

PRE-TOURNAMENT REQUIREMENTS

1. TOURNAMENT RULES

The O.R.A. requires that your Host Committee submit a list of the rules to the Regional Games and Tournaments Co-ordinator being used in your tournament. These rules must be handed in even if no additions were made to the existing O.R.A Event Rules and must be approved before sending out to teams.

2. TOURNAMENT SCHEDULE

The Host Committee is required to submit a tournament schedule to the Regional G&T Co-ordinator. In order to help you with the administration of your tournament, be specific as to who is playing against whom. This will aid in spot-checking for problem areas.

3. INVITATION LETTER

The Regional G&T Coordinator would like a copy of the invitation letter that you sent to all the participating teams. This again, will allow O.R.A. to help you in the administration of your tournament.

4. LIST OF TEAMS

The Host Committee must submit a list of teams participating in the tournament to the Regional G&T Co-ordinator.

5. FACILITY AUDIT

The Host Committee is required to submit a FACILITY AUDIT FORM for all facilities used at their event to the Regional G&T Co-ordinator. The audit will help provide a safe environment for all participants.

6. REFEREE-IN-CHIEF

The Tournament Referee-In-Chief is required to communicate with the Regional Officiating Co-ordinator regarding the selection and scheduling of Officials for the tournament. This must take place **no later than (3) weeks prior** to the tournaments first game and is solely for the interchange of information.

The above pre-tournament requirements are to be submitted to the Regional Games and Tournaments Co-ordinator **THREE (3) WEEKS PRIOR** to the event. Except Item #6, which should be handled by the Regional Officiating Co-ordinator. If you have any problems in meeting this deadline, contact the Regional G&T Co-ordinator to request a new deadline for this information to be handed in.

POST-TOURNAMENT REQUIREMENTS

1. TRF ADJUSTMENT FORMS

This Form is used should teams make changes to the original Team Registration Forms sent to you as part of the pre-tournament requirements. Only those teams using substitutes need to fill this Form out. These Forms are to be submitted to the Regional G&T Co-ordinator.

2. TOURNAMENT GAME SHEETS

The Regional G&T Co-ordinator requires that your Host Committee submit the WHITE copy of all tournament game sheets.

3. PROGRAM WITH SCORES

The Regional G&T Co-ordinator requires that your Host Committee submit an Event Program with ALL scores added. However, if a Program is unavailable, a schedule with the scores in it is acceptable.

4. OFFICIALS LIST

The Host Committee is required to submit to the Regional G&T Co-ordinator a list of officials being used along with the schedule.

5. TOURNAMENT SANCTION FEES

Complete this Form and forward with appropriate payment to the Regional G&T Co-ordinator. Make the cheque **payable to your Region.**

The above post-tournament requirements are to be submitted to the Regional Games and Tournaments Co-ordinator **TWO (2) WEEKS AFTER** the event. If you have any problems in meeting this deadline, contact the Regional G&T Co-ordinator to request a new deadline for this information to be handed in.

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).
 - include the 911 number in your package if it is operational in your area. Make sure it is because not all areas may have this service.
 - if the above number is not in service, include a list of phone numbers from the local fire department, police, ambulance, emergency dental and poison control centre.
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 anytime 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:
- home team is responsible for behaviour of fans, including safety of opposing team and the 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 exists to ensure they all open properly and are clearly marked as emergency exists.

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 exists, first aid room, parking area).