



**OVA VOLLEYBALL NIAGARA FALLS CONVENTION CENTRE  
OPERATIONAL PLAN & SAFETY MANUAL**

**March 27 to March 30, 2026**

**18U GRAND PRIX  
4v4 Ontario Championships**

**February 2026**

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**OVA VOLLEYBALL TOURNAMENTS**  
**NIAGARA FALLS CONVENTION CENTRE OPERATIONAL PLAN**

**SECTION 1 – EVENT INFORMATION**

<b>Event Name</b>	OVA VOLLEYBALL CHALLENGE CUP AND MCGREGOR CUP TOURNAMENTS		
<b>Event Director</b>	ALISHIA LIDUMS	<b>Contact Number</b>	416-426-7431
<b>Company Name</b>	ONTARIO VOLLEYBALL ASSOCIATION		
<b>Company Address</b>	60 SCARSDALE RD, UNIT 111, TORONTO, ON M2R 3N7		
<b>Company Phone</b>	416-426-7431		

There are multiple tournaments taking place over the 4 days

Division	Event	New Calendar Date
18U Girls & Boys	Grand Prix	March 27 & 28
4v4 Girls & Boys	4v4 Ontario Championships	March 29 & 30

Please review the below Operating Dates chart for full details.

Event Overview – Operating Dates			
Dates	Times	Event Status (eg; MI / Show / MO)	Exhibit Halls / Buildings In Use
March 26, 2026	8:00am – 10:00PM 10:00pm OVA Staff Out	Set up	Exhibition Halls A & B C, Ballrooms A & B, Event Office 3, Showroom Office A, B and C, Meeting room 221, main lobby and pre-function spaces
Friday March 27, 2026	7:30am staff arrival 8:00am Doors Open 9:00am First Serve 8:00pm OVA Staff Out	Tournament Play	Exhibition Halls A & B C, Ballrooms A & B, Event Office 3, Showroom Office A, B and C, Meeting room 221, main lobby and pre-function spaces
Saturday March 28, 2026	7:00am staff Arrive 7:30am Doors Open	Tournament Play/OC's	Exhibition Halls A & B C, Ballrooms A & B, Event Office

	3:00-7:00PM – Coach Check In 5:30pm Competitions ends 5:00PM – 11:00PM Court Re-set	Coach Check In	3, Showroom Office A, B and C, Meeting room 221, main lobby and pre-function spaces
Sunday March 29, 2026	7:00am staff Arrive 7:30am Doors Open 11:00AM to 3:00PM – Coach Check In 9:30pm Competitions ends	Tournament Play	Exhibition Halls A & B C, Ballrooms A & B, Event Office 3, Showroom Office A, B and C, Meeting room 221, main lobby and pre-function spaces
Monday March 30, 2026	7:30am staff Arrive 8:00am Doors Open 2:00-4:30PM- Awards 4:00pm last matches end	Tournament Play /Event Tear down	Exhibition Halls A & B C, Ballrooms A & B, Event Office 3, Showroom Office A, B and C, Meeting room 221, main lobby and pre-function spaces
Tuesday March 31, 2026	8:00AM – 12:00PM	Load Truck	Loading Docks

#### EVENT MANAGEMENT CONTACT LIST

SHOW OFFICE & Incident Command Post	
Location	Showroom Office B
Phone Number	Event Hotline: 647-467-5514

LEADERSHIP TEAM				
ORDE R	ORGANIZER NAME	TITLE / RESPONSIBILITY	WORK NUMBER	CELL NUMBER
1	Alishia Lidums	Event Director	416-426-7431	647-309-7431
2	Mark Wiersma	Event Director	416-426-7433	647-238-9792
3	Jacob Barker	Event Manager	416-426-7321	905-439-1529
4	Claire Melanson	Event Staff Lead	647-277-7964	647-280-3290
5	Kerish Maharaj	Communications Lead		

OPERATONS / DEPARTMENTAL / FLOOR TEAM				
ORDE R	MANAGER NAME	TITLE / RESPONSIBILITY	WORK NUMBER	CELL NUMBER
1	MARK WIERSMA	Equipment and Court Manager	416-426-7428	226-627-0131

2	Jacob Barker	Event Manager and Logistics Coordinator	416-426-7428	905-439-1529
3	Kerish Maharaj	Vendor Relations, Livestreaming Communications Manager		
4	Dylan Brennand	Social Media – AM Wave		
5	Antonia Bonaldi	Social Media – PM Wave		
6	Alishia Lidums	Event Director		
7	Claire Melanson	Event Coordinator and Event Staff Lead		
8	Hayden Cavender	Event Coordinator		
9	Kovar Yu	Tournament Coordinator		
10	Shunya Yamada	Coach Check In Lead		

**CONTRACT SECURITY & MEDICAL PROVIDER [CAPITAL SECURITY]**

ORDER	CONTACT NAME	TITLE / RESPONSIBILITY	WORK NUMBER	CELL NUMBER
1	Niagara Falls Convention Centre Security	Maurice Grant	905-357-6222 ext. 7222	289-339-2605
2	Wishbone	Surinder Budwal	905.527.8708	519.658.0690

**NFCC STAFF**

ORDER	MANAGER NAME	TITLE / RESPONSIBILITY	WORK NUMBER	CELL NUMBER
1	MAURICE GRANT	Events Manager	905-357-6222 Ext.7222	289-339-2605

## SECTION 2: FACILITY SET UP

### SETUP AND TEARDOWN SCHEDULE

- Facility Set up will take place for each of the events on March 26, 2026
- There will be 12 courts in play for both Niagara Falls Convention Centre Events.

**SET UP SCHEDULE** - For the full set up schedule, please see Appendix IV.

### EQUIPMENT

Any equipment which is used during the event such as standards, crank systems, nets and antennae can all be replaced with the spare kits in the OVA Storage crates.

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

#### OVA Equipment

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

Stronco will be onsite during setup and teardown to assist with forklift operation as well as pump truck operation. They will be in the building at the following times, for crate delivery on Thursday March 26, (8:00am – 9:00pm) with the equipment listed:

- 7 hand pump trucks for setup
- 1 forklift
- 4 pallets

Equipment pick will be Tuesday March 31 from 8:00am to 12:00pm for equipment shipping.

#### SERVICES CONTACT DETAILS:

Name – Company		Phone	Email
Vincent Tent and Rentals	Water barrels	647-361-1346	rentals@vincentrentals.com
Niagara Falls Convention Centre – Maurice Grant	Security, material handlers, custodial, show floor managers	Office: 905-357-6222 ext. 7214  Mobile: 289-339-2605	<a href="mailto:mgrant@Fallsconventions.com">mgrant@Fallsconventions.com</a>
Wishbone Medical	First Aid	Mobile: 905.527.8708	surinder@wishboneathletics.ca

Stronco	Forklifts, pallets, pump trucks,	T: 905.270.6767	
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## FIRE DEPARTMENT APPROVALS

Niagara Falls Convention Centre obtained approval on the OVA's set up plans for the events. There were no deficiencies with our floor plan that was submitted to Fire Services.

**COMLETE APPROVED FACILITY MAP** - Please see Appendix V for the Site Plan CAD.

## MEETING SPACE

Meeting Room	Usage	Times of Use
Show office A	Tournament Supplies	<ul style="list-style-type: none"> <li>• Thursday March 26 – 8am to 10pm</li> <li>• Friday March 27 – 7:30am to 8pm</li> <li>• Saturday March 28 – 7:00am to 10pm</li> <li>• Sunday March 29– 7:30am to 10pm</li> <li>• Monday March 30ty – 7:00am to 11pm</li> </ul>
Show Office B	OVA Headquarters	
Show Office C	Event Staff Lounge	
Event Office 3	Medical Storage	
Room 221	Referee Lounge	

## DESIGNATED TEAM SEATING SPACE

The Ballroom A and B is in use for the tournaments for athlete lounge space and team meals for all 4 days of competition. On Monday, March 30<sup>th</sup>, Ballroom C will be in use for the Awards Ceremony.

## FOOD SERVICES

Food services hours of operation are:

- Friday March 27 – 8:00am – 6:00pm
- Saturday March 28 – 8:00am – 6:00pm
- Sunday March 29 - 7:00am to 9:30pm.
- Monday March 30 – 8:00am – 5:00pm

There is a strict no outside food policy at the Niagara Falls Convention Centre. Anyone found in violation of this policy must take their food outside to eat in the car. Any exemptions to this rule are granted through pre-approval from the NFCC Event Manager via email. These exempt athletes are instructed to have the email approval always printed out and on hand.

Refillable water bottles for athlete use is permitted. Please try and bring as much water as possible to last through the tournament.

## PARKING

Ample parking is available at the rear of the building, designated between regular, accessible, motorcycle and bus parking. There is also a drop-off loop for participants to drop off others before parking. Parking is \$20 per day with in and out privileges.

## Parking

Scotiabank Convention Centre offers you and your guests over **800 parking spaces**. Parking is conveniently located at the back of our building and can be easily accessed from intersections at Stanley Avenue and Dunn Street.

- A1** 24 parking spaces  
17 accessible spaces  
3 motorcycle spaces
- A2** 30 parking spaces  
2 accessible spaces  
3 motorcycle spaces  
11 bus spaces
- A-F** 570 spaces
- West** 71 spaces
- East** 62 spaces
- South** 41 spaces



## SECTION 3 – COMMUNICATIONS AND CROWD MONITORING

### COMMUNICATIONS

Two-way radios have been rented to be used by OVA staff, floor crew, medical, security and NFCC staff.

If a medical emergency is on court side, first aid will be radioed to the court to assist the athlete in need. For working referring referees, they are to ask the Head Referee to call medical to their court if required. If the referee cannot see the head referee, they are asked to send a member of the team to the first aid desk to ask for assistance. There is 1 first aid station in Hall B underneath court 5.

If a security guard is required for an emergency, the OVA will radio them to ask for assistance.

### RADIO CHANNELS

- 1 – OVA Staff
- 2 – Medical
- 3 – Head Referee
- 4 – Niagara Falls Convention Centre Staff

Additionally, OVA staff will have their cell phones on them to contact 911 or NFCC staff if required.

### CROWD MONITORING

Niagara Falls Convention Centre Security has been hired to assist with crowd monitoring in Hall A, B, and C, the main hallway and Ballrooms.

The main role of these security guards are to rove their assigned area to ensure patrons are not bringing in coolers and abiding by the facility rules. At the end of the tournament day, security guards will be utilized to help usher people out of the building to alleviate loitering in the building.

### NIAGARA FALLS CONVENTION CENTRE SECURITY

Date	Time
Friday March 27, 2026	8:00am to 6:30pm
Saturday March 28, 2026	7:30am to 6:00pm
Sunday March 29, 2026	6:30am to 5:30pm
Monday March 30, 2026	7:30am to 5:00pm

The OVA will have 2 security staff onsite at all times to be in contact with NFCC staff and to run and manage the events. There are 24 OVA referees on hand for the events, 3 first aid responders, approximately 30 people to assist with the setup of the event on Thursday March 26<sup>th</sup> as well as teardown on Monday March 30<sup>th</sup> once competition concludes.

Additionally, there will be 3 full-time OVA staff on site at all times during competition hours to coordinate with NFCC staff, security, medical, referees and to address any participants questions or concerns. All personnel entering the building to assist with event delivery will be over the age of 16.

## SECTION 4– MEDICAL PLAN & PERSONNEL

The OVA will also be utilizing Wishbone Athletics INC, and we will always have Three (3) first aiders onsite in each competition hall during the competition. The First Aid desk will be clearly visible as you enter the hall. Please look for the universal first aid symbol to identify the area.

**Wishbone Athletics Staffing (per shift):**

1. 3 First Responders

**Equipment Provided:**

- Basic Life Support Equipment (Oxygen, Suctioning, Airway Adjunct)
- AED/Cardiac Monitor
- PPE/Required equipment for the provision of care/sanitization.
- 2x cots
- Medical Directives for over-the-counter medications & 2x emergent medications: Epinephrine for allergic reaction, and Ventolin for asthma attacks (still in approval phase).

**MEDICAL ONSITE HOURS**

- Friday – 8:00AM to competition finish
- Saturday – 7:30AM to competition finish
- Sunday – 7:30AM to competition finish
- Monday - 7:30am to competition finish

**FIRST AID TRAINED STAFF**

All OVA and NFCC staff are fully trained in first aid, including security staff, supervisors and managers (In Emergency Preparedness, Fire Safety and First Aid) and can provide all necessary protection of care participants.

**AMBULANCE CALLS**

If 911 is called for an ambulance, the address of NFCC is 6815 Stanley Ave, Niagara Falls, ON L2G 3Y9 and they are to be directed to the back loading dock area where a NFCC staff will meet them to bring them to the area of the participant in need of paramedic services.

**Defibrillators**

There are 3 defibrillators on property; one on the main floor, strategically placed for easy access. The 2nd is on the second floor, and it is also strategically placed for easy access. And the 3rd defibrillator, is kept within our medical bag, which ensures we are prepared for medical emergency response.

## SECTION 5 –SAFETY PLAN

### ONTARIO VOLLEYBALL SAFETY DIRECTIVE

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

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

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

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

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

### PURPOSE OF THE OVA SAFETY DIRECTIVE

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

### GENERAL PROCEDURES

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

### ASSIGNMENTS AND RESPONSIBILITIES

#### Crisis Management Team:

- OVA Staff (Director of Volleyball Operations, Indoor Program Manager & On Duty Competition Manager)
- Niagara Falls Convention Centre Floor Manager

#### Crisis Management Team Responsibilities:

- Review plan, revise as necessary, and make copy available to all staff
- Instruct personnel of their duties.
- Determine method of monitoring for emergency situations.
- Direct all initial emergency actions including the following:
  - Assign tasks to personnel to carry out specific actions.
  - Order evacuation, if deemed necessary.
  - Take any other action necessary to protect life.

- Assess nature and extent of all emergencies.
- Assume initial control of all emergency actions until local emergency personnel arrive.
- Obtain volunteers to carry out supporting actions.
- Develop system to assist persons who need assistance.
- When the alarm activates, quickly check rooms on their floor as they exit the building and advise anyone, they see of the need to evacuate.
- Once out, advise Safety & Security personnel and/or emergency responders of anyone remaining in the building.
- Keep occupants from re-entering building until advised by Safety & Security or emergency personnel that re-entry is allowed.
- Establish a procedure to account for employees
- Establish a procedure for reporting to emergency personnel any missing, trapped or injured occupants.

## **EVACUATION PROCESS**

If there are concerns regarding the following: Fire, Medical Emergencies, Evacuations or Theft etc. please contact event manager via walkie talkie or phone (Ray Anderson 289-929-6631) and/or floor supervisor and he/she will contact the NFCC Security team to attend your situation.

In the case of a necessary evacuation, the Head Referee and Tournament Coordinators will be notified via their radio. They will then stop all matches in their area and instruct everyone to evacuate the property at the nearest exit (please see Appendix III for maps of emergency exits). Head Referees and Tournament Coordinators will be clearly designated and visible to help guide people to mustering points once outside.

If a fire were to occur, the building's alarm would sound. The NFCC Event Manager/Floor Supervisor will maintain contact with OVA staff and team to keep them updated on the status of the situation. If necessary, for the safety of your attendees, an announcement will be made if necessary to evacuate. All guests will be directed to our central meeting point located at the rear of our building behind the loading dock fencing. NFCC staff and OVA staff will assist all persons exiting the building and will try to ensure that everyone has been evacuated.

Please note, should any of the following occur, you are to evacuate the building immediately:

1. You see fire.
2. You see smoke
3. The fire alarm goes to stage 2 which will be indicated by the fire alarm going from a slow beeping sound to (3) repeated rapid beeping sounds.

Should any of your attendees fall in the categories below please identify these persons to your NFCC event manager so arrangements can be made to assist in case of an emergency.

**Hearing Impairments:** Strobe lights are present during evacuation and fire alarms.

**Visual Impairments:** The alarm will sound and announcements are made during evacuations and fire alarms.

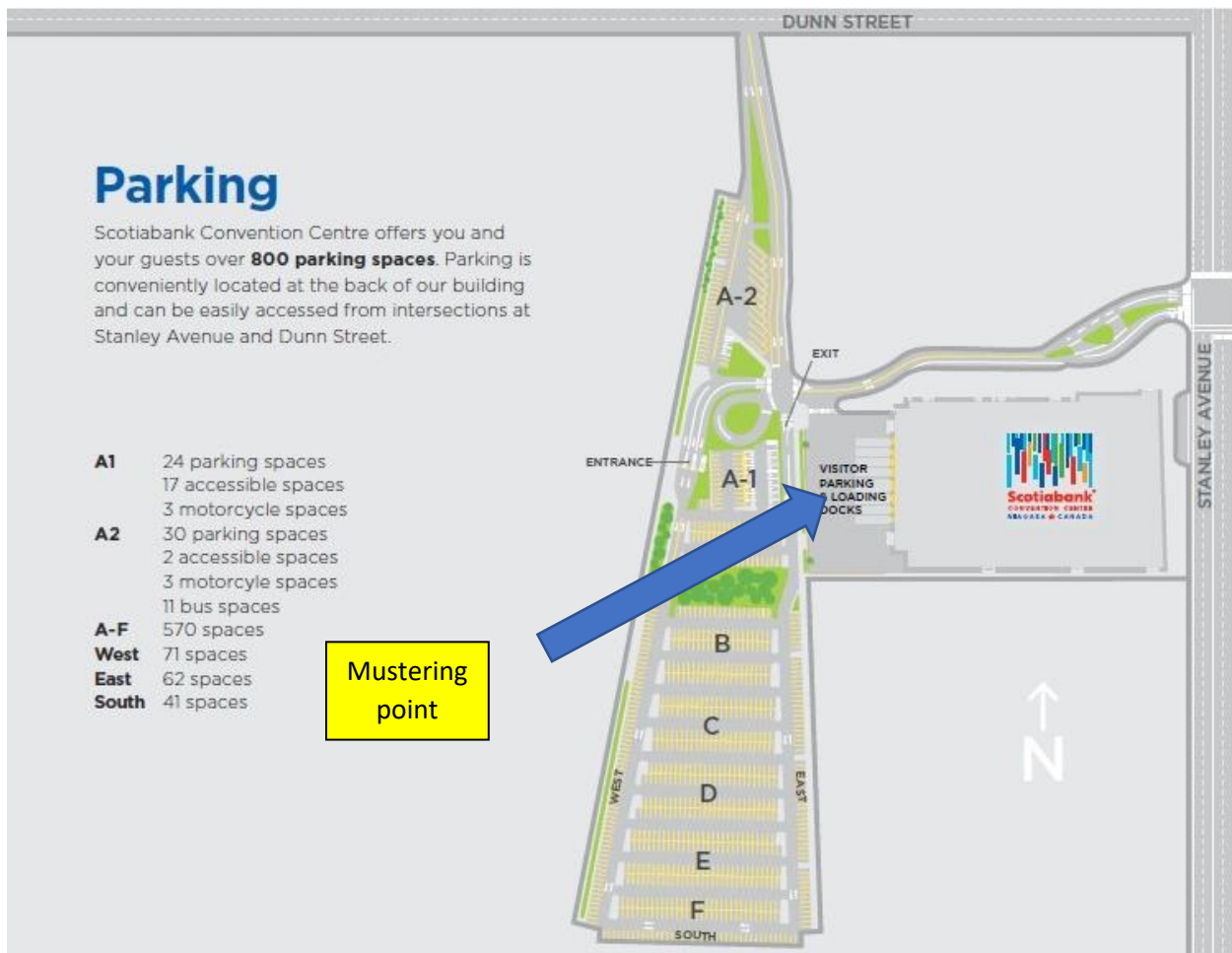
**Mobility Impairments:** Staff will be located throughout the building and can help assist with navigation. There are also a number of ramps and stairwells for easy accessibility. All staff are trained to provide evacuation procedures that fit these cases and will assist where and when necessary.

Please See Appendix III: Security, Medical & Emergency Procedure.

## MUSTERING AREAS

Mustering areas are dependent on leased space and typically align with exterior parking lots within the vicinity of the event. The below chart provides suggestions on commonly used mustering areas.

Leased Space	Primary Location	Secondary Location
Niagara Falls Convention Centre Exhibit Halls A, B, and C Show Rooms A, B and C Meeting Room 221 Event Office 3	Rear of Building – beyond loading dock fence	



## RE-ENTRY AFTER EVACUATION

Once the building has been cleared and deemed safe for re-entry, the NFCC staff will let the OVA staff know. The OVA staff will then communicate that with the Tournament Coordinators to start letting people back into the building.

## **SAFETY RULES**

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

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

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

## **TOURNAMENT INSPECTIONS**

As part of our safety program, OVA Staff must complete an inspection of the Tournament playing area prior to the official Tournament start.

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

**Please see Appendix VI to view the Safety Walkthrough Check list.**

## **QUICK REFERENCE SAFETY INFORMATION**

## **ON COURT FIRST AID PROCEDURES**

1. If an injury occurs on court, please proceed to the Tournament Coordinator or Head Referee if he or she is visible and have them Radio OVA staff to call for medical assistance on court.
2. Tournament Staff will then contact the EMT's on site and will direct them to the injury location.
3. If a Tournament Coordinator or Head Referee is not visible, please head to the first aid table located in your field of play of either Hall A or Hall B.
4. For all other medical needs, please proceed to one of the first aid tables (located at either Hall A or Hall B entry doors).

## **MINOR INCIDENT**

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

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

1. Do not move from site of occurrence (unless further injury may result).
2. Official to inform Tournament Coordinator of injury on their court.
3. Tournament Coordinator radios OVA staff to call EMS to injury site.
4. If appropriate, team staff or Tournament Coordinator escorts injured person to the first aid room.
5. Injury/Incident form to be completed by injured party, if able to do so, and signed off on by EMS Staff.
6. Copy of all Injury/Incident forms to be given to the Competition Director at the end of the Tournament.
7. Competition Director to give a photocopy of all Injury/Incident forms to NFCC at the end of the Tournament.

## **MAJOR INCIDENT**

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

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

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

### **MINOR SPILL**

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

1. Tournament Coordinator contains spill area and notifies Ontario Volleyball Competition Manager.
2. Competition Manager to notify NFCC.
3. NFCC staff will clean up area and dispose of clean-up material.

### **THEFT**

Theft of equipment/personal belongings

1. If a Tournament Coordinator, Official, OVA Staff person suspects someone of stealing equipment, or material that belongs to the Ontario Volleyball, and exhibitor or a supplier; and if it is safe to do so, approach the suspect and question them.
2. If suspect is indeed suspicious, and OVA Staff does not feel safe to approach the individual, notify OVA Competition Manager.
3. The OVA Competition Manager will alert NFCC Customer Service, and the authorities will be contacted, and the Police will handle the suspect at this point.
4. If accused person is an athlete, the Ontario Volleyball staff will locate the coach.
5. Competition Manager will complete Incident Form.

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

### **VANDALISM OR ANY ILLEGAL ACTIVITIES**

If a person is seen vandalizing property of Niagara Fall Convention Centre, a vendor booth, or Ontario Volleyball equipment or participating in any other illegal activity:

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

### **HARASSMENT**

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

1. Contact Tournament Coordinator who will radio Police Services and the OVA Competition Director to the scene. NFCC staff will be notified.
2. Police Services will report to the scene to meet with the victim.
3. The Executive Director and/or Tournament Director will attend to the victim and locate the coach/parent.

4. Police Services will work with victim to obtain a description of offender and attempt to locate and apprehend offender.
5. Competition Manager to complete incident form and provide a copy to NFCC staff

### **EXTREME STORM WARNING**

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

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

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

In the event of a weather watch, NFCC staff will notify the OVA staff who will in turn notify Tournament Coordinators that we are under a weather watch. Please listen to radios for updates on weather conditions.

**NFCC Staff** will continuously monitor Environment Canada reports for Storm Watches and Warnings. Once a Storm Watch and/or Warning has been issued for Niagara Region, NFCC Staff will visually monitor the area immediately surrounding the venue. The Competition Manager will be notified by the General Manager of NFCC that Environment Canada has issued a Watch and / or Warning.

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

**Ontario Volleyball Competition Manager** will inform Tournament Coordinators to be on alert and prepare for Emergency Storm Measures.

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

In the case of a **Weather Warning**, proceed to areas of the venue without windows

#### **Protocol for Weather Warnings issued:**

- If the weather watch is upgraded to a **weather warning**, NFCC staff will notify the OVA Staff.
- OVA Staff will radio Tournament Coordinators to tell them that a weather warning has been issued and that play must cease, and athletes and spectators must find safe spots located throughout the building.
- Tournament Coordinators signal the end of play with 3 large and long whistle blasts.
- This will signal all on duty officials to notify the coaches of the weather warning and begin ushering all athletes, coaches, and spectators to the closest safety areas.
- OVA staff will be working with NFCC staff to ensure that all areas are clear.
- Ontario Volleyball staff will inform the general public of the safest area to go to.

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

### **BOMB THREAT**

If anyone in the building receives a bomb threat, they are to inform the Competition Manager and International Centre General Manager immediately.

If anyone in the building receives a bomb threat, they are to inform the Tournament Director and International Centre Security and General Manager 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.

**In the case of Bomb or other Telephone Threats**

- Place the Bomb Threat form (attached) in a location that is easily accessible to your Show Office telephone, and advise your staff that this form should be used in the case of a threat.
- The person receiving the threatening call should remain calm and listen to the caller without interrupting.
- Obtain as much information as possible about the implied threat. Use the Bomb Threat form as a guideline. • Notify Client Services.
- Show Management, Events Management, International Centre Management and your Event Security will meet to discuss what action, if any, will be taken.
- Keep the information regarding the threat on a “need to know basis” to avoid unnecessary concern.

Ask the following questions:



## Bomb Threat Check List

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

1. When is the bomb going to explode? \_\_\_\_\_
2. Location of bomb: \_\_\_\_\_
3. Description of Bomb: \_\_\_\_\_
4. What type of Bomb / when will it explode? \_\_\_\_\_

5. What will cause it to explode?  
\_\_\_\_\_

6. Did you place the bomb?  
\_\_\_\_\_

7. Who are you?  
\_\_\_\_\_

8. How can I reach you if we get disconnected? \_\_\_\_\_

Notes/Comments:  
\_\_\_\_\_  
\_\_\_\_\_

### Caller information:

Sex of Caller: \_\_\_\_\_ Male / Female      Approx. Age: \_\_\_\_\_

Phone number caller is calling from: \_\_\_\_\_

Exact wording of Threat: \_\_\_\_\_  
\_\_\_\_\_

Phrases or Common words used:  
\_\_\_\_\_  
\_\_\_\_\_

**Callers voice: (circle any / all that apply).**

Calm	Clearing Throat	Stutter	Slurred	Nasal
Slow	Disguised	Deep	Lisp	Distinct
Loud	Deep Breathing	Angry	Ragged	Soft
Normal	Rapid	Accent	Crying	Familiar
Raspy	Laughter	Excited	Cracking	High Pitch
Well spoken	Foul (language)	Irrational	Incoherent	Scripted

Other: \_\_\_\_\_

**Background Sounds:**

Street Noise	Traffic	No Noise	persons	dogs
PA system	Music	Aircraft	Machinery	static
Long distance	Clear	Confined Space	Echo	Construction
Train/station	Bus/station	Wind	Rain	Thunder

Other: \_\_\_\_\_

**Report call Immediately to:**

Name: \_\_\_\_\_ Time \_\_\_\_\_ Via: \_\_\_\_\_

Name: \_\_\_\_\_ Time \_\_\_\_\_ Via: \_\_\_\_\_

Name: \_\_\_\_\_ Time \_\_\_\_\_ Via: \_\_\_\_\_

Address (location of incident / City / street / Name)

Location which you answered the call: \_\_\_\_\_

Other Comments:

Your Name (Print):

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

Supervisor Signature / Date: \_\_\_\_\_

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

ALL 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.**

The fire alarm will be pulled by the General Manager of International Centre and everyone is to follow the Evacuation Plan if deemed necessary.

**HOSTILE INDIVIDUAL(S)**

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

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

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

**IF THE HOSTILE INDIVIDUAL BECOMES VIOLENT**

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

1. Ensure yourself and others are clear of danger
2. Call 911 to notify police. Report as much information as possible including:
  - a. Activity
  - b. Person's description
    - i.Height
    - ii.Weight
    - iii.Gender
    - iv.Clothing
    - v.Weapons
  - c. Location
  - d. Direction of travel
  - e. Vehicle
    - i.Color
    - ii.Year
    - iii.Make
    - iv.Model
    - v.License plate number
3. Stay on the phone with the police dispatcher and provide additional information as changes in the situation occur until the first police officer or security officer arrives at your location.
4. Notify Competition Manager and NFCC General Manager.

5. OVA Staff to fill out incident report form.

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

### **LOSS OF UTILITIES**

In the event of a power loss within the NFCC, depending on the degree of loss, two courses of action will be taken:

**PARTIAL:** If the outage affects only a portion of the Niagara Falls Convention Centre, ample emergency lights should be available to move about. Ask the people around you to remain calm. A public announcement will be made shortly advising you what action to take.

**TOTAL:** Emergency generator will activate in the event of total power loss. A public address announcement will be made shortly as to the course of action to take. Have NFCC guests remain where they are.

### **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. Tournament Coordinator to notify Competition Manager.
3. Ontario Volleyball Competition Manager to notify NFCC Staff.
4. NFCC facilities coordinator either restores power or contacts electrical contractor.
5. Electrical Contractor restores power – if required.
6. Competition Manager and Technical Committee Chair will discuss the best way to resume the Tournament based on the circumstances.
7. Incident Form prepared by OVA Competition Manager and NFCC facilities coordinator.

### **POST-EMERGENCY EVALUATION**

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

## SECTION 6 – SAFE SPORT

The OVA is committed to practicing safe sport and ensuring our athletes are provided with a safe and healthy environment in which to learn and develop. Safe sport practices are the responsibility of all members, including coaches, parents/guardians, athletes, referees, club administrators, and volunteers.

### 6.1 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 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

### 6.2 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](#).

### 6.3 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](#)

## 6.4 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.

## 6.5 Mental Health

Volleyball Canada believes the mental health and safety of athletes is vital to strong performances on the court. We are encouraging everyone to make mental health a priority by providing a mental health checklist, as well as sharing useful links. For you to perform your best on court you must take care of yourself off court. The Canadian Centre for Mental Health and Sport (CMHS) is a registered charity supporting the mental health and performance of competitive and high-performance athletes, coaches, and performing artists. The CCMHS is the first Centre in Canada to offer collaborative sport/performance-focused mental health care services designed to help athletes, coaches, and performing artists achieve their performance goals while preserving their mental health and well-being. The CCMHS provides mental health services to competitive and high-performance athletes and coaches, as well as competitive performing artists. Here are the eligibility criteria:

- Must be 16 years of age or older
- Must be a Canadian citizen or permanent resident
- Must participate in a sport or performance domain at a competitive or high performance level
- Must be experiencing mental health challenges

Disclaimer: The Canadian Centre for Mental Health is not a partner of Volleyball Canada, they are a resource for mental health, we do not control who is approved for treatment. Kids Help Line If you are feeling depressed or anxious, please tell someone you trust or contact the Kids Help Line 1-800-668-6868 or text 686868.

## 6.6 Concussion Policy and Safety Protocols

Concussions are very common in volleyball and should be taken seriously. Ontario Volleyball has developed the OVA's Concussion Policy and protocols to help guide the management of athletes who may have a suspected concussion as a result of participation in OVA. You can find the concussion policy here. Each year, all OVA members must review the OVA

Concussion Code of Conduct related to their role. They must also review the applicable Concussion Awareness Resources at [43 Ontario.ca/concussions](http://43 Ontario.ca/concussions).

During member registration individuals must acknowledge that they have completed these reviews in order to complete the registration process. To further support a safe sporting environment, the OVA modified the warmup protocol (point 6.5) for 2022-23 and beyond. This new protocol will be mandatory at all OVA events to help minimize the potential for concussions during warmups. All coaches are required to take the free E-learning module 'Making Head Way' from the CAC. The CAC has many other helpful concussion resources found here. Parachute is Canada's national charity dedicated to injury prevention, and they have a great concussion protocol resource located [HERE](#).

Please see the OVA website for more information on concussion prevention, identification, management, and treatment.

## SECTION 7 PLAYING DELAYS

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

### 7.1 Equipment Malfunctions

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

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

#### OVA Equipment

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

### 7.2 Schedule Interruptions

There will be 24 courts in play at International Centre in Mississauga

- Warm up courts – allow officials to minimize the time dedicated to team warm up and can help keep schedules on time if needed.
- Match location shuffling – allows the Tournament Directors to move matches to free spaces if scheduling runs behind or there are issues with courts or equipment.
- Spectator overflow – allows Tournament Directors to move matches to a space where there is more room for large groups. Large spectator groups can often interfere with play. Additional courts can alleviate traffic slow and speed up match times.

### 7.3 Late Arriving Teams/Forfeit

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

## Appendix I - Signage



**FOR SAFETY AND SECURITY REASONS, HARD-SHELLED COOLERS, LARGE SUITCASES OR ANY CONTAINERS THAT CANNOT FIT INSIDE A GYM BAG ARE NOT PERMITTED.**

**WE ASK THAT YOU PLEASE LEAVE THOSE ITEMS IN YOUR CAR. THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION.**

ONTARIO VOLLEYBALL ASSOCIATION

*Figure 1 – No Coolers Posted in all rented spaces.*

**BE  
A  
REFEREE**

- STAY INVOLVED** IN VOLLEYBALL
- EARN EXTRA **INCOME**
- MAKE THE CALLS**
- KEEP THE ATHLETES **SAFE**

[ONTARIOVOLLEYBALL.ORG/REFEREES](https://ontariovolleyball.org/REFEREES)

SCAN ME

Figure 2 – Be A Referee Poster – recruitment tool Posted in Pre-Function Spaces

# 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.

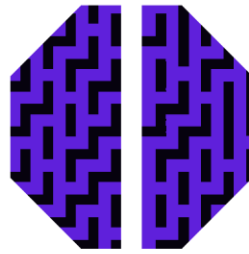
**If you choose to enter the gymnasium, please be aware of your surroundings at all times.**

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

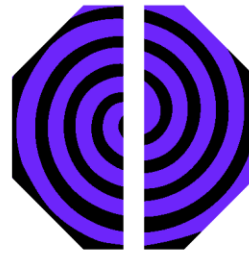


Figure 3 - Caution signs to be placed on doors entering Hall ABC

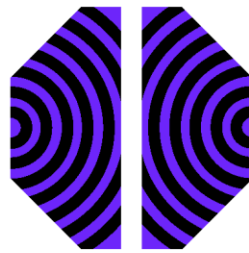
# SIGNS OF A CONCUSSION



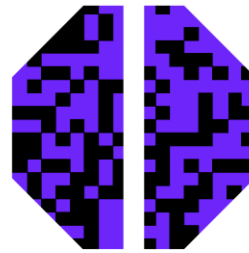
**HEADACHE**



**DIZZINESS**



**RINGING IN THE EARS**



**MEMORY LOSS**



**NAUSEA**



**LIGHT SENSITIVITY**

We all have a responsibility in recognizing a possible concussion following a hit to the head or body. If you're experiencing even one of these symptoms, stop playing, sit out and find help.

[ontario.ca/concussions](http://ontario.ca/concussions)



**DROWSINESS**



**DEPRESSION**

Figure 4 - Concussion awareness signs to be placed by courts in Halls ABC



Figure 5 - No Climbing signs to be placed on all crates

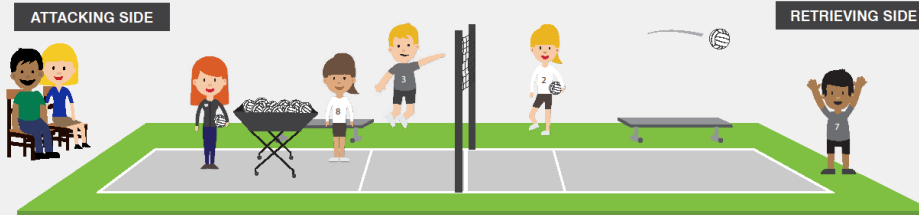


Figure 6 - No warm-up signs to be placed in all pre-function spaces



# HEADS UP!

## MANDATORY WARM-UP

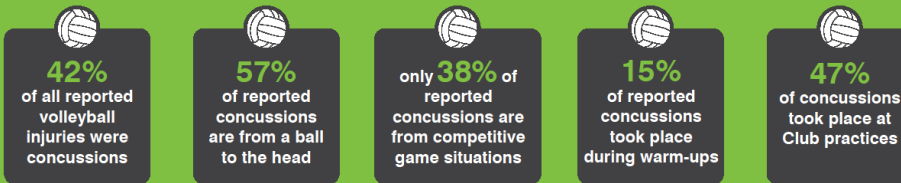


- 1 Athletes remain on one side of the net during a hitting warm-up and those not hitting retrieve the balls on the opposite side
- 2 Coaches are no longer permitted inside the 3m line on the retrieving side
- 3 Athletes should not be crossing under the net during hitting warm-ups into the direct path of the balls
- 4 Athletes should run around the outside of the court to retrieve balls
- 5 Designate one side of the court as the retrieving side and ask spectators to avoid sitting in this area
- 6 Hitting should be directed away from courts with active games and from spectator seating if possible
- 7 Warming up with balls at the team bench, behind the court or in the spectator walkways is not permitted

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.

## DID YOU KNOW?

A recent study of Volleyball Canada youth athletes, conducted by the Sport Injury Research Centre from the University of Calgary have shown some staggering results:



## VOLLEYBALL FOR LIFE

[www.ontariovolleyball.org](http://www.ontariovolleyball.org)

Figure 7 – Warm Up Protocols – Posted in halls ABC

Please follow on your smartphone  
by selecting your tournament  
at:

**timu.ca/ova**



You can follow:

- Pools
- Schedule
- Results
- Playoffs
- Map

You can Share via:

- SMS
- Email
- Messenger
- Twitter
- Facebook



**Timu.ca**  
Mobile eScoreboards

Figure 8 – TIMU Tournament Scoring website Posted in Halls ABC



Figure 9 - Promotional signs in hallway and when entering Halls ABC



# Venue Vibes

**KEEP IT CLASSY**

**RESPECT THE REFS, COACHES & HOSTS:  
THEY'RE NOT FROM ANOTHER PLANET**

**CARE FOR THIS VENUE LIKE YOU WOULD  
YOUR OWN HOME**

**NO BULLIES ALLOWED: DISCRIMINATION &  
ROUGHHOUSING ARE NON-NEGOTIABLES**

**LITTERING IS SO LAST SEASON;  
TRASH GOES IN THE BIN, NOT ON THE FLOOR**

**RESTRICTED AREAS:  
NOT THE VIP CLUB - KEEP OUT!**

**SPOT A HAZARD? FEELING ILL OR UNSAFE?;  
SHARE WITH SOMEONE WHO CARES!**



Figure 10 - Venue Vibes posted in all rented spaces



*Figure 11 will be placed in front of all 3 first aid desks in Hall A, B and C.*



# REFEREE LOUNGE

*Figure 12 will be placed on the door of Room 203.*



*Figure 12 will be placed on the door of OVA Headquarters on Show Office B in Hall B.*

## Appendix II – Copy of Insurance Certificate

CERTIFICATE OF INSURANCE					ISSUE DATE (MM/DD/YY) 02/12/2026	
<b>BROKER</b>  <b>Arthur J. Gallagher Canada Limited</b> 255 Queens Ave Suite 300 London, ON N6H 1R8 Canada PHONE: 519-646-5800			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.			
<b>INSURED'S FULL NAME AND MAILING ADDRESS</b> Ontario Volleyball Association 60 Scarsdale Rd., Unit 111 Toronto, ON M3B 2R7			Company A	Markel Canada Limited / Certain Underwriters of Lloyd's		
			Company B			
			Company C			
			Company D			
			Company E			
COVERAGES						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, not withstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.						
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE <input checked="" type="checkbox"/> HIRED AUTOMOBILE	A	CAS996581-01 Bodily Injury & Property Damage Liability, Cross Liability, Participant Liability Included Deductible: \$1,000	08/31/2025	08/31/2026	EACH OCCURRENCE \$ 5,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGGREGATE \$ 5,000,000 PERSONAL INJURY \$ 5,000,000 EMPLOYER'S LIABILITY \$ 5,000,000 TENANT'S LEGAL LIABILITY \$ 1,000,000 NON-OWNED AUTOMOBILE \$ 2,000,000 HIRED AUTOMOBILE \$ 50,000	
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <input type="checkbox"/> GARAGE LIABILITY <small>**ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>					BODILY INJURY PROPERTY DAMAGE COMBINED \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$	
<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM					EACH OCCURRENCE \$ AGGREGATE \$	
<b>OTHER (SPECIFY)</b> Abuse Limited Liability Errors & Omissions Liability	A	CAS996581-01	08/31/2025	08/31/2026	Abuse \$ 1,000,000 Wrongful Acts (E&O) \$ 5,000,000 \$ \$ \$	
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS/ ADDITIONAL INSURED</b> Governing body, promoting, educating and ensuring the quality of the sport of volleyball in Ontario  Virus, Bacteria, Disease and Contagion Exclusion Niagara Falls Convention Centre is/are added as Additional Insured(s) but only with respect to Commercial General Liability arising out of the operations of Ontario Volleyball Association for RE: Sanctioned Indoor Volleyball Activities.  Member Club: Ontario Volleyball Youth Competitions						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
Niagara Falls Convention Centre 6815 Stanley Avenue Niagara Falls, ON L2G 3Y9 Canada				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOUR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE  Per:		

SV5C7QKF

## Appendix III: NFCC Security, Medical & Emergency Procedure

Prepared for: Ontario Volleyball Association  
Prepared By: Ray Anderson, Events Manager



### Q: What happens if there is a medical emergency at your venue?

The emergency is reported to security, and all floor supervisors/managers who are all trained in Certified First Aid/CPR. They can attend and administer first aid either on scene or at our fully equipped first aid room. If the injury or illness is severe and cannot be addressed on-site, the security personnel will arrange and ensure professional medical care is arranged (via Paramedics or Fire etc.)

### Q: What should the convenor and team be aware of and are there defibrillators on property?

- While you visit with us, our fully trained security staff, supervisors and managers (In Emergency Preparedness, Fire Safety and First Aid) will provide all necessary protection of care for you and your guests.
- We have three defibrillators on property; one on the main floor, strategically placed for easy access. The second is on the second floor and it is also strategically placed for easy access. And the third defibrillator, is kept within our medical bag, which ensures we are prepared for medical emergency response.

### Q: What is the name/address/phone number of the nearest:

- **Hospital:** GNGH- 5546 Portage Road - Phone # (905) 358-0171
- **Pharmacy:** Shoppers DrugMart- 6565 Lundy's Lane- Phone # (905)-354-3845
- **Dental Clinic:** McLeod Dental Clinic- 6015 McLeod Road- Phone # (905) 357-4995
- **24 hour Clinic:** Niagara Falls After Hours Walk-In Medical Clinic- 6453 Morrison street- Phone # (905) 905-374-3344

### Q: Who do organizers contact for clarity?

- If you are concerned about the following; Fire, Medical Emergencies, Evacuations or Theft etc. please contact your event manager (Ray Anderson 289-929-6631) and/or floor supervisor and he/she will contact the NFCC Security team to attend your situation

### Q: In the event of fire, what is the evacuation process & where is the central meeting point -either inside or outside building?

If a fire were to occur, the building alarm would sound. Your Event Manager/Floor Supervisor will maintain contact with you and your team to keep you up to date on the status of the situation. If necessary, for the safety of your attendees, an announcement will be made if necessary to evacuate. All guests will be directed to our central meeting point located at the rear of our building behind the loading dock fencing. Our staff will assist all persons exiting the building and will try to ensure that everyone has been evacuated. Please note: should any of the following occur, you are to evacuate the building immediately: 1. You see fire. 2. You see smoke 3. The fire alarm goes to stage 2 which will be indicated by the fire alarm going from a slow beeping sound to (3) repeated rapid beeping sounds.

### Q: Please describe evacuation process for people with disabilities.

Should any of your attendees fall in the categories below please identify these persons to your NFCC event manager so arrangements can be made to assist in case of an emergency.

**Hearing Impairments:** Strobe lights are present during evacuation and fire alarms.

**Visual Impairments:** The alarm will sound and announcements are made during evacuations and fire alarms.

**Mobility Impairments:** Staff will be located throughout the building and can help assist with navigation. There are also a number of ramps and stairwells for easy accessibility. All staff are trained to provide evacuation procedures that fit these cases and will assist where and when necessary.

**Q: Can you provide a copy of your incident report should we require it?**

Incident reports are taken by the security team and kept on file. They are made available to you only in the case that they are required (submitted or legally obtained) by insurance, police or other lawful and legal entities. All reports are treated as highly confidential.

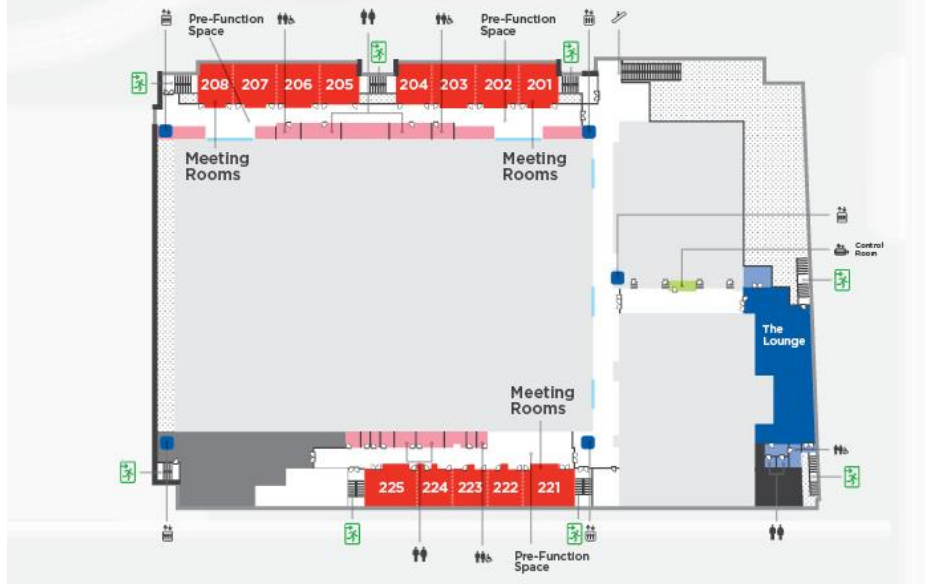
**Q: How will NFCC handle Protestors/ Civil Disturbance?**

Civil Disturbance/ Protestors can proceed on public property outside of the building as long as they are peaceful non-aggressive. Should the protestors become aggressive the Niagara Regional Police will be called in to handle the situation. The NFCC will not allow protestors to protest on property. The NFCC security team will direct them to public spaces away from the building.

### Niagara Falls Convention Centre Emergency Exit Maps



## Second level



## Legend

- Information/Box Office
- Escalator
- Café
- Accessible Restroom
- Restrooms
- Elevator
- Ramp
- Scotiabank Kiosk/ATM
- A/V Control Room
- Oversized Access Door
- Emergency Exits

## Appendix IV – NIAGARA FALLS CONVENTION CENTRE SET-UP AND & TEAR DOWN SCHEDULE

 <b>Niagara Falls Convention Centre Setup/Teardown Schedule 2026</b>							
Date	Day	START TIME	END TIME	Category	Staff Responsible	Task	QTY
Thursday, March 26, 2026	Thursday	11:30 AM	8:30 PM	set up	OVA Staff	Set up event office & medical storage with 1 walkie talkies and give them a printed copy of the operational plan, site map	
Thursday, March 26, 2026	Thursday	11:30 AM	8:30 PM	set up	OVA Staff	Set up 1 Medical Desk - place a desktop file organizer with blank accident reports in a manilla folder - place a 2nd folder per desk for completed forms - place printed copy of concussion policy and assessment forms, site map, covid safety plan and operations manual on each desk - provide ice bags for each desk	
Thursday, March 26, 2026	Thursday	1:00 PM	8:00 PM	Set up	Sport Court Crew	Court Build - (24 people) - empty crates - build courts - setup nets/ref stands - tape lines - move barrels into place - barrel covers and table cloths - scoreable setup - move crates to storage walls - dry mop courts	
Thursday, March 26, 2026	Thursday	4:00 PM	8:00 PM	Set up	Venue Staff	Placing score tables, spectator/coach/athlete chairs - can happen as courts are being finished	
Thursday, March 26, 2026	Thursday	4:00 PM	5:00 PM	Set up	Venue/OVA Staff	Students place plastic drums exactly where they need to be and venue staff will come around to fill each one up 2/3 full. 48 barrels 2/3 = 1,800 gallons of water used.	2
Thursday, March 26, 2026	Thursday	2:00 PM	5:00 PM	Set up	Venue	Hardwire Internet and Power drops by Courts for live streaming - TBD Court #s	
Thursday, March 26, 2026	Thursday	8:00 PM		Set up	Mark/Venue	Complete safety walkthrough of field of play and Ballroom	2
Thursday, March 26, 2026	Thursday	10:00 PM	10:00 PM	Set up	OVA Staff	OVA Staff out of building	
Saturday, March 28, 2026	Saturday	3:00pm	7:00pm	coach check in	OVA Staff	Set up Coach Check in Galleria hallway in front of hall	
Saturday, March 28, 2026	Saturday	6:00PM			OVA Staff	Set up bead making station in Galleria across from Hall B	
Sunday March 29, 2026	Saturday	6:00pm	7:00pm	Branding	Alishia/Kerish	Switch out yellow/blue inflatable for Gren/white inflatable	
Monday, March 30, 2026	Sunday	7:0030am	9:30am	Branding	Kerish and Dylan	Set up awards backdrop and sound system in Ballroom C for Awards	
Monday, March 30, 2026	Monday	3:00 PM		Competition	OVA Staff	All Courts will be complete by 5:00pm	
Monday, March 30, 2026	Monday	5:30 PM	9:00 PM	Tear Down	Sport Court Crew	Tear Down Crew - 24 in total - place all crates into Hall C -remove tape from courts - take down courts - put tile and volleyball equipment into crates - empty water barrels	
Monday, March 30, 2026	Monday	5:00 PM	10:00 PM	Tear Down	OVA Staff	Remove all branding and pack all OVA stuff into E crates and Mini Vans, Pack as much as we can in Hayden's mini van first before loading Marks	
Tuesday, March 31, 2026	Tuesday	8:00 AM	12:00 PM	Pickup	Stronco	Fork lift driver 4hr shift to load 48 crates into 2 trailers	
Tuesday, March 31, 2026	Tuesday	8:00 AM	10:00 AM	Pickup	Transpro	2 trailers arrive for the 48 OVA crates	
Tuesday, March 31, 2026	Tuesday	9:00 AM	10:00 AM	Pickup	Vincent tent rentals	48 plastic drums picked up	
Tuesday, March 31, 2026	Tuesday	12:00 PM	12:00 PM	Pickup	Stronco	Stronco picks up forklift 7 dump trucks 2 dollies	

## Appendix V: Site Plan CAD



# NIAGARA FALLS CONVENTION CENTRE



Stanley Ave

Stanley Ave



# 4v4 Championships

March 29-30, 2026



NO OVA ACCESS

PELLER ESTATE ROOM  
OVA AWARDS



Lunchroom & Vendors

FALLSVIEW THEATHER  
JR BALLROOM  
No OVA Access

NFCC Info Desk

CONCESSIONS



Entrance

Entrance to Hall A

Entrance

Entrance to Hall B

Entrance

Entrance to Hall C

Bracelet Station



Parking



Parking



Parking



## APPENDIX VI

### TOURNAMENT AREA SAFETY CHECKLIST – PRE-SHOW WALK THROUGH

**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 (if required)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>MEANS OF ESCAPE</b>	<input type="checkbox"/>	<input type="checkbox"/>
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>	<input type="checkbox"/>	<input type="checkbox"/>
1. Have slip and trip hazards been controlled?	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRST AID</b>	<input type="checkbox"/>	<input type="checkbox"/>
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 Assessment forms and the Emergency Action Plan.	<input type="checkbox"/>	<input type="checkbox"/>
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 and Referee Development Team members to ensure quick and easy communication.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPORT COURT AND REFEREE STAND SYSTEMS</b>	<input type="checkbox"/>	<input type="checkbox"/>
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. Are all playing areas free of debris and safe to begin play?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has all layout string been removed from the floors?	<input type="checkbox"/>	<input type="checkbox"/>
9. Thoroughfares between courts are well defined and clearly marked	<input type="checkbox"/>	<input type="checkbox"/>
10. Are recycling bins and garbage cans placed strategically at each bench to limit tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are all OVA court signs firmly attached to the court so they will not fall off the net?	<input type="checkbox"/>	<input type="checkbox"/>
12. 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"/>
13. 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"/>
14. 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 (if applicable)?	<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? Write N/A if crates not in playing area.	<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 (if applicable)?	<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?	<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.**

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

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

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

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

\_\_\_\_\_  
Signature of OVA Staff Member

\_\_\_\_\_  
Signature of Facility Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SUBSEQUENT NIGHT SAFETY WALK THROUGH CHECK LIST

**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 (if required)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>MEANS OF ESCAPE</b>	<input type="checkbox"/>	<input type="checkbox"/>
1. Are all escape routes in Tournament area unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
2. 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>	<input type="checkbox"/>	<input type="checkbox"/>
1. Have slip and trip hazards been controlled?	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRST AID</b>	<input type="checkbox"/>	<input type="checkbox"/>
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 form 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>	<input type="checkbox"/>	<input type="checkbox"/>
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? Please write N/A if not applicable.	<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. Are all playing areas free of debris and safe to begin play?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has all layout string been removed from the floors?	<input type="checkbox"/>	<input type="checkbox"/>
9. Thoroughfares between courts are well defined and clearly marked	<input type="checkbox"/>	<input type="checkbox"/>

10.Are recycling bins and garbage cans placed strategically at each bench to limit tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
11.Are all OVA court signs firmly attached to the court so they will not fall off the net?	<input type="checkbox"/>	<input type="checkbox"/>
12.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"/>
13.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"/>
14.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? Please write N/A if no crates in field of play.	<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

\_\_\_\_\_  
Signature of OVA Staff Member

\_\_\_\_\_  
Signature of Facility Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date