



OAFA House League Coach's Manual

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LETTER FROM THE PRESIDENT

To all coaches, assistant coaches and volunteers,

On behalf of the hundreds of boys and girls who enjoy playing softball because of you...“thank you”!

It is only through the generous giving of your time that our Association can run the kind of programs that we do. The Orleans Amateur Fastball Association (Oafa) is one of the most successful in the province. We continue to be a model for other associations to follow. The success of our Select and Competitive teams at provincial tournaments has been the results of your efforts, from our Blastball coaches to our top level coaches; you all play a significant role in the development of our young athletes.

We are very lucky to have a dedicated group of individuals on the board of directors. These folks have and continue to be there to help ensure your success. They have many years of experience that they can share with you. Please feel free to call on them any time.

THANK YOU

Yours truly,

Sean Cale
President - Oafa

COACH'S CHECKLIST

Police Check

- Fill out Volunteer Police check form or Offence Declaration
- Take form to police station with cover letter

Draft Team (Squirt & Up as required)

- Ensure ALL teams in the division are balanced

Contact your team

- Introduce yourself
- Leave your phone number
- Recruit Assistant Coaches
- Inform them about Meet & Greet Day
- Inform them about the first practice/game – date, time, and location

Equipment pick up & Coaches Kick off meeting

- Attend meeting
- Receive coaches manual, game schedule, photo schedule and photo order forms
- Verify and pick up equipment, receive T-shirts
- Sign for equipment & green box key
- Obtain practice date/time from your convenor

Games & Practices

- Make sure everyone has FUN
- Prepare Offensive and Defensive line-ups before game
- If you are the home team for the game
 - Bring blank game sheet(s)
 - Set up the field
 - Get a parent to keep score
 - Complete the official game sheet & give to plate umpire at end of game
 - At end of game put away bases, pitching rubber, tee, etc. and lock green box
- Plan your practices
 - What will be worked on/what goals do you want to accomplish
 - What equipment will you need
 - How many helpers will you need
 - At end of practice put away bases, pitching rubber, tee, etc. and lock green box

COACH'S CHECKLIST (cont'd)

Photos

- Remind players of date, time and location
- Hand out photo order forms prior to session
- Arrive 10 – 15 min. before scheduled time
- Get your team ready for the photos

Slugger/Sprinter/Thrower Competition (Atom, Mite, Squirt Divisions)

- Remind players of the event
- Assist organizers with your team's round
- Have your team ready on time and in order

AGM and Equipment Return

- Clean equipment
- Ensure all equipment signed for at the beginning of the season is in the bag
- Bring to AGM meeting for return
- Attend AGM

INSTRUCTIONS FOR OBTAINING A POLICE RECORD CHECK

OAFA has a direct responsibility for the safety and well being of the players entrusted to our care during softball events. As such, we require all coaching staff to have an annual criminal record check done through the Ottawa Police for vulnerable sector. We recognize that this process takes time for the police to complete and that many coaches will have recently done this for other sports. If you need to obtain a new one, please follow the steps below. If you have had a check done in the last year, you can complete our offence declaration form instead.

- 1) Download, print and complete the Police Record Check form from the OPS web site or in person at the station (blue form).
- 2) Obtain a cover letter from back of the manual or the web site.
- 3) Go to the police station with the completed form, the cover letter and the relevant identification. **Please obtain a receipt** and provide to your age director/convenor.
- 4) Show the validated forms, as returned by the Police, to your convenor, check the Website for contact information.

TRUE SPORT: Principles for Communities

The OAFA is a member of the TRUE SPORT movement and follows the

PRINCIPLES FOR COMMUNITIES:

- Recognize Sport as a Valuable Community Asset – Help sport live up to its full potential. Enable it to contribute to the well-being of the entire community.
- Champion Ethical Conduct – Commit to fair play. Make respect for the rules, officials, coaches, and players a priority – on the field and on the sidelines.
- Promote Inclusion – Remove barriers. Encourage participation. Make it possible for everyone to get involved and stay involved.
- Strengthen Connections – Create opportunities for people to get together wherever through sport. Make newcomers feel welcome. Promote friendship, trust, co-operation and respect.
- Support Excellence – Teams and athletes carry the hearts and hopes of the community wherever they compete. Help them to be the best they can be.
- Foster Healthy, Active Lifestyles – Inspire people to get active and stay active. Offer a variety of sport opportunities – both structured and unstructured – that are inviting, enjoyable and rewarding for all.
- Create Safe and Welcoming Environments – Develop, protect and nurture places and spaces that are hospitable and conducive to the safe enjoyment of sport.
- Celebrate Contribution – Recognize and honour the people – coaches, organizers, officials, and volunteers – whose contributions makes sport possible and positive in the community.

TRUE SPORT: Principles for Sport

The OAFA, as a member of the TRUE SPORT movement believes in the

PRINCIPLES FOR SPORT:

- Go For It – Always rise to the challenge. Discover how good you can be.
- Play Fair – Play honestly and obey the rules. Winning is only real when competition is fair.
- Respect Others – Respect team mates, competitors and officials both on the field and off. Win with dignity, lose with grace.
- Keep it Fun – Have a good time. Keep a positive attitude and contribute to a positive atmosphere.
- Stay Healthy – Respect your body. Keep in shape. Avoid unsafe activities.
- Give Back – Do something that helps your community.

FAIR PLAY CODE FOR COACHES

1. I will follow the TRUE SPORT: Principles for Communities.
2. I will follow the TRUE SPORT: Principles for Sport and encourage my players to do the same.
3. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
4. I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
5. I will ensure that all players get equal instructions, equal support and fair (may not be equal) playing opportunity in a variety of positions to encourage their personal growth and help them be the best they can be.
6. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills

FAIR PLAY CODE FOR PLAYERS

1. I will follow the TRUE SPORT: Principles for Sport and encourage my teammates to do the same.
2. I will play softball because I want to, not just because others or coaches want me to.
3. I will acknowledge all good plays and performances – those of my team and of my opponents.
4. I will accept mistakes when they happen and move on. Learning from them encourages growth in myself and in my team.
5. I will discuss concerns/questions regarding my playing opportunities with the coach before or after a game or practice – not during.

FAIR PLAY CODE FOR SPECTATORS

1. I will follow the TRUE SPORT: Principles for Communities and encourage others to do the same.
2. I will remember that players are following the TRUE SPORT: Principles of Sport, and will encourage them and support them as they do so.
3. I will remember that participants play softball for their enjoyment. They are not playing to entertain me.
4. I will acknowledge all good plays and performances – those of both teams.
5. I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
6. I will discuss concerns/questions regarding my son's/daughter's playing opportunities with them and/or the coach, before or after a game or practice – not during.

DIRECTIONS TO DIAMONDS

Directions and maps can also be found on our web site www.oafa.org

Saint Kateri

At the Ottawa Public Library on Orleans Blvd (south of Independent Grocer)

Carrière

On north side of Carrière St (between Orleans Blvd and Belcourt)

Des Pionniers

Behind Des Pionniers school on Wilkie Dr. at Merkley Dr. (off Charlemagne Blvd)

Garneau (North & South)

East end of Garneau High School on Carrière St (between Orleans Blvd and Belcourt)

Glen Park

Behind L'Odyssée School on Grey Nuns Dr. (north of St. Joseph Blvd)

Longleaf

On Longleaf Dr. (off Orleans Blvd; south of Innes Rd.)

Marcil Lalande

On east side of Northlands Dr between Gardenway and Valin (north of St. Clair School)

North Vineyard

At École des Voyageurs on Voyageur Dr. (off Jeanne d'Arc north)

Pierre Rocque Park (Village)

At north end of St Pierre St (off St Joseph Blvd. (Behind St Joseph church)

Roy Park

On north side of Meadowglen Dr. (between Orleans Blvd and Boyer Rd)

Scala Park

Behind St. Theresa school at 2000 Portabello Blvd. (south of Innes at Scala Ave)

SPONSORS

Sponsors help the Oafa to defray much of the costs of equipment and jerseys or provide refreshments and gifts for tournaments and playoffs. All contributions are gratefully accepted. If you know someone who would like to sponsor a team or make a donation, please call the Sponsor Coordinator, Lise Beauregard. Coaches are to remind parents of the sponsor for your specific team as well as all association sponsors.

RAIN OUT PROCEDURES (ATOM and above)

On days when it has been raining for a considerable period of time and it is most likely that the diamonds will not be in a playable condition, the decision will be made at approximately 5:00 PM and/or 7 PM as to whether games will be cancelled.

At that time, the coaches and umpires should check the web site for updates on the banner line. Unless the message indicates a cancellation of games; teams and umpires are to proceed to the diamonds. Once at the diamonds, the plate umpire, will consult with the coaches and makes the final decision to cancel the game. This decision is made based on condition of the field, i.e. large puddles on bases, pitching mound. In the event of a rain out, the **home team coach** is responsible for arranging the make-up game

The procedure for rescheduling rainouts is as follows:

In the event a scheduled game has been "Rained out" or "Cancelled" by a league official (Umpire/Director/Convener), the home team coach is required to inform the league scheduler via email of the cancellation with all the pertinent details (the date, time, division, home team name, and visitor's team name) within 48 hours. The league scheduler will then provide as soon as possible (via email) up to three options (date/time/locations) to make up the league game, the home team coach after consultation with the other team's coach will confirm the preferred option to the scheduler who will proceed with confirming the game and umpires. **Note:** scheduling of make-up games is a best effort only. There are no guarantees a game will be re-played.

PROTESTS AND GRIEVANCES

No Protests and/or Grievances shall be entertained against the umpire's judgement and or application of the playing rules on the field. Questions concerning the rule interpretations shall be directed to the Umpire in Chief via the Director of House League (girls or boys accordingly). If a committee needs to be set up to look into a rule interpretation, the committee will consist of the Director of House League (boys or girls), the House League Division Convener, and the Umpire in Chief.

STORAGE BOXES

The Oafa has purchased and installed a green storage box at each diamond that the association uses. These boxes will contain the following equipment:

- safe bases to be used by all teams except Blast-Ball
- two (2) individual, regular bases, plus 3 extras bases and extra pegs
- a pitching rubber with spikes
- umpire shin pads and chest pads
- measuring tape
- special equipment will be in the boxes at the Blast-Ball diamonds, Atom diamonds
- a hammer
- respect signs

The storage box system will only work if we get the support and co-operation of the people using them. Users of these storage boxes are expected to comply with the following procedures:

- once you have taken the equipment you need out of the box, it is to be locked
- once the game is over and the equipment is returned to the box, ensure the box is secured by the two locks.

If you discover that equipment is missing from the box, or that it is in need of replacement or repair, call the Director of Equipment (Lise 613-824-6787) and let her know the details.

Failure to comply with these simple procedures will result in the following actions:

- if a box is left unlocked for whatever reason and the equipment goes missing, the Head Coach of the team scheduled in that time slot will be asked to make a payment to the Oafa for the cost of the missing equipment.
- if the keys are lost the person who signed for them will have to pay a \$20.00 fee to cover the cost of replacement keys and/or locks.

The Oafa has installed these storage boxes to make it far more convenient for everyone and your co-operation is sought in ensuring that the security of Oafa equipment is not compromised.

BATTING CAGE / PITCHING MACHINE

The Oafa offers the use of a batting cage, with pitching machine, to help improve the batting skills of our players. The batting cage is located at the Pierre Rocque diamond. It will be available to all Oafa teams.

- One-hour time slots will be available for teams at a cost of \$20.00. Bookings should be done one week prior to the time slot requested.
- People who book a time slot and do not show up will be expected to pay the full booking fee.
- A qualified operator will be in charge of the facility at all times and all safety aspects e.g. one batter in the cage at a time, will be enforced.
- There will be no operation of the batting cage if it rains.
- It is our intention to have the batting cage available weeknights, Mon to Fri, from 6:00 to 8:30 PM. and Saturdays/Sundays.
- Availability of the batting cage will be determined by demand - it will be available more often if enough requests are received
- Contact Lise Beaugard at 613-824-6787 to book the facility.

Rules for calling up Select spares from House League

Select coaches must:

- a) inform the house league team coach that this player is a spare;
- b) ask permission of the parent before asking a player for a game or practice.

House league coaches have the right to refuse a request if they have a practice scheduled and **must refuse the request** if a game is scheduled for the same time.

HL Call-up Policy

A house league team should call up from their respective age group and gender first. If there is a conflict with other games, they may call up a player from the next lower age team. If it is a co-ed team, all efforts must be made to replace the missing player with one of the same gender to maintain balance.

The call-up player is not permitted to play if they have a game scheduled for the same time, they must play for their original team.

When a team is not going to have sufficient players for a game, the coach can call up players preferably from the age director's call up list, or from known available players, to a maximum number on the original roster.

In order to allow as many players as possible to play at the next senior level, a player should be called up a maximum of three (3) times by the same team during the regular season to allow for all players to have the opportunity to play at a higher level.

1.0 OAFa OPERATING RULES

Player Eligibility:

- 1.1 Only players who are assigned to an OAFa House League (HL) team, who are not playing competitive ball on a regular basis (i.e. not carded players) may play regular season or playoff games. Each player shall have on file with the OAFa a registration form signed by her/his parent/guardian, or in the case of a non-minor, herself/himself.
- 1.2 For purposes of player placement or draft, the Registrar will provide to the Age Directors complete lists of players by division. The Director will then provide each Division Convenor with their respective lists. The Division Convenor, with the appropriate HL Director shall conduct a draft or shall provide team rosters to all coaches in the division. Rosters must be kept current through communication from the Coach, to the Convenor, to the Registrar and HL Director.
- 1.3 A player may be drafted/assigned to only one HL or Select team. With Executive approval, a player may play for a team one division immediately up or down from her/his division.
- 1.4 If a player permanently leaves a team (illness, moves, quits, etc), the Coach is to notify the Division Convenor who will contact the Registrar for the purpose of supplying the Coach with the next registrant on the waiting list for that division. The request may be made at any time during the regular season. (NOTE: for some divisions, the waiting list may be quite long and these children would just love to play even if it is for only a few games. The list is in order of the date the application was received by the OAFa).

Playing the Game:

- 1.5 All play shall be in accordance with Softball Canada Rules except as issued in these Operating Rules and in the Division Playing Rules.
- 1.6 **Long pants are mandatory at all playing levels of the OAFa** (capris are not considered long pants). The Umpire shall not allow a player wearing pants that do not provide suitable leg protection to participate in a game. Jewellery is not permitted unless it is a medical alert bracelet. Running shoes or non-metal cleats are to be worn.
- 1.7 Players registered with the OAFa must supply their own CSA approved batting helmets. A face guard for the helmet is also mandatory for all players under 16. Chin straps shall be attached to the helmet, adjusted properly and fastened with the strap under the chin at all times when a player is on deck, at bat, or running the bases. The umpire shall not allow play to continue until chinstraps are fastened properly.
- 1.8 It is the responsibility of the home team coach to lay out the bases and the pitching rubber and have the diamond ready for play by game time pursuant to the *OAFa Rules & Dimensions Table Summary*. They are also responsible to ensure that all field equipment is put away and locked up in the green box after the game.
- 1.9 The home team shall provide game balls; one new ball and a second ball in good condition.
- 1.10 For the regular season, the home team shall be determined from the schedule supplied by the OAFa.
- 1.11 Game length is set by a maximum number of innings and not a time limit. Refer to applicable mercy rules as applicable.
- 1.12 To begin play in a regular season or play-off game, a team must have at least 7 players present. At least 5 of the players listed on the game sheet and present for the start of the game must be from the regular team. Failure to meet these conditions within 15 minutes of the scheduled starting time of the game, or during the game, shall result in forfeiture of the game and the score will be recorded as 1-0. Notwithstanding the 15 minute grace period, a game shall commence as soon as a team has 7 or more players. A team may play with seven players with no penalty.
- 1.13 All players present for the game shall be registered on the game sheet and shall come to bat in that order regardless of whether or not they played defensive positions that inning. No changes in the batting order are permitted once the game commences. Names of players arriving late shall be added to the bottom of the lineup. Players who leave the game as a result of injury, ejection, or early departure shall be simply skipped over unless the provisions of Rule 1.12 or Rule 1.17 apply.

- 1.14 The home team will keep the official game score and will provide the Umpires with the GAME SHEET containing the game statistics. The Umpires will sign the sheet and deliver it to the Oafa (see GAME SHEET for details).
- 1.15 Defensive Positions: Assignment of players shall be at the discretion of the coach, and there shall be unlimited substitutions. The coach shall follow the "Fair Play" rule and give equal instruction; equal support and fair (may not be equal) playing opportunity to encourage skills and confidence in the various positions.
- 1.16 "Fair Play": During every game, the number of defensive half innings played by the most played player and the least played player shall vary by no more than one defensive half inning.
- 1.17 Injured Player Substitution: A team can only substitute a base runner in the case of an injury to the base runner. The substitute base runner must be the last scheduled batter.
- NOTE: An injured player who is batting must become safe on base to be eligible for a substitute runner. If an injured player cannot take his/her order in the batting line-up, he/she can only be skipped over once (notify the umpire and the other team). If the injured player cannot bat the next time, he/she must either be removed from the game both offensively and defensively; or can remain in the game and will be considered an automatic out. The decision does not put the team in jeopardy of the "Fair Play" Rule.
- 1.18 Catcher Substitution: If during any inning when a player/base runner that is going to be playing in the catcher position next on defence is safely on base when there are 2 outs, the last scheduled batter must substitute run for the catcher from the base he/she is safely on. Ask for "Time" to be called in order to do this substitution. This rule may be applied in regular season play and will be applied in Division Wrap Up tournaments due to the time constraints.
- 1.19 For Squirt and above divisions, a call-up pitcher shall not replace a designated team pitcher who is present and able to pitch for a game, nor will a call-up pitcher pitch more outs in that game than a designated pitcher that is present.
- 1.20 1.23 Year-End Wrap Up or Playoff Tournament: See wrap-up rules.

Rule Changes:

- 1.21 Any rule changes must be reviewed and approved by a committee consisting of the appropriate HL Director, as applicable, the Division Convenor, and the Umpire-in-Chief.

OAFA RULES & DIMENSIONS TABLE SUMMARY

House League						
	Blastball co-ed	Atom co-ed	U-9 Mite co-ed	U-12 Squirt B / G	U-14 Peewee (B) Novice (G)	U-17 Ban/Mid/Jr Girls
Ball Size – Girls (inches)	Blastball	11- Soft	11- Soft	11	12	12
Baselines (feet)	40	45	45	55	60	60
Pitching Rubber (feet)	25	30	30	35	38 (G) 40 (B)	U16 40 U18 43
Complete Game (innings)	3	5	5	5	5	5
Official Game (innings)	3	3	3	3	3	3
Inning Mercy (runs)	N/A	4	4	6	6	6
Last Inning Mercy (runs)	N/A	4	Difference +1 or 6			
Game Mercy (runs @ complete innings)	N/A	N/A	>12 @ 4	>15 @ 4	>15 @ 4	>15 @ 4
Pitcher Limits (outs or innings)	N/A	N/A	9 or 3	9 or 3	9 or 3	9 or 3
Defensive coaches on field	5	2	0	0	0	0
Defensive Players	All	9	9	9	9	9
Dropped 3 rd Strike Rule in Effect	N/A	No	No	No	Yes	Yes
Lead offs - ball leaves hand	N/A	N/A	N/A	Yes	Yes	Yes
Lead offs - ball crosses plate	N/A	Yes	Yes	N/A	N/A	N/A
Stealing Allowed	No	No	No	Yes	Yes	Yes
Infield fly rule in effect	No	No	No	No	Yes	Yes
Play Safe	Always	Always	Always	Always	Always	Always

Note: Pitching Rule

In a division where age groups/levels are combined and there are pitchers that pitch with different “official” ball sizes; the pitcher can chose to pitch with his/her official ball size of 11” or 12”. The mound will remain at the distance as per the HL division they are playing in. For Mite pitching rules refer to age specific rules in separate attachment.

WRAP UP TOURNAMENT RULES – MITE & ABOVE

The Rules in the Wrap Up Tournament are the same as the Division and Operating Rules during the regular season with the following rules being enforced.

1. Home team will be determined by a coin toss in Round Robin play and top position for Medal games.
2. An official game will be 5 innings (Mite); 7 innings (SQ/PW/NOV/BTM/MGT); or the Mercy rule; or Rule #5 below.
3. Mercy Rule: the game will be considered a mercy if a team reaches a run differential of 12 runs or more after 4 complete innings (Mite); and 15 runs or more after 4 complete innings (Squirt and Above.)
4. A game will be deemed official if after 3 complete innings the game is called by the umpires as a result of weather/darkness.
5. Round Robin games can end in a tie.
6. Medal games can't end in a tie: After the time limit the international tie breaking rule for each subsequent inning will be used: last scheduled batter for that inning will start as a runner at 2nd base.

ROUND ROBIN TIE BREAKING RULES

1. If only 2 teams are tied at the end of Round Robin play and they have played each other, the result of Head-to-Head play will put the team that won that game in a higher place in the standings. If the two teams have not played each other go to step 2.
2. If these 2 teams are still tied, the team with the most wins will be placed higher in the standings.
3. If these two teams are still tied, the team that has the lowest total runs scored against in all games will be placed higher in the standings.
4. If these 2 teams are still tied, the team that has the highest run differential: total runs scored in all games minus total runs against in all games, will be placed higher in the standings.
5. If these 2 teams are still tied, flip a coin.
6. If 3 teams are tied** at the end of Round Robin play the run differential formula will be used to rank all teams: the total runs scored in all games minus total runs against in all games, will be recorded.

** The teams with the highest to the lowest total will be placed highest to lowest in the standings.

** All 3 teams will be ranked using this step to break the tie. Do not go back to step #1, 2, 3 that involve two teams unless there are two teams tied in the run differential.

ORLEANS AMATEUR FASTBALL ASSOCIATION

MEDICAL PERMISSION FORM

I, the undersigned, hereby give permission for my child/ward to fully participate in all OAFA activities (softball games, practices and clinic).

In case of emergency, I hereby give permission to the physician selected by the official in charge to secure proper treatment including hospitalization, drugs, injections, anesthesia, surgery for the child named below.

All information of the player's personal health record, shown below, is true and correct.

Players Name (please print): _____ Date: _____

Parent / Guardian's Signature _____

Parent / Guardian's Name : _____

Phone (home): _____ (work): _____

OHIP # (optional): _____ Family Doctor: _____

Alternate contact: _____ Phone: _____

Indicate by checking if child is subject to or has:

DIABETES ___ NOSEBLEEDS ___ HERNIA ___

HEARING LOSS ___ HEADACHES ___ VISUAL DEFECTS ___

EPILEPSY ___ ASTHMA ___ HEART PROBLEMS ___

DENTAL APPLIANCE ___ NERVOUS DISORDERS ___

ALLERGIES: BEE STING ___ PENICILLIN ___ NUTS ___

OTHER ALLERGIES (LIST): _____

Previous Injuries: BROKEN ARM: LEFT ___ RIGHT ___ SPRAINED ANKLE: LEFT ___ RIGHT ___

OTHER INJURIES (LIST): _____

Please list any medication or other concerns that the OAFA / medical personnel should be aware of:

NOTE: Medical information is confidential. Keep this form with the team AT ALL TIMES. These forms should not be available to other than authorized individuals.

EMERGENCY ACTION PLAN

LOCATION	Address
<input type="checkbox"/> Saint Kateri	1705 Orleans Blvd. (library)
<input type="checkbox"/> Carrière Park	opposite 6600 Carrière St.
<input type="checkbox"/> Des Pionniers	opposite 1895 Carrigan Dr.
<input type="checkbox"/> Garneau Fields	behind 6588 Carrière St.
<input type="checkbox"/> Glen Park	behind 1770 Grey Nuns Dr.
<input type="checkbox"/> Longleaf Park	opposite 1969 Montclair Ave.
<input type="checkbox"/> Marcil Lalande	opposite 1866 Northlands Dr.
<input type="checkbox"/> North Vineyard	6030 Voyageur Dr.
<input type="checkbox"/> Pierre Rocque Park	north of 1080 St. Pierre St.
<input type="checkbox"/> Roy Park	on Meadowglen Dr. at Summerfield (east of Orleans Blvd)
<input type="checkbox"/> Scala Park	behind 2000 Portobello Blvd.

EMERGENCY: 911

Police: 613-236-1222 x7300

CHARGE PERSON _____

CALL PERSON _____

**Call Back Number
(cell)** _____

Location of 1st Aid Kit _____