

INVITATIONAL TOURNAMENT SAFETY CHECKLIST

In this age of insurance and liability suits, it is imperative that everyone involved with Ringette ensure a safe and fun environment for our members and that reasonable care be given in reducing and even preventing the risk of injury.

The Ontario Ringette Association has developed a checklist that you, as Host Committee, could implement prior, during and after the tournament. This will assist you in preparing your FACILITY AUDIT, which is to be submitted as part of the Pre-Tournament Requirements.

For further information contact your Regional Risk Management and Safety Co-ordinator.

1. Include in your Letter of Acceptance or Registration Package to each team:
 - a map with location of arenas, hotels and hospitals ... includes actual names, addresses and phone numbers of local hospitals.
 - information on any special medical facilities in your area which may be utilized by the tournament participants (i.e.: Sports Injury Centre).
 - Information about any specific policies your sports complex may have regarding their Emergency Action Plan.
2. Provide the above information to all officials and any volunteers.
3. Include information contained in #1 in your tournament program so that parents and spectators have access to this information.
4. When possible, arrange for trained medical staff to volunteer to be on duty/call. Ensure that the staff can be found at any time throughout the tournament. Have a centralized area for the staff to be situated (possibly at the first aid station).
5. At arenas, ensure that:
 - first aid room is stocked and open.
 - all phones, pay or office, are in good order and have emergency numbers visible at each one.

- someone is available and knows that they are to “take charge” in an emergency. Publicize (that one is in charge during an emergency) and ensure this person is easily recognizable by those in attendance.
6. Discuss “on-ice” emergencies with officiating supervisors and:
- ensure that everyone knows how to and who will handle the emergencies.
 - communicate this to all volunteers, including referees, prior to the first game of the tournament.
7. Complete an Incident/Accident Report Form for every injury and return it along with the Post-Tournaments Requirements.
8. Publish notification that:
- Each team is responsible for the behaviour of their fans, including unsafe behaviour and game referees.
 - abuse of officials, verbal or physical, and disruptive behaviour towards the teams will result in expulsion from the arena.
 - coaching staff should be wearing proper footwear when crossing the ice (boots or low healed shoes).
 - parents are responsible for their children’s actions, especially non-players, at all times.
9. If timekeeper’s box is fairly cold, attempt to obtain heater and ensure that the volunteers are comfortable. Periodically check up on them to see if they need anything (i.e.: hot drink).
10. Inspect all arenas/facilities prior to the tournament:
- ice surface – no holes, cracks, pieces missing, cement showing. Utilize the services of the game officials to check the ice while teams are warming up.
 - dressing rooms – clean, hazard free – no splinters on benches or broken glass.
 - bench area – all benches are securely anchored and in good condition. Doors open and close properly.
 - parking area – no dangers to participants of the tournament. No obstacles that prohibits drivers from clearly seeing pedestrians. Ensure that ambulances have quick and safe access in parking lot.

- stands – safe, clean and hazard free. Check to see if heaters are operational.
- boiler room – and odours (i.e.: Ammonia)? What is the action plan if there is a leak?

11. In order to develop a good Emergency Action Plan you must:

- know the age and experience of those on duty. Are they capable/knowledgeable of what to do in case of an emergency?
- delegate a person in charge of emergencies, a person to control the people not directly involved with the emergency, and a person to call for help and wait for it to arrive. These people are known as the Charge Person, Control Person and Call Person, respectively.
- go through some 'mock' emergencies.

12. Inspect all emergency exits to ensure they all open properly and are clearly marked as emergency exits.

13. Ensure convenors are aware of action plan for missing persons.

14. Design a map that outlines anything that will allow people to act faster in an emergency (i.e.: emergency exits, first aid room, parking area).