

New  Brunswick

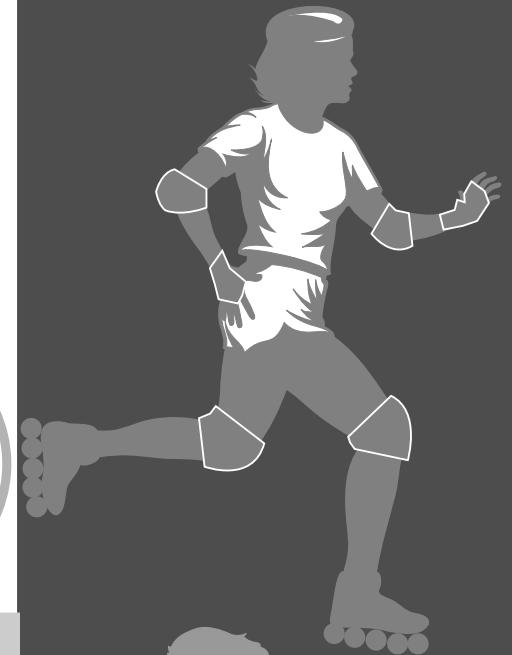
PHYSICAL EDUCATION



Safety Guidelines

Module 4

High School Curricular Guidelines



2002

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We would like to thank the following people who contributed to the adaptation of this manual to reflect the needs of New Brunswick's Education system. The core group comprised

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PHYSICAL EDUCATION HIGH SCHOOL CURRICULAR SAFETY GUIDELINES

INTENT OF THE PROVINCIAL SAFETY GUIDELINES IN PHYSICAL EDUCATION

The primary responsibility for the care and safety of students rests with the school district and its employees. An important aspect in fulfilling this role is to recognize that there is an element of risk in all physical activity and to take action accordingly. To this end, foreseeable risks have been identified and analysed. This guideline includes procedures that help minimize, to the greatest extent possible, the risk of a preventable accident or injury. A guideline alone does not eliminate risk, regardless of how well it is written or how effectively it is implemented. Safety awareness practised by the teacher, that is based on up-to-date information and common-sense observation, action and foresight is the key to safe programming. The intent of the Provincial Safety Guidelines is to focus teachers' attention on safe instructional practices for each class activity, in order to minimize the inherent element of risk. By implementing safe instructional practices, such as use of logical teaching progressions, as well as the inclusion of age- appropriate activities in program preparations, planning and daily teaching, the educator will guard against foreseeable risks. It is hoped that, through this implementation process, this document will assist educators in fulfilling their obligation to provide the safest possible environment in which all students, regardless of physical, mental, emotional abilities/challenges or cultural background, can be physically active.

IMPACT AND SCOPE OF THIS DOCUMENT

This document delineates minimum guidelines that must be met by physical educators and administrators in addressing the safety component of the physical education core program. This module focusses on instruction in physical education. Intramural and interschool activity guidelines can be found in the fifth and sixth modules.

A) GENERIC ISSUES

It should be recognized that there are many common guidelines of safety which apply to all class activities. Some such commonalities are as follows:

- 1) Prior to students participating in any physical activity, teachers need to be aware of the medical background and physical limitations of their students. This includes knowledge of students with heart disorders, asthma, epilepsy, diabetes, severe allergies, etc. Each school needs to develop a process by which medical information is available to teachers; for example, students complete a medical information sheet the first day of classes (see Appendix A).
- 2) A fully stocked first-aid kit must be readily accessible to the gymnasium. For a sample listing of first-aid items, see Appendix B. When activities are offered off campus, an appropriate, portable first-aid kit must be readily accessible. A plan to deal with accidents in physical education must be developed in all schools. For details on an injury management plan, see Appendix C.
- 3) Prior to teaching the skills of the activity, the teacher must outline the possible risks of the activity (warnings of possible dangers), demonstrate how to minimize the risks, and set procedures and rules for safe play.
- 4) Teachers must inform their students of the Emergency Plan and locations of the fire alarms, the fire exits and alternative routes from the gymnasium.
- 5) Many different situations may arise involving the transportation of students away from the school for activities. It is important that parents are made aware of the mode of transportation and student expectations. The means and frequency of communication required must be established with the school principal. Consideration must also be given to informing parents when students are involved in activities which take them off the immediate school property, e.g. cross-country running. **Refer to individual school district's field-trip procedures related to the need for obtaining parent/guardian permission.**
- 6) If students are involved in any activity or sport (e.g. a low organization game) which is not described in this guideline, refer to the guidelines of an activity that it most resembles.
- 7) Approval from the appropriate school district official must be received if a teacher wishes to include activities different from those in this document or in district guidelines, and/or wishes to modify guidelines listed herein. As part of this process, the teacher must demonstrate that all appropriate precautions will be taken in the interest of student safety.
- 8) Where an incident occurs that increases or could increase the risk of injury, corrective actions must take place to help prevent its recurrence.
- 9) Many activities address the issue of body contact, stick-on-body contact and stick-on-stick contact. In an effort to promote a common understanding of the term, this document views contact as intentional contact with the purpose of gaining an advantage in the specific activity.
- 10) At the beginning of the school year/semester, teachers must instruct students in appropriate change-room conduct, as well as emphasize the need to change quickly and proceed to the gym. Reinforce this guideline as necessary during the school year.

B) SPECIFIC COMPONENTS

1. GUIDELINES

- a) Guidelines for each class activity are outlined according to the following critical components:

**Equipment
Clothing/Footwear
Facilities**

**Special Rules/Instruction
Supervision**

- b) All statements found in the generic section, activity pages and appendices are mandatory. Appendices which are samples must be respected but individual school/district forms may be used so long as they cover all aspects.

2. EQUIPMENT

- a) When using any equipment that is not described in the document, care must be taken to ensure that it is safe for use (e.g. no sharp edges, cracks, or splinters) and is size, mass and strength-appropriate.
- b) All balls must be properly inflated and appropriate to the activity.
- c) No homemade equipment is to be used (e.g. personal hockey sticks, floor hockey shafts, plastic bleach scoops). Equipment can be made at school by District employees, adult volunteers and by students who are under direct supervision. See guidelines for “School-Made Equipment,” Module 5: Physical Education Intramural Safety Guidelines.
- d) If students are permitted to bring their own equipment (e.g. badminton racquets, skis, in-line skates), students must ensure that the equipment is in good working order and suitable for personal use.

3. CLOTHING AND FOOTWEAR

- a) Students must wear appropriate clothing for physical education classes. Shorts or sweat pants, T-shirt, and running shoes should be a minimum uniform requirement. Deviations from this minimum are listed on activity sheets. Some ill-fitting clothing, scarves, jewellery, hard-soled shoes and socks without shoes can inhibit movement and possibly cause injury during active movement. Where cultural dress presents a safety concern, modifications to the activity must be made.

Hanging jewellery must not be worn. Jewellery which cannot be removed and which presents a safety concern (e.g. medical alert identification, religious/cultural jewellery) must be taped. Deviations from this minimum are listed on activity sheets. Long hair must be secured so as not to block vision.

- b) Parents/guardians and students must be made aware of safety precautions with eyeglasses, including the need for an eyeglass strap and/or shatterproof lenses for some activities (see Appendix A - Letter to Parents/Guardians).

4. FACILITIES

- a) To provide a safe environment for class activities, the teacher must make a pre-activity check of the facilities and equipment to be used. This can be done visually or recorded on a checklist (see Appendix F). The minimum requirement is a pre-use visual check. Hazards as a factor in the activity must be identified and removed. Potentially dangerous and immovable objects (e.g. goalposts, protruding stage) must be brought to the attention of students and administration. All equipment must be checked regularly to ensure that it is in good working order. Equipment listed in the document applies only to safety. Students must be encouraged to report equipment or facility problems to the teachers. For more information on the role of the student in safety, see Appendix D.
- b) Facilities and major equipment must be inspected and a written report completed by a reputable third party on a regular basis.
- c) Equipment/furniture which is hazardous to the activity must not be stored around the perimeter of the gymnasium. A reasonable number of benches, as well as mats secured to the wall, are exceptions to this statement.
- d) For all indoor activities, walls and stages must not be used for turning points or finish lines. A line or pylon can be designated in advance of the wall. Foreseeable risks must be identified and precautions taken to minimize risks. For safety precautions when using non-gym areas (e.g. concourses, hallways, classrooms, stages, weight rooms, fitness rooms) for gym classes, please see Appendix E.
- e) Playing fields must be free from hazards (e.g. holes, glass, and rocks). Severely uneven surfaces must be brought to the attention of the principal and students must be made aware of them. There must be sufficient turf for proper traction and impact absorption for activities such as non-contact rugby.

5. SPECIAL RULES/INSTRUCTIONS

- a) Class activity must be modified according to the age and ability levels of students and the facility available. Teachers should attempt to stay current with respect to safe exercise technique. All class sessions must include appropriate warm-ups and cool-downs. Skills must be taught in a proper progression. Games and activities must be based on skills that have been taught. Before involving students in strenuous outdoor activity, teachers must take into consideration the outside temperature, previous training and the length of time the students will be vigorously active.
- b) Modify activities which involve students in wheelchairs to address safety issues of all participants.

6. SUPERVISION

- a) Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment and activities have inherent risks, but the more effectively they are supervised, the safer they become.
- b) Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place - for example:
 - locked doors;
 - signs on doors indicating that students are not to use the gym unless supervised; and
 - staff scheduled and present in an adjoining physical education office, in order to see students entering the gym without authorization.

- c) Any use of a facility must be supervised. This guideline has designated three categories of supervision: **Constant visual**, **On-site**, and **In-the-area**. The categories are based on the principles of general and specific supervision, which take into consideration the risk level of the activity, the participants' skill level and the participants' maturity.
- d) In the category of supervision, **Constant visual** supervision means that the teacher is physically present, watching the activity in question. Only one activity requiring **Constant visual** supervision may take place while other activities are going on. **On-site** supervision entails teacher presence, but not necessarily constant viewing of one specific activity. **In-the-area** supervision means that the teacher could be in the gymnasium while another activity is taking place near the gymnasium.

Example: During a track and field session, some students are involved in high jump, some are practising relay passing on the track, while a third group is distance running around the school.

Constant visual supervision - High Jump - Teacher is at high jump area and is observing the activity because it is the students' initial exposure to this event.

On-site supervision - Relay Passing - Students are practising on the track and can be seen by the teacher who is with the high jumpers.

In-the-area supervision - Distance Running - Students are running around the school grounds and at times may be out of sight.

Supervision - Points to Consider

- i) Establish routines, rules of acceptable behaviour and appropriate duties of students at the beginning of the year and reinforce these throughout the year. Teachers must sanction students for unsafe play or unacceptable behaviour, and must exercise that responsibility at all times. Refer to Appendix D for more information on student behaviour.
- ii) Students must be made aware of the rules of activities or games. Rules must be strictly enforced and modified to suit the age and physical ability of the participants.
- iii) The teacher must be vigilant to prevent one student from pressuring another into trying skills or activities for which he or she is not ready.
- iv) When a student displays hesitation verbally or non-verbally, the teacher should discuss the reason(s) for doubt. If the teacher believes that a potential hesitancy during the skill could put the student at a risk, the student must be directed toward a more basic skill.
- v) Teaching assistants, co-op students or other secondary students must not be the sole supervisors of any activity. (On-site supervision is required of the responsible teacher.)
- vi) On-Calls and Supply Teacher Coverage:
 - The supply teacher must have students participate in activities that are commensurate with his/her experience or qualifications.
 - Include the Safety Guidelines sheet for the activity with the lesson plan.
 - Inform supply teacher of the whereabouts of a contact teacher or administrator in case of an emergency.
 - Specify restrictions/modifications for students with health or behavioural problems.
- vii) Student teachers must not be the sole supervisors of any activity. (In the area supervision is required by the responsible teacher.)

AQUATICS

SYNCHRONIZED SWIMMING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Standard safety equipment as stated in pool regulations, e.g. ring buoys, reaching poles, spinal boards.</p> <p>First-aid kit must be accessible.</p> <p>Emergency phone must be accessible.</p> <p>Electrical equipment, e.g. portable stereo, must be properly grounded (GFI).</p>	<p>Appropriate swimming attire.</p> <p>No jewellery to be worn other than medical-alert jewellery.</p> <p>Device to keep hair from obstructing vision (e.g. elastic).</p>	<p>School or Community Pools to be used.</p> <p>BACKYARD POOLS MUST NOT BE USED.</p> <p>(For pond/lake swimming, see outdoor education.)</p>	<p>Inform in-charge person on deck of any student having any medical problems that may affect the student's safety in the water. (e.g., epilepsy).</p> <p>Students must adhere to the following rules:</p> <ul style="list-style-type: none"> • no running or pushing on deck • no gum chewing • no food in pool area • stay clear of diving area • do not dive into shallow end • no shoes on deck <p>Showers must be taken before entering the pool.</p> <p>Where students go off school district property to a pool, parents/guardians must be informed.</p> <p>Emergency procedures must be outlined to students prior to entering the water.</p> <p>Students with infected cuts or sores must not be in pool. Skills must be taught in proper progression.</p> <p>Screening/testing must be done in shallow end initially.</p>	<p>Maximum 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>Teachers with current Red Cross Water Safety Instructor certification or equivalent can provide swim instruction without an additional lifeguard only when the pool is being used solely for aquatic instruction.</p> <p>Each instructor can supervise only one class or group.</p> <p>On site supervision is required of the teacher.</p> <p>Students must ask permission to leave pool area.</p> <p>A person with current first-aid certification must be accessible.</p>

ARCHERY

ARCHERY is not a recommended activity at the Grade Nine Level. Written permission from a school district official is required.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>All equipment must be regularly checked for defects.</p> <p>Arm guards and finger tabs must be made available to students.</p> <p>Bow length and weight must correspond to the height and strength of the participant. An equal number of appropriate-length arrows must be given to each participant.</p> <p>Appropriate targets.</p> <p>No compound bows or crossbows.</p>	<p>No jewellery.</p> <p>Appropriate fitting clothes on the upper body must be worn.</p>	<p>Areas must be free of obstructions and hazards.</p> <p>For indoor shooting, a properly installed safety net must be used.</p> <p>Access to the facility must be controlled, and warning signs posted.</p> <p>For outdoor activity, the shooting area must be well marked and controlled.</p>	<p>“Firing” line must be established, appropriate for the skill level of the students.</p> <p>No one in front of firing line.</p> <p>All students not involved in shooting must be positioned well behind the firing line and away from the archers on the line.</p> <p>Establish a “start” and “stop” shooting and retrieving procedure.</p> <p>Students must receive instruction on safety procedures, shooting techniques, care and use of equipment and how to remove an arrow from a target butt safely.</p> <p>A loaded/unloaded bow must never be pointed at anyone.</p> <p>Bows must be loaded only on the shooting line, after the signal to shoot has been given.</p> <p>Skills must be taught in proper progression.</p>	<p>Constant visual supervision.</p>

BALL HOCKEY/ FLOOR HOCKEY (Non-Contact)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Stick blades must be checked regularly to ensure the blade is securely attached to the stick.</p> <p>Use only regulation plastic ball hockey, hockey sticks or a hockey stick with plastic blade.</p> <p>Suitable balls include P30, P40, nerf, yarn ball, plastic or soft rubber puck.</p> <p>Goalie must wear a face mask, i.e. hockey helmet with cage.</p> <p>Goalies to wear protective gloves.</p>	<p>Suitable footwear to be worn.</p>	<p>Playing surface and surrounding area must be free of all obstacles (e.g. tables, chairs, pianos).</p>	<p>The following rules must be in place and enforced by penalties:</p> <ul style="list-style-type: none"> a) No body contact is allowed. b) No stick-on-body contact or stick-on-stick contact is allowed. c) Stick must remain below waist at all times. d) No slapshots are allowed. e) Implement a crease for protection of the goalie, and no other player or player's stick is allowed in crease. <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills that are taught.</p>	<p>On-site supervision is required.</p>

BASEBALL

BASEBALL (i.e. hardball) is not an appropriate in-class activity at the High School Level.

BASKETBALL

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>In situations where a student's follow-through could result in contact with an end wall and/or stage, protective padding or gym mats must be placed beyond the "key" area and must extend a minimum of 1.88 m (6') up the wall from the top of the baseboard (maximum 10 cm (4") from the floor), and be a minimum width of 4.88 metres (16').</p> <p>Where a stage is close to the baseline, gym mats must be placed over edge of stage and extend close to the floor.</p>	<p>Suitable footwear and clothing to be worn.</p> <p>No jewellery (exception: stud earrings covered by tape) to be worn.</p>	<p>Playing surface (indoor or outdoor) and surrounding area must be clean and free of all obstacles and provide good traction.</p> <p>Protective padding must be used on rectangular backboard edges in secondary school facilities.</p> <p>Trained adults or students only are to use motorized or hand winches to raise and lower baskets.</p> <p>Trained students must be under constant visual supervision when operating drills to raise/lower baskets.</p> <p>Winch for moving backboards up and down must not be located directly under the supporting wall-mounted structure.</p> <p>When raising or lowering baskets, the area directly below the moving basket must be clear of people and equipment.</p>	<p>Skills must be taught in proper progression.</p> <p>Games must be based on skills that have been taught.</p> <p>If gym does not facilitate safe play (e.g. doors and radiators under baskets or wall close to the baseline), modify rules appropriately (e.g. no lay-ups).</p>	<p>On-site supervision for initial instruction followed by in-the-area supervision.</p>

BOARDSAILING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit must be accessible.</p>	<p>Appropriate footwear.</p> <p>Sunscreen.</p> <p>Swimsuit.</p> <p>Lifejacket/P.E.D.</p>	<p>Water areas that are above 15 degrees Celsius and do not have visually obstructed area.</p>	<p>Prior to water activities, students must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for three minutes • put on a lifejacket in the water • demonstrate the help/huddle position <p>Students must be familiar with emergency procedures and self-rescue skills related to facility.</p> <p>Skills must be taught in proper progression.</p> <p>Students must be familiar with basic first-aid and hypothermia. Instructors must be aware of weather and water conditions.</p> <p>P.E.D. must be worn.</p> <p>“Off-site” permission is required.</p>	<p>Ratio 1:20 in partners with maximum 10 on the boards at once.</p> <p>A qualified lifeguard must be on site at all times.</p> <p>On site supervision is required of the teacher.</p> <p>At least one supervisor must have Emergency First Aid Certification or equivalent.</p> <p>A rescue craft, preferably motorized, must be present to aid in supervision of sailors out from shore.</p> <p>The instructor should possess a C.Y.A. (Canadian Yachting Association) Windsurfing Instructor Certification.</p>

BOWLING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
	<p>Proper shoes must be worn at all times, as provided or approved by the facility.</p> <p>Street clothes are acceptable.</p>	Bowling alley	<p>Skills must be taught in proper progression.</p> <p>Parents must be aware of any off-campus activity and the mode of transportation being used.</p> <p>Follow rules and etiquette as outlined by the facility.</p>	In-the-area supervision is required.

BOXING is not an appropriate activity.

BROOMBALL (Non-Ice, Ice)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation broomball sticks. Hockey nets or pylons for goals. Nerf ball, utility or regulation broomball ball. Goalie must wear a face mask. CSA approved hockey/broomball helmets are mandatory if playing on ice. Full-face mask or eye protection and full-fit mouthguard are required if playing on ice.</p>	<p>Broomball played on fields, blacktop, or on rinks requires player to wear suitable footwear and clothing for weather conditions.</p> <p>If skates are used, refer to Ice Hockey guidelines.</p>	<p>Non-Ice Broomball Blacktop area must be free from obstructions. Field must be free from ice patches.</p> <p>Ice Broomball Ice surface must be free from obstructions.</p>	<p>Players keep sticks below waist at all times.</p> <p>Crease is extended 2 m (6'6") from goal line. No players or their brooms other than goalie and goalie broom are allowed in the crease.</p> <p>Only non-contact broomball is allowed.</p> <p>Skills must be taught in proper progression. Games must be based on the skills that are taught.</p> <p>Parents must be made aware of any off-campus activity and means of transportation.</p>	On-site supervision is required.

CRICKET

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation cricket bats, ball, stumps and balls.</p> <p>Approved cricket pads and gloves must be worn by batters and wicket-keeper.</p> <p>When facing fast bowling, batter must wear an approved cricket helmet.</p> <p>Tennis (or other "soft") balls are to be used for indoor cricket games.</p> <p>Regulation cricket balls are not to be used indoors.</p> <p>Bats should be checked for cracks, breaks or splinters.</p>	<p>Suitable clothing and footwear (e.g. running shoes) must be worn.</p> <p>Studded cricket shoes must not be worn in class.</p>	<p>Playing surface must be a mat wicket.</p> <p>Outfield must be free from debris and obstructions and provide good footing.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the principal, and students must be made aware of them.</p> <p>For indoor cricket variations, playing surface and surrounding area must be free of all obstacles (e.g. tables, chairs, pianos).</p>	<p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p> <p>Bouncers and bean balls must not be bowled.</p> <p>Students must be informed of the importance of sun protection if playing outside.</p> <p>A designated area must be established for non-active players at a safe distance behind the batter.</p>	<p>On-site supervision is required.</p>

CROSS-COUNTRY RUNNING/ ORIENTEERING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit and phone must be accessible.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>No bare feet.</p>	<p>Prior to initial use of cross-country route or orienteering course, teachers must do a safety check walk-through in order to identify potential hazards.</p> <p>Teachers must familiarize students with the route or course before initial attempt (e.g. notice of areas to approach with caution).</p> <p>Precautions must be taken to avoid busy intersections as part of the route.</p>	<p>Parents and students must be informed of importance of sun protection.</p> <p>Skills must be taught in proper progression.</p> <p>Students must be instructed in basic road safety.</p> <p>Length and difficulty of the route must be appropriate to the ability level, fitness and training of the participants, and climatic conditions.</p> <p>Teachers must be aware of students with history of asthma and other respiratory problems.</p> <p>Parents/guardians must be informed that cross-country running takes students off the immediate school campus.</p> <p>Off-site permission may be required.</p> <p>Students are to run in pairs or groups (use the buddy system).</p>	<p>In-the-area supervision is required.</p>

CROSS-COUNTRY SKIING/ SNOWSHOEING/SNOW SKATING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first-aid kit and phone must be accessible.</p> <p>Cross-Country Skiing Skis, bindings, boots and poles must be in good repair and appropriate size for skier.</p> <p>Snowshoeing Frame and bindings must be in good repair.</p> <p>See Appendix A "Parent Letter" regarding bringing equipment for use in class.</p> <p>Sunscreen should be available.</p>	<p>Clothing must be appropriate for outdoor activity.</p> <p>For clothing, use layering principles and have a hat available.</p> <p>Students should carry a day pack with water, change of socks, etc.</p>	<p>For any site, define specific route to the students so they are aware of the boundaries for activity.</p> <p>When choosing a site, the following conditions must be taken into consideration: sun, wind and snow conditions, as well as suitability of terrain. When selecting a non-commercial site, the facility must include</p> <ol style="list-style-type: none"> 1. a level field with practice tracks, 2. a long run-out at the bottom section of a larger hill, and 3. proximity to warmth, food, waxing and other facilities. 	<p>Discuss frostbite and hypothermia and how to recognize and treat them.</p> <p>Parents and students must be informed of importance of sun protection.</p> <p>Emergency procedures must be established and communicated to the students.</p> <p>Skills must be taught in proper progression.</p> <p>Poles have sharp tips. Caution students about their use, especially when working close to others.</p> <p>Ask students to check that boots are secure in bindings.</p> <p>Teach basic uphill and downhill manoeuvres with a very gentle slope.</p> <p>Use a buddy system.</p> <p>Teachers must be aware of students with a history of asthma and other respiratory problems.</p> <p>"Off-site" permission may be required.</p>	<p>For Field Trips: In-the-area supervision is required.</p> <p>If dividing class into groups, duties of supervisors for each group must be clearly outlined.</p> <p>The ratio of supervision is 1:30, grades 9-12.</p> <p>There must be a designated supervisor (teacher, parent or responsible adult) with a vehicle to accompany an injured student to hospital. This must not be the in-charge supervisor.</p> <p>Within walking distance of the school: In-the-area supervision is required for all sites close to the school, e.g. school playground, neighbourhood park.</p>

CURLING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit and phone must be accessible.</p>	<p>Clothing must be appropriate for cold temperature activity.</p> <p>Curling shoes or running shoes with the sliding shoe taped.</p>	<p>Curling rink.</p>	<p>Teach etiquette and safety rules before going to the curling rink.</p> <p>Skills must be taught in proper progression.</p> <p>Parents must be informed when curling takes students off the immediate school property.</p>	<p>On-site supervision is required.</p>

CYCLING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Students must inspect bikes before use for working brakes and inflated tires.</p> <p>Bicycle size must be appropriate for the rider.</p> <p>Correctly fitting bicycle helmets approved by CSA, Snell, ANSI, ASTM, British or Australian standard.</p> <p>One rider to carry a bicycle tool kit, including a pump.</p> <p>Supervisor to carry a first-aid kit.</p>	<p>Suitable clothing and footwear must be worn.</p> <p>No open-toed shoes.</p> <p>Students must be informed of the need for sun protection.</p>	<p>Choose routes carefully, considering the length, road surface, frequency of traffic, complexity of intersections and railway crossings.</p> <p>Prior to initial use of route, teacher must do a safety ride-through to verify safety and suitability.</p> <p>For off-road routes, ensure permission from landowner is obtained.</p> <p>Provide students with map and/or clear directions.</p>	<p>The rules of the Highway Traffic Act must be reviewed and followed.</p> <p>Students must pass an initial riding pre-test (safety emphasized) before leaving school property (New Brunswick Department of Transportation Pedal for Safety Program).</p> <p>A record of students and the route must be left in the school with an appropriate person.</p> <p>Use the buddy system.</p> <p>Students must be aware of an emergency procedure in case of an accident.</p> <p>Parents must be informed that cycling will take students off school property.</p> <p>No Walkmans.</p> <p>Racing must not be done as an in-class activity.</p> <p>Attention must be given to</p> <ul style="list-style-type: none"> • temperature of the day • length of time in sun • previous training and length of preparation 	<p>In-the-area supervision is required.</p> <p>Teacher stays at back of pack.</p> <p>The ratio of supervision is 1:30, grades 9-12.</p>

DANCE/RHYTHMIC GYMNASTICS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Electrical equipment must be in good working order.	Bare feet permitted.	Gym or very large room free from obstacles.	Skills must be taught in proper progression. Instruct students in safe use of equipment, e.g. clubs, ribbon sticks.	In-the-area supervision is required.

DIVING Springboard or Tower Diving

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Standard safety equipment as stated in pool regulations. First-aid kit must be accessible. Emergency phone must be accessible.	Appropriate swimming attire. No jewellery. Device to keep hair from obstructing vision (e.g. elastic).	Ensure board and fulcrum are in good working order. Water depths must conform to Canadian Amateur Diving Association (C.A.D.A.) regulations. BACKYARD POOLS MUST NOT BE USED.	Students must adhere to the following rules: <ul style="list-style-type: none"> • only 1 (one) person must use the board at one time • move towards the edge of the pool after a dive as established by the instructor • no running or pushing on deck • make sure diving area is clear before proceeding to dive • no diving into shallow end • no chewing gum • no wearing goggles • no earplugs • no shoes on deck <p>Emergency procedures must be outlined to students.</p> <p>Skills must be taught in the proper progression.</p>	On-site supervision is required by the teacher. Instructors must have C.A.D.A. certification Level I if they are teaching any diving skills beyond a front dive. Maximum 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor. Constant visual supervision is required by a qualified life guard/instructor.

DODGEBALL TYPE GAMES/TAG GAMES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A “soft” ball, e.g. nerf-type ball, soft foam ball, must be used.</p> <p>A partially deflated ball is not appropriate.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Playing area must be free from obstructions, e.g. desks, chairs, pianos.</p> <p>All access/exit doors must be closed.</p>	<p>Modify rules to accommodate age, ability, and physical development of participants.</p> <p>Rules for contact by the ball must be restricted appropriately.</p>	<p>Constant visual supervision is required</p>

FENCING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Equipment must be checked regularly for defects by students and staff and repaired or replaced as required.</p> <p>Mask, vest, gloves, foil with rubber tip are required.</p>	<p>Must wear long-sleeved shirt or sweatshirt and long pants.</p> <p>Proper footwear.</p>	<p>Area must be free from obstacles and debris and provide good footing.</p>	<p>Students must fence only under the direct supervision of the instructor.</p> <p>All equipment must be worn before fencing an opponent.</p> <p>Students must be instructed in all safety rules associated with the sport.</p> <p>Skills must be taught in proper progression.</p>	<p>On-site supervision for instruction.</p> <p>Constant visual supervision when fencing an opponent.</p>

FIELD HOCKEY

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation field hockey sticks.</p> <p>Students must be trained to check sticks regularly for cracks and splinters.</p> <p>Use regular field hockey ball or indoor "soft" balls.</p> <p>CSA approved hockey helmet with cage and full goalie equipment must be worn by goaltender if regulation ball is used.</p> <p>Shin guards must be made available to all players.</p>	<p>Metal cleats must not be worn in class.</p>	<p>Playing surface must be checked regularly. It must be clear of debris and provide good footing.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the principal, and students must be made aware of them.</p>	<p>Stick must not be lifted above waist.</p> <p>Implement a goal crease area for the protection of the goalie.</p> <p>No other player or player's stick can enter the crease.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills that are taught.</p> <p>If regulation ball is used and there is a goalie, equipment as specified must be used.</p> <p>Students must be informed of the importance of sun protection.</p>	<p>On-site supervision is required.</p>

FITNESS ACTIVITIES

**Aerobics, Chinning Bar, Peg Board, Circuit Training,
Aerobic Steps, Slides, Tubing, etc.**

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Stationary bicycles, benches, chinning bars, peg boards and other equipment used in fitness activities must be in good repair.</p> <p>Electrical equipment must be in good working order.</p> <p>Steps and/or slides must be in good repair equipped with non-slip treads.</p> <p>Tubing/elastic strips must be proper tension and length for the level of participant and must be in good repair.</p>	<p>Suitable clothing and footwear must be worn.</p> <p>No jewellery is to be worn.</p>	<p>Floor area must be free of all obstacles (e.g. tables and chairs, pianos).</p> <p>Allow adequate space between fitness activities/ equipment in order to provide free flow of motion.</p>	<p>Fitness activities must be modified, according to the age and ability level of students, the facilities and equipment available.</p> <p>Where fitness equipment is being used (e.g. stationary bicycle, medicine ball, chinning bar), students must be instructed in the proper use of the equipment before using it.</p> <p>Use proper progression of activities:</p> <ol style="list-style-type: none"> 1. Warm-up 2. Muscle strength 3. Endurance 4. Peak work activities 5. Cool down activities <p>Where the fitness activities constitute the main part of the lesson, a proper warm-up and cool-down must be provided.</p> <p>Permit students to work at personal levels of intensity; e.g. students who can make responsible decisions related to low-impact to high-impact and low-intensity to high-intensity.</p> <p>Stress correct body alignment for injury prevention.</p>	<p>On-site supervision for initial instruction followed by in-the-area supervision.</p>

FLOOR HOCKEY (Non-contact) and GYM RINGETTE

See page 8 for Ball Hockey

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A “felt” ring must be used for floor hockey and regulation rubber quoit for indoor ringette.</p> <p>Only use</p> <ul style="list-style-type: none"> a) regulation ringette sticks; and/or b) commercially produced floor hockey sticks; and/or c) hockey stick shafts or broom type handle with protective covering on the ends. <p>Sticks must be checked regularly for cracks and splinters.</p> <p>Goalie must wear a protective mask, i.e. hockey helmet with cage.</p> <p>Hand protection is recommended.</p>	<p>Suitable clothing and footwear.</p> <p>No jewellery to be worn.</p>	<p>Playing surface must be free of all obstacles, e.g. pianos.</p> <p>Floor plugs must be in place.</p>	<p>Stick is never above the waist.</p> <p>No body contact, stick-on-body contact or stick-on-stick contact.</p> <p>Penalties for stick infractions must be strictly enforced.</p> <p>Implement a crease for protection of the goalie, e.g. basketball key.</p> <p>No other player or player’s stick is allowed in crease.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills that are taught.</p> <p>Goalie must remain in crease area.</p>	<p>On-site supervision is required.</p>

FOOTBALL (FLAG, TOUCH)

TACKLE FOOTBALL is not an appropriate activity for curricular physical education.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use ball appropriate to the size and ability of the group, e.g. smaller football or nerf ball.</p> <p>Goalposts must be padded when they are in the field of play.</p>	<p>Metal or composite cleats must not be worn in class.</p>	<p>Playing area must be free from debris and obstructions and provide safe footing.</p> <p>Holes and severely uneven surfaces must be reported to the principal, and students must be made aware of them.</p>	<p>Skills must be taught in proper progression. Games must be based on skills that are taught.</p> <p>No blocking except at the line of scrimmage. Pass blocking only after proper technique has been taught.</p> <p>Modify rules of the game to accommodate differences in ability/age/physical development.</p> <p>Boundary lines must be clearly indicated.</p>	<p>On-site supervision is required.</p>

GOLF

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Plastic “whiffle” or rubber golf balls.</p> <p>Regulation golf balls must not be used on school property except for putting and chipping (for chipping indoors, use whiffle balls only).</p> <p>Equipment, especially grips, must be checked regularly and repaired as needed.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Adequate space must allow for full backswing and follow through.</p> <p>Gym.</p> <p>School property.</p> <p>Golf domes.</p> <p>Putting course.</p> <p>Golf course.</p> <p>Driving range.</p> <p>Regardless of facility, the hitting area must be well marked and controlled.</p>	<p>Students must receive instruction on proper golf etiquette and safety.</p> <p>Skills must be taught in proper progression.</p> <p>Establish a safe routine for hitting and retrieving golf balls and a designated safe area for use of regulation balls while chipping.</p> <p>Students must have had an opportunity to develop skills prior to playing on a golf course.</p> <p>All rules of play must be followed.</p> <p>“Off-site” permission may be required.</p>	<p>On-site supervision for initial instruction and when chipping with real golf balls.</p> <p>In-the-area supervision is required following initial instruction.</p>

GYMNASTICS

PARALLEL BARS, HIGH BAR, STILL RINGS, UNEVEN PARALLEL BARS,
FLOOR, BALANCE BEAM, POMMEL HORSE, VAULTING HORSE, ROPES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Equipment must be inspected on a regular basis and repaired as necessary.</p> <p>No springboards.</p> <p>Teacher must do a safety check for proper set-up prior to student use. Ensure all locking mechanisms are checked prior to use.</p> <p>General utility mats to be used for floor work and tumbling:</p> <ul style="list-style-type: none"> • ensolite 3.8 cm (1 1/2") • trocellen 5.1 cm (2") • ethefoam 3.8 cm (1 1/2") • sarneige 3.8 cm (1 1/2") • mats of equivalent compaction rating <p>Landing surfaces to be used for elevated inverted skills: 30.5 cm - 60.9 cm (12" - 24") solid or cross-linked foam pit. These surfaces must not be used as landing surfaces for vaulting or for controlled landings (e.g. landing on feet) off any piece of equipment.</p> <p>Landing surfaces for feet first landing (e.g. vaulting, dismounts from a height): Hard side/soft side landing mat, minimum 10 cm with hard side up.</p> <p>Balance beams must be padded and stable.</p>	<p>Bare feet acceptable.</p> <p>Socks or gymnastics slippers may be worn except on the balance beam and vaulting.</p> <p>Snugly fitting clothes that allow unrestricted movement must be worn.</p> <p>Tie back long hair.</p> <p>Secure or remove eyeglasses.</p> <p>No jewellery.</p>	<p>Mats must be situated around/under apparatus as a landing area so that there is no overlap or open spaces.</p> <p>Precautions must be taken to minimize the movement of mats on impact.</p> <p>Velcro mats must be attached.</p> <p>Ensure sufficient space between each apparatus to allow free movement and also sufficient space to dismount.</p>	<p>Students must be instructed on safety related to gymnastics and all associated apparatus prior to using any equipment.</p> <p>Skills must be taught in proper progression.</p> <p>Teacher must be aware of the physical limitations and initial skill levels of students.</p> <p>Students must not be encouraged to perform skills beyond their physical and psychological capabilities.</p>	<p>On-site supervision is required.</p> <p>Constant visual supervision is required when students are attempting difficult moves for the first time on an apparatus.</p> <p>Students must be trained to spot each other appropriately.</p>

GYMNASTICS

TRAMPOLINE

Consistent with New Brunswick Department of Education Policy 709 TRAMPOLINES must not be used.

GYMNASTICS

MINI-TRAMP

Consistent with New Brunswick Department of Education Policy 709 MINI-TRAMPS must not be used.

GYMNASTICS

PYRAMID BUILDING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>General utility mats to be used for floor work and tumbling:</p> <ul style="list-style-type: none"> • ensolite 3.8 cm (1 1/2") • trocellen 5.1 cm (2") • ethefoam 3.8 cm (1 1/2") • sarneige 3.8 cm (1 1/2") • mats of equivalent compaction rating <p>Mats must be under pyramid and extend one body length in all directions.</p>	<p>Soft shoes, socks or bare feet for standing pyramids.</p>	<p>Ensure that lying and kneeling pyramids are away from walls.</p> <p>Do not build pyramid near entrances, exits, or stages.</p>	<p>Set maximum number of participants and maximum height allowed, depending on size, age and skill of participants.</p> <p>Instruction must include how to assemble and how to disassemble.</p> <p>Weight and size of participants determine placement in pyramid, i.e. larger students are part of the base.</p> <p>Pyramid building must be the only activity in the space.</p>	<p>Constant visual supervision during instruction and first attempt, on-site supervision thereafter.</p> <p>Constant visual supervision for standing pyramids.</p> <p>On-site supervision for kneeling and lying pyramids.</p>

HORSEBACK RIDING

(ENGLISH, WESTERN)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first-aid kit must be accessible on site.</p> <p>Use of horses suitable for beginner riders.</p> <p>Use of appropriate, safe tack, properly fitted to the mounts being used.</p> <p>Tack (girth, stirrups) adjusted for each rider and checked by the instructor.</p> <p>A phone must be accessible.</p>	<p>Appropriate riding attire, e.g. boots with heels, loose or stretch pants.</p> <p>Properly fitted riding helmets with chin straps approved by CSA, ASTM or SEL.</p> <p>Bicycle helmets do not provide adequate protection.</p>	<p>Properly maintained, reputable riding establishments.</p> <p>Riding areas (indoor or outdoor) with adequate space and good footing, free of potential hazards, e.g. broken gates, roadways.</p> <p>An enclosed area for initial instruction of beginner riders before starting on the trail or larger space.</p>	<p>Students must be instructed on safe handling and riding techniques.</p> <p>Students must follow the rules laid out regarding riding areas, treatment of horses, allowable activities, etc.</p> <p>Discuss implementation of Emergency Action Plan with facility staff.</p> <p>Parents must be aware of off-campus activity and mode of transportation used.</p>	<p>On-site supervision by qualified instructor for initial instruction.</p> <p>In-the-area supervision after initial instruction and when out on trails.</p> <p>Teacher must be present as a support person.</p> <p>Ratio of one qualified instructor to a maximum of eight riders.</p>

ICE HOCKEY

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit and telephone must be accessible.</p> <p>Approved hockey helmet with cage, gloves, elbow pads, and throat protector are mandatory.</p> <p>If using regulation hockey puck, full hockey equipment is required.</p> <p>Check sticks for cracks and splinters.</p>	<p>Properly fitting skates.</p>	<p>Ice surface must be free from debris and deep ruts.</p>	<p>Skills must be taught in proper progression.</p> <p>Games must be based on skills that are taught.</p> <p>No slapshots.</p> <p>No body contact, stick-on-body contact or stick-on-stick contact.</p> <p>The teacher must modify the game to suit equipment available and ability of students.</p> <p>No goaltender unless all players are fully equipped.</p> <p>All rules must be clearly outlined and enforced.</p>	<p>On-site supervision is required.</p>

IN-LINE SKATING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first-aid kit must be accessible.</p> <p>Helmets, elbow pads and wrist guards must be worn.</p>	<p>Teachers must communicate to students and parents/guardians the importance of wearing</p> <ul style="list-style-type: none"> • a correctly fitting helmet approved by CSA, Snell, ANSI, ASTM, British or Australian standard; • elbow pads, knee pads and wrist guards; • properly fitting skates. 	<p>Skating surface must be dry and free of any obstacles and debris.</p> <p>On school site: Designate a skating area free from traffic and significant inclines.</p> <p>Gymnasiums where suitable.</p> <p>Off-school site: Follow all municipal by-law regulations pertaining to in-line skating.</p> <p>Choose routes carefully in terms of length, gravel, pavement and frequency of traffic.</p> <p>All commercial in-line facilities must meet safety guidelines.</p>	<p>Safety rules must be clearly outlined to students. Emphasize “skate safe and always be in control.”</p> <p>Skills must be taught in proper progression. Beginner skaters must be allocated their own space.</p> <p>Teach skating courtesy:</p> <ul style="list-style-type: none"> • Skate in the same direction as others. • Skate on the right, pass on the left. • Announce your intention to pass by saying “Passing on your left.” <p>No Walkmans.</p> <p>Tag-type games are to be avoided.</p> <p>Provide all skaters, regardless of ability, basic instruction in</p> <ul style="list-style-type: none"> • motion • stopping • turning <p>Off-site participation: Students must have mastered basic skills.</p> <p>Follow traffic regulations.</p> <p>Yield to pedestrians.</p> <p>Skate with a “buddy.”</p> <p>Be aware of emergency procedures in case of injury.</p> <p>Parents must be informed that in-line skating will take students off school property.</p>	<p>On school site: On-site supervision is required.</p> <p>Off school site: In-the-area supervision.</p>

LACROSSE (BOX, FIELD)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Lacrosse sticks checked for cracks and splinters.</p> <p>Goaltender, if used, must wear full equipment.</p> <p>Helmets with cage and gloves are mandatory.</p>	<p>No metal cleats.</p> <p>Suitable clothing and footwear must be worn.</p>	<p>Playing area must be free from debris and obstacles and provide good footing.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the principal, and students must be made aware of them.</p>	<p>Body contact not allowed</p> <p>Stick-on-body contact is not allowed.</p> <p>Stick-on-stick contact is not allowed.</p> <p>Establish a crease area around the goal. No other player or player's stick is allowed in the crease.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p>	<p>On-site supervision is required.</p>

LACROSSE (SOFT)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>“Soft” lacrosse balls must be used.</p> <p>Goaltender must wear face mask.</p> <p>Moulded plastic or wooden lacrosse sticks. (Check for cracks and splinters.)</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>The playing area must be inspected regularly, be free of debris and obstacles and provide good footing.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the principal, and students must be made aware of them.</p>	<p>Rules must be modified to exclude stick-on-stick, and stick-on-body contact and to prevent accidental contact within 1 m of the gym wall or playground fence.</p> <p>Only non-contact lacrosse is to be played.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p> <p>Stress student responsibility regarding individual space.</p>	<p>On-site supervision is required.</p>

MARTIAL ARTS (SELF-DEFENCE)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>5.1 cm (2") mats, wrestling mats, or mats of equivalent compaction rating are required when the activity involves throws or falls. (See Gymnastics, general utility mats for specifications.)</p> <p>Mat surface must be clean.</p>	<p>Bare feet and loose, comfortable clothing.</p>	<p>Clear, smooth, level and dry floor surface.</p> <p>Surrounding area must be free of all obstacles (e.g. tables, chairs, pianos).</p>	<p>Stress importance of anticipation, avoidance of risky situations, self-defence tactics and appropriate aggression.</p> <p>Skills must be taught in proper progression.</p> <p>Warm-up activities must emphasize conditioning and flexibility.</p>	<p>On-site supervision is required.</p> <p>Qualified instructors must deliver the program.</p>

BOXING is not an appropriate activity.

OUTDOOR EDUCATION

Backpacking, Camping (Tenting and/or Dorm), Canoeing, Canoe Tripping, Flat-Water Kayaking, Lake Swimming, Rock Climbing/Rope and Fixed Face Climbs, Sailing, Winter Camping

GENERAL PROCEDURES	SUPERVISION
<p>All outdoor education excursions must be approved by principal or designate. District official must sign a detailed application form for all overnight trips.</p> <p>Approval must include consideration of the itinerary, suitability of trip activities to the curriculum, travel time, safety factors, supervision arrangements, age-appropriateness (Refer to school district's field trip policy).</p> <p>Refer to school district policy related to the maximum number of days allowed for Outdoor Education trips.</p> <p>Parental/guardian consent forms must be on file prior to any student going on an Outdoor Education trip.</p> <p>Information on parent consent forms must include an itinerary that includes dates, routes, locations, contacts, relationship of trip activities to curriculum, supervision arrangements, cost per student, behavioural expectations, inherent risks, and where applicable, parent information meeting.</p> <p>For all trips requiring transportation, a list of students, drivers and license plates of the vehicles will be left at the school; the list will also accompany the adults on the trip.</p> <p>Staff or volunteer drivers must comply with school district requirements for insurance.</p> <p>For overnight trips, students must provide medical information to the chaperone, and include Health Card number and special health information.</p> <p>Supervisors on trip must have knowledge of any students with medical conditions or dietary needs with medical implications, and any student on medication.</p> <p>Students on vital medication must bring an extra supply, and this medication must be in a clearly marked container in supervisor's possession.</p> <p>Supervisors must monitor weather conditions and postpone or modify the trip to ensure the safety of all individuals.</p> <p>Supervisors on trip must have a list of parent contact/emergency contact numbers.</p> <p>Prior to the trip, teacher(s) must plan how they will access emergency medical care.</p> <p>Provide students with a list of recommended clothing and personal items suitable for the specific activity.</p>	<p>Both male and female chaperones must accompany mixed groups for overnight trips.</p> <p>A vehicle for emergency purposes must be accessible.</p> <p>Designate a supervisor (e.g. teacher or parent) to transport an injured student to hospital. This must not be the supervisor in charge of the trip.</p>

OUTDOOR EDUCATION BACKPACKING

(A) DAY TRIPS (B) OVERNIGHT TRIPS - ALSO SEE CAMPING
SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>All necessary equipment must be collected and checked out before the trip:</p> <p>Compass.</p> <p>Whistle or other signaling device for each person. Any necessary medication.</p> <p>First-aid kit.</p> <p>Nutritious food that does not require preparation, and an adequate and safe water supply.</p> <p>Sun protection and insect repellent.</p> <p>Matches in waterproof container.</p> <p>A backpack that fits the student.</p>	<p>Comfortable and durable flat shoes or boots.</p> <p>Clothing in layers suitable for season.</p> <p>Rain gear.</p> <p>Hat and sunglasses.</p>	<p>Teacher must be familiar with the route. If trip originates from the base camp, a map must be left at the camp.</p> <p>Map of route must be taken on trip and a copy left with a supervisor in the school.</p>	<p>Length and difficulty of trip must be commensurate with age and ability of students.</p> <p>Do not travel in darkness except for emergencies.</p> <p>Use a buddy system.</p> <p>Students must be made familiar with route.</p> <p>Students must be familiar with behavioural expectations.</p> <p>Students must be aware of</p> <ol style="list-style-type: none"> a) emergency procedures b) signal to assemble <p>Postpone trip if there is any indication of inclement weather, severe enough to put students' safety at risk.</p> <p>Trip supervisors must be aware of location of nearest phone and/or help in an emergency.</p> <p>Trip supervisors must possess any necessary medication for designated students.</p> <p>Food must be hung in tree, stored in car, or in bear-proof containers.</p>	<p>On-site supervision 1:8 ratio for distant overnight hikes, 1:15 for day hikes, 1:15 for local overnight hikes.</p> <p>A leader must be assigned to the front and the back of the group. (Leaders may be responsible students.) The front and back of the group must be within "whistle" contact of the supervisor(s) at all times.</p> <p>A vehicle for emergency purposes must be accessible.</p> <p>Designate an adult supervisor to accompany an injured student to hospital. This must not be the in-charge supervisor. At least one supervisor must have</p> <ol style="list-style-type: none"> 1. N.L.S. Lifeguard Certificate OR 2. Current first-aid qualifications: <ol style="list-style-type: none"> a) St. John Emergency First Aid Certificate OR b) Canadian Red Cross Emergency First Aid OR c) R.L.S.S. Aquatic Emergency Care Certificate OR d) Canadian Ski Patrol First Aid Certificate

OUTDOOR EDUCATION CAMPING

(NO CANOEING)

An extended overnight camping experience in an outdoor environment with students using tents and doing their own food preparation.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Collect and check all necessary equipment before trip.</p> <p>First-aid kit.</p> <p>If cooking on stoves use propane/liquid gas type stove (1 per 4 students).</p> <p>Flashlight.</p> <p>Shovel/trowel.</p> <p>Sun protection and insect repellent.</p> <p>Waterproof matches.</p> <p>Each leader must have a whistle or other signalling device.</p> <p>Nutritious food that does not require preparation and adequate and safe water supply.</p> <p>Emergency communication system accessible.</p>	<p>Suitable layers and change of clothing for 1-2 days longer than number days of trip.</p> <p>Rain gear.</p> <p>No bare feet in campsite area.</p>	<p>Washroom facilities within walking distance.</p> <p>Facilities and routes must be commensurate with age and abilities of group.</p>	<p>See Outdoor Education General Procedures.</p> <p>Use of buddy system is to be stressed.</p> <p>Program must be planned in detail with contingency plans for inclement weather.</p> <p>All food items, gum and cosmetics must be removed from tents at night and kept in bear-proof containers, cars or hung in trees.</p> <p>Review with students behavioural expectations, boundaries for activity, assembly procedures.</p> <p>Students must be trained in the safe use of stoves before the trip.</p> <p>No open flames near any tents. An area for filling stoves must be designated away from tents..</p> <p>A process for the accounting of students must be in place.</p> <p>Program activities must be appropriate for the age and skill level of the participants.</p> <p>Students must not use axes.</p> <p>Saws and knives may be used by students under adult supervision.</p>	<p>Ratio of supervisor to students, 1:<i>15</i>.</p> <p>At least one supervisor must have:</p> <ol style="list-style-type: none"> 1. N.L.S. Lifeguard Certificate OR 2. Current first-aid qualifications: <ol style="list-style-type: none"> a) St. John Emergency First Aid Certificate, OR b) Canadian Red Cross Emergency First Aid, OR c) R.L.S.S. Aquatic Emergency Care Certificate, OR d) Canadian Ski Patrol First Aid Certificate. <p>At least one of the leaders must have tent camping experience.</p> <p>Constant visual supervision when filling and lighting camp stoves.</p> <p>On-site supervision for other activities.</p> <p>A vehicle for emergency purposes must be accessible.</p> <p>Designate an adult supervisor to accompany an injured student to hospital. This must not be the in-charge supervisor.</p>

OUTDOOR EDUCATION CANOEING

(i) POOLS, (ii) BASE CAMP CANOEING
SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>No aluminum canoes are to be used in pools.</p> <p>Paddles and canoes checked for cracks, splinters and leaks.</p> <p>Correct fitting and Transport Canada-approved P.F.D./life jackets, with whistle attached, must be worn for canoeing.</p> <p>Sun protection and insect repellent.</p>	<p>Students must wear clothing which is appropriate for canoeing.</p>	<p>Water conditions must be appropriate for the skill level of the group.</p>	<p>Lif jackets must be worn at all times when in canoes.</p> <p>A prerequisite test for openwater canoeing must occur in a pool, shallow water or sheltered bay setting, and the student must demonstrate basic competence in</p> <ul style="list-style-type: none"> • power stroke; • “j” stroke; • sweep stroke; • draw stroke; • backwater stroke; • proper entry/exit from canoe;. • self-rescues into dry and/or swamped canoes; • canoe over canoe rescue procedures; • synchronized strokes, positioning of paddlers, and packing the canoe.. <p>Prior to canoeing the students must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for three minutes • put on life jacket/P.F.D. in water • demonstrate the help/huddle position • swim 100 m with a lifejacket on <p>Supervisors must be aware of weather forecast especially wind conditions. Canoeing must be cancelled in adverse conditions.</p>	<p>Instructor must possess C.R.C.A. Lakewater Canoeing Certification or equivalent.</p> <p>On-site supervision is required by the instructor when students are canoeing.</p> <p>Ratio of supervisor to students 1:15. At least one supervisor must be an instructor.</p> <p>A vehicle for emergency purposes must be available.</p> <p>Designate a supervisor (e.g. teacher or parent) to transport an injured student to hospital. This must not be the supervisor in charge of the trip.</p> <p>At least one supervisor must have:</p> <ol style="list-style-type: none"> 1. N.L.S. Lifeguard Certificate OR 2. Current first-aid qualifications: <ol style="list-style-type: none"> a) St. John Emergency First Aid Certificate, OR b) Canadian Red Cross Emergency First Aid, OR c) R.L.S.S. Aquatic Emergency Care Certificate, OR d) Canadian Ski Patrol First Aid Certificate. <p>A rescue craft must be accessible while students are canoeing.</p>

OUTDOOR EDUCATION

CANOE TRIPPING

SEE GENERAL PROCEDURES

Canoe tripping is defined as travelling in groups by canoe through wilderness or semi-wilderness areas for a period of time which includes at least one overnight camp.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Three paddles per canoe.</p> <p>First-aid kit</p> <p>Waterproof matches.</p> <p>8 m length of rope.</p> <p>Paddles and canoes checked for cracks, splinters and leaks.</p> <p>Repair kit for canoe.</p> <p>Appropriate canoe tripping packs.</p> <p>Bailing device.</p> <p>Sun protection and insect repellent.</p> <p>Flashlight.</p> <p>Emergency communication system where feasible.</p> <p>Water purification method.</p>	<p>Proper fitting and Transport Canada-approved life jacket/P.F.D., with whistle attached, must be worn properly done up at all times while on the water.</p> <p>Rain gear.</p> <p>Appropriate clothing layers.</p> <p>Dry change of clothing.</p> <p>Hat and sunglasses wearing is encouraged.</p>	<p>Route must be appropriate to age/ability of students.</p> <p>Supervisors must not plan trip through white water.</p>	<p>All candidates for participation in a school canoe trip must meet the minimum guidelines in each of the areas as outlined below:</p> <p>1. WATER SAFETY Prior to canoeing the students must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for three minutes • put on life jacket in water • demonstrate the help/huddle position <p>2. CANOEING SKILLS The candidate must demonstrate basic competence in performing the following skills:</p> <ul style="list-style-type: none"> • power stroke • “j” stroke • sweep strokes • draw stroke • backwater strokes • proper entry/exit from canoe • self-rescues into dry and/or swamped canoes • canoe over canoe rescue procedures • synchronized strokes • packing a canoe • portaging techniques <p>The person in the stern must have mastered the “j” stroke. Students must be instructed on how to handle unexpected wind and wave conditions.</p>	<p>At least one supervisor must have C.R.C.A. Canoe Tripping Instructor certification or equivalent.</p> <p>If the group is divided into two trips, then two supervisors must have qualifications. Staff/ Supervisor to student ratio must be 1:8. Supervisors demonstrate competencies in water safety, canoeing skills and related areas as required for students.</p> <p>At least one supervisor must have</p> <ol style="list-style-type: none"> 1. N.L.S. Lifeguard Certificate OR 2. Current first-aid qualifications; <ol style="list-style-type: none"> a) St. John Emergency First Aid Certificate, OR b) Canadian Red Cross Emergency First Aid, OR c) R.L.S.S. Aquatic Emergency Care Certificate, OR d) Canadian Ski Patrol First Aid Certificate. <p>At least one supervisor must have experience with</p> <ul style="list-style-type: none"> • bug season • cold water rapids (recognize inherent danger and ways to avoid)

OUTDOOR EDUCATION

CANOE TRIPPING *continued*

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Tow rope (3/4 length of canoe).</p>			<p>3. RELATED AREAS Candidates must be familiar with</p> <ul style="list-style-type: none"> • basic first-aid and hypothermia treatment • personal camping: suitable clothing and canoeing equipment and repairs • camping skills and safety • environmental concerns • use of a compass • map reading <p>Postpone trip if there is any indication of inclement weather or cold water conditions severe enough to put students' safety at risk.</p> <p>A trip itinerary must be completed and filed with an appropriate school official.</p> <p>An emergency action plan must be developed and communicated to all involved with the trip.</p>	<ul style="list-style-type: none"> • cooking over open fire without a grate • campcraft waterproofing methods during wet weather <p>At least one supervisor must have general knowledge of the area.</p> <p>A systematic pattern for group travel and communication must be established.</p> <p>For all overnight trips, two (2) staff/adult supervisors are required as a basic minimum.</p> <p>Where male and female participate on a trip, both male and female supervisors are required.</p>

WHITE WATER CANOEING and WHITE WATER-KAYAKING are not appropriate curricular activities at the Secondary level.

OUTDOOR EDUCATION

FLAT-WATER KAYAKING

(i) POOL (ii) BASE-CAMP KAYAKING
SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Kayak paddle.</p> <p>Kayak with adequate flotation in nose and stern to prevent the kayak from sinking when full of water.</p> <p>Paddle and kayak checked for cracks, splinters or leaks.</p> <p>Sun protection and insect repellent.</p>	<p>Students must wear clothing which is appropriate for open-water kayaking.</p> <p>Correctly fitting and Transport Canada-approved P.F.D./lifejacket, must be worn for open-water kayaking.</p>	<p>Water conditions must be appropriate for the type of kayak being used and the skill level of the group. (Flat water involves paddling on lake water or river where no rapids exist and eddies are very slight.)</p>	<p>As a prerequisite for open water kayaking, the student must demonstrate basic competence in the following:</p> <ul style="list-style-type: none"> • launching kayak • getting in and out • emptying the kayak (beach and dock) • T-rescue • wet exit • forward stroke • back stroke • front sweep • back sweep • stopping • draw stroke • bracing <p>This can be done in a pool, shallow water or sheltered bay.</p> <p>Prior to water activities, the students must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for three minutes • put on life jacket in water • demonstrate the help/huddle position 	<p>On-site supervision by the instructor when students are kayaking.</p> <p>Ratio of supervisor to students 1:10. At least one supervisor must be an instructor.</p> <p>Instructor must possess C.R.C.A. Flatwater Kayaking Instructors Certification or equivalent.</p> <p>At least one supervisor must have:</p> <ol style="list-style-type: none"> 1) N.L.S. Lifeguard Certificate OR 2) Current first-aid qualifications: <ol style="list-style-type: none"> a) St. John Emergency First Aid Certificate, OR b) Canadian Red Cross Emergency First Aid, OR c) R.L.S.S. Aquatic Emergency Care Certificate, OR (d) Canadian Ski Patrol First Aid Certificate. <p>A rescue craft must be accessible while students are kayaking on open water.</p>

OUTDOOR EDUCATION

LAKE SWIMMING

SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Whistle or other signalling device for person in charge.</p> <p>First-aid kit(s).</p> <p>Throw line.</p> <p>Reaching assists.</p> <p>Spinal board.</p> <p>Blanket.</p> <p>Salt.</p> <p>Rescue boat/craft.</p>	<p>Appropriate swimming attire.</p> <p>Non-swimmers must wear PFD at all times.</p>	<p>Swimming area must be</p> <ul style="list-style-type: none"> • clearly marked • free from hazards • of suitable water temperature • reasonably clean and clear <p>No swimming in fast moving rivers or streams.</p> <p>Prior to the trip, check with local authorities whether water is safe for swimming.</p>	<p>Parents must give written permission for their child to be involved in any swimming activity.</p> <p>Non-swimmers must be identified and observed.</p> <p>Students must be made aware of all rules and regulations associated with the swimming area.</p> <p>No distance swims. Swim only in designated area.</p> <p>A counting system must be used at regular intervals (e.g. number students and every 15 minutes blow whistle and have them count off or use buddy system).</p> <p>Do not swim if there are any indications of threatening weather.</p> <p>No swimming after dark.</p> <p>Lifeguard(s) must be clearly visible to all swimmers.</p> <p>An emergency action plan must be in place.</p> <p>In an emergency situation, lifeguard is in charge.</p> <p>Students must not rely on flotation devices, unless it is a P.F.D.</p> <p>Duration of swim should depend on type of swimmers, condition of atmosphere, condition of water, time of day.</p> <p>Diving allowed only in designated safe areas by students who demonstrate competent diving skills to the instructor. All diving must be forward dives from heights less than 1 metre.</p>	<p>One supervisor must have current certification:</p> <ul style="list-style-type: none"> • National Life Guard Services Lifeguard Certificate, Waterfront option; OR • N.L.S. pool with two (2) years waterfront experience. <p>Lifeguard to swimmer ratio = 1:25</p> <p>In addition to the lifeguard(s) (1:25) there must be at least one adult supervisor providing on-site supervision.</p> <p>A vehicle for emergency purposes must be accessible.</p> <p>Designate a supervisor (e.g. teacher or parent) to transport an injured student to hospital. This must not be the supervisor in charge of the trip.</p>

OUTDOOR EDUCATION

ROCK CLIMBING/ROPE AND FIXED FACE CLIMBS/RAPPEL TOWERS

(TOP ROPE CLIMBS ONLY) • SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Helmets must be worn.</p> <p>Ropes and associated climbing equipment designed specifically for rock climbing.</p> <p>Ropes must be minimum 10.5 mm diameter and constructed for rock climbing.</p> <p>A first-aid kit must be accessible on site.</p> <p>Use of a mechanical belay system instead of a body belay, e.g. stitch plate with spring, munter hitch, figure 8, gri gri, ATC, Tuber type of belay device.</p> <p>Check equipment and test ropes before use.</p>	<p>No loose clothing may be worn.</p> <p>Must be able to move freely.</p> <p>Appropriate footwear to be worn.</p>	<p>Area for climbing must be appropriate for ability levels of the students and previously climbed by instructor/ supervisors.</p>	<p>No lead climbing or protection placement.</p> <p>Emergency action plan must be designed and communicated to all involved in the program.</p> <p>Safety procedures must be clearly outlined to students.</p> <p>Skills must be taught in proper progression.</p> <p>Instructor/leader must be familiar with the climbing area.</p> <p>Climbs must not be attempted on slippery and/or wet rocks.</p> <p>Unless tied in, students must stay clear of the top edge of the rock face.</p> <p>Completed medical forms must be accessible at all times.</p> <p>All equipment must be inspected by the instructor prior to the climb.</p>	<p>Instructor/Supervisor must have appropriate level of certification from "Ascent N.B." or an equivalent certificate. NOTE: The certificate must be appropriate to the type of climbing, e.g., Indoor Only - Top Rope.</p> <p>Supervisor/Student ratio must be a minimum 1:8.</p> <p>Teacher must accompany students to the site and remain on site for the instruction if a person other than the teacher is doing the instructing.</p> <p>A suitable means of transporting an injured climber must be accessible.</p>

OUTDOOR EDUCATION

SAILING

SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Equipment supplied by a local sailing school must have been inspected for defects.</p> <p>Students must check all personal safety equipment prior to use for any defects.</p>	<p>Students must wear proper shoes with a nonslip sole (running shoes minimum).</p> <p>One lifejacket/ P.F.D., with whistle attached, per student.</p> <p>No loose fitting clothing can be worn.</p>	<p>All facilities must have designated sailing areas.</p>	<p>Prior to water activities, students must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for three minutes • put on a lifejacket in the water • demonstrate the help/huddle position <p>Instructors must take weather and water conditions into consideration.</p> <p>Parent permission for participation is required.</p> <p>Lifejacket/P.F.D. must be worn at all times on the water.</p> <p>Students must know and obey acceptable guidelines of behaviour while in the boats.</p> <p>Skills must be taught in the proper progression.</p> <p>Safety procedures and an emergency action plan must be clearly outlined to students.</p> <p>Prior to activity, classroom sessions must provide students with knowledge base necessary to sail safely.</p>	<p>Certified instructors (minimum Canadian Yachting Association Sailing Instructor Certificate) must be leading the teaching.</p> <p>Teacher must be present and accompany students to and from facility.</p> <p>One motorized safety boat for every eight sailboats must be present.</p> <p>On-site supervision is required.</p>

OUTDOOR EDUCATION

WINTER CAMPING

SEE GENERAL PROCEDURES

(Warm Winter Camping means heat sources are inside shelters.
Cold winter camping means heat sources are external to shelters.)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit.</p> <p>Waterproof matches.</p> <p>A lightweight camp stove.</p> <p>A four-season sleeping bag or equivalent.</p> <p>All equipment must be checked prior to use.</p> <p>Emergency communication system accessible.</p> <p>Ground sheet or thermal/insulation pad for under sleeping bag.</p> <p>Safe heating devices.</p> <p>Headlamps/flashlights and spare batteries.</p>	<p>Appropriate clothing for weather conditions.</p> <p>Dry change of clothing.</p> <p>Layering clothing principles must be taught.</p> <p>Whistle/sounding device for each student.</p> <p>Boots with removable liners.</p>	<p>Facilities/site must be consistent with age and experience of campers.</p>	<p>Parent permission for participation is required.</p> <p>Students must receive instruction in the prevention and treatment of hypothermia/frostbite.</p> <p>Students must be instructed in outdoor winter survival techniques.</p> <p>A systematic pattern for group travel and communication must be established.</p> <p>A complete trip itinerary must be left in the school.</p> <p>Supervisors must check heat sources and monitor their use.</p>	<p>On-site supervision is required.</p> <p>Instructor/supervisors must have previous winter camping experience.</p> <p>At least one supervisor must have St. John Emergency First Aid or equivalent.</p> <p>A vehicle for emergency purposes must be accessible.</p> <p>Designate a supervisor (e.g. teacher or parent) to transport an injured student to the hospital. This must not be the supervisor in charge of the trip.</p> <p>The ratio of supervision is 1:8 for distant overnight camping and 1:12 for local overnight camping.</p>

PARACHUTE

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Check that the parachute is in good condition.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>The playing area must be free of all obstacles.</p>	<p>Do not play games where any body part is put through the hole in the chute.</p> <p>Proper skill progression must be taught before games are introduced.</p>	<p>On-site supervision is required.</p>

RACQUET SPORTS

RACQUETBALL, PADDLEBALL, HANDBALL, SQUASH

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Racquetball and paddleball racquets must be equipped with a thong that is worn around the wrist.</p> <p>When playing on an enclosed, regulation court, protective eye gear must be worn.</p> <p>Inspect racquets to ensure no sharp edges or torn frames.</p>	<p>Suitable clothing and footwear.</p> <p>No hanging jewellery.</p>	<p>Court boundary lines must be clearly defined.</p> <p>A safety procedure must be established for side-by-side courts.</p> <p>Playing area must be free from debris and obstructions and provide safe footing.</p>	<p>When teaching skills and playing, there must be adequate spacing for each player to make an uninterrupted swing.</p> <p>The code of etiquette for court play must be taught and enforced (e.g. let calls and not entering a court in use).</p> <p>No more than four players to a playing area are allowed for handball, racquetball, and paddleball.</p> <p>For squash, only singles must be played unless a proper doubles court is available.</p> <p>Skills must be taught in proper progression. Games must be based on skills taught.</p>	<p>During initial instruction, on-site supervision is required.</p> <p>After instruction, in-the-area supervision is required.</p>

RACQUET SPORTS continued

BADMINTON, TENNIS, PICKLEBALL, PADDLE TENNIS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Racquets must be inspected regularly for breakage and to ensure proper grip.</p> <p>Paddle Tennis raquets must be equipped with a thong that is worn around the wrist..</p>	<p>Suitable clothing and footwear.</p> <p>No hanging jewellery is to be worn.</p>	<p>Court boundary lines must be clearly defined.</p> <p>A safety procedure must be established for side-by-side courts.</p> <p>Playing area must be free from debris and obstructions and provide safe footing.</p>	<p>Skills must be taught in proper progression. Games must be based on skills taught.</p> <p>The code of etiquette for court play must be taught and enforced (e.g. not entering a court being used).</p> <p>When teaching skills and playing, adequate spacing must be allowed for each student to make an uninterrupted swing.</p>	<p>During initial instruction, on-site supervision is required. After initial instruction, in-the-area supervision is required.</p> <p>Setting up of equipment requires on-site supervision.</p>

RINGETTE (ICE)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation rubber quoit.</p> <p>Only use regulation ringette stick.</p> <p>Sticks must be checked regularly for cracks and splinters.</p> <p>First-aid kit and telephone must be accessible.</p> <p>Approved hockey helmet with cage must be worn by all players.</p> <p>Gloves must be worn.</p>	<p>Properly fitting skates.</p>	<p>Ice surface must be free from debris and deep ruts.</p>	<p>Stick is never above the waist.</p> <p>No body contact, stick-on-body contact or stick-on-stick contact.</p> <p>Penalties for stick infractions must be strictly enforced.</p> <p>Implement a crease for protection of the goalie.</p> <p>No other player or player's stick is allowed in crease.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills that are taught.</p> <p>Goalie must remain in crease area.</p> <p>Modify the games to suit the ability of students.</p>	<p>On-site supervision is required.</p>

RUGBY

**TACKLE RUGBY is not a recommended curricular activity.
(Written permission from a School District official is required)**

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation rugby balls or footballs.</p> <p>Mouthguards for contact rugby.</p>	<p>Metal or composite cleats must not be worn in class.</p> <p>Suitable clothing and footwear must be worn.</p>	<p>Goalposts must be padded if in field of play.</p> <p>Playing area must be free from debris and obstructions, provide suitable footing and be well removed from traffic areas.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the principal, and students must be made aware of them.</p> <p>Use collapsible flags or soft pylons to mark corners, mid-line and 22 m (66') line.</p>	<p>Modify rules to accommodate ability/age/physical development (e.g. non-contact rugby).</p> <p>Full contact only if</p> <ul style="list-style-type: none"> • participation is completely optional, • students are free to withdraw from activities for which they feel unprepared, • students have been physically prepared for contact rugby, • students wear mouthguards. <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p>	<p>On-site supervision is required.</p>

SCOOPBALL

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Scoops and scoop balls must be in good playing condition, e.g. no cracks and/or chips.</p> <p>Goalie must wear a protective mask.</p>	<p>Suitable footwear and clothing.</p> <p>No hanging jewellery to be worn.</p>	<p>Playing area must be free of obstructions, including tables/chairs, etc.</p>	<p>Proper skill progression must be taught before games are introduced.</p> <p>Games must be based on skills taught.</p> <p>No intentional contact (e.g. body-to-body or scoop-to-body).</p> <p>Stress student responsibility regarding the need for individual space.</p> <p>If a goalie is used in a game situation, a crease must be implemented (see Ball Hockey).</p>	<p>On-site supervision is required.</p>

SCOOTER BOARDS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p> Scooter boards must be in good repair, e.g. no cracks, broken-off edges or loose wheels.</p>	<p>No bare feet, no sock feet.</p> <p>No hanging jewellery or hanging clothing.</p> <p>Suitable footwear and clothing to promote unrestricted movement.</p> <p>Tie back long hair if student is lying down on scooter.</p>	<p>Area must be free of obstructions, including excess equipment around perimeter (e.g. tables, chairs, mats, boxes)</p> <p>Establish boundaries or use protective mats to eliminate protrusions, e.g. handles on stage storage doors.</p>	<p>Do not allow standing on scooter boards.</p> <p>Stress with students that scooter boards are not to be used like skateboards.</p> <p>In relay-type activities, allow room for a slow-down or run-off area.</p> <p>Skills must be taught in a logical progression.</p> <p>Games must be based on skills that are taught.</p> <p>Scooter-to-scooter intentional contact must be discouraged.</p> <p>In scooter soccer and scooter hockey, intentional scooter-to-scooter contact and high swings with legs and sticks must be discouraged.</p> <p>Running and diving onto scooter boards is not permitted.</p>	<p>On-site supervision is required.</p>

SCUBA DIVING

**Scuba diving is not a recommended curricular activity.
(Written permission from a school district official is required.)**

SKATING (ICE)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit and phone must be accessible on site.</p> <p>All students must wear a helmet.</p>	<p>Teachers must communicate to students and parents/guardians the importance</p> <ul style="list-style-type: none"> • that wearing a CSA approved hockey/speed skating helmet is preferable, • of wearing properly fitted skates, • of wearing gloves or mitts, • of transporting skates safely. <p>If skating outside, dress for weather conditions.</p>	<p>Before skating on outdoor ponds, ice safety must be determined with absolute certainty. Contact local authorities for information.</p>	<p>Safety rules must be clearly explained to students.</p> <p>Discuss frostbite and how students can recognize and treat it (outdoor skating).</p> <p>Implement a process for identification of skating skill levels.</p> <p>Beginner skaters must have their own area for a period of time.</p> <p>Activities must be appropriate to skill level of the student.</p> <p>Skills must be taught in proper progression.</p> <p>A portion of the ice time must be devoted to instruction.</p> <p>Games must be based on skills taught.</p> <p>Tag-type games, racing and “crack-the-whip” must be avoided.</p>	<p>On-site supervision is required.</p>

SKIING (ALPINE)/ SNOWBOARDING

See Policy 709 and your district policy.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A CSA approved helmet must be worn.</p> <p>All bindings must be in working order and set to the proper tension. All bindings must meet with current approved guidelines.</p> <p>When renting equipment, boards, skis and poles of the proper length must be selected for each student. The edges and bases must be in good repair.</p> <p>If equipment is borrowed, bindings must be inspected and adjusted by a knowledgeable equipment technician on site.</p> <p>Emergency phone must be accessible.</p>	<p>No long scarves.</p> <p>Long hair must be tied back or tucked in.</p> <p>Clothing must be adequate for winter out-of-doors activity.</p> <p>Eye protection (e.g. goggles) should be worn.</p>	<p>Define area to the students so they are aware of the boundaries for activity.</p> <p>The area must be patrolled by members of a recognized ski patrol.</p>	<p>Students must be taught the importance of skiing/snowboarding in control at all times.</p> <p>Ensure that all students are thoroughly familiar with Alpine safety rules (including lift procedures) and the role of the ski patrol.</p> <p>Prior to activity, discuss proper clothing and how to recognize and treat frostbite and hypothermia.</p> <p>Parents must be informed of their child's involvement in this activity and be made aware of the importance of suitable clothing and equipment.</p> <p>All students must be tested and grouped appropriately, as determined by a qualified ski/ snowboard instructor. Those identified as needing instruction must participate in a formal lesson.</p> <p>Students must ski/snowboard only on appropriate areas, as identified by a qualified ski instructor.</p> <p>Only those students identified by the qualified ski/snowboard instructor may use snowboards.</p> <p>Use sunscreen to protect skin.</p>	<p>In-the-area supervision is required.</p> <p>The ratio of supervision is 1:30 - grades 9-12.</p> <p>There must be a designated supervisor (teacher, parent or responsible adult) with a vehicle to accompany an injured student to hospital. This must not be the in charge supervisor.</p> <p>A vehicle for emergency purposes must be accessible.</p>

SKIPPING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Ropes of appropriate length for size and ability of students.	No jewellery. No bare feet. Suitable clothing and footwear.	Area must be free of obstructions to enable safe movement.	Skills must be taught in proper progression.	In-the-area supervision.

SNORKELLING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Equipment must be checked so that mask fits properly and is watertight and snorkel tube fits mouth and is unobstructed. First-aid kit and telephone must be accessible. Fins, if worn, must fit properly.	Suitable swim attire.	School or Community swimming pool. BACKYARD POOLS MUST NOT BE USED.	Students must be familiar with emergency procedures relating to the pool facility. Skills must be taught in proper progression. Prior to water activities, the students must complete the following swim test: <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for three minutes 	Instructor must be certified by one of the following: <ol style="list-style-type: none"> 1. A.C.U.C. - The Association of Canadian Underwater Councils 2. A.C.U.C. Snorkeling Instructor's Program 3. N.A.U.I. - National Association of Underwater Instructors 4. P.A.D.I. - Professional Association of Diving Instructors Teacher must accompany students to the pool and remain in the area during instruction. The ratio of supervision is 1:20. Where the non-teacher instructor is not N.L.S. qualified, there must an N.L.S. certified lifeguard present.

SOCCER

(INDOOR, OUTDOOR)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Outdoor soccer balls must not be used indoors for games or shooting on goalie, but may be used for indoor drills.</p> <p>Nerf-<i>type</i> balls or indoor soccer balls are to be used for indoor soccer games.</p>	<p>No metal cleats.</p> <p>Suitable clothing and footwear must be worn.</p>	<p>Outdoor playing area must be free from debris and obstructions, provide suitable footing and be well removed from traffic areas.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the principal, and students must be made aware of them.</p> <p>Indoors, keep gym free of hazards, e.g. tables, chairs.</p> <p>Outdoor soccer goals must be securely anchored.</p>	<p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p> <p>Slide tackling must not be used in class.</p> <p>For indoor soccer, a goal crease needs to be established and no other player except goalie is allowed in the crease.</p>	<p>On-site supervision is required.</p>

SOFTBALL

(LOB-BALL, THREE-PITCH)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Bats must be uncracked with an adequate grip.</p> <p>Catcher must wear a mask with throat protector and chest protector.</p> <p>If using a regulation soft ball, batters and base runners must wear helmets.</p> <p>Safety base at first base is required.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>No metal cleats allowed.</p>	<p>The field must be inspected for hazards: holes, glass, rocks, and slippery, muddy spots.</p> <p>The field of play must never be located near an open roadway onto which an active player might run.</p> <p>If more than one activity is going on, ensure safe distance between the activities.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the principal, and students must be made aware of them.</p>	<p>Student umpires must not be positioned behind homeplate; they must stand behind the pitcher or the screen or outside the base lines.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p> <p>All plays at homeplate must be force plays. Use a commitment line between third base and home.</p> <p>Players must be taught to lay down or drop the bat after hitting, not release it during the follow-through of the swing.</p> <p>To avoid dangers of a slipped bat, non-fielding players must stand well back of the batter's box or behind a screen or fence. (Keep fingers away from screen.)</p>	<p>On-site supervision is required.</p>

TABLE TENNIS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation-size table, tennis paddles and balls are required.</p> <p>Tables and paddles must be in good condition.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>There must be room for mobility around tables.</p> <p>Smooth, level and dry floor surface.</p> <p>Playing area must be free of all obstacles.</p>	<p>There must be a careful routine for setting up and dismantling tables.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p>	<p>In-the-area supervision is required.</p> <p>On-site supervision during set-up and dismantling of tables.</p>

TEAM HANDBALL

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation team handball nets must be safely stored when not in use.</p> <p>Ball hockey nets or wall mats can also be used as goals.</p> <p>A nerf ball, soft utility ball, soft volleyball and team handball are all acceptable.</p>	<p>Suitable clothing and footwear must be worn.</p> <p>No jewellery is to be worn.</p>	<p>Playing area must be free from debris and obstructions and provide safe footing.</p>	<p>No body contact.</p> <p>Crease area must be clearly defined when using a goalie.</p> <p>Only the goaltender is allowed in the crease area.</p> <p>Skills must be taught in proper progression. Games must be based on skills taught.</p> <p>Activities and rules must be modified according to age and ability of students and the facilities/equipment available.</p>	<p>On-site supervision is required.</p>

TOBOGGANING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first-aid kit and phone must be accessible.</p> <p>See Appendix A, “Parent/Guardian Letter,” regarding bringing equipment for use in class.</p> <p>Toboggan must be in good repair with no jagged edges.</p>	<p>Clothing must be appropriate for outdoor activity.</p> <p>Hat and gloves must be available.</p>	<p>For any site, students must be made aware of the boundaries for activity.</p> <p>When choosing a site, the following conditions must be taken into consideration: sun, wind and snow conditions, as well as suitability of terrain. An appropriate site must have proximity to warmth, food and other facilities.</p> <p>The hill and run-out section at bottom of hill must be free of obstacles.</p>	<p>Discuss with students frostbite and hypothermia and how to recognize and treat them.</p> <p>Parents and students must be informed of importance of sun protection.</p> <p>Emergency procedures must be established and communicated to the students.</p> <p>Seated use only on toboggans.</p> <p>No pushing or running up sliding area.</p> <p>There must be a safe distance between toboggans.</p> <p>No jumping in front of descending toboggans.</p> <p>No overloading of equipment.</p> <p>A safe procedure for students to clear bottom area and to return to top of hill must be established.</p> <p>Teachers must be aware of students with a history of asthma and other respiratory problems.</p> <p>Parents must be made aware if this is an off-site activity.</p>	<p>On-site supervision is required.</p> <p>If dividing class into groups, duties of supervisors for each group must be clearly outlined.</p> <p>There must be a designated supervisor (teacher, parent or responsible adult) with a vehicle to accompany an injured student to hospital. This must not be the in-charge supervisor.</p>

TRACK AND FIELD

DISCUS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Wood/metal and rubber discuses must be of a size appropriate for the age, sex and physical maturity of the student.</p> <p>Discus must not be cracked, chipped or otherwise damaged and must be checked regularly.</p> <p>Towel/rag to dry discus.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>The throwing area must be free of obstacles and completely closed to traffic. (No other activity must be located in the area where discus is taking place.)</p> <p>The landing area must be well marked and void of people during the activity.</p> <p>The discus circle/area must provide safe footing.</p>	<p>Skills must be taught in proper progression.</p> <p>Students not throwing must be behind thrower in a marked off area a minimum of 5 m away.</p> <p>Instruct students in safe throwing and retrieving procedures.</p> <p>Where there is more than one thrower, they must stand a safe distance apart on the throwing line.</p> <p>Only throwers are allowed to have a discus.</p> <p>No turning (spinning) more than 90 degrees in the throwing action.</p> <p>Instruction must be given in safety prior to teaching and practice.</p> <p>Use a towel to dry a wet discus.</p>	<p>Constant visual supervision is required.</p>

TRACK AND FIELD

HIGH JUMP

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>The landing area must be appropriate for the age, size and skill level of the students. The minimum mat size is a single 1.5 m x 3 m x 50 cm (5' x 10' x 20") mat for high school students doing back layout technique.</p> <p>General utility mats to be placed around and under the landing pits, covering the high-jump standard bases on the landing side with no gaps.</p> <p>Two jumping pits used side by side must be of the same thickness.</p> <p>Bamboo poles must be tape wrapped before use.</p> <p>Weighted rope or elastic may be used rather than a crossbar.</p> <p>Regularly check bamboo and/or fibreglass poles for cracks.</p> <p>Regularly check pits for damage.</p>	<p>No bare feet or socks without shoes.</p> <p>Suitable clothing and footwear.</p>	<p>Indoor and outdoor approach area must be clear, smooth, dry and traffic-free.</p> <p>For indoor jumping, ensure that floor provides a suitable surface to prevent slipping.</p>	<p>Bar monitors must stay in front and to the side of standards at all times.</p> <p>Skills must be taught in proper progression. Stress technique rather than competition.</p> <p>Stress short, controlled approach, e.g. between three and nine steps.</p> <p>Check that landing mats and Velcro mats are firmly secured and do not slide when landed upon by jumper.</p> <p>It is advisable that any teacher who is unfamiliar with high-jump technique seek assistance from appropriate support staff and/or refrain from using the equipment until help is received.</p>	<p>Constant visual supervision is required.</p> <p>Following initial skill instruction and after all safety concerns have been emphasized, on-site supervision is appropriate.</p>

TRACK AND FIELD HURDLES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Use "scissor" hurdles, light hurdles or loose crossbars for classroom instruction. Check hurdle crossbars for splinters before use.	No track spikes. Suitable clothing and footwear must be worn.	Activity in appropriate area which provides a clear, flat surface.	Instruct students how to set up equipment properly. Modify heights and distances to accommodate different ability levels. Skills must be taught in proper progression.	On-site supervision is required.

TRACK AND FIELD JAVELIN

**JAVELIN is not a recommended curricular activity.
Written permission from a school district official is required.**

TRACK AND FIELD POLE VAULT

POLE VAULT is not an appropriate curricular activity.

TRACK AND FIELD

SHOT-PUT

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Only shots designed for indoor use can be used in the indoor program.</p> <p>Shot must be of appropriate size and weight for age and strength of student.</p> <p>Towel/rag to dry shot.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Putting circle must provide safe footing.</p> <p>Landing area must be well marked and void of people during activity.</p>	<p>There must be only one specified putting direction, completely free of traffic.</p> <p>Establish safe routines for putting and retrieving shots.</p> <p>Skills must be taught in proper progression.</p> <p>All shots must be safely transported to and from the throwing area.</p> <p>Teach standing shot-put technique (no spin) or O'Brien technique (backwards slide plus 180 degree rotation).</p> <p>Students waiting a turn must be in a marked-off area a minimum of 4 m behind the toe line.</p> <p>Use a towel/rag to dry a wet shot.</p>	<p>Constant visual supervision is required.</p> <p>Following initial instruction after all safety concerns have been emphasized, on-site supervision is appropriate.</p>

TRACK AND FIELD

TRACK EVENTS: SPRINTS, 400 m, 800 m, 1500 m, 3000 m, RELAYS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Plastic or aluminum relay batons.</p>	<p>Spikes of any kind must not be worn.</p> <p>No bare feet.</p> <p>Suitable clothing and footwear must be worn.</p> <p>No turf shoes.</p>	<p>Outdoor areas must be clearly delineated, away from other activities, checked for hazards, and provide safe footing.</p> <p>All tracks must be inspected annually and maintained as necessary.</p> <p>Blacktop strips and open fields may be used if areas are suitable, smooth, clean, level and provide safe footing.</p>	<p>Skills must be taught in proper progression.</p> <p>Distance Running: length of route must be appropriate for the age and ability level of participant. Also take into account</p> <ul style="list-style-type: none"> • temperature of the day • previous training and length of preparation <p>Indoor Running - use of hallways: No running to take place where there are glass doors or showcases. Position a safety barrier in front of doors. Put pylons at stop points and designate a slow-down zone of 10 m or more. All classroom doors that open out have to be secured open, flush with hall wall.</p>	<p>In-the-area supervision is required.</p> <p>When running distance, students may be temporarily out of sight. Run in pairs or groups.</p>

TRACK AND FIELD

TRIPLE JUMP, LONG JUMP

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Rake.</p> <p>Shovel or spade.</p>	<p>No spikes of any kind.</p> <p>No bare feet.</p> <p>Suitable clothing and footwear.</p>	<p>Pits must be situated away from high-traffic areas and other activity sites, e.g. ball diamonds.</p> <p>Pit width minimum is 1.8 m and long enough to accommodate longest jumper. There must be a minimum of 0.50 m between take-off board and front edge of pit.</p> <p>Landing area must be soft and deep with no foreign objects.</p> <p>Pit must be filled with sand to a minimum depth of 30 cm.</p> <p>Dig pit at least once a season and after heavy rainfall.</p> <p>Take-off area must be firm and flat and swept if blacktop.</p>	<p>Refrain from jumping if there are slippery conditions.</p> <p>Skills must be taught in proper progression.</p> <p>Train students to be rakers.</p> <p>As part of training, include rules such as</p> <ul style="list-style-type: none"> • remove rake before next competitor begins approach and hold rake prongs downward; • begin raking after competitor is out of pit; • rake sand into the middle as opposed to out to the sides. 	<p>Constant visual supervision during initial lessons.</p> <p>On-site supervision after skills have been taught.</p>

TRIATHLON

(SWIMMING, CYCLING, RUNNING)

SEE ALSO LAKE SWIMMING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Bikes must be inspected and checked on a regular basis before they are to be used by the student.</p> <p>Bicycle size must be appropriate for the rider.</p> <p>Correctly fitting bicycle helmets approved by CSA, Snell, ANSI, ASTM, British or Australian standard.</p> <p>A first-aid kit and telephone must be accessible.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>Appropriate swim wear for swimming.</p> <p>Proper running shoes in good condition must be worn for distance training.</p>	<p>School or community pools.</p> <p>BACKYARD POOLS MUST NOT BE USED.</p> <p>Choose routes carefully in terms of the length, road surface, and frequency of traffic.</p> <p>Map of routes must be available in school and for students.</p>	<p>Training must be done with a partner in all three events.</p> <p>Students must be aware of an emergency procedure in case of an accident.</p> <p>A record of students running and cycling and the route they will be travelling must be left in the school with the appropriate staff.</p> <p>Skills must be taught in proper progression.</p> <p>Modify length of routes and swims to accommodate training and differences in age, ability, physical development.</p> <p>Instructor must consider weather conditions, (wind, cold, heat, rain) when training for the activities.</p> <p>Students with medical problems must not be involved in this vigorous type of training.</p>	<p>In-the-area supervision is required for cycling and running.</p> <p>On-site supervision is required by qualified swim instructors/ lifeguards during the swimming portion.</p> <p>Maximum 25 students per qualified N.L.S. lifeguard/instructor (pools and lake).</p> <p>Teachers with current Red Cross Water Safety Instructor certification or equivalent can provide swim instruction without an additional lifeguard only when the pool is being used solely for aquatic instruction.</p> <p>A person with current first-aid certification must be accessible.</p>

ULTIMATE FRISBEE

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Disc must be commensurate with the ability level of students and the wind condition of the day, e.g. soft (cloth) disc, heavy discs.</p> <p>Discs must be inspected for cracks or spurs.</p>	<p>No metal cleats.</p> <p>Suitable footwear and clothing must be worn.</p>	<p>Outdoor playing area must be inspected regularly for debris and obstructions, provide suitable footing and be well removed from traffic areas.</p> <p>Holes and severely uneven surfaces must be reported to the principal, and students must be made aware of these.</p> <p>Goal posts must be padded if in field of play.</p> <p>Indoors, keep gym free of hazards, e.g. tables, chairs, pianos.</p>	<p>Skills must be taught in proper progression.</p> <p>Game activities must be based on skills that are taught and wind conditions.</p> <p>No body contact.</p>	<p>On-site supervision for initial instruction followed by in the area supervision.</p>

VOLLEYBALL

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Poles must be safety stored when not in use.</p> <p>Nets must not have any exposed wires along top or frayed wires along poles.</p> <p>Leather or synthetic leather balls only.</p> <p>Select ball commensurate with students' skill level.</p> <p>Padding around the poles, including cranks and supports, from the floor up to the bottom of the net is recommended.</p>	<p>Suitable clothing and footwear must be worn.</p> <p>No jewellery is to be worn.</p>	<p>When volleyball poles are removed, floor plugs must be replaced.</p> <p>Playing surface and surrounding areas must be free of all obstacles.</p> <p>Playing surface must provide good traction.</p> <p>Outdoor volleyball courts must provide safe footing.</p> <p>Beach volleyball courts must have sufficient depth of sand so that there are no bare or hard dirt areas.</p>	<p>Skills must be taught in proper progression.</p> <p>Activities/rules must be modified to the age and ability level of participants.</p> <p>Do not allow students to climb up the pole to attach the net.</p>	<p>On-site supervision during initial lessons and when setting up equipment.</p> <p>In-the-area supervision is required after skills have been taught.</p>

WALL CLIMBING

(Greater than 3 metres high)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Only ropes and associated climbing equipment designed specifically for wall climbing are to be used.</p> <p>A first-aid kit must be accessible on site.</p> <p>Use of a mechanical belay system instead of a body belay (e.g. stitch plate, munter hitch, gri gri, ATC, Tuber type of belay device) is mandatory.</p>	<p>No loose clothing may be worn.</p> <p>No hanging jewellery.</p> <p>Appropriate footwear.</p>	<p>Area for climbing must be appropriate for ability levels of the students.</p>	<p>No lead climbing or protection placement by students.</p> <p>Emergency action plan must be designed and communicated to all involved in the program.</p> <p>Safety procedures must be clearly outlined to students.</p> <p>A lesson must be an integral part of the program for all students.</p> <p>Skills must be taught in proper progression.</p> <p>Instructor/leader must be familiar with the climbing facility.</p> <p>Completed medical forms must be accessible at all times.</p> <p>All equipment must be inspected by the instructor prior to the climb.</p> <p>Students must be allowed to opt out of particular challenges and must not be encouraged to perform skills beyond their physical and psychological capabilities.</p>	<p>Instructor/supervisor must have a minimum Top Rope I certification from “Ascent New Brunswick” OR equivalent certification.</p> <p>Supervisor/Student ratio must be a maximum 1:8.</p> <p>Teacher must accompany students to the site and remain on site for the instruction if a person other than the teacher is doing the instructing.</p> <p>A suitable means of transporting an injured climber must be accessible.</p>

**For walls 3 metres high or less,
please see the following page.**

WALL CLIMBING

(3 metres high and less)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>These rules apply to climbing walls that do not exceed 3 metres in height.</p> <p>Mats (4 cm thick) must be placed at the foot of the wall to ensure a safe landing area. Students should not be waiting on the mats for their turn - keep mats clear at all times.</p> <p>Check wall for loose grips/holds before using.</p> <p>Cover wall with mats or remove grips/holds before allowing other activities in the gym or activity area.</p>	<p>No loose clothing may be worn.</p> <p>No hanging jewellery.</p> <p>Appropriate footwear.</p>	<p>Wall must be less than 3 metres high.</p> <p>If a grip/hold begins to work loose it must be brought to the teacher's attention so that the situation can be corrected.</p>	<p>Skills must be taught in proper progression (including safety falls).</p> <p>Students must follow instructions.</p> <p>Control the number of students climbing the wall.</p> <p>Students must be allowed to opt out of particular challenges and must not be encouraged to perform skills beyond their physical and psychological capabilities.</p> <p>Students waiting their turn should never stand below/behind a climber or wait on mats.</p> <p>Students must avoid physical contact with each other.</p> <p>Students must climb down (<u>not</u> jump down).</p>	<p>Constant visual supervision is required for initial teaching.</p> <p>On-site supervision is required once students have attained initial skills and safety procedures.</p>

For climbing walls over 3 metres, see previous page.

WATER POLO

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Standard safety equipment as stated in pool regulations, e.g. ring buoys, reaching poles, spinal boards.</p> <p>First-aid kit must be accessible.</p> <p>Emergency phone must be accessible.</p>	<p>Appropriate swimming attire.</p> <p>No jewellery.</p> <p>Device to keep hair from obstructing vision (e.g. elastic).</p> <p>Water polo caps with protective ear cups.</p>	<p>School or community swimming pool.</p> <p>BACKYARD POOLS MUST NOT BE USED.</p>	<p>Inform swim instructor of any students having any medical problems that may affect the students' safety in the water.</p> <p>Students must meet a minimum swimming guideline; e.g. swimming 100 m any stroke and tread water for three minutes.</p> <p>Nails must be closely trimmed.</p> <p>Modify rules to accommodate age and ability of participants.</p> <p>Skills must be taught in proper progression. Games must be based on skills taught.</p> <p>Students must adhere to the following rules:</p> <ol style="list-style-type: none"> no running or pushing on deck no gum chewing no food in pool area stay clear of diving area do not dive into shallow end no shoes on deck <p>Showers must be taken before entering the pool.</p> <p>Where students go off district property to a pool, parents must be informed.</p> <p>Emergency procedures must be outlined to students prior to entering the water.</p> <p>Students with infected cuts or sores must not be in pool.</p>	<p>Maximum 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>Teachers with current Red Cross Water Safety Instructor certification or equivalent can provide swim instruction without an additional lifeguard only when the pool is being used solely for aquatic instruction.</p> <p>On-site supervision is required of the teacher.</p> <p>Each instructor can supervise only one class or group.</p> <p>Students must ask permission to leave pool area.</p> <p>A person with current first-aid certification must be accessible.</p>

WEIGHT TRAINING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>All equipment must be checked before use and repaired as necessary.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Weight room must be locked when unsupervised.</p> <p>Floor below free-weight activities must provide sufficient traction so weights do not slide and roll.</p>	<p>All students must be instructed in the proper lifting techniques and safety procedures.</p> <p>Free-weight plates must be secured in place before using.</p> <p>All programs must be individualized.</p> <p>A buddy system must be used when lifting free weights over body.</p>	<p>On-site supervision is required for initial use of free weights and weight machines.</p> <p>In-the-area supervision is required, following instructions on safe use.</p>
<p>NOTE: Policy 709 Weight Training in the Public School must be followed.</p>				

WRESTLING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Wrestling mats or general utility mats must be used:</p> <ul style="list-style-type: none"> • ensolite 3.8 cm (1 1/2") • trocellen 5.1 cm (2") • ethefoam 3.8 cm (1 1/2") • sameige 3.8 cm (1 1/2") • mats of equivalent compaction rating <p>No gaps between mats.</p>	<p>Suitable clothing must be worn.</p> <p>No jewellery is to be worn.</p> <p>Socks, bare feet or wrestling shoes.</p> <p>Eyeglasses not to be worn.</p>	<p>Mat surfaces must be checked regularly for irregularities and be clean.</p> <p>Area surrounding the mats must be free of obstruction/hazards.</p> <p>Allow suitable clearance from the edge of wrestling area to the surrounding walls.</p> <p>Surrounding walls must be padded if clearance from mat surface is less than 2 m (6' 6").</p>	<p>Students must wrestle with partners of similar weight, strength and ability.</p> <p>Warm-up activities must emphasize conditioning and flexibility.</p> <p>Skills must be taught in proper progression.</p> <p>Rules and illegal moves must be outlined.</p> <p>Students must referee only under the direct supervision of the instructor.</p> <p>Maximum time limit of two minutes per round and one round/match.</p> <p>Only "down" wrestling permitted.</p> <p>Nails must be closely trimmed.</p> <p>All infections, burns and open cuts must be covered.</p>	<p>On-site supervision is required, except under match conditions where constant visual supervision is required.</p>

New  Brunswick

PHYSICAL EDUCATION



Safety Guidelines

Module 4

Appendices



840570

SAMPLE LETTER TO PARENTS/GUARDIANS:

Dear Parent/Guardian:

Regular physical activity is essential for normal, healthy growth and development. Growing bones and muscles require not only good nutrition, but also the stimulation of vigorous physical activity to increase the strength and skills necessary for a physically active lifestyle. Active participation in games, dance and gymnastics provides opportunities for students to discover and trust themselves and gain the confidence necessary to play and work co-operatively and competitively with their peers. Physical education programs at both the curricular and co-curricular level provide opportunities for students to experience the fitness feeling and help them understand and make decisions regarding personal fitness and the value of physical activity in their daily lives.

Individual schools should highlight various curricular Physical Education topics and identify unique programs which take students into the immediate community; for example, in-class cross-country running and skating are important components of the physical education program (this does not include activities such as downhill skiing which are bus trips requiring parent/guardian consent forms). Please be advised that these activities will take your child off the school grounds. Supervision will be provided. Schools should identify examples of intramural activities which may be offered to students during the school year.

ELEMENTS OF RISK NOTICE

The risk of injury exists in every athletic activity. However, owing to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains and strains to more serious injuries. The safety and well-being of students is a prime concern, and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in physical activity.

It is important that your child participate safely and comfortably in the physical education program. In your child's best interests, we recommend the following:

- a) An annual medical examination.
- b) Appropriate attire for safe participation, as prescribed by the teacher. Hanging jewellery must not be worn. Jewellery which cannot be removed and which presents a safety concern must be taped.
- c) The use of an eyeglass strap and/or shatterproof lens if your child wears glasses which cannot be removed during physical education classes.
- d) The wearing of sun protection for all outdoor activities.
- e) Safety inspection at home of any equipment brought to school for class use, e.g. skis, skates, helmets.

Please complete the attached Medical Information Form and have your child return it to his/her teacher. If further information is needed, please contact the school.

MEDICAL INFORMATION FORM

Name of Student _____ Grade _____
 Teacher _____

I would like to inform the school about these facts pertaining to my child's physical/medical condition related to his/her participation in Physical Education Curricular and Intramural Programs.

1. Please indicate if your son/daughter/ward has been subject to any of the following and provide pertinent details: epilepsy, diabetes, orthopedic problems, heart disorders, asthma, allergies. _____
 head or back conditions or injuries (in the past two years): _____
 arthritis or rheumatism; chronic nosebleeds; dizziness; fainting; headaches; dislocated shoulder; hernia; swollen, hypermobile or painful joints; trick or lock knee: _____
2. Is there already a "Student Care Plan" (Policy 704) registered with the school? Yes _____ No _____
3. What medication(s) should the participant have on hand during the sport activity? _____
 Who should administer the medication? _____
4. Does your son/daughter/ward wear a medical-alert bracelet _____ neck chain _____ or carry a medical-alert card? _____
 If yes, please specify what is written on it: _____
5. Does your son/daughter/ward wear eyeglasses? _____ contact lenses? _____
6. Any other relevant medical condition that will require modification of the program: _____

In signing this form, I acknowledge the element of risk information noted above. Student Signature: _____

Date: _____

Parent/Guardian Signature: _____ Date: _____

PLEASE NOTE: The information provided on this form will be treated confidentially. In keeping with the principles of the Protection of Personal Information Act, it will be used in relation to educational programming and/or the provision of medical assistance to the named student, as appropriate. Any questions with respect to this information should be directed to your school principal.

APPENDIX B

Kit contents need to be checked and replaced as necessary.

FIRST-AID KIT CONTENTS

In-School Kit Contents:

The following are first-aid kit contents that are to be included in a first-aid station accessible to the gymnasium.

a. scissors

- 1 pair of universal scissors
- 1 splinter tweezers

b. bandages/dressings/tape

- 48 adhesive bandages, individually wrapped
- 2 rolls of adhesive tape, 1.5" wide
- 12 rolls of 1" gauze bandage
- 48 sterile gauze pads, 3" x 3"
- 8 rolls of 2" gauze bandage
- 8 rolls of 4" gauze bandage, individually wrapped
- 6 sterile surgical pads suitable for pressure dressings, individually wrapped
- 12 triangular bandages
- splints of assorted sizes
- 2 rolls of splint padding
- 6 sterile strips (butterfly wound closures)

c. ice

- 1 rubber ice bag or plastic bags and access to ice or frozen gel pack

d. other

- 1 St. John Ambulance emergency first-aid book (small)
- 15 antiseptic towelettes
- 24 safety pins (small and large)
- a quarter and emergency telephone numbers (taped to the inside of the box cover)
- 1 basin, preferably stainless steel
- 6 pairs disposable gloves
- 2 tensors 2"
- 2 tensors 4"
- 1 blanket accessible

Reference: Worker's Compensation Board Sheridan College Risk Management Program

Sample Portable Off-Site Kit Contents

a. scissors

- 1 pair universal scissors
- 1 splinter tweezers

b. bandages/dressings/tape

- 12 adhesive bandages
- 1 roll adhesive tape, 1.5" x 5 yd.
- 1 roll gauze bandage, 2' x 5 yd.
- 3 sterile gauze pads, 3" x 3"
- 2 triangular bandages
- 1 sterile surgical pad suitable for pressure dressing, individually wrapped
- 3 sterile strips (butterfly wound closures)

c. ice

- 1 ziplock bag for ice (9" x 12") and access to ice
- 2 "instant cold packs"

d. other

- 5 antiseptic towelettes
- 1 pocket first-aid manual
- 1 tensor bandage 2"
- 1 tensor bandage 4"
- 2 pairs disposable gloves
- a quarter and emergency telephone numbers

Reference: Sports Injury Prevention and Care Program

INJURY MANAGEMENT PLAN

Given that there is an element of risk in all physical activity, an encounter with an injury is highly possible. In recognition of this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the Injury Management Plan is getting the professional care to the injured student as quickly as possible. For that to happen efficiently and effectively, you must be prepared with an Injury Management Plan. The following is a sample.

SAMPLE INJURY MANAGEMENT PLAN

You should know the following information:

- 1) location and access to the first-aid kit
- 2) location and access to a telephone
- 3) telephone number of ambulance and hospital (doctor's office if in a rural area)
- 4) directions and best access routes to hospital
- 5) the whereabouts of a suitable and available means of transportation

When an injury occurs, do as follows:

- 1) Initially, when coming in contact with the injured student, take control and assess the situation. Exercise universal precautions related to blood/body fluids (see Appendix G).
- 2) Keep in mind the cardinal rule of injury care:

DO NOT MOVE THE INJURED STUDENT.

IF A STUDENT CANNOT START A MOVEMENT BY HIMSELF/HERSELF, DO NOT MOVE THE BODY PART FOR HIM/HER.

- 3) Instruct any bystanders not to touch the injured student.
- 4) Do not remove student's equipment if there is a risk of further injury.

APPENDIX C

continued

- 5) Evaluate the injury. Once you have assessed the severity of the injury, decide whether or not further assistance is required.
- 6) If an ambulance is not needed, then decide what action is to be taken to remove the injured student from the playing surface.
- 7) If an ambulance is required:
 - a) Request assistance from another person (teacher/administrator/parent).
 - b) Have this person call an ambulance with the following information:
 - I. the nature of the emergency
 - II. exact location and closest cross streets
 - III. the telephone number of your location
 - c) Report back to the **in-charge** person and confirm that the call was made and give estimated time of ambulance arrival.
 - d) Go to the access entrance and wait for the ambulance.
- 8) Once the call has been placed, observe the injured student carefully for any change in condition and try to reassure the injured student until professional help arrives.
- 9) Do not be forced into moving the injured student unnecessarily.
- 10) Do not provide the injured student with food or drink, unless otherwise indicated by situation (e.g. diabetes, hypothermia, dehydration).
- 11) Stay calm. Speak reassuringly.
- 12) When ambulance attendants arrive, describe what happened, how it happened and what has been done. Inform them about any related medical problems or past injuries of the participant, if known.
- 13) The **in-charge person or a designated adult** must accompany the injured student to hospital to help reassure him/her and give the relevant medical history and injury circumstances to the physician.
- 14) **The parents/guardians of the injured student must be contacted** as soon as possible after the injury.
- 15) Complete an accident/incident report and file with appropriate district official and school administrator.
- 16) Establish emergency communication procedures for off-site or after school outdoors activities; e.g. cellular phone.

STUDENTS' RESPONSIBILITIES

Students should learn to behave in ways that show respect for the safety and well-being of both themselves and others. The standards of safety are affected by the students' skill and understanding, attitude, physical condition, and pre-activity conditioning.

FROM THE EDUCATION ACT

- 14 (1) It is the duty of a pupil to
- (a) participate in learning opportunities to his or her potential,
 - (b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
 - (c) attend to assigned homework,
 - (d) attend school regularly and punctually,
 - (e) contribute to a safe and positive learning environment,
 - (f) be responsible for his or her conduct at school and while on the way to and from school,
 - (g) respect the rights of others, and
 - (h) comply with all school policies.

Foolhardy behaviour, the use of alcohol, and the non-medical use of drugs must be viewed as safety hazards and must be strictly forbidden at all times.

This prohibition extends to all curricular activities, whether they take place inside school or off school property, e.g. cross-county skiing field trip, in-the-gym basketball activity.

Responsibility for safety in physical education activities should begin to shift from the teacher to the student in keeping with the age and maturity level of the students. Students must understand how to follow safety procedures and why they should do so.

see Policy 703 - Positive Learning Environment

APPENDIX E

SAFETY IN ACTIVITY ROOMS

(non-gymnasiums used for physical activities, e.g. concourse, church hall, empty classroom, school basement, etc.)

The following is recommended to optimize safety when using an activity room for physical education instruction:

- 1) An activity room is best suited for activities which have a controlled amount of activity, e.g. aerobics, mat work, fitness stations, skipping, wrestling, dance, bean bag activities, chair activities. Avoid ball throwing for distance, dodgeball-type games and games which are action-packed and go end to end (e.g. tag, soccer, floor hockey).
- 2) In game activities, implement the rule, “no body contact.”
- 3) Limit the number of participants in an activity room for physical education classes, in order that safety standards are not jeopardized.
- 4) If the activity room is in an open area, student traffic should go around, not through, the class.
- 5) Structure drills to provide as much organization as possible.
- 6) Caution students not to throw objects against the ceiling, thereby knocking down tiles, dust, lights, etc.
- 7) Try to keep activity away from drinking fountains, stage steps, trophy cases, etc. Centre all activities to allow for a “safety zone” of at least one metre around the perimeter. Mark out area, if possible, with cones.
- 8) Precautions are needed to guard against doors opening into the playing area.
- 9) Do not allow students to be involved in an activity that requires constant visual supervision or on-site supervision while the teacher goes to the gym or to a storage area to get equipment.
- 10) Check to ensure floor surface is conducive to activity (e.g. not slippery from water or dirt) and equipment/furniture is not in the way of activity.

APPENDIX F

SAMPLE SAFETY CHECKLIST GYMNASIUM FACILITIES

Each school is to develop a procedure for regular inspection with appropriate follow-up. This form could be used.

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected By _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
GYMNASIUM SPACE			
• adequately ventilated			
• free of "stored" furniture/boxes/equipment along perimeter walls and corners			
FLOORS			
• clean and dry			
• provide for safe foot traction			
• clear of objects which may cause tripping/slipping			
• floor sockets covered and flush with floor			
• floor plates secure in floor, hooks and plate in good condition and flush with floor			
ENTRANCES/EXITS			
• free of obstructions			
• no doorknobs, protruding handles on gym side of door			
• doors open away from gym area			
STAIRS			
• clear of obstacles			
• stair treads in good condition			
• railings secure			
• free of protruding nails, cracks or splinters			
CEILING			
• adequate lighting			
• tiles and meshings on lights secure			
WALLS			
• all outlets, switches, registers, etc. that pose an unreasonable hazard must be padded or flush with wall surface			
• free of protruding hooks, nails, etc.			

APPENDIX F
continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
BASKETBALL BACKSTOP			
• backboards in good condition			
• cable and attachments from backboard to wall secure			
• rims secure and straight			
• Velcro strips on walls behind backboards in good condition to hold mats			
• winch not located directly below a wall-mounted backboard			
CHINNING BARS			
• secure attachment to wall			
• adjustable parts in good condition			
PEG BOARDS			
• secure attachment to wall			
• peg holes and pegs in good condition			
FOLDING CLIMBERS			
• secure to wall			
• cables, pulleys, lock pins, clamps in good condition			
• dowels, parallel bars, ladders free from cracks and splinters			
STORAGE ROOM			
• floor clean and centre area clear of equipment			
• equipment stored on designated shelves			
• volleyball poles secured to wall when stored standing up, to prevent falling			
EMERGENCY EQUIPMENT			
• first-aid kit fully stocked and accessible			
• emergency phone numbers posted			
• access to phone/office via P.A. System			
• emergency EXIT lights/signs working			
BENCHES			
• top and supports free from cracks and splinters			
• bolts and screws secure			

APPENDIX F

continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
CLIMBING ROPES/CLIMBING STILL RINGS			
• secure attachment to ceiling			
• ropes free from splinters, fraying			
• rings secured to ceiling support			
• parallel bars			
• high bar attachments			
OTHER			
•			
•			
•			
•			

APPENDIX F
continued

SAMPLE SAFETY CHECKLIST GYMNASIUM EQUIPMENT

Each school is to develop a procedure for regular inspection with appropriate follow-up. This form could be used.

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected By _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
VOLLEYBALL POSTS			
• hooks, pulleys and ratchet in good condition			
• poles secured to wall when stored standing up (to prevent falling)			
VOLLEYBALL NET			
• free of exposed wires along top and frayed wires along poles			
• free of tears/holes			
BADMINTON			
• rackets usable, no splinters			
HIGH JUMP			
• standards, base attachments and uprights in good condition			
• portable pit cover free of tears			
• portable pit foam in good condition			
• crossbars taped and free of cracks/splinters			
MATS			
• covers free of tears/wearing			
• foam in good condition			
• Velcro fasteners continue to stick			
SCOOTER BOARDS			
• wheels secure			
• free of cracks, broken edges			

APPENDIX F

continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
BALL CARRIERS			
• casters working well			
• no sharp edges			
SOFTBALL			
• wooden/metal bats uncracked with a good grip end to prevent slippage			
GYMNASTICS - VAULTING BOX (BOX HORSE)			
• pad and cover free from tears/wearing			
• sufficient padding to absorb impact			
• inner post solid			
• free of cracks/splinters			
• nuts/bolts/screws tight			
BEAT BOARDS			
• free of splinters, broken tops/legs			
• springs in good condition			
• floor protection pads in good condition			
HOOPS			
• breakaway rims must conform to CSA Standard			
• no cracks/bends			
BALL HOCKEY/FLOOR HOCKEY			
• goals have welds and frames in good condition			
• wooden floor hockey sticks free of splinters			
• plastic ball hockey sticks free of cracks or broken edges/ends			
• stick blades secure to shaft			
CLIMBING ROPES/CLIMBING STILL RINGS			
• secure attachment to ceiling			
• ropes free from splinters, fraying			
• rings secured to ceiling support			
• parallel bars			
• high bar attachments			
OTHER			
•			

APPENDIX F
continued

SAMPLE SAFETY CHECKLIST OUTSIDE FACILITIES

Each school is to develop a procedure for regular inspection with appropriate follow-up. This form could be used.

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected By _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
WALKING AND PLAYING SURFACES			
• asphalt areas - level and free of holes/broken asphalt			
• grass and dirt areas - free of holes/ruts			
• clear of broken glass, cans, rocks, animal feces, etc.			
• free of drainage problems			
• clear of trip hazards (exposed footings, roots or other environmental obstacles)			
STAIRS			
• clear of obstacles			
• stair treads in good condition			
• railings secure			
• wooden sections free of protruding nails, cracks or splinters			
BEE NESTS			
• free of nests			
METAL FENCING			
• clips and attachments safely secure			
• fencing tight and secure to frame			
• no holes in fence or at ground level			
• anchors to ground stable, in good condition and safely covered			
• posts corrosion-free			
BENCHES/BLEACHERS			
• free of protruding nails, splinters, cracked or rotted wood			
• anchors to ground in good condition and safely covered			
SOFTBALL BACKSTOP			
• fencing, clips and attachments safely secure			
• fencing tight and secure to frame			

APPENDIX F

continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
SOFTBALL BACKSTOP – continued			
• no holes in fence or at ground level			
• anchors to ground stable, in good condition and safely covered			
• posts corrosion-free			
SOFTBALL PLAYING SURFACE			
• level ground with good drainage			
• free of holes/ruts/trash/animal feces			
GOALS (Soccer, Football, Rugby, etc.)			
• framework free from protruding hooks			
• anchors to ground stable, in good condition and safely covered			
• posts corrosion-free			
PLAYING SURFACES (Soccer, Football, Rugby, etc.)			
• level ground with good drainage			
• free of holes/ruts/trash/animal feces			
BASKETBALL BACKSTOPS			
• backboards in good condition			
• rims secure and straight			
• pole anchors stable, in good condition and safely covered			
• poles corrosion-free			
BASKETBALL PLAYING SURFACE			
• level playing surface, good drainage			
• free of holes/ruts/trash/animal feces			
POTENTIAL HAZARDS ON SCHOOLYARD			
• trees, exposed roots, posts, streams and other environmental hazards			
• hazards identified to all staff and students			
• warning signs and barriers where needed			
• rules for safe play around hazards is communicated to all students			
OTHER - LIST			
•			
•			
•			

APPENDIX G

UNIVERSAL PRECAUTIONS RE BLOOD AND BODILY FLUIDS

- Use impermeable gloves (e.g. latex or vinyl) if blood or body fluids containing visible blood are anticipated.
- Stop the bleeding, cover the wound and change the uniform if contaminated with excessive amounts of blood.
- Wash hands and skin after contact with blood.
- Clean any surfaces or equipment with appropriate disinfectant, and clean clothes or skin with soap and water or an appropriate antiseptic.
- Use proper disposal procedures for contaminated clothing and equipment.
- Use a ventilation device for emergency resuscitation.
- Avoid direct contact with patient if you have an open skin condition.
- Follow accepted guidelines for control of bleeding, and for any body fluids containing visible blood.
- Encourage all participants to use individual water bottles.
- A bleeding student must cease activity until the wound has been adequately covered.

New  Brunswick

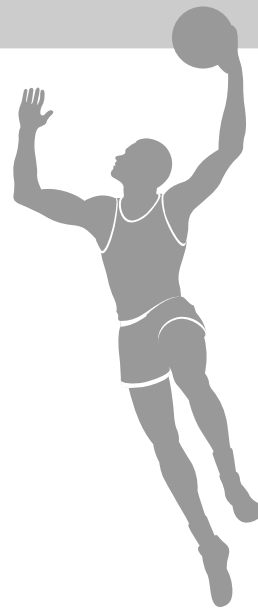
PHYSICAL EDUCATION



Safety Guidelines

Module 5

High School
Intramural
Guidelines



2002

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This document is an adaptation of the guidelines produced by the Ontario Physical and Health Education Association (OPHEA), a not-for-profit incorporated organization, in partnership with the Ontario School Boards' Insurance Exchange (OSBIE), the Ontario Association for the Supervision of Physical and Health Education (OASPHE), the Canadian Intramural Recreation Association - Ontario (CIRA), and the Ontario Federation of School Athletic Associations (OFSAA). The Guidelines are, to the best of the Department of Education's knowledge, based upon the most current knowledge and experience available in Canada. However, implementation of safety guidelines should in all cases be preceded by a close review of these guidelines. Appropriate modification on the part of each school should be conducted in order to meet the specific requirements and circumstances of their respective facilities and programs. Neither the Department of Education nor OPHEA accept any responsibility for the implementation or customization of these guidelines.

We would like to thank the following people who contributed to the adaptation of this manual to reflect the needs of New Brunswick's Education system. The core group comprised

Pat Beyea	Retired Physical Education Teacher	District 8
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Peter Corby	Executive Director	NBIAA
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Silvy Moleman	Curriculum Development Specialist	Workplace Health & Safety Commission
Ian Rowe	Supervisor - Special Projects	District 8
Garth Wade	Physical Education Mentor	District 18
Joel Mawhinney	Principal	District 2
Keith Radford	Assistant Dean	University of New Brunswick
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while additional input was received from

Monique Allain	Physical Education Teacher	District 18
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PHYSICAL EDUCATION HIGH SCHOOL SAFETY GUIDELINES

INTENT OF THE NEW BRUNSWICK SAFETY GUIDELINES FOR INTRAMURAL PROGRAMS:

The primary responsibility for the care and safety of students rests with the school district and its employees. An important aspect in fulfilling this role is to recognize that there is an element of risk in all physical activity and to take action accordingly. To this end, foreseeable risks have been identified and analysed. This guideline includes procedures that help minimize, to the greatest extent possible, the risk of a preventable accident or injury. A guideline alone does not eliminate risk, regardless of how well it is written or how effectively it is implemented. Safety awareness practised by the intramural supervisor that is based on up-to-date information and common-sense observation, action and foresight is the key to safe programming. The intent of the Provincial Safety Guidelines is to focus intramural supervisor's attention on safe instructional practices for each class activity in order to minimize the inherent element of risk. By implementing safe instructional practices such as use of logical teaching progressions, as well as inclusion of age- appropriate activities in program preparations, planning and daily teaching, the intramural supervisor will guard against foreseeable risks. It is hoped that through this implementation process, this document will assist educators in fulfilling their obligation to provide the safest possible environment in which all students, regardless of physical, mental, emotional abilities/challenges or cultural background, can be physically active.

IMPACT AND SCOPE OF THIS DOCUMENT:

The enclosed safety guideline delineates certain standards that must be used by teachers/intramural supervisors in addressing the safety component of intramural activities. Intramurals are defined as school-sponsored physical/recreation activities which

- are outside the student's instructional time,
- are not a selected school team/group,
- are not a competition against another outside team/group.

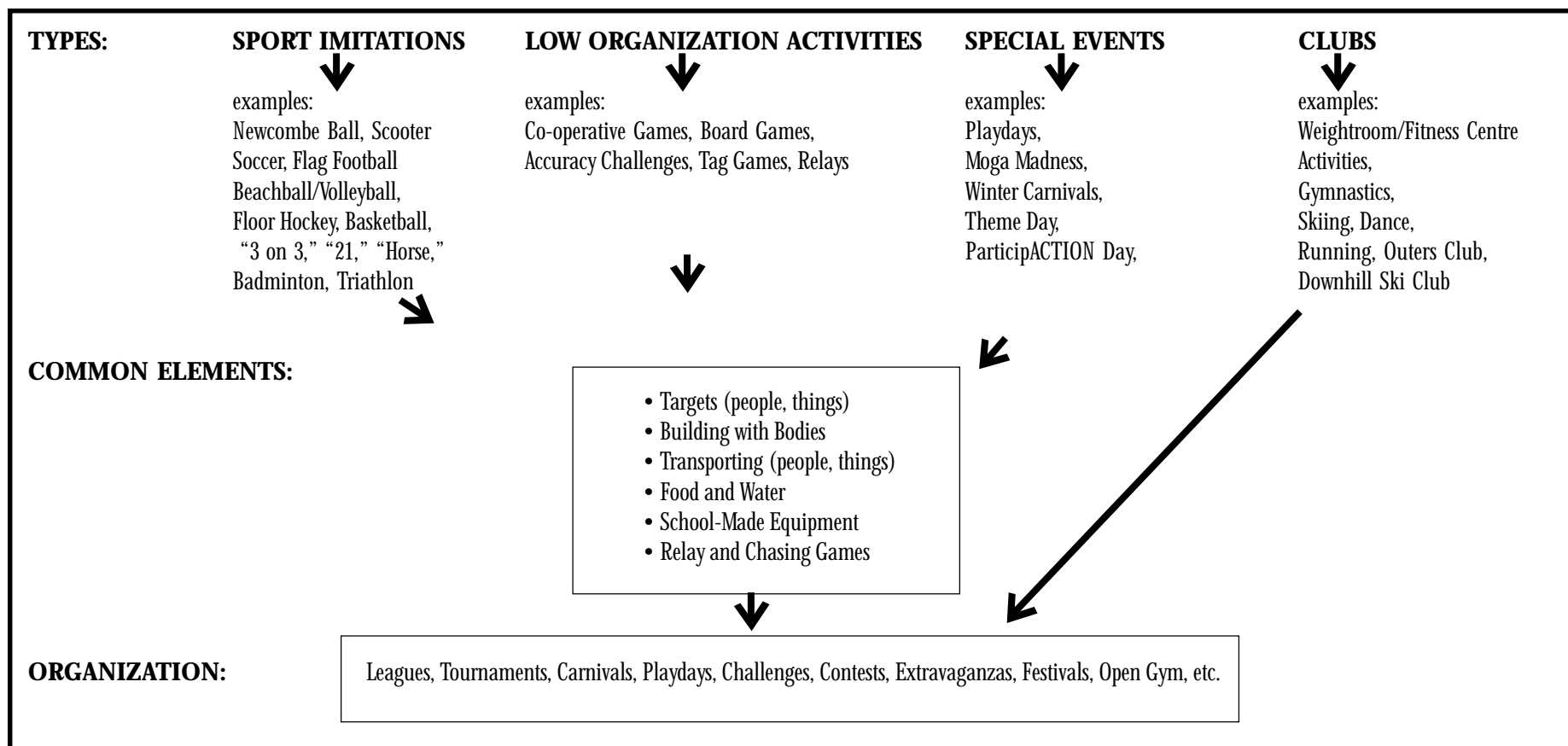
Intramurals encourage school-wide involvement with emphasis on participation as opposed to competition. Curricular and Interschool Guidelines can be found in module 4 and module 6 respectively.

Intramurals can be categorized into four types: Sport Imitations, Low Organization Activities, Special Events and Clubs. When an intramural activity is played according to official rules and equipment (e.g. a common sport imitation or low organization game), refer to Module 4: Curricular Physical Education Safety Guidelines.

When an intramural activity is distinguished by one of the common elements listed in the chart below, reference this document.

When introducing an imitation sport or low organization game which is not described in Module 4 or 5, refer to the guidelines of an activity that it most resembles.

If a supervisor wishes to include activities which are not approved in Module 4, e.g. hardball, gymnastics skills not permitted in curricular program, approval from the appropriate school district official must be received. As part of this process, the supervisor must demonstrate that appropriate precautions will be taken in the interest of student safety.



A) GENERIC ISSUES

It should be recognized that there are common guidelines of safety which apply to all intramural/club activities. Some such commonalities are as follows:

- 1) Supervisors need to be aware of the medical background and physical limitations of students. Students must be informed that it is their responsibility to advise the intramural supervisor of any medical condition that could affect participation, e.g. hemophilia, cystic fibrosis, heart disorder, severe allergies (i.e. verbally or through letter - see Appendix A).
- 2) A fully stocked first-aid kit must be readily accessible. For a sample listing of first-aid items, see Appendix B. Apply your school's plan to deal with accidents in intramurals. For details on an injury management plan, see Appendix C.
- 3) Prior to offering an intramural sport-imitation activity which the student has not experienced, skills must be taught. The risks of the activity must be outlined (warnings of possible dangers); demonstration on how to minimize the risks must occur; and set procedures and rules for safe play must be implemented, e.g. whistle signal to stop all activity. Parents need to be made aware of the types of intramurals/club activities which the school offers and the risks inherent in higher-risk activities. Parental acknowledgment/permission must be received from each participant. For sample letter, see Appendix A.
- 4) Students must be informed of the Emergency Plan and the locations of the fire exits and alternative routes from the playing area.
- 5) If students are transported away from the school for the intramural/club activities, it is important that parents are made aware of the mode of transportation and the student expectations required. Refer to individual school district's field-trip procedures related to the need for obtaining parent/guardian permission.

Consideration must be given to informing parents when students are involved in intramural/club activities which require students to walk off the immediate school property, e.g. to adjacent parks, nearby ice surfaces. Refer to individual school district's field trip procedures related to the need for obtaining parent/guardian permission. For sample letter, see Appendix A.

- 6) Where an incident occurs that increases or could increase the risk of injury, corrective actions must take place to help prevent its recurrence; e.g. volleyball poles in equipment room are not secured to floor/walls and crash to floor. No one is injured - corrective action is to secure poles.
- 7) At the beginning of the activity, supervisors must tell students if changing into gym wear is necessary, and identify location and conduct expected.
- 8) Intramural supervisors must limit the number of active participants in any activity area at one time, according to the size of the area, risk level of the activity, and maturity level of the participants.
- 9) Spectators at intramural activities must not present a safety concern.
- 10) Officials must be knowledgeable and trained to carry out their duties.

B) SPECIFIC COMPONENTS

1. GUIDELINES

- a) Guidelines for each activity are outlined according to the following critical components:

**Equipment
Clothing/Footwear
Facilities**

**Special Rules/Instruction
Supervision**

- b) All statements found in this document are mandatory. Appendices which are samples must be respected but individual school/district forms may be used so long as they cover all aspects.

2. EQUIPMENT

- a) When using any equipment that is not described in the document, care must be taken to ensure that it is safe for use (e.g. no sharp edges, sharp corners, cracks, or splinters) and is size-, mass- and strength-appropriate.
- b) All balls must be properly inflated and appropriate to the activity.
- c) There are many examples of equipment that can be made at school by district employees, adult volunteers and by students who are under direct supervision. See guidelines for School-Made Equipment. Homemade equipment is defined as equipment that is made and/or modified at home and then brought to school. This type of homemade equipment is not to be used in intramural programs (e.g. personal cosom hockey sticks, floor hockey shafts, plastic bleach scoops).
- d) Ropes used for tug-of-war events must be designated by the manufacturer/distributor as being suitable for tug-of-war.
- e) If students are permitted to bring their own equipment (e.g. badminton racquets, skis, in-line skates), students, parents and supervisors must ensure that the equipment is in good working order and suitable for personal use.

3. CLOTHING AND FOOTWEAR

- a) Students must wear appropriate clothing for intramural activities. Running shoes must be a minimum uniform requirement. Deviations from this minimum are listed on intramural common elements guidelines and curricular activities pages. Where cultural dress presents a safety hazard, modifications to the activity/clothing must be made.

Hanging jewellery must not be worn. Jewelry which cannot be removed and which presents a safety concern, e.g. medical-alert identification, religious/cultural jewellery, must be taped or covered.

- b) Parents/guardians and students must be made aware of safety precautions with eyeglasses, including the need for an eyeglass strap and/or shatterproof lenses for some activities (see Appendix A - Letter to Parents/Guardians).

4. FACILITIES

- a) To provide a safe environment for intramural/club activities, the intramural supervisor must make a pre-activity check of the facilities and equipment to be used. This could be done visually or recorded on a checklist (see Appendix F). The minimum requirement is a pre-use visual check. Hazards as a factor in the activity must be identified and removed. Potentially dangerous and immovable objects (e.g. goalposts, protruding stage) must be brought to the attention of students and administration. Equipment listed in the document applies only to safety. Students also should be encouraged to report equipment or facility problems to the supervisors. For more information on the role of the student in safety, see Appendix D.
- b) Equipment/furniture which is hazardous to the activity must not be stored around the perimeter of the area in use. A reasonable number of benches, as well as mats secured to the wall, are exceptions to this statement. Devices projecting from the wall (e.g. chin-up bars, pegs on a peg board) must be attached at a height that will minimize injury or be removed when not in use.
- c) For all indoor activities, walls and stages must not be used for turning points or finish lines. A line or pylons could be designated in advance of the wall. Foreseeable risks must be identified, and precautions taken to minimize risks. For safety precautions when using non-gym areas for intramurals (e.g. concourses, weight rooms, hallways, classrooms, stages, fitness rooms), please see Appendix E.
- d) Playing fields must be free from hazards (e.g. holes, glass, and rocks). Severely uneven surfaces must be brought to the attention of the principal, and students must be made aware of them. There must be sufficient turf for proper traction and impact absorption (e.g. for soccer).

5. SPECIAL RULES/INSTRUCTIONS

- a) The Intramural Safety Guidelines do not support contact. In this document, contact is defined as intentional contact with the purpose of gaining an advantage in the specific activity (e.g. body contact, stick on body, stick on stick).
- b) Activities must be modified according to the age and ability levels of students and the facility available. It is important to balance teams on the basis of physical ability and skill level.
- c) Before involving students in strenuous outdoor activity, supervisors must take into consideration the weather conditions, previous training and the length of time the students will be vigorously active.
- d) Games must be based on skills that have been taught.
- e) For the safe lifting and supporting of students, see Appendix G.
- f) Modify activities to address safety issues of all participants when students who use aids (e.g. wheelchairs) are involved.
- g) Activities which do not promote a healthy active lifestyle (e.g. starvathons) are not appropriate.

6. SUPERVISION

- a) Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment and activities have inherent risks, but the more effectively they are supervised, the safer they become. **A supervisor, as referred to below, is defined as a teacher, principal or vice-principal employed by the school district.** A volunteer (not necessarily a teacher) could assist in the supervision of intramurals. Examples of volunteers are instructional assistants, educational assistants, retired teachers, parents, co-op students, teacher candidates and trained high school students in leadership program. Refer to your school district's policy regarding volunteers.
- b) Students must be informed that facilities and equipment must not be used without authorization. In addition to written or verbal communication, at least one of the following deterrents must be in place:
- locked doors;
 - signs on door indicating that students are not to use the gym unless supervised;
 - staff scheduled and present in an adjoining physical education office, in order to see students entering the gym without authorization.
- c) Any use of a facility must be supervised. Three categories of supervision are designated in this document: **Constant visual, On-site**, and **In-the-area**. The categories are based on the principles of general and specific supervision which takes into consideration the risk level of the activity, the participants' skill level and the participants' maturity.
- d) **Constant visual** supervision means that the supervisor is physically present, watching the activity in question. Each activity requiring **constant visual** supervision must have a supervisor (certified teacher). **Intramural on-site** supervision requires volunteer monitor presence when the supervisor is not at the activity(ies). **In-the-area** supervision means that a volunteer monitor is not necessary and the supervisor is in a location close to the activity taking place. For **intramural-on-site** or **in-the-area** supervision, the teacher/intramural supervisor must be readily accessible and at least one of the following criteria must be in place:
- Teacher/intramural supervisor is circulating.
 - Exact location of teacher/intramural supervisor is known, and location is nearby.
 - Teacher/intramural supervisor is visible.

Example: During a school special events day, some students are involved in tug-of-war, some in relay games and volleyball, while others are involved in a team scavenger hunt around the school.

Constant visual supervision - Tug-of-War - Intramural supervisor is at the event and is observing activity.

On-site supervision - Relay Games - Students are participating on the playground and are being monitored by a volunteer.

On-site supervision - Sport Imitation Activity - Students are participating in volleyball in the gym and are monitored by another volunteer.

In-the-area supervision - Scavenger Hunt - Students are running around the school grounds and at times may be out of sight.

The level of supervision must be commensurate with the inherent risk of the activity and the number of students taking part. The list below outlines appropriate supervision for each type of activity. The list is not exhaustive. For an unlisted activity, refer to the activity it most resembles. For Outdoor Education Activities, reference Module 4: Physical Education Curricular Safety Guidelines, in order to be aware of ratios, qualifications, as well as supervision requirements.

SUPERVISION OF INTRAMURALS

SPORT IMITATION

Court and Field Games (no constant visual supervision required)

ON-SITE SUPERVISION	IN-THE-AREA SUPERVISION
<p>INITIAL INSTRUCTION/SET-UP</p> <ul style="list-style-type: none"> • Basketball-Type Games (Endball, Benchball, “3 on 3”, “2 on 2”) • Football (Flag, Touch) • Racquet Sports (Racquetball, Paddleball, Handball, Tennis, Squash, Badminton, Pickleball, Paddle Tennis) • Soccer • Field Hockey • Table Tennis • Ultimate Frisbee • Volleyball (Newcombe Ball, Beach Volleyball) <p>ACTIVITY</p> <ul style="list-style-type: none"> • Bowling • Broomball • Cricket • Curling • Field Hockey • Floor Hockey, Gym Ringette • Ice Hockey • Lacrosse (Box, Field) • Ringette (Ice) • Rugby (Non-contact) • Scooter Games (Basketball, Soccer) • Softball, Three Pitch, Lob-Ball • Team Handball • Wrestling, Combatives 	<p>ACTIVITY</p> <ul style="list-style-type: none"> • Basketball-Type Games (Bordenball, Endball, Benchball, “3 on 3,” “2 on 2”) • Football (Flag, Touch) • Racquet Sports (Racquetball, Paddleball, Handball, Tennis, Squash, Badminton, Pickleball, Paddle Tennis) • Soccer • Table Tennis • Ultimate Frisbee • Volleyball (Newcombe Ball, Beach Volleyball) • Cross-Country Running, Orienteering • Cross-Country Skiing, Snowskate • Skiing (Alpine), Snowboarding Refer to Policy 709 and District policies. • refer to Curricular document for ratios

SUPERVISION OF INTRAMURALS LOW ORGANIZATION ACTIVITIES/SPECIAL EVENTS

CONSTANT VISUAL SUPERVISION	ON-SITE SUPERVISION	IN-THE-AREA SUPERVISION
<ul style="list-style-type: none"> • Transporting People • Human Target Games • Building with Bodies <ul style="list-style-type: none"> – initial instruction – standing pyramids • Food/Water Activities • Obstacle Courses with climbing or inverted activities 	<ul style="list-style-type: none"> • Transporting Things • Obstacle Courses without climbing apparatus (no inversions) • Building with Bodies <ul style="list-style-type: none"> – practice – kneeling and lying • Parachute Games • Co-operative Games • Accuracy Challenges • Skill-related Relays • Scooter board Relays • Skating and Skating Activities • Aquatic Games (as per pool regulations) • Theme Days • Face Painting • Indoor Running Relays • Indoor Chasing Games 	<ul style="list-style-type: none"> • Board Games • Outdoor Running Relays • Outdoor Chasing Games • Mass Participation Events (e.g. walkathon, dance-a-thon) • Frisbee Throwing

SUPERVISION OF INTRAMURALS CLUBS

CONSTANT VISUAL SUPERVISION	ON-SITE SUPERVISION	IN-THE-AREA SUPERVISION
<ul style="list-style-type: none"> • Gymnastics - higher-risk moves/skills • Archery • Fencing • Martial Arts • High Risk Activities 	<ul style="list-style-type: none"> • Gymnastics - lower risk skills <p>INITIAL INSTRUCTION/SET-UP</p> <ul style="list-style-type: none"> • Cycling • Fitness Club • Golf • Horseback Riding <p>ACTIVITY</p> <ul style="list-style-type: none"> • Cricket • Bowling • Weight Training (must conform to Policy 709) 	<p>ACTIVITY</p> <ul style="list-style-type: none"> • Cycling <ul style="list-style-type: none"> • refer to Curricular document for ratios • Dance/Rhythmics • Fitness Club • Golf • Horseback Riding • In-Line Skating • Running • Table Tennis

Supervision - Points to Consider

- i) Establish routines, rules of acceptable behaviour and appropriate duties of students at the beginning of the activity and reinforce these throughout the year. Supervisors must sanction students for unsafe play or unacceptable behaviour, and must exercise that responsibility at all times. Refer to Appendix D for more information on student behaviour.
- ii) Students must be made aware of the rules of activities or games. Rules must be strictly enforced and modified to suit the age and physical ability of the participants.
- iii) The student must be informed that facilities must not be used without authorization and supervision.
- iv) When an intramural activity includes large numbers of participants (e.g. a school special event) or more than one higher-risk activity, the ratio of intramural supervisors/volunteers to participants must satisfy safety concerns.
- v) Student teachers must not be the sole supervisors of any activity. (In the area supervision is required.)
- vi) In situations where a supply teacher is responsible for supervising intramurals:
 - 1) Administrators are to address supply teacher comfort level with intramural activity.
 - 2) Administrator/absent intramural supervisor must
 - include the Safety Guidelines sheets for intramural activity,
 - inform supply teacher of the whereabouts of a contact teacher or administrator in case of an emergency,
 - specify restrictions/modifications for students with health or behavioural problems.
 - 3) Teacher assistants, co-op students and other high school students must not be the sole supervisor of any intramural activity. (On-site supervision is required by the responsible teacher.)

SCHOOL-MADE EQUIPMENT

e.g. Land Skis, Bean Bags, Bleach Scoops, Climbing Wall,
Rhythm Sticks (equipment can be made at school by district employees,
adult volunteers and by students who are under direct supervision)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use materials that are in good condition, e.g. unfrayed ropes, smooth boards free of splinters, nothing with sharp edges.</p> <p>Use materials that resemble, as closely as possible, the manufactured item.</p> <p>Use materials that will not endanger children with severe allergies.</p> <p>Homemade equipment is not to be used.</p>	<p>Equipment designed to be worn (e.g. hats, capes, costumes) must not constrict neck or chest areas or put the child at risk.</p>	<p>School-made equipment attached to facility, i.e. wall, and self-supported structures (e.g. outdoor volleyball posts, climbing wall) need to be inspected by a knowledgeable third party to ensure they are secure.</p> <p>See school district policy and procedures related to specifications, installation and inspection of school-made equipment.</p>	<p>Follow instructions on how to build/assemble, if available.</p> <p>If no instructions are available for a school-made structure, describe procedure in writing and keep on file, indicating how and when it was made, and by whom.</p> <p>Test equipment before general use.</p> <p>Repair as necessary. If the piece of equipment changes significantly owing to additional repairs, then discard and replace (e.g. land ski binding needs to be tied around outside of board because hole for rope has become too large, causing rope to slip through).</p>	<p>Inspect equipment every time it is used.</p> <p>Students making equipment at school require on-site supervision.</p> <p>If students are using machinery, e.g. bandsaws, to make equipment, constant visual supervision is required.</p> <p>Student-made equipment must be inspected by a knowledgeable third party to ensure safety.</p>

TRANSPORTING PEOPLE/THINGS

e.g. Human Amoeba, Bed and/or Stretcher Races, Climbing Wall

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Must be suitable to support size and weight of object/person.</p> <p>Can be raised and lowered without jeopardizing hand/feet/body of carrier or object/person carried.</p> <p>Must have safety straps/rail or means to prevent person/ thing from falling from anything higher than waist height.</p> <p>Must not constrict person at chest or neck.</p>	<p>No loose clothing.</p> <p>No clothing attachment that cannot be easily released in case of collapse, e.g. belt, shoelaces.</p> <p>Use of footwear must be assessed for each activity.</p>	<p>Space adequate for activity.</p> <p>Spectators in designated area away from activity.</p> <p>Must be a level surface, no obstructions or blind spots.</p> <p>Establish traffic flows to reduce congestion.</p> <p>Protective wall padding placed for activity where needed.</p>	<p>Weight, size of object and distance carried must be appropriate to age and strength of participants.</p> <p>Appropriate limitation on speed of movement.</p> <p>Establish a procedure to stop activity in the case of potential injury, i.e. whistle.</p> <p>All participants must know rules and procedures (e.g. safe lifting, spotting, supporting and lowering techniques) prior to participation (see Appendix G).</p> <p>Prior practice for all participants for lifting people or objects of sizable mass.</p>	<p>Constant visual supervision.</p>

BUILDING WITH BODIES

e.g. Pyramid Building, Human Fence

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>For minimum thickness of mats, see curricular gymnastics.</p> <p>Mats must be under pyramid and extend one body length in all directions.</p>	<p>Soft shoes, socks or bare feet for standing pyramids.</p>	<p>Ensure that lying and kneeling pyramids are away from walls.</p> <p>Do not build pyramid near entrances, exits, or stages.</p>	<p>Set maximum number of participants and maximum height allowed, depending on size, age and skill of participants.</p> <p>Instruction must include how to assemble and how to disassemble.</p> <p>Weight and size of participants determine placement in pyramid; i.e. larger students are part of the base.</p> <p>Pyramid building must be the only activity in the space.</p>	<p>Constant visual supervision during instruction and first attempt; on-site supervision thereafter.</p> <p>Constant visual supervision for standing pyramids.</p> <p>On-site supervision for kneeling and lying pyramids.</p>

TARGETS - HUMAN

e.g. Dodgeball and Variations, Human Bowling, Tag Games

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use soft objects, e.g. foam balls, sponges, nerf-type balls, beach balls, elephant skin balls, crumpled newspaper balls, utility balls.</p> <p>No under-inflated balls.</p> <p>No bean bags, or hard flying discs, e.g. frisbees.</p>	<p>No jewellery is to be worn.</p>	<p>Playing area must be free from obstruction, e.g. desks, chairs and other furniture/equipment around the perimeter.</p>	<p>Target area must be restricted appropriately.</p> <p>Students who are targets must remain upright.</p>	<p>Constant visual supervision.</p>

TARGETS - OTHER TARGET GAMES/ACTIVITIES

e.g. Throwing for Accuracy, Frisbee Golf

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p style="text-align: center;">Archery is not included in this section. See High School Curricular Section.</p>		<p>Targets must be situated away from spectators and other participants. Participants must have room to propel object toward target without hitting a bystander.</p>	<p>Establish procedures to reduce risk to other participants/spectators; e.g. restrict access to target area.</p> <p>Establish a process for safe retrieval of propelled objects.</p>	<p>On-site supervision.</p>

FOOD/WATER ACTIVITIES

Check School/District Policy on these activities.

e.g. Jello/Pie Eating, Spray Activities, Water Balloons, Sponge Toss, Dunk Tanks

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Equipment used with food/water must be</p> <ul style="list-style-type: none"> resistant to deterioration when wet, or waterproof, e.g. tables, chairs, floors; protected from water/food where necessary; thoroughly cleaned and rinsed before use. <p>Electrical equipment, e.g. timer, must have CSA approved ground fault system.</p> <p>Sliding surfaces must be smooth and clean, e.g. mats, plastic slides.</p> <p>Use water spray bottles or low pressure water device.</p>	<p>Must be able to get wet and not increase risk of injury, e.g. no wet sweat pants that can cause participant to trip.</p> <p>Use footwear that will enhance good traction.</p>	<p>Food must be served from sanitary surfaces.</p> <p>If the amount of water is excessive, activity must be held outside to avoid risk of injury to spectators.</p> <p>Facility must be able to be cleaned before and after event to prevent spread of germs.</p> <p>Provide support, e.g. standby personnel, to clean/mop any hazardous spills.</p>	<p>Set procedures and rules for safe play.</p> <p>Activities requiring eating must be stationary.</p> <p>Ingredients of all food/material must be clearly identified in order to address allergy concerns, e.g. latex balloons.</p> <p>Water or food on floor/ground surfaces decreases traction. Enhance traction where appropriate, e.g. rubberized mats on potentially wet surfaces.</p> <p>If footing is supposed to be slippery, an adequate landing surface must be padded or soft.</p> <p>Avoid extreme water temperatures.</p> <p>Do not allow glass containers.</p> <p>If activities promote wet bodies, special care must be taken to prevent collision.</p> <p>If there is to be throwing of wet sponges at people or propelling of water from a pressure device, eye protection must be provided.</p> <p>Overeating or undereating activities must be avoided (e.g. starvathons).</p>	<p>Constant visual supervision for all such activities.</p>

RELAY/CHASING GAMES

e.g. Capture the Flag; Crows and Cranes; Tag

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Equipment must not have sharp or dangerous edges.</p>	<p>Appropriate footwear for each activity.</p>	<p>Adequate space for all participants.</p> <p>Turning points and finish lines must be a safe distance away from walls and equipment, trees, posts, natural hazards, and holes.</p> <p>Games that take place over large areas, e.g. Survival, require instructor to set and communicate definite boundary lines.</p> <p>Supervisor must do a safety check walk-through in order to identify potential hazards. Students must be made aware of hazards and approach with caution.</p> <p>All running tracks must be inspected annually and maintained as necessary.</p> <p>Playing area must provide safe footing.</p>	<p>For shuttle relays, all participants must have their own lane.</p> <p>Be aware of increased risk with oversized apparel or tying legs together.</p> <p>No blindfold relays.</p> <p>No running backward relays.</p> <p>Walls, stages or fences must not be used as finish lines or safe zones.</p> <p>Safe zones must be clearly delineated.</p> <p>There must be a procedure established to stop chasing games.</p>	<p>On-site supervision for relays.</p> <p>In-the-area supervision for chasing games.</p>

New  Brunswick

PHYSICAL EDUCATION



Safety Guidelines

Module 5

Appendices

840570



SAMPLE LETTER TO PARENTS/GUARDIANS:

Dear Parent/Guardian:

Regular physical activity is essential for normal, healthy growth and development. Growing bones and muscles require not only good nutrition, but also the stimulation of vigorous physical activity to increase the strength and skills necessary for a physically active lifestyle. Active participation in games, dance and gymnastics provides opportunities for students to discover and trust themselves and gain the confidence necessary to play and work co-operatively and competitively with their peers. Physical education programs at both the curricular and co-curricular level provide opportunities for students to experience the fitness feeling and help them understand and make decisions regarding personal fitness and the value of physical activity in their daily lives.

Individual schools should highlight various curricular Physical Education topics and identify unique programs which take students into the immediate community; for example, n-class cross-country running and skating are important components of the physical education program (this does not include activities such as downhill skiing which are bus trips requiring parent/guardian consent forms). Please be advised that these activities will take your child off the school grounds. Supervision will be provided. Schools should identify examples of intramural activities which may be offered to students during the school year.

ELEMENTS OF RISK NOTICE

The risk of injury exists in every athletic activity. However, owing to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains and strains to more serious injuries. The safety and well being of students is a prime concern, and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in physical activity.

It is important that your child participate safely and comfortably in the physical education program. In your child's best interests, we recommend the following:

- a) An annual medical examination.
- b) Appropriate attire for safe participation, as prescribed by the teacher. Hanging jewellery must not be worn. Jewellery which cannot be removed and which presents a safety concern must be taped.
- c) The use of an eyeglass strap and/or shatterproof lens if your child wears glasses which cannot be removed during physical education classes.
- d) The wearing of sun protection for all outdoor activities.
- e) Safety inspection at home of any equipment brought to school for class use, e.g. skis, skates, helmets.

Please complete the attached Medical Information Form and have your child return it to his/her teacher. If further information is needed, please contact the school.

MEDICAL INFORMATION FORM

Name of Student _____ Grade _____
 Teacher _____

I would like to inform the school about these facts pertaining to my child's physical/medical condition related to his/her participation in Physical Education Curricular and Intramural Programs.

1. Please indicate if your son/daughter/ward has been subject to any of the following and provide pertinent details: epilepsy, diabetes, orthopedic problems, heart disorders, asthma, allergies. _____
 head or back conditions or injuries (in the past two years): _____
 arthritis or rheumatism; chronic nosebleeds; dizziness; fainting; headaches; dislocated shoulder; hernia; swollen, hypermobile or painful joints; trick or lock knee: _____
2. Is there already a "Student Care Plan" (Policy 704) registered with the school? Yes _____ No _____
3. What medication(s) should the participant have on hand during the sport activity? _____
 Who should administer the medication? _____
4. Does your son/daughter/ward wear a medical-alert bracelet _____ neck chain _____ or carry a medical-alert card? _____
 If yes, please specify what is written on it: _____
5. Does your son/daughter/ward wear eyeglasses? _____ contact lenses? _____
6. Any other relevant medical condition that will require modification of the program: _____

In signing this form, I acknowledge the element of risk information noted above. Student Signature: _____

Date: _____

Parent/Guardian Signature: _____ Date: _____

PLEASE NOTE: The information provided on this form will be treated confidentially. In keeping with the principles of the Protection of Personal Information Act, it will be used in relation to educational programming and/or the provision of medical assistance to the named student, as appropriate. Any questions with respect to this information should be directed to your school principal.

APPENDIX B

Kit contents need to be checked and replaced as necessary.

In-School Kit Contents

The following are first-aid kit contents that are to be included in a first-aid station accessible to the gymnasium.

a. scissors

- 1 pair of universal scissors
- 1 splinter tweezers

b. bandages/dressings/tape

- 48 adhesive bandages, individually wrapped
- 2 rolls of adhesive tape, 1.5" wide
- 12 rolls of 1" gauze bandage
- 48 sterile gauze pads, 3" x 3"
- 8 rolls of 2" gauze bandage
- 8 rolls of 4" gauze bandage, individually wrapped
- 6 sterile surgical pads suitable for pressure dressings, individually wrapped
- 12 triangular bandages
- splints of assorted sizes
- 2 rolls of splint padding
- 6 sterile strips (butterfly wound closures)

c. ice

- 1 rubber ice bag or plastic bags and access to ice or frozen gel pack

d. other

- 1 St. John Ambulance emergency first-aid book (small)
- 15 antiseptic towelettes
- 24 safety pins (small and large)
- a quarter and emergency telephone numbers (taped to the inside of the box cover)
- 1 basin, preferably stainless steel
- 6 pairs disposable gloves
- 2 tensors 2"
- 2 tensors 4"
- 1 blanket accessible

Reference: Worker's Compensation Board Sheridan College Risk Management Program

FIRST-AID KIT CONTENTS

Sample Portable Off-Site Kit Contents

a. scissors

- 1 pair universal scissors
- 1 splinter tweezers

b. bandages/dressings/tape

- 12 adhesive bandages
- 1 roll adhesive tape, 1.5" x 5 yd.
- 1 roll gauze bandage, 2' x 5 yd.
- 3 sterile gauze pads, 3" x 3"
- 2 triangular bandages
- 1 sterile surgical pad suitable for pressure dressing, individually wrapped
- 3 sterile strips (butterfly wound closures)

c. ice

- 1 ziplock bag for ice (9" x 12") and access to ice
- 2 "instant cold packs"

d. other

- 5 antiseptic towelettes
- 1 pocket first-aid manual
- 1 tensor bandage 2"
- 1 tensor bandage 4"
- 2 pairs disposable gloves
- a quarter and emergency telephone numbers

Reference: Sports Injury Prevention and Care Program

INJURY MANAGEMENT PLAN

Given that there is an element of risk in all physical activity, an encounter with an injury is highly possible. In recognition of this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the Injury Management Plan is getting the professional care to the injured student as quickly as possible. For that to happen efficiently and effectively, you must be prepared with an Injury Management Plan. The following is a sample.

SAMPLE INJURY MANAGEMENT PLAN

You should know the following information:

- 1) location and access to the first-aid kit
- 2) location and access to a telephone
- 3) telephone number of ambulance and hospital (school's office if in a rural area)
- 4) directions and best access routes to hospital
- 5) the whereabouts of a suitable and available means of transportation

When an injury occurs, do as follows:

- 1) Initially, when coming in contact with the injured student, take control and assess the situation. Exercise universal precautions related to blood/body fluids (see Appendix I).
- 2) Keep in mind the cardinal rule of injury care:

DO NOT MOVE THE INJURED STUDENT.

IF A STUDENT CANNOT START A MOVEMENT BY HIMSELF/HERSELF, DO NOT MOVE THE BODY PART FOR HIM/HER.

- 3) Instruct any bystanders not to touch the injured student.
- 4) Do not remove student's equipment if there is a risk of further injury.

APPENDIX C

continued

- 5) Evaluate the injury. Once you have assessed the severity of the injury, decide whether or not further assistance is required.
- 6) If an ambulance is not needed, then decide what action is to be taken to remove the injured student from the playing surface.
- 7) If an ambulance is required:
 - a) Request assistance from another person (teacher/administrator/parent).
 - b) Have this person call an ambulance with the following information:
 - I. the nature of the emergency
 - II. exact location and closest cross streets
 - III. the telephone number of your location
 - c) Report back to the **in-charge** person and confirm that the call was made and give estimated time of ambulance arrival.
 - d) Go to the access entrance and wait for the ambulance.
- 8) Once the call has been placed, observe the injured student carefully for any change in condition and try to reassure the injured student until professional help arrives.
- 9) Do not be forced into moving the injured student unnecessarily.
- 10) Do not provide the injured student with food or drink, unless otherwise indicated by situation (e.g. diabetes, hypothermia, dehydration).
- 11) Stay calm. Speak reassuringly.
- 12) When ambulance attendants arrive, describe what happened, how it happened and what has been done. Inform them about any related medical problems or past injuries of the participant, if known.
- 13) The **in-charge person or a designated adult** must accompany the injured student to hospital to help reassure him/her and give the relevant medical history and injury circumstances to the physician.
- 14) **The parents/guardians of the injured student must be contacted** as soon as possible after the injury.
- 15) Complete an accident/incident report and file with appropriate district official and school administrator.
- 16) Establish emergency communication procedures for off-site or after-school outdoors activities; e.g. cellular phone.

STUDENTS' RESPONSIBILITIES

Students should learn to behave in ways that show respect for the safety and well-being of both themselves and others. The standards of safety are affected by the students' skill and understanding, attitude, physical condition, and pre-activity conditioning.

FROM THE EDUCATION ACT

- 14 (1) It is the duty of a pupil to
- (a) participate in learning opportunities to his or her potential,
 - (b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
 - (c) attend to assigned homework,
 - (d) attend school regularly and punctually,
 - (e) contribute to a safe and positive learning environment,
 - (f) be responsible for his or her conduct at school and while on the way to and from school,
 - (g) respect the rights of others, and
 - (h) comply with all school policies.

Foolhardy behaviour, the use of alcohol, and the non-medical use of drugs must be viewed as safety hazards and must be strictly forbidden at all times.

This prohibition extends to all curricular activities, whether they take place inside school or off school property, e.g. cross-county skiing field trip, in-the-gym basketball activity.

Responsibility for safety in physical education activities should begin to shift from the teacher to the student in keeping with the age and maturity level of the students. Students must understand how to follow safety procedures and why they should do so.

see Policy 703 - Positive Learning Environment

APPENDIX E

SAFETY IN ACTIVITY ROOMS

(non-gymnasiums used for physical activities, e.g. concourse, church hall, empty classroom, school basement, etc.)

The following is recommended to optimize safety when using an activity room for physical education instruction:

- 1) An activity room is best suited for activities which have a controlled amount of activity, e.g. aerobics, mat work, fitness stations, skipping, wrestling, dance, bean bag activities, chair activities. Avoid ball throwing for distance, dodgeball-type games and games which are action packed and go end to end (e.g. tag, soccer, floor hockey).
- 2) In game activities, implement the rule, “no body contact.”
- 3) Limit the number of participants in an activity room for physical education classes, in order that safety standards are not jeopardized.
- 4) If the activity room is in an open area, student traffic should go around, not through, the class.
- 5) Structure drills to provide as much organization as possible.
- 6) Caution students not to throw objects against the ceiling, thereby knocking down tiles, dust, lights, etc.
- 7) Try to keep activity away from drinking fountains, stage steps, trophy cases, etc. Centre all activities to allow for a “safety zone” of at least one metre around the perimeter. Mark out area, if possible, with cones.
- 8) Precautions are needed to guard against doors opening into the playing area.
- 9) Do not allow students to be involved in an activity that requires constant visual supervision or on-site supervision while the teacher goes to the gym or to a storage area to get equipment.
- 10) Check to ensure floor surface is conducive to activity (e.g. not slippery from water or dirt) and equipment/furniture is not in the way of activity.

APPENDIX F

SAMPLE SAFETY CHECKLIST GYMNASIUM FACILITIES

Each school is to develop a procedure for regular inspection with appropriate follow-up. This form could be used.

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected By _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
GYMNASIUM SPACE			
• adequately ventilated			
• free of "stored" furniture/boxes/equipment along perimeter walls and corners			
FLOORS			
• clean and dry			
• provide for safe foot traction			
• clear of objects which may cause tripping/slipping			
• floor sockets covered and flush with floor			
• floor plates secure in floor, hooks and plate in good condition and flush with floor			
ENTRANCES/EXITS			
• free of obstructions			
• no doorknobs, protruding handles on gym side of door			
• doors open away from gym area			
STAIRS			
• clear of obstacles			
• stair treads in good condition			
• railings secure			
• free of protruding nails, cracks or splinters			
CEILING			
• adequate lighting			
• tiles and meshings on lights secure			
WALLS			
• all outlets, switches, registers, etc. that pose an unreasonable hazard must be padded or flush with wall surface			
• free of protruding hooks, nails, etc.			

APPENDIX F
continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
BASKETBALL BACKSTOP			
• backboards in good condition			
• cable and attachments from backboard to wall secure			
• rims secure and straight			
• Velcro strips on walls behind backboards in good condition to hold mats			
• winch not located directly below a wall-mounted backboard			
CHINNING BARS			
• secure attachment to wall			
• adjustable parts in good condition			
PEG BOARDS			
• secure attachment to wall			
• peg holes and pegs in good condition			
FOLDING CLIMBERS			
• secure to wall			
• cables, pulleys, lock pins, clamps in good condition			
• dowels, parallel bars, ladders free from cracks and splinters			
STORAGE ROOM			
• floor clean and centre area clear of equipment			
• equipment stored on designated shelves			
• volleyball poles secured to wall when stored standing up, to prevent falling			
EMERGENCY EQUIPMENT			
• first-aid kit fully stocked and accessible			
• emergency phone numbers posted			
• access to phone/office via P.A. System			
• emergency EXIT lights/signs working			
BENCHES			
• top and supports free from cracks and splinters			
• bolts and screws secure			

APPENDIX F continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
CLIMBING ROPES/CLIMBING STILL RINGS			
• secure attachment to ceiling			
• ropes free from splinters, fraying			
• rings secured to ceiling support			
• parallel bars			
• high bar attachments			
CLIMBING ROPES/CLIMBING STILL RINGS			
•			
•			
•			
•			

APPENDIX F
continued

SAMPLE SAFETY CHECKLIST GYMNASIUM EQUIPMENT

Each school is to develop a procedure for regular inspection with appropriate follow-up. This form could be used.

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected By _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
VOLLEYBALL POSTS • hooks, pulleys and ratchet in good condition • poles secured to wall when stored standing up (to prevent falling)			
VOLLEYBALL NET • free of exposed wires along top and frayed wires along poles • free of tears/holes			
BADMINTON • rackets usable, no splinters			
HIGH JUMP • standards, base attachments and uprights in good condition • portable pit cover free of tears • portable pit foam in good condition • crossbars taped and free of cracks/splinters			
MATS • covers free of tears/wearing • foam in good condition • Velcro fasteners continue to stick			
SCOOTER BOARDS • wheels secure • free of cracks, broken edges			

APPENDIX F

continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
BALL CARRIERS			
• casters working well			
• no sharp edges			
SOFTBALL			
• wooden/metal bats uncracked with a good grip end to prevent slippage			
GYMNASTICS - VAULTING BOX (BOX HORSE)			
• pad and cover free from tears/wearing			
• sufficient padding to absorb impact			
• inner post solid			
• free of cracks/splinters			
• nuts/bolts/screws tight			
BEAT BOARDS			
• free of splinters, broken tops/legs			
• springs in good condition			
• floor protection pads in good condition			
HOOPS			
• breakaway rims must conform to CSA Standard			
• no cracks/bends			
BALL HOCKEY/FLOOR HOCKEY			
• goals have welds and frames in good condition			
• wooden floor hockey sticks free of splinters			
• plastic ball hockey sticks free of cracks or broken edges/ends			
• stick blades secure to shaft			
CLIMBING ROPES/CLIMBING STILL RINGS			
• secure attachment to ceiling			
• ropes free from splinters, fraying			
• rings secured to ceiling support			
• parallel bars			
• high bar attachments			
OTHER			
•			

**APPENDIX F
continued**

SAMPLE SAFETY CHECKLIST OUTSIDE FACILITIES

Each school is to develop a procedure for regular inspection with appropriate follow-up. This form could be used.

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected By _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
WALKING AND PLAYING SURFACES			
• asphalt areas - level and free of holes/broken asphalt			
• grass and dirt areas - free of holes/ruts			
• clear of broken glass, cans, rocks, animal feces, etc.			
• free of drainage problems			
• clear of trip hazards (exposed footings, roots or other environmental obstacles)			
STAIRS			
• clear of obstacles			
• stair treads in good condition			
• railings secure			
• wooden sections free of protruding nails, cracks or splinters			
BEE NESTS			
• free of nests			
METAL FENCING			
• clips and attachments safely secure			
• fencing tight and secure to frame			
• no holes in fence or at ground level			
• anchors to ground stable, in good condition and safely covered			
• posts corrosion-free			
BENCHES/BLEACHERS			
• free of protruding nails, splinters, cracked or rotted wood			
• anchors to ground in good condition and safely covered			
SOFTBALL BACKSTOP			
• fencing, clips and attachments safely secure			
• fencing tight and secure to frame			

APPENDIX F
continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
SOFTBALL BACKSTOP – continued			
• no holes in fence or at ground level			
• anchors to ground stable, in good condition and safely covered			
• posts corrosion-free			
SOFTBALL PLAYING SURFACE			
• level ground with good drainage			
• free of holes/ruts/trash/animal feces			
GOALS (Soccer, Football, Rugby, etc.)			
• framework free from protruding hooks			
• anchors to ground stable, in good condition and safely covered			
• posts corrosion-free			
PLAYING SURFACES (Soccer, Football, Rugby, etc.)			
• level ground with good drainage			
• free of holes/ruts/trash/animal feces			
BASKETBALL BACKSTOPS			
• backboards in good condition			
• rims secure and straight			
• pole anchors stable, in good condition and safely covered			
• poles corrosion-free			
BASKETBALL PLAYING SURFACE			
• level playing surface, good drainage			
• free of holes/ruts/trash/animal feces			
POTENTIAL HAZARDS ON SCHOOLYARD			
• trees, exposed roots, posts, streams and other environmental hazards			
• hazards identified to all staff and students			
• warning signs and barriers where needed			
• rules for safe play around hazards is communicated to all students			
OTHER - LIST			
•			
•			
•			

APPENDIX G

LIFTING, LOWERING, TRANSPORTING, SUPPORTING AND SPOTTING TECHNIQUES

Prior to introducing an intramural activity involving any of the above movements, intramural supervisors need to be sure that students have instruction in proper lifting, supporting, transporting, lowering and spotting techniques. If the intramural supervisor is not comfortable with students using these skills, then these activities are not to be done.

SPOTTING

Responsibilities vary with the age, strength, maturity level and experience of the student.

High School students can do

- 1) non-contact spotting, e.g. keeping activity area clear, providing verbal cues, checking placement and stability of equipment;
- 2) contact spotting, e.g. helping peers maintain balance on the floor and on all types of equipment;
- 3) spotting of free weights.

LIFTING/LOWERING

The following are proper lifting/lowering techniques:

- back straight
- knees are bent
- hands are close to body
- lift straight up
- no twisting of the trunk
- keep object centred with body
- lift only weight-appropriate objects/people

Where more than one person lifts/lowers another person or object, the base of support must be secure; e.g. hand securely grips another's forearm when lifting a peer.

The person being lifted/lowered must be moved using appropriate body parts, e.g. upper limbs. All persons involved in the activity must be comfortable with their roles.

TRANSPORTING

When transporting with hands and arms, weight of object/person needs to be centrally distributed and in front of the carrier. When transporting someone on your back, refer to the proper lifting techniques mentioned above. Knees must never be in the locked position.

Do not carry students by the neck.

The person being transported must not hold onto the neck; e.g. piggyback with legs wrapped around transporter's waist and arms around transporter's shoulders.

No transporting students with use of shoulders only (with the exception of a pool).

No transporting a person in the inverted position, exception wheel-barrow race.

SUPPORTING

Never support an object or person, using the neck, head, or lower back. Use hips and shoulders for supporting others.

Ensure that the base of support is securely established.

APPENDIX H

SAFETY IN WEIGHT TRAINING ROOMS/FITNESS CENTRES

Policy 709 must be followed.

Please see High School: Curricular Physical Education Safety Guidelines for Aerobics and Weight Training.

Qualifications for using the weight room

1. Students must be instructed in proper lifting techniques/use and safety procedures either in physical education class or a training session developed by staff with expertise. This needs to be reviewed as needed.
2. Students must be made aware of inherent risks specific to weight training and/or fitness centre activities. Students and parents need to sign a consent form prior to the student's participation in a training session and/or use of weight room/fitness centres (see Appendix A).
3. Students must have an identifiable pass/tag to enter weight training area and sign in and out of the area.
4. Only students training are allowed in the room. No spectators are allowed.

Supervision

A supervising teacher must be in the area.

Weight rooms/fitness centres require an on-site monitor. Monitors may be instructional assistants, educational assistants, retired teachers, parents, co-op students, teacher candidates and trained senior students. Monitors of the weight rooms/fitness centres have these duties:

1. Check passes/tags of all students who enter weight room.
2. Open and lock weight room, using procedure established by the school.
3. Encourage students to follow posted rules and procedures.
4. Bring problems to supervising teacher as soon as possible.
5. Make sure the room is left in proper order.

Additional Rules

1. Procedures need to be established so that the facility and equipment are inspected daily and repairs are made.
2. Any violation of rules may result in some form of sanction being applied; e.g. suspension or loss of pass/tag, suspension from school, closure of weight room.
3. A minimum of two people must be in the weight room at any time.

UNIVERSAL PRECAUTIONS RE BLOOD AND BODILY FLUIDS

- Use impermeable gloves (e.g. latex or vinyl) if blood or body fluids containing visible blood are anticipated.
- Stop the bleeding, cover the wound and change the uniform if contaminated with excessive amounts of blood.
- Wash hands and skin after contact with blood.
- Clean any surfaces or equipment with appropriate disinfectant, and clean clothes or skin with soap and water or an appropriate antiseptic.
- Use proper disposal procedures for contaminated clothing and equipment.
- Use a ventilation device for emergency resuscitation.
- Avoid direct contact with patient if you have an open skin condition.
- Follow accepted guidelines for control of bleeding, and for any body fluids containing visible blood.
- Encourage all participants to use individual water bottles.
- A bleeding student must cease activity until the wound has been adequately covered.

New  Brunswick

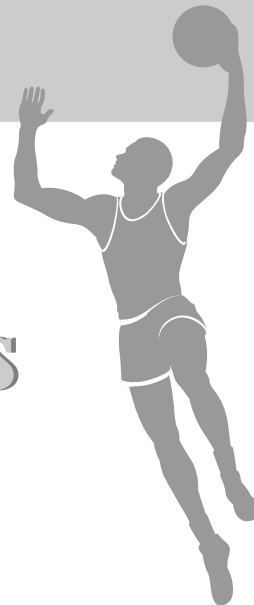
PHYSICAL EDUCATION



Safety Guidelines

Module 6

High School
Interschool Athletics
Guidelines



2002

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ACKNOWLEDGMENTS

This document is an adaptation of the guidelines produced by the Ontario Physical and Health Education Association (OPHEA), a not-for-profit incorporated organization, in partnership with the Ontario School Boards' Insurance Exchange (OSBIE), the Ontario Association for the Supervision of Physical and Health Education (OASPHE), the Canadian Intramural Recreation Association - Ontario (CIRA), and the Ontario Federation of School Athletic Associations (OFSAA). The Guidelines are, to the best of the Department of Education's knowledge, based upon the most current knowledge and experience available in Canada. However, implementation of safety guidelines should in all cases be preceded by a close review of these guidelines. Appropriate modification on the part of each school should be conducted in order to meet the specific requirements and circumstances of their respective facilities and programs. Neither the Department of Education nor OPHEA accept any responsibility for the implementation or customization of these guidelines.

We would like to thank the following people who contributed to the adaptation of this manual to reflect the needs of New Brunswick's Education system. The core group comprised

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PHYSICAL EDUCATION HIGH SCHOOL SAFETY GUIDELINES

INTENT OF THE PROVINCIAL SAFETY GUIDELINES FOR INTERSCHOOL ATHLETIC PROGRAMS

The primary responsibility for the care and safety of students rests with the school district and its employees. An important aspect in fulfilling this role is to recognize that there is an element of risk in all physical activity and to take action accordingly. To this end, foreseeable risks have been identified and analysed. This guideline includes procedures that help minimize, to the greatest extent possible, the risk of a preventable accident or injury. A guideline alone does not eliminate risk, regardless of how well it is written or how effectively it is implemented. Safety awareness practised by the teacher/coach that is based on up-to-date information and common-sense observation, action and foresight is the key to safe programming. The intent of the Provincial Safety Guidelines is to focus teachers'/coach's attention on safe instructional practices for each class activity, in order to minimize the inherent element of risk. By implementing safe instructional practices such as the use of logical teaching progressions, as well as the inclusion of age- appropriate activities in program preparations, planning and daily teaching, the educator will guard against foreseeable risks. It is hoped that, through this implementation process, this document will assist educators in fulfilling their obligation to provide the safest possible environment in which all students, regardless of physical, mental, emotional abilities/challenges or cultural background, can be physically active.

IMPACT AND SCOPE OF THIS DOCUMENT

The document sets out minimum guidelines to be used by coaches and administrators in addressing the safety component of interschool athletics. Interschool athletics is defined as the school-sponsored, competitive sports program which

- usually occurs outside the student's instruction time (see NBIAA Principles "Primacy of Instructional Time" for exceptions),
- involves a selected school team/group,
- involves a competition against other outside teams/groups.

Curricular and intramural activity guidelines can be found in modules 4 and 5 respectively.

NEW BRUNSWICK INTER-SCHOLASTIC ATHLETIC ASSOCIATION

Activities which are officially sanctioned by the NBIAA are indicated with an asterisk. There are Operating Regulations for each of these activities which must be adhered to.

A) GENERIC ISSUES

Please note: Lists of examples in these guidelines are not exclusive.

It should be recognized that there are common safety guidelines which apply to all interschool athletics. Some such commonalities are as follows:

- 1) Prior to the student's first practice, coaches need to be aware of the medical background and physical limitations of their team-tryout members. This includes knowledge of students with heart disorders, asthma, epilepsy, diabetes, severe allergies, etc. Each school needs to develop a process by which this medical information is shared with the coach. The coach must have student athletes' medical information available at all practices and all games (see Appendix A).
- 2) Prior to the first practice, parents need to be made aware of the risks inherent in participation in sport participation and must sign and return an Interschool Athletic Participation Form (see Appendix A).
- 3) Each school must appoint a teacher or administrator who is responsible for the interschool athletic program, to ensure that each coach is familiar with school's/district's coaching philosophy and relevant documents.
- 4) If a student misses a practice/game owing to an injury or illness requiring professional medical attention (e.g. medical doctor, chiropractor, physiotherapist), the coach must receive communication from a medical professional or the student's parent/guardian giving permission to return to play. For sample form, see Appendix B "Request to Resume Athletic Participation."
- 5) Apply your school's plan to deal with accidents in interschool athletics. For details on an injury management plan, see Appendix D.
- 6) An appropriately stocked first-aid kit must be readily accessible. When activities are offered off campus, an appropriate portable first-aid kit must be available. For a sample listing of first-aid items, see Appendix C.
- 7) Universal precautions (e.g. using impermeable gloves) must be followed when dealing with situations involving blood and other bodily fluids (see Appendix K). Coaches must refer to district and other policies that address blood and bodily fluid procedures (e.g. sport governing body and association regulations).
- 8) Before involving students in strenuous outdoor athletics, coaches must take into consideration the temperature of the day, previous training and the length of time the students will be vigorously active.
- 9) At the beginning of the sport season, coaches must instruct students in expected conduct (i.e. in change rooms, when visiting schools, NBIAA Code of Conduct, etc.).
- 10) If students are involved in an interschool sport which is not described in this document, refer to sport governing body guidelines. Determine whether this sport/activity is higher- or lower-risk (see criteria pg. 3 & 4) and establish procedures accordingly.

- 11) The presence of spectators must not present a safety concern.
- 12) Game officials must be knowledgeable about the rules of the sport.
- 13) Encourage athletes to have a student Accident Insurance Policy. Official NBIAA sports (indicated with an asterisk in this document) are covered by the NBIAA Sports Accident Policy and Liability Insurance (with the exception of Ice Hockey - which is covered via C.H.A.).
- 14) Coaches must be aware of and adhere to the school district's transportation policy regarding interschool team travel (district sponsored and private vehicles). Parents/guardians must be informed of the mode of transportation and the student expectations required. (**Reference: Provincial Guidelines Student Council Vehicles, NB Department of Education, Pupil Transportation Branch**).
- 15) Where an incident occurs that increases or could increase the risk of injury, corrective actions must take place to help prevent its recurrence.
- 16) Interschool athletics have been categorized into two areas: higher risk sports and lower-risk sports.

For all sports, these requirements must be met:

- a) It is the responsibility of the HOST school to ensure that first-aid coverage is available throughout the entirety of any higher risk activities or performances (e.g. acrobatic cheerleading).
- b) The minimum requirement for first-aid coverage at a game or practice is the presence of an individual who takes responsibility for providing first-aid to injured athletes.
- c) Coaching expertise for any higher risk sport must be derived from at least one of the following:
 - NCCP Level One Technical in that sport
 - attendance at a clinic or workshop in that sport within the last three years
 - past experience as a player or coach in that sport

Higher-risk sports are those sports which are characterized by:

- a greater potential for injuries with severe consequences
- contact: person to person and person to equipment
- uniqueness of equipment used
- speed of action
- protective equipment used
- type of supervision required
- training required

In higher-risk sports the following additional requirement must be met:

- The coach must document athlete attendance and all practice plans, with reference to progressive development of skills, and attention paid to identified inherent risks of the sport (see Appendix H).

Examples of higher risk sports are listed overleaf.

HIGHER-RISK SPORTS	LOWER RISK-SPORTS	
<p> Archery Broomball (Ice) Cheerleading (Acrobatic) Cycling/Mountain Biking Diving Fencing Field Hockey Football Gymnastics Ice Hockey Lacrosse (Field, Box) Rugby Skiing (Alpine)/Snowboarding Swimming/Synchronized Swimming Track and Field - field events: javelin, shot-put, discus, high jump, pole vault Triathlon Water Polo Weightlifting Wrestling </p>	<p> Badminton Baseball Basketball Bowling Cheerleading (Spirit, Dance) Cricket Cross-Country Running/ Orienteering Cross-Country Skiing Curling Football (Flag, Touch) Golf Handball (Wall) Lawn Bowling Racquetball Rowing Softball/Slo-Pitch Soccer </p>	<p> Squash Table Tennis Team Handball Tennis Track and Field - track events, long jump, triple jump Volleyball </p>

B) SPECIFIC COMPONENTS

1. GUIDELINES

- a) Guidelines for each activity are outlined according to the following critical components:

Equipment Clothing/Footwear Facilities	Special Rules/Instruction Supervision
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- b) These guidelines are mandatory for practices as well as games. Appendices which are samples must be respected but individual school/district forms may be used so long as they cover all aspects.

2. EQUIPMENT (with respect to safety issues and concerns)

- a) When using any equipment that is not described in the document, care must be taken to ensure that it is safe for use (e.g. no sharp edges, sharp corners, cracks, or splinters) and is size-, mass- and strength-appropriate.

- b) All balls must be properly inflated and appropriate to the activity.

c) **Personal Equipment**

- Students and parents must be made aware that equipment brought from home for use in interschool sporting activities must be in safe playing condition (e.g. hockey helmets, racquets, golf clubs, hockey sticks).
- Parents and athletes must be made aware of safety precautions with mouthguards and eyeglasses, including the need for an eyeglass strap and shatterproof lenses for some activities.
- Where sport governing bodies, and/or local/regional /provincial athletic associations require specific personal equipment (e.g. throat protector in hockey), parents/guardians and students will ensure that equipment conforms to recognized standards.
- Where school districts or schools provide protective equipment, all equipment must conform to recognized standards (e.g. CSA-approved hockey helmets, NOCSAE-approved football helmets) and must fit properly.
- Personal equipment must not be altered beyond the adjustments provided for in the original equipment. Any alteration that compromises the protection that the equipment provides (e.g. cutting a portion off the back of mouthguards) destroys the safety certification.
- Student athletes must be informed that they are not to share water bottles.
- Students must be informed that they have a responsibility to report personal equipment problems and defects to the supervising coach.

d) **Non-Personal Equipment**

- All equipment must be checked regularly by the coach to ensure that it is in good working order. Athletes also must be encouraged to report equipment problems to coaches. For more information, see Appendix G.
- Equipment needs to be inspected and maintained on a regular basis by capable and knowledgeable personnel (e.g. inspection company, District Health and Safety Committee) and documentation maintained.
- Coaches must perform a visual check of equipment before each practice or competition and remove or repair broken equipment.
- When borrowing, renting, or lending equipment for practice or competition (e.g. wrestling mats, gymnastic equipment, football helmets), the coach must ensure that equipment conforms to recognized safety standards and that it has been inspected for safety.

3. CLOTHING AND FOOTWEAR

Students must wear appropriate clothing for interschool athletics. Prescribed team uniforms for competition will be designated by the local sports governing association. Devices used to tie back long hair must not present a safety concern.

Hanging jewellery must not be worn. Jewellery which cannot be removed and which presents a safety concern (e.g. medical alert identification, religious/cultural jewellery) must be taped or covered. Deviations from these guidelines are listed on activity pages.

4. FACILITIES

- a) To provide a safe environment for interschool athletics, the coach/convenor must make a pre-activity check of the facilities to be used. This could be done visually or recorded on a check list (see Appendix G). Hazards as a factor in the activity must be identified and removed. Potentially dangerous and immovable objects (e.g. goalposts, protruding stage, bleachers) must be brought to the attention of students, other coaches, officials, etc. Students also must be encouraged to report facility problems to the coach. For more information on the role of the student in safety, see Appendix E.
- b) For all indoor activities, walls and stages must not be used as turning points or finish lines. A line or pylon could be designated in advance of the wall or stage. Foreseeable risks must be identified, and precautions taken to minimize risks. For safety precautions when using non-gymnasium areas, see Appendix E.
- c) Equipment/furniture which presents a risk to the student must not be stored around the perimeter of the area in use for interschool athletics. A reasonable number of benches, as well as mats secured to the wall, are exceptions to this statement.
- d) A formal safety inspection and written status report of all interschool facilities and major equipment must be done on a regular basis by a reputable third party.
- e) There must be a designated safe area for spectators.

- f) A telephone or other suitable means of communication must be available for all activities/locations.
- g) Playing fields must be free from hazardous holes, glass and rocks. Severely uneven surfaces must be brought to the attention of the students, the principal and municipality (where appropriate) and modifications made, if necessary. There must be sufficient turf for proper traction and impact absorption (e.g. rugby, football). Other facilities that are used (e.g. pools, arenas.) must conform to safety standards and be free from hazards. Concerns about potentially dangerous situations must be reported to appropriate authorities.

5. SPECIAL RULES/INSTRUCTIONS

- a) The skills of an interschool sport must be taught in proper progression prior to participation.
- b) Prior to teaching skills of the sport, the coach has a duty to
 - outline the inherent risks involved in the activity,
 - demonstrate how to minimize the risks, and
 - set procedures and rules for safe participation.
- c) Fitness development appropriate to the level of competition must be addressed.
- d) Students must be made aware of ways to protect themselves from high levels of UV rays.
- e) Students must receive instruction on safety procedures related to severe weather conditions (i.e. lightning).
- f) Adequate liquid replacement must be accessible for student athletes during practice and competition.

6. SUPERVISION

- a) **Definition of Supervision:** Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment and activities have inherent risks, but the more effectively they are supervised, the safer they become.
- b) **Definition of a Coach:** A coach can be any individual approved by the principal or designate (see Appendix I). Any coach who is not a teacher or administrator employed by the district or an individual with teaching certification approved by the principal (e.g. retired teacher, teacher not under contract) must
 - conform to Policy 701,
 - complete the application form for outside coaches (see Appendix J),
 - be interviewed and approved by the principal or designate (see Appendix J), and
 - become familiar with relevant school and district policies and procedures provided by the principal or designate.

- c) **Role of Coach Liaison:** The Principal or designate is to appoint a coach liaison who is a teacher or administrator employed by the district for every coach who is not a teacher or administrator employed by that district. The level of support will be commensurate with the expertise and qualifications of the coach and will be determined by the Principal or designate. The coach liaison will be:
- clearly identified and available to the student athletes as the primary contact with the school
 - available to be a first point of contact regarding all issues arising from the coach, the student athletes and others
 - responsible for attending practices and games from time to time and/or being on-site and available to students, for example, in the staff room or classroom (see above paragraph concerning level of support) on a regular basis
 - responsible to attend games and practices without prior announcement on an occasional or “as needed” basis
- d) For higher-risk sport, coaches must meet specific sport coaching qualifications (see individual sport pages).
- e) **Supervision by the Coach:** Any use of a facility must be supervised. This guideline has designated three categories of supervision by the coach: **Constant visual, On-site,** and **In-the-area.** The categories are based on the principles of general and specific supervision which take into consideration the risk level of the activity, the participants’ skill level and the participants’ maturity.
- f) **Categories of Supervision:** In the category of supervision, “**Constant visual**” supervision means that the coach is physically present, watching the activity in question. Only one activity requiring “**Constant visual**” supervision can take place while other activities are going on. “**On-site**” supervision entails coach presence but not necessarily constantly viewing one specific activity. For “**In-the-area**” supervision, the coach must be **readily accessible** and at least one of the following criteria must be in place:
- Coach is circulating.
 - Location of coach is known.
 - Coach is visible.

Example: During a track and field practice, some students are involved in high jump, some in relay, while others are involved in distance running.

Constant Visual supervision - High Jump (initial instruction) - Coach is at the event and is observing activity.

On-site supervision - Relay - Students are participating on the track/field and can be seen by the coach.

In-the-area supervision - Distance Running - Students are running a prescribed route through the school neighbourhood.

g) Supervision - Points to Consider

- i) Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place - for example:
 - locked doors;
 - signs on doors indicating that students are not to use the gym unless supervised; and
 - staff scheduled and present in an adjoining physical education office, in order to see students who might enter the gym unauthorized.
- ii) Level of supervision must be commensurate with the inherent risk of the sport and the maturity of the athletes.
- iii) Establish routines, rules of acceptable behaviour and appropriate duties of students at the beginning of the sport season and reinforce these throughout the season. Coaches must sanction students for unsafe play or unacceptable behaviour, and must exercise that responsibility at all times. Refer to Appendices E and L for more information on student behaviour.
- iv) Rules of the sport must be taught and strictly enforced.
- v) In situations where a supply teacher or other teacher is asked to coach a practice or game the following must occur:
 - teacher competence level with sport activity must be addressed;
 - absent coach or administrator or designate must provide the Safety Guidelines page(s) for interschool sport activity;
 - absent coach must specify restrictions/modifications for students with health or behavioural problems.
- vi) When an interschool sport includes large numbers of participants (e.g. a school cross-country team), the ratio of coaches to participants must satisfy safety concerns.
- vii) A school is responsible for supervising its own spectators. The ratio of supervisor to spectator must address safety concerns.
- viii) Sport convenors must address the issue of event security.
- ix) When an interschool sport includes several higher risk activities (e.g. track and field), the ratio of coaches to participants must satisfy safety concerns.

7. COACHING QUALIFICATIONS

Coach in charge must

- a) review local guidelines for the sport and attend appropriate clinics and coaches' meetings,
- b) be encouraged to complete Level 1 Theory and Technical of the National Coaching Certification Program (NCCP) or equivalent in the sport which he/she is coaching,
- c) be encouraged to attend a basic first-aid course, and
- d) adhere to coaching qualifications for higher risk sports (see individual sport pages).

8. COACH'S ROLE AND RESPONSIBILITIES

- a) The coach must work with student athletes in a professional manner that emphasizes respect, fair play and skill improvement.
- b) It is the coach's responsibility to be knowledgeable of the rules and the skills necessary for the students to play the game safely.
- c) The coach is to be familiar with the contents of
 - the District's Risk Management Policy and Administrative Procedures for Interschool Sports;
 - the District's Transportation Policy;
 - competition, playing regulations and constitution by-laws;
 - Appendix M of this document.
- d) Ensure that the **Interschool Athletic Participation Form** (see Appendix A) has been completed by parent/guardian and has been returned **prior** to the student's participation in the **first practice. Coaches must have access to the forms at ALL practices and games.**
- e) Coaches must provide a suitable level of competition, according to skill, size, age and conditioning of the athlete. Coaches must examine the intensity and frequency of drills, practices, and games in order not to put the student at risk (e.g. excessive repetition of a heading or hitting skill).
- f) When there has been an interruption to a competitive season of more than two weeks, coaches must provide appropriate practice time before competition may resume.
- g) Inform participants in writing or verbally of the times and locations of practices and games.
- h) Early in the season, clearly establish expectations and general conduct for practices and games. Involve players in formulating behavioural guidelines, fostering player discipline and self-control to minimize risk and promote fair and safe play (refer to Appendix L, NBIAA Fair Play Code for Athletes, NBIAA Fair Play Code for Coaches).
- i) Game
 - Officials must be treated with respect. Officials' decisions are final (e.g. question officials' decisions through proper procedures).
 - It is the responsibility of the coaches to control their teams and instruct their players to participate in a safe manner, according to the rules of the game.
 - Visiting coaches are responsible for their teams' behaviour and the behaviour of volunteer drivers who represent their school.
 - Coaches must be aware of School's Coaching Handbook and Local Association Coaches' Code of Behaviour.
- j) **Supervision**
 - Participants must be appropriately supervised during all phases of the activity: practices, warm-up, competition, breaks.
 - For all sports, where the coach is not of the same sex as the athlete(s), is where the athlete(s) is/are required or might be required to stay overnight, a supervising adult of the same sex as the athletes(s), as approved by the principal of the school, must be present and available at the accommodation site for the duration of their stay in the accommodation.

- k) For higher-risk sports, the coach must document athlete attendance and all practice plans, with reference to progressive development of skills, with attention paid to identified inherent risks of the sport (see Appendix H “Sample Coaches’ Planner”).
- l) Before each practice or game, the coach must visually inspect facilities and playing surfaces to ensure that they meet safety guidelines; the coach must not allow participation if he/she is not satisfied that the facilities or playing surface is safe.

9. PLAYER’S ROLE AND RESPONSIBILITIES

- a) All participants are expected to abide by the established behavioural guidelines.
- b) All participants must be encouraged to report all injuries to the coach.

ARCHERY

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>All equipment must be regularly checked for defects.</p> <p>Arm guards and finger tabs must be made available to students.</p> <p>Bow length and weight must correspond to the height and strength of the participant and be appropriate for range distance. An equal number of appropriate-length arrows must be given to each participant.</p> <p>Appropriate targets.</p> <p>No crossbows.</p> <p>Floor or back quivers need to be used.</p>	<p>No jewellery.</p> <p>Close-fitting clothes on the upper body must be worn.</p> <p>Long hair must be tied back.</p>	<p>Areas must be free of obstructions and hazards.</p> <p>For indoor shooting, a properly installed safety net must be used.</p> <p>Access to the facility must be controlled.</p> <p>For outdoor activity, the shooting area must be well marked and controlled.</p>	<p>Students must receive instruction on safety procedures, shooting techniques, care and use of equipment and how to properly remove an arrow from a target butt prior to initial shooting.</p> <p>“Firing” line must be established, appropriate for the skill level of the students.</p> <p>No one in front of firing line.</p> <p>All students not involved in shooting should be positioned well behind the firing line and away from the archers on the line.</p> <p>Establish a “start” and “stop” shooting and retrieving procedure.</p> <p>A loaded bow must never be pointed at anyone.</p> <p>Bows must be loaded only on the shooting line.</p> <p>Skills must be taught in proper progression.</p>	<p>Constant visual supervision.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Archery • attendance at an archery clinic or workshop within the last three years • past experience as a player or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*BADMINTON

See NBIAA Operating Regulations for Badminton

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Racquets must be inspected regularly for breakage and to ensure proper grip.</p>	<p>Suitable clothing and footwear.</p> <p>No hanging jewellery to be worn.</p>	<p>Playing area must be free from debris and obstructions and provide safe footing.</p> <p>Court boundary lines must be clearly defined.</p> <p>A safety procedure must be established for side-by-side courts.</p>	<p>Skills must be taught in proper progression.</p> <p>The code of etiquette for court play must be taught and enforced; e.g. not entering a court being used.</p> <p>When practising skills, adequate spacing must be allowed for each athlete to be able to make an uninterrupted swing.</p> <p>Players must stop play whenever a foreign object comes onto the court.</p> <p>Benefits of protective eye gear must be communicated to students.</p> <p>Encourage front court player to avoid facing partner during a rally.</p>	<p>During initial instruction, on-site supervision is required. After initial instruction, in-the-area supervision is required.</p> <p>Setting up of equipment requires on-site supervision.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*BASEBALL/ FASTBALL

See NBIAA Operating Regulations for Baseball.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>CSA approved helmets must be worn by batters, baserunners, and the on-deck batter.</p> <p>Helmets must have earflaps on both sides.</p> <p>Catchers must wear all equipment specified under Baseball Canada Rules.</p> <p>Suitable pelvic area protection must be worn by all players.</p> <p>Warm-up catchers must wear a mask.</p> <p>All equipment must be kept out of the playing area.</p> <p>Aluminum bats with proper grips must be used.</p>	<p>Long pants, team shirt and a baseball hat must be worn.</p>	<p>Bases must be secured.</p> <p>Diamond must be level and groomed.</p> <p>Backstops must be checked for broken wire prior to each game.</p> <p>Entrance gates to the playing field must be closed at all times.</p> <p>Dugout must be screened to protect players.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify appropriate school officials.</p> <p>If, in the opinion of the umpire, after consultation with both coaches, the field is deemed to be unsafe for play, the game shall be rescheduled.</p> <p>There must be sufficient turf for proper traction and impact absorption.</p>	<p>Appropriate sliding techniques must be taught to minimize the risk of injury.</p> <p>There must be no headfirst sliding into a base other than returning from a leadoff position.</p> <p>A conditioning program that encourages flexibility, improved cardiovascular fitness and pre-event warm-up must be introduced.</p> <p>Players throwing to warmup must do so away from the playing area.</p> <p>Pitchers are limited to a maximum of 60 pitches per game and no more than two games per day.</p> <p>Players not involved in the game must be on or behind their bench.</p>	<p>On-site supervision.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*BASKETBALL

See NBIAA Operating Regulations for Basketball.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>In situations where a student's follow-through could result in contact with an end wall and/or stage, protective padding or gym mats must be placed beyond the "key" area and must extend a minimum of 1.83 m (6') up the wall from the top of the baseboard (maximum 10 cm (4") from the floor), and be a minimum width of 4.88 m (16').</p> <p>Where a stage is close to the baseline, gym mats must be placed over edge of stage and extend close to the floor.</p>	<p>Suitable footwear and clothing to be worn.</p> <p>No jewellery to be worn.</p> <p>No metal or other hard objects can be used to hold hair back.</p>	<p>Playing surface (indoor or outdoor) and surrounding area must be clean and free of all obstacles and provide good traction.</p> <p>Floor sockets must have cover plates in place.</p> <p>Protective padding must be used on the bottom corners of rectangular backboards used for competition.</p> <p>Trained adults or trained students only are to use motorized or hand winches to raise and lower baskets.</p> <p>Winch for moving backboards up and down must not be located directly under the supporting wall-mounted structure.</p>	<p>Skills must be taught in proper progression.</p> <p>If gym does not facilitate safe play (e.g. doors and radiators under baskets or wall close to the baseline), modify rules appropriately (e.g. no lay-ups).</p>	<p>On-site supervision is required.</p> <p>Trained students must be under constant visual supervision when raising and lowering the baskets with a motorized winch.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

BOWLING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
	<p>Proper shoes must be worn at all times, as provided or approved by the facility.</p> <p>Street clothes are acceptable.</p>	Bowling alley.	<p>Skills must be taught in proper progression.</p> <p>Parents/guardians must be aware of any off-campus activity and the mode of transportation being used.</p> <p>Follow rules and etiquette as outlined by the facility.</p>	<p>In-the-area supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

BROOMBALL (ICE)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Full face mask or eye protection and full-fit mouthguard are required.</p> <p>Goalie must wear protective mask.</p> <p>Regulation broomball sticks.</p> <p>CSA approved hockey helmets are mandatory.</p> <p>Nerf ball, utility ball or regulation broomball must be used.</p> <p>Protective gloves are required.</p>	<p>Players must wear suitable footwear and clothing for temperature conditions.</p>	<p>Ice surface must be free from obstructions.</p>	<p>Players must keep sticks below waist at all times.</p> <p>Crease is extended 2 m from goal line.</p> <p>Defensive or offensive player cannot be in the crease area.</p> <p>Penalties for stick infractions must be strictly enforced.</p> <p>Skills must be taught in proper progression.</p> <p>Games and activities must be based on skills that are taught.</p> <p>Parents/guardians must be made aware of any off-campus activity and means of transportation.</p>	<p>On-site supervision is required.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Broomball • attendance at a broomball clinic or workshop within the last three years • past experience as a player or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*CHEERLEADING (ACROBATIC)

See NBIAA Operating Regulations for Cheerleading.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Carpeted gymnastics mat strips, wrestling mats or Velcro fold-out-style mats to be used.</p> <p>Mats must offer proper foot control and a safe surface; i.e. they must not move.</p> <p>Velcro connections on Velcro mats must be kept clean to provide maximum adhesion.</p> <p>Megaphone handles must be screwed in tight, and burred edges must be trimmed or filed.</p>	<p>T-shirt, tank tops, gym/tennis/bike-style shorts to be worn. Traditional cheerleading uniform, (females) shorter skirts and shell tops, may be worn.</p> <p>No oversized tops or pants.</p> <p>No slick lycra or nylon clothing.</p> <p>No hats, jewellery, or sunglasses to be worn.</p> <p>Footwear must be supportive (e.g., 3/4 cut or high-cut styles) and be laced up fully at all times.</p> <p>Hair must be clipped back off face.</p> <p>When cheering outdoors, heavier sweatshirts, and/or wind suits must be fitted.</p> <p>Gloves or mitts must not be worn during lifts and pyramids unless they are fitted "batting"-style handwear.</p>	<p>Cheering surfaces (e.g. hardwood gym floor, rubberized gym floor, carpeted studio, grass - dry and flat, track surfaces - all weather) must be dry, flat and free from loose objects.</p> <p>Mats must be secure.</p> <p>Above-head obstructions, e.g. basketball nets, must be raised out of reach.</p> <p>Loose items (e.g. clothing, towels, water bottles) must not be left on floor.</p>	<p>Safety and spotting skills must be addressed first.</p> <p>Tops and bases of the pyramid must learn the responsibilities of other members in spotting/catching.</p> <p>Teach progression of skills in sequential manner.</p> <p>Students must not perform skills beyond their ability level until the requisite precursor skills are mastered.</p> <p>Strength and conditioning must be an integral part of the training of acrobatic cheerleaders.</p> <p>No stunting or tumbling on a school stage.</p> <p>Safety regulations and rules must apply to all cheerleading situations.</p> <p>In adverse weather conditions:</p> <ul style="list-style-type: none"> • stunting and pyramid building must be reduced • tossed skills (except chair sit) must stop and all lifts be secured with additional hands-on spotters • extended lifts mustn't be performed • no tumbling 	<p>Constant visual supervision is required for the initial skill-learning stages. After initial instruction, on-site supervision is required.</p> <p>Coaches must employ hands-on spotting at all times until skills are mastered.</p> <p>All team members must be trained to employ hands-on spotting at all times for all skills, until they are mastered.</p> <p>Coaches must attend/oversee all game cheerleading sessions as well as competitions.</p> <p>Coaches must secure a safe cheering environment at football game e.g. keep fans away from team space.</p> <p>Head coach must keep up-to-date with skill knowledge, rule development and safety issues.</p> <p>Maintain awareness of external training opportunities.</p> <p>If gymnastics is a component of the team's skill package, coaches must learn essential spotting techniques for elements typically being used in cheerleading, e.g., handspring, tuck, round-off handspring, cartwheel.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • attendance at a cheerleading clinic or workshop within the last three years • past experience as an athlete or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

See NBIAA Operating Regulations for Cheerleading.

*CHEERLEADING (SPIRIT, DANCE)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Pom-poms must be in good repair (not shedding) if used.</p> <p>Any electrical equipment used must be in good working order and have wires taped to the floor or contained within walls.</p>	<p>No hanging jewellery to be worn.</p> <p>Supportive athletic shoes.</p>	<p>Must provide adequate footing either indoors or on a field.</p> <p>Must provide adequate room for all movement.</p>	<p>All routines must be taught in proper progression.</p> <p>Routines must be designed not to interfere with other activity.</p> <p>Pom-pom plastic must be cleaned up as it is shed, to prevent risk to students.</p> <p>Stress correct body alignment for injury prevention.</p>	<p>During initial instruction of routines, on-site supervision is required. After initial instruction, in-the-area supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

CRICKET

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation cricket bats, ball and stumps.</p> <p>Approved cricket pads and gloves must be worn by batters and wicket-keeper.</p> <p>Batter must wear an approved cricket helmet.</p> <p>Bats should be checked for cracks, breaks or splinters.</p>	<p>Suitable clothing and footwear (e.g. running shoes) must be worn.</p>	<p>Playing surface must be a mat wicket.</p> <p>Outfield must be free from debris and obstructions and provide good footing.</p> <p>Holes and severely uneven surfaces must be brought to the attention of coaches, convenor, students and officials. Notify appropriate school officials.</p> <p>For indoor cricket variations, playing surface and surrounding area must be free of all obstacles (e.g. tables, chairs, pianos).</p>	<p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p> <p>Bouncers and bean balls must not be bowled.</p> <p>Students must be informed of the importance of sun protection if outside.</p> <p>A designated area must be established for non-active players at a safe distance behind the batter.</p>	<p>On-site supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*CROSS-COUNTRY RUNNING/ORIENTEERING

See NBIAA Operating Regulations for Cross Country.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit must be accessible.</p> <p>Emergency communication system must be in place.</p>	<p>No bare feet.</p> <p>Suitable clothing and footwear must be worn.</p>	<p>Prior to initial use of cross-country route or orienteering course, coach or convenor must do a safety walk-through so that it can be safety checked and made free of hazards.</p> <p>Coach must familiarize students with the route or course before initial attempt; e.g. notice of areas to approach with caution.</p> <p>Precautions must be taken to avoid busy intersections as part of the training route.</p> <p>Start and finish area must provide a wide, flat area.</p> <p>The competition route must have marshals stationed throughout, all hazards well marked, gate and funnel markers set to enhance safety.</p>	<p>Skills must be taught in proper progression.</p> <p>Students must be instructed in basic road safety.</p> <p>Length and difficulty of the route must be appropriate to the ability level, fitness and training of the participants, and climatic conditions.</p> <p>Coaches must be aware of students with history of asthma and other respiratory problems and severe allergies, e.g. bee sting allergy.</p> <p>Parents/guardians must be informed that cross-country running takes students off the immediate school campus.</p> <p>Coaches must monitor weekly distance increases of the athletes.</p> <p>Provide opportunity for athletes to rehydrate during competition/practice.</p>	<p>In-the-area supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the competition.</p>

CROSS-COUNTRY SKIING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first-aid kit must be available on site.</p> <p>An emergency communication system must be in place.</p> <p>Skis, boots and poles must be in good repair.</p> <p>Sunscreen should be available.</p>	<p>Clothing must be appropriate for outdoor activity.</p> <p>For clothing, use layering principles and have a hat available for use.</p> <p>Students should carry a day pack with water, change of socks, etc..</p>	<p>In practices, define specific routes to the students so they are aware of the boundaries.</p> <p>When choosing a site, the following conditions must be taken into consideration: sun, wind and snow conditions, as well as suitability of terrain. When selecting a non-commercial site, the facility must have</p> <ul style="list-style-type: none"> • practice tracks skied in by the coach/ convenor or competent student skiers under coach/ convenor direction for traditional event; • proximity to warmth, food, waxing and other facilities. <p>The competition route must have marshals stationed throughout and all hazards well marked or padded.</p> <p>Trails must be clearly marked, intersections must be roped off for trails not in use, and turns must be wide and safe.</p>	<p>Discuss frostbite and hypothermia and how to recognize and treat them.</p> <p>Emergency procedures must be established and communicated to the students.</p> <p>Coaches must ensure that competitors are adequately prepared, and all equipment is suitable for the difficulty of the race and practice courses.</p> <p>Poles have sharp tips. Caution students about their use, especially when working close to others.</p> <p>Ask students to check that boots are secure in bindings.</p> <p>Coach basic uphill and downhill manoeuvres on a very gentle slope.</p> <p>Use a buddy system for practice.</p> <p>Coaches must be aware of students with a history of asthma and other respiratory problems.</p> <p>Students must be informed of the need for sun protection.</p> <p>See sport regulations regarding minimum and maximum temperatures.</p> <p>Provide opportunity for athletes to rehydrate during practice and before/after competition.</p>	<p>In-the-area supervision is required for all sites.</p> <p>Coaches, marshals and participants must be watchful for frostbite and hypothermia.</p> <p>Offsite Practices and Competitions</p> <p>There must be a designated supervisor (teacher, parent or responsible adult) with a vehicle to accompany an injured student to hospital. This must not be the in-charge supervisor.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the competition.</p>

*CURLING

See NBIAA Operating Regulations for Curling.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit and phone must be accessible.</p>	<p>Clothing must be appropriate for cold temperature activity.</p> <p>Curling shoes, sliders or running shoes with the sliding shoe taped.</p>	<p>Curling rink.</p>	<p>Off-ice instruction, including safety rules, must precede on-ice instruction.</p> <p>Students must be instructed not to step over the curling rocks, but to walk around them.</p> <p>Skills must be taught in proper progression.</p> <p>All curlers must observe the rules of etiquette.</p>	<p>On-site supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

CYCLING/ MOUNTAIN BIKING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Students must do a safety inspection of bicycle before each use.</p> <p>CSA-approved and correctly fitting bicycle helmets must be worn.</p> <p>One rider to carry a bicycle tool kit during practice.</p> <p>Coach to carry a first-aid kit.</p> <p>Bike should be appropriate for size and age of student.</p>	<p>No open-toed shoes.</p> <p>Appropriately fitting clothing.</p> <p>Students must be informed of the need for sun protection.</p>	<p>Choose routes carefully, in terms of the length, road surface, frequency of traffic, complexity of intersections and railway crossings.</p> <p>Trails must be selected according to the technical elements present and the skill of the participants.</p> <p>Prior to initial use of route, coach/convenor must do a safety ride-through to verify safety and suitability.</p> <p>For off-road routes, ensure permission from landowner is obtained.</p>	<p>The rules of the Highway Traffic Act must be reviewed and followed.</p> <p>An initial riding pre-test (safety emphasized) must be passed before leaving school property (New Brunswick Department of Transportation Pedal for Safety Program).</p> <p>A record of students and the route must be left in the school with an appropriate person.</p> <p>Use the buddy system during practice.</p> <p>Students must be made aware of emergency procedures.</p> <p>Parents must be informed that cycling will take students off school property.</p> <p>No Walkmans.</p> <p>Students must be encouraged to carry water for rehydration purposes.</p> <p>Students must be made aware of the importance of eye protection.</p>	<p>Cycling In-the-area supervision is required.</p> <p>Mountain Biking In-the-area supervision is required.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Mountain Biking • attendance at a mountain biking clinic or workshop within the last three years • past experience as a competitor or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p> <p>There must be a designated supervisor (teacher, parent or responsible adult) with a vehicle to accompany an injured student to hospital. This must not be the in-charge supervisor.</p>

DIVING

(Springboard or Tower Diving)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Standard safety equipment as stated in pool regulations.</p> <p>First-aid kit must be accessible.</p> <p>Emergency phone must be available.</p>	<p>Appropriate swimming attire.</p> <p>No jewellery to be worn other than medical-alert bracelets.</p> <p>Device to keep hair from obstructing vision (e.g. elastic).</p> <p>When learning new dives, t-shirts may increase confidence and safety.</p>	<p>Ensure board and fulcrum are in good working order.</p> <p>Water depths must conform to Canadian Amateur Diving Association (C.A.D.A.) regulations.</p> <p>BACKYARD POOLS MUST NOT BE USED.</p> <p>Functioning bubble jets may increase confidence and prevent injury.</p>	<p>Students must adhere to the following regulations:</p> <ul style="list-style-type: none"> • only one person uses the board at a time • move towards the edge of the pool after a dive as established by the instructor • no running or pushing on deck • make sure diving area is clear before proceeding to dive • no diving into shallow end • no chewing gum • no wearing goggles • no ear plugs <p>Emergency procedures must be outlined to students.</p> <p>Skills must be taught in the proper progression.</p>	<p>Constant visual supervision is required.</p> <p>Maximum ratio 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Diving • attendance at a diving clinic or workshop within the last three years • past experience as a competitor or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

FENCING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Equipment must be checked regularly for defects by students and staff and repaired or replaced as required.</p> <p>Mask, vest, gloves, foil with rubber tip are required.</p>	<p>Must wear long-sleeved shirt or sweatshirt.</p>	<p>Area must be free from obstacles and debris and provide good footing.</p>	<p>Students must fence only under the direct supervision of the instructor.</p> <p>All equipment must be worn before fencing an opponent.</p> <p>Students must be instructed in all safety rules associated with the sport.</p> <p>Skills must be taught in proper progression.</p>	<p>On-site supervision for instruction.</p> <p>Constant visual supervision when fencing an opponent.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Fencing • attendance at a fencing clinic or workshop within the last three years • past experience as a competitor or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*FIELD HOCKEY

See NBIAA Operating Regulations for Field Hockey.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Goalkeeper's equipment: gloves, CSA-approved helmet and face mask, chest protector, lower abdominal protector, goalie pads and kickers must be worn by goalkeeper or designated kicking back.</p> <p>Shin guards should be worn.</p> <p>A mouthguard must be worn during all games and practices.</p> <p>Regulation field hockey sticks and balls must be used.</p> <p>Sticks must be checked regularly for cracks and splinters.</p>	<p>Moulded cleats or turf shoes may be worn.</p>	<p>Portable goals must be checked prior to practices/competition to ensure they are secure.</p> <p>Fields must be level and well groomed.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify appropriate school officials.</p> <p>Playing fields must be free from hazardous holes, glass and rocks.</p> <p>There must be sufficient turf for proper traction and impact absorption.</p>	<p>Coaches must teach proper techniques in offensive and defensive skills and strategies.</p> <p>Students must be informed of the importance of sun protection.</p>	<p>On-site supervision is required.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Field Hockey • attendance at a field hockey clinic or workshop within the last three years • past experience as a player or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

FOOTBALL (FLAG, TOUCH)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use ball appropriate to the size and ability of the students.</p>	<p>Metal cleats must not be worn.</p> <p>All jewellery must be removed.</p>	<p>Playing area must be free from debris and obstructions and provide safe footing.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify the appropriate school officials.</p> <p>Goalposts must be properly padded (as per Football Canada).</p>	<p>Skills must be taught in proper progression.</p> <p>Boundary lines must be clearly indicated.</p> <p>Any player with a playing cast must provide a doctor's note or parent/guardian-signed permission indicating it is safe for him/her to play.</p> <p>Any knee braces or casts must be approved by the official prior to the commencement of the game.</p> <p>Any exposed orthopedic apparatus must be soft or padded.</p>	<p>On-site supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*FOOTBALL (TACKLE)

See NBIAA Operating Regulations for Football.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Football helmets and shoulder pads must be inspected annually and reconditioned as determined by an accredited equipment reconditioner.</p> <p>Football helmets are to be recertified by an accredited equipment reconditioner after three years of use.</p> <p>Football helmets must be replaced after 7 years from date of manufacture.</p> <p>For all contact situations, the minimum protective equipment that must be worn includes full-fit interior mouthguard, properly fitted helmet, shoulder pads, hip-tailbone pads, thigh pads and knee protection.</p> <p>First-aid kit and phone accessible.</p> <p>Full padding in good condition on blocking sled.</p>	<p>Suitable footwear that satisfies football regulations and is properly maintained.</p> <p>All jewellery must be removed.</p> <p>Clothing in practices and games suitable for weather conditions.</p>	<p>Playing area must be inspected regularly for debris and obstructions, provide suitable footing and be well removed from traffic areas.</p> <p>Goalposts must be properly padded (Football Canada).</p> <p>Spectator stands and player benches must be well removed from playing field.</p> <p>Boundary lines must be clearly indicated.</p> <p>Lime must not be used to line the field.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify the appropriate school officials.</p> <p>There must be sufficient turf for proper traction and impact absorption.</p>	<p>Student athletes must receive instruction on how to adjust and maintain equipment properly prior to wearing football gear.</p> <p>When issuing equipment, all gear must be fitted properly.</p> <p>Down-box personnel must be trained in safe use of equipment.</p> <p>Athletes must have access and opportunity to replenish fluids.</p> <p>Skills must be taught in proper progression.</p> <p>Each athlete must have actively participated in at least eight days of practices before playing in first league game (see NBIAA Operational Regulations).</p> <p>Training must include flexibility, strength and cardiovascular enhancing activities.</p> <p>Practice equipment, such as blocking sleds and bags, must be kept at a safe distance from practising players when not in use.</p> <p>There must be a minimum of 72 hours between games.</p> <p>Coaches need to assess heat, humidity and physical condition of athletes when planning practices/games.</p> <p>Any player with a playing cast must provide a doctor's note or parent's signed permission indicating it is safe for him/her to play.</p> <p>Any knee braces or casts must be approved by the official prior to the commencement of the game.</p> <p>Any exposed orthopedic apparatus must be soft or padded.</p> <p>Safe blocking and tackling techniques must be taught and reinforced throughout the season. No head blocking or spear tackling techniques to be taught.</p>	<p>Constant visual supervision during initial practice of contact skills.</p> <p>On-site supervision the rest of the time.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Football • attendance at a football clinic or workshop within the last three years • past experience as a player or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

See NBIAA Operating Regulations for Golf.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation golf balls must not be used on school property except for putting, chipping and with the use of driving screens.</p> <p>Equipment, especially grips, must be checked regularly and repaired as needed.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Adequate space must allow for full backswing and follow through.</p> <p>Gym.</p> <p>School property.</p> <p>Golf domes.</p> <p>Putting course.</p> <p>Golf course.</p> <p>Driving range.</p> <p>Regardless of facility, the hitting area must be well marked and controlled.</p>	<p>Students must receive instruction on proper golf etiquette and safety, including procedures for severe weather conditions, i.e. lightning.</p> <p>Skills must be taught in proper progression.</p> <p>Establish a safe routine for hitting and retrieving golf balls and a designated safe area for use of regulation balls while chipping.</p> <p>Students must have had an opportunity to develop skills prior to playing on a golf course.</p> <p>All rules of play must be followed.</p> <p>Students must be informed of the importance of sun protection.</p>	<p>On-site supervision for initial instruction and when chipping with regulation golf balls.</p> <p>In-the-area supervision is required following initial instruction.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

GYMNASTICS

PARALLEL BARS, HIGH BAR, STILL RINGS, UNEVEN PARALLEL BARS, FLOOR, BALANCE BEAM, POMMEL HORSE, VAULT

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Equipment must be inspected on a regular basis and repaired as necessary.</p> <p>No springboards or mini-tramps. Only brand name beatboards to be used for take-offs. Beatboards used to mount the apparatus must be removed immediately after use.</p> <p>(see Policy 709)</p> <p>Coach must do a safety check for proper set-up prior to student use. Ensure all locking mechanisms are checked prior to use.</p> <p>Balance beams must be padded and stable.</p>	<p>Bare feet acceptable.</p> <p>Socks or gymnastics slippers may be worn.</p> <p>Snugly fitting clothes that allow unrestricted movement must be worn.</p> <p>Tie back long hair.</p> <p>Secure or remove eyeglasses.</p> <p>No jewellery (exception stud-type earrings).</p> <p>Proper hand grips and chalk must be available.</p>	<p>Mats must be situated around/under apparatus as a landing area so that there is no overlap or open spaces.</p> <p>Precautions must be taken to minimize the movement of mats on impact.</p> <p>Velcro mats must be attached.</p> <p>A floor plan must be established for all equipment to ensure adequate space between apparatus and distance away from walls and other obstructions.</p> <p>Extra matting must be placed beyond the corners of the competitive floor area.</p>	<p>Students must be instructed on safety related to gymnastics and all associated apparatus prior to using any equipment.</p> <p>Coach must be aware of the physical limitations and initial skill levels of students.</p> <p>Students must not be encouraged to perform skills beyond their physical and psychological capabilities.</p> <p>Utilize a safe and sequential skill development program that includes a conditioning component for flexibility and strength.</p>	<p>On-site supervision is required.</p> <p>Constant visual supervision is required for the initial learning stages of difficult moves.</p> <p>Students must be trained to spot each other appropriately.</p> <p>Only coaches shall spot inverted vault and aerial moves.</p> <p>Coach must supervise the set-up and take-down of equipment.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Gymnastics • attendance at a gymnastics clinic or workshop within the last three years • past experience as a competitor or coach in that sport
<p>Note: Trampolines and minitramps may not be used - Policy 709 must be followed.</p>				

GYMNASTICS

continued

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>General utility mats to be used:</p> <ul style="list-style-type: none"> • ensolite 3.8 cm (1 1/2") • trocellen 5.1 cm (2") • ethefoam 3.8 cm (1 1/2") • sarneige 3.8 cm (1 1/2") • mats of equivalent compaction rating <p>30.5 cm - 60.9 cm (12" - 24") thick mats must not be used as a landing surface for landing on feet off any piece of equipment.</p> <p>Hardside-softside landing mats, 12 cm (4.5") or greater, must be in place when the student is in an elevated inverted body position and for landings on the feet from a height.</p> <p>Mats joined together must be of uniform thickness and composition (e.g. all carpet or all vinyl).</p> <p>For skill acquisition, equipment must be adapted to the size and ability of the athlete.</p> <p>Equipment must be stored in a safe and secure manner.</p>		<p>When a spring floor is not available for competition and/or when there is insufficient space around the floor area, consideration must be given to modifying the competitive requirements.</p>	<p style="text-align: center;">Note: Trampolines and minitramps may not be used - Policy 709 must be followed.</p>	<p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

HANDBALL (WALL)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Protective eye gear must be worn.</p> <p>Students wearing eyeglasses are to wear appropriate eye protection (e.g. shatterproof lenses).</p>	<p>Suitable clothing and footwear.</p> <p>No hanging jewellery to be worn.</p>	<p>Court boundary lines must be clearly defined.</p> <p>In side-by-side court situations, safety procedures must be established.</p>	<p>When teaching skills, there must be adequate spacing for each player to make an uninterrupted swing.</p> <p>The code of etiquette for court play must be taught and enforced; e.g. let calls and not entering a court in use.</p> <p>No more than four players to a playing area.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills that are taught.</p>	<p>With initial instruction, on-site supervision is required.</p> <p>After instruction, in-the-area supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*ICE HOCKEY

See NBIAA Operating Regulations for Ice Hockey.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit must be available on site.</p> <p>Approved and properly fitting hockey helmet with full face mask, throat protector, gloves, elbow pads, shoulder pads, pants, shin pads and cup/pelvic protector are required.</p> <p>Check sticks for cracks and splinters.</p> <p>Approved and properly fitting goalie equipment must be worn by goaltender.</p>	<p>Properly fitting skates.</p>	<p>Ice surface must be free from debris and deep ruts.</p> <p>Breakaway net mandatory.</p>	<p>Skills must be taught in proper progression.</p> <p>Penalties for rule infractions must be strictly enforced.</p>	<p>Constant visual supervision during initial practice of contact skills.</p> <p>On-site supervision the rest of the time.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Hockey • attendance at a hockey clinic or workshop within the last three years • past experience as a player or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

LACROSSE (BOX, FIELD)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Lacrosse sticks checked for cracks and splinters.</p> <p>Goaltender must wear full protective equipment.</p> <p>Helmets, gloves and mouthguards are mandatory for players.</p>	<p>No metal cleats.</p> <p>Suitable clothing and footwear must be worn.</p>	<p>Playing area must be free from debris and obstacles and provide good footing.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify appropriate school officials.</p> <p>There must be sufficient turf for proper traction and impact absorption.</p>	<p>Skills must be taught in proper progression.</p> <p>Penalties for rule infractions must be strictly enforced.</p>	<p>On-site supervision is required.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Lacrosse • attendance at a Lacrosse clinic or workshop within the last three years • past experience as a player or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

RACQUETBALL/ SQUASH

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Racquetball racquets must be equipped with a thong that is worn around the wrist.</p> <p>Eye guards or protective cages must be worn for squash and racquetball when played on four-wall court.</p> <p>Racquets must be inspected regularly for breakage and to ensure proper grip.</p>	<p>Suitable clothing and footwear.</p> <p>No hanging jewellery to be worn.</p>	<p>An approved raquetball or squash court must be used.</p> <p>Court boundary lines must be clearly defined.</p> <p>A safety procedure must be established for side-by-side courts.</p>	<p>When teaching skills, there must be adequate spacing for each player to make an uninterrupted swing.</p> <p>The code of etiquette for court play must be taught and enforced; e.g. let calls and not entering a court in use.</p> <p>No more than four players to a playing area for racquetball.</p> <p>For squash, only singles must be played unless a proper doubles court is available.</p> <p>Skills must be taught in proper progression.</p>	<p>During initial instruction, on-site supervision is required.</p> <p>After instruction, in-the-area supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

RINGETTE (ICE)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use a regulation rubber quoit.</p> <p>Only use regulation ringette sticks.</p> <p>Goalie must wear protective mask.</p> <p>CSA approved helmet with face guard and elbow pads for all students.</p>	<p>Suitable clothing must be worn.</p> <p>No jewellery is to be worn.</p> <p>Properly fitting ice hockey skates.</p>	<p>Outdoor playing surfaces must be checked for debris, ruts and rough areas.</p> <p>Indoor facilities must be visually inspected.</p>	<p>Penalties for all infractions must be strictly enforced.</p> <p>Skills must be taught in proper progression.</p> <p>Games and activities must be based on skills that are taught.</p>	<p>On-site supervision is required.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Ringette • attendance at a ringette clinic or workshop within the last three years • past experience as a player or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

See NBIAA Operating Regulations for Rugby.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation rugby balls are required.</p> <p>Full-fit interior outhguard required.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Goalposts must be padded.</p> <p>Playing area must be inspected regularly for debris and obstructions, provide suitable footing and be well removed from traffic areas.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify appropriate school officials.</p> <p>There must be sufficient turf for proper traction and impact absorption.</p> <p>Use collapsible, soft pylons to mark corners, mid-line and 22 m (66') line, or flags off the sidelines.</p>	<p>Skills must be taught in proper progression.</p> <p>Athletes must have access and opportunity to replenish fluids.</p> <p>Training must include flexibility, strength and cardiovascular-enhancing activities.</p> <p>Players must be physically prepared for contact.</p> <p>Tackling skills must be taught.</p> <p>Prior to the first league game, 10 days of practices must have occurred.</p> <p>Any player with a playing cast must provide a doctor's note or parent/guardian-signed permission indicating it is safe for him/her to play.</p> <p>Any knee braces or casts must be approved by the official prior to the commencement of the game.</p> <p>Any exposed orthopedic apparatus, which presents a safety concern to other players, must be soft or padded. Such devices must be approved by the official prior to the commencement of the game.</p>	<p>Constant visual supervision during initial practice of contact skills.</p> <p>Subsequently, on-site supervision.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Rugby • attendance at a rugby clinic or workshop within the last three years • past experience as a player or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

SKIING (ALPINE)/ SNOWBOARDING

See Policy 709 and District Policy.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Students must check all equipment prior to use and report any concerns to coach.</p> <p>All bindings must be in working order and meet with current approved guidelines.</p> <p>If equipment is borrowed, bindings must be inspected and adjusted by a knowledgeable equipment technician on site.</p> <p>Boots and bindings must be compatible.</p> <p>A protective helmet designed for skiing/snowboarding and arm pads must be worn by all racers.</p>	<p>No long scarves.</p> <p>Long hair must be tied back or tucked in.</p> <p>Clothing must be adequate for winter out-of-doors activity.</p> <p>Eye protection such as goggles.</p> <p>Sunscreen to be worn.</p>	<p>Define area to the students so they are aware of the boundaries for activity.</p> <p>The area must be patrolled by members of a recognized ski patrol.</p> <p>Functioning, reliable communication covering the course.</p> <p>Course poles must be full-length breakaway style and in good repair.</p> <p>Race course must be set by experienced, qualified course setter.</p> <p>Course must be away from dangerous obstacles.</p> <p>Safety walls, net or barrier must be placed where required.</p> <p>There must be a clear run out at end of course.</p>	<p>Students must ski/snowboard only on appropriate areas as identified by a qualified instructor.</p> <p>Students must be taught the importance of skiing/ snowboarding in control at all times.</p> <p>Ensure that all students are thoroughly familiar with Alpine safety rules (including lift procedures) and the role of the ski patrol.</p> <p>All skills must be taught in appropriate progression based upon observed skill levels.</p> <p>Proper racing techniques must be taught prior to competition.</p> <p>Discuss proper clothing and how to recognize and treat frostbite and hypothermia.</p>	<p>In-the-area supervision is required.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Skiing/ Snowboarding • attendance at a skiing/snowboarding clinic or workshop within the last three years • past experience as a competitor or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*SOCCER

(INDOOR/OUTDOOR)

See NBIAA Operating Regulations for Soccer.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Shin pads must be worn.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Playing area must be inspected regularly for debris and obstructions and be well removed from traffic areas.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify appropriate school officials.</p> <p>There must be sufficient turf for proper traction and impact absorption.</p> <p>Goals must be securely anchored.</p>	<p>Skills must be taught in proper progression.</p> <p>Limit time spent on heading drills.</p> <p>Any player with a playing cast must provide a doctor's note or parent/guardian-signed permission indicating it is safe for him/her to play. In addition this must be approved by coach and official.</p> <p>Any exposed orthopedic apparatus, which presents a safety concern to other players, must be soft or padded. Such devices must be approved by the official prior to the commencement of the game.</p>	<p>On-site supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*SOFTBALL (LOB-BALL, SLO-PITCH, THREE-PITCH)

See NBIAA Operating Regulations for Softball.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Bats must be uncracked with a proper grip.</p> <p>Backcatcher must wear a mask with throat protector, chest and shin protector.</p> <p>If using a regulation softball, batters and base runners must wear helmets, and fielders must wear gloves.</p> <p>A double bag must be used at first base.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>Moulded baseball cleats or running shoes only.</p>	<p>The field must be inspected for hazards: holes, glass, rocks, and slippery, muddy spots.</p> <p>The field of play must never be located near an open roadway onto which an active player might run.</p> <p>If more than one activity is going on, ensure safe distance between the activities.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify the appropriate school officials.</p> <p>There must be sufficient turf for proper traction and impact absorption.</p>	<p>Skills must be taught in proper progression. Games must be based on skills taught.</p> <p>Players must be taught to lay down or drop the bat after hitting, not release it during the follow-through of the swing.</p> <p>To avoid dangers of a slipped bat, non-fielding players must stand well back of the batter's box or behind a screen or fence. (Keep fingers away from screen.)</p> <p>Appropriate sliding techniques must be taught to minimize the risk of injury.</p> <p>Headfirst sliding techniques are not allowed.</p> <p>Use a commit line at home plate.</p> <p>Softball Canada rules are used for NBIAA events.</p>	<p>In-the-area supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

See NBIAA Operating Regulations for Swimming.

*SWIMMING/ SYNCHRONIZED SWIMMING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Standard safety equipment as stated in pool regulations, e.g. ring buoys, reaching poles, spinal boards.</p> <p>First-aid kit must be accessible.</p> <p>Emergency phone must be available.</p> <p>Electrical equipment, e.g. portable stereo, must be properly grounded (GFI).</p>	<p>Appropriate swimming attire.</p> <p>No jewellery to be worn other than medical-alert bracelets.</p> <p>Device to keep hair from obstructing vision (e.g. elastic).</p>	<p>School or community pools that conform to SNC (Swimming Natation Canada) safety standards. Where facilities do not conform to SNC standards for safety, modifications to the rules must be made; e.g. where pools are less than the required depth, swimmers start in the water rather than dive from the blocks or deck.</p> <p>BACKYARD POOLS MUST NOT BE USED.</p> <p>Pool deck must be kept clear of obstacles and cleared of excess water.</p>	<p>Inform in-charge person on deck of any student having any medical condition that may affect the student's safety in the water.</p> <p>Students must adhere to the following rules:</p> <ul style="list-style-type: none"> • no running or pushing on deck • no gum chewing • no food in pool area • stay clear of diving area • do not start or practice starts into shallow water • no horseplay <p>Showers must be taken before entering the pool.</p> <p>Where students go off school district property to a pool, parents/guardians must be informed.</p> <p>Emergency procedures must be outlined to students prior to entering the water.</p> <p>Students with infected cuts or sores must not be in pool.</p> <p>Skills must be taught in proper progression.</p>	<p>Maximum 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>Teachers with current Red Cross Water Safety Instructor Certification or equivalent can provide swim instruction without an additional lifeguard only when the pool is being used solely for aquatic instruction.</p> <p>On-site supervision is required by the coach.</p> <p>Students must ask permission to leave pool area.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Swimming • attendance at a swimming clinic or workshop within the last three years • past experience as an athlete or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

TABLE TENNIS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation size table, tennis paddles and balls are required.</p> <p>Tables and paddles must be in good condition.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>There must be room for mobility around tables.</p> <p>Smooth, level and dry floor surface.</p> <p>Playing area must be free of all obstacles.</p>	<p>There must be a careful routine for setting up and dismantling tables.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p>	<p>In-the-area supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

TEAM HANDBALL

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation team handball nets must be safely stored when not in use.</p> <p>Ball hockey nets can also be used as goals.</p> <p>Regulation team handball balls are to be used in competition.</p>	<p>Suitable clothing and footwear must be worn.</p> <p>No jewellery is to be worn.</p>	<p>Playing area must be free from debris and obstructions and provide safe footing.</p>	<p>Skills must be taught in proper progression.</p>	<p>On-site supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

TENNIS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Racquets must be inspected regularly for breakage and to ensure proper grip.</p> <p>Nets and posts should be inspected regularly.</p>	<p>Suitable clothing and footwear.</p>	<p>Playing area must be free from debris and obstructions and provide safe footing.</p> <p>A safety procedure must be established for side-by-side courts.</p>	<p>Skills must be taught in proper progression. Games must be based on skills taught.</p> <p>The code of etiquette for court play must be taught and enforced; e.g. not entering a court in use.</p> <p>When teaching skills, adequate spacing must be allowed for each student to be able to make an uninterrupted swing.</p> <p>Doubles positioning and movement to be taught.</p>	<p>During initial instruction, on-site supervision is required. After initial instruction, in-the-area supervision is required.</p> <p>Setting up of equipment requires on-site supervision.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*TRACK AND FIELD DISCUS

See NBIAA Operating Regulations for Track & Field.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Discus must be of a size appropriate for the age and sex of the student.</p> <p>Discus must not be cracked, chipped or otherwise damaged and must be checked regularly.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>The throwing area must be free of obstacles and completely closed to traffic. (No other activity must be located in the area where discus is taking place.)</p> <p>The landing area must be well marked and void of people during the activity.</p> <p>The discus circle/area must provide safe footing.</p>	<p>Skills must be taught in proper progression.</p> <p>Establish and ensure safe throwing and retrieving procedures.</p> <p>Instruction must be given in safety prior to practice.</p> <p>Where a protective screen is not in place, students and spectators must be in a designated area a minimum of 5 metres behind thrower.</p>	<p>Constant visual supervision is required for initial skill instruction.</p> <p>Following initial skill instruction and after all safety concerns have been emphasized, on-site supervision is appropriate.</p> <p>Head coach must demonstrate knowledge of event to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Track and Field - Throws • attendance at a track and field clinic or workshop within the last 3 years • past experience as an athlete or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*TRACK AND FIELD HIGH JUMP

See NBIAA Operating Regulations for Track & Field.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>The landing area must be appropriate for the age, size and skill level of the students. The minimum mat size is a single 1.5 m x 3 m x 50 cm (5' x 10' x 20") mat for secondary students doing back layout technique.</p> <p>Standard utility mats to be placed around the landing surface with no gaps.</p> <p>Bamboo poles must be totally wrapped with tape before using.</p> <p>Weighted rope or elastic may be used for practice.</p> <p>Regularly check bamboo and/or fibreglass poles for cracks.</p> <p>Check pits regularly for damage.</p> <p>Two jumping pits used side by side must be of the same thickness and compaction rating.</p>	<p>No bare feet or socks without shoes.</p> <p>Suitable clothing and footwear.</p>	<p>Indoor and outdoor approach area must be clear, smooth, dry and traffic-free.</p> <p>For indoor jumping, ensure that floor provides a suitable surface to prevent slipping.</p>	<p>Bar monitors must stay in front and to the side of standards at all times.</p> <p>Skills must be taught in proper progression.</p> <p>Ensure that landing mats and Velcro mats are firmly secured and do not slide upon impact.</p>	<p>Constant visual supervision is required for initial skill instruction.</p> <p>Following initial skill instruction and after all safety concerns have been emphasized, on-site supervision is appropriate.</p> <p>Head coach must demonstrate knowledge of event to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Track and Field - Jumps • attendance at a track and field clinic or workshop within the last three years • past experience as an athlete or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*TRACK AND FIELD HURDLES

See NBIAA Operating Regulations for Track & Field.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Check for safety of hurdles (e.g. stable, no splinters, cracks or other hazards).</p>	<p>Suitable gym clothing and footwear must be worn.</p>	<p>Activity in appropriate area that provides a clear, flat surface.</p>	<p>Instruct students how to set up hurdles so that knocked hurdles will not resist hurdler's fall.</p> <p>Skills must be taught in proper progression.</p>	<p>Constant visual supervision is required for initial skill instruction.</p> <p>Following initial skill instruction and after all safety concerns have been emphasized, on-site supervision is appropriate.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*TRACK AND FIELD JAVELIN

See NBIAA Operating Regulations for Track & Field.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Javelin must be of a size appropriate for the age and sex of the student.</p> <p>Javelin must not be cracked, bent or otherwise damaged and should be checked regularly.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>The throwing area must be free of obstacles and completely closed to traffic. (No other activity should be located in the area where javelin is taking place).</p> <p>The landing area must be well marked and void of people during the activity.</p> <p>The run-up area must provide safe footing.</p>	<p>Skills must be taught in proper progression.</p> <p>Javelins must be transported safely to and from practice/competition area; i.e. the javelin must point downwards and not be carried on or over the shoulder.</p> <p>Where a protective screen is not in place, students and spectators must be in a designated area a minimum of 5 metres behind thrower.</p> <p>Establish and ensure safe throwing and retrieving procedures.</p> <p>Instruction must be given in safety prior to practice.</p> <p>Javelin must take place only when precautions are in place to ensure the safety of all students.</p>	<p>Constant visual supervision is required for initial skill instruction.</p> <p>Following initial skill instruction and after all safety concerns have been emphasized, on-site supervision is appropriate.</p> <p>Head coach must demonstrate knowledge of event to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Track and Field - Throws • attendance at a track and field clinic or workshop within the last three years • past experience as an athlete or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

TRACK AND FIELD

POLE VAULT (NOT NBIAA)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Poles must be approved, as specified by the International Athletic Federation (IAAF).</p> <p>Landing pits must be specific to pole vaulting, as specified by the International Athletic Federation (IAAF).</p> <p>Poles must be appropriate to weight of athlete.</p> <p>Standards must be secure and vertical.</p> <p>Bamboo poles must be totally wrapped with tape before using.</p> <p>Weighted rope or elastic may be used rather than a crossbar, for practice.</p> <p>Check bamboo and/or fibreglass poles for cracks regularly.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>5 mm spikes may be worn.</p>	<p>Vaulting chute must be solid and free from cracks or splinters.</p> <p>Run-up area must be sectioned off and must prevent other participants from interfering with competitor in progress.</p> <p>Approach must be clear of obstacles, clean and free of puddles.</p>	<p>Skills must be taught in proper progression.</p> <p>Not an NBIAA activity.</p>	<p>Constant visual supervision is required.</p> <p>Head coach must demonstrate knowledge of event to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Track and Field - Jumps • attendance at a track and field clinic or workshop within the last three years • past experience as an athlete or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*TRACK AND FIELD

SHOT-PUT

See NBIAA Operating Regulations for Track & Field.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Shot must be of appropriate size and mass for age and sex of the athlete.</p> <p>Only shots designed for indoor use can be used in the gym.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Putting circle must provide safe footing.</p> <p>Landing area must be well marked and void of spectators during activity.</p>	<p>Establish safe routines for putting and retrieving shots.</p> <p>Skills must be taught in proper progression.</p> <p>Establish a safe routine for transporting shots to and from the throwing area.</p> <p>Where a protective screen is not in place, students and spectators must be in a designated area a minimum of 5 metres behind the toe line.</p>	<p>Constant visual supervision is required for initial skill instruction.</p> <p>Following initial skill instruction and after all safety concerns have been emphasized, on-site supervision is appropriate.</p> <p>Head coach must demonstrate knowledge of event to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Track and Field - Throws • attendance at a track and field clinic or workshop within the last three years • past experience as an athlete or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*TRACK AND FIELD

TRACK EVENTS:

Sprints, 400 m, 800 m, 1500 m, 3000 m, Relays

See NBIAA Operating Regulations for Track & Field.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Check batons for cracks and splinters.</p>	<p>5 mm spikes on rubberized or asphalt track (9 mm on gravel) may be worn.</p> <p>No bare feet.</p> <p>Suitable clothing and footwear must be worn.</p> <p>No turf shoes.</p>	<p>Athletes running off-site for practice must use approved route.</p> <p>All tracks must be inspected annually and maintained as necessary.</p> <p>Blacktop strips and open fields may be used if areas are suitable, smooth, clean, level and provide safe footing.</p> <p>Run-out areas must be in place for all running events.</p>	<p>Skills must be taught in proper progression.</p> <p>For distance running practice, modify length of route appropriately for the age and ability level of participant. Also take into account</p> <ul style="list-style-type: none"> • temperature of the day • previous training and length of preparation <p>Where school hallways or stairways are used for training purposes, appropriate safety measures must be in place:</p> <ul style="list-style-type: none"> • Side doors must not open into running area. • Hallway protrusions must be clearly marked. • Inform school community of times and locations of indoor practices. • Hall double doors have to be secured open. • Monitors must be positioned at corners; • Floor surface must be dry and provide good footing. 	<p>In-the-area supervision is required.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*TRACK AND FIELD TRIPLE JUMP, LONG JUMP

See NBIAA Operating Regulations for Track & Field.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Keep rakes, shovels and spades away from the pit and run-up area when they are not in use.</p>	<p>5 mm spikes on rubberized or asphalt track may be worn.</p> <p>No bare feet.</p> <p>Suitable clothing and footwear.</p>	<p>Runway must be free from water puddles.</p> <p>Pit must be filled with sand in accordance with International Athletic Federation (IAAF) rules (30 cm).</p> <p>Ensure landing area is well raked and free of foreign objects.</p> <p>Ensure take-off area is firm and flat and swept if blacktop. Boards must be level and firmly attached.</p> <p>Dig pit at least once a season and after any heavy rain.</p> <p>Pits must not be located in high-traffic areas or near other activity sites, e.g. ball diamonds.</p>	<p>Skills must be taught in proper progression.</p> <p>Establish a procedure to initiate jumping; e.g. remove a cone from the take-off board when ready.</p> <p>Train students to be rakers. As part of training, include rules such as</p> <ul style="list-style-type: none"> • remove rake before next competitor begins approach; • begin raking after competitor is out of pit; • rake sand into the middle as opposed to out to the sides; • ensure that spectators and participants stay back from pit and runway. 	<p>On-site supervision after skills have been taught.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

TRIATHLON

(SWIMMING, CYCLING, RUNNING)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Athletes must inspect bikes prior to use. Concerns must be brought to the attention of the coach.</p> <p>A first-aid kit must be accessible.</p> <p>Correctly fitting bicycle helmets approved by CSA, Snell, Ansi, ASTM British or Australian standard.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>Bathing suits for swimming.</p> <p>Proper running shoes in good condition must be worn for distance training.</p>	<p>School or community pools.</p> <p>BACKYARD POOLS MUST NOT BE USED.</p> <p>Choose routes carefully in terms of the length, road surface, and frequency of traffic.</p> <p>Map of routes must be available in school and for students.</p>	<p>Students must be aware of emergency procedures.</p> <p>A record of students running and cycling and the route they will be travelling must be left in the school with the appropriate staff.</p> <p>Skills must be taught in proper progression.</p> <p>Modify length of routes and swims to accommodate training and differences in age/ability/ physical development.</p> <p>Instructor must consider weather conditions (wind, cold, heat, rain) when training for the activities, and students must be made aware of the value of wearing wetsuits to prevent hypothermia.</p> <p>Students must be made aware of the importance of eye protection for cycling.</p>	<p>In-the-area supervision is required for cycling and running.</p> <p>Constant visual supervision is required by qualified swim instructors/lifeguards during the swimming portion.</p> <p>Maximum 25 students per qualified lifeguard/instructor. Teachers with current Red Cross Water Safety Instructor certification or equivalent can provide swim instruction without an additional lifeguard only when the pool is being used solely for aquatic instruction.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical or equivalent • attendance at a triathlon clinic or workshop within the last three years • past experience as an athlete or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

*VOLLEYBALL

See NBIAA Operating Regulations for Volleyball.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Nets must have no exposed frayed wires.</p> <p>Padding around poles, including cranks and supports, from the floor up to the bottom of the net is required.</p> <p>Poles must be safely stored when not in use.</p>	<p>Suitable clothing and footwear must be worn.</p> <p>No jewellery is to be worn.</p>	<p>When volleyball poles are removed, floor plugs must be replaced.</p> <p>Playing surface and surrounding areas must be free of all obstacles.</p> <p>Playing surface must provide good traction.</p> <p>Outdoor volleyball courts must provide safe footing.</p> <p>No guy wires extending from pole to wall or pole to ground.</p> <p>Antennae must be flush with the bottom of the net.</p> <p>Poles are to be outside the court boundary</p>	<p>Skills must be taught in proper progression.</p> <p>Athletes must be instructed in the safe and correct method of setting up nets.</p>	<p>On-site supervision during initial instruction of skills and equipment set-up.</p> <p>In-the-area supervision is required after skills have been taught.</p> <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

WATER POLO

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Standard safety equipment as stated in pool regulations, e.g. ring buoys, reaching poles, spinal boards.</p> <p>First-aid kit must be accessible.</p> <p>Emergency phone must be accessible.</p>	<p>Appropriate swimming attire.</p> <p>No jewellery to be worn.</p> <p>Device to keep hair from obstructing vision (e.g. elastic).</p> <p>Water polo caps with protective ear cups.</p>	<p>School or community swimming pool.</p> <p>BACKYARD POOLS MUST NOT BE USED.</p>	<p>Inform referee of any athletes having any medical problems that may affect their safety in the water.</p> <p>Athletes must meet a minimum swimming standard; e.g. swimming 100 m any stroke and tread water for three minutes.</p> <p>Nails must be closely trimmed.</p> <p>Skills must be taught in proper progression.</p>	<p>Constant visual supervision is required.</p> <p>Maximum 25 athletes per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Water polo • attendance at a water polo clinic or workshop within the last three years • past experience as a competitor or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

WEIGHTLIFTING

(Weight Training - refer to High School Curricular section)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>All equipment must be regularly inspected and maintained as necessary.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Weight room must be locked when unsupervised.</p> <p>Floor below free-weight activities must provide sufficient traction.</p>	<p>All athletes must be instructed in the proper lifting techniques and safety procedures.</p> <p>Free weight plates must be secured in place before using.</p> <p>Coaches must monitor increases in weight programming.</p> <p>A system of safety spotting must be in place.</p>	<p>On-site supervision is required for initial use of free weights and weight machines.</p> <p>In-the-area supervision is required for use of weight machines and free weights, following instructions on safe use.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical or equivalent • attendance at a weight lifting clinic or workshop within the last three years • past experience as an athlete or coach in that sport
<p>POLICY 709 - Weight Training must be followed.</p>				
				<p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

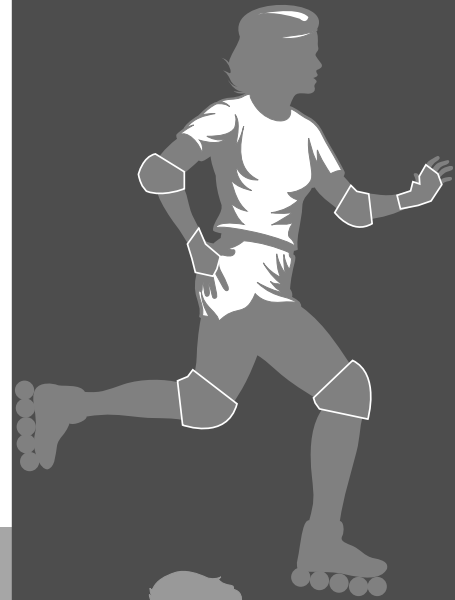
*WRESTLING

See NBIAA Operating Regulations for Wrestling.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Wrestling mats or general utility mats must be used:</p> <ul style="list-style-type: none"> • ensolite 3.8 cm (1 1/2") • trocellen 5.1 cm (2") • ethefoam 3.8 cm (1 1/2") • sarneige 3.8 cm (1 1/2") • mats of equivalent compaction rating <p>Mats must be attached together or aligned so separation does not occur.</p> <p>Wrestlers with orthodontic devices must wear appropriate mouth protection.</p>	<p>Suitable clothing must be worn.</p> <p>No jewellery is to be worn.</p> <p>Eyeglasses are not to be worn in wrestling.</p> <p>No bare feet.</p> <p>Wrestling shoes or appropriate footwear (no sharp edges, lace tips, etc.).</p>	<p>Mat surfaces must be checked regularly for irregularities and cleaned prior to use.</p> <p>Area surrounding the mats must be free of obstruction/hazards.</p> <p>Allow suitable clearance from the edge of wrestling area to the surrounding walls, or if clearance from mat surface is less than 2 m (6' 6"), walls must be padded.</p>	<p>Athletes must wrestle with partners of similar weight and/or strength.</p> <p>Warm-up activities must emphasize conditioning and flexibility.</p> <p>Skills must be taught in proper progression.</p> <p>Rules and illegal moves must be outlined.</p> <p>Students may referee under the supervision of the coach in practice or competition.</p> <p>Fingernails must be closely trimmed.</p> <p>Full or no facial hair.</p> <p>Wrestlers with communicable skin conditions must not participate.</p> <p>Benefits of headgear must be outlined to student athletes.</p> <p>The hazards of improper eating practices and severe weight-loss techniques must be outlined to student athletes.</p> <p>Universal precautions (e.g. using impermeable gloves, see Appendix K) must be followed when dealing with situations involving blood and other bodily fluids.</p>	<p>On-site supervision is required.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> • NCCP Level One Technical in Wrestling • attendance at a wrestling clinic or workshop within the last three years • past experience as a competitor or coach in that sport <p>An individual who takes responsibility for providing first-aid to injured students must be present during the entire practice/competition.</p>

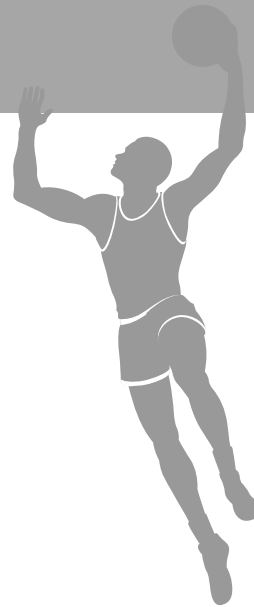
New  Brunswick

PHYSICAL EDUCATION



Safety Guidelines

Module 6



Appendices

840570

APPENDIX A

HIGH SCHOOL INTERSCHOOL ATHLETIC PARTICIPATION FORM

This form is to be completed on behalf of a student who wishes to participate in interschool sports and returned to the coach prior to the student's first practice.

STUDENT NAME _____

SCHOOL _____

HOME ADDRESS _____

POSTAL CODE _____

HOME PHONE # _____

HEALTH CARD NO. _____

PARENT/ GUARDIAN _____

WORK PHONE # _____

STUDENT'S PHYSICIAN _____

PHONE # _____

EMERGENCY CONTACT NAME _____

PHONE # _____

MEDICAL INFORMATION

NOTE: An annual medical examination is recommended.

1. Date of last complete medical examination _____
2. Date of last tetanus immunization: _____
3. Is your son/daughter/ward allergic to any drugs, foods or medication/other? Yes _____ No _____ If yes, provide details: _____
4. Does your son/daughter/ward take any prescription drugs? Yes _____ No _____ If yes, provide details: _____
5. Is there already a student Care Plan registered with the school? Yes _____ No _____
6. What medication(s) should the participant have on hand during the sport activity? _____
Who should administer the medication? _____
7. Does your son/daughter/ward wear a medical-alert bracelet _____, neck chain _____ or carry a medical-alert card? Yes _____ No _____
If yes, please specify what is written on it: _____
8. Does your son/daughter/ward wear eyeglasses? Yes _____ No _____ contact lenses? Yes _____ No _____
9. Please indicate if your son/daughter/ward has been subject to any of the following and provide pertinent details:
epilepsy, diabetes, orthopedic problems, deaf, hard of hearing, asthma, allergies _____
head or back conditions or injuries (in the past two years) _____
arthritis or rheumatism, chronic nosebleeds; dizziness; fainting; headaches; hernia; swollen or hyper mobile joints, trick or lock knee: _____
Any other medical information that will limit participation? _____
10. Should your son/daughter/ward sustain an injury or contact an illness requiring medical attention during the competitive season, notify the coach and complete the "Request to Resume Athletic Participation Form", if applicable.

MEDICAL SERVICES AUTHORIZATION (Optional)

In case of emergency medical or hospital services being required by the above listed participant, and with the understanding that every reasonable effort will be made by the school/hospital to contact me, my signature on this form authorizes medical personnel and/or hospital to administer medical and/or surgical services including anesthesia and drugs. I understand that any cost will be my responsibility.

SIGNATURE OF PARENT/GUARDIAN _____

DATE: _____

**APPENDIX A
continued**

STUDENT ACCIDENT INSURANCE NOTICE

The (name of School District) does not provide any accidental death, disability, dismemberment/medical/dental expenses insurance on behalf of the students participating in the activity. For coverage of injuries, you are encouraged to consider the **NBIAA Sports Accident Policy and Liability Insurance (with the exception of Ice Hockey, which is covered by C.H.A.)**.

TRANSPORTATION INSURANCE NOTICE

Include your specific Transportation Policy in this space.

ELEMENTS OF RISK NOTICE

The risk of injury exists in every athletic activity. Falls, collisions and other incidents may occur and cause injury. Due to the very nature of some activities, injuries may range from minor sprains and strains to more serious injuries affecting the head, neck or back. Some injuries can lead to paralysis or prove to be life-threatening. These injuries result from the nature of the activity and can occur without fault on either the part of the student, or the school district or its employees or agents or the facility where the activity is taking place. Activities that are identified as having the potential for more serious consequences are Alpine skiing, snowboarding, broomball, cheerleading (acrobatic), field hockey, field lacrosse, gymnastics, ice hockey, ringette (ice), swimming, track and field - field events: high jump, shot-put, water polo and wrestling. By choosing to participate in the activity, you are assuming the risk of an injury occurring. The chances of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. The (name of School District) attempts to manage as effectively as possible the risk involved for students while participating in school athletics.

ACKNOWLEDGMENT OF RISKS/REQUEST TO PARTICIPATE/INFORMED CONSENT AGREEMENT

I/We have read and understand the notices of accident insurance, transportation insurance and elements of risk.

I/We hereby acknowledge and accept the risk inherent in the requested activity and assume responsibility for my son/daughter for personal health, medical, dental and accident insurance coverages.

I/We request my son/daughter/ward to participate on the _____ team during the _____ school year.
(Sport)

I/We agree that (name of School District) or its employees, servants or agents shall not be liable for any injury to my son/daughter/ward or loss or damage to personal property arising from, or in any way resulting from participation in the above listed activities.

Signature of Parent/Guardian _____ **Date** _____

PLEASE NOTE

The information provided on this form will be treated confidentially. In keeping with the principles of the Protection of Personal Information Act, it will be used in relation to educational programming and/or the provision of medical assistance to the named student, as appropriate. Any questions with respect to this information should be directed to your school principal.

SAMPLE REQUEST TO RESUME ATHLETIC PARTICIPATION

This form to be completed by a medical professional (e.g. physician, chiropractor, physiotherapist) or parent/guardian or both.

I, _____, have tested/examined
 (name of professional)
 _____, after an injury/illness to or affecting
 (name of athlete)
 his/her _____, and certify that,
 (body part)
 in my professional opinion, he/she will be ready to resume participation in _____ as of _____
 (name of sport) (date)

COMMENTS: _____

_____ Date _____ Signature

I, _____, acknowledge the fact that
 (name of parent/guardian)
 _____ has received care
 (name of athlete)
 for an injury/illness affecting his/her _____,
 (body part)
 and request his/her participation in _____ to resume on _____
 (name of sport) (date)

COMMENTS: _____

_____ Date _____ Parent's/Guardian's Signature

This completed form is to be returned to the coach by any athlete who has missed a practice or game owing to an injury or illness requiring professional medical attention.

APPENDIX C

Kit contents need to be checked and replaced as necessary.

FIRST AID KIT CONTENTS

In-School Kit Contents

The following are first-aid kit contents that are to be included in a first-aid station accessible to the gymnasium.

a. scissors

- 1 pair of universal scissors
- 1 splinter tweezers

b. bandages/dressings/tape

- 48 adhesive bandages, individually wrapped
- 2 rolls of adhesive tape, 1.5" wide
- 12 rolls of 1" gauze bandage
- 48 sterile gauze pads, 3" x 3"
- 8 rolls of 2" gauze bandage
- 8 rolls of 4" gauze bandage, individually wrapped
- 6 sterile surgical pads suitable for pressure dressings, individually wrapped
- 12 triangular bandages
- splints of assorted sizes
- 2 rolls of splint padding
- 6 sterile strips (butterfly wound closures)

c. ice

- 1 rubber ice bag or plastic bags and access to ice or frozen gel pack

d. other

- 1 St. John Ambulance emergency first-aid book (small)
- 15 antiseptic towelettes
- 24 safety pins (small and large)
- a quarter and emergency telephone numbers (taped to the inside of the box cover)
- 1 basin, preferably stainless steel
- 6 pairs disposable gloves
- 2 tensors 2"
- 2 tensors 4"
- 1 blanket accessible

Reference: Worker's Compensation Board Sheridan College Risk Management Program

Sample Portable Off-Site Kit Contents

a. scissors

- 1 pair universal scissors
- 1 splinter tweezers

b. bandages/dressings/tape

- 12 adhesive bandages
- 1 roll adhesive tape 1.5" x 5 yd
- 1 roll gauze bandage 2" x 5 yd
- 3 sterile gauze pads 3" x 3"
- 2 triangular bandages
- 1 sterile surgical pad suitable for pressure dressing, individually wrapped
- 3 sterile strips (butterfly wound closures)

c. ice

- 1 ziplock bag for ice (9" x 12") and access to ice
- 2 "instant cold packs"

d. other

- 5 antiseptic towelettes
- 1 pocket first-aid manual
- 1 tensor bandage 2"
- 1 tensor bandage 4"
- 2 pairs disposable gloves
- a quarter and emergency telephone numbers

Reference: Sports Injury Prevention and Care Program

INJURY MANAGEMENT PLAN

Given that there is an element of risk in all physical activity, an encounter with an injury is highly possible. In recognition of this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the Injury Management Plan is getting the professional care to the injured student as quickly as possible. For that to happen efficiently and effectively, you must be prepared with an Injury Management Plan. The following is a sample.

SAMPLE INJURY MANAGEMENT PLAN

You should know the following information:

- 1) location and access to the first-aid kit
- 2) location and access to a telephone
- 3) telephone number of ambulance and hospital (doctor's office if in a rural area)
- 4) directions and best access routes to hospital
- 5) the whereabouts of a suitable and available means of transportation

When an injury occurs, do as follows:

- 1) Initially, when coming in contact with the injured student, take control and assess the situation. Exercise universal precautions related to blood/body fluids (see Appendix H).
- 2) Keep in mind the cardinal rule of injury care:

DO NOT MOVE THE INJURED STUDENT.

IF A STUDENT CANNOT START A MOVEMENT BY HIMSELF/HERSELF, DO NOT MOVE THE BODY PART FOR HIM/HER.

- 3) Instruct any bystanders not to touch the injured student.
- 4) Do not remove student's equipment if there is a risk of further injury.

APPENDIX D

continued

- 5) Evaluate the injury. Once you have assessed the severity of the injury, decide whether or not further assistance is required.
- 6) If an ambulance is not needed, then decide what action is to be taken to remove the injured student from the playing surface.
- 7) If an ambulance is required:
 - a) Request assistance from another person (teacher/administrator/parent).
 - b) Have this person call an ambulance with the following information:
 - I. the nature of the emergency
 - II. exact location and closest cross streets
 - III. the telephone number of your location
 - c) Report back to confirm that the call has been made and give estimated time of ambulance arrival.
 - d) Go to the access entrance and wait for the ambulance.
- 8) Once the call has been placed, observe the injured student carefully for any change in condition and try to reassure the injured student until professional help arrives.
- 9) Do not be forced into moving the injured student unnecessarily.
- 10) Do not provide the injured student with food or drink, unless otherwise indicated by situation (e.g. diabetes, hypothermia, dehydration).
- 11) Stay calm. Speak reassuringly.
- 12) When ambulance attendants arrive, describe what happened, how it happened and what has been done. Inform them about any related medical problems or past injuries of the participant, if known.
- 13) The **in-charge person or a designated adult** must accompany the injured student to hospital to help reassure him/her and give the relevant medical history and injury circumstances to the physician.
- 14) **The parents/guardians of the injured student must be contacted** as soon as possible after the injury.
- 15) Complete an accident/incident report and file with appropriate district official and school administrator.
- 16) Establish emergency communication procedures for off-site or after-school outdoors activities; e.g. cellular phone.

STUDENTS' RESPONSIBILITIES

Students are required to behave in ways that show respect for the safety and well-being of both themselves and others.

FROM THE EDUCATION ACT

- 14 (1) It is the duty of a pupil to
- (a) participate in learning opportunities to his or her potential,
 - (b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
 - (c) attend to assigned homework,
 - (d) attend school regularly and punctually,
 - (e) contribute to a safe and positive learning environment,
 - (f) be responsible for his or her conduct at school and while on the way to and from school,
 - (g) respect the rights of others, and
 - (h) comply with all school policies.

The guidelines of safety are also affected by the student's skill and understanding, attitude, physical condition, and pre-activity conditioning.

Inappropriate behaviour, the use of alcohol, and the non-medical use of drugs must be viewed as safety hazards and must be strictly forbidden at all times.

This prohibition extends to all curricular and co-curricular activities, whether they take place inside school or off school property, e.g. cross-country skiing field trip, in-the-gym basketball activity.

Responsibility for safety in physical education curricular and co-curricular activities in the Intermediate Division should begin to shift from the coach to the student, in keeping with the age and maturity level of the participants. Students must understand how to follow safety procedures and why they should do so.

see Policy 703 - Positive Learning Environment

APPENDIX F

SAFETY IN ACTIVITY ROOMS

(non-gymnasiums used for interschool practice, e.g. concourse, church hall, empty classroom, school basement, etc.)

The following is recommended to optimize safety when using an activity room for interschool activities:

- 1) An activity room is best suited for activities which have a controlled amount of movement, e.g. aerobics, mat work, fitness stations, skipping, wrestling, dance, bean bag activities, chair activities.
- 2) Limit the number of active participants in any activity area at one time, according to the size of the area, risk level of the activity, and maturity of the participants.
- 3) If the activity room is in an open area, student traffic must go around, not through, the interschool activity.
- 4) Structure activity to provide as much organization as possible.
- 5) Caution students not to throw objects at the ceiling, thereby knocking down tiles, dust, lights, etc.
- 6) Keep activity away from drinking fountains, stage steps, trophy cases etc. Centre all activities to allow for a “safety zone” of at least one metre around the perimeter. If possible, mark area with pylons.
- 7) Precautions are needed to guard against doors opening into the playing area.
- 8) Do not allow students to be involved in an activity while the coach goes to the gym or to a storage area to get equipment in the cases of on-site and constant visual supervision.
- 9) Ensure floor surface is conducive to activity (e.g. not slippery from water or dirt) and equipment/furniture is not in the way of activity.

APPENDIX G

SAMPLE SAFETY CHECKLIST GYMNASIUM FACILITIES

Each school is to develop a procedure for regular inspection with appropriate follow-up. This form could be used.

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected By _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
GYMNASIUM SPACE			
• adequately ventilated			
• free of "stored" furniture/boxes/equipment along perimeter walls and corners			
FLOORS			
• clean and dry			
• provide for safe foot traction			
• clear of objects which may cause tripping/slipping			
• floor sockets covered and flush with floor			
• floor plates secure in floor, hooks and plate in good condition and flush with floor			
ENTRANCES/EXITS			
• free of obstructions			
• no doorknobs, protruding handles on gym side of door			
• doors open away from gym area			
STAIRS			
• clear of obstacles			
• stair treads in good condition			
• railings secure			
• free of protruding nails, cracks or splinters			
CEILING			
• adequate lighting			
• tiles and meshings on lights secure			
WALLS			
• all outlets, switches, registers, etc. that pose an unreasonable hazard must be padded or flush with wall surface			
• free of protruding hooks, nails, etc.			

APPENDIX G
continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
BASKETBALL BACKSTOP			
• backboards in good condition			
• cable and attachments from backboard to wall secure			
• rims secure and straight			
• Velcro strips on walls behind backboards in good condition to hold mats			
• winch not located directly below a wall-mounted backboard			
CHINNING BARS			
• secure attachment to wall			
• adjustable parts in good condition			
PEG BOARDS			
• secure attachment to wall			
• peg holes and pegs in good condition			
FOLDING CLIMBERS			
• secure to wall			
• cables, pulleys, lock pins, clamps in good condition			
• dowels, parallel bars, ladders free from cracks and splinters			
STORAGE ROOM			
• floor clean and centre area clear of equipment			
• equipment stored on designated shelves			
• volleyball poles secured to wall when stored standing up, to prevent falling			
EMERGENCY EQUIPMENT			
• first-aid kit fully stocked and accessible			
• emergency phone numbers posted			
• access to phone/office via P.A. System			
• emergency EXIT lights/signs working			
BENCHES			
• top and supports free from cracks and splinters			
• bolts and screws secure			

APPENDIX G

continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
CLIMBING ROPES/CLIMBING STILL RINGS			
• secure attachment to ceiling			
• ropes free from splinters, fraying			
• rings secured to ceiling support			
• parallel bars			
• high bar attachments			
OTHER			
•			
•			
•			
•			

APPENDIX G
continued

SAMPLE SAFETY CHECKLIST GYMNASIUM EQUIPMENT

Each school is to develop a procedure for regular inspection with appropriate follow-up. This form could be used.

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected By _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
VOLLEYBALL POSTS • hooks, pulleys and ratchet in good condition • poles secured to wall when stored standing up (to prevent falling)			
VOLLEYBALL NET • free of exposed wires along top and frayed wires along poles • free of tears/holes			
BADMINTON • rackets usable, no splinters			
HIGH JUMP • standards, base attachments and uprights in good condition • portable pit cover free of tears • portable pit foam in good condition • crossbars taped and free of cracks/splinters			
MATS • covers free of tears/wearing • foam in good condition • Velcro fasteners continue to stick			
SCOOTER BOARDS • wheels secure • free of cracks, broken edges			

APPENDIX G

continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
BALL CARRIERS			
• casters working well			
• no sharp edges			
SOFTBALL			
• wooden/metal bats uncracked with a good grip end to prevent slippage			
GYMNASTICS - VAULTING BOX (BOX HORSE)			
• pad and cover free from tears/wearing			
• sufficient padding to absorb impact			
• inner post solid			
• free of cracks/splinters			
• nuts/bolts/screws tight			
BEAT BOARDS			
• free of splinters, broken tops/legs			
• springs in good condition			
• floor protection pads in good condition			
HOOPS			
• breakaway rims must conform to CSA Standard			
• no cracks/bends			
BALL HOCKEY/FLOOR HOCKEY			
• goals have welds and frames in good condition			
• wooden floor hockey sticks free of splinters			
• plastic ball hockey sticks free of cracks or broken edges/ends			
• stick blades secure to shaft			
CLIMBING ROPES/CLIMBING STILL RINGS			
• secure attachment to ceiling			
• ropes free from splinters, fraying			
• rings secured to ceiling support			
• parallel bars			
• high bar attachments			
OTHER			
•			

APPENDIX G
continued

SAMPLE SAFETY CHECKLIST GYMNASTICS EQUIPMENT

SITE NAME: _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
FLOOR EXERCISE/TUMBLING MATS			
• no holes (rips may be taped)			
• uniform thickness and compaction rating throughout			
• Velcro closures fastened with no gaps			
• 1.5 m clear area around mats			
• for competition: mats extend 60.9 cm (24") beyond boundary at corners			
VAULT			
• horse is stable, level and at right angles to runway			
• no tears in covering (rips may be taped)			
• if using a pommel horse for vaulting, pommels removed and points of attachment padded and covered			
• height appropriate for student ability level and skill progression being taught			
• height adjustment mechanism tight			
• minimum 12 cm, 1.88 m x 3.76 m (6' x 12') hardside-softside landing mat			
• minimum 1.88 m (6') clearance beyond landing area or pad the wall			
• minimum .5 m clearance at sides			
• unobstructed, non-slip approach			
TAKE-OFF BOARD (not a springboard)			
• all bolts tightened and rubber non-slip pads in good condition			
• appropriate amount of spring for athlete's weight (if adjustable)			
• aligned at right angle to horse			
• carpeted non-slip take-off surface			
• distance from horse appropriate to student's skill level			

APPENDIX G

continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
BALANCE BEAM			
• stable, level, parallel to a wall, minimum 1.5 m from wall or other equipment			
• no tears in covering (rips may be glued down)			
• height adjustment mechanism locked in and tightened			
• appropriate height for students' ability level and skill progression			
• minimum landing surface: general utility mats extending 1.2 m (4') at side and 2.4 m (8') at ends of beam			
• if dismounting through inverted position, e.g. round-off, minimum landing surface is 10 cm, 1.88 m x 3.76 m (6' x 12') hardside-softside mat			
UNEVEN PARALLEL BARS/HIGH BAR			
• floor hooks secure and positioned according to manufacturer's specifications			
• no "S" hooks			
• no extra link trapped inside link that is attached to floor hook			
• if quick-links used, must be fully threaded			
• no exposed frayed cables			
• turnbuckle hooks equally extended and fully threaded			
• tension on cables sufficient to limit sway; sliders locked			
• loops on cables fully seated in post hooks			
• bases flat on floor, centred between floor hooks			
• posts perpendicular to floor when viewed from front/back			
• posts in alignment when viewed from side			
• height adjustment locking pins fully inserted			
• wood/fibreglass rails – no cracks, splinters, caked-on chalk			
• steel rail is straight			
• minimum two 10 cm, 1.88 m x 3.76 m (6' x 12') hardside-softside landing mats			
• floor between stands and landing mats padded			

APPENDIX G
continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
RINGS			
• ring stand (if used) secure, vertical (see uneven bars)			
• no kinks, knots in steel cables			
• no exposed frayed wire			
• leather/webbing straps checked for wear			
• rings have no splinters, cracks, chalk build-up			
• height from floor appropriate to athlete's ability level and skill progression being taught			
• minimum 10 cm, 1.88 m x 3.76 m (6' x 12') hardside-softside landing mat			
• for inverted skills: 30.5 cm – 60.9 cm (12" - 24") solid or cross-linked foam landing pit			
POMMEL HORSE			
• horse is stable, level			
• no tears in covering (rips may be taped or glued down)			
• height appropriate for student ability level and skill progression being taught			
• height adjustment mechanism tight			
• minimum landing surface: general utility mats extending 1.2 m (4') on all sides			
• pommels smooth, no chalk build-up			
OTHER			
•			
•			
•			
•			

SAMPLE SAFETY CHECKLIST OUTSIDE FACILITIES

SITE NAME: _____

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
WALKING AND PLAYING SURFACES			
• asphalt areas level and free of holes/broken asphalt			
• grass and dirt areas free of holes/ruts			
• clear of broken glass, cans, rocks, animal feces, etc.			
• free of drainage problems			
• clear of trip hazards (exposed footings, roots or other environmental obstacles)			
STAIRS			
• clear of obstacles			
• stair treads in good condition			
• railings secure			
• wooden sections free of protruding nails, cracks or splinters			
BEE NESTS			
• free of nests			
METAL FENCING			
• clips and attachments safely secure			
• fencing tight and secure to frame			
• no holes in fence or at ground level			
• anchors to ground stable, in good condition and safely covered			
• posts not compromised by corrosion			
BENCHES/BLEACHERS			
• free of protruding nails, splinters, cracked or rotted wood			
• anchors to ground in good condition and safely covered			
SOFTBALL BACKSTOP			
• fencing, clips and attachments safely secure			
• fencing tight and secure to frame			
• no holes in fence or at ground level			
• anchors to ground stable, in good condition and safely covered			
• posts not compromised by corrosion			

APPENDIX G
continued

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
SOFTBALL PLAYING SURFACE			
• level ground with good drainage			
• free of holes/ruts/trash/animal feces			
GOALS (Soccer, Football, Rugby, etc.)			
• framework free from protruding hooks			
• anchors to ground stable, in good condition and safely covered			
• posts not compromised by corrosion			
PLAYING SURFACE (Soccer, Football, Rugby, etc.)			
• level ground with good drainage			
• free of holes/ruts/trash/animal feces			
BASKETBALL BACKSTOPS			
• backboards in good condition			
• rims secure and straight			
• pole anchors stable, in good condition and safely covered			
• posts not compromised by corrosion			
BASKETBALL PLAYING SURFACE			
• level playing surface, good drainage			
• free of holes/ruts/trash/animal feces			
POTENTIAL HAZARDS ON SCHOOLYARD			
• trees, exposed roots, posts, streams and other environmental hazards			
• hazards identified to all staff and students			
• warning signs and barriers where needed			
• rules for safe play around hazards is communicated to all students			
OTHER - LIST			
•			
•			
•			

SUGGESTED CRITERIA FOR NON-TEACHER COACHES

Schools are encouraged to consider the following prior to engaging the services of a non-teacher coach.

- Applicant completes an application form; see Appendix J: Sample Volunteer Coaching Application Form.
- Applicant supplies two references.
- Applicant demonstrates coaching expertise. For higher-risk sports, this may be derived from one of the following:
 - NCCP Level One Technical in the sport
 - attendance at a relevant clinic or workshop within the last three years
 - past experience as a competitor or coach in that sport
- Applicant presents a criminal record check, if requested.
- Applicant agrees to a process for monitoring of his/her coaching activities, e.g. seasonal review.
- Applicant agrees to a process for resolving issues accompanied by appropriate disciplinary action by school.
- Applicant agrees to abide by all relevant policies and procedures.
- Applicant undergoes an orientation session with the school principal or designate to
 - review coaching philosophy of school,
 - outline school policies with respect to academic eligibility,
 - highlight expected conduct of coach and code of behaviour for athletes, and
 - clarify school policies with respect to supervision and travel.
- Applicant agrees to attend a pre-season coaching meeting of school and/or association coaches, if requested.
- Applicant agrees to communicate regularly with designated supervisor./coach liaison.

APPENDIX J

SAMPLE VOLUNTEER COACHING APPLICATION FORM

The following form is to be used when interviewing a potential coach in any one of the following situations:

- a) The applicant is not an administrator or someone with teaching certification.
- b) The person's philosophy and/or expertise is unknown.
- c) The position to be filled is one of head coach, or the person would be asked to coach by himself/herself.
- d) The person would be coaching a higher-risk sport.
- e) The principal or designate decides to formally interview for other reasons.

Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions which would be relevant to their school.

CANDIDATE Name: _____ Address: _____ Phone: (Home) _____ (Work) _____ e-mail or fax: _____ Health Card Number _____	School Principal/Designate: _____ Team in Question: _____ Higher-Risk Sport Yes <input type="checkbox"/> No <input type="checkbox"/>
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1. Please describe your previous coaching experience in _____ (specific sport) as well as coaching experience in any other sport. Include number of years you have coached, age range of players, competitive nature of league and any other details you think are pertinent. _____
2. Describe current certification and/or qualification you hold which would be relevant to coaching. _____
 Describe other coaching professional development sessions you have attended which have helped you learn more about coaching the sport of _____
 Do you have St. John Ambulance Emergency/Standard First-Aid certification or equivalent? Expiry date of certificate. _____
3. What are the three primary goals that you are trying to achieve as a coach? _____
4. Have you every been convicted of any offence under the Criminal Code of Canada for which a pardon has not been granted? YES NO
 If yes, please explain. _____
5. Do you understand/support the principles of the "fair play" philosophy in athletes? YES NO
 Explain how you would apply these principles to your coaching role. _____

APPENDIX J continued

6. How would you set standards of behaviour for the players you coach? _____

7. Please list two references associated with previous coaching experience.

REFERENCES

Name (Not a Relative)	Position	Phone Number

This information is collected pursuant to the (name of School District)'s role as employer as set out in the Education Act. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the Protection of Personal Information Act. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of (name of School District)'s student athletes.

Signature of Applicant: _____ **Date** _____

Signature of Principal/Designate: _____ **Date** _____

OFFICE USE ONLY

References checked. YES NO , by Signature of Principal/Designate: _____

Notes:

Application accepted not accepted

Orientation session completed. YES NO Date _____

Signature of Principal/Designate: _____ **Date** _____

APPENDIX K

UNIVERSAL PRECAUTIONS RE BLOOD AND BODILY FLUIDS

- Use impermeable gloves (e.g. latex or vinyl) if blood or body fluids containing visible blood are anticipated.
- Stop the bleeding, cover the wound and change the uniform if contaminated with excessive amounts of blood.
- Wash hands and skin after contact with blood.
- Clean any surfaces or equipment with appropriate disinfectant, and clean clothes or skin with soap and water or an appropriate antiseptic.
- Use proper disposal procedures for contaminated clothing and equipment.
- Use a ventilation device for emergency resuscitation.
- Avoid direct contact with patient if you have an open skin condition.
- Follow accepted guidelines for control of bleeding, and for any body fluids containing visible blood.
- Encourage all participants to use individual water bottles.
- A bleeding student must cease activity until the wound has been adequately covered.

Note: NBIAA has a Blood Policy for its sports and activities.

CODES OF FAIR PLAY FOR PARTICIPANTS IN NBIAA EVENTS

NBIAA FAIR PLAY CODE FOR ATHLETES

1. I will train and compete because I want to and not just because my parents or coaches want me to.
2. I will play by the rules and in the spirit of the games.
3. I will control my temper - fighting and “mouthing off” can spoil the activity for everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn’t everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will remember that coaches and officials are there to help. I will accept their decisions and show them respect.

NBIAA FAIR PLAY CODE FOR COACHES

1. I will be reasonable when scheduling games and practices.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get instruction, support and an opportunity to compete.
4. I will not ridicule my athletes for making mistakes or for performing poorly. I will remember that athletes compete for enjoyment and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete’s age and abilities.
6. I will remember that athletes 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.

APPENDIX M

COACHING EXPECTATIONS

Coaches are required to do the following:

- Distribute, collect, file and maintain Medical Information/Permission to Participate/Acknowledgment of Risk Form for each student who is trying out for the team (see Appendix A).
- Be aware of the school/Athletic Association's coaching philosophy, playing regulations and by-laws.
- Be aware of and implement the District's transportation policy, risk management policy, the school's academic policy, code of conduct and emergency action plan.
- Distribute, collect and file a Request to Resume Athletic Play form from any athlete who has required medical attention (see Appendix B).
- Ensure that a first-aid kit is fully stocked and accessible; order any first-aid supplies that are needed.
- Follow policies and procedures related to universal precautions with bodily fluids (see Appendix K).
- Attend to proper training procedures for strenuous outdoor sports.
- Ensure that first-aid services are on site for all higher-risk sport practices and games.
- Document athlete attendance and all practice plans in a higher-risk sport (see Appendix H).
- Ensure that spectators do not present a safety concern.
- Encourage all student athletes to have accident insurance.
- Inform parents of game schedules and means of transportation.
- Implement corrective measures to help prevent the recurrence of an injury.
- Inspect equipment and facility to ensure they are safe for use.
- Determine that all equipment, whether school-provided or personal, meets safety regulations (e.g. football helmets, hockey neck guards).
- Inform athletes that they are not to share water bottles.
- Implement guidelines related to the wearing of jewellery.
- Ensure that a means of communication is available at all competitions (e.g. cellphone).
- Inform appropriate authorities when playing-field conditions present a risk to safety.
- Teach skills in proper progression.
- Outline the inherent risks in the activity to athletes; demonstrate how to minimize the risks; set procedures and rules for safe participation.
- Make athletes aware that they are not to use the facility without the proper supervision in place.
- Sanction students for unsafe play.
- Teach and enforce the rules of the sport.
- Address the supervision of spectators.
- Review sport guidelines and attend coaches' meetings.

In addition, an outside coach must conform to the requirements of Policy 701. A sample application form is provided (Appendix J).