



## Okotoks Minor Hockey Association

*"Practice and play like a champion today!"*

Box 1152 Okotoks, AB T1S 1B2

403.710-2213

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## TEAM BUS BOOKINGS

If your team is scheduled to ride on a bus, please follow the process below.

1. Add bus safety person to Teamsnap/TeamLinkt (Currently Michelle Barratt, [mbarratt@okotokshockey.com](mailto:mbarratt@okotokshockey.com))
2. Any teams with parents on the bus can add their name game day under their player in assignments
3. Email the following to bus safety person
  - a. Full roster with the following info,- player name, birthdate, emergency contact, allergies, and medical conditions (include all staff on this roster and emergency contacts can not be someone on the bus) I added player numbers, as sometimes they will have apparel with numbers on it
  - b. Travel schedule and bus company (please add bus safety person to bus contract as emergency contact)
4. Game day – text or email bus safety person the following
  - a. Who is not in the bus
  - b. Any AP players
  - c. When you leave and arrive at your destination (include any pick ups along the way)

### BUSSING NOTES

- All buses will arrive and depart from Pason (this is the designated emergency muster point)
- Please have buses pick up on the north side of the building or on the east side by the storage)