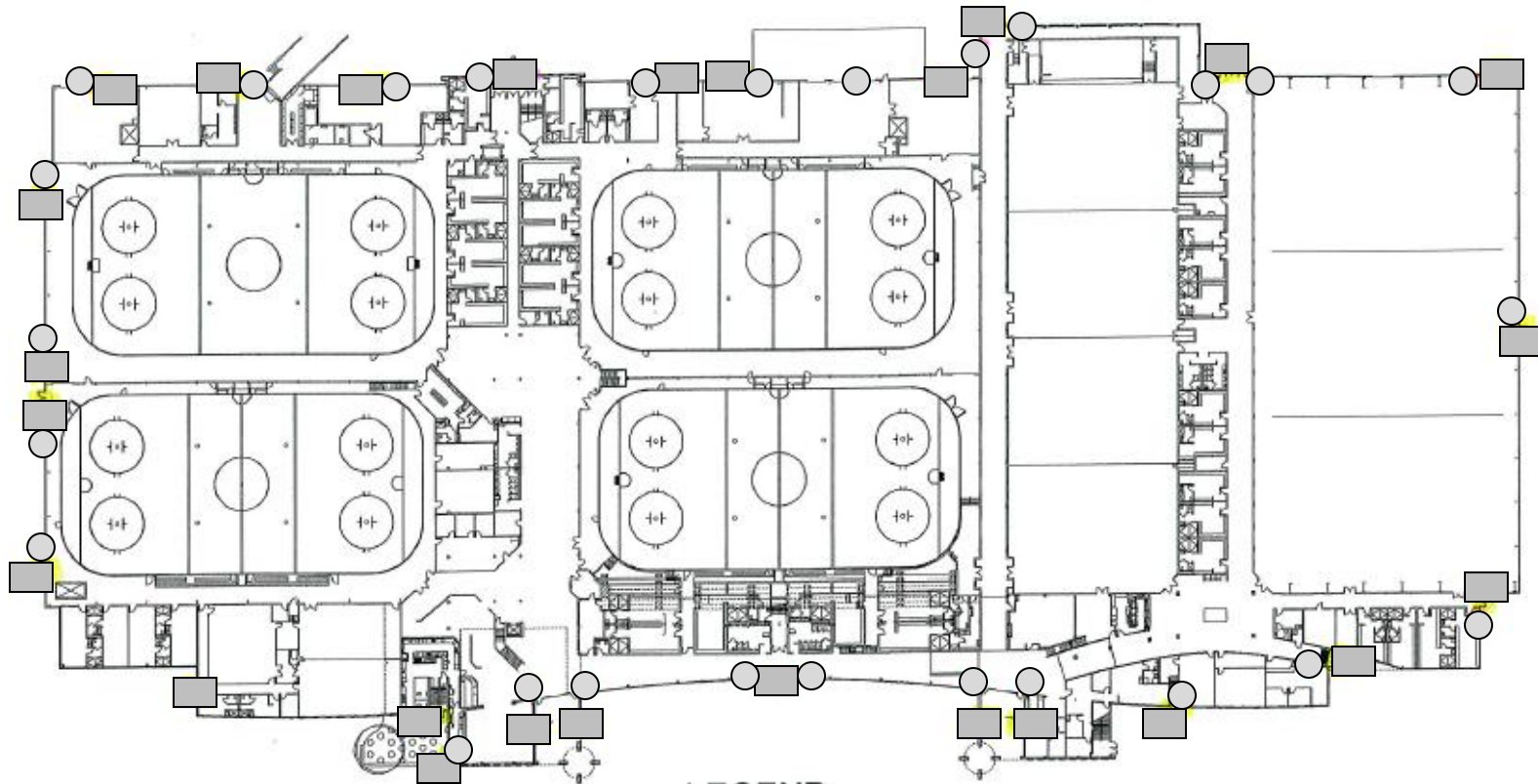
Address:

RIM Park, Manulife Financial Sportsplex
Specify your area (e.g. Ice Pad #1, Field House)
2001 University Avenue, East Waterloo
519-884-5363 x 221

The following numbers are to be used in a non-emergency situation by the Ontario Volleyball – Ontario Staff when available.

Waterloo Regional Police (non-emergency)	653-7700
Waterloo Fire Department (non-emergency)	884-2122
Environmental Spill Reporting	1-800-268-6060
Poison Control	1-800-268-9017
Telehealth	1-866-797-0000

RIM PARK MANULIFE AND FINANCIAL SPORTSPLEX
EMERGENCY DOOR EXITS AND FIR PULL STATIONS



**GROUND FLOOR
PLAN**

LEGEND

Emergency Exits	■
Manual Pull Stations	○