



Emergency Action Plan for  
ONTARIO CHAMPIONSHIPS 2026

Event Name	ONTARIO CHAMPIONSHIPS 2026
Event Dates	APRIL 13-26, 2026
Event Website	<a href="https://www.ontariovolleyball.org/ontario-championships">https://www.ontariovolleyball.org/ontario-championships</a>
Exhibition Place Venue	ENERCARE CENTRE, HALLS A, B, C, D & G, HERITAGE COURT AND ALL SALON ROOMS
EPP Version	1.0

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## **SECTION 1: INTRODUCTION**

Ontario Volleyball is a provincial sport organization that strives for growth and development through innovation, collaboration and education. The Ontario Championships are held in multiple cities across the province for two-year cycles and every third year are hosted in one city combining all provincial championships into one true provincial Championship event under one roof. For 2026, 1334 teams will be participating at the Enercare Centre at Exhibition Place in Toronto, Ontario.

### **1.1 Activation**

Any member of the staff is authorised to request activation of this Emergency Action Plan (EAP) through the Tournament Director. The Tournament Director may activate this plan before, during or after an emergency or major tournament interruption has occurred.

In addition, other venue or local Emergency Plans may be activated, resulting in this activation of this EAP and the response structure outlined within.

### **1.2 Purpose**

This EAP is intended to facilitate coordination of emergency resources and personnel prior, during or after an incident has occurred.

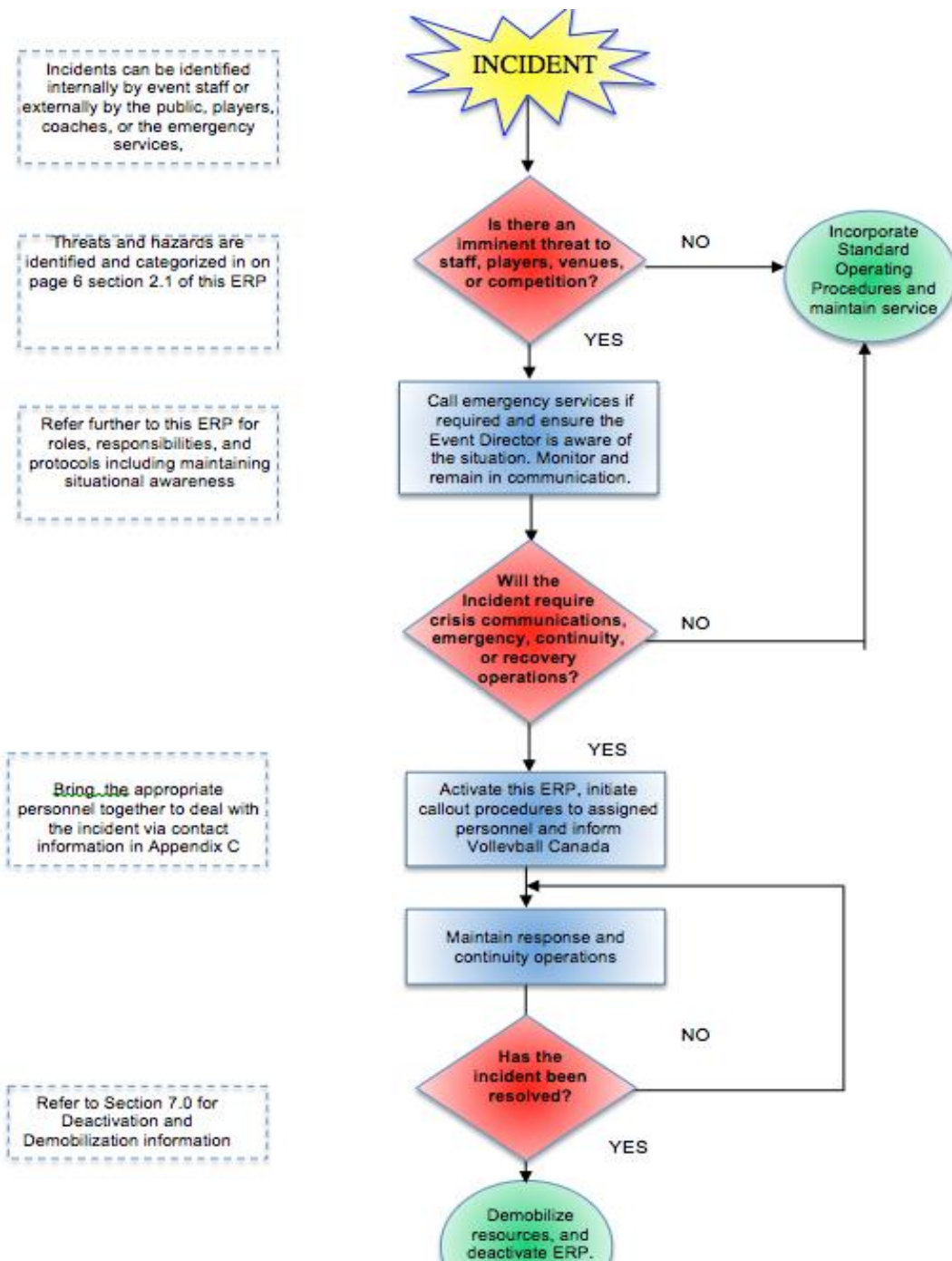
### **1.3 Scope**

This EAP is designed to prepare staff for any type of incident or emergency that could interrupt event operations. It establishes an emergency management structure by assigning responsibilities to specific functions ensuring a coordinated, all-hazards approach.

### **1.4 Authority**

This EAP was developed within parameters set by standards and best practices in risk, emergency and continuity management. This plan is designed based on CSA Z1600 Emergency and Continuity Management, ISO 223 Societal Security and is approved by the Executive Director of Ontario Volleyball.

## 1.5 Escalation & Notification Process



## **1.6 Distribution**

This plan will be available electronically to OVA staff, Enercare Centre staff, Security, Referee Development Team members, Toronto Police Services and medical staff. Hard copies may be distributed at the discretion of the Tournament Director and stored in a secure place at the venue.

## SECTION 2: EVENT SPECIFICS

### 2.1 Event Information

PRE-EVENT SECURITY MEETING		SHOW OFFICE/HQ	
Date & Time	Wednesday, April 1, 2026 – 2:00pm	Room Location	SALON 105
Location	Salon 105	Phone Number	647-467-5514
EVENT SECURITY OFFICE		EVENT MEDICAL OFFICE	
Supplier Name	Defron Security Services Inc and Toronto Police Services	Supplier Name	Wishbone Athletics Inc
On Site Location	Salon Room - A1	On Site Location	102A, 109A and Hall G south east swing space above court 34.
How To Contact?	Two-way radio communication. Channel 6.	How To Contact?	Two-way Radio communication. Channel 4.

### 2.2 Event Overview

Date(s)	Times (Start – Finish)	Event Status (eg; Move In, Event Day, Move Out, etc)
MONDAY APRIL 13, 2026	6:00am to 11:00pm	Move in and court set up day.
TUESDAY APRIL 14, 2026	8:00am to 9:00pm	Set up day. Branding, Safety netting install.
WEDNESDAY APRIL 15, 2026	8:00am to 10:00pm	Set up day, vendor and food services move in and coach check in from 5-9pm in Galleria East.
THURSDAY APRIL 16, 2026	6:00am to 11:00pm	Event day and coach check in for PM Wave teams.
FRIDAY APRIL 17, 2026	6:00am to 11:00pm	Event day.
SATURDAY APRIL 18, 2026	7:00am to 9:00pm	Event day and coach check in for Event 2., Court reset for Event 2.
SUNDAY APRIL 19, 2026	6:00AM TO 11:00PM	Event day and coach check in.

MONDAY APRIL 20, 2026	6:00AM TO 11:00PM	Event day.
TUESDAY APRIL 21, 2026	7:00AM TO 9:00PM	Event Day.
WEDNESDAY APRIL 22, 2026	11:00am to 9:00PM	Court reset day and Coach check in. Event day and Halls A to D and G tear down.
THURSDAY APRIL 23, 2026	6:00AM TO 11:00PM	Event day and coach check in.
FRIDAY APRIL 24, 2026	6:00AM TO 11:00PM	Event Day
SATURDAY APRIL 25, 2026	6:00AM to 11:59PM	Event Day and Court teardown.
SUNDAY APRIL 26, 2026	8:00am to 5:00pm	Move out of Equipment.

### 2.3 Event Notes & Considerations (Security / Safety / Health / Vulnerable Participant Related

Participants – As this is a youth sporting event, athletes between the ages of 10 to 18 will be on-site participating 9 days of competition. Parents/guardians/team managers and coaches take responsibility of the minors on-site at the event. The OVA has an emergency contact phone number for every team that is collected at team check that we can reach out to if there is a specific issue with a member of their team.

Medical Services – On court injuries will be athletic specific to ankle rolls, knee injuries, jammed fingers, sore shoulders, concussions from player collisions or balls to the head, etc. Wishbone Athletics will be on site for all 9 days of competition. There are 3 Medical Services Areas (Salon 102A, Salon 109A and the southeast swing space below Hall G. Fourteen certified athletic therapists with first aid training will always be on site and are not released at the end of the day until they have the all clear from the OVA Tournament Director.

Security – Every day of competition, 6 guards will be at the main entrances to each hall at 6:30am daily to stop participants from bringing in coolers and outside food. Once the first matches begin, security will be split up so there is 1 guard roving in Hall A/Heritage Court, 1 roving in Hall B, 1 roving in Hall C, 1 Roving in Hall D and the Galleria, 1 roving in Hall G from 9am to 8pm on Thurs/Fri/Sun/Mon and 9:00am to 5:00pm on Sat/Tues. In addition, a 7<sup>th</sup> and 8<sup>th</sup> guard will be on site for all playoff days to help with traffic flow of the feature court 37 and then the awards area in Heritage Court..

Overnight Security – security guards will be roving Halls A to D and G overnight when event staff is not on-site to deal with any situation that may arise.

The OVA has hired 2 off duty Toronto police officers to rove the facility and be on call for any emergencies that the OVA staff may need assistance with. They will be provided with a two-way

radio to be in communication with OVA staff. They are stationed on the same channel with the security staff. They will be roving halls monitoring, helping with egress, traffic flow, and any other OVA staff requires them to attend to.

## 2.4 Emergency Preparedness Team

### Event Organizer – Leadership Contacts

ORDER	FULL NAME	TITLE / RESPONSIBILITY	PHONE NUMBER
<b>Incident Commander</b>			
1	ALISHIA LIDUMS	DIRECTOR OF OPERATIONS	647-309-7431
2	MARK WIERSMA	MANAGER OF INDOOR PROGRAMS	226-627-0131
<b>Leadership Team</b>			
2	MARK WIERSMA	MANAGER OF INDOOR PROGRAMS	226-627-0131
3	JACOB BARKER	YOUTH COMPETITIONS LEAD	226-237-2051
4	CLAIRE MELANSON	PROGRAM COORDINATOR	647.277.7964
5	HAYDEN CAVENDER	PROGRAM COORDINATOR	416.426.7316 ex: 108
<b>Media &amp; Public Relations</b>			
6	KERISH MAHARAJ	MANAGER OF COMMUNITY OUTREACH AND COMMUNICATIONS/	647-454-2344

<b>Operational / Departmental / Floor Team Leads</b>			
1	ALISHIA LIDUMS	TOURNAMENT DIRECTOR EVENTS 1 & 3	
2	MARK WIERSMA	TOURNAMENT DIRECTOR, LOGISTICS LEAD EVENTS 1-3	
3	JACOB BARKER	TOURNAMENT DIRECTOR EVENTS 1-3	
4	CLAIRE MELANSON	EVENT STAFF LEAD COMPETITION DIRECTOR EVENTS 1-3	
5	HAYDEN CAVENDER	COURT CREW LEAD, AES LEAD EVENTS 1-3	
6	KELVIN CHENG	COACH CHECK IN & REFEREE LEAD EVENTS 1-3	
7	SHUNYA YAMADA	COACH CHECK IN LEAD & REFEREE SUPPORT EVENTS 1-3	

8	KERISH MAHARAJ	MARKETING AND SPONSORSHIP, VENDORS EVENTS 1-3	
9	GEORGE HUFFMAN	LIVE STREAMING, AWARDS LEAD EVENT 1-3	
10	DYLAN BRENNAND	SOCIAL MEDIA EVENTS 1-3	
11	ANTONIA BONALDI	SOCIAL MEDIA EVENTS 1-3	
12	KOVAR YU	ADVANCED EVENT SYTEM (AES) LEAD - EVENTS 1-3	
13	TAYLOR CALLOW	AWARDS SUPPORT - EVENT 1 & 3	
14	ROY WATSON	EVENT STAFF LEAD - EVENT 2	
15	CANDICE KELLER	EVENT STAFF LEAD EVENTS 1-2	
16	JAMES BATTISTON	COURT MANAGER EVENTS 1-3	
17	BRAD MOYER	COURT DIRECTOR EVENTS 1-2	
18	PATRICK RICHARDSON	EVENT STAFF LEAD EVENT 1 & 3	
19	JO-ANNE LJUBICIC	DISCIPLINE CHAIR LEAD	
20	JENNIFER HARKNESS	DISCIPLINE CHAIR LEAD	
21	CARRIE CAMPBELL	COMPETITION DIRECTOR EVENT 1	
22	LP MAINVILLE	COMPETITION DIRECTOR EVENT 2	
23	SUZANNE FOGG	COURT CREW LEAD EVENT 2	

## 2.5 Exhibition Place

FULL NAME	TITLE / RESPONSIBILITY	PHONE NUMBER
<b>Emergencies</b>		
Security Control Centre	Venue Security	416-263-3333 Ext. 1
<b>Non-Emergencies</b>		
STIRLING BOGIE	Event & Meeting Coordinator	416-550-6379
Security Control Centre	Venue Security	416-263-3333 Ext. 2

## **SECTION 3: THREATS AND HAZARDS**

The threat assessment and hazard identification is based on Public Safety Canada's All Hazards Risk Assessment Methodology Guidelines. General threats and hazards have been identified and the following risk assessment has been completed.

### **3.1 RISK ASSESSMENT**

The threat assessment and hazard identification provides an opportunity for the prioritization of the development of contingency plans and exercises. The likely planning priorities for the OVA Championship events are:

1. Athletic Injuries – this includes concussions, sprains or broken bones;
2. Facility Loss – this includes a catastrophic failure of the facility or total restrictions to entry;
3. Facility Evacuation – a short or long term displacement away from the facility;
4. Power Failure – loss of power would likely suspend tournament play;
5. Telecommunications Failure – loss of cell towers would require contingency plans;
6. Severe Weather – the inability to access facilities would impact event continuity;
7. IT Failure – failure of Internet connection or software would require contingency plans;
8. Hazardous Materials Release – awareness of proximity to potential chemical hazards;
9. Shelter in Place – due to the direction of emergency services to remain indoors;
10. Infectious Disease – prevention measures would need to be taken;
11. Common Hazards – Spills, Unruly Behaviour,

## **SECTION 4: CONCEPT OF OPERATIONS**

The OVA Staff will take a lead role in any incident related to an interruption of the OVA Championships. Further, this EAP conceptualizes two phases during an emergency; the Response Phase, and the Recovery Phase. The Response Phase includes actions taken to reduce the impact, while the Recovery Phase suggests actions to restore the OVA Championships back to normal or modified operations to provide event continuity.

### **4.1 SITUATIONAL AWARENESS**

Situational Awareness (SA) is the continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to prepare and respond appropriately. In short, SA provides the background to make decisions during an incident in order to resume normal event operations. Situational Awareness is most effective when all available information is consolidated and managed in one location.

#### **4.1.1 Incident**

An incident is an occurrence that requires a response to protect life, property, or the environment and/or ensure event continuity. An incident may be geographically confined (e.g. within a facility) or dispersed (e.g. a widespread power outage). They may be of very short duration or continue for hours or days.

#### **4.1.2 Emergency**

An emergency is a situation or an impending situation that constitutes a danger of major proportions, which could result in serious harm to staff, players, or the public.

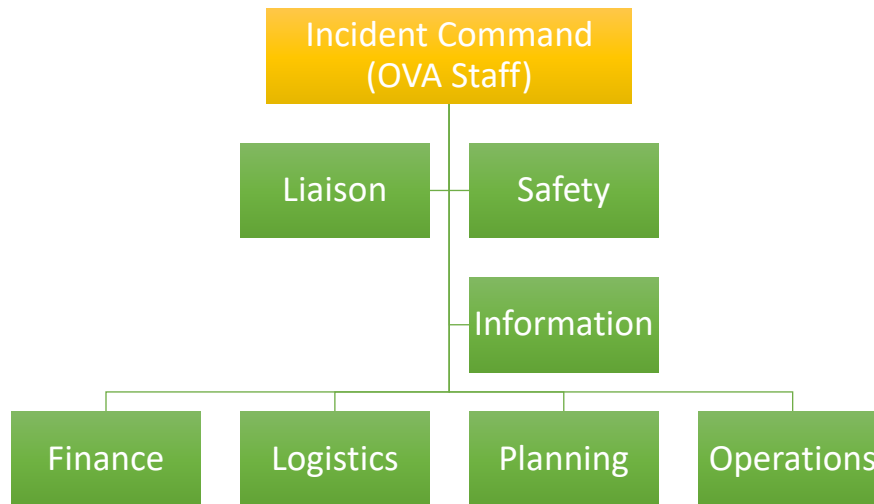
#### **4.1.3 Recovery**

Recovery identifies the activities and programs designed to return conditions to a level that is acceptable to the organization following an incident or emergency.

### **4.2 INCIDENT COMMAND SYSTEM (ICS)**

Emergency Service response principles and concepts are based upon the Incident Command System (ICS). The ICS is primarily a command-and-control system for managing standard, on-scene operations. Police, Fire, EMS, and other response entities incorporate the ICS, as it is scalable to any size of incident.

The standardized functions of the ICS ensure a common and effective approach to any incident or emergency. During a response the following functions are always performed:



### 4.3 INCIDENT COMMAND POST (ICP)

An Incident Command Post (ICP) is the location at the facility or site from which all incident planning and tactical operations are directed. It should be a designated room or space that the Tournament Director and incident response team gather to share information, prioritize objectives, and determine immediate actions to take in consideration of the incident and event continuity.

The Tournament Director may staff the ICP for any of the following reasons:

- Incident coordination required;
- Request from an emergency service;
- Emergency or crisis identified through stakeholders;
- Coordination of information or communications.

The Incident Command Post will be equipped with security and life safety related resources to effectively respond to an emergency during Ontario Championships. The following resources will be available in the ICP:

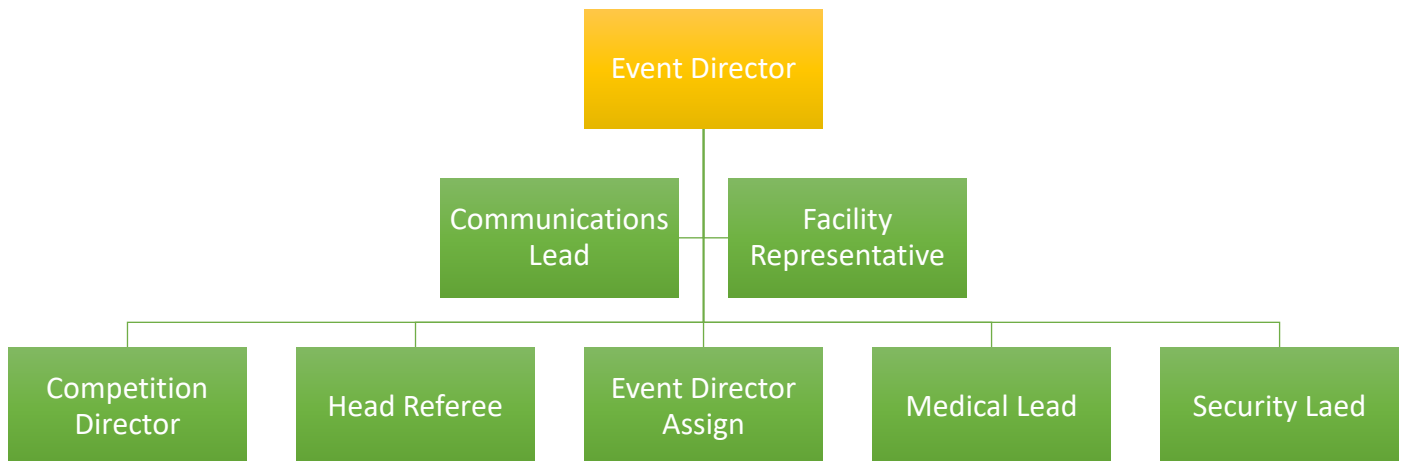
- Emergency Management Documentation
  - Copies of the Emergency Action Plan
  - Incident Response Team Contact List
  - Accident Report Forms
  - Incident Report Forms
  - Concussion Policy and event protocols
  - Concussion Assessment Letter
  - Concussion Clearance to Play Letter
- Floor Plans Approved by Enercare Care Centre
  - Large copies on the wall for planning needs.
  - Small copies available for distribution to key stakeholders.
- Communication Mechanisms

- Walkie Talkies
- Emergency Event hotline: 647-467-5514
- Mega Phones
- Printed Contact list
- Fire and Safety Equipment
  - First aid kit
  - Safety vests
  - Hard hats
  - Flashlights
  - Wheelchairs
- Miscellaneous Equipment
  - Notebooks, pens and pencils
  - General stationary supplies (tape, staplers, hole punches, etc)

#### 4.3.1 Incident Response Team (IRT)

The event IRT is created to provide support to a site-specific or facility incident. The Tournament Director is the Incident Commander (IC) of the event IRT that consists of the following staff or representatives:

- Tournament Director
- Competition Director
- Communications Lead
- Referee Director
- Head Referee
- Facility Representative
- Medical Personnel
- Security Personnel



#### 4.4 ONTARIO VOLLEYBALL EMERGENCY OPERATIONS CENTRE (OVEOC)

An Emergency Operations Centre (EOC) exists to support emergency operations at a site or Incident Command Post (ICP). Ontario Volleyball has been identified as having significant emergency and continuity responsibilities and must be prepared to act as either a lead or play a major supporting role. The OVEOC is the location away from the site where OVA staff and representatives gather to provide support to the Incident Commander (Topournament Director) by assisting with event continuity.

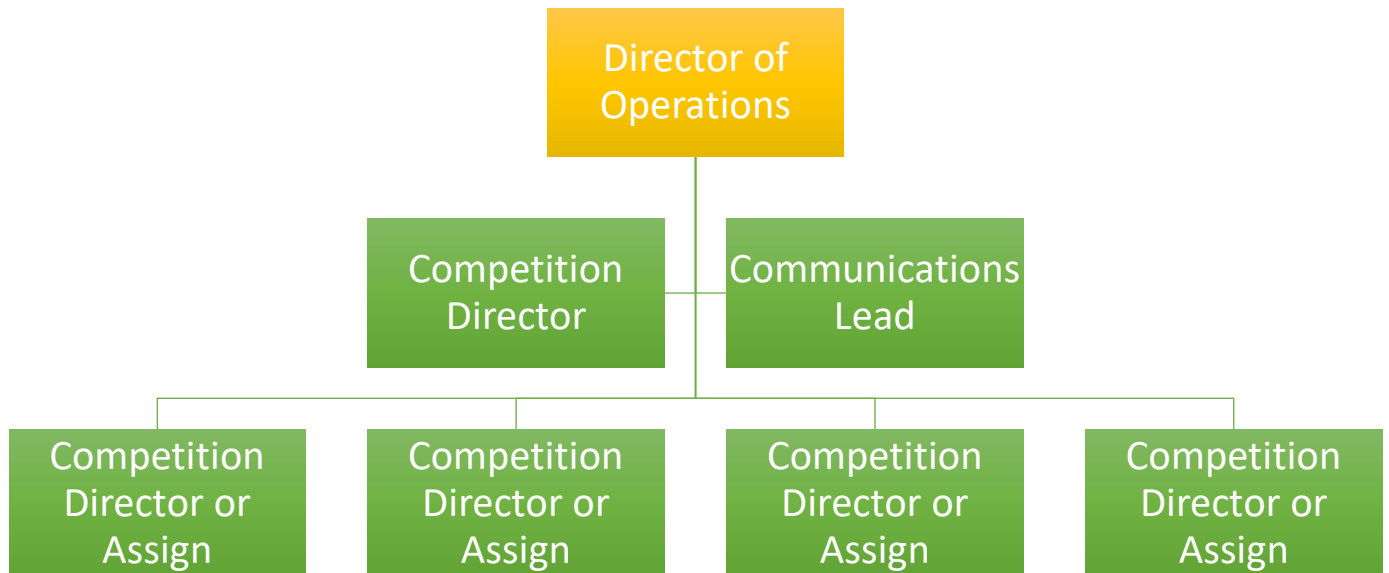
The OVEOC may open for any of the following reasons:

- Multiple event or facility coordination required;
- Request from an Tournament Director;
- Emergency or crisis identified through stakeholders;
- Coordination of information or communications.

##### 4.4.1 Ontario Volleyball Response Team (OVRT)

The OVRT is created to provide support during one or more incidents or emergencies. The Director of Operations is the Manager of the OVRT. The OVRT consists of the following staff or their designates:

- Director of Operations
- Communications Lead
- Additional OVA staff as assigned



## **4.5 PLANNING PROCESS**

Establishing a routine for decision-making is critical as individuals congregate and collaborate under difficult circumstances. The Incident Command System uses a “management by objectives” approach. Once the problems associated with the incident are identified, the next step is to establish incident objectives, choose appropriate strategies to meet the objectives, and task individuals to come up with a solution.

### **4.5.1 Planning Cycle**

The Planning Cycle Meeting is an example of a model process for gathering and sharing information, making informed decisions, and implementing those decisions in a timely manner.

The five steps in the Planning Cycle are:

1. Assess the Situation;
2. Prioritize the Objectives and Strategies;
3. Develop a Plan and assign Tactics;
4. Implement the Plan;
5. Maintain Situational Awareness.

## **4.6 EMERGENCY RESPONSE NOTIFICATION**

Notification of the appropriate individuals, stakeholders, or responders will occur via the contact information provided in Appendix A.

### **4.6.1 ROLES AND RESPONSIBILITIES**

Any leader in a supervisory position has the responsibility to ensure the safety and security of all players, coaches, staff, and spectators.

#### **ALL CONTRACTED EVENT STAFF (COURT CREW, RUNNERS, INFO BOOTH, ETC)**

OVA Representatives have the responsibility to:

- Provide timely information to the Tournament Director;
- Provide guidance, assistance, and resources to any emergency response personnel;
- Prepare for Incident Response Team duties;
- Maintain situational awareness;
- Provide information for a post debrief as required.

#### **Tournament Director**

The Tournament Director has the responsibility to:

- Ensure activation and deactivation of this OVA Championships EAP;
- Provide support for emergency operations;
- Prepare staff for their roles and responsibilities;

- Maintains situational awareness.

The Tournament Director has the role of Incident Commander which;

- Accepts and maintains responsibility for overall support of the incident;
- Ensures safety and security of all staff;
- Manages all components of emergency response and recovery processes;
- Sets objectives, strategies, and tactics;
- Controls and accounts for all personnel and resources committed to the response;
- Sets staffing schedule and determines ongoing staffing requirements;
- Establishes and manages the appropriate command structure;
- Updates Ontario Volleyball as required;
- May function in the role of Competition Director if warranted by the event size.

### **Competition Director**

- Provides direction for competition participants including: spectators, teams, vendors, and VIP's in case of emergency;
- Pursues event continuity.
- Maintains situational awareness.

### **Communication Lead**

- Advises Incident Command (Tournament Director) on issues related to media or emergency information dissemination;
- Ensures there is a primary contact and spokesperson for anyone who wants information about the incident;
- Establishes key messages for spokespersons;
- Coordinates information with emergency response organizations to ensure that clear and consistent messages are issued to all stakeholders;
- Provides emergency response information through various communication methods and tools (i.e. telephone recordings and social media);
- Monitors media to counteract rumours or misinformation.
- Maintains situational awareness.

### **Referee Representative**

- Should be the Head Referee of the event;
- Liaises between the Tournament Director, the referee management team, and all referees;
- Supports incident operations through management of referees;
- Ensures that OVA rules and regulations are taken into consideration when determining event continuity and planning game postponements.
- Assist in filling out incident report, if required.
- Leads the penalty card tracking to aid OVA staff in applying sanctions to coaches or athletes.
- Maintains situations awareness.

### **Facility Representative**

- Ensures venue specific emergency information is provided for this ERP;

- Manages facility staff during an incident.
- Maintains situational awareness.

### **Medical Personnel**

- Ensure emergency first aid is available at the event;
- Manage emergency medical personnel at the site;
- Maintain autonomy as the medical authority on site;
- Lead the OVA Concussion Protocol and aid in tracking and return to play;
- Fill out accident report forms on behalf of the OVA.
- Maintain situational awareness;

### **Security Personnel**

- Ensure all rented venue space is secure
- Manage crowd control around feature matches, at awards ceremonies, and other highlight events
- Aid in crowd control in Hall G Food Court seating area
- Stop participants from ball handling anywhere off of the playing court
- Ensuring only ball free warmups are taking place in Heritage Court, the designated ball free warm up space
- Assist OVA with unruly participants, if necessary removing unruly participants from the facility, calling police to aid in situations (if required)
- Maintain situational awareness;
- Assist in filling out incident reports, if required.

## **4.6.2 OVA STAFF**

OVA staff have the responsibility to:

- Provide timely information to the Director of Operations and Competition Director;
- Prepare for OVEOC Response Team duties;
- Maintain situational awareness;
- Provide information for a post debrief as required.

### **DIRECTOR OF OPERATIONS/MANAGER OF INDOOR PROGRAMS**

The Director of Operations/MANAGER OF INDOOR PROGRAMS has the role of OVEOC Manager on their assigned workdays, which;

- Ensures safety and security of all staff;
- Establishes an appropriate command structure;
- Accepts and maintains responsibility for overall support of the incident;
- Fulfills all response functions;
- Sets and prioritizes objectives, and provides strategies for event continuity;
- Accounts for all personnel and resources committed to the response;
- Sets staffing schedule and determines ongoing staffing requirements;
- Updates the Executive Director of VC as required;

- Monitors sources of funding;
- Tracks timesheets for incident personnel and equipment;
- Identifies costs associated directly with the incident.

#### **COMMUNICATIONS LEAD**

- Advises Incident Command (Tournament Director) on issues related to media or emergency information dissemination;
- Ensures there is a primary contact and spokesperson for anyone who wants information about the incident;
- Establishes key messages for spokespersons;
- Coordinates information with emergency response organizations to ensure that clear and consistent messages are issued to all stakeholders;
- Provides emergency response information through various communication methods and tools (i.e. telephone recordings and social media);
- Monitors media to counteract rumors or misinformation.

#### **4.6.3 DEACTIVATION**

Upon a satisfactory conclusion of the incident or emergency, this EAP will be deactivated.

#### **4.6.4 DEBRIEF**

A debrief provides an opportunity to review procedures and responses to an incident or emergency to gain a better understanding of what worked well. It involves an open discussion for all those involved to make recommendations to improve response in the future. Areas to cover in the debrief can be found in Appendix B.

#### **4.6.5 AFTER ACTION REPORT**

The OVA Staff should prepare and submit a final After Action Report (Appendix B) that summarizes activities conducted and lessons learned. The report should include findings and financial information that identifies all emergency expenditures.

#### **4.6.6 PLAN MAINTENANCE**

This Plan will be reviewed, revised, and exercised by Ontario Volleyball and its partners annually to validate existing procedures and test operational components.

## **SECTION 5: PRE-EVENT PROTOCOLS**

### **5.1 COMMUNIATION AND INFORMATION SHARING**

These are the steps the OVA will take well in advance of Ontario Championships to communicate to key stakeholders prior to their arrival on site. This will help the vendors, coaches, referees and event staff, facility staff, security, medical and participants to know exactly what to do and what to expect.

Prior to the Championships, the OVA will send out the Emergency Action Plan to the following groups:

1. Referee Management Team and working referees – this document will be covered with all referees on Tuesday April 7<sup>th</sup> at the Microsoft Teams technical briefing with key information being highlighted.
2. Vendors – all vendors will receive a copy via email prior to event load in, again highlighting key information and chains of command and protocols if there is an incident or emergency to be addressed.
3. Enercare Centre Security – Enercare security management will review the document prior to move in to ensure all pertinent information is included and they are aware of OVA on site protocols.
4. Hired Event Security – Defron Security will be sent a copy of the EAP via email and a hard copy will be in their Salon A1 at Enercare Centre.
5. Toronto Police Services Off Duty Officers will be sent a copy of the EAP via email and a hard copy will be in the Security office in Salon A1 at Enercare Centre.
6. OVA Coaches and Club Personnel – A link to the EAP will be included in the Coaches Video, directing them to read and review the document prior to attending the event.
7. On site medical coverage – Wishbone Medical will receive a copy of the document via email prior to load in days. In addition, a hard copy will be placed in the 3 first aid locations in the venue for their reference.
8. Participants (athletes, coaches and spectators) – a copy of the Emergency Action Plan will be posted on the OVA website under the “Information for Teams” section. A hard copy will be placed at each information booth.
9. Event staff – all event staff will be emailed a copy of the EAP prior to their first shift at Enercare Centre. Key areas will be highlighted for their information.

### **5.2 EMERGENCY ACTION PLAN MEETING**

During show move in, the OVA, Enercare Security and facility designate will review the EAP to understand roles and responsibilities during incidents, emergencies, etc.

## **5.3 PRE-EVENT EDUCATION ON SAFE SPORT BEHAVIOUR**

The OVA takes safe sport very seriously and have implemented policies and procedures to ensure the health and safety of all members, including vulnerable athletes. An outline of these policies and procedures are outlined below.

### **5.3.1 Policies**

Ontario Volleyball has adopted several policies aimed at addressing the maltreatment of individuals in sport. These policies include:

- Person in Authority (PIA) Code of Conduct
- Discipline and Complaints Policy
- Code of Conduct
- Screening Policy A full list of Ontario Volleyball policies can be found [HERE](#)

### **5.3.2 Person in Authority Code of Conduct**

The OVA values the safety, rights and wellbeing of our athletes and their families. It is the responsibility of every OVA club, coach, volunteer and staff member to participate in the effort to create a safe environment for all OVA participants. Coaches play a vital role in shaping the youth of tomorrow through sport.

The OVA relies on them and other persons in authority to be role models and to put young athletes on a path to success. The dynamic between coach and athlete gives rise to a power imbalance and a culture of unquestioned trust that can result in abuse. As such, it is imperative that all persons in positions of authority (PIA) be held to a high standard of conduct. A PIA is any person who holds a position of authority over a Vulnerable individual <sup>61</sup> pursuant to the role assigned to them. Persons in Authority include, but are not limited to, Club Directors and Club staff, Coaches, Managers, Trainers, Referees, Chaperones and persons who manage finances.

Abuse in sport, particularly sexual abuse and the grooming behaviour that precedes it, destroys the positive impact of sport and causes untold harm to victims and those around them. Consequently, the OVA has a strong obligation to establish and maintain systems that prevent abuse and respond to conduct that poses risk to OVA athletes.

### **5.3.3 Person In Authority Code of Conduct – Purpose**

This Person in Authority Code of Conduct is intended to protect OVA participants from abuse. It provides guidelines for conduct that are consistent with the development of healthy relationships between adult persons in authority and youth sport participants. The Code provides behaviour guideposts that identify inappropriate or concerning behaviour at an early stage to help better

protect athletes and coaches. OVA Safe Sport Person In Authority Code of Conduct & Rule of Two Clarification policies can be found [HERE](#).

### **Reporting a Complaint**

Ontario Volleyball Association has zero tolerance for any type of abuse. Individuals are required to report abuse or suspected abuse. If you are the victim of abuse, harassment, or discrimination, please don't hesitate to report it.

Any Individual (as defined in the OVA Discipline & Complaints Policy) may report a Complaint to Ontario Volleyball Association (OVA) or the Discipline Chair. Sport Dispute Management Inc. (SDM) has been appointed by the OVA Ethics Committee as the independent third-party Discipline Chair to administer complaints. To file a complaint, please use the secure and confidential SDM Intake Form. If OVA receives a complaint directly it will be forwarded to Sport Dispute Management Inc, the appointed Discipline Chair. All complaints will be processed in accordance with the OVA Discipline & Complaints Policy.

The intake form can be found online [HERE](#).

## **5.3.4 MEMBERSHIP ELIGIBILITY POLICIES**

### **Coach Eligibility Policy**

Coach Eligibility Policy All athletes have the right to a safe, inclusive and responsible volleyball experience. As people in positions of authority, coaches have an important role to play in providing this type of environment. Coaches have the responsibility to:

- Complete the necessary training in order to provide an environment that is physically, mentally, emotionally and socially safe for all athletes and participants
- Complete the necessary training in order to provide a responsible learning environment that incorporates Volleyball Canada's teaching methodologies, technical guidelines and long-term athlete development principles 58
- Ensure that all of their coach training is current so as to be able to provide a safe and responsible volleyball experience for all

### **MANDATORY ELIGIBILITY REQUIREMENTS FOR OVA COACHES**

To be approved as a Head Coach or Assistant Coach with the Ontario Volleyball Association (OVA), individuals must complete all required qualifications prior to registering as an OVA member.

- Abide by the OVA Screening Policy
  - Submit a Level 2 Criminal Record & Judicial Matters Check (CRJMC) or Enhanced Police Information Check (E-PIC) completed within 3 years.
  - Complete the OVA Screening Disclosure Form via MRS registration
  - Comply with further steps under the OVA Screening Policy as necessary

- Complete the following training
  - Making Head Way (Free)
  - Coaches Association of Canada Safe Sports Training (Free)
  - NCCP Anti-Racism in Coaching e-learning module (Free)
  - Foundations of Volleyball (\$89)
  - Making Ethical Decisions Online Evaluation (\$85 or free if course was completed)

Registrants who do not meet all requirements will have their membership marked as pending and will not be eligible to participate in OVA club activities involving youth athletes. It is the responsibility of OVA Clubs to verify the eligibility of their coaches prior to having them register as members and listing them on their Club Information Form at the start of the season.

***Individuals who do not have an approved coach role in MRS are not eligible to be listed on an OVA event scoresheet. Ineligible individuals sitting on the bench will be fined \$150 per occurrence and match results may be forfeited.***

### Referee Eligibility Policy

All athletes have the right to a safe, inclusive and responsible volleyball experience. As people in positions of authority, referees have an important role to play in providing this type of environment. Referees have the responsibility to:

- Complete the necessary training in order to provide an environment that is physically, mentally, emotionally and socially safe for all athletes and participants
- Complete the necessary training in order to provide a responsible safe environment that incorporates Volleyball Canada's teaching methodologies, technical guidelines and long-term athlete development principles
- Ensure that all of their referee training is current so as to be able to provide a safe and responsible volleyball experience for all

### MANDATORY ELIGIBILITY REQUIREMENTS FOR OVA REFEREES

All individuals involved with youth athletes must complete the following requirements prior to their registration as an OVA member in a Referee role. These requirements apply to all individuals in those roles, regardless of certification status, experience or years of involvement:

- Abide by the OVA Screening Policy
  - Submit a Level 2 Criminal Record & Judicial Matters Check (CRJMC) or Enhanced Police Information Check (E-PIC) completed within 3 years
  - Complete the OVA Screening Disclosure Form via MRS registration
  - Comply with further steps under the OVA Screening Policy as necessary

- Complete the following training
  - Rowan’s Law requirements
    - Attest that resources have been reviewed during OVA annual registration
  - Coaches Association of Canada Safe Sports Training (Free)
  - NCCP Anti-Racism in Coaching module
    - If the Call It Out training was completed previously, it will still be accepted.

Individuals who have not completed the above requirements are not eligible to be registered as an OVA member in the Referee role and will be fined equal to their match fees for any ineligible work.

### **5.3.5 PARENT/GUARDIAN SAFE SPORT TRAINING**

Respect in Sport is an accessible, online resource in the prevention of bullying, abuse, harassment, and discrimination (BAHD). The program’s mission is to empower participants to recognize signs of BAHD and eliminate it from the game, through a global culture of respect. One parent/guardian of every registered OVA athlete must have completed the Respect in Sport Court and have their certificate on file with the OVA prior to participating in Ontario Championships.

## **SECTION 6: SAFETY WALK THROUGHS & VISUAL CHECKS**

As part of delivering a safe tournament, OVA staff and facility staff conduct safety walkthroughs pre-event and nightly after each play day completes in preparation for day 2 and 3 of the event.

### **6.1 PRESHOW SAFETY WALK THROUGH**

After the completion of venue setup, the Director of Operations, Manager of Indoor Competitions and Youth Competitions Lead, along with an Enercare facility staff will complete the Safety Walk Through. This walk through will document any safety related issues found with OVA equipment or the facility itself. All concerns will be documented on the checklist when the walkthrough is performed the evening of Wednesday April 15, 2026, Saturday April 18, 2026 and Wednesday April 22, 2026.

Please see Appendix C for the OVA Pre-Show Safety Walkthrough Checklist

## **6.2 DAILY SHOW SAFETY WALK THROUGHS**

At the end of each tournament day, the Tournament Director and Court Director will conduct a safety walkthrough of the playing areas, Hall G and Heritage Court to ensure the venue and equipment is all in a safe working order.

Please see Appendix D for During Show Safety Walkthrough Checklist.

## **6.3 COURT AREA VISUAL SAFETY CHECKS**

The OVA has various levels of staff in place to complete visual safety checks throughout the competition day. These checks are done by court crew members, Head Referees, Area Supervisors and working referees. In addition, if any participant spots a safety concern, they are advised to report it to the working referee, court crew member or anyone working the event in an official capacity to be addressed.

### **Court Crew Members**

The OVA has a Court Crew lead and 6 court crew members in place per shift, that oversee the sport court systems and referee standards as well as net checks. Throughout the day, they will respond to radio calls to address any net height issues, sport court tile issues, etc. They will respond to calls by any OVA staff, facility staff, security, medical or participants. Additionally, these court crew members will deal with any light spills on court of water or sport drinks.

All court crew members have an official event walkie talkie and are to radio HQ for assistance with major spills, bodily fluid cleanup such as blood or vomit on the playing areas or aisles in the playing Halls of A to D, Hall G or Heritage Court.

Court Crew Members will be easily identifiable as they will be in bright yellow “Event Staff” t-shirts.

### **Head Referee**

The OVA has two head referees per event to manage the 120+ working referees and Referee Development Team Members, including mentors, Area supervisors and assignors.

Head Referees will be easily identifiable as they wear bright green shirts with “Referee Development Team” on the upper sleeve and black vests with “Referee Development Team” on the upper chest.

A Head Referee has a duty not only to manage the RDT, but they also play a critical role in assisting the Indoor Competition staff in delivering a safe competition.

The Head Referee’s duties include, but are not limited to the following when pertaining to facility safety:

- Conduct a referees' meeting prior to the beginning of the event (for major tournaments) to clarify specific calls (e.g., facility notes, emergency action plan, interpretations, sport court rules, concussion protocols, caliber of play, etc.).
- The Head Referee should be prepared to deal with any referees working at the event who display inappropriate conduct (e.g., late arrival, improper uniform, etc.). The Head Referee should speak to the referee at fault and/or notify the assignor or the RRC and OVA office of any misconduct sanctions to be applied.
- The Head Referee for the event is to provide feedback on the performance of the referees working. This feedback is to be constructive in nature and designed to ensure quality and consistency of officiating throughout the province.
- The Head Referee will also act as a jury member should there be a protest during the event.
- Deliver a detailed report to the assignor of the tournament. Report should detail number and type of matches worked by each referee and any unusual event/protests that may have occurred. Report would also include any reports of conduct issues from referees, coaches, players, or spectators. This report must be presented to the assignor NO later than two days after the event.
- Liaise with OVA staff at events regarding referees' operations, assignments, etc, or any venue safety concerns they have while walking around the playing area.

### **Area Supervisors**

The OVA has Area Supervisors in place that are senior badge referees with years of experience in delivering Ontario Championships at large venues. These area supervisors are assigned 8-10 courts to assist the working referees. Their duties on site that pertain to event safety include, but is not limited to:

- Mentor referees in their area by answering technical questions and providing feedback on referees on their performance
- Address any performance issues with referees in their areas, if required
- Take part in the daily assigning meeting
- Serve as a member of the protest committee in their area
- Bring any safety issues to the Head Referee or competition staff to be addressed.

All Area Supervisors have walkie talkies and are in communication with competition staff and court crew to address any incident or safety concern that arises.

Area Supervisors will be easily identifiable as they wear bright green shirts with "Referee Development Team" on the upper sleeve and black vests with "Referee Development Team" on the upper chest.

### **Working Referees**

As per the Volleyball Canada rulebook and the OVA Referee Handbook, assigned referees to a match have the responsibility to ensure the safety of their assigned court.

As per Section IV Game Procedures in the Volleyball Canada rulebook, the referee is responsible for checking the net and the court. Before the start of a match or before resuming play, referees should check that the playing area is safe for all participants. This includes, but is not limited to, the following:

- Benches are far back enough away from the court.
- Players on the bench are away from the court.
- There is enough room for players to approach.
- Spectators are seated away from the sideline and behind the attack line.
- Padding is on the poles and the referee stand.
- Loose rope is tied around the net or pole or tucked into the pole padding.
- No wet spots or spills on the court.
- Put away from the court and playing area any loose items players can trip on or run into that can be moved (backpacks, ball carts, loose volleyballs, ball bags, shoes, water bottles, etc.).
- Check the floor/playing surface to ensure that it is flat and safe, no bumps or ridges, Sport Court is not sticking out, etc.
- Ensure that there are no sharp objects protruding from the posts or nets, taped down if necessary.

Finally, we can say that a good referee will use the rules to make the competition a fulfilling experience for all concerned.

Working referees are easily identifiable as they are wearing the navy blue Volleyball Canada referee uniform and have the referee badge on their upper chest.

## **SECTION 7: MEDICAL EMERGENCY RESPONSE TEAM**

Wishbone Athletics Inc has been hired as the onsite emergency medical response team. As the event is a sporting event, certified athletic therapists while are first aid trained is the best solution to treat athletic triage and treat injuries on site.

### **7.1 Medical Staff Plan**

Wishbone Athletic Inc will have 3 response teams. Each response team will be assigned 18-20 courts with 3 therapists per team.

A separate team of 4 staff will manage all taping requests, assessments, treatments, concussion assessments, be the call person when the emergency action plan is activated and provide additional support when required. This team is to be centrally located by Hall G. This team will also be responsible in responding to spectator medical as well as backing up the on-field teams.

Each of the medical teams will be supplied with portable radios that are connected with OVA staff. One radio per medical personnel will be provided, for communication regarding injuries occurring on field of play.

The medical team will be provided with the EAP, Concussion policy and protocols and venue maps with AED locations prior to event commencement.

#### **7.1.1 Medical Hours**

All Wishbone Athletic Inc staff will be on site as of 6:15am daily (for 7:30am start times) and 7:15am for 8:30am start times) and will not be cleared to leave the building until all courts are done play and a sweep of the area has been conducted. The Tournament Director will give them approval to leave each night.

### **7.2 General Medical Equipment Requirements for The Event**

On Court Response Team x 3

- 1 Trauma Kit
- 1 Response Kit
- 1 Ice Chest and icebags
- 2 Wheelchairs
- 1 Assessment Table

Assessment/Taping Room 1

- Trauma/Taping Kit 1 Response Kit

- 1 Ice Chest (OVA)
- 1 Wheel Chair
- 2 Assessment Tables
- 1 portable AED
- Oxygen Kits - 3 total

Placements to be determined on site:

- 2 – Kits with Oxygen and fracture trauma management equipment
- 1 – Kit – Oxygen only

Additional Supplies:

- Fracture management
- Rigid Backboard Blood Management
- There will NO sutures done on site

### **7.3 AED Availability**

For competition, the AED Position Statement of the Heart and Stroke Foundation of Canada will be followed.

Specifically, for Ontario Championship:

- The Medical Team and OVA staff will be made aware of the 3 locations of the AED's at Enercare Centre prior to commencement of Competitions. Please see Appendix E for AED locations at Enercare.
- Each medical team will have a staff member who is trained in AED use present at each medical station.
- All Operational staff on site at events will be trained in AES use

## SECTION 8: MEDICAL EMERGENCIES

### 8.1 Steps to Take During an On Court Injury

1. Referee to ask coach to obtain Area Supervisor
2. Area Supervisor to radio to OVA for medical assistance. Area supervisor to report court number
3. OVA staff to radio medical personnel to report to specified court to assess on court injury.
4. If the athlete is unable to continue to play, they are to go with a parent/guardian to one of the medical stations to fill out an accident report form, obtain further treatment and direction on next steps.
5. If the athlete requires an ambulance, the medical teams is to call 9-1-1 and provide the building name, address and nearest intersection, exact location inside the facility (exhibit hall or room number) in addition to a full description of the medical emergency.
6. Medical personnel are to radio OVA staff to let them know that an ambulance has been called and to report the location of the court.
7. OVA staff will contact [Exhibition Place Security at 416-263-3333](#) and the venue will dispatch venue security to assist in the medical occurrence and liaise with emergency responders where required.
8. Wishbone Athletics Inc. to fill out the OVA Accident Report Form or Concussion Documents.

Please see Appendix F for the OVA Accident Report form.

### 8.2 Steps to Take During an Off Court Medical Emergency

1. Communicate with someone from the [Emergency Medical Team](#) and request assistance, then immediately attend to the person under duress. Administer first aid if it is within your capacity.
2. [Contact 9-1-1](#) if appropriate – if you are unsure, there is no harm or penalty in calling emergency services and they will provide expert guidance on next steps. If your assistance support arrives at the same time as you, one person can contact authorities while the other attends to the person in duress.
3. When an ambulance is requested, it is important to provide the building name, address and nearest intersection, exact location inside the facility (exhibit hall or room number) in addition to a full description of the medical emergency.

4. When you are able to, contact [Exhibition Place Security at 416-263-3333](tel:416-263-3333) and the venue will dispatch venue security to assist in the medical occurrence and liaise with emergency responders where required.
5. Wishbone Athletics Inc. to fill out the OVA Accident Report Form or Concussion Documents.

### 8.3 Vital Information Collection

Toronto Paramedic Services will ask specific information pertaining to the medical call. The below is a helpful checklist;

Type of Information		Notes
<b>Medical Type</b>	What type of medical is this (chest pain, breathing, physical injury, vomiting, etc)	
<b>Pulse</b>	Do they have a pulse or not. If you are not sure, explain that you are not sure. They may provide guidance on how to check.	
<b>Consciousness</b>	Are they conscious or unconscious? If you are not sure, explain that you are not sure. They may provide guidance on how to check.	
<b>Breathing</b>	Are they breathing or not breathing. Are they having trouble breathing? If you are not sure, explain that you are not sure. They may provide guidance on how to check.	
<b>Demographics</b>	Age, Gender, Height & Weight	
<b>Medical Conditions</b>	Do they have any existing medical conditions (ex: diabetic, blood pressure, etc)	
<b>Medications</b>	Is the individual taking any medicine for their conditions. Ask when was the last time they took their medication.	
<b>Allergies</b>	Are they allergic to anything? Have they consumed or touched it recently	

## 8.4 Concussion Management Protocols

All teams at Ontario Championships are required to follow the OVA/Volleyball Canada Concussion Policy and Protocol. Please refer to the OVA website to review these Policies:

[OVA Concussion Policy](#) (Please see appendix G)

[Volleyball Canada Concussion Protocol](#) (Please see appendix G)

Any athlete who has a suspected concussion is to visit the onsite medical team to complete a concussion assessment. If the athlete fails the concussion assessment, they will be provided with a copy of the OVA Concussion policy, a medical clearance letter to be filled out by a doctor or nurse practitioner. The medical team will advise the Tournament Director of the athlete with a suspected concussion, and the Tournament Director will scratch the athlete from future matches.

If the athlete seeks medical treatment and is cleared to play by a doctor or nurse practitioner, they are to provide a copy of the letter to medical staff, who will correspond with the Tournament Director to inform them of the athlete's clearance to play. At that time, the Tournament Director will place that athletes name back on the scoresheets.

## 8.5 Closest Hospitals

St. Joseph's Health Centre (4.0 km)		Toronto Western Hospital (3.5 km)	
Information Line:	416-530-6000	Information Line:	416-603-2581
Emergency Dept:	30 The Queensway, M6R 1B5	Emergency Dept:	399 Bathurst Street, M5T 2S8
Website:	<a href="http://www.stjoestoronto.ca">www.stjoestoronto.ca</a>	Website:	<a href="http://www.uhn.ca">www.uhn.ca</a>

## SECTION 9: CROWD MANAGEMENT PLANS

The OVA and Enercare Staff have determined that the Ontario Championships will not exceed the approved occupant load of Enercare Centre of 20,000 people. As the OVA is utilizing Heritage Court, Halls A to D, Hall G, all Salon Rooms and the Galleria, we are under total building capacity. Please see charts below by day and times.

<b>Event # 1 - 440 teams</b>	
<b>Thursday April 16, 2026</b>	
<b>Time</b>	<b>People in Building</b>
6:30am - 7:30am	5,220
7:30am - 8:30am	9,900
8:30am to 9:30pm	14,000
9:30am - 9:30pm	5,220
9:30pm - 10:30pm	4,050
<b>Friday April 17, 2026</b>	
<b>Time</b>	<b>People in Building</b>
6:30am - 7:30am	5,220
7:30am - 8:30am	9,900
8:30am to 9:30pm	14,000
9:30pm - 10:30pm	5,220
<b>Saturday April 18, 2026</b>	
<b>Time</b>	<b>People in Building</b>
7:30 - 8:30am	5,220
8:30 - 9:30am	9,900
9:30 - 11:30am	12,500
11:30 - 2:30pm	14,850
2:30 - 4:30pm	9,900
4:30 - 7:30pm	5,220

<b>Event #2 - 446 teams</b>	
<b>Sunday April 19, 2026</b>	
<b>Time</b>	<b>People in Building</b>
6:30am - 7:30am	5,220
7:30am - 8:30am	10,035
8:30am - 8:30pm	14,000
8:30pm - 9:30pm	5,220
9:30pm - 10:30pm	4,050
<b>Monday April 20, 2026</b>	
<b>Time</b>	<b>People in Building</b>
6:30am - 7:30am	5,220

7:30am - 8:30am	10,035
8:30am to 9:30pm	14,000
9:30pm - 10:30pm	5,220
<b>Tuesday April 21, 2026</b>	
<b>Time</b>	<b>People in Building</b>
7:30 - 8:30am	5,220
8:30 - 9:30am	10,035
9:30 - 11:30am	12,500
11:30 - 2:30pm	14,850
2:30 - 4:30pm	10,440
4:30 - 7:30pm	5,220

<b>Event #3 - 448 teams</b>	
<b>Thursday April 23, 2026</b>	
<b>Time</b>	<b>People in Building</b>
6:30am - 7:30am	5,220
7:30am - 8:30am	10,440
8:30am - 8:30pm	14,000
8:30pm - 9:30pm	10,440
9:30pm - 10:30pm	5,220
<b>Friday April 24, 2026</b>	
<b>Time</b>	<b>People in Building</b>
6:30am - 7:30am	5,220
7:30am - 8:30am	10,440
8:30am - 8:30pm	14,000
8:30pm - 9:30pm	10,440
9:30pm - 10:30pm	5,220
<b>Saturday April 25, 2026</b>	
<b>Time</b>	<b>People in Building</b>
6:30am - 7:30am	5,220
7:30am - 8:30am	10,440
8:30am - 9:30am	12,500
9:30am - 11:30am	15,000
11:30am - 2:30pm	10,440
2:30pm - 4:30pm	5,220
4:30pm - 5:30pm	2500

## 9.1 ACCESS, EGRESS AND CROWD CONTROL

- Venue Infrastructure: The event uses the extensive space of the Enercare Centre to spread out over 58 volleyball courts and the vendor and food court, with wide aisles designed to accommodate large crowds.
- Staff and Security: The show is staffed 24 hours a day from set-up through tear-down, with on-site security provided by the Defron Security.
- Signage and Mapping: Official, printed, and digital floor plans are provided to help attendees navigate to specific areas. The venue map is included on the OVA website, in the coach check in video, the Referee technical PowerPoint presentation and shared with all event staff, hired event managers, security, medical and full-time staff prior to the event commencing.
- Two information booths have been set up at strategic entry points to help user to answer common questions and provide directional guidance.
- Pre-event communications
  - The OVA Champs mobile application offers interactive venue maps, real-time updates, emergency alerts, and detailed program information can not only proactively assist with crowd management but also enhance the attendee experience.
  - This emergency preparedness plan has been posted to the OVA website, and sent out to all stakeholders and hired staff and services to make them away of building capacity, parking, egress, access control, evacuation routes, designated emergency assembly points, etc.
- Parking control is being managed by Exhibition Place staff to help rove the parking lots to help direct traffic, help patrons pay for spots if they are having difficulty with the online app, as well as managing a shuttle bus to get the patrons to and from the far west end of Exhibition Place parking lots. The OVA has sent a parking specific newsletter to all members outlining the parking difficulties due to FIFA stadium building and the loss of the main lots directly beside and below the Enercare Centre. Information on Green P and SpotHero app and have been advised to take the TTC from that location to the venue. To aid the coaches with taking TTC, the OVA have provided room C2 as a storage area for ball cars and bags to store overnight so they do not need to bring these with them on public transit.
- As the event has staggered start times for teams during each wave of play, not all participants will be arriving at the same time, avoiding congestion coming into the playing halls. Additionally, as the first 110-116 teams finish their last match of the morning, they will depart the building. Freeing up space for the first round of teams for the afternoon wave to begin entering the building.

- First match of the day at 7:30am will have 116 teams on site starting at 6:15am daily and will stay on site until their last match is over by 1:50pm daily.
  - The second match of the day starts at 8:40am and will have another 116 teams arriving to stay on site until their last match is over at 2:20pm.
  - As the early start teams from round one of the morning exits after their 12:40pm matches, the first round of 116 teams for the 3:00pm matches will start arriving around 2:00pm daily. They will finish by 7:30pm daily and will leave the venue.
  - The second match of the afternoon wave starts at 4:10pm daily, by this time, all of the morning teams will be out of the venue.
- There are no concerns with line ups during event hours as there are no ticket sales to impede entry through the 6 doors into Halls A to D.
  - The 6 main entrances will be open from the Galleria into Halls A to D as well as the Heritage court outer doors will be utilized during all competition hours, this will allow teams to enter and exit their field of play easily. The OVA coaches have been instructed which hall each grouping of courts are in and to enter the door closest to their playing area.
  - As our teams are onsite for the duration of their 8-hour tournament day, attendance is spread out between all halls in which their teams are assigned to play at. There will be no crowding around one court over another as matches are taking place on all 58 courts on every round of play. However, on Saturday April 25<sup>th</sup>, between 10am to 3pm, Feature Court 37 will be heavily utilized by spectators to watch the 18U Division 1, Tier 1 bronze and gold medal matches. Two additional security guards have been hired to manage this area to ensure spectators are not blocking traffic flow into and out of the area. Additional seating has been brought in from the 2023 set up to ensure more people are able to sit and watch the matches vs stand on the outer corners of the court. The off duty police officers have also been instructed to help manage the traffic flow of court 37 on this day.
  - Each door into the Galleria will have contracted security on site to ensure participants are not bringing in banned food, chairs or coolers for the first 2.5 hours of each wave of play.
  - As we are nowhere near the 20,000-maximum capacity of the leased space, the contracted security company will be roving inside of the licensed areas to assist with crowd control or address any unruly spectators after they have been cleared from door duty. The two off duty Toronto Police officers will also be roving the halls, unless the OVA has a specific tasks assigned to them.
  - On Saturday April 25, between 10am to 4pm, four security guards will be stationed at the feature court to assist with access, egress and crowd control of the 18U Division 1, Tier 1 matches.

- Each day in Hall G, 30 minutes prior to door closures, the lights will be dimmed down to 50% and the contracted security guard will begin asking patrons to prepare to leave the area. At closing time, security will circulate once again to ask patrons to leave as the Hall is now closed.
- Event security will patrol the Halls at tournament closure and using a customer service centric approach, will ask patrons to exit the exhibit halls.

## **9.2 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.
- Event Management staff, Defron contracted security staff, Off duty police officers and Referee Development Team members will assist in the evacuation of participants and vendors to an exterior mustering point on the grounds, if safe to do so.
- For general evacuations, OVA staff, RDT Members, Toronto off duty police and Defron Security will work to guide patrons out through the following emergency exits:
  - Heritage court to exit west out the emergency exit to lot 853
  - Hall G to head east through the east loading dock emergency exit
  - Halls A to D to empty immediately south through the Galliera doors onto Princes Blvd and across to lot 851 and Beanfield Centre
- Event Management and event security will conduct a patrol of the event floor if it is safe to do so and will report any issues to the first captain.

## **9.3 EVENT STAFF RESPONSIBILITIES**

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

### **9.3.1 Tournament Director**

- The Tournament Director will radio event staff, off duty police, security, medical, and Referee Development Team Members, OVA staff and event staff to inform them a building evacuation has been ordered by Enercare Centre Staff.
- Will meet all Ontario Volleyball staff at the Ontario Volleyball office in room 105 and assign duties as needed for Ontario Volleyball staff.
- Will make an announcement over the PA system from HQ Salon 105 to cease play and safely evacuate the building through the nearest emergency exit.

- 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

### **9.3.2 Area Supervisors**

- Area Supervisors to inform referees in their area that matches are to cease by blowing three short, sharp whistles repeatedly. Area Supervisors are easily identifiable by their lime green shirts and black vests that state “Referee Management Team” in white.
- Ensure all Competitors, Officials and spectators from their Tournament assigned court area are accounted for and proceed to the nearest emergency 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 Tournament Director by radio.
- Ontario Volleyball Tournament Director will inform Enercare Event and Meeting 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 OVA staff in guiding the public out of the building.

### **9.3.3 Ontario Volleyball Staff**

- 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 Tournament Director and duties may include but are not limited to:
  - 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.

### **9.3.4 Defron Contract Security & Toronto Police Services**

- Aid participants in their assigned area to the nearest emergency exit
- Help search the cleared areas once patrons are out of the building, if safe to do so, and report back to Tournament Director.

### **9.3 COMMUNICATIONS DURING EVACUATIONS**

At all times, the Competition Director, OVA Staff, medical, Event Staff, contracted security, Toronto Police Services and referee development team are connected via walkie talkies. This will be the main communication method between OVA and contracted staff that are assisting with crowd monitoring and evacuations. See please Appendix H for Walkie Talkie Channels.

All OVA staff have been provided with Enercare Security Phone number to call in case of an emergency or assistance is required.

All OVA staff have been provided with the Event and Meeting Manager, Stirling Bogie's, cell phone in case of assistance or emergency.

### **9.4 MUSTERING AREA PROCEDURES**

There are multiple muster points outside of Enercare Centre if the building needs to be evacuated for all participants. They are located at:

- Road running along Hall G emergency exit (north end of the building)
- In front of Princes' Gates
- In front of Hotel X
- In front of parking lots 851 and 853
- Outside of loading dock east

The OVA and Event Staff are to gather in front of Hotel X to conduct an attendance check and wait until the All Clear has been given by Emergency Responders (police, fire, etc).

Once the OVA has been given clear from Facility Management and Emergency Services, OVA staff will announce the return to play at each muster point via a staff member wearing an orange safety vest while utilizing a megaphone.

Please see Appendix I for Event Mustering Points.

Please see Appendix J for emergency exit locations.

### **9.5 RESUMPTION PROCEDURE**

As this is a non-ticketed event, after OVA staff have announced for participants to return to the facility

1. Each team has 5 minutes to warm up on the same court
2. The entire match will not be replayed. The match will resume where it left off.

3. The next matches will play as scheduled.

## **9.6 PROLONGED INTURRUPTIONS**

If unforeseen circumstances interrupt the match, the Head Referee, Competition Director and youth competition staff shall decide the measures to be taken to re-establish normal conditions.

The Competition Director and Youth Competition staff will review the competition schedule to revise the playing schedule for the remainder of the event based on the circumstances at hand.

The Communications Director will send out a direct email to all participants with an updated soft copy of the revised playing schedule. Information will be posted via the OVA Champ App, on social media channels and on the OVA website homepage.

## SECTION 10: FIRE EMERGENCIES

### 10.1 ALARM ACTIVATION (FIRST STAGE ALARM)

Identified by slow single audio tones and strobe lights with messaging to stand by for further instruction while the alarm is investigated.

1. Communicate with your events key stakeholders starting with your Emergency Preparedness Team .
2. The Incident Commander or designate shall immediately report to the venues CACF Fire Panel Room and wait outside for further instruction from your Event & Meeting Coordinator, Exhibition Place Security, or Toronto Fire Service. Please do not enter the CACF Room or interrupt emergency responders during this time and liaise with your Event & Meeting Coordinator for further information as required.
3. Automated messaging or voice instructions will be provided to all participants by Exhibition Place Security. During a first stage alarm, messaging will advise attendees to remain calm and await further instruction.
4. The Event Organizer should **cease the sale of admission tickets or registration badges and halt new entry into your space** until the fire emergency is resolved. Event organizer staff should prepare for a possible evacuation, and occupants should focus on messaging provided by emergency services. During this time **all programming and exhibition activities should stop** while everyone awaits further direction.
5. Exhibition Place Security and Toronto Fire Service will investigate the alarm location and react accordingly.

### 10.2 VENUE EVACUATION (SECOND STAGE ALARM)

Identified by quick double audio tones and strobe lights with messaging to remain calm and exit the building through the nearest fire exit.

1. Should a probable or real risk of fire exist, the fire system will trigger an evacuation of the venue. Exercise your **Evacuation & Mustering Area Procedure** to safely exit persons from the building.
2. All occupants of the building must immediately depart the building through the nearest fire exit in a controlled manner. This includes all persons; attendees, exhibitors, non-essential staff – followed by appropriate Event Organizer and Exhibition Place staff as required by their defined duties during a fire alarm.

3. Once safely outside the building, all stakeholders will attend the identified **Mustering Point(s)** to await further instruction.
4. All other decisions relating to an evacuation will be made by the Toronto Fire Service in conjunction with those attending the CACF Fire Panel Room.

### 10.3 VENUE RE-ENTRY (ALL CLEAR)

Identified by the cessation of audio tones and strobe lights with messaging the “All Clear” instruction and advising patrons they may return inside.

1. The “All-Clear” will be determined by the Toronto Fire Service in conjunction with Exhibition Place Security Services upon the conclusion of their investigation.
2. Should the cause of an alarm be identified, it will be shared at this time on a limited information basis.
3. The event’s Incident Commander can then initiate the **Resumption Procedure** with your Emergency Management Team and participating staff.

### 10.4 EVACUATION MUSTER POINTS

There are multiple muster points outside of Enercare Centre if the building needs to be evacuated. They are located at:

- Road running along Hall G emergency exit (north end of the building)
- East loading dock by road
- In front of Princes’ Gates
- In front of Hotel X
- In front of parking lots 851 and 853

Once the OVA has been given clear from Facility Management and Emergency Services, OVA staff will announce the return to play at each muster point via a staff member wearing an orange safety vest while utilizing a megaphone.

Please see Appendix I for Event Mustering Points.

## SECTION 11: SECURITY & SAFETY PLANS

### 11.1 SECURITY PERSONNEL

The OVA has contracted Defron Security to ensure our licensed area is secure and the safety of our event participants is maintained. Defron and its security guards are licensed under the *Private Security and Investigative Services Act* in Ontario.

The event security team ensures that attendees are following the rules established by the OVA and Enercare Centre. They are there to help resolve conflicts, to assist with the enforcement of rules and regulations, and to liaise with the OVA staff, Enercare Staff and security and police if required. Hired event staff may assist the event security team by watching for, and alerting them to, problems in and around the event venue. However, all security specific work must be performed by the hired properly licensed professional.

Some of the critical roles that Defron will provide on site for the Ontario Volleyball Association includes, but is not limited to:

- 1 guard on duty during coach check in Wednesday April 18<sup>th</sup> from 5:00-10:00pm to stop coaches from entering the playing area during coach check in.
- 6 guards will be at the main entrances to each hall at 6:30am daily to stop participants from bringing in coolers and outside food for days matches start at 7:30am and at 7:30am on days matches start at 8:30am.
- Once the first matches begin, security will be split up so there is 1 guard roving in Hall A/Heritage Court, 1 roving in Hall B, 1 roving in Hall C, 1 Roving in Hall D and the Galleria, 1 roving in Hall G from 9am to 8pm on Thurs/Fri/Sun/Mon and 9:00am to 5:00pm on Sat/Tues.
- Once the Hall G doors close nightly, the 6<sup>th</sup> guard will help rove playing halls and cover breaks.
- On playoff days, 4 security guards will be moved to the highest profile matches on court 37 to manage the ingress and egress from the bleachers and stop people from entering the space if the court is at capacity.
- On playoff days, 2 security guards will move to Heritage Court to help with traffic flow on and off of the Awards Stage
- Additionally, there are always two off duty Toronto Police Services officers on site during competition days to assist the OVA wherever needed.

All security guards are easily identifiable in their security uniforms.

Please see appendix K for the full security schedule.

## **11.2 COMMUNICATION AND REPORTING**

All security guards and Toronto Police Officers will have an event provided walkie talkie so they are in constant communication with OVA staff to address any incidents or to call OVA staff for clarification on rules and protocols.

Contracted security and police will also be provided with the Enercare Security phone number to coordinate on major occurrences in the venue. I.e. vandalism or to escort someone off the property.

After a major occurrence, Defron Security or Toronto Police will fill out an OVA incident report form for the OVA Staff to follow up on.

Please see Appendix L for a copy of the Incident Report Form.

## **11.3 PERSONAL PROTECTIVE EQUIPMENT**

Defron Security does not require any construction or working at heights training, nor will security be present on site when mechanical equipment is active on site.

Defron Security and Toronto Police will be easily identifiable through their security guard and Toronto police uniforms while on site.

OVA staff engaging with GES labourers on forklifts are required to wear CSA approved work boots, orange vests and hardhats. If a staff member is found in violation of this rule, they will be immediately removed from the space and brought to HQ to obtain the appropriate safety equipment and will be reminded of the safety protocols.

## SECTION 12: COMMON OCCURRENCE PLANS

There are several common safety related incidents that may occur at a public event. Review your event's scope and determine what is possible to occur given your events unique considerations and develop strategies to react to these matters.

### 12.1 DISRUPTIVE PERSON

There are varying levels of disruptive people, and each will be dealt with in varying manners. OVA staff, event staff, Defron security and Referee Development Team members are to maintain a situational awareness to help aid in the distinction between minor and major disruptions.

#### 12.1.1 Minor Disruptions

These include spectators using banned noisemakers such as airhorns, vuvuzelas, drums, etc., to parents not listening to the no reserved tables in Hall G near the food court rules or coaches receiving yellow and red cards during match play.

- In the case of a minor disruption, OVA Headquarters staff or court crew will ask for Defron Security to speak with the participants to cease their behaviour. Security will be asked to monitor the situation.
- If the disruptive behaviour does not cease, security will confiscate any banned items and bring them to HQ 105 or ask patrons to leave the area
- If the participant does not comply, security can call the Vendor Hall Manager to come and speak to the participant as the official OVA voice.
- If the participant still does not comply, security will be told to escort the participant away from the playing area and to bring them to HQ 105 to discuss next steps with the participant.
- Next steps could include, but are not limited to:
  - Removal from the match
  - Removal from the event
  - OVA issuing a suspension letter
- Incident of disruptive person filed to OVA HQ in 105, or security witnesses' disruptive behaviour where an Incident Report Form will be filled out. If any witnesses are available, their account of the incident will also be documented.
- OVA to notify team leadership (coach, Club executive, etc) of disruption behaviour of their members and the outcome via formal letter.
- If the behaviour continues, Defron security to contact OVA HQ for assistance.
- OVA staff would proceed to disruption site to discuss next steps with patron.

### **12.1.2 Major Disruptions**

Major disruptions include breach in OVA Code of Conduct, concerns with player safety through verbal, physical or sexual nature.

Where anyone on site believes an emergency exists, the following procedure may be used to remove the person from the event and to allow for a period of investigation:

1. Contact Security and provide complete details of the situation;
2. Defron Security will, where appropriate, either immediately attend and intervene or contact a member of the Incident Response Team for assistance.
3. Defron Security to contact police if referral required.
4. Where warranted, Security and/or the member of the Incident Response Team shall remove the individual from the scene and take them to the Enercare Security office and shall call on the assistance of appropriate services as necessary;

#### **OVA Code of Conduct Breach**

1. Contact Security and provide complete details of the situation. Security to call OVA IRT members for assistance, if required.
2. OVA IRT members to talk to coach, club contact or parent and athlete regarding the breach in Code of Conduct.
3. If there is a breach in the OVA code of conduct, the OVA sanction scale will be followed. Please see Appendix M for the OVA's Code of Conduct Sanction Scale.
4. Steps will be taken based on the sanction chart, such as suspension from play or coaching, or from watching matches.
5. If a participant is suspended or ejected, security is to escort them from the building.
6. If a suspension is confirmed, the Tournament Director will issue a suspension letter and email it to the participants, coach (if required) and Club Executive (if required).
7. Copies of the suspension letter shall be provided to Enercare Meeting and Event Coordinator, Defron Security, Toronto Police Services or Enercare Security, if required.
8. The Tournament Director will provide information to Enercare, Toronto Police Services and Defron Security if the suspended person is not allowed in the building moving forward.
9. The Tournament Director will forward the suspension or sanction letter to the Director of Finance and Administration of the OVA to file and add to the Sanction tracking sheet.

### **12.2 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 Event Staff 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 Tournament Director.

If the Event Staff 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 into 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 the 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 the Tournament Director, Security and Enercare Meeting and Event 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.

## **12.3 ELECTRICAL**

### **12.3.1 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 Tournament Director.
3. Ontario Volleyball Tournament Director to notify Enercare Meeting and Event Manager.
4. Enercare Operations staff either restores power or contacts electrical contractor.
5. Electrical Contractor restores power – if required.
6. Tournament Director and Enercare Meeting and Event Manager will discuss the best way to resume the Tournament based on the circumstances.
7. Incident Form prepared by OVA Tournament Director and Enercare Meeting and Event Manager.

### **12.3.2 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 Enercare Meeting and Event Manager will meet to determine when power can be restored.
4. Power is restored, time adjustments will be made as determined by Tournament Director. Area Supervisors will inform Officials of adjustments.

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

### **12.4 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 Court Crew Manager.
2. Court Crew Manager to notify Enercare Meeting and Events Coordinator to send Cleaning staff to the location.
3. Enercare Cleaning staff will clean up area and dispose of clean-up material. This includes biowaste of blood and vomit on court or in aisles.

### **12.5 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 Tournament Director.
3. The OVA Tournament Director will alert Enercare Security to call 911 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. Tournament Director will complete Incident Form. Please see Appendix K for the OVA Incident Report Form.

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

## **12.6 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 Tournament Director who will radio security and Enercare Security 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 Enercare Centre.

## **12.7 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 the OVA Competition Director to the scene. Enercare Centre and contracted security staff will be notified.
2. If the victim would like police involvement, the OVA contracted security will call local Toronto Police Services to ask them to Enercare Centre, Room 105 HQ.
3. Police Services will report to the scene to meet with the victim.
4. The Executive Director and/or Tournament Director will attend to the victim and locate the coach/parent.
5. Police Services will work with victim to obtain a description of offender and attempt to locate and apprehend offender.
6. Tournament Director to complete incident form and provide a copy to Enercare Meeting and Event Manager.

## **12.8 LOST AND FOUND PERSONS**

Any person found to be lost should be taken directly to the Security Desk located in the Main corridor. OVA Staff, Contracted Security, Referees or Event Staff should notify Enercare Security

via phone that there is a lost guest. All participants involved in the lost person situation should be brought to the security desk.

### **12.8.1 FOUND CHILD**

**(Example: a child who has become separated from their parent/ guardian)**

If a lost child is discovered by any staff member this must be reported immediately to HQ 105 staff. This child will be taken to Enercare Security desk, which is the designated lost person point and two staff members will be called to look after the child. The child will be reassured and the following questions will be asked to gather more information:

- Ask their parents/ guardians names
- Ask if they know any contact numbers for the persons they were with or other family members/ friends that may help
- Ask where and when they were last together
- Ask what they were doing to help you identify where the parents might be
- Ask what the parents are wearing
- Ask if they know what the parents plans were/ are
- If child is calm and it is appropriate to do so, further details may be obtained, such as address and other relatives details.
- An announcement can be considered to be made from the PA asking their parents/ guardians to go to the designated meeting point. The name of the child must not be announced over the PA or radios. Example: 'Can Mrs Brown attend the control point'
- A search system can be considered to look for the relatives of the found child if appropriate

#### **General Care Guidelines While at Security**

- Children should not be left in the sole care of one person.
- No food or drink, except plain water should be given to children/vulnerable adults in case of allergies.
- The person claiming a child should complete a form to include their name and address and relationship to the child and will show a form of identification, always bearing in mind that if the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/person before handing him or her over. The person should be a competent adult.

#### **All Staff looking after children are expected to:**

- Respect the wishes of a child as you would an adult, you must not impose yourself on them
- Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach
- Prevent any other member of staff or member of public from putting any child in a situation in which there is a significant risk to their health and safety.

- Be prompt, calm, assured and professional

## **12.8.2 MISSING PERSON**

When a person has been reported as lost/missing the following details of the missing person are to be obtained, recorded and passed to IRT, Security and Enercare Security by an agreed communication system:

- Name and age
- Male or Female
- Ethnicity
- Hair Colour
- Height
- Glasses (Yes/No)
- Colour and type of clothing
- Length of time missing
- Circumstances under which went missing
- Area where last seen
- Does the individual have a mobile phone, if so what is the number
- Is the individual disabled or does he/she have Special Needs
- Any other vulnerability
- Any other identifying features
- Anywhere the missing persons favours to go/ is likely to go or people they may contact
- What the missing person enjoys doing
- Any medication

If the missing person is a child this incident takes priority. Parents, accompanied by a steward/ member of staff, should remain in the area where the child was last seen. Control will pass the relevant information to all staff via agreed method of communication. All staff, Area Supervisors and should undertake a search of their areas. In perimeter areas such as the Galleria or Heritage court, hired Security Guards staff are asked to report on any such child leaving the event site and if necessary stop anyone they think might be the missing child from leaving.

- Consideration to be given to closing event exits until thorough search is carried out and missing person found
- Consideration is to be given to preventing any vehicles leaving the event without being searched
- Consideration to be given to gridding maps and searching by grid plans as agreed at a briefing.

Once a child is located he or she is to be reunited with his or her parents/guardians and full details to be recorded.

Once a missing person has been found, Control will advise all staff who will resume their normal duties.

Note: Police should be contacted after 20-30 minutes of a person being reported missing in all circumstances – immediately if considered vulnerable

Always contact the Police ‘immediately’ in any of the following circumstances

- If the child/ missing person has made any allegations
- If there are any concerns for the missing/ found persons welfare
- If the found person is hesitant or unwilling to go with the person collecting them
- If the person reported missing is considered vulnerable in any way

## 12.9 INCLEMENT WEATHER

Enercare Centre at Exhibition Place is designed to withstand high winds with minimal structural damage. During severe weather, the safest place for participants and staff is to be inside the Enercare Centre.

In the event that severe weather affects the Championships inside the building, the following procedure should be used:

Upon decision of the Enercare Operations or General Manager, the building will remain open following an event permitting the participants to remain inside the building until the severity of the storm has subsided. The duration will be decided upon taking into consideration the situation.

## 12.10 BOMB THREAT

If anyone in the building receives a bomb threat they are to inform the Tournament Director and Enercare Centre Security immediately.

If you receive a call stating that there has been a bomb planted in the building, or that there will be, **TAKE THIS CALL SERIOUSLY**. Obtain as much information as possible while trying to keep the caller on the line.

Ask the following questions:

When is the bomb going to explode?

---

Where is it right now?\_

---

What kind of bomb is it?

---

What does it look like?

---

What will cause it to explode?

---

Did you place the bomb?

---

Why did you place the bomb?

---

Where are you calling from?

---

What is your name?

---

Exact wording of call:

---

---

---

---

---

Number at which the call was taken: \_\_\_\_\_

Length of call: \_\_\_\_\_

Time of call \_\_\_\_\_

Date of call: \_\_\_\_\_

Callers Sex: Male / Female      Age \_\_\_\_\_      Accent \_\_\_\_\_

**CALLERS VOICE**

CALM	ANGRY	EXCITED	SLOW	RAPID
SOFT	LOUD	LAUGHING	CRYING	NORMAL
DISTANT	SLURRED	NASAL	STUTTER	LISP

RASPY	DEEP	RAGGED	CLEARING THROAT	DEEP
DISGUISED VOICE	FOREIGN	FAMILIAR	CRACKLING VOICE	BREATHING

**BACKGROUND NOISES**

STREET	AIRPLANES	VOICES	PA SYSTEM	MUSIC
HOUSE (TV, ETC)	OFFICE MACHINERY	FACTORY	ANIMAL NOISES	CLEAR
STATIC	LOCAL CALL	PHONE BOOTH	LONG DISTANCE	OTHER

**LANGUAGE**

WELL SPOKEN	IRRATIONAL	INCOHERENT	ARTICULATE
TAPED MESSAGE	MESSAGE READ		

CALL TAKEN BY \_\_\_\_\_

**WHEN THE CALLER HANGS UP, NOTIFY THE GENERAL MANAGER OF THE SITUATION. DO NOT PASS THIS INFORMATION ON TO ANYONE WHO DOES NOT HAVE A NEED TO KNOW.**

## **SECTION 13: PUBLIC HEALTH MEASURES – INFECTIOUS DISEASE**

### **13.1 PUBLIC HEALTH MEASURES**

As there are no public health measures in place regarding COVID-19 currently. If there are any public health or virus alerts that need to get out to participants, the OVA will take the following steps:

1. Direct email to all team contacts on site.
2. OVA Champs App will issue an alert
3. A story will be published on the homepage of the OVA website, and OVA social media channels will post a headline with the link to the homepage story
4. If the building needs to be evacuated, the OVA will use the public address system that will be set up in Salon 105 to announce to Halls A to D and G to evacuate the building with next steps.

#### **13.1.1 Planning and Preparation**

As there are no screening requirements by Toronto Public Health, the OVA will not be actively screening participants.

#### **13.1.2 Transmission Control**

As there are no COVID-19 regulations in place, the OVA will not be making changes to the event as there are no social distancing requirements. However, the OVA will take the following steps to help with transmission control of any kind:

1. The OVA will post that the venue is a mask friendly environment.
2. The OVA will place Clorox wipes on every score table for use by referees and scorekeepers if they wish to disinfect the playing ball.
3. Hand sanitizer will also be placed on each score table for those who wish to use it.

### **13.2 RESPONSIVE & PRO-ACTIVE APPROACHES**

#### **13.2.1 Communication to Suspected Exposure to Infectious Disease**

Toronto Public Health Phone Number is (416) 338-7600.

There are two isolation rooms at Enercare Centre: Salon 101B and Salon 109B are available for use as isolation rooms if required for participants.

The OVA has a list of all contact names and phone numbers for each vendor. Kerish Maharaj, Manager of Community Outreach and Sponsorship will contact all vendors via phone and email if there is an outbreak and tracing is required.

The OVA has a full list of all participants for all 900 teams, including email addresses and phone numbers. Additionally, an emergency contact phone number is provided by every team at coach check in. The OVA can contact each team emergency contact via email/phone to assist with public health contact tracing, if required. Mylene Andrade, OVA Membership Services Coordinator would lead this process. Additionally, a direct email blast can be sent out to every single registered member broken down by event day and morning or afternoon wave event to inform them of potential exposure. This process will be led by Kerish Maharaj, Manger of Community Outreach and Sponsorship.

**APPENDIX A – CONTACT LIST FOR EMERGENCY RESPONSE NOTIFICATION**

OVA RESPONSE TEAM (OVRT) & INCIDENT RESPONSE TEAM (IRT)		
NAME	TITLE	CONTACT EMAIL AND PHONE #
Alishia Lidums	Director of Volleyball Operations & Tournament Director (OVRT)	<a href="mailto:alidums@ontariovolleyball.org">alidums@ontariovolleyball.org</a> 647-309-7431
Kerish Maharaj	Communications Lead (OVRT)	<a href="mailto:kmaharaj@ontariovolleyball.org">kmaharaj@ontariovolleyball.org</a> 647-454-2344
Carrie Campbell	Tournament Director (IRT)	<a href="mailto:ccampbell@ontariovolleyball.org">ccampbell@ontariovolleyball.org</a> 647-238-9792
Mark Wiersma	Tournament Director, Logistics and Court Crew Lead	<a href="mailto:mwiersma@ontariovolleyball.org">mwiersma@ontariovolleyball.org</a> 226-627-0131
Jacob Barker	Tournament Director Event Staff Lead (IRT)	<a href="mailto:jbarker@ontariovolleyball.org">jbarker@ontariovolleyball.org</a> 226-237-2051
Surrinder Budwal Wishbone Athletics Inc.	Medical Lead (IRT)	<a href="mailto:surinder@wishboneathletics.com">surinder@wishboneathletics.com</a> 519-636-8285
Stirling Bogie	Event and Meeting Coordinator (IRT)	Stirling Bogie <a href="mailto:SBogie@explace.on.ca">SBogie@explace.on.ca</a> 416-550-6379
Enercare Security	Enercare Security	416-263-3333
Craig Pierre	Defron Security (IRT)	<a href="mailto:creig@defron.ca">creig@defron.ca</a> 647-393-8496

## **APPENDIX B: AFTER ACTION REPORT**

### **Incident Background**

- Explain what the incident was and when it started and finished.
- Give an overview of what happened and what sites or event areas were affected.

### **Incident Chronology**

- Include a short sentence indicating the incident chronology.

### **Debriefing Process**

- Detail when and where the debriefing was conducted.
- List the participants present for the debriefing.

### **What Worked Well**

- Report on everything that worked well.

### **What Could Be Improved**

- Report on everything that could be improved.

### **Other Incident Issues and Observations**

- Report other issues that don't fit comfortably into either of the above sections i.e. that were not part of the incident but which were highlighted as a result of it.
- Report on what would be done differently next time.
- Report on finances and expenditures.
- Highlight which parts of the relevant incident response plan (e.g. Emergency Response Code Plan) were not implemented and why.
- Highlight any other general learnings or observations.

### **Recommendations**

- List the recommendations

**APPENDIX C – PRE-SHOW SAFETY WALK THROUGH CHECK LIST**

**Tournament Area Safety Checklist**

Please perform this check when setup is complete and the night before Tournament begins. Additional tournament walkthroughs are to take place each evening after the conclusion of play. All printed safety checklists and notes are to be filed in the event binder.

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Walkthrough Date: \_\_\_\_\_

Time: \_\_\_\_\_

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

<b>FIRES</b>	<b>YES</b>	<b>NO</b>
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"/>
5. Do ALL 10x10 tented areas have a fire extinguisher in their booth?	<input type="checkbox"/>	<input type="checkbox"/>
<b>MEANS OF ESCAPE</b>		
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"/>
3. Are all signs posted on emergency exits for teams to not sit or block exits?	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRIP HAZARDS</b>		
1. Have slip and trip hazards been controlled?	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRST AID</b>		
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"/>
4. Are First Aid Stations clearly labelled and easy to find?	<input type="checkbox"/>	<input type="checkbox"/>
5. Each first aid station has a printed copy of the Safety Manual, Accident Report Forms, Concussion Policy and	<input type="checkbox"/>	<input type="checkbox"/>

Assessment forms and the Event Operations Plan, and Emergency Action Plan.		
6.Site maps printed out and available to all emergency service provider staff.	<input type="checkbox"/>	<input type="checkbox"/>
7.Large site maps are hung in HQ and Referee Lounge for use during emergency planning.	<input type="checkbox"/>	<input type="checkbox"/>
8.Walkie talkie(s) are provided for first aid staff to ensure quick and easy communication.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPORT COURT AND REFEREE STAND SYSTEMS</b>		
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"/>
10. Has all layout string been removed from the floors?	<input type="checkbox"/>	<input type="checkbox"/>
11.Thoroughfares between courts are well defined and clearly marked	<input type="checkbox"/>	<input type="checkbox"/>
12.Are recycling bins and garbage cans placed strategically at each bench to limit tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
13.Are all OVA court signs firmly attached to the court so they will not fall off the net?	<input type="checkbox"/>	<input type="checkbox"/>
14.Are all OVA water barrel covers securely placed onto of the barrels to avoid tripping hazards on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
15.Has the netting been hung to block volleyballs between the rows of court and is not dragging on the floor to create trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
16.Has the column padding been hung correctly between rows of courts and are securely fastened with velcro?	<input type="checkbox"/>	<input type="checkbox"/>
<b>SIGNAGE</b>		
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 male and female change room signs posted for athletes and referees?	<input type="checkbox"/>	<input type="checkbox"/>

3. Are all “No Team Meeting Rooms/No Loitering” signs placed on all the changeroom doors? If no changerooms, write N/A.	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the OVA code of conduct banners placed at the info booth and main entry?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the “No running or peppering in the hallways” signs posted around the facility?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the ball free warm up areas posted?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all “No climbing or sitting on crates” posted on the empty crates in the field of play areas?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are the “Heads Up” info graphic posters hung around the facility?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are all “Ministry Signs of a Concussion” posters hung around the facility?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are the venue signs posted at the main entries that locate all courts and both first aid stations?	<input type="checkbox"/>	<input type="checkbox"/>
<b>VENDOR HALL</b>		
1. Are all vendor booth electrical needs approved by venue?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all tables set up as approved by venue?	<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"/>
<b>EMERGENCY ACTION PLAN</b>		
1. Has the Emergency Action Plan been posted on the OVA website and shared with participants?	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONTRACTED SECURITY</b>		
1. Has the security room been equipped with copies of the floor plan and emergency action plan?	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATION/OTHER</b>		
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, First Aid Rooms, Referee Lounge, Event Staff Lounge and Information Booths?	<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 and OVA staff and contracted security?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the first aid service provider been instructed on how to execute the OVA Concussion Policy and provided the safe return to sport assessment letter to hand out to concussed athletes?	<input type="checkbox"/>	<input type="checkbox"/>

7. Have the Referees been instructed on how to execute the OVA Concussion policy?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have the Referee Development Team been provided a copy of the OC's Safety manual and reviewed protocols with the Tournament Director?	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS – Attach any notes to final walk through checklist each evening and file in the event binder.**

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Name of OVA Staff Member

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Name of Facility Staff Member

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Position of OVA Staff Member

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Position of Facility Staff Member

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Signature of OVA Staff Member

---

Signature of Facility Staff Member

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Date

---

Date

## APPENDIX D – SUBSEQUENT NIGHT SAFETY WALK THROUGH CHECK LIST

### Tournament Area Safety Checklist

Please perform this check at the completion of each competition in preparation for the next day of play. Additional tournament walkthroughs are to take place each evening after the conclusion of play. All printed safety checklists and notes are to be filed in the event binder.

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Walkthrough Date: \_\_\_\_\_

Time: \_\_\_\_\_

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

<b>FIRES</b>	<b>YES</b>	<b>NO</b>
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"/>
5. Do ALL 10x10 tented areas have a fire extinguisher in their booth?	<input type="checkbox"/>	<input type="checkbox"/>
<b>MEANS OF ESCAPE</b>		
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"/>
3. Are all signs posted on emergency exits for teams to not sit or block exits?	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRIP HAZARDS</b>		
1. Have slip and trip hazards been controlled?	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRST AID</b>		
1. Are adequate first aid arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>
2. Each first aid station has a printed copy of the Safety Manual, Accident Report Forms, Concussion Policy and Assessment forms and the Event Operations Plan, and Emergency Action Plan.	<input type="checkbox"/>	<input type="checkbox"/>
3. Site maps printed out and available to all emergency service provider staff.	<input type="checkbox"/>	<input type="checkbox"/>
4. Large site maps are hung in HQ and Referee Lounge for use during emergency planning.	<input type="checkbox"/>	<input type="checkbox"/>

5.Walkie talkie(s) are provided for first aid staff to ensure quick and easy communication.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPORT COURT AND REFEREE STAND SYSTEMS</b>		
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"/>
10. Has all layout string been removed from the floors?	<input type="checkbox"/>	<input type="checkbox"/>
11.Thoroughfares between courts are well defined and clearly marked	<input type="checkbox"/>	<input type="checkbox"/>
12.Are recycling bins and garbage cans placed strategically at each bench to limit tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
13.Are all OVA court signs firmly attached to the court so they will not fall off the net?	<input type="checkbox"/>	<input type="checkbox"/>
14.Are all OVA water barrel covers securely placed onto of the barrels to avoid tripping hazards on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
15.Has the netting been hung to block volleyballs between the rows of court and is not dragging on the floor to create trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
16.Has the column padding been hung correctly between rows of courts and are securely fastened with velcro?	<input type="checkbox"/>	<input type="checkbox"/>
<b>SIGNAGE</b>		
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 male and female change room signs posted for athletes and referees?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all “No Team Meeting Rooms/No Loitering” signs placed on all the changeroom doors? If no changerooms, write N/A.	<input type="checkbox"/>	<input type="checkbox"/>
4.Are the OVA code of conduct banners placed at the info booth and main entry?	<input type="checkbox"/>	<input type="checkbox"/>
5.Are the “No running or peppering in the hallways” signs posted around the facility?	<input type="checkbox"/>	<input type="checkbox"/>
6.Are the ball free warm up areas posted?	<input type="checkbox"/>	<input type="checkbox"/>

7.Are all “No climbing or sitting on crates” posted on the empty creates in the field of play areas?	<input type="checkbox"/>	<input type="checkbox"/>
8.Are the “Heads Up” info graphic posters hung around the facility?	<input type="checkbox"/>	<input type="checkbox"/>
9.Are all “Ministry Signs of a Concussion” posters hung around the facility?	<input type="checkbox"/>	<input type="checkbox"/>
10.Are the venue signs posted at the main entries that locate all courts and both first aid stations?	<input type="checkbox"/>	<input type="checkbox"/>
<b>VENDOR HALL</b>		
1. Are all tables in food services and vendors tidied up and prepared for the next day of competition?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all loose materials and debris removed from the floor of the vendor hall?	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONTRACTED SECURITY</b>		
1.Has the security room been equipped with copies of the floor plan and emergency action plan?	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATION/OTHER</b>		
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, First Aid Rooms, Referee Lounge, Event Staff Lounge and Information Booths?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have appropriate precautions been taken to ensure safety of public?	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS – Attach any notes to final walk through checklist each evening and file in the event binder.**

\_\_\_\_\_  
Name of OVA Staff Member

\_\_\_\_\_  
Name of Facility Staff Member

\_\_\_\_\_  
Position of OVA Staff Member

\_\_\_\_\_  
Position of Facility Staff Member

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Signature of OVA Staff Member

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Signature of Facility Staff Member

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Date

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Date

# APPENDIX E: AED LOCATIONS



# APPENDIX F: OVA ACCIDENT REPORT FORM



## OVA Accident Report Form

Complete this form whenever a volleyball accident/incident occurs which requires medical attention for an athlete, coach, official, volunteer or spectator and forward to the office of the Ontario Volleyball Association. This is not a claim form, this form must be filled prior to a medical/dental claim being issued

### Injured Participant Information

Full Name:

Address:

Province:

Postal Code:

Date of birth (M/D/Y):

Male

Female

Other

### Club Information

Club/Team Name:

Club/Team Contact Name:

Club/Team Contact Email Address:

Club/Team Contact Phone Number:

### Incident Information (check all that apply):

Practice

Game

Club Sanctioned Activity

OVA Sanctioned Activity

Indoor

Outdoor

Describe Activity:

Location Name:

Location Address:

Playing Surface:

Weather Conditions:

Describe Incident:

Type of Injury:

Was treatment provided on site?  Yes  No

If yes, please provide the name and title of those who provided treatment:

Was outside medical/dental attention obtained?  Yes  No

If yes, please provide the name and title of those who provided treatment:

Was outside medical/dental follow up advised?  Yes  No

If yes, what type of medical/dental care was advised?

**Submitted by:**

Name:

Address:

City:

Province:

Postal Code:

Country:

## APPENDIX G: OVA/VC CONCUSSION POLICY AND PROTOCOLS

## **CONCUSSION POLICY AND PROTOCOL\***

### **ONTARIO VOLLEYBALL ASSOCIATION (“OVA”)**

**\* This Policy does not constitute any medical advice and does not contain any medical diagnoses, symptom assessments or medical opinions.**

#### **Preamble**

1. Whereas the education and awareness of concussions is an important part of providing a safe sporting environment; and whereas the OVA is committed to taking all reasonable steps to provide a safe and secure sporting environment for participants in its programs, activities and events; and
2. Whereas this Policy is one of several tools that OVA will use to fulfill its commitment to provide a safe sporting environment and to protect its members from harm; and
3. Whereas nothing in this Policy shall be construed as abrogating the OVA’s right, responsibility, power and discretion to take any and all necessary steps to ensure a safe sporting environment for its members.

#### **Purpose**

4. The purpose of this Policy is to contribute to a safe sporting environment through education and by promoting awareness of concussion diagnosis and graduated return to sport of players who have suffered a concussion.

#### **Compliance**

5. This Policy complies with Rowan’s Law (Concussion Safety), 2018 and Regulation 161/19, and will be kept aligned with current Ontario Ministry guidance and national best practices (Parachute Canada 2024; Amsterdam 2022 Consensus).

#### **Definitions**

6. Individual – all categories of membership as defined in Section 2.1 of the Ontario Volleyball Association by-laws including but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the OVA, and parent/guardians of the athletes.
7. Concussion Awareness Resource – a concussion awareness resource prepared and reviewed annually by the Ministry or a Ministry recognized organization providing guidelines on concussion in sport. This resource provides information about concussions and the OVA will require signed acknowledgment by all Individuals the information has been reviewed.

8. Designated Person – an Individual that has completed the Concussion Awareness Resources within the last twelve months and is required to remove athletes from field of play when a concussion is suspected. Also required to receive confirmation from the parent/guardian of medical clearance from a physician or nurse practitioner before the athlete is permitted to return to unrestricted training, practice or competition.
9. A concussion:
  - a. Is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related sleep (e.g., drowsiness, difficulty falling asleep);
  - b. May be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
  - c. Can occur even if there has been no loss of consciousness (In fact most concussions occur without a loss of consciousness); and,
  - d. Cannot normally be seen on X-rays, standard CT scans or MRIs.
10. Suspected Concussion – the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion, or is exhibiting unusual behaviour that may be the result of a concussion.

*Definitions cited from, Ministry of Sport Concussion Guideline.*

### **Concussion Awareness and Education**

11. The OVA is committed to the long-term health of our athletes. Current and credible concussion resources will be accessible to all athletes, coaches, parents and stakeholders. The resources will include information on concussion prevention, identification, management and treatment. A link to the [Rowan's Law: Concussion safety | ontario.ca](https://www.ontario.ca/rowans-law), is available on the OVA website.
12. Volleyball Canada added the Coaches Association of Canada's 90 minute free online module "Making Head Way" to its coach certification pathway. For any volleyball coach to receive "Certified" status at any National Coach Certification Program (NCCP) level "Making Head Way" is mandatory. The online module can be found here: [NCCP Making Head Way in Sport | Coaching Association of Canada | Association canadienne des entraîneurs](https://www.ca-coaches.ca/association-canadienne-des-entraîneurs)
13. The OVA requires all coaches and club technical directors to meet the OVA Coach Eligibility Policy, prior to their registration as an OVA member, which mandates the Coaches Association of Canada 90 minute free online module "Making Head Way".

14. All Learning Facilitators that deliver the Grassroots Programming will have completed Coaches Association of Canada's 90 minute free online module "Making Head Way".
15. As required by Rowan's Law, to complete OVA registration, all Individuals must sign Concussion Code of Conduct and Review of Concussion Awareness Acknowledgement Form, (See Appendix A for forms), acknowledging they have reviewed the Ministry approved concussion awareness resources and agree to follow the code of conduct for concussions.

### **Club Requirements**

16. Each club must have an administrator responsible for recording all concussion-related incidences. Each club team must have a Designated Person onsite for all events, competitions, practices.
17. If a concussion is suspected, the Designated Person is required to:
  - a. Remove the athlete - Immediately remove the athlete from further training, practice or competition.
  - b. Call 911 if Emergency - Call 9-1-1, if in their opinion, doing so is necessary.
  - c. Inform - If the athlete is under 18, inform the parent/guardian about the removal. Advise the athlete or parent/guardian that the athlete is required to undergo a medical assessment by a physician or nurse practitioner before returning.
  - d. Provide Protocols – Provide the athlete or if the athlete is under 18, the athlete's parent/guardian with Removal-from and Return-to-Sport protocols. See Volleyball Canada Concussion Protocol (updated April 2024).
  - e. Record the Incident – Provide appropriate details to club administrator responsible for the record of any incidences of an athlete's removal, related to concussions.
  - f. Confirm Return – Confirm the athlete suspected of a concussion has undergone a medical assessment and has not been diagnosed as having a concussion. Ensure the athlete only returns to training, practice or competition once medically cleared to do so.
18. If a concussion is confirmed, the Designated Person is required to:
  - a. Receive Medical Advice – Receive from the athlete or parent/guardian the medical advice or recommendations provided to them by the physician or nurse practitioner.
  - b. Disclosing Diagnosis – Inform the athlete or parent/guardian of the importance of disclosing the diagnosis to any other sport organization with which the athlete is registered or school that the athlete attends.
  - c. Record Progression – Provide to club administrator record of the athlete's progression through the graduated return-to-sports steps until the athlete or parent/guardian confirm medical clearance.
  - d. Medical Clearance – Receive confirmation from athlete or parent/guardian of medical clearance by physician or nurse practitioner before the athlete is permitted to move on to unrestricted training, practice or competition.

## Event and Program Protocol

19. For the safety of the competitors and spectators at OVA events, warnings for all to be aware of their surroundings and to keep their heads up will be posted. See sample poster (Appendix B), "Heads Up" posters, along with recommended warm-up protocols at venues.
20. The OVA follows the Volleyball Canada Concussion Policy and Protocol, see Appendix C, for the following events:
  - a. Indoor Ontario Championships
  - b. Indoor Convention Centre and Grand Prix events
  - c. Beach Ontario Championships
  - d. OVA Beach Tour Grand Slam events
  - e. OVA hosted National Championships
  - f. Team Ontario Programs, including Athlete Development Camps
  - g. Regional Team Programming.

## Medical Assessment

21. The OVA asserts that it is critical that any athlete, coach, official, parent, and stakeholder that has concussion signs and symptoms stop all activity immediately and be assessed by a medical doctor or nurse practitioner.

## Graduated Return to Sport

22. The OVA recommends that a graduated return to learn and play protocol is followed for athletes diagnosed with a concussion. There should be no return to sport until the athlete has been medically cleared and has successfully returned to school / learning, if applicable, without worsening of symptoms.
23. When returning to play once medically cleared, a stepwise supervised program should be followed with stages of progression. An example of return to sport stages can be found in the Ministry of Sport Concussion Guidelines [Rowan's Law: Concussion safety | ontario.ca](#).
24. The OVA will provide current and credible return to learn and return to sport resources on its website.

## Review and Approval

25. This policy was last approved by the Board of Directors of the OVA, **January 26, 2026, and is effective upon approval.**
26. This Policy will be reviewed no later than the third anniversary of the approval date specified in section 25, or sooner if legislation or medical guidance changes.

## **Appendix A**

### **Ontario Volleyball Association Concussion Code of Conduct for Athletes and Parents/Guardians (for athletes under 18 year of age)**

#### **I will help prevent concussions by:**

- Wearing the proper equipment for my sport and wearing it correctly.
- Developing my skills and strength so that I can participate to the best of my ability.
- Respecting the rules of my sport or activity.
- Respecting the warm-up hitting protocol during all competition and training sessions.
- Committing to fair play and respect for all (respecting other athletes, coaches, team trainers and officials).

#### **I will care for my health and safety by taking concussions seriously, and I understand that:**

- A concussion is a brain injury that can have both short- and long-term effects.

- A blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
- I don't need to lose consciousness to have had a concussion.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when and individual suspects that another individual may have sustained a concussion (Meaning: If I think I might have a concussion I should stop participating in further training, practice or competition **immediately**, or tell an adult if I think another athlete has a concussion).
- Continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others.

- I will not hide my symptoms. I will tell a coach, official, team trainer, parent or another adult I trust if I experience any symptoms of concussion.
- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent or another adult I trust so they can help.
- I understand that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- I have a commitment to sharing any pertinent information regarding incidents of removal from sport with the athlete's school and any other sport organization with which the athlete has registered (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover).

**I will take the time I need to recover, because it is important for my health.**

- I understand my commitment to supporting the return-to-sport process and I will follow Ontario Volleyball Association's Return-to-Sport Protocol.
- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

In addition to the commitment to the OVA Concussion Code of Conduct, Rowan's Law (Concussion Safety), 2018 states that prior to registration with any sport organization all individuals must review the applicable concussion awareness resources found at [Ontario.ca/concussions](http://Ontario.ca/concussions).

The below links can also be used to access these materials:

[Ages 10 and Under](#)

[Ages 11-14](#)

### [Ages 15 and Up](#)

You must review one of the resources once a year, and then confirm that you have completed the review every time you register with a sport organization.

Once you have reviewed these materials please provide a signed copy of the below *Concussion Code of Conduct and Review of Concussion Awareness Resource Acknowledgement Form* to your Club.

**Note: this form must be completed prior to your/your child's registration with the OVA.**

### ***Concussion Code of Conduct and Review of Concussion Awareness Resource Acknowledgement Form***

Under Rowan's Law (Concussion Safety), 2018, every sport organization will ask you to confirm that you reviewed one of the Concussion Awareness Resources in this website ([Rowan's Law: Concussion safety | ontario.ca](http://Rowan's Law: Concussion safety | ontario.ca)) before you can register/participate in a sport.

You must review one of the resources once a year, and then confirm that you have completed the review every time you register with a sport organization.

Sport organizations must also establish a Concussion Code of Conduct and individuals must confirm that they have reviewed the sport organization's applicable Concussion Code of Conduct prior to registration/participation in a sport.

**By signing here, I confirm that I have reviewed the applicable Concussion Awareness Resource at [Ontario.ca/concussions](http://Ontario.ca/concussions) and that I have fully reviewed and commit to the Ontario Volleyball Association's applicable Concussion Code of Conduct.**

**Name:**

**Signature:**

**Parent/Guardian Signature (for individuals under 18 yrs of age)**

**Date:**

## **Ontario Volleyball Association**

### **Concussion Code of Conduct for Coaches and Team Trainers**

#### **I can help prevent concussions through my:**

- Efforts to ensure that my athletes wear the proper equipment and wear it correctly.
- Efforts to help my athletes develop their skills and strength so they can participate to the best of their abilities.
- Respect for the rules of my sport or activity and efforts to ensure that my athletes do too.
- Respect for adhering to the warm-up hitting protocol during all competition and training sessions.
- Commitment to fair play and respect for all (respecting other coaches, team trainers, officials and all participants and ensuring my athletes respect others and play fair).

#### **I will care for the health and safety of all participants by taking concussions seriously. I understand that:**

- A concussion is a brain injury that can have both short- and long-term effects.

- A blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion.
- A person doesn't need to lose consciousness to have had a concussion.
- An athlete with a suspected concussion **must** stop participating in training, practice or competition **immediately**.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion.
- Continuing to participate in further training, practice or competition with a suspected concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death.

**I will create an environment where participants feel safe and comfortable speaking up. I will:**

- Encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience **any** symptoms of concussion after an impact.
- Lead by example. I will tell a fellow coach, official, team trainer and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms.
- Understand and respect that any athlete with a suspected concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.
- *For coaches only:* Commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

**I will support all participants to take the time they need to recover.**

- I understand my commitment to supporting the return-to-sport process.
- I understand the athletes will have to be cleared by a physician or nurse practitioner before returning to sport.
- I will respect my fellow coaches, team trainers, parents, physicians and nurse practitioners and any decisions made with regards to the health and safety of my athletes.

In addition to the commitment to the OVA Concussion Code of Conduct, Rowan's Law (Concussion Safety), 2018 states that prior to registration with any sport organization all individuals must review the applicable concussion awareness resources found at [Rowan's Law: Concussion safety | ontario.ca](https://www.ontario.ca/rowans-law).

The below links can also be used to access these materials:

[Ages 10 and Under](#)

[Ages 11-14](#)

[Ages 15 and Up](#)

Once you have reviewed these materials please provide a signed copy of the below *Concussion Code of Conduct and Review of Concussion Awareness Resource Acknowledgement Form* to your Club.

**Note: this form must be completed prior to your registration with the OVA**

***Concussion Code of Conduct and Review of Concussion Awareness Resource Acknowledgement Form***

Under Rowan's Law (Concussion Safety), 2018, every sport organization will ask you to confirm that you reviewed one of the Concussion Awareness Resources in this website ([Rowan's Law: Concussion safety | ontario.ca](http://Rowan's Law: Concussion safety | ontario.ca)) before you can register/participate in a sport.

You must review one of the resources once a year, and then confirm that you have completed the review every time you register with a sport organization.

Sport organizations must also establish a Concussion Code of Conduct and individuals must confirm that they have reviewed the sport organization's applicable Concussion Code of Conduct prior to registration/participation in a sport.

**By signing here, I confirm that I have reviewed the applicable Concussion Awareness Resource at [Ontario.ca/concussions](http://Ontario.ca/concussions) and that I have fully reviewed and commit to the Ontario Volleyball Association's applicable Concussion Code of Conduct.**

**Name:**

**Signature:**

**Parent/Guardian Signature (for individuals under 18 yrs of age)**

**Date:**

## Ontario Volleyball Association

### Concussion Code of Conduct for Referees

#### I can help prevent concussions through my:

- Efforts to ensure that athletes wear the proper equipment and wear it correctly.
- Respect for the rules of the sport or activity and efforts to ensure that all coaches and athletes adhere to those rules.
- Enforcement of the warm-up hitting protocol during all competition and training sessions.
- Commitment to fair play and respect for all (respecting athletes, coaches, team trainers, other referees and any other participants).

#### I will care for the health and safety of all participants by taking concussions seriously. I understand that:

- A concussion is a brain injury that can have both short- and long-term effects.
- A blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion.
- A person doesn't need to lose consciousness to have had a concussion.
- Any participant with a suspected concussion should stop participating in training, practice or competition **immediately**.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion.
- Continuing to participate in any competition or sporting activity with a suspected concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death.

**I will create an environment where participants feel safe and comfortable speaking up. I will:**

- Encourage participants not to hide their symptoms, but to tell me, a coach, parent or another adult they trust if they experience **any** symptoms of concussion after an impact.
- Lead by example. I will tell a fellow referee, coach, team trainer and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms.
- Understand and respect that any athlete with a suspected concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.

**I will support all participants to take the time they need to recover.**

- I understand my commitment to supporting the return-to-sport process.
- I understand that participants will have to be cleared by a physician or nurse practitioner before returning to sport.
- I will respect my fellow referees, coaches, team trainers, parents, physicians and nurse practitioners and any decisions made with regards to the health and safety of participants.

In addition to the commitment to the OVA Concussion Code of Conduct, Rowan's Law (Concussion Safety), 2018 states that prior to registration with any sport organization all individuals must review the applicable concussion awareness resources found at [Ontario.ca/concussions](http://Ontario.ca/concussions).

The below links can also be used to access these materials:

[Ages 10 and Under](#)

[Ages 11-14](#)

[Ages 15 and Up](#)

Once you have reviewed these materials please provide a signed copy of the below *Concussion Code of Conduct and Review of Concussion Awareness Resource Acknowledgement Form* to your Club.

**Note: this form must be completed prior to your registration with the OVA.**

### ***Concussion Code of Conduct and Review of Concussion Awareness Resource Acknowledgement Form***

Under Rowan's Law (Concussion Safety), 2018, every sport organization will ask you to confirm that you reviewed one of the Concussion Awareness Resources in this website ([Rowan's Law: Concussion safety | ontario.ca](http://Rowan's Law: Concussion safety | ontario.ca)) before you can register/participate in a sport.

You must review one of the resources once a year, and then confirm that you have completed the review every time you register with a sport organization.

Sport organizations must also establish a Concussion Code of Conduct and individuals must confirm that they have reviewed the sport organization's applicable Concussion Code of Conduct prior to registration/participation in a sport.

**By signing here, I confirm that I have reviewed the applicable Concussion Awareness Resource at [Ontario.ca/concussions](http://Ontario.ca/concussions) and that I have fully reviewed and commit to the Ontario Volleyball Association's applicable Concussion Code of Conduct.**

**Name:**

**Signature:**

**Parent/Guardian Signature (for individuals under 18 yrs of age)**

**Date:**

## Appendix B

### Sample "HEADS UP!" Poster

# HEADS UP!

## ENTER AT YOUR OWN RISK

During warmups and game play, volleyballs are moving at high velocity from multiple directions. Balls will leave the playing surface and can cause significant injury.

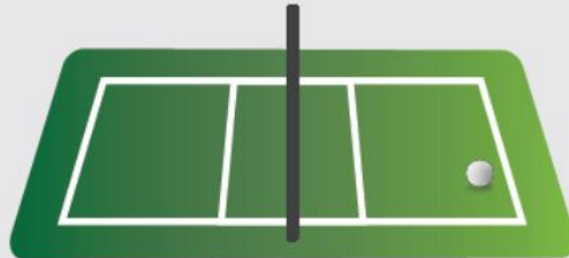
**If you choose to enter the gymnasium, please be aware of your surroundings at all times.**

The OVA, venue and event host are not responsible for any damages incurred.



# MANDATORY WARM UP

The hitting warm-up is an important part of game preparation; however, it does come with risks for both athletes and spectators. To reduce these risks, we strongly recommend teams follow these mandatory OVA warm-up protocols during non-OVA events and club practices as well.



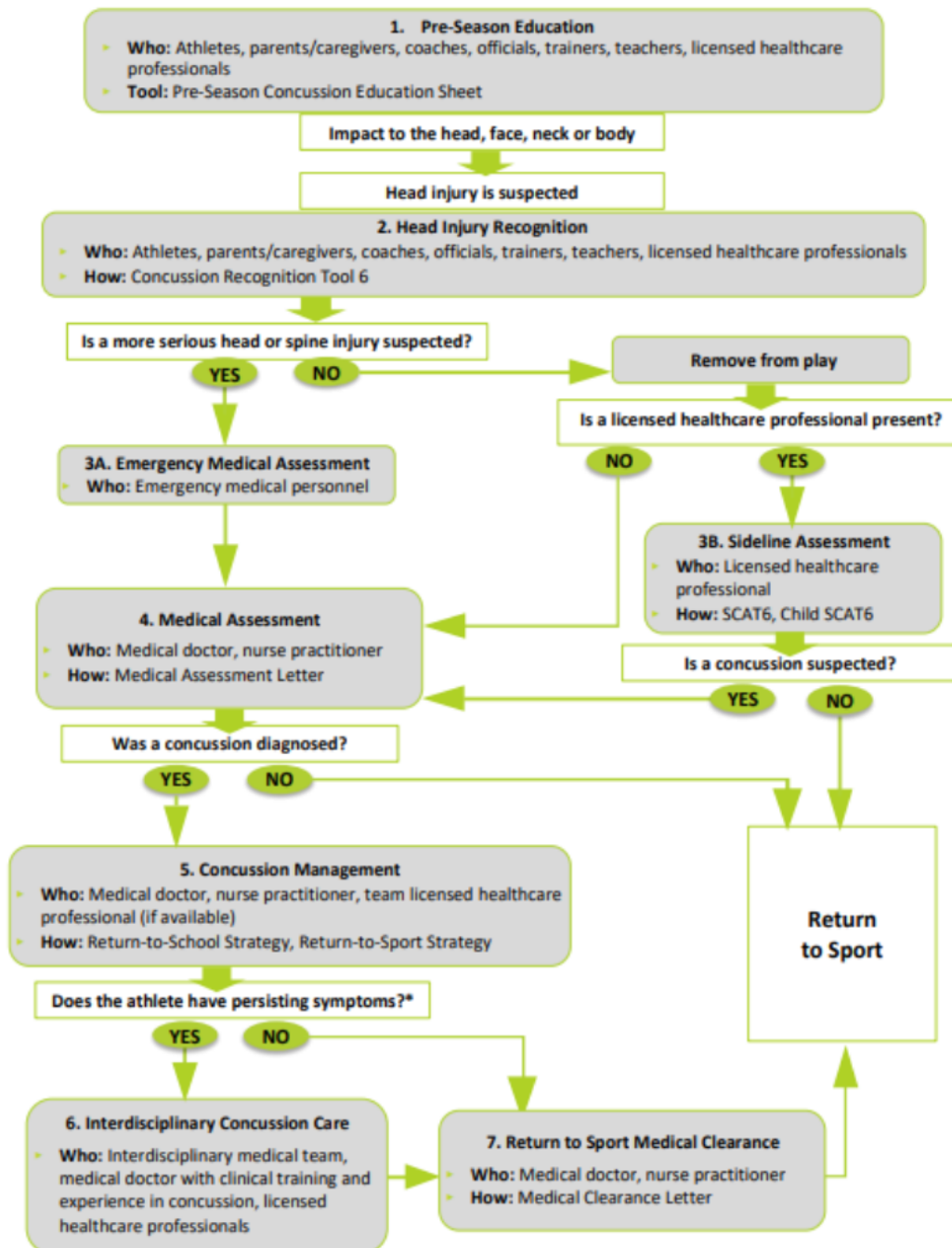
**Attacking Side**

**Retrieving Side**

- 1 Athletes remain on one side of the net during a hitting warm-up and those not hitting retrieve the balls on the opposite side
- 2 Athletes are permitted to pass on court (either side) during the serving portion of warm-ups but must stay on the same side during hitting warm-ups
- 3 Coaches are not permitted inside the court on the retrieving side.
- 4 Athletes must not cross under the net during hitting warm-ups into the direct path of the balls
- 5 Athletes must run around the outside of the court to retrieve balls
- 6 Designate one side of the court as the retrieving side and ask spectators to avoid sitting in this area
- 7 Hitting should be directed away from courts with active games and from spectator seating if possible
- 8 Warming up with balls is only permitted on court prior to matches



## Volleyball Canada Concussion Pathway



\*Persisting symptoms: lasting longer than 4 weeks



### Medical Assessment Letter

Date: \_\_\_\_\_ Athlete's name: \_\_\_\_\_

To whom it may concern,

Athletes who sustain a suspected concussion should be managed according to the *Canadian Guideline on Concussion in Sport*. Accordingly, I have personally completed a Medical Assessment on this patient.

#### Results of Medical Assessment

- This patient has not been diagnosed with a concussion and can resume full participation in school, work, and sport activities without restriction.
- This patient has not been diagnosed with a concussion, but the assessment led to the following diagnosis and recommendations:

\_\_\_\_\_  
\_\_\_\_\_

- This patient has been diagnosed with a concussion.

The goal of concussion management is to allow complete recovery of the patient's concussion by promoting a safe and gradual return to school, work and sport activities. The patient has been instructed to avoid activities that could potentially place them at risk of another concussion or head injury until they have been provided with a *Medical Clearance Letter* from a medical doctor or nurse practitioner in accordance with the *Canadian Guideline on Concussion in Sport*.

Other comments:

\_\_\_\_\_  
\_\_\_\_\_

Thank-you very much in advance for your understanding.

Yours Sincerely,

Signature/print \_\_\_\_\_ M.D. / N.P. (circle appropriate designation)\*

*\*In rural, remote or northern regions, the Medical Assessment Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.*





### Return-to-School Strategy

The *Return-to-School Strategy* should be used to help students make a gradual return to school activities. Progression through the steps will look different for each student. It is common for symptoms to worsen **mildly and briefly** with activity. If the student's symptoms worsen more than this, pause and adapt activities as needed.

Step	Activity	Description	Goal of each step
1	Activities of daily living and relative rest (first 24-48 hours)	Typical activities at home (e.g. preparing meals, social interactions, light walking). Minimize screen time.	Gradual reintroduction of typical activities
2	School activities with encouragement to return to school (as tolerated)	Homework, reading or other light cognitive activities at school or home. Take breaks and adapt activities as needed. Gradually resume screen time, as tolerated.	Increase tolerance to cognitive work and connect socially with peers
3	Part-time or full days at school with accommodations	Gradually reintroduce schoolwork. Part-time school days with access to breaks and other accommodations may be required. Gradually reduce accommodations related to the concussion and increase workload.	Increase academic activities
4	Return to school full-time	Return to full days at school and academic activities, without accommodations related to the concussion.	Return to full academic activities

### Return-to-Sport Strategy

The *Return-to-Sport Strategy* should be used to help the athlete to make a gradual return to sport activities. The athlete should spend a minimum of 24 hours at each step before progressing to the next. It is common for symptoms to worsen **mildly and briefly** with activity and this is acceptable through steps 1 to 3. If the athlete's symptoms worsen more than this, they should stop the activity and try resuming the next day at the same step. It is important that athletes return to full-time school activities, if applicable, and provide their coach with a Medical Clearance Letter before progressing to step 4.

Step	Activity	Description	Goal of each step
1	Activities of daily living and relative rest (first 24-48 hours)	Typical activities at home (e.g. preparing meals, social interactions, light walking). Minimize screen time.	Gradual reintroduction of typical activities.
2	2A: Light effort aerobic exercise 2B: Moderate effort aerobic exercise	Walking or stationary cycling at slow to medium pace. May begin light resistance training. Gradually increase intensity of aerobic activities, such as stationary cycling and walking at a brisk pace.	Increase heart rate.
3	Individual sport-specific activities, without risk of inadvertent head impact	Add sport-specific activities (e.g., running, changing direction, individual drills). Perform activities individually and under supervision.	Increase the intensity of aerobic activities and introduce low-risk sport-specific movements.
<b>Medical clearance</b>			



<b>4</b>	Non-contact training drills and activities	Exercises with no body contact at high intensity. More challenging drills and activities (e.g., passing drills, multi-athlete training and practices).	Resume usual intensity of exercise, co-ordination and activity-related cognitive skills.
<b>5</b>	Return to all non-competitive activities, full-contact practice and physical education activities	Progress to higher-risk activities including typical training activities, full-contact sport practices and physical education class activities. Do not participate in competitive gameplay.	Return to activities that have a risk of falling or body contact, restore confidence and assess functional skills by coaching staff.
<b>6</b>	Return to sport	Unrestricted sport and physical activity	

Tables adapted from: Patricios, Schneider et al., 2023; Reed, Zemek et al., 2023

APPENDIX H: WALKIE TALKIE CHANNELS

OVA Staff	Channel 1
Court Crew	Channel 2
Event Staff	Channel 3
Medical	Channel 4
RDT (Referees)	Channel 5
Defron Security/Toronto Police Services	Channel 6
Team Ontario	Channel 7



Appendix I – FACILITY MUSTER POINTS

# Welcome to Exhibition Place





## Appendix K – CONTRACT SECURITY SCHEDULE

<b>COACH CHECK IN: WEDNESDAY APRIL 15 &amp; 22, 2026</b>	
4:30-9:00PM	Stationed at Door B to ensure no coaches are entering the field of play.

EVENT 1 & 2 OF EACH EVENT				
	Thursday April 16 (Day 1, event 1)	Friday April 17 (Day 2, Event 1)	Sunday April 19 (Day 1, Event 2)	Monday April 20 (Day 2, Event 2)
6:30am to 9:30am	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc. Door D guard to move to Hall G at 9:30am.	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc. Door D guard to move to Hall G at 9:30am.	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc. Door D guard to move to Hall G at 9:30am.	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc. Door D guard to move to Hall G at 9:30am.
9:30am to 1:30pm	1 guard roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control.	1 guard roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control.	1 guard roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control.	1 guard roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control.
9:30am to 1:30pm	1 guard roving in Hall A And West end of Galleria to ensure spectators behaving properly, no running or ball play in hallways, ensuring no coolers in areas	1 guard roving in Hall A And West end of Galleria to ensure spectators behaving properly, no running or ball play in hallways, ensuring no coolers in areas	1 guard roving in Hall A And West end of Galleria to ensure spectators behaving properly, no running or ball play in hallways, ensuring no coolers in areas	1 guard roving in Hall A And West end of Galleria to ensure spectators behaving properly, no running or ball play in hallways, ensuring no coolers in areas
9:30am to 1:30pm	1 guard roving Hall B to ensure spectators behaving properly. no running or ball play off court, no coolers, etc.	1 guard roving Hall B to ensure spectators behaving properly. no running or ball play off court, no coolers, etc.	1 guard roving Hall B to ensure spectators behaving properly. no running or ball play off court, no coolers, etc.	1 guard roving Hall B to ensure spectators behaving properly. no running or ball play off court, no coolers, etc.

9:30am to 1:30pm	1 guard roving in Hall C to ensure spectators behaving properly. no running or ball play off court, no coolers, etc.	1 guard roving in Hall C to ensure spectators behaving properly. no running or ball play off court	1 guard roving in Hall C to ensure spectators behaving properly. no running or ball play off court	1 guard roving in Hall C to ensure spectators behaving properly. no running or ball play off court
9:30am to 1:30pm	1 guard roving in Hall D and east end of Galleria to ensure spectators behaving properly, no running or ball play off court, no coolers and	1 guard roving in Hall D to ensure spectators behaving properly, no running or ball play off court	1 guard roving in Hall D to ensure spectators behaving properly, no running or ball play off court	1 guard roving in Hall D to ensure spectators behaving properly, no running or ball play off court
9:30am to 1:30pm	1 guard roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up zone only.	1 guard roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up zone only.	1 guard roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up zone only.	1 guard roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up zone only.
1:30-4:30	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc.	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc.	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc.	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc.
4:30-8:15pm	1 guard roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control. Ensure Hall G is cleared out, tell people the hall is closing (lights will be dimmed at 7:45pm as a warning to Hall is closing). Help move unattended bags outside of Hall G on the shuttered doors after 8pm when the hall is locked.	1 guard roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control. Ensure Hall G is cleared out, tell people the hall is closing (lights will be dimmed at 7:45pm as a warning to Hall is closing). Help move unattended bags outside of Hall G on the shuttered doors after 8pm when the hall is locked.	1 guard roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control. Ensure Hall G is cleared out, tell people the hall is closing (lights will be dimmed at 7:45pm as a warning to Hall is closing). Help move unattended bags outside of Hall G on the shuttered doors after 8pm when the hall is locked.	1 guard roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control. Ensure Hall G is cleared out, tell people the hall is closing (lights will be dimmed at 7:45pm as a warning to Hall is closing). Help move unattended bags outside of Hall G on the shuttered doors after 8pm when the hall is locked.

<p><b>4:30-10:30pm</b></p>	<p>1 guard roving in Hall A and Galleria East to ensure spectators behaving properly, no running or ball play in hallways. Ensure hall and Galleria is clear at the end of the night until outside doors are locked. If these items are not picked up by 10:30pm, move these items to the 2 lost and found bins at either East or West Info booths. Once done at 8:30pm in Hall G. Help rove in the larger halls.</p>	<p>1 guard roving in Hall And Galleria to ensure spectators behaving properly, no running or ball play in hallways. Ensure hall and Galleria is clear at the end of the night until outside doors are locked. If these items are not picked up by 10:30pm, move these items to the 2 lost and found bins at either East or West Info booths. Once done at 8:30pm in Hall G. Help rove in the larger halls.</p>	<p>1 guard roving in Hall And Galleria to ensure spectators behaving properly, no running or ball play in hallways. Ensure hall and Galleria is clear at the end of the night until outside doors are locked. If these items are not picked up by 10:30pm, move these items to the 2 lost and found bins at either East or West Info booths. Once done at 8:30pm in Hall G. Help rove in the larger halls.</p>	<p>1 guard roving in Hall And Galleria to ensure spectators behaving properly, no running or ball play in hallways. Ensure hall and Galleria is clear at the end of the night until outside doors are locked. If these items are not picked up by 10:30pm, move these items to the 2 lost and found bins at either East or West Info booths. Once done at 8:30pm in Hall G. Help rove in the larger halls.</p>
<p><b>4:30-10:30pm</b></p>	<p>1 guard roving Hall B to ensure spectators behaving properly. no running or ball play off court. Ensure the hall is clear of people at the end of the night.</p>	<p>1 guard roving Hall B to ensure spectators behaving properly. no running or ball play off court. Ensure the hall is clear of people at the end of the night.</p>	<p>1 guard roving Hall B to ensure spectators behaving properly. no running or ball play off court. Ensure the hall is clear of people at the end of the night.</p>	<p>1 guard roving Hall B to ensure spectators behaving properly. no running or ball play off court. Ensure the hall is clear of people at the end of the night.</p>
<p><b>4:30-10:30pm</b></p>	<p>1 guard roving in Hall C to ensure spectators behaving properly. no running or ball play off court. Ensure hall is clear of people at the end of the night</p>	<p>1 guard roving in Hall C to ensure spectators behaving properly. no running or ball play off court. Ensure hall is clear of people at the end of the night</p>	<p>1 guard roving in Hall C to ensure spectators behaving properly. no running or ball play off court. Ensure hall is clear of people at the end of the night</p>	<p>1 guard roving in Hall C to ensure spectators behaving properly. no running or ball play off court. Ensure hall is clear of people at the end of the night</p>
<p><b>4:30-10:30pm</b></p>	<p>1 guard roving in Hall D to ensure spectators behaving properly, no running or ball play off court</p>	<p>1 guard roving in Hall D to ensure spectators behaving properly, no running or ball play off court</p>	<p>1 guard roving in Hall D to ensure spectators behaving properly, no running or ball play off court</p>	<p>1 guard roving in Hall D to ensure spectators behaving properly, no running or ball play off court</p>
<p><b>4:30-10:30pm</b></p>	<p>1 guard roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up zone</p>	<p>1 guard roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up zone</p>	<p>1 guard roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up</p>	<p>1 guard roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up</p>

	only. ensure area is clear at the end of game play.	only. ensure area is clear at the end of game play.	zone only. ensure area is clear at the end of game play.	zone only. ensure area is clear at the end of game play.
11:00pm to 6:00am	1 guard roving through Hall A to D to ensure equipment is safe or deal with any issues.	1 guard roving through Hall A to D to ensure equipment is safe or deal with any issues.	1 guard roving through Hall A to D to ensure equipment is safe or deal with any issues.	1 guard roving through Hall A to D to ensure equipment is safe or deal with any issues.

**PLAYOFF DAYS**

**Saturday Apr 18, Tuesday April 21, 2026  
(Playoff Day - Day 3, Event 1-2)**

6:30am to 10:30am	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc. Door D guard to move to Hall G at 9:30am.
9:30am to 3:30pm	Door D Guard to move to roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control.
10:30am to 6:00pm	1 guard from Door A entry move to roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up zone only, confiscate volleyballs if people keep breaking the rules. Also assist with Awards Ceremony traffic control when multiple teams waiting .
10:45am to 4:00pm	4 guards from Galleria Doors A and Bx2 and C door main Galleria Doors to Court 37 at each entry corner into the spectator bleacher seating area to direct traffic, ensure no one is blocking entry and exit lanes, and ensure no one is standing in front of the bleachers and making sure traffic flow is moving.
4:00pm to 6:00pm	4 guards from Court 37 to move to heritage court to assist with traffic control of up to 30 teams receiving medals at the same time and help organize them in lines getting up to the stage.

**PLAYOFF DAYS**

**Saturday Apr 25 (Playoff Day - Day 3, Event 3)**

6:30am to 10:30am	One guard stationed at each main Galleria doors A to D (6 in total) to stop outside coolers, food, etc. Door D guard to move to Hall G at 9:30am.
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<p><b>9:30am to 5:00pm</b></p>	<p>1 guard from Hall D Main Door to move to roving in Hall G to ensure belongings aren't being left on tables unattended. If so, remove from table and put on wall. If coolers are seen, ask them to be removed from the building or they will be confiscated. Ensure athlete fun zone is under control. Ensure Hall G is cleared out, tell people the hall is closing (lights will be dimmed at 4:45pm as a warning to Hall is closing). Help move unattended bags outside of Hall G on the shuttered doors after 5pm when the hall is locked.</p>
<p><b>10:30am to 6:00pm</b></p>	<p>1 guard moving from Hall A Main Galleria door to move to roving in Heritage Court to ensure no ball play is happening. It's a ball free warm up zone only and to assist with Awards Ceremony traffic control.</p>
<p><b>10:30am to 3:00pm</b></p>	<p>4 guards roving Halls A to D and Galleria to ensure no ball play, running in halls, etc.</p> <p>2 Guards and 2 Toronto Police Officers to monitor Feature Court 37 Division 1, Tier 1 Gold and Bronze Medal matches for the top 18U teams.</p>
<p><b>3:00pm to 6:00pm</b></p>	<p>2 guards to move to heritage court to assist with traffic control of up to 30 teams receiving medals at the same time and help organize them in lines getting up to the stage.</p>
<p><b>3:00pm to 6:00pm</b></p>	<p>2 guards roving Halls A to D to ensure no warming up off courts, no running, no ball handling and spectators are under control.</p>

# Appendix L – INCIDENT REPORT FORM



## OVA Incident/Complaint Report Form

Please complete this form for complaints, minor infractions, major infractions, incidents (threats, fighting, property damage, verbal abuse, law enforcement summoned, etc), breach in OVA code of conduct, etc.

<b>AFFECTED PARTY/PARTIES</b>			
<input type="checkbox"/> Player Teams	<input type="checkbox"/> Official	<input type="checkbox"/> Coach	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Tournament Director	<input type="checkbox"/> Spectator	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____			
<b>TYPE OF REPORT</b>			
<input type="checkbox"/> Incident			
<input type="checkbox"/> Complaint			
First Name		Last Name	
		Gender	
		<input type="checkbox"/> Male	
		<input type="checkbox"/> Female	
Phone Number ( )		Contact Email	
Street Address		City	Province
			Post Code
Team # 1	Club Name	Coach's Name (First & Last)	Coach's Phone Number ( )
Team # 2	Club Name	Coach's Name (First & Last)	Coach's Phone Number ( )
<b>GUARDIAN/PARENT (if affected party is a minor):</b>			
First Name		Last Name	
		Telephone Number ( )	
Address		City	Province
			Post Code
<b>INCIDENT/COMPLAINT INFORMATION</b>			
Date of Incident: (mm/dd/yyyy)	Age Division: (If applicable)	Gender: (If applicable)	Time of Incident:
		<input type="checkbox"/> Girls	AM/PM
		<input type="checkbox"/> Boys	
<b>NAME AND ROLE OF PERSON REPORTING THE INCIDENT/COMPLAINT</b>			
First Name		Last Name	
		Position/Title:	
Telephone Number: ( )		Email Address:	
Where incident occurred (before competition/event, parking lot, on court, hallway, change room, bleachers, team practice, etc.)			

Please describe the incident/complaint in detail (club complaint, coach complaint, struck by falling/flying object, slip/fall, physical assault, verbal assault, property damage, financial discretions, etc.). Please use additional paper if required.

Please include names of persons being complained about for the OVA to begin the discipline and complaints process. If no names are provided, the OVA cannot move forward.

If you are reporting an incident, what action was taken on site (accused removed from competition site, team forfeited, coach ejected from match, coach removed from club, etc.)?

Law enforcement Notified/Police Report Filed:  Yes  No

If yes:

Name of Agency: \_\_\_\_\_

Name of Officer: \_\_\_\_\_

Report Number: \_\_\_\_\_

Property Damage Description (if applicable):

Property Damage Estimated Value (if applicable):

**WITNESS INFORMATION - Confidential**

Please complete this section if you have witnesses that are willing to submit a written account of the incident and if they consent to testify at an OVA Discipline Hearing. Please attach any written witness accounts to this form.

Name (First & Last)	Address	Telephone Number	Email Address

I verify that the above statements and information submitted are true.

I give consent to pass this information along to the Discipline and Complaints Review panel.

I give consent to participate a Discipline Hearing and in a follow up interview, if required.

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**Submission Requirements:**

Any OVA Member may report to the OVA Head Office any complaint of an infraction by a Member. Such a complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the OVA's Executive Director or designate, or the Case Manager.

A Complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the OVA. This decision may not be appealed.

Upon receiving a complaint, the OVA will assign a Case Manager within seven (7) days to oversee the management and administration of the submitted complaint.

The Case Manager will inform the Parties if the incident is to be dealt with as a minor or major infraction and the matter will be dealt with according to the applicable sections of this Discipline and Complaints Policy relating to minor or major infractions.

For more information on the Discipline and Complaints policy, please view the document online at [www.ontariovolleyball.org](http://www.ontariovolleyball.org) > About the OVA > OVA Policies.

Please submit this report to the OVA Head Office at [info@ontariovolleyball.org](mailto:info@ontariovolleyball.org).

**FOR OVA OFFICE USE ONLY**

Date Report Received: (mm/dd/yyyy)	Report Copied to: <input type="checkbox"/> Case Manager	Date Sent to Case Manager:
Office Action Taken:	<input type="checkbox"/> Suspension Letter Filed	Date Suspension Letter Sent:

## Appendix M: OVA FINES AND SANCTIONS

Volleyball, because of its regulations and its traditions, offers a philosophy of competition guided by the highest standards of good sportsmanship. For that reason, all participants (teams, players, coaches, officials, managers, administrators, and spectators) in tournaments and meetings under the authority of the OVA, have a duty to conduct themselves in a reasonable and acceptable manner. They must avoid all unsportsmanlike conduct, acts or practices which are, in the opinion of the OVA, detrimental to the sport. Whenever a penalty occurs, a fine or sanction may be given which may lead to additional action through the [Discipline and Complaints Policy](#). Such acts include but are not limited to:

Violation	Fine	Sanctions
Teams with unregistered/ineligible coaches listed on team rosters and/or sitting on the bench in any tournaments.	\$150 per match/occurrence	Results may be forfeited. OVA review, possible suspension and further fines.
Having unregistered/ineligible players competing and/or on the bench.	\$150 per match/occurrence	Results may be forfeited. OVA review, possible suspension and further fines.
Club coaches who participate in club activities who are not approved registered members in MRS (i.e. must meet the Coach Eligibility Policy)	Up to \$500	OVA review, possible suspension and further fines.
Club executives, administrators, managers, contacts who are not approved registered members (i.e. must meet the Club Leader Eligibility Policy) and have performed club duties.	Up to \$500	OVA review, possible suspension and further fines.
Any person in authority who has participated in club activities but who is not an approved registered member in MRS with the appropriate role.	Up to \$500	OVA review, possible suspension and further fines.
Club Leaders allowing ineligible participants and/or person in authority individuals to participate in Club/OVA activities.	Up to \$500	OVA review, possible suspension and further fines.
Failure to submit Club Information Form and MOU to OVA Office, prior to competing in OVA sanctioned event.	As determined by the OVA, a minimum \$500	Clubs that do not return the Club Information Form and MOU prior to competing in an OVA event will be placed in bad standing and will be subject to a fine and/or forfeit.
Failure to meet the Uniform Policy.	\$25 per player, to a maximum of \$100 per tournament	The official in charge of the match is to note the violation on the score sheet and inform the Tournament Director after the match.
Coaches who do not roster athletes on the scoresheet or misrepresent an athlete's playing status to avoid compliance with the Fair Play or Developmental Substitution rules.	\$150 per occurrence	Results may be forfeited for any events which misrepresented a team's roster that a coach has listed on the scoresheet. Additional sanctions may also be issued depending on the number of occurrences and/or history of previous violations.
Teams not fulfilling their scorekeeping and lining duties.	\$75 per occurrence	Team cannot play in any OVA event until fine is paid in full.
Club/Team misconduct at tournaments (damage, misbehaving, failure to abide by facility rules, OVA Code of Conduct).	Minimum fine of \$500 and cost of damage to facility	Fine may vary based on the severity of the violation and cost of damage and suspension from one month up to one year may be applied. Further penalties may be determined through the execution of the OVA Discipline & Complaints Policy.

Team not showing up at a tournament without notification in writing to the OVA.	Loss of entry fee + \$350	Entry fee will not be refunded, and the club will be fined \$350 to be paid within 5 business days.
Individuals committing an act which is considered an offence under any duly promulgated law.	Fines may be levied	Suspension for one year or more. Further penalties may be determined through the execution of the OVA Discipline & Complaints Policy.
Betting or action as a “bookmaker” on matches or tournaments.	Fines may be levied	Suspension from one month to one year. Further penalties may be determined through the execution of the OVA Discipline & Complaints Policy.
Defaulting a game or match in a competition except because of injuries or other valid reasons.	Fine equal to the registration fee	Forfeit from the tournament, plus fine equal to the registration fee and suspension from two weeks to one year for team or individual.
Playing in a competition under an assumed name, or age, falsifying a team entry form, or giving false information to a tournament official of the OVA	Fine equal to the registration fee	Forfeit from the tournament, plus a fine equal to the registration fee and suspension from two weeks to one year for team or individual. Further penalties may be determined through the execution of the OVA Discipline & Complaints Policy.
Withdrawing a team from a match except because of injuries or other valid reason.	Fine equal to the registration fee	Forfeit for the tournament, plus fine equal to registration fee and suspension from two weeks to one year for team or individual.
Any event participant showing outward displays or temper, aggressive conduct, physical contact, rude or offensive behavior	Fines may be levied	Immediate removal from current event. Possible suspension from all and future OVA events in addition to further penalties determined through the execution of the OVA Discipline & Complaints Policy.
Offensive Conduct/Using profanity or obscene language or gestures.	Fines may be levied	Suspension from the current event/future events up to one year and/or fine. Further penalties may be determined through the execution of the OVA Discipline & Complaints Policy.
Deliberately throwing or hitting a ball in the direction of an official, spectator or opponent.	Fines may be levied	Verbal warning and/or suspension from the current event/future events up to one year and/or fine. Further penalties may be determined through the execution of the OVA Discipline & Complaints Policy.
<b>PENALTY CARDS Violations</b>		
Yellow Card – 1 <sup>st</sup> offence issued during the season		Warning letter issued
Yellow Card – 2 <sup>nd</sup> offence issued during the season		Warning letter issued
Yellow Card – 3 <sup>rd</sup> offence issued during the season	\$50	Suspension from the remainder of the current tournament and/or next tournament. OVA review & possible further suspension
Red Card – 1 <sup>st</sup> offence issued during the season		Warning letting issued
Red Card – 2 <sup>nd</sup> offence issued during the season	\$200	Suspension from the remainder of the current tournament and next tournament OVA review & possible further suspension.
Three or more red cards issued during the season	\$250	Suspension from the remainder of the current tournament and next tournament Possible further suspension.
Two yellow cards and one red card issued during the season	\$200	Suspension from the remainder of the current tournament and next tournament OVA review & possible further suspension.

Any combination of four or more cards (yellow/red) issued during the season	\$250	Suspension from the remainder of the current tournament and next tournament OVA review & possible further suspension.
Expulsion from match: Yellow & Red card together – 1 <sup>st</sup> offence	\$200	Suspension from the remainder of the current tournament and next tournament. OVA review & possible further suspension.
Expulsion from match: Yellow & Red card together – 2 <sup>nd</sup> offence	\$400	Suspension from the remainder of the season OVA Review with Discipline and Complaints committee
Disqualification for unsportsmanlike conduct from match: Yellow & Red card separate – 1 <sup>st</sup> offence	\$300	Suspension for the remainder of current tournament and from the next tournament OVA review & possible further suspension
Disqualification for unsportsmanlike conduct from match: Yellow & Red card separate – 2 <sup>nd</sup> offence	\$500	Suspension from the remainder of the season OVA Review with Discipline and Complaints committee
A combination of two or more expulsions/disqualifications in the same season.	Fines may be levied.	Suspension for the remainder of the season OVA Review with Discipline and Complaints committee
Purple Card – 2 <sup>nd</sup> offence issued to a team during the season		Warning Letter to the Club and Team
Purple Card – 3 <sup>rd</sup> offence issued to a team during the season	\$250	OVA review & possible team sanctions
Purple Card Expulsion	\$500	OVA Review with Discipline and Complaints committee
Purple Card Disqualification	\$500	OVA Review with Discipline and Complaints committee

- Further penalties may be determined through the execution of the OVA Discipline & Complaints Policy.
- The OVA reserves the right to sanction and fine event participants, teams and Clubs for items above and beyond the infractions listed above.
- Any cards, yellow or red, issued for a delay of game will not be included in the sanctions listed above. Participants who receive multiple misconduct sanctions during one event, may be subject to additional penalties, up to and including removal from that event, or further discipline post-event.
- All Suspensions and sanctions will include Volleyball Canada’s National Championships.

