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INTRODUCTION

The Ontario Volleyball Association (O.V.A.), as a Provincial Sport Governing body, has the responsibility to set policy, guide and monitor practices and implement procedures which are designed to ensure participant safety.

The Risk Management and Safety Committee of the O.V.A. functions as an active ad hoc committee of the Board of Directors, with responsibility to review policies and procedures on an annual basis. In addition, this committee shall serve in an advisory/consultative capacity as required.

POLICY STATEMENT

It is the policy of Ontario Volleyball to develop, implement and monitor an effective Risk Management and Safety Program designed to foster the spirit of competitiveness in the safest possible environment. It is the duty and responsibility of every coach, official, volunteer, staff, director and member to practice Risk Management and Safety on a continuous basis. Risk includes not only areas related to physical harm, but also emotional, financial, and reputation in the community.

This document is designed to provide guidance and insight into how this can be achieved by offering members a comprehensive series of guidelines and recommendations, as compiled by the O.V.A. Risk Management and Safety Committee.

Recognizing that there are inherent risks in any physical activity, these guidelines are designed primarily to manage and reduce risk through due diligence. These include:

1) The identification of safe versus unsafe conditions for training and competition
2) Liability and Negligence
3) Assessing and Decreasing Risk
4) Screening Policies and Implementation Guidelines
5) Procedures for effective and expedient action in the event of an injury
6) Reporting Procedures for incidents and injuries
7) Policies and position papers of the Association with respect to the provision of a safe and healthy atmosphere for all participants

Ontario Volleyball supports and operates a Disciplinary Committee which investigates alleged incidents and imposes sanctions for inappropriate conduct. This committee consists of a member of the OVA Executive, a member of the staff (Director level) and up to two committee chairs from the program(s) most closely related to the incident.
Ontario Volleyball is fully committed to providing the safest possible environment for participants. A safe environment is one that addresses facilities, equipment, training load and recovery, as well as the emotional and spiritual well being of all participants. The by-laws, regulations, policies and procedures of the OVA govern all clubs participating as members of Ontario Volleyball.

While recognizing the significance of the materials that are provided in this document, the O.V.A. considers the first line of diligence to be primarily the responsibility of coaches, managers, trainers and athletes within the team environment.

These policies and procedures may refer to guidelines and recommendations spanning elements from dress code to eligibility. All policies related to risk management and safety are included in the appendices of this document.

It is considered critical that all participants adhere to a fitness level that is consistent with the demands of the sport. It is recommended that proper warm-ups, conditioning, flexibility and sport specific techniques be utilized in order to reduce the likelihood of injury. Further, and to assist in the facilitation of this first line of risk management, the certification policy stated below has been adopted.

**COACHES CERTIFICATION**

It is the policy of Ontario Volleyball, that all Youth Teams have registered coaches and that these coaches be (minimum) fully certified through the National Coaching Certification Program (N.C.C.P.) at Level One (Technical, Theory and Practical components). Coaches of all Elite Youth Teams are to hold N.C.C.P. Level Two full certification, unless otherwise specified (at a higher level) by a specific competitive event. Further, all individuals working directly with athletes in registered club programs (assistant coaches, managers, and trainers) are required to become registered members of the O.V.A.

The requirement for certification guarantees that coaches have received a minimum of one module on injury prevention and management. The requirement for registration ensures that all personnel involved with registered athletes (who have O.V.A. insurance), are insured as well.

Note that the higher the level of coaching certification, the higher the presumed knowledge and awareness of the risks associated with training and for managing those risks. Coaches and other sport leaders are also strongly encouraged to maintain current First Aid and CPR qualifications.
LIABILITY AND NEGLIGENCE

All individuals who exercise some element of control over a sport activity have responsibility to create a safe and controlled environment for the athletes. Failure to do so can lead, not only to serious injury, but also to serious legal consequences. It is therefore essential that the steps to providing a safe environment are known and followed.

LAW OF TORT
Most legal actions are brought against coaches and clubs and are based on alleged acts of negligence. (Negligence falls under the Law of Tort, which means “wrong”.) However, anyone connected with a sport activity can be liable for negligent acts or omissions. For coaches, negligence implies that either they have omitted to do something which a reasonable and prudent person would have done, or that they have done something which a reasonable and prudent person would not have done.

CLAIMS OF NEGLIGENCE
Each sport-related incident is judged on its own merit, and the outcome is very much dependent on the findings of fact by the trial judge or jury. However, there are four elements that must be present for a claim of negligence to be successful.

1) The existence of a legal duty to exercise care in protecting the athlete
2) A failure to conform to the standard required in discharging that duty
3) An injury to an athlete’s person, property or other rights
4) A reasonably close causal relationship between the breach of duty and the player’s injury

IF A LAWSUIT...
If a lawsuit does ensue, you may be asked some of the following questions:

1. Was the attempted exercise both mentally and physically suited to the athlete’s age and condition?
   (Progress reports, medical and personal records will serve as documentary evidence to substantiate your solid understanding of the athlete’s physical and emotional preparedness.)

2. Was the activity properly supervised?
   (The degree of supervision required varies directly with the difficulty of the activity.)

3. Was the athlete progressively trained and properly coached to avoid danger?
   (Proper coaching requires a demonstration of structured progress, with adequate review procedures to ensure that athletes will not move too quickly into areas beyond their capabilities. The provision of competent well-trained coaches and instructors is a positive step towards ensuring proper instruction.)

4. Were up-to-date reports maintained?
   (Complete detailed accident reports, including the names and observations of witnesses, immediately after any mishap.)

5. Were the facilities adequate and equipment suitably arranged?
   (Everyone, especially coaches and facility owners, must exercise caution and care when inspecting facilities and fitting uniforms and protective gear.)

   -5-
ASSESSING AND DECREASING RISK

1. Athletes
Personal equipment is the responsibility of each individual participant. Suitable footwear in good condition and properly laced is considered fundamental. Such items as ankle braces, kneepads and preventative taping are encouraged. Athletes are asked to ensure that they maintain a level of physical fitness that is consistent with the demands of the sport and that they are thoroughly warmed up and stretched prior to beginning activity. In addition, athletes must bring to the attention of their coaches when they have physical concerns, such as Muscle pulls, stress-related injuries, etc.

2. Coaches
As coaches drive team-based programs, it is paramount that coaches adhere to the guidelines that are provided. Beyond the basic certification requirements, coaches are strongly encouraged to seek out additional emergency management courses, such as First Aid, CPR and the Sports Injury Prevention and Care program.

Coaches are required to facilitate the completion of athlete medical information forms. Note that forms & Information must be available on site during all training and competition. See page 18.

The information provided in the Facilities section, the Being Prepared section and the Emergency Action Plans section is extremely important for coaches to understand and implement. In addition, coaches are asked to review and follow the policies provided in the Appendices as they relate to the Coaching Code of Conduct, Screening, Harassment, Alcohol, and Inclusion/Exclusion.

In order to reduce risk in the practice environment coaches should: monitor fatigue in training tasks, be conscious of safety factors when planning and delivering drills (including traffic patterns, volume and practice density, work:rest ratios, teaching progressions, shagging and loose balls, etc.) and encourage specific communication when balls are either underfoot or set too tight to the net. Equipment that poses potential risk should be wrapped or padded and indicated with bright colours where appropriate (cables, etc.)

In competitions that are considered lengthy (more than an 8-hour day), coaches are asked to consider the depth of their roster in order to minimize injuries from fatigue.

3. Organizers/Hosts
Tournament hosts take on significant responsibilities for the reduction of risk when committing to stage an event. All hosts will receive a checklist as part of the hosting package (see page 38. Guidelines regarding minimum standards are provided and the exercise of completing both the checklist and the identified tasks are to ensure that everything possible is done to provide a safe environment for participants.

It is recommended that whenever possible hosts identify individuals on site (e.g. Parents) who have medical qualifications and to identify them (for emergency response only). Event organizers must provide access to washrooms, telephones, ice or an ice substitute (for emergencies only). Further, as part of the emergency action plan, organizers should have (in writing) the basic information regarding the nearest emergency treatment center/hospital (Name, address, phone and directions for drivers) as well as the telephone number for accessing an ambulance.
The hosts, in conjunction with the O.V.A. staff and the appropriate Competitions Chair are strongly encouraged to secure enough courts to ensure that a maximize competitive day is limited to 10 hours and that teams not be required to play more than 14 sets in a single day. Realizing that this is not always possible, these parameters are designed to serve as a guideline. When not possible, a notation to coaches should be made in the information provided, encouraging them to utilize the depth of their roster when appropriate, due to the unavoidably lengthy schedule.

4. Officials
Officials have adopted their own code of conduct as outlined in the Volleyball Canada rulebook. With this code in mind, the officials’ primary duty is to enforce the rules. Of particular note are the rules regarding the wearing of foreign materials such as heavy jewelry, casts, splints etc. on the hands and arms. Such items as knee braces must be covered with materials so no metal or sharp edges are exposed as contact/collisions at/under the net are a reasonable expectation within the sport of volleyball. In addition, officials should complete their own facility checklist upon arrival at every court, to ensure that all cables and antennae are properly secured/wrapped and benches, bags, spectators and other obstructions are as far from the playing court(s) as the rules and space permit. In the event of a multi-court facility, the side-line of the adjacent court must be considered a ‘wall’ and any ball or athlete traveling into the space of a nearby court be declared out of bounds.

Officials are also asked to exercise good judgement when it comes to referees stands. It is the OVA’s recommendation that one-piece units such as proper stands, box-horses, four-legged ladders or tables be used. Referees are asked to avoid standing on unstable mounts such as a chair on top of a table, a leaning ladder or a platform that is not secured to the post. A slightly less desirable angle may be necessary in the name of safety.

During the match, officials are required to monitor and facilitate the wiping of the playing surface as required. Similarly, untied shoe laces, or equipment which becomes faulty should be addressed and adjusted. Spectators who infringe on the minimum free space are to be monitored and moved, as required.

5. Others
Managers, parents, spectators and others can all take part in the reduction of risk by being aware of exits, ensuring they do not block exits, keeping personal belongings far from the playing surface and being respectful of fair-play issues. The O.V.A. does not condone behaviours which might be interpreted as harassment (See page 29). Further if individuals see a condition which is considered unsafe, they are asked to bring it to the attention of the host or an O.V.A. representative on site. Parents are asked to closely supervise all young children at OVA tournaments as the OVA cannot ensure safety away from the playing areas.

6. Financial Practices
Financial operations are to be managed with due diligence. In all cases, it is recommended that:
1. Minimum of two signatures be used for all club/regional business matters (3 preferred)
2. Financial personnel/treasurers should not be directly responsible for the spending or receiving of funds
3. Regular transaction logs and written financial statements are made available to the relevant members
SCREENING

Ontario Volleyball supports screening at all levels of play and especially for those participants who are vulnerable because of age, disability, etc. The O.V.A. offers assistance to member clubs by providing sample forms and processes which are designed to make it easier for Clubs to introduce and implement screening.

WHAT IS SCREENING?

Screening is a series of initiatives and protective mechanisms which, when utilized, minimize the potential for abuse or injury. The intent in utilizing screening initiatives is to increase communication and reduce uncertainty, through the clarification of duties, expectations and responsibilities of all constituent groups.

While screening is often thought of strictly as background investigations such as reference checks or police checks, this is only a very small part of screening. For Ontario Volleyball’s purposes, screening shall include:

1) Provision of written job descriptions for participants in all programs
2) Recruitment strategies
3) Interview format and sample questions for potential leaders (coaches, managers)
4) Effective reference check questions
5) Consideration for the need for police record checks
6) Design for an effective orientation and training program
7) Planned strategies for supervision & evaluation, including participant feedback

In addition, included for reference the following information is available through the following websites:

http://outdoornetwork.com
http://www.tourism.gov.on.ca
http://www.volunteer.ca
SCREENING STEPS

1. JOB DESCRIPTIONS
Position job descriptions are the first level of screening. At the very least, job descriptions should include a title, location of work, goals of the organization, goals of the position, an outline of responsibilities and limitations of the position, method of evaluation, accountability expectations (supervisor, support, reporting structure), relevant code(s) of conduct, skills and experience required/preferred, mandatory activities (training, certification, first aid, etc.) and screening measures to be undertaken.

For sample job descriptions, which can be used and/or modified to suit individual club frameworks, please see page 39.

Clearly laid out job descriptions send the message that the organization is serious about screening and are also the basis for developing further levels of screening.

2. RECRUITMENT STRATEGIES
Whether the position is of a voluntary or paid nature, recruitment messages are developed so that the recipient can learn enough about the position to know whether or not they are qualified to apply. These messages should also be intriguing enough to make interested parties learn more.

While we often recruit from within the parent pool, from former players, and through assorted prior contacts, these personal ties should not be a replacement for proper screening initiatives.

To help reduce the discomfort that may arise from familiarity with applicants is to formalize the process. Suggestions include posting notices or sending home requests for volunteers, including the job description and an application form. A sample application form may be found on page 39.

When recruiting personnel, whether for volunteer, honorarium or paid positions:

a) Never sound desperate
b) Let the recipient of the information know that you conduct screening practices
c) Mention that applications are being accepted, so there is the appearance of a selection process
d) Use your job description as a guide to help you decide what to include in your message. Highlight elements which will make or break whether a person needs to respond (eg. Level One NCCP Certification required or required Tuesday and Thursday evenings and some Saturdays, etc.)
e) Your recruitment message should draw the 'right' people to your organization. It is not important that many people respond, but rather that the people who do, fit the bill.
f) Your next step is to verify the suitability of the applicant

3. APPLICATION, INTERVIEW FORMAT AND SAMPLE QUESTIONS

a) Review your application process to ensure you receive data that can be verified. Providing a specific application form is ideal. On the application form, make
provision for a clearly written statement, which indicates permission to check references and require that applicants sign the form.

b) Applications should include a minimum of three references, including their relationship to the applicant. References should include a cross section of perspectives (eg. Employer, previous sport involvement, teacher, pastor, etc.)

d) ALWAYS follow up with references. Don’t assume they will be good.

4. REFERENCE CHECK QUESTIONS
It is important to ask specific questions of your applicant’s references. Try to avoid questions that are easily answered in the affirmative or negative.

Sample questions include:
1. How long have you known the applicant and in what capacity?
2. What would you consider the applicant’s greatest strength?
3. What would you consider the applicant’s greatest weakness?
4. Can you give me an example of a situation or demonstrated behaviour to support questions #3 and #4?
5. If I was going to pair the applicant with someone, in a collegial work environment (e.g. Co-coaching), what characteristics would you use to describe their personality and leadership style and what traits would you think would be best in their “partner”?
6. Do you have any concerns about having the applicant involved with youth in a sporting environment that includes travel and overnight trips?

5. POLICE RECORD CHECKS
Police record checks, while an important step, may not be applicable in all situations. These checks should never be the first, nor the only, step in the screening process. Police record checks will only tell you if the applicant has been convicted rather than just investigated or charged. Also many forces are independent, so you won’t know if they have been in trouble in another place.

Further, background checks are only good to the day the request is made and recent convictions may not show up yet. It is also possible that applicants may use an alias, which only fingerprints can detect. Finally, pardons and offense while the applicant was a minor are not available.

In high-risk situations, police record checks become prudent as part of the duty of care. High risk would include:
1) If the applicant would be alone with minors?
2) If the applicant has direct access to money?
3) If the applicant be driving (operating a motor vehicle) others?
4) If the applicant be travelling out of town and away from parent/guardian supervision?
5) If the applicant will be in a position of significant power over the athletes?

6. ORIENTATION AND TRAINING
Screening should continue after the individual has accepted the position and in fact should be an ongoing concern until they leave the organization. The organization’s responsibility does not end once the person is hired.

An orientation period should be set for each position. The length of this period should depend on the level of responsibility, depending on the job description. The term will likely be
between 6 weeks and 1 year.

The orientation period is a time when you learn more about the suitability of the volunteer, while they learn about the organization. It is an opportunity to see how they fit in and how they relate to others.

This period may also be a time while you invite them to get involved, under supervision, while waiting for critical screening information. This supervision will also provide an internal second opinion regarding the suitability of the candidate.

A meeting should be held at the end of the orientation period to discuss feelings from both parties. Presumably, this meeting will lead to the next stage of the volunteer's involvement.

It should be noted that while some of these steps may seem excessive to some volunteers, it may be sufficient to remind them that it is often their own children that you are protecting, as everyone involved follows the same process.

7. SUPERVISION, EVALUATION & FEEDBACK
There must be an avenue for the receipt of confidential feedback from participants and their families. In addition, regular dialogue should occur between the supervisory body (eg. Club executive) and the volunteers/employees.
PREPARATION PHASE - EMERGENCY ACTION PLANS

1. BEING PREPARED
There are a number of preliminary steps which coaches and/or team managers should take in order to help prepare for injurious situations.

1. Collect basic health and emergency information for every athlete on your team.

2. On one small card, record this basic information.

3. Tape this card into your coaching book or the medical kit that is present at all training sessions.

4. Produce a second card with all necessary emergency numbers, such as fire, ambulance, police, and a facility contact and keep those available in the same location.

5. Ensure that access to some form of telephone is always available (either by keeping a couple of quarters in the same site, having access to an office phone or carrying a cellular unit.

6. Ensure that access to basic medical supplies is always available by maintaining a basic medical kit at all training sessions. For a list of basic supplies, please see Page 17.

7. Have each athlete (or their parent/guardian) complete a medical profile form, which you should receive in a sealed envelope. Aside from basic emergency information, this form should include: health card numbers, emergency contact names and numbers, current medications, allergies, significant medical concerns and conditions (See Page 18 for a sample form).

8. Develop a small team/group of people who are part of your emergency response team. A brief training session should be held so that everyone's role is clear, in the event of an emergency. It is recommended that the coach on site become the Charge person. An assistant coach, manager or captain be assigned the Call person’s duties. Further, a back-up for each of these two key positions should be declared and oriented.
PARENT CONSENT FORM

To be signed at the time of Registration
Keep at Location of Sport Activities at ALL Times

I hereby certify that I am the parent/guardian of:

____________________________________________
Participant’s Name

Who is under 18 years of age and I hereby consent to any emergency medical procedures which may be deemed necessary by a licensed medical practitioner as a result of his/her involvement in a sport activity.

Signature of Parent/Guardian: ____________________ Date: ________________

Address: _______________________________________________________________

Home Phone: ____________________ Business Phone: ____________________

Witness: ________________________________

2) TAKING ACTION

Most injuries are mild in nature and the P.I.E.R principle should apply.
P = pressure
I - Ice
E = Elevation
R = Restrict

In the event of an injury which is deemed to require immediate medical attention, the emergency action plan as identified below should be used to guide your procedures. Where the condition is considered serious (athlete cannot continue) but not in need of immediate medical attention, the principle of DO NO HARM (when in doubt err on the side of caution), and PIER (pressure, ice, elevation and rest) are the guidelines.
ACTION PHASE - EMERGENCY ACTION PLANS

CHARGE PERSON:

1. Stay with the injured person. Clear all other people away from the patient. Keep them calm and still but DO NOT MOVE THE ATHLETE. Leave their equipment in place. Assure them that help is on its way, if applicable. Apply ice, or other medical support as available/needed.

2. If an ambulance is required, discharge the call person, with the completed card below to contact the necessary emergency medical personnel. Request that the call person return to inform you once the call is made.

3. Assign the next most suitable person to manage the balance of the group, and clear the area for the medical team.

4. Stay with the injured person until medical attention arrives, monitoring any changes in their condition.

5. Upon arrival of medical team, provide information as required. Act as the ‘familiar’ face for the patient in working with the medical team, as required.

CALL PERSON:

1. Take the necessary information (see card below), and coin (if necessary) and make the appropriate call.

2. Make the call

3. State that it is a medical emergency.... if applicable

4. State what the emergency is... Is the athlete conscious, are they Breathing normally, are they Bleeding, and are there signs of Shock?

5. Give exact location and best access route from your previously prepare card (see below).

6. Give telephone number from where you are calling, preferably a phone that can receive incoming calls.

7. Report back to the charge person to confirm and give estimated arrival time.

8. Go to the access entrance, make yourself visible and wait for the ambulance.
EMERGENCY ACTION PLAN INFORMATION CARD

Site: ___________________________________________________

Phone
Locations: ______________________________________________

Police #: (____)_____________
Ambulance: (____)______________

Hospital
Name: __________________________________________________

Phone #: Emergency Dept: (____)________________________
Fire Dept. (____)________________________
General Emergency: (____)_________________

Directions to your
site: __________________________________________________

Describe
Emergency: ___________________________________________

Confidential Participant Information Card

Name: ________________________________________________

Birthdate: _______________________

Person to be contacted in case of emergency: ____________________________

Phone Numbers: Home:(____)____________ Work or Cell:(___)___________
Alternate Contact: ___________________________ Phone:(___)_____________

Doctor’s Name: ___________________________ Phone:(___)_______________

Health Card #: _____________________ Subscriber’s Name:_________________

Medications: _____________________________________________

Allergies: _________________________________________________

Previous Medical Conditions: ______________________________________

Medications Carried: __________________________

Administered by: __________________________
FOLLOW-UP PHASE – EMERGENCY ACTION PLANS

REPORTING INCIDENTS
Documentation is extremely important when incidents or injuries occur. Should such an occurrence take place at an O.V.A. competition, the incident report form found on page ___ is to be completed and sent in with the tournament report. If this circumstance arises in a training or unsanctioned environment, it is considered due diligence for the Charge Person to log the details of what happened, what the form of intervention was, and the names and phone numbers of key witnesses. These details become critical should charges or a financial claim to made.

RETURN TO ACTIVITY
In the event that an athlete is injured significantly enough to be sidelined for a period of time (eg. Fracture, torn ligaments, dislocations, surgery), a gradual re-entry program is recommended.

In addition, the O.V.A. recommends that medical personnel re-assess the injured area and verify, in writing, that the athlete is fit to participate.

RETURN TO ACTIVITY VERIFICATION

Athlete’s Name:_________________________ Home Phone:_(_____)_____________

Address:_______________________________________________________________

St.#                       Street Name                                               Apt.#                          City                                                  Postal Code

Date of Injury:_________________________ Type of Injury:_______________________

Treatment:_____________________________________________________________

______________________________________________________________________

______________________________________Has been Declared fit to participate

Name of Physician:___________________Address:____________________________

__________________________________________Phone:_(____)______________

___________________________ Athlete or if under 18 Parent/Guardian=s Signature

Date:_________________________                   Date:___________________________
APPENDIX A
BASIC MEDICAL KIT INVENTORY FOR VOLLEYBALL

ESSENTIAL:

- Emergency Action Plan Information
- Coins for Pay Phone
- Band-Aids in various sizes
- Call Person Instruction Card
- Antibiotic First Aid
- Blister Pads
- Antiseptic solutions or pads
- Sterile gauze pads
  - (Non-stick 20 of 2"x3")
  - (Regular 20 of 3"x3")
- Steri-strips
- Plastic bags for ice
- Skin Lubricant
- Space blanket (beach only)
- Universal cutter with retracting blade
- Tongue depressors (sterile)
- Latex gloves (min. 4 pair)
- Elastic Tensor Bandages
- 2 x 4" & 2 X 6"
- Triangular Slings (1 lrg & 1 sm)
- Athletic Tape (min. 2 rolls)
- Pre-wrap
- Butterfly bandages
- Chemical ice pack
- Universal Scissors with tape guide
- Cotton tip applicators (sterile)
- Felt/Foam padding 1" thick

OPTIONAL:

- Nail clippers
- Vaseline
- Friction pads for taping
- Heat rub
- Sun Screen (beach only)
- Moleskin
- Lip Balm
- Skin Toughener
- Stretchy tape
- Ice rub
- Super suds (adhesive cleaner)
APPENDIX B
MEDICAL PROFILE FORM

Name: ___________________________________________ Home Phone: ____________________________

Address: ________________________________________________________________________________

Height: ___________ Weight: ___________ Birthdate: ____/____/____

Emergency Contact: _______________________________________________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>(Area Code) Phone Number</th>
<th>Relationship</th>
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Street # ____________________________ Street Name ____________________________ Apt. # ____________
City _______________ Postal Code ____________

Health Card #: ____________________________ Subscribers Name: ____________________________

Allergies to Drugs or Food: ________________________________________________________________

_____________________________________________________________________________________

Disabilities or Previous Medical Conditions: ________________________________________________

_____________________________________________________________________________________

Please Check each line below:

Do you have any permanent disabilities? Yes____ No____
If yes, specify: _______________________________________________________________________

Do you wear glasses? Yes____ No____
Do you wear braces or false teeth, bridges, etc.? Yes____ No____
Do you wear a hearing aid of hearing implant? Yes____ No____
Do you wear contact lenses? Yes____ No____
Do you wear a medic alert bracelet? Yes____ No____
If yes, what is written on it? ____________________________________________________________

Date of last tetanus immunization: ____________ Blood Type: ____________________________

Have you had or do you have any of the following:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes____ No____</th>
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<tbody>
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<td>Arthritis or rheumatism</td>
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<tr>
<td>Asthma</td>
<td></td>
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<tr>
<td>Chronic nosebleeds</td>
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</tr>
<tr>
<td>Diabetes</td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td></td>
</tr>
<tr>
<td>Dislocating Shoulder</td>
<td></td>
</tr>
<tr>
<td>Dizziness</td>
<td></td>
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<tr>
<td>Epilepsy</td>
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<tr>
<td>Fainting</td>
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<tr>
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<tr>
<td>Heart Trouble</td>
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<tr>
<td>Hernia</td>
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<tr>
<td>Skin Condition</td>
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<tr>
<td>Stomach Problems</td>
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<tr>
<td>Swollen or Painful Joints</td>
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<tr>
<td>Trick or Lock Knee</td>
<td></td>
</tr>
<tr>
<td>Previous Breaks/Sprains</td>
<td></td>
</tr>
</tbody>
</table>

List Medications: _______________________________________________________________________

Who Administers Medications at Sport Events: ______________________________________________

Participant=’s Signature: ___________________________________________ Date: ____________

Parent/Guardian=’s Signature: ___________________________________________ Witness: ____________
 INCIDENT REPORT FORM

HISTORY
How did the injury occur? (Witnesses, Athlete’s own opinion)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

DETAILS
What part is injured?

________________________________________________________________________

________________________________________________________________________

Where does it hurt?

________________________________________________________________________

________________________________________________________________________

What was the athlete doing when it happened?

________________________________________________________________________

________________________________________________________________________

What position was the athlete in?

________________________________________________________________________

________________________________________________________________________

Did the athlete hear something go snap at the time of injury? ____________________________
ASSESSMENT:

The SHARP principal is a recommended guide.....

\( S \) = swelling (is there visible swelling)
\( H \) = heat (does the injured area feel hotter than normal to the touch)
\( A \) = altered function (restriction in the range of motion or ability to support weight)
\( R \) = Redness
\( P \) = Pain

1. Check for alignment, deformity, swelling, bleeding, discolouration, or reluctance to use the part or limb. Immediate changes of this nature usually indicate a more severe injury.
2. Check for abnormalities such as strange sounds (grating sensation), smell (as in a burn) or feel (as in swelling or point tenderness).
3. Ask the athlete if they are able to move the injured limb/part
4. Observe the range of motion of the injured part and compare with normal side if applicable.
5. If there is visible changes in alignment or formation, do not let the athlete move, rather, call for medical assistance.

TRACKING INTERVENTIONS

1. Note time of injury______________
2. What has already been done (eg. Application of ice, how long, etc.)
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
Coaching Association of Canada - Coaching Code of Ethics

Principles and Ethical Standards

INTRODUCTION

This section of the code of ethics is organized around four ethical principles identified during a workshop for Coaching Ethics Advisory Committee members.

- Respect for Participants
- Responsible Coaching
- Integrity in Relationships
- Honoring Sport

Each principle is followed by a brief description and a list of ethical standards illustrating how that principle applies to the activities of coaches. These standards are grouped by key words that are an important part of the overall principle.1

1. Respect for Participants

The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of all participants in sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect. Acting with respect for participants means that coaches:

1. Do not make some participants more or less worthy as persons than others on the basis of gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age or any other conditions;

2. Have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and shared decision-making (right to self-determination - athletes' rights); and fair and reasonable treatment (right to procedural fairness). Coaches have a special responsibility to respect and promote the rights of participants who are in vulnerable or dependent positions and less able to protect their own rights;

3. Interact with others in a manner that enables all participants in sport to maintain their dignity

4. Build mutual support among fellow coaches, officials, athletes and their family members.

In being faithful to the principle of respect for participants, coaches would adhere to the following ethical standards:
<table>
<thead>
<tr>
<th>Key Words</th>
<th>Ethical Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect</td>
<td>1.1 Treat all participants in sport with respect at all times.</td>
</tr>
<tr>
<td></td>
<td>1.2 Provide feedback to athletes and other participants in a caring manner that</td>
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<tr>
<td></td>
<td>is sensitive to their needs, e.g., focus criticism on the performance rather than</td>
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<td></td>
<td>on the athlete.</td>
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<td></td>
<td>1.3 Respect the areas of expertise, experience and insights of others in sport</td>
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<td></td>
<td>by considering carefully their opinions.</td>
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<td></td>
<td>1.4 Do not engage publicly (e.g., statements, conversations, jokes, presentations,</td>
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<tr>
<td></td>
<td>and media reports) in demeaning descriptions of others in sport.</td>
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<td></td>
<td>1.5 Be discreet in non-public conversations about athletes, coaches or other</td>
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<td></td>
<td>participants in sport.</td>
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<tr>
<td>Rights</td>
<td>1.6 Recognize athletes’ right to consult with other coaches and advisors.</td>
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<td></td>
<td>1.7 Respect athletes as autonomous individuals and refrain from intervening</td>
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<td></td>
<td>inappropriately in personal affairs that are outside the generally accepted</td>
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<td></td>
<td>jurisdiction of a coach.</td>
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<tr>
<td>Equity</td>
<td>1.8 Treat all participants equitably within the context of their sporting</td>
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<td></td>
<td>activities, regardless of gender, race, place of origin, athletic potential,</td>
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<td></td>
<td>color, sexual orientation, religion, political beliefs, socioeconomic status</td>
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<tr>
<td></td>
<td>and any other condition.</td>
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<td></td>
<td>1.9 Use language that conveys respect for the dignity of others (e.g., gender-</td>
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<td></td>
<td>neutral terms) in written and verbal communications.</td>
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<td></td>
<td>1.10 Do not practice, condone, ignore, facilitate or collaborate with any form</td>
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<td>of unjust discrimination in sport.</td>
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<td></td>
<td>1.11 Act to prevent or correct practices that are unjustly discriminatory.</td>
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<tr>
<td>Empowerment</td>
<td>1.12 Encourage and facilitate participants’ abilities to be responsible for their</td>
</tr>
<tr>
<td></td>
<td>own behaviour, performance and decisions.</td>
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<td></td>
<td>1.13 Respect as much as possible the opinions and wishes of participants when</td>
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<td></td>
<td>making decisions that affect them.</td>
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<td></td>
<td>1.14 Give athletes the opportunity to discuss, contribute to and agree with</td>
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<td>proposals for training and for performance standards.</td>
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<tr>
<td>Informed</td>
<td>1.15 Provide athletes with the information necessary for them to be</td>
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<tr>
<td>Participation</td>
<td>meaningfully involved in the decisions that affect them.</td>
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<tr>
<td></td>
<td>1.16 Communicate and cooperate with family members, involving them in appropriate</td>
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<td>decisions pertaining to an athlete’s development.</td>
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<td></td>
<td>1.17 Clarify the nature of coaching services to participants, i.e., athletes,</td>
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<td>parents, family members or significant others.</td>
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<tr>
<td>Confidentiality</td>
<td>1.18 Determine, in consultation with athletes and others, what information is</td>
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<tr>
<td></td>
<td>confidential.</td>
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<td></td>
<td>1.19 Keep confidential any information about athletes or others gained through</td>
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<td></td>
<td>coaching activities and believed to be considered confidential by those persons.</td>
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</table>
1.20 Share confidential information only with the consent of those requesting confidentiality or in a way that the individual(s) involved cannot be identified.

1.21 Exercise discretion in recording and communicating information to prevent this information from being interpreted or used to the detriment of others.

1.22 Clarify and implement measures to protect confidential information, e.g., restricting access to confidential records.

Mutual Respect

1.23 Encourage a climate of mutual support among all participants in sport.

Extended Responsibility

1.24 Encourage participants to respect one another and to expect respect for their worth as individuals.

1.25 Keep informed on current issues related to respect for participants, e.g., gender equity.

II. Responsible Coaching

The principle of responsible coaching carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence - responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are "well prepared and current", in their discipline.

In addition, responsible coaching means that coaches
a. act in the best interest of the athlete's development as a whole person;
b. recognize the power inherent in the position of coach;
c. are aware of their personal values and how these affect their practice as coaches;
d. acknowledge the limitations of their discipline; and

e. accept the responsibility to work with other coaches and professionals in sport.
f. in being faithful to the principle of responsible coaching, coaches would adhere to the following ethical standards:

Key Words

Professional training

2 Be responsible for achieving a high level of professional competence through appropriate training.

2.2 Keep current with relevant information (knowledge), coaching and teaching skills and research through personal learning projects, discussions with colleagues, workshops, courses, conferences, etc. to ensure that coaching services benefit and do not harm others.

Self knowledge

2.3 Evaluate how personal experiences, attitudes, beliefs, values, socioeconomic status, sexual orientation, individual differences and stresses influence actions as coaches and integrate this awareness into all efforts to benefit and not harm others.

2.4 Engage in self-care activities that help to avoid conditions (e.g., burnout, addictions) that could result in impaired judgement and interfere with the ability to benefit and not harm others.
2.5 Beneficence

Coach in a way that benefits athletes, removes harm and acts consistently for the good of the athlete, keeping in mind that the same training, skills and powers that coaches use to produce benefits for athletes are also capable of producing harm.

2.6 Coaching limits

Take the limits of knowledge and capacity into account in coaching practice; in particular, do not assume responsibilities if insufficiently prepared for them.

2.7 Recognize and accept when it is appropriate to refer athletes to other coaches or sport specialists.

2.8 Refrain from working in unsafe or inappropriate situations that significantly compromise the quality of coaching services and the health and safety of athletes.

2.9 Athlete’s interest

Ensure that activities are suitable for the age, experience, ability, and physical and psychological conditions of athletes.

2.10 Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments.

2.11 Refrain from using training methods or techniques that may harm athletes; monitor innovative approaches with care.

2.12 Be aware of significant pressures in athletes’ lives, e.g., school, family and financial pressures, and coach in a manner that fosters positive life experiences.

2.13 Consider athletes’ future health and well-being as foremost when making decisions about an injured athlete’s ability to continue participating.

2.14 Strive to be fully present, physically and mentally, in the performance of coaching duties.

2.15 Safety

Ensure that athletes train and perform in suitable and safe settings.

2.16 Make athletes aware of their responsibilities for participating safely in sport.

2.17 Sexual relationships

Be acutely aware of power in coaching relationships and, therefore, avoid sexual intimacy with athletes, both during coaching and during that period following coaching during when imbalance in power could jeopardize effective decision-making.
2.18 Abstain from and refuse to tolerate in others all forms of harassment, including sexual harassment. Sexual harassment includes either or both of the following:
1. the use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses include explicit or implicit threats of reprisals for noncompliance or promises of reward for compliance.
2. engaging in deliberate or repeated sexually oriented comments, anecdotes, gestures or touching, if such behaviours
   a. are offensive and unwelcome;
   b. create an offensive, hostile or intimidating working environment
   c. can be expected to be harmful to the recipient.

Colleagues 2.19 Act toward other coaches in a manner characterized by courtesy, good faith and respect.
2.20 Collaborate with other coaches and colleagues from related disciplines.
2.21 Communicate and cooperate with health practitioners in the diagnosis, treatment and management of athletes' health-related needs.
2.22 Use discretion for resolving disputes with colleagues, e.g., deal with differences of opinion constructively on a personal basis and refer more serious disputes to appropriate bodies.

Extended responsibility 2.23 Encourage others, when appropriate, to coach responsibly.
2.24 Recognize and address harmful personal practices of others in sport, e.g., drug and alcohol addiction, physical and mental abuse, misuse of power.
2.25 Assume responsibility for the actions of athletes and other supervised individuals with regard to the principle of responsible coaching.

III. Integrity in Relationships
Integrity means that coaches are expected to be honest, sincere and honourable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to reflect critically on how their perspectives influence their interactions with others. In being faithful to the principle of integrity in relationships, coaches would adhere to the following ethical standards:

Key Words Ethical Standards
Honesty 3.1 Explore mutual expectations with athletes in an honest and open manner, giving due consideration to the age and experience of individuals.
3.2 Accurately represent personal coaching qualifications, experience, competence and affiliations in spoken and written communications, being careful not to use descriptions or information that could be misinterpreted.

3.3 Make athletes and others clearly aware of coaching qualifications and experience.

3.4 Notify other coaches when working with those coaches' athletes

Sincerity

3.5 Honour all promises and commitments, both verbal and written.

Honour

3.6 Act with an enthusiastic and genuine appreciation for sport.

Conflict of interest

3.7 Know the support and abide by sport's rules, regulations and standards.

3.8 Take credit only for the work and ideas actually done or generated and give credit for work done or ideas contributed by others.

3.9 Do not exploit any relationship established as a coach to further personal, political or business interests at the expense of the best interests of their athletes or other participants.

3.10 Be clear about and avoid abusing relationships (e.g., with athletes, assistants, officials, administrators, board members) and avoid other situations that might present a conflict of interest or reduce the ability to be objective and unbiased in the determination of what might be in the best interests of athletes.

3.11 Declare conflicts of interest when they arise and seek to manage them in a manner that respects the best interests of all those involved.

Self-awareness

3.12 Evaluate how personal experiences, attitudes, values, social context, individual differences and stresses influence coaching activities and thinking, integrating this awareness into all attempts to be neutral and unbiased.

3.13 Recognize and reveal whether personal views are based on facts, opinions, conjecture, theory, beliefs, etc.

Extended responsibility

3.14 Encourage athletes and other participants to develop and maintain integrity in their relationships with others.

IV. Honouring Sport

The principle of honouring sport challenges coaches to recognize, act on and promote the value of sport for individuals and teams and for society in general. Honouring sport means that coaches

a. act on and promote clearly articulated values related to coaching and sport;

b. encourage and model honourable intentions and actions in their coaching practice; and

c. show high regard for and promote the value of sport in Canadian society and around the world.

d. in being faithful to the principle of honouring sport, coaches would adhere to the following ethical standards:

Key Words

Spirit of sport

4.1 Advocate and model the fundamentally positive aspects of sport, e.g., sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development, respect for the body, challenge and achievement, the joy of movement, and other positive aspects identified by participants.
4.2 Actively seek ways to reduce potentially negative aspects of sport, e.g., winning at all costs, playing to the letter of the rules at the expense of the spirit of the rules, exploiting unfairly competitors' weaknesses, focusing on sport to the harmful exclusion of other aspects of athletes' lives, initiating and supporting potentially harmful training regimes, and other negative aspects identified by participants.

Respect for the rules

4.3 Accept both the letter and the spirit of the rules that define and govern sport.

4.4 Actively encourage athletes and other participants to uphold the rules of the sport and the spirit of such rules.

Respect for officials and other coaches

4.5 Accept the role of officials in ensuring that competitions are conducted fairly and according to established rules.

4.6 Refrain from abusive personal attacks on officials and other coaches, especially when talking with the media.

Drug-free sport

4.7 Support initiatives that encourage the spirit of sport\(^{14}\) (see also 4.1, 4.2).

4.8 Actively discourage the use of performance-enhancing drugs; support athletes' efforts to be drug-free.

4.9 Refrain from encouraging the use of alcohol and tobacco in conjunction with athletic events or victory celebrations at playing sites.

Positive role model

4.10 Maintain the highest standards of personal conduct and project a favourable image of the sport and of coaching to athletes, other coaches, officials, spectators, families, the media and the general public.

4.11 Project an image of health, cleanliness and functional efficiency in personal habits and appearance, e.g., refrain from smoking while coaching, refrain from drinking alcoholic beverages when working with athletes.

Responsibility to coaching

4.12 Promote and maintain the highest standards of the coaching discipline.

4.13 Encourage measures to improve the quality and availability of coaches' professional services.

4.14 Encourage measures that promote education, knowledge development and research in the field of coaching.

4.15 Develop the coaching profession by exchanging knowledge and experiences with colleagues, athletes and students and by being participants, course facilitators or master course conductors in courses and internships.

4.16 Uphold the responsibility to coaching by bringing incompetent or unethical behaviour to the attention of appropriate regulatory committees in a manner consistent with the ethical principles of this code, if informal resolution or correction of the situation is not appropriate or possible.

Extended

4.17 Encourage athletes and other participants to honour sport responsibility on a lifelong basis.
IV. Footnote

1. The approach, structure and contents of this code were inspired by the Canadian Code of Ethics for Psychologists, 1991. For a detailed guide to this code and how it was developed, see Carole Sinclair and Jean Pettifor, editors, Companion Manual to the Canadian Code of Ethics for Psychologists, 1991 (Chelsea, Que: Canadian Psychological Association, 1992). Many of the ideas for ethical standards were drawn from numerous other codes. The most significant of these were developed by the Association québécois des entraîneurs professionnels en sport, The British Institute of Sport Coaches and Promotion Plus, Women In Coaching Committee, British Columbia. Respect: consideration of the dignity of others; courteous regard.

2. Participants: those taking part in sport, e.g., athletes and their family members, coaches, officials, volunteers, administrators.


4. Worthy: having worth, value or merit; deserving praise; valuable; noble; estimable; virtuous; legitimate.

5. Condition: a provision or stipulation called for as a requirement for participation or competition; a prerequisite; anything that modifies or restricts the nature of participation.

6. Discreet: prudent; cautious; wary; careful about what one says or does.

7. Empowerment: the act of enabling or state of being enabled.

8. Family: those persons who are identified by an athlete as providing familial support, whether or not they are biologically related.


10. Beneficence: an ideal or principle of conduct that requires us to act in a way that benefits others. Such benefit might take the form of preventing or removing harm, or acting directly to produce a good. The same training, skills and powers coaches use to produce benefits are also capable of producing harm.

11. Collaboration: a process through which parties such as members of an interdisciplinary team (e.g., trainer, psychologist, masseuse, team captain) work together on problems and issues to develop solutions that go beyond their limited visions of what is possible. Collaboration is based on the simple adage that two heads are better than one and that one by itself is not good enough. See Barbara Gray, Collaborating: Finding Common Ground for Multiparty Problems. (London, England: Jossey-Bass Publishers, 1989), 5.

12. In coaching, critical reflection questions existing assumptions about the values and practices that govern coaches’ actions. The essential component of critical reflection is an attitude based on (i) open-mindedness, i.e., an active predisposition to hear more than one side of an issue; (ii) active inquiry, i.e., asking why things are done the way they are; and (iii) sincerity, i.e., coaches being genuine in their coaching relationships. HIV/AIDS Education for Nurses: Practice Issues and Curriculum Guidelines (Ottawa: Canadian Nurses Association, 1992).

13. The Canadian Centre for Drug-Free Sport has designed a major campaign under the theme of the spirit of sport. At the heart of their message is the premise that inherent in sport are all the strengths, values and qualities necessary to overcome the incursion of performance-enhancing drugs. Sport is strong and it gives (or can give) strength to those who participate. This theme embraces the fundamental positive aspects of sport, is non-blaming and non-moralistic and emphasises the positive attributes of sport. Manifest Communications Inc., Draft Strategy for A National Educational Campaign to Promote Drug-Free Sport in Canada. (Document prepared for Canadian Centre for Drug-Free Sport, Ottawa, 19 April 1993)
APPENDIX F
HARASSMENT POLICY

INTRODUCTION
Ontario Volleyball believes in creating a sporting environment which recognizes the performance and the dignity of its members and employees.

In achieving this aim, the OVA supports and complies with the Principles of the Ontario Human Rights Code and is committed to a policy whereby it will make every reasonable effort to ensure that its members and employees comply with the provisions of the code.

Every member and employee of Ontario Volleyball is entitled to participate and/or work in an environment free from harassment. Any conduct that might, on reasonable grounds, be perceived by a member or an employee, as harassment (as defined below) may result in a complaint.

DEFINITION
The Ontario Human Rights Code prohibits harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or disability.

As used in this policy, the word “harassment” means:

a) Engaging in irritating verbal or physical conduct towards another person for reasons set out in the “code”, where persons so engaged know or ought reasonably to know that such conduct is offensive to or considered unwelcome, by the person to whom it is made.

b) A sexual solicitation or advance and a reprisal or threat of reprisal, made by a person in a position to confer, grant or deny benefit or advancement where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.

PROCEDURE MANAGEMENT
All members of the O.V.A., its Executive, Board of Directors, Management Committee and employees are responsible for creating and maintaining a harassment-free sporting and working environment.

All members of the O.V.A. its Executive, Board of Directors, Management Committee and employees must take all appropriate action upon becoming aware of harassment, using the complaint resolution outlined above.
**Members & Employee Procedures**

An O.V.A. member or employee who considers that he or she is a victim of harassment by any other member or employee, shall immediately make it known to that person that the conduct is unwelcome or offensive. It is important that this message be clear and unambiguous. It is hoped that a discussion between the persons involved will result, which will resolve the matter.

Should the member or employee who feels that he/she is a victim of harassment be uncomfortable with this initial process, as an alternative, he/she may contact the designated harassment officer of the O.V.A.

This person shall be given the authority to take appropriate action. Should further action be deemed necessary, the accused individual shall be notified if it is considered to be in the best interests of either party.

In the event that the matter is not resolved, the O.V.A. member should inform his/her captain, coach, club president, or; if uncertain how to proceed, the Executive Director of Ontario Volleyball. If it is a matter involving officials of our sport he/she should inform his or her immediate supervisor or if uncertain how to proceed, contact the O.V.A. Executive Director. If any other category member is involved in such a matter he/she should contact the Executive Director of the O.V.A. In an employee of the O.V.A. is involved in such a matter, he/she should inform his or her immediate supervisor, or if uncertain of how to proceed; the Executive Director of Ontario Volleyball.

In subsequently handling the complaint, the O.V.A. will make every effort to protect the identity of the complainant and complainee, or circumstances relating to the complaint, except where necessary for the purposes of investigation or disciplinary action.

**COMPLAINT RESOLUTION**

1. Fact finding meeting.

If the complaint is not resolved before reaching the Executive Director of the O.V.A., the Executive Director will contact the O.V.A. President and an appropriate committee will be struck, consisting of at least two members of the following group of people:

1) any member of the Board of Directors
2) any member of the Executive
3) any member of the Management Committee
4) any member of the O.V.A. or permanent staff, deemed to have the expertise to deal with the matter, by the President
5) any member of the public deemed by the President to have the expertise including professionals in the field.

The Chairperson, appointed by the President, in conjunction with any other appointed committee person will meet with the person laying the complaint and obtain details of the complaint, including the names of witnesses, if any.

If in the opinion of the committee, further action is warranted, the committee will meet with the person who has been identified as the harasser. This person shall be provided the opportunity to describe the event, and will be given the details of the event from the other person’s point of view.
After duly assessing the information and meeting with the parties, the committee will deliver their findings, within the next seven days. Findings will initially be reported verbally and subsequently offered in writing to both the parties involved and to the O.V.A. President.

If, in the opinion of the committee, the action under investigation is perceived to be harassment, the committee will provide recommendations regarding further action or disciplinary measures to the President of Ontario Volleyball.

The President, in consultation with the other members of the executive, will render within a reasonable period of time, its course of action to the parties involved in the matter.

If any disciplinary action is required, which include employees of Ontario Volleyball, the Executive of O.V.A. will consider each matter individually to determine the severity of the matter or matters under investigation. Each case will be dealt with on its own merits and may include a course of action from a simple reprimand to the loss of all privileges as an O.V.A. member, including the loss of membership for a specified period of time.

In the case of an employee, the disciplinary action could range from a simple reprimand to termination of employment for cause.

If, in the opinion of the investigating committee, the complaint being laid is frivolous, vexatious or of false manner, the investigative committee may also make disciplinary recommendations to the President of the O.V.A., in regards to the person who brought the complaint.

For the purposes of this policy, retaliation against the individual for having filed the complaint; or for having participated in any procedure under this policy; or for having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment and will not be tolerated.

APPEAL PROCESS
If any of the parties involved in the matter is dissatisfied, the following appeal process will be followed:

1. To the chairperson of the original investigative committee
2. To the President of the O.V.A.
3. To the Executive of the O.V.A.
4. To the full Board of Directors of the O.V.A.

Written records of the entire process will be kept on file in the O.V.A. offices. These records will be deemed sensitive in nature and will be so classified by the Board of Directors of the O.V.A. These records will not be open to the scrutiny of any O.V.A. members, employees, or the public at large unless written permission is given by the President of the O.V.A., or the executive of the O.V.A., in a written and signed majority vote, unless the vote is taken at the semi-annual or annual meeting of the Directors. In this case, the motion will be passed or defeated by a majority vote, as recorded in the minutes of the meeting.

The O.V.A. will assume no responsibility for any expenses incurred during the above procedure, unless prior approval from the executive is obtained in writing.

The above policy is intended to provide the O.V.A. the opportunity to work with its members and employees, when problems arise. It is not intended to affect, or restrict, the right or decision of
any O.V.A. member or employee from pursuing other sources to remedy the situation.

The intent of this policy is to protect the reputations of O.V.A. members and/or employees who are associated with an harassment complaint, at least until any necessary investigation is concluded.

The policy is not intended to interfere with voluntary relationships or stifle or discourage mutually accepted contacts between O.V.A. members and/or employees.

1. The President of the O.V.A.
2. The Vice-President (Indoor) of the O.V.A.
3. The Vice-President (Beach) of the O.V.A.
4. The Vice-President (Operations/Treasurer) of the O.V.A.
5. The members of the Board of Directors of the O.V.A.
6. The Executive Director of the O.V.A.
7. The Harassment Officer of the O.V.A.
APPENDIX G
INCLUSION / EXCLUSION POLICY

Clubs within the O.V.A. structure are free to determine who will be eligible to participate in their programs. These decisions should be consistent with criteria that are publicly laid out in advance and must be non-discriminatory for any reason other than those which are documented.

The programs of the O.V.A. are designed to be inclusive within the framework of the competitions structure. Within this structure, exclusion based solely on gender and age exist shall be enforced.

In the event of a known medical condition (pregnancy, surgery, etc.) or a recent injury which requires restriction from activity, it is recommended that prior to re-entry medical authorization be provided in writing.
APPENDIX J
SUPERVISION GUIDELINES

Recognizing that the majority of O.V.A. tournaments require travel outside the team’s own city, the following recommendations are provided:

A) All drivers should hold a minimum liability insurance of $1,000,000.00

B) Drivers should not be athletes participating in the event whenever possible, and particularly when athletes are under 18 years of age.

C) Should it be necessary for athletes to drive (any age) more than 2 hours and if the event schedule requires play to continue for more than 10 hours, it is recommended that overnight accommodation be arranged.

D) All drivers who drive vans requiring an F class license are considered unqualified drivers, if they do not hold the appropriate classification.

E) When youth teams (under 19) are travelling, it is strongly recommended that adult / parental supervision be included in the travelling compliment. When athletes are under the age of 14, supervision in the case of an opposite gender coach is mandatory.
APPENDIX K
RECRUITING AND TAMPERING POLICY

FREE AGENCY PERIOD
The following guidelines apply all to Youth Competitions Players. All athletes who intend to change clubs are to notify their current club. A "free agency" period of 30 days is designated immediately after National Championships. During that period, players can contact coaches, coaches may respond to inquiries, players may talk to other players and parents may initiate discussions with club personnel and players.

TRANSFER POLICIES FOR REGIONAL AND PROVINCIAL TEAM PLAYERS
The intent of these policies is to:
   a. respect a player’s freedom of choice
   b. support Club development
   c. prevent the use of Regional and Provincial Team Programs as recruiting tools

1. The registration expiry date for Youth Competition players is August 31st; therefore, players continue to be OVA members if they are selected to Provincial or Regional teams. However, Regional and Provincial Team players do not become free agents on August 31st. They are expected to re-join their current club if they have not indicated their intent to transfer within the free agency period.

2. Regional and Provincial Team players wishing to change clubs for the next competition season must do so during the free agency period by:
   • announcing their intent to change Clubs in writing to their current/original Club and send a copy of the letter to the OVA office.
   • indicating the reason(s) why they wish to leave their current/original club.
   • include with their transfer request a club acceptance letter (new club).
   • the $10.00 transfer fee.

3. Regional and Provincial Team players who apply for transfer outside of the 30 day free agency period due to extenuating circumstances (such as a change of residence or their original Club no longer offering a team in their age category) could be granted a transfer without any waiting period or a release letter from their former club.

ADP and EDP Programs are not to be used by coaches, parents and players as vehicles for recruitment. Breech of this will be sanctioned by the OVA Disciplinary Committee.

TAMPERING
No Club personnel, player or non-player, coach or parent, or person acting on behalf of the Club may approach a player from a different Club for the purpose of soliciting his/her services as a player. This rule will be in effect from the time of the athletes’ individual OVA registration until the conclusion of his/her competitive season: August 31st for Youth Division. Failure to follow correct procedures is a tampering violation and will result in disciplinary action.
OVA GUIDELINES ON SCOUTING and RECRUITMENT (external)

Rationale: The recruitment of young athletes by college and university coaches (mainly from the United States) as well as scouting services is becoming increasingly aggressive and intense in Ontario. The following are some guidelines to help Regional Team coaches and Games hosts deal with this situation.

Guidelines:
1. The tournament director or host shall make sure that the coach/recruiter or scouting agency representative report to him/her identifying themselves (by name and address) and the institution they represent. A list of those coaches/recruiters/agents who attended the event is to be forwarded to the OVA office by the tournament director or host.
2. The organizer shall give the coach/recruiter or scouting agency representative a program of the tournament (if available).
3. The organizer shall notify the coach/recruiter or scouting agency representative that players must not be approached during their involvement in the tournament. Athletes can only be approached with previous consent from their coach.
4. If these guidelines are not respected by the coach/recruiter, or scouting service representative, the organizer has the right to ask that person to leave the gymnasium.
5. Infringement of these guidelines may be reported to the appropriate governing body (NCAA, CIAU, CCAA, OUA, OCAA) by the OVA.

Monitoring and Sanctions:
Any possible violation of recruiting has to be reported in writing to the OVA office. If, after being advised of these guidelines, the recruiter does not abide by them, then the following sanctions may be imposed and enforced:

1. The recruiter could be declared a member in bad standing with the OVA.
2. The recruiter could be sanctioned from attending future OVA events.
3. The recruiter could be reported to the appropriate association by the OVA office.
For further details see the ‘OVA Scouting and Recruiting Guidelines’ brochure.
FACILITIES CHECKLIST for OVA Tournaments

* It is recommended that a safety check be done on the day of the tournament, before it begins.

**Courts**
* Courts are 9 m by 18 m
  * Boundary/centre/attack/service lines are clearly marked
  * At least 2 m of free space beyond the sidelines
  * At least 2 m of free space beyond the endlines

**Floor**
* Clean and dry
  * Post hole sockets are capped or covered
  * Free of hazardous cracks/chips/gouges/irregularities

**Ceiling**
* At least 7 m above the floor
  * Free of obstructions/protrusions
  * Lights are suitably bright, protected and stable
  * Other fixtures are stable

**Nets and Standards**
* Standards are at least 0.5 m from the sidelines
  * Standards are padded
  * Cranks/hooks/fasteners are covered
  * Antennae are safely and securely attached

**Score Tables and Team Benches**
* Position of score tables will not interfere with play
  * Placement of team benches will not interfere with play
  * Team gear can be stowed behind benches

**Referees Stands**
* Stands are safe, stable and easily accessed
  * Stands are padded

Report any problems with the above checklist items:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Complete both the application form and the checklist form and forward to the OVA office. Hosting applications are subject to the approval of OVA Competitions.
JOB DESCRIPTION

Position: Head Coach - Under 15 Girls Team
Method of Selection: Application – including reference check
Interview – by 3 person committee

Term of Office: *One year renewable appointment
*appointments are ratified by the club executive

Job Description:
The Head Coach of the 15 and under girls team is responsible for the planning, selection and training of approximately 14 female athletes who will represent their club and city in province wide OVA competition. In competition, the Head Coach will coach, manage and direct the performance and participation of team members and serve as a representative of the club. The Head Coach will make travel arrangements, communicate with parents and athletes, handle administrative and logistical tasks as required. The coach shall be responsible for following club policies, OVA Risk Management guidelines and the CAC coaching code of conduct.

Duties:
1) Serve as the Head Coach of the Under 15 girls team
   a. Attend all practices and games as approved by the club executive
   b. Plan all training sessions ensuring the progressive development of the athletes
   c. Set goals with athletes and facilitate their achievement as determined through discussion with all team members
   d. Ensure facilities and equipment are arranged as required
   e. Liaise with athletes and parents on a regular basis
   f. Ensure that all paperwork associated with registrations, entry forms, rosters, etc. are completed on time
   g. Work closely with assistant coaches
   h. Bring concerns to the club executive when needed
2) Serve as a mentor coach within the club as required
3) Attend Club Meetings as required (min. 3 per year)
4) Implement the steps necessary to ensure that the OVA Risk Management guidelines are adhered to for all training and competition
5) Act as an ambassador for the Club in dealing with media, other clubs and regional and provincial contacts

Skills:
1) A person of good character (reliable, honest, dependable, trustworthy)
2) Proven ability to plan and deliver effective practices
3) Proven ability to work with assistant coaches
4) Proven ability to develop and implement game plans
5) Strong communication skills
6) Ability to relate to this age group
7) Ability to understand and follow policy
8) Willingness to adjust as required

Qualifications:
1) NCCP full certification at Level Two (or in the process of completing)
2) Minimum 3 years head coaching experience or 5 years as assistant coach at a similar level
3) Proven success
4) First Aid & CPR (or commitment to complete)