



Northern Floor Hockey League Operations Manual

November 27, 2019

Special Olympics
Alberta





Northern Floor Hockey League Operations Manual

1. Overview

The Northern Floor Hockey League is an Affiliate-led, Special Olympics Alberta-supported league open to Floor Hockey teams in close proximity to Edmonton.

The goal of the league is to provide developmental opportunities for Floor Hockey athletes in a competitive environment.

2. Special Olympics Alberta's Mission

Special Olympics Alberta is committed to enriching the lives of Albertans with an intellectual disability through sport.

3. Special Olympics Alberta's Vision

Our vision is that sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities across Alberta.

4. Special Olympics Alberta's Values

- **Inclusion:** We foster inclusive communities.
- **Diversity:** We honour what is unique in each individual.
- **Empowerment:** We create opportunities to pursue full potential.
- **Respect:** We operate in an environment of cooperation, collaboration and dignity.
- **Excellence:** We elevate standards and performance.

5. League Supports

- **League Operations Working Group (LOWG):** The LOWG extends invitations to Affiliates to participate in the League, and organizes the schedule for league play. The LOWG organizes the referee schedule, ensuring that referees are matched to the level of play. The LOWG also introduces mentorship opportunities for officials. The Terms of Reference is located in Appendix A.
- **Affiliates:** Each Affiliate participating in a League game will appoint at least one volunteer to assist the Equipment Coordinator to set-up (first game) or tear-down (second game) the courts, including taping, equipment, and timing equipment. Affiliates are also asked to provide a timekeeper or scorekeeper for each League



game in which they are playing, and to provide a referee if a League-appointed referee is unavailable. League Affiliates are to ensure that detailed personal and medical information is available at League games for each participant on their teams in the event of an emergency.

- **League Administrator:** A volunteer League Administrator will provide onsite administration support for the Northern Floor Hockey League to facilitate onsite logistics including court set-up/tear-down, ensuring games have officials, coordination of court turnover between games, and executing emergency action plans as required. A position description for the League Administrator is included in Appendix B.
- **Equipment Coordinator:** A volunteer Equipment Coordinator will provide support onsite to set-up and tear-down the courts, timing equipment, nets and League equipment for the Northern Floor Hockey League. A position description for the Equipment Coordinator is included in Appendix C.
- **Special Olympics Edmonton (SOE):** SOE provides liaison support through their Sport Manager with the administration of the Edmonton Expo Centre. SOE maintains some practice space on League play nights that is accessible to their other teams. League equipment is provided by SOE.
- **Special Olympics Alberta (SOA):** SOA provides support through the Manager of Youth, Competitions & Sport for League oversight. SOA offers coach and referee training. SOA works with SOE to finalize venue arrangements. All budgets are prepared and administered by SOA. SOA will review any disciplinary issues brought forward from the LOWG.

6. Rules

The [Special Olympics Canada Winter Sport Rules for Floor Hockey](#) will be followed, along with the following league-specific modifications:

- In Divisions A, B, and C, a player may only score 4 goals in a single game
- In Division D, it is at the discretion of each team's Head Coach whether players will be permitted to score more than 4 goals in a single game
- Shifts will be 2 minutes 30 seconds in length
- Periods will be 10 minutes in length

League-specific rules may be modified at any time by the LOWG.

7. Equipment

All equipment requirements will be enforced as per [Special Olympics Canada Winter Sport Rules for Floor Hockey](#).



The following equipment will be provided for the players by SOE:

- Nets
- Pucks
- Scorekeeping equipment (score clocks and stopwatches)

The following equipment will be provided by the players/teams:

- Player protective equipment as per Section C-3i-ii
- Sticks
- Goalkeeper's equipment

8. Coaching Standards

SOA believes that every athlete has the right to a trained and qualified coach. The Northern Floor Hockey League not only supports the development of Floor Hockey athletes, but also Floor Hockey coaches and officials.

The Head Coach and 50% of the remaining coaches must have first aid training.

Head Coach Requirements:

- SO Learn online volunteer orientation
- NCCP Special Olympics Canada Competition Coach Course or NCCP Special Olympics Community Coach Course
- Special Olympics Canada's Floor Hockey Module
- Making Ethical Decisions

Assistant Coach Requirements:

- SO Learn online volunteer orientation
- NCCP Special Olympics Canada Competition Coach Course or NCCP Special Olympics Community Coach Course

For more information about coaching requirements for qualifiers, Provincial and National Games, please review [Special Olympics Alberta's Coach Manual](#).

9. Venue

The Northern Floor Hockey League will be held at the Edmonton Expo Centre, with dates as determined by SOA. All rules established by the Edmonton Expo Centre must be adhered to at all times.

It is recognized that this is the venue used by SOE for practices for their Floor Hockey teams. When there is league play, the League Administrator will be responsible for the onsite organization and administration of the league and not representatives of SOE.

An agreement for the use of facility space will be arranged between SOA and SOE. Affiliates are required to respect SOE's designated practice space.



Teams are expected to assist in the set-up and tear-down of the League courts each game. The expectations of the home and visiting teams are outlined in Appendix D.

10. Officials

SOA believes that every athlete has the right to trained and qualified officials. In recognition of the importance of the Northern Floor Hockey League in providing opportunities for competitive play, the League will also endeavour to provide trained Floor Hockey Referees whenever possible. Whenever League Referees are unavailable, participating teams will be asked to identify one official to Referee.

Volunteers are required to fill the roles of Official Scorers and Timekeepers. Affiliates will be asked to identify their volunteer timekeeper or scorekeeper onsite. Volunteers are encouraged, but not required, to complete the Timekeeper/Scorekeeper course.

All officials are volunteers.

11. Divisioning

Special Olympics is founded on the principle of providing a sport and training environment that allows individuals to participate on a fair and level playing field with their competitors. Divisions will be used to ensure quality sport experiences occur for all players.

Divisions will be established during the League coordination meetings, which will include a representative from each Affiliate. Divisions may be adjusted at any time by the LOWG.

12. Rosters

The size of rosters are at the discretion of each Affiliate and changes are permitted during League play. Roster changes must be submitted prior to an athlete or coach being permitted to participate in the League. The Fair Play rule will be in effect.

13. Schedule

The League schedule will be set by the LOWG and approved by SOA. The following factors will be considered in developing the schedule:

- Divisioning
- Equitable opportunities
- Travel considerations
- Levels of officials available

The schedule may be adjusted by the LOWG if required to accommodate for a divisioning change.



14. Standings

Standings will be maintained by the LOWG and circulated weekly to all Affiliates. Points will be awarded as follows:

- 2 points to the winning team of a game
- 1 point to each team in the event of a tie
- 0 points to the losing team of a game.

In the event of a tie within the standings, the tie will be broken through the following criteria in the order presented:

- a. The Team with the more wins against the other shall be ranked higher
- b. The Team with the greater difference between goals for and goals against in games between the two Teams shall be ranked higher
- c. The Team with the most recent win against the other shall be ranked higher
- d. The Team that scored the last goal against the other shall be ranked higher

15. Playoffs

The League will conclude with playoffs in each division. The first-ranked team will play the second-ranked team in a one-game playoff.

Ribbons will be presented to the winning teams.

16. Scoresheets

Scoresheets will be provided by SOA to the League Administrator. Scoresheets must be returned to the Chair of the LOWG and SOA within 48 hours of each game.

17. Inclement Weather

SOA puts the safety and well-being of athletes, volunteers and staff at the forefront of program delivery and provincial office services. In accordance with SOA's [Personal Safety Policy](#), programs may be cancelled when the temperature is below -30 degrees Celsius (including wind-chill).

Special Olympics Edmonton may cancel League play for the evening due to inclement weather. In the event of cancellation, Special Olympics Edmonton will notify all Head Coaches, the League Administrator, Equipment Coordinator, and SOA's Manager of Youth, Competitions & Sport of the cancellation. Special Olympics Edmonton will attempt to make decisions by 1:00 p.m. on the days of League play; however, cancellation times may be later depending on changes in weather.



Special Olympics Alberta will contact all Head Coaches and Referees in the event of a cancellation. It is the responsibility of Head Coaches ensure that communications are received and acknowledged by their athletes and volunteers. Failure to contact all parties requires attendance at the start of program by at least two coaches.

Any situations arising that compromise the safety or wellbeing of athletes, volunteers or staff are the responsibility of the supervisor in charge. Adjustments to the activity are at the discretion of League Administrator.

18. Transportation

In order to ensure the safe transportation of athletes, coaches, and volunteers, SOA requires that they are being transported by qualified drivers and vehicles. In accordance with SOA's [Transportation Policy](#), when transporting Special Olympics members to the Northern Floor Hockey League games in a SOA rental vehicle or privately owned vehicle, qualified drivers must have a valid driver's license and adequate insurance for the vehicle being driven in accordance with the Alberta Traffic Safety Act.

SOA will endeavour to partially subsidize travel costs for teams renting buses to travel from outside of Edmonton. The amount of the available subsidy may vary from year to year and will be communicated in writing to each Affiliate when the schedule is released.

Quotes must be forwarded to DFisher@specialolympicsalberta.ab.ca for review prior to booking. Receipts must be submitted along with an [Expense Report Form](#) within 60 days to DFisher@specialolympicsalberta.ab.ca. Detailed receipts must be submitted. Transaction records cannot be accepted. If an Affiliate is requesting that SOA pay the vendor's invoice directly, please forward a copy of the invoice to DFisher@specialolympicsalberta.ab.ca and ensure that a reasonable period of time is allowed for a cheque to be processed. If reimbursement to the Affiliate or an individual is required, please submit a SOA [Expense Report Form](#).

19. First Aid

For safety reasons, the Head Coach and 50% of the remaining coaches must have first aid training. Teams are responsible for bringing first aid supplies for their teams.

20. Emergency Action Plan

The Northern Floor Hockey League will fully and immediately comply with any emergency action directives of employees of the Edmonton Expo Centre.

It is the responsibility of all coaches to be familiar with the Emergency Action Plan found in Appendix F. All Head Coaches are expected to have current records of rosters including volunteers and medical information for their team available for all scheduled games.



21. Code of Conduct

Special Olympics Canada is committed to providing an environment in which all Individuals involved with Special Olympics Canada are treated fairly and with respect. Association with Special Olympics Canada, as well as participation in its activities, brings many benefits and privileges. At the same time, individuals are expected to fulfill certain responsibilities and obligations including complying with Special Olympics Canada's policies, bylaws, rules and regulations, and Code of Conduct and Ethics. Conduct that violates these values may be subject to sanctions pursuant to the [Code of Conduct Policy](#).

22. Timelines

The Northern Floor Hockey League will aim to achieve the following timelines, which will be reviewed and adjusted annually:

Timeline	Event	Lead
April	Expressions of interest are circulated to all Affiliates within 100km of Edmonton	SOA
Early September	LOWG is convened	SOA
Mid September	Volunteers identified for roles of League Administrator and Equipment Manager	LOWG
Mid September	Dates for League play are confirmed	SOA and SOE
Mid September	Confirmations of participation are requested and received	LOWG
Late September	Schedule is drafted and circulated for feedback	LOWG
September/October	Floor Hockey Coaches and Officials Training	SOA
Late September	Schedule is drafted and circulated for feedback	LOWG
Mid October	Scheduling of officials	LOWG
Early November	Rosters submitted to SOA	Affiliates
Mid November	First round debrief	LOWG
March	League wrap-up and debriefing	LOWG



Appendix A Terms of Reference League Operations Working Group

Working Group Composition:

- One representative from each Affiliate actively participating in the Northern Floor Hockey League
- Manager of Youth, Competitions & Sport, Special Olympics Alberta

One Affiliate representative will be appointed as the Chair of the Working Group. Other individuals may be invited to participate in meetings as required.

Purpose:

The goal of the Northern Floor Hockey League is to provide developmental opportunities for Floor Hockey athletes in a competitive environment. The League Operations Working Group supports the organization and execution of the Northern Floor Hockey League in alignment with this goal.

Responsibilities/Accountabilities:

The League Operations Working Group will focus on League operations including:

- Recruiting the League Administrator
- Recruiting the Equipment Coordinator
- Creating the league schedule
- Contacting and scheduling officials
- Addressing any discipline concerns outside of games
- Advising Special Olympics Alberta of any equipment or venue needs
- Ensuring that an effective Emergency Action Plan is in place and communicated to all coaches

Authority:

The Sport & Programs Working Group reports to the SOA Manager of Youth, Competitions & Sport.

Meetings:

The League Operations Working Group will hold the following meetings at a minimum:

- League Operations Working Group formation (Early September)
- League schedule development (September/October)
- Debriefing following the first game (November)
- League wrap-up, debriefing and recommendations (March)
- Other meetings as required during the League's playing season



It is preferred that meetings occur in-person. If a teleconference is required, it can be coordinated through the Special Olympics Alberta office.

Agendas will be prepared in advance of each meeting, with Working Group members being invited to identify emerging priorities for inclusion. Meeting notes will be recorded to track decisions and action items. Consensus will be the preferred method of making decisions.

Communication:

Email will be the primary form of communication for the League Operations Working Group outside of meetings.

Information:

Records of all meetings including agendas, meeting notes, and schedules, as well as all league results, will be sent to and stored at the Special Olympics Alberta office.



Appendix B Position Description League Administrator, Northern Floor Hockey League

Position: Volunteer, appointed by SOA Manager of Youth, Competitions & Sport
Reports to: League Operations Working Group
Liaises with: Head Coaches of the Northern Floor Hockey League, League Officials, Special Olympics Edmonton's Sport Manager
Commitment: 1 League season

Goals:

- Provide onsite administration support for the Northern Floor Hockey League to facilitate onsite logistics including court set-up/tear-down, ensuring games have officials, coordination of court turnover between games, and executing emergency action plans as required.

Specific Accountabilities:

- Participate in scheduled meetings as requested by Special Olympics Alberta.
- Liaise with SOA's Manager of Youth, Competitions & Sport to ensure the League is being run in accordance with SOA policies & procedures.
- Provide support to the League Equipment Coordinator by ensuring that the Coordinator has adequate onsite volunteer support for set-up/tear-down.
- Support SOA's Manager of Youth, Competitions & Sport in building the League's referee schedule.
- Provide recommendations to the SOA Manager of Youth, Competitions & Sport for changes to enhance a quality sport experience for athletes, coaches, officials, and volunteers.
- Complete the facility safety checklist (Appendix E) prior to the start of league play each week and submit to Special Olympics Alberta with the scoresheets.
- Submit scoresheets and results to Special Olympics Alberta within 48 hours of each game.
- Be prepared for emergencies, have a documented emergency action plan (EAP) that is integrated with the EAPs of Special Olympics Edmonton and the Edmonton Expo Centre, and ensure that all Head Coaches are familiar with the League's EAP.
- Report all incidents to SOA Manager of Youth, Competitions & Sport with 24 hours.
- Model Special Olympics values at all times.



Appendix C

Position Description

Equipment Coordinator, Northern Floor Hockey League

Position: Volunteer, appointed by SOA Manager of Youth, Competitions & Sport
Reports to: League Operations Working Group
Liaises with: League Administrator, Special Olympics Edmonton's Sport Manager, Volunteers
Commitment: 1 League season

Goals:

- Provide onsite set-up and tear-down of the courts, timing equipment, nets and League equipment for the Northern Floor Hockey League.

Specific Accountabilities:

- Participate in scheduled meetings as requested by Special Olympics Alberta.
- Provide recommendations to the League Administrator for equipment to replace equipment that is damaged, broken, or unsafe, and to replenish or replace used supplies.
- Store all equipment properly following the League games.
- Maintain organized equipment storage space.
- Work with volunteers to physically set up the courts as needed for League games.
- Provide recommendations to the SOA Manager of Youth, Competitions & Sport for changes to enhance a quality sport experience for athletes, coaches, officials, and volunteers.
- Model Special Olympics values at all times.



Appendix D League Set-Up and Tear-Down Checklist

Team: _____

Home Visiting *(based on League schedule)*

Set-up (Home team):

- Home team bench set-up by court
- Home team net set-up on court
- Goal creases, corners, and face-off markings taped on home side
- Two chairs beside table for scorekeepers

Set-up (Visiting team):

- Visiting team bench set-up by court
- Visiting team net set-up on court
- Goal creases, corners, and face-off markings taped on visiting side

Set-up (League):

- Score clocks set-up and cords taped
- Provision of all required tape for markings and extension cords

Tear-down (Home team):

- Home team bench returned to designated bench return area and stacked
- Tape for goal creases, corners, and face-off markings taped on home side removed
- Scorekeepers chairs returned and stacked
- Spectators are expected to return any chairs used; however, it is the responsibility of the home team to return and stack any remaining chairs on the home side

Tear-down (Visiting team):

- Visiting team bench returned to designated bench return area and stacked
- Tape for goal creases, corners, and face-off markings taped on visiting side removed
- Spectators are expected to return any chairs used; however, it is the responsibility of the visiting team to return and stack any remaining chairs on the visiting side

Tear-down (League):

- Score clocks put away and cords coiled
- Final inspections of League courts



Appendix E Northern Floor Hockey League Facility Safety Checklist

Facility: Edmonton Expo Centre Hall A

Date: _____

Inspected by: _____

Item	Adequate	Inadequate	Corrective Measures*	Observations
Playing surface and nets				
Team equipment				
Individual equipment				
Dressing room/ washroom facilities				

* Corrections: 1-Add, 2-Replace, 3-Modify, 4-Discard, 5-Clean, 6-Repair, 7-Check

Submit to Denise Fisher at DFisher@specialolympics.ab.ca within 48 hours of games.

Appendix F: EMERGENCY ACTION PLAN

Emergency Numbers:

Security Dispatch (24 hours): 780-471-7222 (Security Dispatch will call 9-1-1/emergency services)

Vince McIntyler, League Administrator: 587-338-4499

Denise Fisher, Special Olympics Alberta: 780-236-5584 (may not be onsite)

Courtney Lacoste, Special Olympics Edmonton: 780-402-0772 (may not be onsite)

Emergency Services: 9-1-1 (only if Security Dispatch cannot be reached)

Edmonton EXPO Centre: 7515 - 118 Avenue in Edmonton (Hall A)

FIRST CONTACT IN ALL EMERGENCY SITUATIONS IS SECURITY DISPATCH (24 HOURS): 780-471-7222

FIRE ALARM

FIRST STAGE - ALERT ONLY: SLOW-PACED INTERMITTENT AUDIO TONE AND FLASHING STROBE LIGHTS

- A slow-paced intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue. This alarm signals that the alarm system has been activated either through a pull station or a smoke or fire detector. Evacuation is not necessary unless fire is obvious. This will last approximately 5 minutes and/or less dependent on the nature of the situation.
- All games/practice should immediately cease.
- League Administrator will retrieve closest EAP package and direct coaches, officials, spectators and Equipment Coordinator to prepare for evacuation.
- Evacuation not required, but preparations to leave the building should be made.

SECOND STAGE - EVACUATE: FAST-PACED INTERMITTENT AUDIO TONE AND FLASHING STROBE LIGHTS

- A fast-paced intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue.
- League Administrator should retrieve closest EAP package (one located at external exit doors and one at mall doors) and direct coaches, officials, spectators and Equipment Coordinator to immediately evacuate.
- Immediately evacuate. Leave the building via the nearest exit proceed to Muster Point 1. (Muster Point 1 is the North Muster Point located east of Pedway and next to 118 Avenue pedestrian stairs.)
- Follow specific evacuation instructions from loud speakers or from trained venue staff.
- Never put yourself in danger. Do not return until declared safe to do so by venue staff.
- Head Coaches to perform roll call and report to League Administrator.
- League Administrator to collect roll call results, ensure that the Referees and Equipment Coordinator have been accounted for, and communicate any missing individuals to Expo Centre.
- Special Olympics Edmonton Head Coaches will confirm that the League Administrator successfully evacuated.

FIRE EMERGENCY

If you see a fire or smoke:

- Leave the fire area immediately and close the door behind you.
- Activate the nearest fire alarm.
- Leave the building by the nearest exit and proceed to the Muster Point 1 (League's muster point, if safe).

MEETING/MUSTER LOCATIONS

1. North Muster Point ▪ East of Pedway and next to 118 AVE pedestrian stairs (League's muster point, if safe).
2. South East Muster Point ▪ Light pole "West-7" located behind Hall H.
3. South Muster Point ▪ "Double headed" light located on the North grass, directly South of C6 & C7 overhead doors.



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Emergency Services: 9-1-1 (only if Security Dispatch cannot be reached)

Edmonton EXPO Centre: 7515 - 118 Avenue in Edmonton (Hall A)

FIRST CONTACT IN ALL EMERGENCY SITUATIONS IS SECURITY DISPATCH (24 HOURS): 780-471-7222

MEDICAL

MINOR MEDICAL ISSUE

- Initial assessment done by Head Coach or designate.
- First aid supplies accessed from team's first aid kit (League Administrator will have additional first aid supplies and cold packs if required).

SERIOUS INJURY

- Initial assessment done by Head Coach or individual designated by Head Coach. Head Coach remains with athlete.
- If ambulance, AED, or other medical support is needed, team's designated call person (secondary coach or League Administrator) calls Security Dispatch at **780-471-7222**.
- Team's call person provides exact location and detailed information of the injury to Security Dispatch.
- Security Dispatch contacts 9-1-1. If Security Dispatch cannot be reached, call 911.
- League Administrator or individual(s) directed by League Administrator ensures safe area around injured athlete and clear paths to injured athlete for emergency services.
- Uninvolved coaches and volunteers remain with their teams and keep all participants calm, providing support to affected team's volunteers as needed.

Hospital	Address	Phone	24h Emergency
Grey Nuns	30 Ave. & 62 St. (Edmonton)	780-735-7700	780-735-7181
Misericordia	16949 87 Ave. (Edmonton)	780-735-2000	780-735-2717
Royal Alexandra	10240 Kingsway Ave.	780-735-4111	780-735-4444
Sturgeon Hospital	201 Boudreau St. (St. Albert)	780-418-8200	780-418-8228
University of Alberta & Stollery	8440 112 St. (Edmonton)	780-407-8822	780-407-8432

OTHER

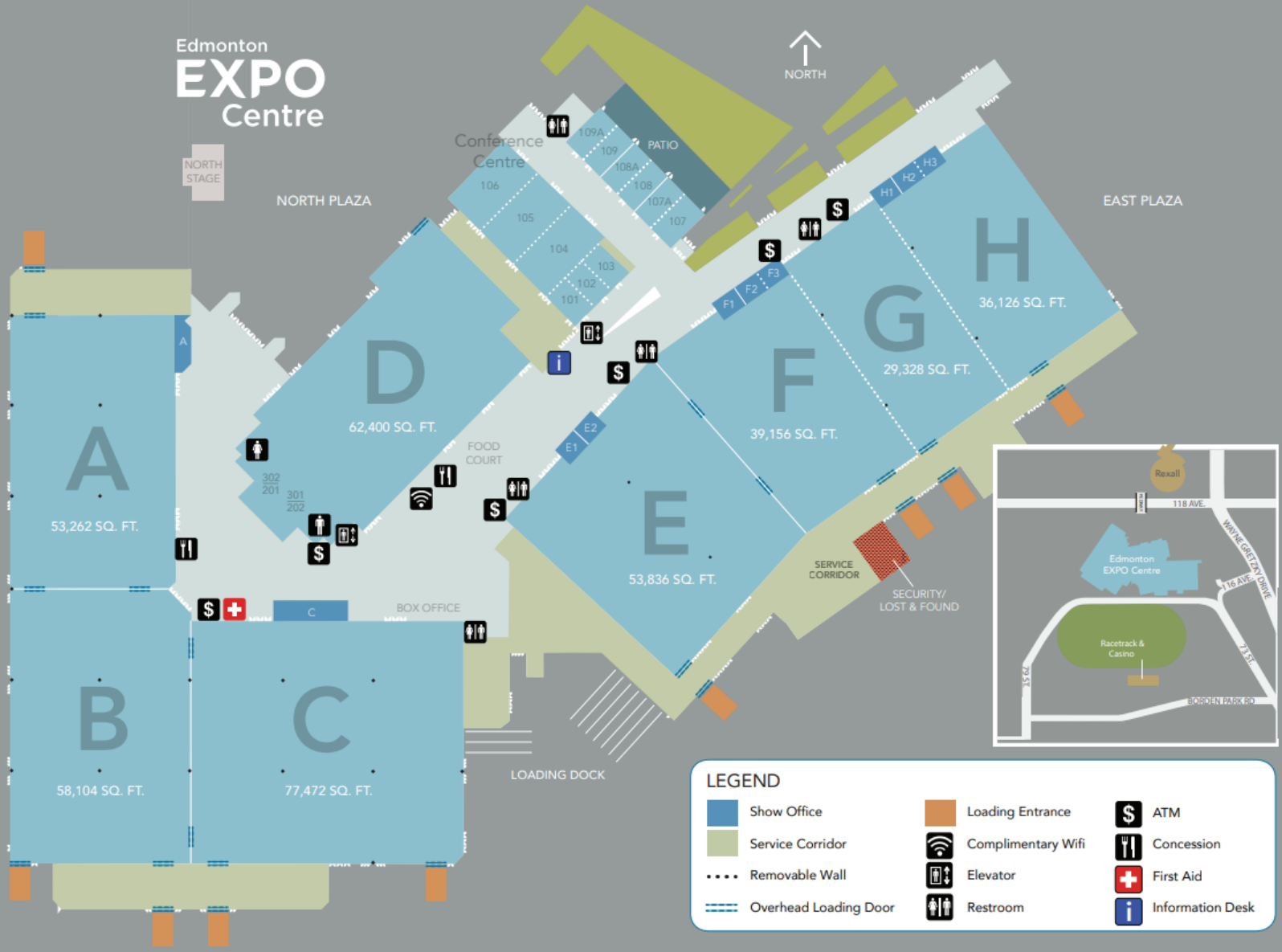
VENUE LOCKDOWN

- Follow all directions of Edmonton EXPO Centre Security, Edmonton Police Services, or other emergency personnel.
- League Administrator should retrieve closest EAP package (located at external exit doors and at mall doors).
- Head Coaches conduct a roll call of their athletes, coaches and volunteers and report any missing individuals to League Administrator.
- League Administrator to collect roll call results, ensure that the Referees and Equipment Coordinator have been accounted for, and communicate any missing individuals to Expo Centre.

Security Dispatch is the point of contact and communication for all security matters, all types of emergencies, incidents, and medical situations. Edmonton EXPO Centre Dispatch contact is (780) 471-7222. Situations include:

- Suspicious items, unattended bags or packages
- All alcohol related issues, including outside liquor and intoxication and underage consumption
- Any physical altercations or verbal threats made towards others
- An unruly, verbally abusive or out of control coach, volunteer, spectator or athlete
- Missing persons
- Property damage
- Theft
- Mental health issues or other health issues
- Any unsafe situations

Edmonton EXPO Centre



Appendix F: EMERGENCY ACTION PLAN

