

SALMON ARM MINOR HOCKEY ASSOCIATION

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Salmon Arm Minor Hockey Association

Tournament Guideline Booklet

2017-18



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Note: For samples of tournament rules and schedules, please contact SAMHA administrator at saminorhockey@shaw.ca

You can also view the tournament homepage at:

<http://www.salmonarmminorhockey.com/content/tournament-quick-links>

Salmon Arm Minor Hockey Tournaments Planning Timeline

1. Tournament dates are confirmed with Shaw Centre for ice availability.
2. Tournaments and dates are confirmed by SAMHA Board for approval.
3. Tournaments are approved for sanctioning by BC Hockey and posted on both BC Hockey and SAMHA websites. [SAMHA-Tournament Dates and Fees](#)
4. SAMHA Administrator receives entry fees and completed application forms through the SAMHA On-line Tournament application forms and then with-in 14 days the tournament submission form with a cheque. [On-Line Tournament Application 2017-18](#) and then [SAMHA Tournament Fees Submission Form](#)
5. SAMHA Administrator is notified by the Rep Team or Division Director who the Tournament Coordinator will be. The Tournament Coordinator then needs to contact webmanager@salmonarmminorhockey.com to receive a user name and login password to access their Tournament webpage and also select a Tournament Committee.
6. Entries are approved by Administrator, who keeps in contact with the Tournament Coordinator.
7. Administrator notifies the team(s) when accepted and also contacts Prestige Resort to notify them of team contact information. **Read #9 & #10 Picture of the Prestige and their contact information can be put onto this email.**
8. SAMHA administrator contacts the Shaw Centre Ice Scheduler and obtains confirmed ice-times and games.
9. Once tournament is full or registration deadline has passed, the Tournament Coordinator contacts each team to welcome teams to tournament (**This is done through the SAMHA Tournament Webpage**). It is the responsibility of the Tournament Committee to designate the set up, and the game schedule (draw) for the tournament based on the allotted ice times. If possible, some requests by teams should be accommodated on first day (mostly Fridays), to accommodate busing, travel distance etc.
10. Contact SAMHA webmanager@salmonarmminorhockey.com for your tournament username and password. The Tournament Coordinator must request each team submit their Hockey Canada Roster (**by using the NEW tournament tab on the SAMHA website. Each Team is sent an email with a username and password. They have 7 days from the date this email is sent out requesting the team information.** Once the team has entered their Team Information you can then send a Word version to **Lakeside Printing (susan@lakesideprinting.ca)** for completion of the tournament program. Hockey Canada Roster must be forwarded to SAMHA Administrator.
11. Class D Gaming licenses **must** be acquired (**see SAMHA Fundraising Guideline Booklet**) if a raffle table is being held, and if 50/50 is being sold during the tournament.

12. Contact SAMHA Administrator for information on items supplied for the raffle table. Salmon Arm Hockey School (contact Silverback office for hockey school certificate and raffle tickets) donates a free week of hockey school to each tournament, Tim Hortons assists with coffee basket, and the Prestige Hotel donates a free room gift certificate and Panago contributes a pizza prize.
13. SAMHA Referee Assignor to be notified once game schedule has been completed, so game officiating can be coordinated. assignor@salmonarmminorhockey.com
14. All team entry fees are held by SAMHA in the respective Tournament account and are distributed by SAMHA to cover the costs of the tournament. The Raffle table is the responsibility of the Tournament Committee to fund and coordinate. An advance of up to \$500 to operate the table can be requested.
15. Tournament Committee treasurer will make arrangements with SAMHA bookkeeper (bookkeeper@salmonarmminorhockey.com) to obtain cheque to pay for referee costs. Payment is distributed to referees: Divide money up into envelopes per game and per game official at the end of each game. (Please contact SAMHA Referee in Chief for officiating costs for the tournament). Also advance of \$250 float may be requested. Please contact bookkeeper 2 weeks in advance to obtain funding.
16. Tournament chair may contact Salmon Arm Silverbacks office for special promotions of tickets for teams who wish to attend any Silverbacks games happening during the Tournament. (This will be included in tournament package.)
17. Once the Tournament is completed, a SAMHA Tournament Financial Report (on website) must be completed and submitted to SAMHA Treasurer.
18. Once all tournament expenses have been paid and confirmed, SAMHA will issue any remaining funds in the Tournament Account. General expenses that will be taken off the Tournament contra account will include ice fees, ref costs, SAMHA and BC Hockey sanction fees and championship medals where applicable and cost of tournament draw board.
19. Fees charged to each tournament hosted by SAMHA:
 SAMHA fee: \$500 for 12 teams or under
 \$300 for 10 teams or under
 \$250 for 6 teams or under
 The above is for administration costs.

BC Hockey sanction fee:

- \$75 for Branch plus gst
- \$125 for Interbranch plus gst
- \$175 for International plus gst

These fees will be deducted from your tournament contra account.

Shaw Centre: Ice Costs (2017-18 rates) \$94.50 per hr plus ice cleans \$23.63. Rental of conference room upstairs: \$26 per hr.
 No charge for Multipurpose room. (Coaches room)

Arrangement for keys to MPR room and Equipment room can be picked up in advance at SAMHA office.

If there are scheduled Silverback games during the tournament, raffle tables need to be removed by 5:30 pm if located across from sport shop.

MPR room must also be vacated at this time. Prizes, etc. can be stored in equipment room during this time.

Sicamous Arena: Ice Costs \$94 per hr. including ice cleans.

All rates subject to change.

Tournament Committee Job Descriptions

TOURNAMENT COORDINATOR

Organize Tournament meetings (minimum four weeks prior to tournament). Coordinate with SAMHA Administrator for list of teams registered, ice times, etc.

TOURNAMENT TREASURER

Responsible for a tournament budget, finances, gaming licenses and tournament financial report due no later than 30 days after tournament. Send to SAMHA Treasurer upon completion. Ensure all invoices are paid, account for income from raffle table, 50/50, etc. For more information use the [SAMHA Fundraising Guidelines Booklet](#).

Please contact Deb Petty if you need further information in this area.

bookkeeper@salmonarmminorhockey.com

Note: Here is the link for Class D Gaming License Application

www.gaming.gov.bc.ca/grants/forms-guidelines.htm

TOURNAMENT DRAW AND RULES

Ensure all teams have an opportunity to play on both rinks if possible. Ensure all teams have adequate time of rest between games. Two hours or more is best, if possible. Post tournament rules.

Please see tournament formats attached at end of this document. IMPORTANT

DRAW BOARD

PLEASE CONTACT JODIE AT BRUSHSTROKES (jodie@brushstrokesigns.ca) AT LEAST TWO WEEKS IN ADVANCE AND INCLUDE SCHEDULE OF TOURNAMENT. SEE TRIPOD DISPLAY LOCATED IN FOYER. THE COST OF THE DRAWBOARD WILL BE CHARGED TO YOUR CONTRA ACCOUNT.

MVP PRIZES, PARTICIPANT AWARDS, CHAMPIONSHIP PRIZES

Suggestions for MVP prizes are medals, photos, toques, towels, hockey pucks, mini hockey sticks, water bottles. For tournament championship game, SAMHA arranges through Champions Engraving gold and silver medals for first and second place winners. Please contact Tracy at 832-7335 to order. (championawards@shaw.ca). Approximate price \$250 for 40. Reminder no MVP prizes for Initiation and Novice tournaments.

REFEREE CONTACT

Send schedule to SAMHA Referee Assignor (assignor@salmonarmminorhockey.com)

Once costs are given by assignor, divide money up into envelopes per game for game officials. It is helpful to write amounts, game number and time of each game on envelopes. Timekeepers are to pay referees at the conclusion of each game. Note for additional ref costs for games on Fridays before 5 pm and games before 8:30 am on Saturday and Sundays. **Note: If for any reason, official does not show up for a three man officiating system, please adjust envelope for two man officiating. (pay the cost for two refs)**

CONTACTING TEAMS

Send schedule, tournament rules and any other information visiting teams may need before attending. **This can be done using the Tournament Page. All Teams and the Parents can review the schedule at any time on our website.** Contacting the Teams at this stage may not be needed if done at number 9 & 10.

TEAM ROSTERS

Format in MS Word or have teams send to you formatted. Send to Lakeside Printing (sue@lakesideprinting.ca) along with Tournament Schedule for printing in the Tournament Program. **All teams are required to send a copy of their Official BC Hockey Roster as well. A letter of permission to attend must accompany HC roster if out of OMAHA jurisdiction.**

VOLUNTEER SCHEDULES

Make up volunteer sheets for Raffle Table, 50/50, Timekeeping and Scorekeeping schedules. Ensure volunteer spots in each area are divided and filled equally amongst the hosting teams. Music and announcers are optional but is always a nice touch to the tournaments.

RAFFLE TABLE

Decide how many baskets will be required for the raffle table items, loonie stick, peel and pay boards, etc. Refer to SAMHA Fundraising Guidelines Booklet for more information on Gaming License Requirements. Raffle Baskets Pricing etc: (i.e. 3 Teams in your division) Each team would make up 3 baskets each worth approximately \$65 and donate to raffle table. Optional baskets are coach basket and player baskets. Remember SAMHA has donated items from Prestige Inn, Panago & Tim Hortons for the Raffle Table. Raffle tickets can be picked up at Wickett Business Services. 250 832 4484

CLOTHING (OPTIONAL)

Clothing (t-shirts, hats, etc) can be sold during the Tournament, but it is recommended these items are presold. The Tournament Committee can create and decide on logo and design. Contact SAMHA Administrator for information on local suppliers.

COACH'S WELCOME PACKAGE

Packages should include tournament rules, tickets for player's baskets/coaches baskets (if applicable) Silverback tickets contact marketing@silverbacks.com. An introduction letter welcoming the team to Salmon Arm, arena maps, indicating first aid room, emergency exits, etc. Places to eat, **Maximum Edge Hockey Shop** and Pro Active Fitness, local attractions in Salmon Arm (movie schedule, pool schedule), etc.

TOURNAMENT PROGRAMS

Pick up tournament programs and inserts (from Lakeside Printing). Insert raffle tickets and hockey school tickets into programs. Do not staple tickets to program, as all unused **programs and inserts** can be returned to the printers for a credit. Keep all remaining unsold raffle tickets and return to tournament Treasurer. Keep all filled and unfilled hockey school ticket and return Salmon Arm Hockey School (return tickets to Salmon Arm Silverbacks office). Hockey school tickets must be completed with name, address and phone number.

Reminder that for people purchasing the tournament pkg, the cost is \$20 and includes tournament program, 16 raffle tickets, 1 loonie stick ticket and one hockey school ticket.

TEAM POSTERS, RAFFLE TABLE AND 50/50 SIGNAGE

Make Raffle Table Draw poster, 50/50 draw poster. Attending Team logo posters can be made to hang along hallway, lobby or for dressing room if desired. Thank you poster should be made for all sponsors and donations.

SCORESHEETS

Fill in all game sheets with game number, location, team names etc. Package score sheets with referee money and MVP prizes. Keep all items behind the raffle table. Have coaches fill out the line ups on scoresheets, sign it and return it to raffle table, prior to game time. Timekeepers and Scorekeepers are to take scoresheet, referee money and MVP's to time box. **When tournament is completed, all copies of scoresheets must be sent into OMAHA Administrator ASAP. (admin@omaha.ca) Sherry Wakelin, Box 370 Lumby BC V0E 2G0.**

(blank scoresheets are available in box across from equipment room door)

TEAM SNACKS (OPTIONAL)

Drinks, apples/oranges/granola bars/water/juice boxes etc.

REFEREES SNACK

Samples: water/juice boxes/granola bars/Timmy's donuts, home baking.

COACH'S CORNER

Snacks & drinks –Coffee/water/juice/ home baking. The multipurpose room is used for coaches' room.

Volunteer Job List

Volunteer:	Name:
Tournament Coordinator	
Treasurer	
Draw Board (use SAMHA templates)	See Jodie at Brushstrokes
Tournament Rules (use SAMHA rules)	
MVP Prizes/Medals for winning teams	
Referees	
Team Rosters	susan@lakesideprinting.ca
Raffle Table and 50/50	
Programs	
Coaches Packages	
Clothing Order (optional)	
Team Snacks (optional)	
Tournament Security person (see info)	

SALMON ARM (DIVISION NAME) TOURNAMENT

January 21st, 22nd, 23rd 2016 (**EXAMPLE**)

(reminder there are no individual awards for Initiation and Novice tournaments)

RETURN SHEET TO RAFFLE TABLE

EACH TEAM WILL PICK A MVP FROM THEIR OWN TEAM

MOST VALUABLE PLAYER AWARD

TEAM NAME

Game No.

#1

#2

#3

#4

#5

*** ONE AWARD PER PLAYER PLEASE***

50/50 RULES

Important: please see gaming license booklet

Copy available on SAMHA website. Click Information tab on Home Page

And go to Policy.

RAFFLE PRICES

Important: please see gaming license booklet

Introductory Letter to all teams in Team Packages



Salmon Arm (Division name) Tournament

Welcome to Salmon Arm and to the Shaw Centre. We hope your team enjoys some great games of hockey this weekend.

You will find in this package, the team pools, with game rules, and game schedule. Reminder we will not accept team stickers (lineups) on official scoresheet. Must be written in by team official.

Please have your team ready to step on this ice and warm up as soon as the referees step on the ice and the Zamboni doors are closed. Timekeepers have been asked to start the 5:00 minute warm up time right away.

Dressing room assignments will be up on the T.V. Screen in the main lobby. Please encourage your players to leave the dressing rooms clean and to vacate them in a reasonable time so the next teams can use them. Home teams, identified on your schedule, wear light jerseys.

There are no Time outs. There are no protests.

We ask that all participants (players, coaches, parents and officials) practices mutual respect for one another.

During tournaments, there will be a designated tournament security person monitoring parent/spectator behavior. If you feel any person is acting in an inappropriate manner, please report to raffle table person. SAMHA will institute the yellow/red card policy...first card will be warning and second card will be removal of the person from the facilities for the remainder of game and possibly tournament.

We wish your team the best of luck in this tournament.

Raffle Basket Ideas:

NO LOTTERY TICKETS OR ALCOHOL ALLOWED

Car Care Basket:

- Wax
- Chamois
- Car Cleaner
- Air Fresheners
- Gas Gift Card

Gardening Basket:

- Planters
- Herb Gardens
- Potting Soil
- Tool Set
- Seeds
- Kneeling Pads
- Solar Lights
- Indoor greenhouse
- Gloves

Hockey Basket:

- Net
- Sticks
- Pucks
- Road Hockey Balls
- Hockey Tape
- Hockey Magazine

Arena Basket:

- Seat
- Blanket
- Granola Bars
- Cooler Bag
- Travel Mug

Games Basket:

- Poker Set
- Deck of Cards
- Deal or No Deal
- Puzzle Books

Sports Basket:

- Basketball
- Kites
- Skip Rope
- Soccer Ball
- Water Bottle
- Bocce Set
- Water Guns
- Frisbee

Movie Basket:

- Movies
- Gummy Bears
- Granola Bars
- Hot Chocolate
- Popcorn
- Popcorn Bowl
- Seasonings
- Chips

Coaches Basket:

- Dry Erase Board/Markers
- Drill Book
- Duct Tape
- Gum
- Tissue
- Tylenol
- Whistle
- Anti-stress Ball

Men's Basket:

- Poker Game
- Folding Work Table
- Folding Chair
- Golf Balls
- Tees
- Saw Blades
- Hat
- Coffee Mugs

Coffee Basket:

- Gift Cards
- Coffee Mugs
- Assorted Coffees
- Hot Chocolate
- Snacks

Salmon Arm Minor Hockey Association Tournament Playing Rules:

The Playing rules of all tournaments are those of Hockey Canada, BC Hockey and the Okanagan Mainline Amateur Hockey Association. Any modifications to these rules will be outlined in the tournament package to each team.

A maximum of 19 players including goaltenders can be registered and play for any team. A team carrying one goalie must be able to replace an injured goalie within 15 minutes. No more than two overage players can be on the ice at one time excluding the goalie.

Duration of the games and ice cleans in each tournament may vary. This will be outlined in the tournament package to each team. There are no time-outs permitted unless stipulated in tournament rules. Five minutes will be allocated at end of each game for teams to shake hands and for presentation of any awards if any. There will be no overtime or shootouts during the round robin portion of the tournament. Unless otherwise noted in the tournament team package, in semi-final or championship game, if teams are tied after regulation time, there will be a five minute sudden death four on four overtime. If a team is penalized during regulation time and the penalty carries over into overtime, that team will be shorthanded. If teams are tied at the completion of overtime, there will be a three man shootout. If still tied, it will be a sudden death shootout. No player on one team can shoot twice until all skaters are used.

The Mercy Rule will be in effect for all games. Should a team reach a point where the goal differential is five, run time will come into effect. Stop time will resume when the margin is reduced to fewer than five goals.

During run time, minor penalties will be 3 minutes in duration and major penalties will be 7 minutes. This will not be reduced if and when stop time commences.

Penalty times will be recorded as stated in above for the purpose of record-keeping.

To determine positions after round robin play, please see page 15 for tie breaking procedure as per BC Hockey Tie Breaking Procedure. Reg. 5.22

Game sheets will be distributed by the tournament committee. Teams are responsible for completing and certifying their line up prior to games. Following the game, a copy of the scoresheet is given to each team. The referee will also take a copy if a game report must be completed. A copy of all game scoresheets must be forwarded to the OMAHA division director by the tournament co-ordinator following the tournament.

At the discretion of the tournament chairperson, if there is a conflict in team colors, the Home Team will be requested to change to a non-conflicting colour.

There will be no tolerance for abuse of officials. Players and team officials will be held responsible for their conduct on and off the ice. If anyone, including spectators, exhibits conduct that is judged dangerous or disruptive and contrary to Fair Play Rules, the person(s) may be excluded from further participation or play in the tournament.

Spectators: See Yellow/Red Card guidelines.

A player who is assessed a penalty for fighting will be suspended as per BC Hockey Rules. Please be aware of any modifications to this rule in your tournament package. Otherwise, a player who is involved in a fight or receives a major or match penalty in the last ten minutes of regulation time or overtime, will be suspended the next game in tournament play. Further suspensions may be assessed by BC Hockey.

The Tournament Committee chairperson has the right to alter any games due to time constraints or unforeseen circumstances. The decision of the chairperson is final.

BC Hockey Regulation 5.22 Tie Breaking Procedure

In the event Teams are tied for a playoff position after a Round Robin series is completed, the following procedure shall be utilized to determine the placing of the tied teams:

- a) If two (2) teams are tied, the winner of the Round Robin game between those two (2) teams will receive the higher placing. If three (3) or more teams are tied, the team which has accumulated the most points in games against the tied teams will receive the highest placing, the team with the next most points in games against the tied teams will receive the next highest placing, and so on.
- b) If any teams remain tied after (a) has been applied, then the Team with the most wins in the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only) will receive the higher placing, and so on.
- c) If any teams remain tied after (a) and (b) have been applied, then the team with the best goal average in games between the tied teams will receive the higher placing, and so on. The goal average of the teams is to be determined by dividing the total number of goals for and against into the total number of goals for, with the Team having the highest percentage will be awarded the higher position.
- d) If any teams remain tied after (a), (b) and (c) have been applied, then the team with the best goal average in **the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only)** will receive the higher placing, and so on. The goal average of a team is to be determined by dividing the total number of goals for and against into the total number of

goals for, with the Team having the highest percentage will be awarded the higher position. (Example: Goals for 10, goals against 4; Percentage is $10/14 = .714$). **In determining the goal average the maximum goal differential that may be applied in any single game shall be seven (7).**

e) If any teams remain tied after (a), (b), (c) and (d) the team that received the least minutes in penalties in the round robin games between the tied teams will receive the higher placing, and so on.

f) If teams are still tied after all previous methods have been applied, then the winner of the playoff position will be decided by the toss of a coin.

SAMHA Tournament Format 2017-18 (tentative)

Salmon Arm Minor Hockey Tournaments will strive for the following number of teams in each of the following tournaments:

A. 12 team tournaments including host team:

Midget Tier 2 rep, Bantam Tier 2 rep, Pee Wee Tier 2 rep,

Game duration: 1.75 hrs

Periods: First and second period: straight time (flood halfway 2nd per.)

Third period: stop time

No overtime or shootout in round robin play.

If SAMHA ices the following rep teams...Midget Female, Bantam T3 and Pee Wee T3, the tournaments will be 8 teams including host team.

B. 12 team tournaments including host teams: (Recreation)

Midget, Bantam, Pee Wee

Game duration: 1.5 hrs

Periods: First and second period: straight time (flood halfway 2nd per.)

Third period: straight time first ten min. stop time last ten.

No overtime or shoot out in round robin play.

C. Atom Development “A” and “B” 12 team tournament including host team

Game duration: 1.5 hrs

Periods: first and second period: straight time (no flood during game)

Third period: stop time

No overtime or shoot out in round robin play.

SAMHA Tournament Format 2017-18 (cont'd)

D. Atom Recreation (ten team format including host teams)

Game duration: 1.25 hrs.

Periods: three straight 20 minute periods

No overtime or shootout in round robin play

E. Novice Tournament 12 team format including host teams

Game duration: 1 hr (flood between games)

Periods: three straight 15 minute periods.

No overtime or shootout in round robin play

F. Initiation Tournament 8 team format including host teams

Game duration: 1 hr

Periods: three straight 15 minute periods.

No overtime or shootout in all games.

Procedure In Case of Emergency

In case of serious injury on ice or in arena during tournament; and an ambulance needs to be called the procedure is as follows:

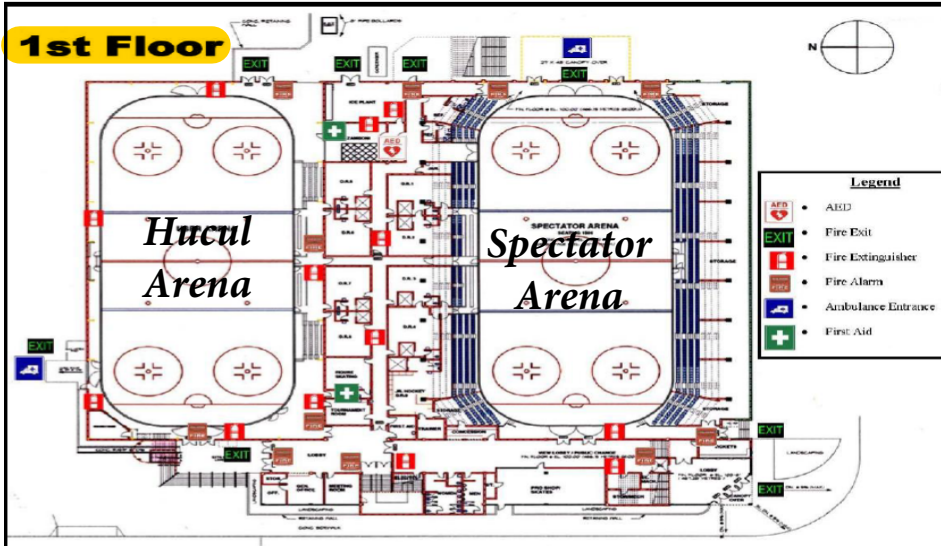
- Call 911
- Have ambulance come to the back of Shaw Centre Arena
- Have someone waiting outside to direct them
- If necessary the spinal board is across from the SAMHA equipment room in the hallway
- There are two defibrillators located in the arena, one is upstairs in the Spectator Arena near the Shaw staffroom and the other is in the zamboni room downstairs

SALMON ARM MINOR HOCKEY ASSOCIATION EMERGENCY ACTION PLAN FOR THE SHAW CENTRE



The coach, manager and safety person should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.

Equipment Locations



Arena Information

Arena/Facility Name: SHAW CENTRE

Address: 2600 - 9th Avenue NE

Telephone Number: 250-832-4044

Emergency Telephone Numbers

Emergency: _____

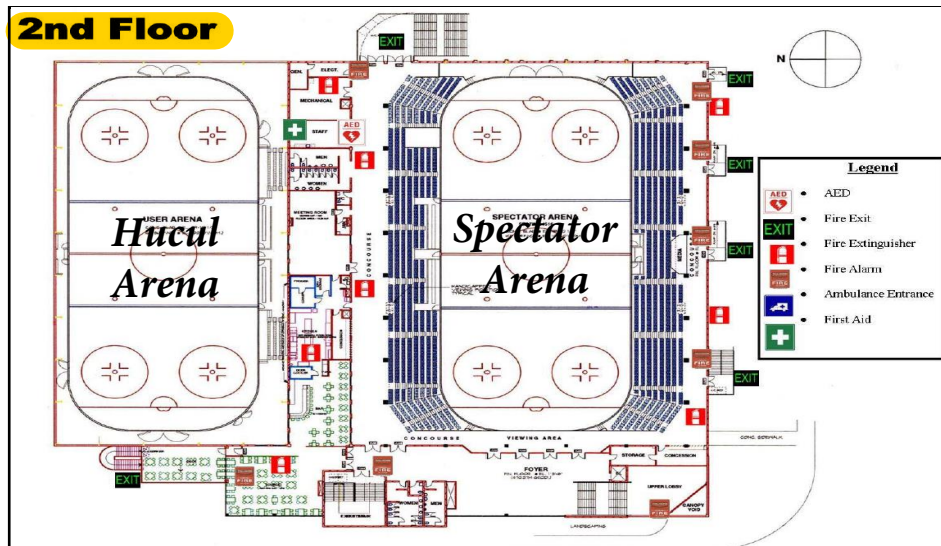
Ambulance: 911

Fire Dept: 911

Hospital: 250-833-3600

Police: 911

Non-Emergency #: 250-803-6044
Police



IMPORTANT REMINDERS

The game official continues to assume the role of being in charge of the overall environment.

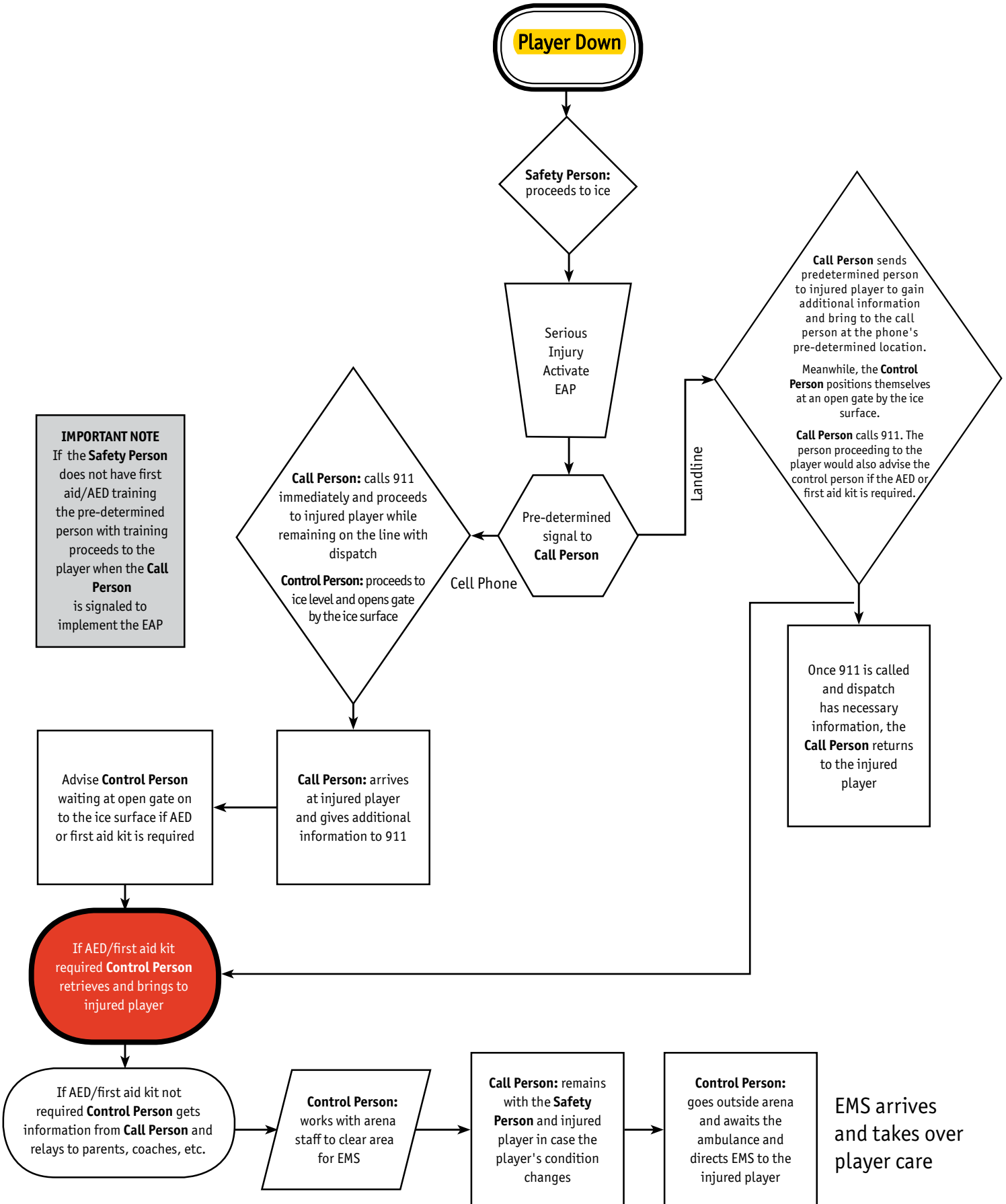
It is important for officials to note that if the safety person makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice.

Once the ambulance is called, the officials should send both teams to their dressing rooms.

See flow chart on reverse



Emergency Action Plan Flow Chart





Emergency Action Plan Flow Chart



Official Down

IMPORTANT

IMPORTANT

If an official returns to the officials room after being injured the home team Safety Person should designate the control person to check on the official and ensure they do not need further assistance.

Note that if the home team Safety Person is not available the visiting team Safety Person should respond.

Home Team (scoresheet/bench) Safety Person Proceeds to Injured Official

Serious Injury Activate EAP

Call Person: calls 911 immediately and proceeds to injured official while remaining on the line with dispatch
Control Person: proceeds to ice level and opens gate by the ice surface

IMPORTANT NOTE
If the Safety Person does not have first aid/AED training the pre-determined person with training proceeds to the official when the Call Person is signaled to implement the EAP

Pre-determined signal to Call Person
Cell Phone

Call Person sends predetermined person to injured Official to gain additional information and bring to the call person at the phone's pre-determined location.
Meanwhile, the **Control Person** positions themselves at an open gate by the ice surface.
Call Person calls 911. The person proceeding to the official would also advise the control person if the AED or first aid kit is required.

Once 911 is called and dispatch has necessary information, the **Call Person** returns to the injured official

Advise **Control Person** waiting at open gate on to the ice surface if AED or first aid kit is required

Call Person: arrives at injured official and gives additional information to 911

If AED/first aid kit required **Control Person** retrieves and brings to injured official

If AED/first aid kit not required **Control Person** gets information from **Call Person** and relays to coaches, etc.

Control Person: works with arena staff to clear area for EMS

Call Person: remains with the **Safety Person** and injured official in case the official's condition changes

Control Person: goes outside arena and awaits the ambulance and directs EMS to the injured official

EMS arrives and takes over care of injured official

S.A.M.H.A. Emergency Evacuation Plan of the

Spectator and Hucul Pond Arena



Coach, Assistant Coach, Team Safety Person and Team Manager are responsible for reviewing the emergency evacuation plan at every arena.

Make sure you have completed the following:

- look for clearly marked egress routes that are as short and direct as possible.
- have an updated team roster at all times (to be kept with HCSP)
- make sure to delegate duties that are needed e.g.: who calls 911? HCSP takes role call?
- make sure to explain to the Hockey Player(s) and their parents of the evacuation procedure plan.
- Make sure you have the correct address for the arena you are at.

WHEN YOU HEAR THE ALARM:

- **REMAIN CALM**
- If you are on the ice when Alarm goes off, get all your players to the proper bench and explain to them that they are all to stay together and exit the building (NO RUNNING, or SCREAMING)
- Leave the building immediately by the nearest safe exit.
- Close doors behind you as you clear and exit the dressing room.
- When you have reached the outside, move away from the building and go to the designated safe assembly area that you have designated.
- Immediately do a role call to account for all players and Team Staff using the Team Roster that is kept in the HCSP binder.
- Do not go back into the building for any reason. The Fire Department will advise when it is safe to re-enter the Hockey Arena



➤ **DO NOT** USE THE ELEVATOR

➤ **DO NOT** REMOVE YOUR HOCKEY SKATES

➤ **DO NOT** TAKE YOUR GEAR OFF OR PACK UP YOUR HOCKEY BAG.



www.salmonarmminorhockey.com



Roles and Responsibilities



Safety Person / Charge Person

- Initially takes control of the situation.
- Instructs official to lay still & bystanders, such as other officials, not to move official.
- Do not move the official.
- Assess injury status of official, decide if an ambulance/medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your pre-determined signal to your call person, control person and your pre-determined first aid/medical person.

Call Person

- Makes call when emergency assistance required (tests their cell phone in the facility to ensure it will work).
- Know location of alternate phones in the facility being played in. Have change or a phone card if necessary.
- Ideally at all games and practices and not involved on the bench.
- Has a list of emergency phone numbers in the area of the facility.
- Has a diagram displaying specific directions and best route to the arena facility.

Control Person

- Pre-determine the location of the AED and other emergency equipment in the facility.
- Retrieving the AED and/or first aid kit and bringing to the injured official if requested.
- Seek highly-trained medical personnel in the facility if requested by the Charge Person.
- Ensure teams, other participants and spectators are not in the way of the charge person.
- Advise teams, other on-ice officials, arena staff and parents of the steps being taken.
- Ensure the quickest and best route for the ambulance crew to the ice surface is clear and accessible.
- Meet the ambulance on its arrival and direct EMS to the injured official.

Questions Regarding this Emergency Action Plan Contact:

Mailing Address

P.O. Box 2323 Salmon Arm BC, V1E 4R3

Phone: 250-832-0095

Fax: 250-832-0198

Email: saminorhockey@shaw.ca

Administrator

Or

Risk Manager

riskmanager@salmonarmminorhockey.com





"From Bright Ideas to Brilliant Displays"

OVER 40 YEARS OF COMBINED SIGN INDUSTRY EXPERIENCE...

to provide you with the best!

FROM BRIGHT IDEAS TO BRILLIANT DISPLAYS!

We do signs of all types, so call or email us to get a free quote on your residential or commercial signage.

Sign Up!

WHAT WE DO

From screen-printed t-shirts to logo design to vehicle wraps, we're your source for graphics and signage solutions.

[VIEW SERVICES](#)

NEED INSPIRATION?

View our portfolio of awnings, billboards, decals, illuminated signs, and more to get an idea of what we can do.

[SEE THE SIGNS!](#)

OUR CUSTOMERS

We work with you to design signs that meet your unique vision and needs. See what our customers are saying about us!

[READ TESTIMONIALS](#)

Brushstrokes Signs & Awnings

SALMON ARM'S SIGNAGE AND GRAPHIC DESIGN PROFESSIONALS

Brushstrokes Signs & Awnings is **Salmon Arm's full service sign shop**. From design to installation we provide our customers with a complete range of visual communication products to promote any business. We do signs of all kinds, including coroplast signs, screen printing for T-shirts, vehicle wraps, and more. If you're a new business looking for branding, logo design, or a banner for a grand opening, we can help you craft a company image to appeal to your potential customers. If you're an existing business needing to update your existing signage, create more advertising, repair current signage, or design promotional products, we have a range of solutions available for you.

OUR BUSINESS

Owner/operator Tom Marsh and his team of dedicated staff have over 40 years of combined sign industry experience to provide you with the best in design and craftsmanship. With state-of-the-art equipment and quick turn arounds, we're well recognized for providing our customers with all the services for total business image display. From banners to billboards, screen printing to sandblasted signs, we do it all!

We're dedicated to helping you find what you need. We'll discuss your vision and expectations, price point, longevity of signage, and other factors to ensure you're satisfied with your sign.

Visit us at our location or give us a call to learn more!

COMMERCIAL SIGNAGE

We use the best products appropriate for each job. Let us update your restaurant's wall menu, advertise a special promotion at your car dealership, or create t-shirts or jerseys for your sports team.

RESIDENTIAL SIGNAGE

We also do residential signage such as sandblasted signage for surnames, reflective numbers, banners for birthdays and celebrations, selling your home, and retractable awnings for windows and decks.

VEHICLE SIGNAGE

Your company vehicle is your mobile billboard, advertising your business to everyone you see on the street. Let us help make the most of this potential with magnetics, vehicle wraps, and new vehicle 3M paint protection to protect from chips, etc.

PRODUCTS AND SERVICES

Some of our main products and services include:

- Illuminated signs
- Installation and service
- Awnings
- Commercial signs
- Large format printing
- Clothing and apparel

PROMOTIONS AND SPECIAL OFFERS

Free quotes

Logo design
Sandblasted signs
Vehicle and boat
And much more!

PROFESSIONAL AFFILIATIONS / COMMUNITY SUPPORT

OPENING HOURS

Mon - Fri: 8:30 AM - 5:00 PM, Closed weekends and stat holidays

CONTACT DETAILS

Brushstrokes Signs & Awnings
441 7 ST SW
Salmon Arm, BC V1E 1S9

P: 250-832-7714

TF: 1-877-250-8080

F: 250-832-7414

E:

info@brushstrokesigns.ca

SERVICE AREA

From Kamloops to Revelstoke:

- Salmon Arm
- The Shuswap area
- Vernon
- Kelowna

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