



New Brunswick

PHYSICAL EDUCATION

Safety Guidelines

Module 1

Elementary and Middle School Curricular Guidelines

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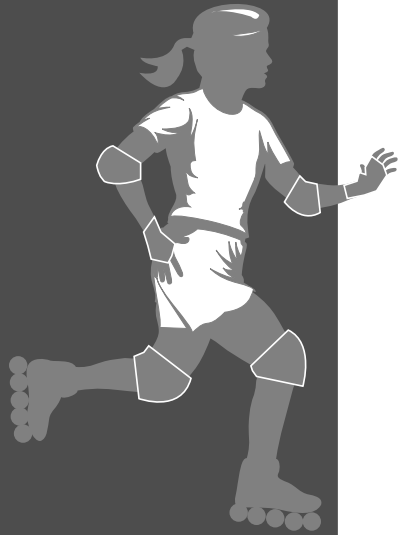


TABLE OF CONTENTS

ACKNOWLEDGEMENTS	iii
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PHYSICAL EDUCATION ELEMENTARY and MIDDLE LEVEL SAFETY GUIDELINES

Intent of the Provincial Safety Guidelines in Physical Education	1
Impact and Scope of this Document	1
A) Generic Issues	1
B) Specific Components	
1. Guidelines	3
2. Equipment	3
3. Clothing and Footwear	3
4. Facilities	4
5. Special Rules/Instructions	4
6. Supervision	4

ACTIVITY	PAGE	ACTIVITY	PAGE
Aquatics	6	Dodgeball Games/Tag Games	16
Archery	7	Field Hockey	17
Ball Hockey	7	Fitness Activities	18
Baseball	7	Floor Hockey/Gym Ringette	19
Basketball	8	Football (Flag, Touch)	20
Bordenball, Endball, Benchball	8	Golf	20
Bench and Chair Activities	9	Gymnastics - General Procedures	21
Bowling	10	Gymnastics - Mat Work	22
Broomball	10	Gymnastics - Pyramid Building	23
Cricket	11	Gymnastics - Climber	24
Cross-Country Running/Orienteering	12	Gymnastics - Climbing Ropes	25
Cross-Country Skiing/Snowshoeing/Snow Skating	13	Gymnastics - Parallel Bars, Still Rings, Balance Beam, Uneven Parallel Bars	26
Curling	14	Gymnastics - Beatboard	27
Cycling	15	Gymnastics - Box Horse, Mini-Tramp, Trampoline	28
Dance/Rhythmic Activities	16		

Table of Contents continued

ACTIVITY	PAGE	ACTIVITY	PAGE
Horseback Riding	29	T-Ball	47
Ice Hockey	29	Table Tennis	48
In-Line Skating.....	30	Tag Games	49
Kinball	31	Team Handball.....	50
Lacrosse (soft)	31	Tetherball.....	51
Martial Arts	32	Tobogganing	52
Outdoor Education - General Procedures	33	Track and Field - Discus	53
Outdoor Education - Backpacking	34	Track and Field - High Jump	53
Outdoor Education - Camping.....	35	Track and Field - Hurdles	54
Outdoor Education - Canoeing.....	36	Track and Field - Javelin	54
Outdoor Education - Canoe Tripping.....	36	Track and Field - Pole Vault	54
Outdoor Education - Flat Water Kayaking.....	37	Track and Field - Shot-Put.....	55
Outdoor Education - Lake Swimming.....	38	Track and Field - Track Events	56
Outdoor Education - Rock Climbing	39	Track and Field - Triple Jump/Long Jump	57
Outdoor Education - Sailing	39	Ultimate Frisbee	58
Outdoor Education - Winter Tent Camping.....	39	Volleyball/Newcombe Ball/Beachball Volleyball	59
Parachute.....	40	Wall Climbing (greater than 3 metres high)	60
Raquet Sports - Raquetball, Paddleball, Handball	40	Wall Climbing (3 metres high and less)	61
Raquet Sports - Squash, Tennis, Badminton, Pickleball, Paddle Tennis	41	Wrestling.....	62
Ringette (Ice)	41	Appendix A: Sample Letter to Parents/Guardians	65
Rugby (Non-Contact)	42	Appendix B: First-Aid Kit Contents	66
Rugby (Tackle)	42	Appendix C: Injury Management Plan	67
Scoopball.....	43	Appendix D: Students' Responsibilities	69
Scooter Boards	43	Appendix E: Safety in Activity Rooms	70
Skating (Ice)	44	Appendix F: Sample Safety Checklist Gymnasium Facilities	71
Skiing (Alpine)/Snowboarding.....	45	Sample Safety Checklist Gymnasium Equipment.....	74
Skipping.....	46	Sample Safety Checklist Outside Facilities	76
Soccer, Soccer-Baseball, Crab Soccer	46	Appendix G: Universal Precautions re: Blood and Bodily Fluids	78
Softball.....	47		

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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 ELEMENTARY AND MIDDLE LEVEL 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 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 intent of this module is to focus on instruction in physical education. This document delineates minimum guidelines that must be used by physical educators and administrators in addressing the safety component of the physical education curriculum. Intramural and interschool activity guidelines can be found in the second and third modules, respectively.

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) At the beginning of the school year, 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 (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 is to 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 the 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. A signed parent/guardian acknowledgement/permission form must be received from each participant. The form must contain details of the activity and its inherent risks.

Consideration must also be given to informing parents of activities which take students off the immediate school property, where transportation is not required, e.g. cross-country running. **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) If students are involved in an 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. In an effort to promote a common understanding of the term, this document views body contact as intentional contact with the purpose of gaining an advantage in the specific activity.
- 10) At the beginning of the school year, teachers must instruct students in appropriate change-room conduct, as well as emphasize the need to change quickly and proceed to the gym.

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 II: Physical Education Intramural Safety Guidelines.

d) If students are permitted to bring their own equipment (e.g. skis, in-line skates), students and parents/guardians 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. Running shoes are a minimum uniform requirement. Shorts or sweat pants and t-shirts are examples of appropriate clothing. 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 must be made aware of safety precautions with eyeglasses for some activities, including an eyeglass strap and/or shatterproof lenses, or removal of glasses if vision is adequate (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 check list (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 or any other large indoor room used for physical education. 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) 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.

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. Refer to skill-progression resources (e.g. core curriculum documents, commercial resources). 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 with mobility challenges 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. **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 in an area 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 activity.

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) 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

Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Ensure that standard safety equipment, as stated in pool regulations, is accessible., e.g. ring buoys, reaching poles, spinal boards, designated phone.</p> <p>First aid kit is accessible.</p> <p>Emergency phone must be accessible.</p>	<p>No jewellery to be worn other than medical alert jewellery.</p> <p>Suitable swim wear to be worn.</p> <p>Device to keep hair from obstructing vision (e.g. elastic) to be worn.</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 child having history of diabetes, asthma, heart condition, convulsions, epilepsy, frequent ear infections or any medical problems that may affect the child's safety in water. 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 off deck into shallow end • no shoes on deck. <p>Showers must be taken before entering the pool.</p> <p>Parent/guardian permission forms are required.</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 the pool.</p> <p>Screening/testing must be done in shallow end initially.</p>	<p>Teachers must accompany pupils to the pool and be on deck or in the pool.</p> <p>Maximum 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>Close and frequent monitoring of change rooms must take place.</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.</p> <p>A person with current first-aid certification must be available.</p>

ARCHERY

ARCHERY is not a recommended activity at the Elementary and Middle Level. Written permission from a school district official is required. Reference Physical Education: New Brunswick Safety Guidelines - Secondary Curricular module when preparing a proposal to teach archery.

BALL HOCKEY

Grades K-8

(see page 19 for Floor Hockey Guidelines)

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, cosom hockey sticks or a hockey stick with plastic blade.</p> <p>Goalie must wear protective mask, i.e. hockey helmet with cage.</p> <p>Use "soft" ball, e.g. P30, P40, nerf ball, yarn ball, plastic or soft rubber puck.</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>Stick must remain below waist at all times.</p> <p>No slapshots are allowed.</p> <p>No body contact, stick-on-body contact or stick-on-stick contact is allowed.</p> <p>Penalties for stick infractions are strictly enforced.</p> <p>Implement a crease for protection of the goalie, e.g. size of 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 and activities must be based on skills that are taught.</p> <p>Only active players on the floor can have a stick.</p>	<p>On-site supervision is required.</p>

BASEBALL

Baseball (i.e. hardball) is not an appropriate activity at the Elementary Level.

BASKETBALL Grades 4-8

BORDENBALL, ENDBALL, BENCHBALL, etc. Grades K-8

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 gym mats or padding must be placed beyond the "key" area.</p> <p>Protective end wall mats 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 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 (exception: stud earrings covered by tape).</p>	<p>Gym must be free of hazards: e.g. equipment in corners and on sidelines.</p> <p>Adults (or students under constant visual supervision) are to use hand winches to raise and lower baskets.</p> <p>Only trained adults can use motorized (drill) devices to raise and lower baskets.</p> <p>Playing surface, whether indoor or outdoor, must provide good traction.</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>Safety straps should be attached to basketball backboards.</p>	<p>Games and activities must be based on skills that are taught.</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.</p>

BENCH AND CHAIR ACTIVITIES Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Stacking chairs must not have cracks or chipped corners. The seat and back must be secured to the supports.</p> <p>Benches must not have cracks, chipped corners or splinters on the top surface.</p> <p>Bench tops must be secured to all supports.</p> <p>Mats must be used to designate landing areas when using a bench supported on two chairs.</p>	<p>Suitable clothing and footwear to be worn.</p>	<p>Ensure that there is enough space around chairs/benches for safe usage.</p> <p>Allow for landings at safe distances away from walls and other equipment.</p>	<p>All skills must be taught in a logical progression from simple to complex. Observe that child demonstrates control of basic movement before moving to more complicated skills (e.g. forward jumping and landing before backward jumping and/or jumping with turns).</p> <p>Jumping and landing skills can effectively be taught from chairs and benches before using larger equipment. Teach simple forward jumps and bent-knee landings first before introducing aerial shapes and rotations.</p> <p>Instruct children to jump up from chair/bench and land close by, so that chair/bench does not move.</p> <p>Instruct children never to jump from seat over back of chair.</p> <p>When supporting an inverted bench on two chair seats, be sure bench ends are well anchored on and through chair seats.</p>	<p>Chair and bench activities require on-site supervision.</p>

BOWLING

Grades K-8

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>		<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>	<p>On-site supervision is required.</p>

BROOMBALL

Grades 4-6 (Non-Ice), Grades 7 & 8 (Ice or Non-Ice)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Goalie must wear protective mask.</p> <p>Regulation broomball sticks.</p> <p>CSA approved hockey/ broomball helmets are mandatory if playing on ice.</p> <p>Hockey nets or pylons for goals.</p> <p>Nerf ball, utility ball or regulation broomball ball.</p>	<p>Broomball played on fields, blacktop, or on rinks requires player to wear suitable footwear and clothing for weather conditions.</p> <p>No skates.</p>	<p>Non-Ice Broomball Blacktop area must not be obstructed (e.g. tetherball poles, tennis standards, or basketball standards).</p> <p>Field must be free from ice patches.</p> <p>Ice Broomball Ice surface must be free from obstructions.</p>	<p>Players must keep sticks below waist at all times.</p> <p>Crease extended 2 m from goal line. No players or their brooms other than goalie and goalie broom allowed in the crease.</p> <p>Only non-contact broomball allowed.</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 must be made aware of any off-campus activity and means of transportation.</p>	<p>On-site supervision is required.</p>

CRICKET

CRICKET VARIATIONS

e.g. Kanga Cricket, Cricket Wicket, Continuous Cricket
Grades K-8

The official game of cricket is not an appropriate activity at the Elementary Level.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Official Kanga Ball set or equipment modifications, for example:</p> <ul style="list-style-type: none"> • tennis balls, plastic balls or “soft” balls • paddle bats • pylons for wicket 	<p>Suitable clothing and footwear to be worn.</p> <p>No hanging jewellery to be worn.</p>	<p>Outdoor field 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 games, 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>A designated area must be established for non-active players at a safe distance behind the batter.</p> <p>The bowler, standing behind a designated line, must underhand lob or roll the ball (K-5) at the batter’s wicket.</p> <p>Straight-arm overhand throws could be used at the middle school level.</p> <p>The wicket keeper must stand a safe distance behind a striker.</p>	<p>On-site supervision is required.</p>

CROSS-COUNTRY RUNNING/ Grades K-8 ORIENTEERING Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit and phone must be accessible.</p>	<p>No bare feet.</p> <p>No spikes of any kind.</p> <p>Suitable footwear and clothing must be worn.</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>If route is using sidewalks around school, ensure students are not crossing intersections unless directly supervised.</p>	<p>Parents and students must be informed of importance of sun protection (see Appendix A). Parents must be notified when students will be running off the school campus.</p> <p>Length and difficulty of route must be appropriate to the age and ability level of the participants (e.g. primary students must not be out of sight for long periods of time).</p> <p>Skills must be taught in proper progression. A proper warm-up and cool-down must be included in all classes.</p> <p>Teachers must be aware of students with history of asthma and other respiratory problems. Allergies, reactions to insect bites, etc. should be noted also.</p> <p>Students must be instructed in basic road safety. 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>Students are to run in pairs or groups (use the buddy system).</p> <p>Off-site permission forms are required.</p>	<p>In-the-area supervision.</p>

CROSS - COUNTRY SKIING/ SNOWSHOEING/SNOW SKATING

Grades 4-8

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" related to bringing equipment from home for use in class.</p> <p>A cell phone is recommended for off-site activities.</p> <p>Sun screen 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. where appropriate.</p>	<p>Define specific routes to the students so they are aware of the boundaries for activity, whether using a commercial or non-commercial site.</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 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 (see Appendix A).</p> <p>Emergency procedures must be established and communicated to the students.</p> <p>Skills must be taught in proper progression.</p> <p>Ask students to check that boots are secure in bindings.</p> <p>Poles have sharp tips. Caution students about their use, especially when working close to others.</p> <p>Teacher must be aware of students with a history of medical conditions (e.g. asthma, seizures, heart conditions, severe allergies).</p> <p>Parents must be made aware of student involvement in off-campus activities.</p> <p>Use a buddy system.</p>	<p>Field Trips: A vehicle must be available to provide transportation in case of emergency.</p> <p>In-the-area supervision is required for all sites.</p> <p>Duties of the supervisors must be clearly outlined.</p> <p>1:12 ratio Junior and 1:15 ratio Intermediate must be in place for day cross-country trips and snowshoeing to commercial sites.</p> <p>There must be a designated supervisor (teacher, parent or responsible adult) capable of transporting an injured student to the hospital. This must not be the supervisor in charge of the trip.</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

Grades 4-8

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

GRADES 7 & 8

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 or sandals.</p>	<p>Choose routes carefully, considering the length, gravel, pavement, frequency of traffic, complex intersections and railway crossings.</p> <p>Prior to initial use of route, teacher must do a safety ride-through to address safety and suitability.</p> <p>For off-road routes, ensure permission of 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. This includes group riding protocol. Rules of the Trail for Off-Road Cycling must be reviewed if appropriate.</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 or equivalent.</p> <p>Walk bikes across busy intersections.</p> <p>Parents and students must be informed of importance of sun protection (see Appendix A).</p> <p>A record of students and the route they will be travelling must be left in the school with an appropriate person.</p> <p>Use a 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>1:15 ratio grades 7 & 8</p>

DANCE/RHYTHMIC ACTIVITIES Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Electrical equipment must be in good working order. No rhythmic clubs.	Bare feet permitted. Gymnastic slippers or running shoes.	Gym or very large room free from obstacles.	Skills must be taught in proper progression. Instruct students in safe use of equipment, e.g. ribbon sticks. Modify activity to the age and ability level of students; e.g. throws of equipment (ropes, ribbons, hoops, etc.) are to be kept to a low height.	On-site supervision is required for rhythmic activities. In-the-area supervision is required for dance.

DODGEBALL GAMES/ TAG GAMES Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
A "soft" ball, e.g. nerf ball, soft foam ball, must be used for dodgeball-type games. A partially deflated ball is not appropriate.	No jewellery to be worn. Suitable clothing and footwear must be worn.	Playing area must be free from obstruction, e.g. desks, chairs, pianos. All access/exit doors must be closed.	Rules for contact by the ball must be in place, e.g. below shoulders, or below waist. Activities/rules must be modified according to skill level, age and facilities/equipment available.	Constant visual supervision is required.

FIELD HOCKEY

Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation field hockey sticks must be used.</p> <p>Sticks must be checked regularly for cracks.</p> <p>Use regulation 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>Cleats must not be worn in class.</p> <p>Suitable footwear and clothing must be worn.</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>At no time must the stick be brought above waist level.</p> <p>Implement a soccer goal-size crease area for the 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>Parents and students must be informed of the importance of sun protection (see Appendix A).</p>	<p>On-site supervision is required.</p>

FITNESS ACTIVITIES

Aerobics, Chinning Bar, Peg Board, Circuit Training, Aerobic Steps, Slides, Tubing, etc. Grades K-8

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>Weight training is not recommended in the elementary or middle level curriculum. (See Policy 709.)</p> <p>Electrical equipment must be in good working order.</p> <p>Steps and/or slides must be in good repair and equipped with non-slip tread.</p> <p>Tubing/elastic strips must be proper tension and length for level of participant and must be in good repair.</p> <p>Place a mat directly below high apparatus, e.g. chinning bar, peg board.</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, tubing), students must be instructed in the proper use of the equipment before using it.</p> <p>Resistance training for the development of endurance can be done emphasizing high repetitions, low weights.</p> <p>Use proper progression of activities:</p> <ol style="list-style-type: none"> 1. Warm-up; 2. Stretching; 3. Peak work activities (which may include muscle strength and endurance activities); 4. Cool-down activities including tapering off, stretching and relaxation. <p>Where the fitness activities constitute the main part of the lesson, a proper warm-up and cool-down must be provided.</p> <p>Stress correct body alignment for injury prevention.</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>On-site supervision is required.</p>

FLOOR HOCKEY/ GYM RINGETTE Grades 4-8

See page 7 for Ball Hockey guidelines

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A “felt” ring must be used for floor hockey and regulation rubber quoit for ringette. 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, e.g. piece of sponge or carpet taped on. <p>Sticks must be checked regularly for cracks and splinters.</p> <p>Goalie must wear protective mask, i.e. hockey helmet with cage.</p>	<p>Suitable clothing and footwear must be worn.</p> <p>No jewellery is to be worn.</p>	<p>Playing surface and area must be free of all obstacles (e.g. tables, chairs, pianos).</p> <p>Floor plugs must be in place.</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. size of 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 and activities must be based on skills that are taught.</p> <p>Goalie must remain in crease area during play.</p> <p>Stick must be in contact with the floor at all times except on a shot or a pass when the stick may not go beyond waist level.</p>	<p>On-site supervision is required.</p>

FOOTBALL (FLAG, TOUCH)

Grades 4-8

TACKLE FOOTBALL is not an appropriate activity for Elementary or Middle physical education classes.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use footballs appropriate to the size and ability of the group, e.g. smaller football or nerf ball.</p> <p>Goal posts must be padded when goal posts are in the field of play.</p>	<p>No cleats to be worn.</p> <p>Suitable gym clothing and footwear must be worn.</p>	<p>Playing area must be free of 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>No blocking or tackling is allowed.</p> <p>Modify rules of the game to accommodate differences in ability/age/physical development.</p> <p>Skills must be taught in proper progression.</p> <p>Games and activities must be based on skills that are taught.</p> <p>Boundary lines must be clearly indicated.</p>	<p>On-site supervision is required.</p>

GOLF Grades 6-8

For grades 3-5 written approval from the District is required.

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.</p> <p>Equipment, especially grips, must be checked regularly and repaired as needed.</p> <p>Clubs of appropriate length must be used.</p>	<p>Suitable clothing and footwear must be worn.</p>	<p>Adequate space must allow for full backswing and follow through.</p> <p>Gym (putting only).</p> <p>School property.</p> <p>Golf domes.</p> <p>Putting 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.</p> <p>All rules of play pertaining to the driving range and/or mini-putt must be followed.</p> <p>Parents and students must be informed of importance of sun protection (see Appendix A).</p>	<p>On-site supervision for instruction.</p>

GYMNASTICS and EDUCATIONAL GYMNASTICS

GENERAL PROCEDURES - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>MATS Mats must be placed on all designated landing areas under and around equipment without overlaps or gaps.</p> <p>Regularly check mats for wear and tear.</p> <p>General utility mats to be used for floor work, tumbling and landing on feet from a controlled height (student's height at shoulder is maximum jumping height):</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>Landing surfaces to be used for elevated inverted skills: 30.5 cm - 60.9 cm (12" - 24") solid or cross-linked foam pit.</p> <p>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>Bare feet or running shoes or gymnastic slippers.</p> <p>No sock feet.</p> <p>Suitable gym clothing so that child can move unrestricted on mats.</p> <p>No jewellery to be worn.</p> <p>Tie back long hair and remove barrettes.</p> <p>Secure eyeglasses or remove them.</p>	<p>Ensure that floor plan allows enough space around each piece of apparatus for safe movement.</p> <p>Allow for landings at safe distances away from walls and other equipment.</p> <p>Perimeter of gym must be free from excess equipment, e.g. tables and chairs.</p>	<p>Teachers must be aware of the physical limitations of students (e.g. epilepsy, weak wrists, etc.).</p> <p>Teachers must create an atmosphere of discipline and control.</p> <p>Students must be instructed not to attempt aerial somersaults on or off apparatus, extended dive rolls for distance, front and back handsprings.</p> <p>When a student displays hesitation verbally or non-verbally, the teacher must discuss the reason(s) for doubt. If the teacher believes that a potential hesitancy during the move could put the student at a risk, the student is to be directed toward a more basic skill.</p> <p>Students must not be forced to perform skills beyond their abilities.</p> <p>All skills must be taught in a proper progression from simple to complex. Observe that student demonstrates control of basic movement before moving to more complicated skills (e.g. rotations on mats before performing on apparatus; and perform landings before working on elevated equipment).</p> <p>Apparatus must be introduced one piece at a time, working towards the development of a circuit. Mat work must precede apparatus. Landing mat must be properly placed for landings, and precautions must be taken to minimize movement of mat on impact. It is advisable that any teacher who is unfamiliar with any gymnastics apparatus seek assistance from appropriate support staff and/or refrain from using the equipment until help is received. Every lesson must be preceded by a warm-up.</p>	<p>All elevated inversions require constant visual supervision.</p> <p>Spotting</p> <p>Spotting is initially the role of the teacher and then may progress to trained students.</p> <p>Responsibilities vary with the age, strength and experience of the student. Grade K-3 students are involved in non-contact spotting only, e.g. keeping approach and landing areas clear. Grade 4-6 students are involved in non-contact spotting as above, as well as giving verbal cues and checking placement of mats and stability of equipment.</p> <p>Grade 7-8 students can also perform the following contact spotting roles: help peers maintain a static balance on benches/boxes; assist peers with forward rotations, e.g. roll on mats and other low, wide surfaces. They may also help peers maintain balance on mounts, handstands on mats and simple vaults on hip-high box horses.</p>

GYMNASTICS and EDUCATIONAL GYMNASTICS (See General Procedures)

MAT WORK - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>MATS Mats must be placed on all designated landing areas under and around equipment without overlaps or gaps.</p> <p>Regularly check mats for wear and tears.</p> <p>General utility mats to be used for floor work, tumbling and landing on feet from a controlled height (student's height at shoulder is maximum jumping height):</p> <ul style="list-style-type: none"> • ensolite 3.8 cm (1 1/2") • troc ellen 5.1 cm (2") • ethefoam 3.8 cm (1 1/2") • sameige 3.8 cm (1 1/2") • mats of equivalent compaction rating 		<p>Allow for landings at safe distances away from walls and other equipment.</p>	<p>Students must be instructed not to attempt aerial somersaults on or off apparatus, extended dive rolls (e.g. dive rolls for distance, diving over bodies), front handsprings and back handsprings.</p> <p>Apparatus must be introduced one piece at a time, working towards the development of a circuit. Mat work must precede apparatus.</p>	<p>Mat work requires on-site supervision.</p>

GYMNASTICS and EDUCATIONAL GYMNASTICS

PYRAMID BUILDING - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>General utility mats to be used for floor work, tumbling and landing on feet from a controlled height (student's height at shoulder is maximum jumping height):</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>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>Standing pyramids are not recommended at the <i>K-8</i> level.</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>On-site supervision for kneeling and lying pyramids.</p>

GYMNASTICS and EDUCATIONAL GYMNASTICS

CLIMBER - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>CLIMBER Trestles or wall climber.</p> <p>Equipment set-up and adjustment must be done under teacher direction.</p> <p>Check clamps and feet of trestles, wall lever and floor pins of wall climber to ensure climber is secure. Check daily for defective parts.</p> <p>General utility mats must be placed on all landing areas (see Gymnastics - General Procedures for mat specifications).</p>	<p>Suitable gym clothing so that child has bare elbows and knees.</p> <p>No tights or jeans.</p> <p>Bare feet or running shoes or gymnastics slippers.</p> <p>Remind students to tie shoe laces securely.</p>	<p>Allow for landings at safe distances away from walls and other equipment.</p>	<p>Hanging inversions can be done only under direct instruction of teacher, and a 30.5 cm - 60.9 cm (12" - 24") landing mat must be in place.</p> <p>Inversions must be done so that a student hangs no higher than 1 1/2 m (5') above the floor.</p> <p>Ensure there is no overcrowding by students.</p> <p>Adjust equipment so it is appropriate to the height of the students and the activity being performed.</p> <p>Where a horizontal ladder or bars are at chest height, a child may climb on top. When horizontal ladder or bars are above chest height of student (i.e., stretch height), hanging and travelling are permitted. Travelling on top is not permitted.</p> <p>Students must not jump from anything higher than their own shoulder height.</p> <p>Horizontal ladders and bars of trestles must not be approached from the side as trestles could slide sideways.</p>	<p>Climber requires constant visual supervision.</p>

GYMNASTICS and EDUCATIONAL GYMNASTICS

CLIMBING ROPES - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>CLIMBING ROPES General utility mats must be placed under ropes (see Gymnastics - Mat work for specifications).</p> <p>Regularly check for fraying. If ropes are severely frayed, do not use (e.g. students get slivers).</p> <p>Inversion activities require 30.5 cm - 60.9 cm (12" - 24") landing mat underneath.</p> <p>Stable platform to initiate a swing, e.g. utility box.</p> <p>If ropes are used for swinging, mats must cover floor surface below path of rope.</p>	<p>Suitable gym clothing so that child can move unrestricted.</p> <p>Bare feet or running shoes, no sock feet.</p>	<p>Allow for landings at safe distances away from walls and other equipment.</p> <p>The area used for ropes must be clear of all obstructions. This includes room to swing back and forth.</p>	<p>Inversions must be done so that a student hangs no higher than approximately 1 1/2 m (5') above floor.</p> <p>Introduce rope activities in a developmental sequence.</p> <p>Swinging activities must be conducted in a controlled manner; e.g. specify a designated start and finish point.</p> <p>Stress control before height. Teachers must designate a maximum climbing height, e.g. 3.9 m.</p> <p>It is not recommended that knots be tied in rope ends.</p>	<p>On-site supervision.</p> <p>Constant visual supervision for inversions.</p>

GYMNASTICS and EDUCATIONAL GYMNASTICS

PARALLEL BARS, STILL RINGS, BALANCE BEAM, UNEVEN PARALLEL BARS - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>PARALLEL BARS (Grades 7 & 8 Only) STILL RINGS (Grades 7 & 8 Only) BALANCE BEAM (Grades K-8) UNEVEN PARALLEL BARS (Grades 7 & 8 Only)</p> <p>Equipment must be inspected and tested on a regular basis and repaired as required.</p> <p>Teacher must check all locking mechanisms before use.</p> <p>General utility mats must be placed to designate landing area (see Gymnastics - General Procedures for mat specifications).</p>	<p>Suitable gym clothing so that student can move unrestricted.</p> <p>Bare feet, gymnastics slippers, or running shoes, no sock feet.</p> <p>Remind students to tie shoe laces securely.</p> <p>No jewellery to be worn.</p>	<p>Mats must be situated around/under apparatus as a landing area so that there is no overlap or open spaces.</p> <p>Velcro mats must be attached.</p> <p>Equipment must be properly secured to floor/ceiling.</p> <p>Ensure sufficient space between each apparatus to allow free movement on the apparatus and also sufficient space to dismount.</p>	<p>Students must demonstrate an understanding of the term spotting (see General Procedures).</p> <p>No inversion is allowed unless instructed by teacher, and a 30.5 cm - 60.9 cm (12" - 24") landing mat must be in place.</p> <p>Skills must be taught in proper progression.</p> <p>Equipment height must be appropriate for students; e.g. beams; at shoulder height maximum, hanging activities at stretch height maximum, support activities on top of bars at shoulder height.</p> <p>If equipment cannot be lowered sufficiently, place additional mats under equipment to achieve desired height.</p>	<p>On-site supervision is required for balance beam and parallel bars and uneven bars.</p> <p>Inversions require constant visual supervision.</p> <p>Constant visual supervision is required for initial teaching on still rings. After initial instruction, and provided no inversion, on-site supervision is required.</p>

GYMNASTICS and EDUCATIONAL GYMNASTICS

BEATBOARD - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>BEATBOARD General utility mats or hard-side/soft-side landing mat (minimum 10 cm thick), hard side up, must be placed to designate landing area (see Gymnastics - General Procedures for mat specifications).</p> <p>Use manufactured take-off board with carpeted top and non-skid feet, e.g. Speith-Anderson, Laurentian.</p> <p>Springboards are not recommended.</p>	<p>Suitable gym clothing so that child can move unrestricted.</p> <p>Bare feet or running shoes, no sock feet.</p> <p>Remind students to tie running shoes securely.</p>	<p>Allow for landings at safe distances away from walls and other equipment.</p>	<p>Introduce beatboard activities in a developmental sequence (e.g. take-offs and landings from beatboard to mat before beatboard to box horse).</p> <p>Combination of beatboard and box horse above grade 4 level only.</p>	<p>On-site supervision.</p>

GYMNASTICS and EDUCATIONAL GYMNASTICS (See General Procedures)

BOX HORSE - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>BOX HORSE The beatboard must not be used with the box horse at the K-3 level. General utility mats or hard-side/soft-side landing mat (minimum 10 cm thick), hard side up, must be placed to designate landing area. No gap between box horse and landing surface (see Gymnastics - General Procedures for mat specifications). Check box horse/utility box for stability; e.g. does not slide on floor, does not come apart.</p>	<p>Suitable gym clothing so that child can move unrestricted.</p> <p>Bare feet or running shoes, no sock feet.</p> <p>Remind students to ensure shoe laces are tied securely.</p>	<p>Allow for landings at safe distances away from walls and other equipment.</p>	<p>No aerial somersaults, neck springs, headsprings, or handsprings.</p> <p>The 30.5 cm - 60.9 cm (12" - 24") landing mat must not be used for landings off the box horse.</p> <p>Set up box horse at suitable height for students (e.g. below shoulder height) and appropriate to activity.</p> <p>The following are appropriate box-horse activities at the elementary level: static balances, landings and basic vaulting progressions.</p>	<p>On-site supervision.</p>
<p>MINI-TRAMPS are not to be used. (Policy 709)</p>				
<p>TRAMPOLINES are not to be used. (Policy 709)</p>				

HORSEBACK RIDING

HORSEBACK RIDING is not a recommended activity at the K-8 Level. Written permission from a school district official is required. Reference Physical Education New Brunswick Safety Guidelines - Secondary Curricular Module when preparing a proposal to teach horseback riding.

ICE HOCKEY

ICE HOCKEY is not an appropriate curricular activity at the Elementary or Middle School Level.

IN-LINE SKATING

Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>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 - Grades 7 & 8 only: Select routes carefully in terms of length, gravel, pavement, and frequency of traffic.</p> <p>Follow all municipal by-law regulations pertaining to in-line skating.</p> <p>All commercial in-line facilities must meet safety guidelines.</p>	<p>Parents and students must be informed of the importance of sun protection (see Appendix A).</p> <p>Safety rules must be clearly outlined to students.</p> <p>Emphasize, “skate safe and always be in control.”</p> <p>Provide beginner skaters with their own designated area within the total area provided for the class. This enables beginner skaters to skate without interference from faster moving peers.</p> <p>Provide all skaters, regardless of ability, basic instruction in</p> <ul style="list-style-type: none"> • motion • stopping • turning <p>Skills must be taught in proper progression.</p> <p>Designate skating direction for everyone, e.g. clockwise or counterclockwise.</p> <p>No Walkmans.</p> <p>No racing, chasing or tag games.</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>Off-site skating - Grades 7 & 8 only: 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. 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 - Grades 7 & 8 only: In-the-area supervision. One supervisor leading the group, one supervisor following at the end of the group.</p>

KINBALL

Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Large inflated ball, e.g., Earthball, Omnikin ball.	No jewellery is to be worn. Suitable clothing and footwear must be worn.	Playing area must be free from obstruction, e.g., desks, chairs, pianos. All access/exit doors must be closed.	Activities/rules must be modified according to skill level, age and facilities/equipment available.	On-site supervision is required.

LACROSSE (SOFT)

Grades 4-8

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

MARTIAL ARTS

(SELF-DEFENCE)

MARTIAL ARTS, with the exception of tai chi, are not appropriate at the K-8 Level. However, self-defence techniques can be taught by qualified instructors, so long as throws and falls are not included in the lessons.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
	Bare feet and loose, comfortable clothing.	Clear, smooth, level and dry floor surface. Surrounding area must be free of all obstacles, e.g. tables, chairs, pianos.	Stress importance of anticipation, avoidance of risky situations, self-defence tactics and appropriate aggression. Skills must be taught in proper progression. Warm-up activities must emphasize conditioning and flexibility.	On-site supervision is required. Qualified instructors must deliver the program.

OUTDOOR EDUCATION

Backpacking - Grades 7 & 8 (day trips), Camping (Tenting and/or Dorm) - Grades K-3 - Dorm only, Grades 4-8 - Dorm or Tents, Canoeing - Grades 7 & 8, Canoe Tripping, Flat-Water Kayaking - Grades 7 & 8, Lake Swimming - Grades 4-8, Rock Climbing, Sailing, Winter Tent Camping

You must refer to District's policies regarding Outdoor Education.

GENERAL PROCEDURES	SUPERVISION
<p>All camping, outdoor swimming, canoeing and/or backpacking trips must be approved by the principal or designate. A school 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 district's field-trip policy).</p> <p>Refer to 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 a camping/swimming/canoeing/backpacking trip.</p> <p>Information on parent/guardian 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/guardian information meeting.</p> <p>For all trips requiring transportation, a list of each student in each vehicle, drivers and license plate numbers 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 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 and must be in the possession of a supervisor.</p> <p>Supervisors must monitor weather conditions and postpone or modify the trip to ensure the safety of all individuals. Supervisors on trip must have a list of parent contact/emergency contact numbers. An emergency communication system must be available (cell phone, etc.)</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>Camping Ratio K-3 = 1 : 8 4-6 = 1 : 8 7 & 8 = 1 : 8</p> <p>Backpacking Ratio Grades 7 & 8 1 : 10</p> <p>Flat Water Kayaking Ratio Grades 7 & 8 1 : 8</p> <p>Lake Water Canoeing Ratio Grades 7 & 8 1 : 8</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 Grades 7 & 8

(day trips from school or base camp) 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 signalling device for each person.</p> <p>Any necessary medication.</p> <p>First-aid kit.</p> <p>Nutritious food that does not require preparation and adequate and safe water.</p> <p>Sun protection and insect repellent.</p> <p>Matches in waterproof container.</p> <p>Emergency communications system accessible.</p>	<p>Comfortable and durable flat shoes or boots.</p> <p>Clothing in layers, suitable for season.</p> <p>Rain gear.</p> <p>Encourage students to wear a hat.</p>	<p>Map of route.</p> <p>Copy of map must be on file at school.</p> <p>If backpacking trip originates from base camp, a map is to be left with supervisor at base camp.</p> <p>Only designated trails to be used.</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>Teachers must be familiar with route.</p> <p>Students must be made familiar with route.</p> <p>Outline behaviour expectations with students.</p> <p>Students must be aware of</p> <ul style="list-style-type: none"> • emergency procedures • signal to assemble <p>Postpone trip if there is any indication of threatening weather that could put student safety at risk.</p> <p>Trip supervisors must be aware of location of nearest phone and/or help in an emergency. A cell phone is recommended.</p> <p>Trip supervisors must possess any necessary medication for designated students.</p> <p>Use a buddy system.</p>	<p>On-site supervision 1:10 ratio.</p> <p>A leader must be assigned to the front and back of the group. A leader could be a responsible student. The supervisor(s) can move along the group from front to back.</p> <p>The front and back of the group must be within whistle contact of the supervisor(s) at all times.</p> <p>A vehicle must be available for emergency purposes.</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>For the purpose of providing first-aid coverage 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.
Grades K-3 - Dorm only, Grades 4-8 - Dorm or Tents SEE GENERAL PROCEDURES**

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Collect and check all necessary equipment before trip.</p> <p>First-Aid Kits (1:15 students). (See Appendix B.)</p> <p>If cooking on stoves, use propane/liquid gas type stoves (1 per 4 students).</p> <p>Waterproof matches.</p> <p>Sun protection and insect repellent.</p> <p>Each person must have a whistle or other signalling device.</p> <p>Shovel/trowel.</p> <p>Flashlight.</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 of clothing.</p> <p>Rain gear.</p> <p>No bare feet in campsite area.</p> <p>Extra change of clothing.</p> <p>Encourage students to wear a hat.</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 or cars.</p> <p>Students must not use axes, saws or knives.</p> <p>Filling and lighting camp stoves is to be done under constant visual supervision. Designate an area away from tents to fill gas stoves.</p> <p>Training of students in safe use of stoves must be done before the trip.</p> <p>Students must be aware of behavioural expectations, boundaries for activity, assembly procedures.</p> <p>Program activities must be age- and skill-level-appropriate.</p> <p>No open flame, of any sort, is allowed in or near tents.</p> <p>A process for the accounting of students must be in place.</p>	<p>On site supervision ratio 1:8.</p> <p>For the purpose of providing first-aid coverage, 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>On-site supervision.</p> <p>A vehicle for emergency purposes must be accessible at base camp.</p> <p>Designate an adult to accompany an injured student to hospital. This must not be the in-charge supervisor.</p>

OUTDOOR EDUCATION

CANOEING Grades 7 & 8

(i) POOLS (ii) LAKE-WATER CANOEING (iii) BASE-CAMP CANOEING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>No aluminum canoes are to be used in pools. Paddles and canoes checked for cracks, splinters and leaks. Bailer in each canoe. Correct fitting and Transport Canada-approved P.F.D./life jackets, with whistle attached, must be worn for canoeing. Sun protection and insect repellent. An emergency communication system must be available (e.g. cell phone). Tow line (3/4 length of canoe).</p>	<p>Students must wear clothing which is appropriate for open-water canoeing.</p>	<p>Water conditions must be appropriate for the skill level of the group</p>	<p>A prerequisite test for open-water 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>Supervisors must be aware of weather forecast, especially wind conditions. Canoeing must be cancelled in adverse conditions.</p> <p>Lifejackets must be worn at all times when in canoes.</p> <p>A rescue craft must be on shore and accessible while students are canoeing on open water.</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 3 minutes • put on a lifejacket/P.E.D. in the water • demonstrate the help/huddle position • swim 100 m with a life jacket on 	<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 1:8 tandem, 1:6 solo.</p> <p>At least one supervisor must be an instructor.</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> <p>For the purpose of providing first-aid coverage, 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.

CANOE TRIPPING

CANOE TRIPPING is not a recommended activity at the Elementary or Middle Level. Written permission from a school district official is required. Reference New Brunswick Physical Education Safety Guidelines - Secondary Curricular Module when preparing a proposal to teach canoe tripping.

WHITE WATER CANOEING and WHITE WATER KAYAKING are not appropriate in-class activities at the Elementary or Middle Level.

OUTDOOR EDUCATION

FLAT WATER KAYAKING Grades 7 & 8

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

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Kayak paddle must be used.</p> <p>Kayak with adequate flotation in nose and stern to prevent the kayak from filling with water and sinking.</p> <p>Paddle and kayak checked for cracks, splinters, or leaks.</p> <p>No spray skirts.</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 approved P.F.D./life - jacket, with whistle attached, 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</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, sheltered bay or shallow water.</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 lifejacket in water • demonstrate the help/huddle position • swim 100 m with a lifejacket on <p>Lifejackets must be worn at all times when in kayaks.</p>	<p>On-site supervision is required by the instructor when students are kayaking.</p> <p>Ratio of supervisor to students 1:8. At least one supervisor must be an instructor.</p> <p>Instructor must possess C.R.C.A. Flatwater Instructors Kayaking Certification or equivalent.</p> <p>A rescue craft must be on shore and accessible while students are kayaking on open water.</p> <p>For the purpose of providing first aid coverage, 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 vehicle for emergency purposes must be accessible. Designate a supervisor (e.g. teacher or parent) to transport an injured student to hospital.</p> <p>This must not be the supervisor in charge of the trip.</p>

OUTDOOR EDUCATION

LAKE SWIMMING Grades 4-8

SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Buoy line.</p> <p>Whistle or other signalling device.</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>Swimming area must be</p> <ul style="list-style-type: none"> • clearly marked, • free from hazards, • roped off with floating devices, • of suitable water temperature, • reasonably clean and clear. <p>No swimming in fast moving rivers or streams.</p> <p>Prior to trip, check with local authorities to determine whether water is safe for swimming.</p>	<p>Parents must give written permission for their child to be involved in any swimming activity and must indicate child's swimming ability (e.g. non-swimmer, capable swimmer).</p> <p>Non-swimmers must be identified and observed.</p> <p>Rules and regulations of swimming area, if posted, must be followed.</p> <p>A definite counting system must be used at regular intervals (e.g. number students and every 15 minutes blow whistle and have them count off).</p> <p>Students must swim with a buddy.</p> <p>Do not swim if there are any indications of bad weather.</p> <p>No swimming after dark.</p> <p>No distance swims. Swim only in designated area.</p> <p>Person(s) assuming lifeguard responsibilities must be clearly visible to all swimmers at all times.</p> <p>In an emergency situation, lifeguard is in charge.</p> <p>An emergency action plan must be in place.</p> <p>Students must be informed of acceptable standards of behaviour in the water.</p> <p>No diving.</p> <p>Students must not rely on flotation devices, unless it is a P.F.D.</p> <p>Students must practise emergency water drill (e.g. assemble on shore with 3 loud whistle blasts).</p> <p>Length of swim must depend on type of swimmers, condition of atmosphere, condition of water, time of day.</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 maximum.</p> <p>In addition to the lifeguard, there must be at least one adult supervisor.</p> <p>At least one supervisor must possess First-Aid/CPR certification (See Canoeing for details).</p> <p>On-site supervision for teacher supervisor is required.</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

ROCK CLIMBING is not a recommended activity at the Elementary or Middle Level. Written permission from a school district official is required. Reference New Brunswick Physical Education Safety Guidelines - High School Curricular Module when preparing a proposal to teach rock climbing.

OUTDOOR EDUCATION SAILING

SAILING is not a recommended activity at the Elementary or Middle Level. Written permission from a school district official is required. Reference New Brunswick Physical Education Safety Guidelines - High School curricular module when preparing a proposal to teach sailing. (Module 4)

OUTDOOR EDUCATION WINTER TENT CAMPING

WINTER TENT CAMPING is not a recommended activity at the Elementary or Middle Level. Written permission from a school district official is required. Reference New Brunswick Physical Education Safety Guidelines - High School curricular module when preparing a proposal to teach winter tent camping.

PARACHUTE

Grades K-8

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

RACQUET SPORTS

RAQUETBALL, PADDLEBALL, HANDBALL Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>When playing on an enclosed, regulation court, protective eye gear must be worn.</p> <p>Students wearing eyeglasses are to wear appropriate eye protection (e.g. shatterproof lenses).</p> <p>Use balls that are appropriate to the skill level of players, e.g. tennis foam balls or vinyl balls.</p> <p>Racquetball and paddleball racquets must be equipped with a thong that is worn around the wrist.</p> <p>Inspect racquets to ensure there are no sharp edges or torn frames.</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>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 are allowed to a playing area for handball, paddleball and racquetball.</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>

RACQUET SPORTS continued

SQUASH

SQUASH is not a recommended activity at the Elementary or Middle Level. Written permission from a school district official is required. Reference New Brunswick Physical Education Safety Guidelines - High School Curricular Module when preparing a proposal to teach squash.

TENNIS, BADMINTON, PICKLEBALL, PADDLE TENNIS Grades 4-8

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>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.</p> <p>Games must be based on skills that are taught.</p> <p>Activities/skills must be modified to the age and ability level of the participants.</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 a free and uninterrupted swing.</p>	<p>With initial instruction, on-site supervision is required.</p> <p>After instruction, in-the-area supervision is required.</p> <p>Setting up of equipment requires on-site supervision.</p>

RINGETTE (ICE)

RINGETTE on an ice surface is not a recommended activity at the Elementary or Middle Level. Written permission from a school district official is required. Reference New Brunswick Physical Education Safety Guidelines - High School Curricular Module when preparing a proposal to teach ringette.

RUGBY (NON-CONTACT)

Grades 7 & 8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation rugby balls or footballs.</p>	<p>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.</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>

RUGBY (TACKLE)

TACKLE RUGBY is not an appropriate curricular activity at the Elementary or Middle Level.

SCOOPBALL

Grades K-8

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

Grades K-8

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 loose, hanging clothing, e.g. belts and scarves.</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 in order 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. In relay-type activities, allow room for a slow-down or run-off area.</p> <p>Games must be based on skills that are taught.</p> <p>Skills must be taught in a logical progression.</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>

SKATING (ICE)

Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first-aid kit and phone must be accessible on site. If the school is not bringing a kit to the arena, ensure arena manager has a kit accessible and know its location.</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>Parents and students must be informed of importance of sun protection where outdoor skating (see Appendix A).</p> <p>Students and parents must be made aware of the need for extra caution and control on the ice, including common procedures such as skating in the same direction during a free skate.</p> <p>Discuss frostbite and how to recognize and treat it (outdoor skating).</p> <p>Parents must be informed by letter of their child's involvement in skating and the importance of wearing a helmet and proper hand covering.</p> <p>Implement a process for identification of skating skill levels.</p> <p>Provide ice space for beginner skaters separate from accomplished skaters for a period of time.</p> <p>Activities must be appropriate to the skill level of the students.</p> <p>Skills must be taught in proper progression.</p> <p>A portion of the ice time must be used for instruction.</p> <p>Games must be based on skills that are taught.</p> <p>Stress skating technique, not speed, in all games, challenges, and drills.</p> <p>Tag-type games, racing and "crack-the-whip" must be avoided.</p>	<p>On-site supervision is required.</p>

SKIING (ALPINE)/

SNOWBOARDING Grades 6-8

See Policy 709 and your district's policy.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>CSA approved helmets must be worn. All bindings must be in working order and set to the proper tension.</p> <p>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>Boots and bindings must be thoroughly compatible.</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, such as goggles.</p>	<p>Only commercially operated ski facilities with suitable teaching areas (gentle slopes) must be used.</p> <p>The area must be patrolled by members of a recognized ski patrol.</p> <p>Define skiing area to the students so they are aware of the boundaries for activity.</p>	<p>Students must be taught the importance of skiing/snowboarding in control at all times.</p> <p>Students must not be doing hot-dogging or jumping activities. Students must be thoroughly familiar with Alpine safety rules (including lift procedures) and the role of the ski patrol.</p> <p>Prior to activity, discuss proper clothing.</p> <p>Discuss frostbite and hypothermia and how to recognize and treat them.</p> <p>Parents must be informed by letter of their child's involvement in skiing and be made aware of the importance of suitable clothing and equipment.</p> <p>Parents and students must be informed of the importance of sun protection (see Appendix A).</p> <p>Teacher must be aware of students with a history of medical ailments (e.g. asthma, seizures, heart conditions, severe allergies).</p> <p>All students must be tested and grouped appropriately, as determined by a qualified ski instructor. Those identified by the instructor as needing instruction must participate in a formal lesson.</p> <p>Students must ski in areas identified as appropriate by the qualified ski instructor.</p> <p>Only those students identified by the qualified instructor may use snowboards.</p>	<p>In-the-area supervision is required.</p> <p>Duties of the supervisors must be clearly outlined, including circulating to all hills that students are using for skiing and snowboarding.</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> <p>1:12 ratio, grade 6.</p> <p>1:15 ratio, grades 7 & 8.</p>

SKIPPING

Grades K-8

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.

SOCCER, SOCCER-BASEBALL, CRAB SOCCER

Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Outdoor soccer balls must not be used indoors for games or shooting on goalie, but may be used for indoor drills. Nerf-type balls or indoor soccer balls are to be used for indoor soccer games. Outdoor soccer goals must be securely anchored.	No metal or moulded cleats permitted. Suitable footwear and clothing must be worn.	Outdoor playing area must be free from debris and obstructions, provide suitable footing and be well removed from traffic areas. Holes and severely uneven surfaces must be reported to the principal, and students must be made aware of them. Indoors, keep the gym free of hazards, e.g. tables, chairs, etc.	Slide tackling must not be used in class. Skills must be taught in proper progression. Game activities must be based on skills that are taught. Limit time spent on heading drills. (Use soft nerf-type balls until skills are at appropriate level.) For indoor soccer, a goal crease needs to be established, and no other player except the goalie is allowed in the crease.	Outdoors and indoors, on-site supervision is required.

SOFTBALL Grades 4-8
T-BALL Grades K-3
SOFTBALL LEAD-UP GAMES:
SOCCER-BASEBALL, VOLLEY-BASEBALL

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Bats must be uncracked with an adequate grip.</p> <p>For soccer-baseball or volley-baseball, do not use a bat.</p> <p>Catcher's mask.</p> <p>Slo-pitch balls or restricted flight balls only.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>No metal or moulded cleats.</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 reported to the principal, and students must be made aware of them.</p>	<p>If an umpire is used, he/she must not be positioned behind homeplate. He/she must stand behind the pitcher, behind the screen or outside the baselines.</p> <p>Skills must be taught in proper progression.</p> <p>Games must based on skills that are taught.</p> <p>Only slo-pitch balls or restricted flight balls to be used for in-class softball. (Fast- pitch softball must not be played in class.)</p> <p>Backcatcher is located a safe distance behind homeplate. Catcher is not intended to catch the pitch, but rather to retrieve the ball. Only a backcatcher (not a catcher) must be used for in-class softball.</p> <p>Backcatcher must wear a mask.</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 screen or fence. (Keep fingers away from screen.)</p> <p>No sliding.</p> <p>Use a force play rule at all bases, including homeplate.</p> <p>There should be a commit line between third and home base.</p> <p>Teach batters to use proper grip (not cross-handed).</p>	<p>On-site supervision.</p>

TABLE TENNIS

Grades 6, 7 & 8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation size paddles and table tennis balls are required.</p> <p>Tables and paddles must be in good condition.</p>	<p>Suitable footwear and clothing.</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 set-up and dismantling of tables, with direct teacher instruction.</p> <p>Skills must be taught in proper progression.</p> <p>Game activities must be based on skills that are taught.</p>	<p>On-site supervision during set-up and dismantling of tables.</p> <p>In-the-area supervision is required during play.</p>

TAG GAMES

Relay and Chasing Games Grades K-8

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 and 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, e.g. whistle.</p>	<p>On-site supervision for relays.</p> <p>In-the-area supervision for chasing games.</p>

TEAM HANDBALL

Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use a nerf soccer ball, soft utility ball or soft volleyball.</p> <p>Use ball hockey nets, pylons or wall mats for goals.</p> <p>If regulation team handball nets used, they must be safely stored when not in use.</p>	<p>No jewellery to be worn.</p> <p>Suitable clothing and footwear.</p>	<p>Outdoor and indoor facilities must be free from obstructions and provide safe footing.</p>	<p>No body contact.</p> <p>Crease area must be clearly identified if using a goalie, e.g. full key area.</p> <p>Only the goaltender is allowed in the crease area.</p> <p>Skills must be taught in proper progression.</p> <p>Activities and rules must be modified according to age and ability of students and facilities/equipment available.</p> <p>Game activities must be based on skills that are taught.</p>	<p>On-site supervision is required.</p>

TETHERBALL

Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Tetherball must be in good repair, with properly working connections at ball and at pole.</p> <p>Rope must be in good repair and without excessive fraying.</p> <p>Check pole periodically. A pole with a severe lean or loose at the base must be repaired.</p>	<p>Suitable footwear and clothing for unrestricted movement.</p> <p>No hanging jewellery to be worn.</p>	<p>Tetherball poles must be situated away from traffic areas and areas where other games are played, e.g. volleyball, four square, basketball.</p>	<p>Children require instruction in skills and rules before the game is played.</p> <p>Tetherball games must not be played in slippery, wet conditions.</p>	<p>In-the-area supervision is required.</p> <p>Tetherball must be set up by an adult or a student under adult supervision.</p>

TOBOGGANING SLIDING ACTIVITIES

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 for use.</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 supervisor in charge of the activity.</p>

TRACK AND FIELD

DISCUS

DISCUS is not an appropriate curricular activity at the Elementary or Middle Level.

TRACK AND FIELD

HIGH JUMP Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>The landing area must be adequately covered with a minimum of one jumping pit - minimum size 1.5 m by 3 m by 30.5 cm (5' by 10' by 12") on top of a layer of general utility mats that cover the bases of the poles on the landing side and extended beyond the jumping pit.</p> <p>Two jumping pits used side by side must be of the same thickness.</p> <p>Do not use metal cross bars.</p> <p>Bamboo poles must be tape-wrapped before use.</p> <p>Fibreglass poles are a good alternative.</p> <p>Check bamboo and fibreglass poles for cracks before use.</p> <p>Check pits regularly for damage.</p>	<p>No bare feet or socks without shoes.</p> <p>Suitable footwear and clothing.</p> <p>No jewellery to be worn.</p>	<p>Indoor and outdoor approach area must be clear, smooth, dry and traffic-free.</p> <p>For indoor jumping, ensure that the floor provides a suitable surface to prevent slipping.</p>	<p>If students act as bar monitors, they must stay in front and off to the side of standards at all times.</p> <p>Stress progressions and technique rather than competition.</p> <p>Stress short, controlled approach, e.g. between three and nine steps.</p> <p>If student is using "back layout," encourage take-off closer to the nearest upright on approach.</p> <p>Ensure 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>

TRACK AND FIELD HURDLES

HURDLES is not a recommended activity at the Elementary or Middle level. Written permission from a school district official is required. Reference New Brunswick Physical Education Safety Guidelines - Secondary Curricular Module when preparing a proposal to teach hurdling.

TRACK AND FIELD JAVELIN

JAVELIN is not a recommended activity at the Elementary or Middle level. Written permission from a school district official is required. Reference New Brunswick Physical Education Safety Guidelines - Secondary Curricular Module when preparing a proposal to teach javelin.

TRACK AND FIELD POLE VAULT

POLE VAULT is not an appropriate activity at the Elementary or Middle level.

TRACK AND FIELD

SHOT-PUT Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Only shots designed for indoor use can be used in the indoor program.</p> <p>Equipment must be of appropriate size and weight for age and strength of student.</p> <p>Towel/rag to dry shot.</p>	<p>Suitable footwear and clothing must be worn.</p>	<p>Landing area must be well marked and void of people during activity.</p> <p>Putting area must be safe underfoot.</p>	<p>Establish safe routines for putting and retrieving of shots.</p> <p>There must be only one specified putting direction, completely free of traffic.</p> <p>Skills must be taught in proper progression.</p> <p>All shots must be transported safely to and from throwing area.</p> <p>Teach only standing shot-put technique (no spin).</p> <p>Use a towel/rag to dry a wet shot.</p> <p>Students waiting a turn must be in a marked-off area a minimum of 4 m behind the toe line.</p>	<p>Students using the shot must be under constant visual supervision.</p>

TRACK AND FIELD

TRACK EVENTS:

**SPRINTS - Grades K-8, 400 m - Grades 4-8, 800 m - Grades 4-8, 1500 m -
Grades 7 & 8, 3000 m - Grades 7 & 8, RELAYS - Grades K-8**

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 footwear and clothing must be worn.</p>	<p>Outdoor areas designated for running must be clearly marked, 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>The skills associated with running must be taught in a progression of developmental steps.</p> <p>Proper warm-ups and cool-downs must be included in all in-class sessions.</p> <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>Distance running length of run must be modified to be appropriate to the age and ability level of the participant.</p> <p>Take into account</p> <ul style="list-style-type: none"> • temperature of the day • previous training and length of preparation <p>Parents/guardians and students must be informed of the importance of sun protection (see Appendix A).</p>	<p>On-site supervision for sprints and relays.</p> <p>In-the-area supervision for middle distance (400 m, 800 m and 1500 m).</p> <p>When running above distances, students may be temporarily out of sight. Run in pairs or groups.</p>

TRACK AND FIELD

TRIPLE JUMP Grades 4-8

LONG JUMP Grades K-8

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 0.5m 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 a developmental sequence; e.g. short five-step approach and build up to 15 - 17 step approach.</p> <p>If students are rakers, they must be trained. 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>

ULTIMATE FRISBEE

Grades 4-8

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.</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>Grades 4 and 5: On-site supervision.</p> <p>Grades 6-8: On-site supervision for initial instruction, followed by in-the-area supervision.</p>

VOLLEYBALL/ NEWCOMBE BALL/ BEACHBALL VOLLEYBALL

Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Poles must never be stored where there is a danger of their falling over.</p> <p>Nets must not have any exposed wires along top or frayed wires along poles.</p> <p>Ball must be appropriate for age and ability of students.</p> <p>Padding around the poles, including cranks and supports, from the floor to the bottom of the net is recommended.</p>	<p>No jewellery to be worn.</p> <p>Suitable footwear and clothing.</p>	<p>Gym must be free of hazards; i.e. equipment and furniture in corners/ on sidelines.</p> <p>When volleyball poles are removed, floor plugs must be replaced.</p> <p>Do not allow students to climb up the pole to attach net.</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 sand so that there are no bare or hard dirt areas.</p>	<p>Diving must not be included as part of an in-class program.</p> <p>Skills must be taught in a proper progression.</p> <p>Game activities must be based on skills that are taught.</p> <p>Drills must be organized so as to minimize the risk of being hit with an errant ball.</p> <p>Activities/rules must be modified to the age and ability level of the participants.</p>	<p>On-site supervision of activity is required.</p> <p>If students are involved in setting up and putting away volleyball poles, constant visual supervision is required.</p>

WALL CLIMBING

(Greater than 3 metres high) Grades 7 & 8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Ropes and associated climbing equipment designed specifically for wall 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, munter hitch, gri gri, ATC, Tuber type of belay device.)</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 abilities.</p>	<p>Instructor/supervisor must have a minimum Top Rope I certification from Ascent NB OR equivalent certification.</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>

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

WALL CLIMBING

(3 metres high and less) Grades K - 8

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> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> <p>For climbing walls over 3 metres, see previous page.</p> </div>	<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 abilities.</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 (not 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>

WRESTLING

Grades 7 & 8

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>No gaps between mats.</p>	<p>No jewellery to be worn.</p> <p>Suitable clothing must be worn.</p> <p>Socks, bare feet, or wrestling shoes are permissible.</p> <p>Eyeglasses must not 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 obstructions/hazards.</p> <p>Allow suitable distance between edge of wrestling area and surrounding walls.</p>	<p>Warm-up activities must emphasize conditioning and flexibility.</p> <p>Skills must be taught in proper progression.</p> <p>When wrestling an opponent,</p> <ul style="list-style-type: none"> • participants must be of similar weight, strength and ability; • maximum time limit must be two minutes per round and one round per match. <p>Only "down" wrestling permitted.</p> <p>Ensure that students understand the importance of keeping fingernails closely trimmed.</p> <p>All infections, burns and open cuts must be covered.</p>	<p>On-site supervision is required.</p>

New  Brunswick

PHYSICAL EDUCATION

Safety Guidelines

Module 1

Appendices

840560



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, e.g. in-class cross-country running and skating are important components of the physical education program (this does not include activities such as downhill skiing, etc. 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 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 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, etc. 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 the 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			
• 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 2

Elementary and Middle School Intramural Guidelines

2 0 0 2

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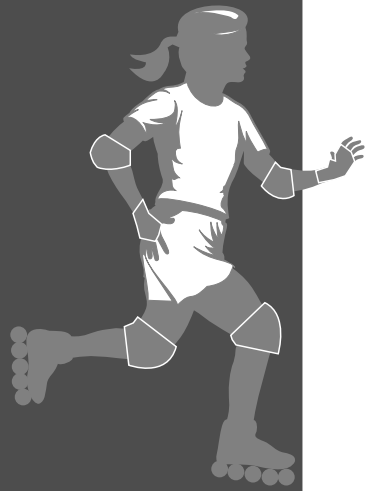


TABLE OF CONTENTS

ACKNOWLEDGMENTS iii

PHYSICAL EDUCATION ELEMENTARY and MIDDLE SCHOOL SAFETY GUIDELINES

Intent of the Safety Guidelines for Intramural Programs 1

Impact and Scope of this Document 1

 A) Generic Issues 3

 B) Specific Components 4

 1. Guidelines 4

 2. Equipment 4

 3. Clothing and Footwear 4

 4. Facilities 5

 5. Special Rules/Instructions 5

 6. Supervision 5

School-Made Equipment 10

Transporting People/Things 11

Building with Bodies 12

Targets - Humans 13

Targets - Other Target Games/Activities 13

Water Activities 14

Relay and Chasing Games 15

Appendix A 19

Appendix B - First-Aid Kit Contents 20

Appendix C - Injury Management Plan 21

Appendix D - Students' Responsibilities 23

Appendix E - Safety in Activity Rooms 24

Appendix F - Sample Safety Checklists 25

Appendix G - Lifting, Lowering, Transporting,
Supporting and Spotting Techniques 32

Appendix H - Universal Precautions re Blood and Bodily Fluids 34



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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

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PHYSICAL EDUCATION ELEMENTARY AND MIDDLE SCHOOL SAFETY GUIDELINES

INTENT OF THE 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 document is to focus the intramural supervisors' attention on safe practices for each activity, in order to minimize the inherent element of risk. By implementing safe activity practices, such as the selection of age-appropriate activities, facility and equipment safety checks, and appropriate supervision and officiating, the intramural supervisor will guard against foreseeable risks. It is hoped that, through an implementation process, this document will assist school districts 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 participate in intramural activities.

IMPACT AND SCOPE OF THIS DOCUMENT

The enclosed safety guideline delineates 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.

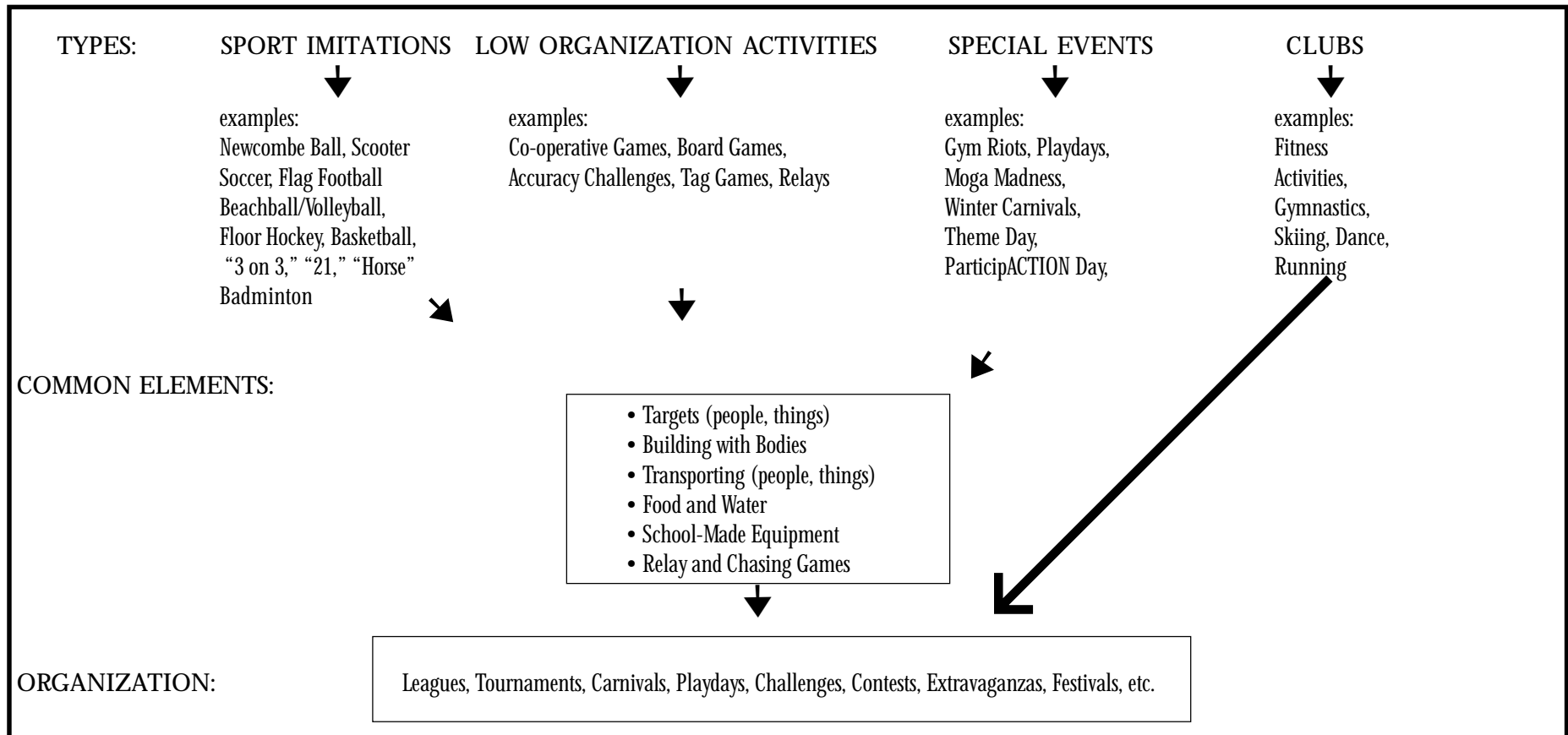
Intramurals encourage school-wide involvement with emphasis on participation as opposed to competition. Curricular and Interschool Guidelines can be found in the first and third modules respectively.

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 I: Physical Education Elementary and Middle School Curricular Guidelines.

When an intramural activity is distinguished by one of the common elements listed in the chart below, reference this document (e.g. dodgeball-type games - refer to Module 1 and Module 2).

When introducing an imitation sport or low organization game which is not described in Module 1 or 2, refer to the guidelines of the activity that it most resembles.

If a supervisor wishes to include activities which are not approved in Module 1 or 2, e.g. ice hockey, 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. This includes knowledge of students with hemophilia, heart disorders, asthma, epilepsy, diabetes, severe allergies, etc. Each school needs to develop a process by which this medical information is shared with the intramural supervisor. (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 possible risks of the activity must be outlined (warnings of possible dangers); demonstration on how to minimize the risks must occur; and 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 intramural/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/guardians 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, when changing into gym wear is necessary, intramural supervisors must instruct students in appropriate change room conduct, as well as emphasize the need to change quickly and proceed to the intramural/club activity.
- 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 prior experience of the participants.
- 9) Spectators at intramural activities must not present a safety concern.
- 10) Intramural activity 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 guidelines 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, 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 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. skis, in-line skates), students and parents/guardians 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. Jewellery 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 must be made aware of safety precautions with eyeglasses for some activities, including an eyeglass strap and/or shatterproof lenses, or removal of glasses if vision is adequate (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 check list (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 for intramurals. 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 set 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 should be designated in advance of the wall. Foreseeable risks must be identified, and precautions taken to minimize risks. For safety precautions when using in-school non-gym areas for intramurals (e.g. concourses, hallways, classrooms, stages), 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) Intramural activities must be modified to the age and ability levels of the students and the facility available. It is important to balance teams on the basis of physical ability and skill level.
- c) Intramural games must be based on skills that are taught. Any games/activities which have not been taught as part of the curricular program must be preceded by skill instruction, e.g. cross-country skiing.
- d) Before involving students in strenuous outdoor activity, supervisors must take into consideration the weather conditions of the day, previous training and the length of time the students will be vigorously active.
- e) For the safe lifting, supporting and transporting 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 and teacher candidates. 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; 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. 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) In the category of supervision, **Constant visual** supervision means that the intramural supervisor is physically present, watching the activity in question. Each activity requiring **Constant visual** supervision must have a supervisor (i.e. certified teacher). **On-site** supervision entails intramural supervisor presence but not necessarily constantly viewing one specific activity. **In-the-area** means that the intramural supervisor could be in the gymnasium while another activity is taking place in an area adjacent to the gymnasium. For **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 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, 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 can be seen by the intramural supervisor.

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 I: Physical Education Elementary and Middle School Curricular Guidelines, in order to be aware of ratios, qualifications, as well as supervision requirements.

SUPERVISION OF INTRAMURALS

SPORT IMITATION

Court and Field Games

ON-SITE SUPERVISION	IN-THE-AREA SUPERVISION
<p>INITIAL INSTRUCTION/SET-UP</p> <ul style="list-style-type: none">• Racquet-Type Games (Racquetball, Paddleball, Handball, Tennis, Badminton, Paddle Tennis)• Table Tennis• Ultimate Frisbee• Volleyball (Newcombe Ball, Beach Volleyball) <p>ACTIVITY</p> <ul style="list-style-type: none">• Basketball-Type Games (Bordenball, Endball, Benchball)• Bowling• Broomball• Cricket• Curling• Field Hockey• Football Games (Non-Contact)• Gym Hockey-Type Games• Lacrosse• Rugby (Non-contact)• Skating Games• Soccer• Softball-Type Games• Team Handball• Scooter Games (Basketball, Soccer)• Wrestling, Combatives	<p>ACTIVITY</p> <ul style="list-style-type: none">• Cross-Country Running, Orienteering• Racquet-Type Games (Racquetball, Paddleball, Handball, Tennis, Badminton, Paddle Tennis)• Table Tennis• Ultimate Frisbee• Volleyball (Newcombe Ball, Beach Volleyball)

SUPERVISION OF INTRAMURALS

LOW ORGANIZATION ACTIVITIES/SPECIAL EVENTS

ACTIVITIES/SPECIAL EVENTS

CONSTANT VISUAL SUPERVISION	ON-SITE SUPERVISION	IN-THE-AREA SUPERVISION
<ul style="list-style-type: none"> • Transporting People Relays • Human Target Games (e.g. Dodgeball) • Building with Bodies <ul style="list-style-type: none"> – initial instruction • Parachute (Grades K-3) • Water Activities • Obstacle Courses with climbing or inverted activities 	<ul style="list-style-type: none"> • Co-operative Games • Accuracy Challenges • Skill-related Relays (e.g. basketball dribbling) • Building with Bodies <ul style="list-style-type: none"> – practice – kneeling and lying • Parachute Games (Junior/ Intermediate) • Transporting Things • Aquatic games (as per pool regulations) • Obstacle Courses without climbing apparatus (no inversions) • Scooter board Relays • Frisbee Throwing • Skating and Skating Activities • Indoor Running Relays • Indoor Chasing Games • In-Line Skating 	<ul style="list-style-type: none"> • Board Games • Outdoor Running Relays • Outdoor Chasing Games • Mass Participation Events (e.g. walkathon, dance-a-thon)

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 	<ul style="list-style-type: none"> Gymnastics - lower-risk skills <p>INITIAL INSTRUCTION/SET-UP</p> <ul style="list-style-type: none"> ** Golf ** Horseback Riding <p>ACTIVITY</p> <ul style="list-style-type: none"> Cricket Fitness Activities Martial Arts (Self-Defence) Bowling In-Line Skating ** weight training (see 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 ** Golf ** Horseback Riding Running Skiing/Snowboarding (see Policy 709) <ul style="list-style-type: none"> refer to Curricular document for ratios

** All guidelines as described in the Physical Education High School Curricular Guidelines must be implemented. **

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. Intramural 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) When an intramural activity includes large numbers of participants (e.g. a school special event), the ratio of intramural supervisors/volunteers to participants must satisfy safety concerns.
- iv) When an intramural activity includes several higher risk activities (e.g. winter carnival snow and ice activities), the ratio of intramural supervisors/volunteers to participants must satisfy safety concerns.
- v) Teacher assistants, co-op students and other secondary students must not be the sole supervisor of any intramural activity. (**On-site** supervision is required of the responsible teacher.)
- vi) Student teachers must not be the sole supervisors of any activity. (**In the area** supervision is required.)
- vii) 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.

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 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, e.g. 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, Chariot 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, e.g., 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.</p>	<p>Ensure that lying and kneeling pyramids are away from walls.</p> <p>Do not build pyramid near entrances, exits or stages.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Standing pyramids are not recommended at the K-8 level.</p> </div> <p>Set maximum number of participants and maximum height allowed depending on size, age, skill and experience 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; e.g. 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>On-site supervision for kneeling and lying pyramids.</p>

TARGETS - HUMANS

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 regulation 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>Appropriate to age and skill development.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Archery is not a recommended activity at this level.</p> </div>		<p>Targets must be situated away from spectators and other participants.</p> <p>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 object.</p>	<p>On-site supervision.</p>

WATER ACTIVITIES

**e.g. Spray Activities, Water Balloons,
 Sponge Toss, Dunk Tanks**

FOOD ACTIVITIES are not a recommended activity at the Elementary Level owing to food allergy concerns. Written permission from a school district official is required.

Reference Physical Education: High School Intramural Guidelines module when preparing a proposal to participate in Food Activities.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Equipment used with 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 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 rather than water guns.</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>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>Materials must be clearly identified in order to address allergy concerns, e.g. latex balloons.</p> <p>Water 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, any collision contact must be avoided.</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>Constant visual supervision for all such activities.</p>

RELAY AND CHASING GAMES

e.g. Capture the Flag; Crows and Cranes;
Tag; Mr. Wolf; Rock, Paper, Scissors

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 and 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, e.g. whistle.</p>	<p>On-site supervision for relays.</p> <p>In-the-area supervision for chasing games.</p>

New  Brunswick

PHYSICAL EDUCATION

Safety Guidelines

Module 2

Appendices

840560



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 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 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			
• provides 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			
• 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.

Kindergarten - Grade 3 students are involved in non-contact spotting only, e.g. keeping activity area clear, providing verbal cues, etc..

Grades 4-6 students are involved in non-contact spotting as above, as well as checking placement and stability of equipment. They can also help peers maintain balance on the floor and low equipment.

Grades 7 and 8 students can do all of the above spotting, plus help peers maintain balance on the floor and on all types of equipment.

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.

No transporting a person in the inverted position (exception: wheelbarrow 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

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 3



Elementary & Middle School Interschool Athletics Guidelines

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TABLE OF CONTENTS

ACKNOWLEDGMENTS iii

PHYSICAL EDUCATION ELEMENTARY and MIDDLE SCHOOL SAFETY GUIDELINES

Intent of the Provincial Safety Guidelines for Interschool Athletics Programs 1
 Impact and Scope of this Document 1
 A) Generic Issues 2
 B) Specific Components 5
 1. Guidelines 5
 2. Equipment (with respect to safety issues and concerns) 5
 3. Clothing and Footwear 6
 4. Facilities 6
 5. Special Rules/Instructions 7
 6. Supervision 7
 7. Coaching Qualifications 9
 8. Coach’s Role and Responsibilities 9
 9. Player’s Role and Responsibilities 10

Activity	Page	Activity	Page
Badminton.....	11	Ice Hockey	28
Ball Hockey.....	12	Lacrosse (Field)	29
Basketball	13	Lacrosse (Soft).....	30
Bowling.....	14	Racquetball	31
Broomball (Ice)	15	Ringette (Ice)	32
Cheerleading (Acrobatic)	16	Rugby	33
Cheerleading (Spirit, Dance)	17	Skiing (Alpine)/Snowboarding.....	34
Cricket.....	18	Skipping.....	35
Cross-Country Running/Orienteering	19	Soccer (Indoor, Outdoor)	35
Cross-Country Skiing	20	Softball (Lob-Ball, Slo-Pitch, Three Pitch)	36
Curling.....	21	Swimming	37
Fastball	22	Team Handball	38
Field Hockey	23	Tennis	39
Football (Flag, Touch)	24	Track and Field - High Jump	40
Golf	25	Track and Field - Hurdles	41
Gymnastics	26	Track and Field - Shot-Put.....	41
Handball (Wall)	27	Track and Field - Track Events	42

Table of Contents *continued*

Track and Field - Triple Jump, Long Jump	43
Volleyball	44
Water polo	45
Wrestling	46
Appendix A - Elementary & Middle School Interschool Athletic Participation Form	49
Appendix B - Sample Request to Resume Athletic Participation	51
Appendix C - First Aid Contents	52
Appendix D - Injury Management Plan	53
Appendix E - Students' Responsibilities	55
Appendix F - Safety in Activity Rooms	56
Appendix G - Sample Safety Checklists	57
Appendix H - Sample Coaches' Planner	67
Appendix I - Suggested Criteria for Non-Teacher Coaches	68
Appendix J - Sample Volunteer Coaching Application Form	69
Appendix K - Universal Precautions re Blood and Bodily Fluids	71
Appendix L - Coaching Expectations	72



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PHYSICAL EDUCATION ELEMENTARY AND MIDDLE SCHOOL SAFETY GUIDELINES

INTENT OF THE PROVINCIAL SAFETY GUIDELINES FOR INTERSCHOOL ATHLETICS 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

- occurs outside the student's instruction time,
- involves a selected school team/group, and
- involves a competition against other outside teams/groups.

Curricular and intramural activity guidelines can be found in the first and second modules respectively.

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 students' 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 students' first practice, parents need to be made aware of the risks inherent 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/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, etc.), 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, 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, etc.).
- 10) If students are involved in an interschool sport which is not described in this document, refer to Module 6: New Brunswick Physical Education Safety High School Curricular Guidelines. The Elementary & Middle School Curricular Guidelines, Module 1 should also be referenced for specific information. Determine whether the sport is higher- or lower- risk (see criteria pages 3 and 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.
- 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. (Refer to "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	
Broomball (Ice) Cheerleading (Acrobatic) Field Hockey Gymnastics Ice Hockey Lacrosse (Field) Ringette (Ice) Rugby Skiing (Alpine)/Snowboarding Swimming Track and Field - field events: high jump, shot- put Water Polo Wrestling	Badminton Ball Hockey Basketball Bowling Cheerleading (Spirit, Dance) Cricket Curling Cross-Country Running/ Orienteering Cross-Country Skiing Football (Flag, Touch) Golf Handball (Wall)	Lacrosse (Soft) Racquetball Skipping Softball/Slo-Pitch Soccer Team Handball Tennis Track and Field - all track events, field events: hurdles, long jump, triple jump Volleyball

B) SPECIFIC COMPONENTS

1. GUIDELINES

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

Equipment	Special Rules/Instruction
Clothing/Footwear	Supervision
Facilities	

- 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, 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 provide equipment that 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) 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 destroys the safety certification (e.g. cutting a portion off the back of mouthguards).
- 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, Board Health and Safety Committee) and documentation maintained.
- Coaches must perform a visual check of equipment before each practice and competition, and remove or repair broken equipment.
- When borrowing, renting, or lending equipment for practice or competition (e.g. wrestling mats, lane ropes, gymnastic equipment), 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 and clothing for practice must be appropriate for the activity and must not present a safety concern. 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

- To provide a safe environment for interschool athletics, the convenor/coach 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, benches) must be brought to the attention of students, 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.
- 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 F.
- 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.
- A formal safety inspection and written status report of all interschool facilities and major equipment must be done by a reputable third party on a regular basis.
- There must be a designated safe area for spectators.
- A telephone or other suitable means of communication must be available for all activities/locations.
- 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 municipal staff (where appropriate) and modifications made, if necessary. There must be sufficient turf for proper traction and impact absorption (e.g. accidental trip and fall). 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 (e.g., lightning).
- f) Adequate liquid replacement must be accessible for student athletes during practice and competition.
- g) Interschool sports must be modified to the age and ability levels of the students.

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 the criteria identified in 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) **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.
- e) **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 constant viewing one specific activity. Momentary presence in adjoining rooms to the gym is considered part of on-site supervision. **In-the-area** supervision means that the coach could be in the gymnasium while another activity is taking place in an area adjacent to the gymnasium. 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 - 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 around the school and at times may be out of sight.

- f) Supervision - Points to Consider
- 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.
 - The level of supervision must be commensurate with the inherent risk of the sport.
 - 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 Appendix E for more information on student behaviour.
 - 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:
 - administrators must address teacher competence level with sport activity;
 - 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 convenor (event organizer) 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;
 - Athletic Association By-Laws, if available;
 - Appendix L of this document.

- d) Ensure that an **Interschool Athletic Participation Form**, (see Appendix A) is completed by the 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 are to be mindful of providing 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 skill and/or multiple practices and games the same day).
 - f) Inform parents, through written and/or verbal communication, of the times and locations of practices and games .
 - g) 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 injury and promote fair play (see Appendix E).
 - h) **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.
 - i) **Supervision**
 - Participants must be appropriately supervised during all phases of the activity: practices, warm-up, competition, breaks. If a coach cannot fulfil the specified level of supervision, the activity must be stopped.
 - Ensure that ALL team members have left the practice/competition facility prior to the coach leaving.
 - For all sports where the coach is not of the same sex as the athlete(s) and where the athlete(s) is/are required or might be required to stay overnight, a supervisory adult of the same sex as the athlete(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 accommodation.
 - j) 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").
 - k) 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.

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>

BALL HOCKEY

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, cosom hockey sticks or a hockey stick with plastic blade.</p> <p>Goalie must wear protective face mask, i.e. hockey helmet with cage.</p> <p>Protective gloves (e.g. hockey or lacrosse gloves) must be worn.</p> <p>If a regulation stick and ball are used, players require full face mask or eye protection and full fit mouthguard.</p>	<p>Suitable footwear to be worn.</p>	<p>Playing surface and surrounding area must be free of all obstacles (e.g. tables, chairs).</p>	<p>Stick must remain below waist at all times.</p> <p>No slapshots are allowed.</p> <p>Rules must be established to avoid body contact and stick-on-body contact.</p> <p>Penalties for stick infractions must be strictly enforced.</p> <p>Implement a crease for protection of the goalie. No player other than goalie is allowed in crease.</p> <p>Skills must be taught proper progression.</p> <p>Games and activities must be based on skills that are taught.</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>

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 gym mats or padding must be placed beyond the 'key' area.</p> <p>Protective end wall mats 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>Trained adults only are to use motorized (drill) devices 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>Floor sockets must have cover plates in place.</p>	<p>Skills must be taught in proper progression.</p> <p>If gym does not facilitate safe cross-court play (e.g. doors and radiators under side 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/lowering baskets, using a hand 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>	<p>Bowling alley</p>	<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>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.</p> <p>Full face mask or eye protection and full-fit mouthguard.</p> <p>Protective gloves.</p>	<p>Players must wear suitable footwear and clothing for temperature conditions.</p>	<p>Ice surface must be free from obstructions.</p>	<p>Skills must be taught in proper progression.</p> <p>Players must keep sticks below waist at all times.</p> <p>Crease extended is 2 m from goal line. Defensive or offensive player cannot be in the crease area.</p> <p>Rules must be established for body contact and stick-on-body contact. Penalties for stick infractions must be strictly enforced.</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)

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 a 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 games; 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; 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>

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>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>

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>Suitable clothing and footwear (e.g. running shoes) must be worn.</p> <p>Studded cricket shoes must not 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 the 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

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>First-aid kit accessible.</p> <p>Emergency communication system must be in place.</p>	<p>No bare feet.</p> <p>No spikes of any kind.</p> <p>Suitable footwear and clothing must be worn.</p>	<p>Prior to initial use of cross-country route or orienteering course, coach or convenor must do a safety check walk-through in order to identify potential hazards.</p> <p>Coaches must familiarize students with the route or course before initial attempt; e.g. notice of areas to approach with caution.</p> <p>If practice route is using sidewalks around school, ensure students are not crossing intersections unless directly supervised.</p> <p>The competition route must have marshals stationed throughout, all hazards well marked, gate and funnel markers set to enhance safety.</p>	<p>Parents must be informed of importance of sun protection.</p> <p>Skills must be taught in proper progression.</p> <p>Minimum age requirements for competition must be rationalized, established and maintained.</p> <p>Parents/guardians must be notified when students will be running off the school campus.</p> <p>Length and difficulty of route must be appropriate to the age and ability level of the participants.</p> <p>A proper warm-up and cool-down must be included in all practices and competitions.</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>Students with severe asthma and/or allergy to bee stings must be encouraged to run with inhaler/auto-injector, etc.</p> <p>Students must be instructed in basic road safety.</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>Students must be coached in strategies that enhance safety with “crowded” starts.</p> <p>Provide opportunity for athletes to rehydrate during practice and competition.</p>	<p>In-the-area supervision.</p> <p>An individual who takes responsibility for providing first aid to injured students must be present during 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>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.</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.</p> <p>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; • proximity to warmth, food, waxing and other facilities. <p>The competition route must have marshals stationed throughout, all hazards well marked or padded.</p> <p>Trails must be clearly marked, intersections roped off for trails not in use and turns must be wide and safe.</p>	<p>Discuss with students frostbite and hypothermia and how to recognize and treat them.</p> <p>Emergency procedures must be established and communicated to the students.</p> <p>Skills must be taught in proper progression.</p> <p>Ask students to check that boots are secure in bindings.</p> <p>Poles have sharp tips. Caution students about their use, especially when working close to others.</p> <p>Coach must be aware of students with a history of asthma and other respiratory problems. Students with severe asthma must be encouraged to ski with inhaler.</p> <p>Parents/guardians must be made aware of student involvement in off-campus activities, as well as need for, sun protection.</p> <p>Use a buddy system for practices.</p> <p>See sport regulations regarding minimum and maximum temperatures.</p> <p>Coach basic uphill and downhill manoeuvres on a very gentle slope.</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>An individual who takes responsibility for providing first aid to injured students must be present during the competition.</p> <p>Duties of the supervisors must be clearly outlined.</p> <p>Coaches and participants must be watchful for frostbite and hypothermia.</p> <p>Competition: A vehicle must be available to provide transportation in case of emergency.</p> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</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, sliders or running shoes with the sliding shoe taped.</p>	<p>Curling rink.</p>	<p>Off-ice instructions, including safety rules, must precede on-ice instruction.</p> <p>Skills must be taught in proper progression.</p> <p>All curlers must observe the rules of etiquette.</p> <p>Students must be instructed to not step over curling rocks but to walk around them.</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>

FASTBALL

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>CSA approved helmets must be worn by batters, baserunners, and the batter on deck.</p> <p>Helmets must have earflaps on both sides.</p> <p>Catchers must wear all equipment specified under Softball New Brunswick 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>Extended base may be used at first base.</p>	<p>Long pants, team shirt and a baseball hat must be worn.</p> <p>Cleats are not to 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 sliding headfirst 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 should 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>

FIELD HOCKEY

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation field hockey sticks must be used.</p> <p>Sticks must be checked regularly for cracks and splinters.</p> <p>Use regulation field hockey ball.</p> <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 must be made available to all players.</p> <p>A mouthguard must be worn by all players during all games and practices.</p>	<p>Moulded cleats or turf shoes may be worn.</p>	<p>Playing surface must be checked prior to practices and games. 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 coaches, convenor, officials, students and appropriate school officials.</p> <p>There must be sufficient turf for proper traction and impact absorption.</p> <p>Portable goals must be checked prior to practices and competition to ensure they are secure.</p>	<p>Stick must not be brought above waist level.</p> <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> <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)

Tackle Football is not an appropriate sport for elementary interschool athletics.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use footballs appropriate to the size and ability of the students.</p> <p>Velcro belts are recommended.</p>	<p>Metal cleats must not be worn.</p> <p>Suitable gym clothing and footwear must be worn.</p> <p>No jewellery is to be worn.</p>	<p>Playing area must be free of 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 New Brunswick).</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 coach prior to the commencement of the game.</p> <p>Any exposed orthopedic apparatus must be soft or padded.</p> <p>Flags are not to be tucked under belt.</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>

GOLF

Grades 6, 7 & 8

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 (putting only).</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 related to 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>Parents and students must be informed of 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. Only brand name beatboards to be used for take-offs. Beatboards used to mount the apparatus must be removed immediately after use.</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 for competition must be padded and stable.</p> <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>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. (see Module 1, Elementary & Middle School Curricular Guidelines for advice on spotting.)</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>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>
<p>Note: Trampolines and minitramps are not to be used. Policy 709 must be followed.</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

Grades 6, 7 & 8

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.</p> <p>Check sticks for cracks and splinters.</p> <p>No plastic stick blades.</p> <p>Approved goalie equipment must be worn by goalie.</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>It is recommended that no more than three games be played in one day.</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 (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>

LACROSSE (SOFT)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Moulded plastic sticks.</p> <p>Regulation ball and sticks to be used.</p> <p>Goaltender must wear face mask and protective equipment.</p>	<p>Suitable clothing and footwear should 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 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>Games must be based on skills that are taught.</p> <p>Penalties for rule infractions must be strictly enforced.</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>

RACQUETBALL

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>Racquetball racquets must be equipped with a thong that is worn around the wrist.</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>Approved raquetball court.</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>

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>Mouthguards are recommended.</p>	<p>Suitable clothing must be worn.</p> <p>No jewellery 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>

RUGBY

Grades 6, 7 & 8 only

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation rugby balls or footballs.</p> <p>Full-fit interior mouthguard required.</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 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 your District policy.

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Students must check all equipment prior to use and report 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>In competition, 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>Use sunscreen.</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>Proper racing techniques must be taught prior to competition.</p> <p>All skills must be taught in appropriate progression based on observed skill levels.</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>

SKIPPING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Ropes of appropriate length for size and ability of students.	No hanging 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. There must be adequate spacing for each student to swing rope(s) freely.	In-the-area supervision. An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.

SOCCER (INDOOR, OUTDOOR)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Size and weight of soccer ball must be appropriate to the age and skill level of the participants. Shin guards must be worn.	No metal or compound cleats. Suitable footwear and clothing must be worn.	Playing area must be inspected regularly for debris and obstructions and be well removed from traffic areas. Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify appropriate school officials. There must be sufficient turf for proper traction and impact absorption. Outdoor soccer goals must be securely anchored.	No tackling from behind. Skills must be taught in proper progression. Limit time spent on heading drills. 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. Exposed orthopedic apparatus/cast which represents 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. A clearly defined goal-keeping "crease" must exist in indoor soccer.	On-site supervision is required. An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.

SOFTBALL

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

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Wooden bats must be uncracked with proper grip.</p> <p>Aluminum bats must have adequate grip.</p> <p>Catcher must be in full protective equipment.</p> <p>Use age-appropriate regulation softball.</p> <p>Batter and runners must wear helmet.</p> <p>Bases must be properly secured. Bases secured with metal peg into ground cause ankle/leg injuries when sliding.</p> <p>A double bag must be used at first base.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>Metal and compound cleats are not to be worn</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>Holes and severely uneven surfaces must be reported to 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>Umpire must wear mask and chest pad.</p> <p>Skills must be taught in proper progression.</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>Non-fielding players must be on the bench or in the designated area of bench.</p> <p>Teach batters to use proper grip (not cross-handed).</p> <p>Use a commit line at home plate.</p>	<p>On-site supervision.</p> <p>An individual who takes responsibility for providing first aid to injured students must be present during competition.</p>

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 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 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 ratio 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>Teacher coaches 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>

TEAM HANDBALL

Grades 4-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use a regulation handball or nerf soccer ball, soft utility ball or soft volleyball.</p> <p>Size and weight of ball to be appropriate to age and skill level of participants.</p> <p>Use ball hockey nets, pylons or wall mats for goals.</p> <p>If regulation team handball nets used, they must be safely stored when not in use.</p>	<p>No jewellery to be worn.</p> <p>Suitable clothing and footwear.</p>	<p>Outdoor and indoor facilities must be free from obstructions and provide safe footing.</p>	<p>No body contact.</p> <p>Crease area must be clearly identified if using a goalie, e.g. full key area.</p> <p>Only the goaltender is allowed in the crease area.</p> <p>Skills must be taught in proper progression.</p> <p>Activities and rules must be modified according to age and ability of students and facilities/equipment available.</p> <p>Game activities must be based on skills that are taught.</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 have a good grip and be in safe playing condition.</p>	<p>Suitable clothing and footwear.</p> <p>No hanging jewellery to be worn.</p>	<p>The 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>The code of etiquette for court play must be taught and enforced, e.g. not entering a court being used.</p> <p>Skills must be taught in proper progression.</p> <p>Games must be based on skills that are taught.</p> <p>When teaching skills, there must be adequate spacing for each student to make a free and uninterrupted swing.</p> <p>Benefits of protective eye gear must be communicated to students.</p> <p>Doubles positioning and movement to be taught.</p> <p>No spectators on court.</p>	<p>With initial instruction, on-site supervision is required.</p> <p>After 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

HIGH JUMP

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>The landing area must be adequately covered with a minimum of one jumping pit-minimum size 1.5 m x 3 m x 50 cm (5' x 10' x 20").</p> <p>Standard utility mats to be placed around the landing surface with no gaps.</p> <p>Two jumping pits used side by side must be of the same thickness and compaction rating.</p> <p>Do not use metal cross bars.</p> <p>Bamboo poles must be totally wrapped with tape before using. fibreglass poles are a good alternative.</p> <p>Weighted rope or elastic may be used rather than a crossbar, for practice.</p> <p>Check bamboo and fibreglass poles for cracks before use.</p> <p>Include 5.1 cm (2") thick Velcro mats around pit area with no gaps.</p> <p>Check pits regularly for damage.</p>	<p>No bare feet or socks without shoes.</p> <p>Suitable footwear and clothing.</p> <p>No jewellery to be worn.</p>	<p>Indoor and outdoor approach area must be clear, smooth, dry and traffic-free.</p> <p>For indoor jumping, ensure that the floor provides a suitable surface to prevent slipping.</p>	<p>If students act as bar monitors, they must stay in front and off to the side of standards at all times.</p> <p>Teach progressions and technique.</p> <p>Stress short, controlled approach, e.g. between three and nine steps.</p> <p>If student is using "flop style," encourage take-off closer to the nearest upright on approach.</p> <p>Ensure that landing mats and Velcro mats are firmly secured and do not slide when landed upon by jumper.</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

HURDLES - Grades 6, 7 & 8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Check for safety of hurdles (e.g. stable, no splinters, cracks or other hazards).	Suitable gym clothing and footwear must be worn.	Activity in appropriate area that provides a clear, flat surface.	Instruct students how to set up hurdles so that knocked hurdles will not resist hurdler's fall. Skills must be taught in proper progression.	Constant visual supervision is required for initial skill instruction. Following initial skill instruction and after all safety concerns have been emphasized, on-site supervision is appropriate. First aid requirements as per shot-put below.

TRACK AND FIELD

SHOT-PUT

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
Shot must be of appropriate size and weight for age and sex of athlete. Soft balls are an appropriate substitute for practice purposes. Only shots designed for indoor use can be used in the gym.	Suitable footwear and clothing must be worn. No bare feet.	Landing area must be well marked and void of spectators during activity. Putting area must be safe underfoot.	Establish safe routines for putting and retrieving of shots. Skills must be taught in proper progression. Establish a safe routine for transporting shots to and from the throwing area. Where a protective screen is not in place, students and spectators must be in a designated area at least 4 m behind the toe line.	Constant visual supervision. Head coach must demonstrate knowledge of event to principal or designate. Coaching expertise for the head coach derived from at least one of the following: <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 An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.

TRACK AND FIELD

TRACK EVENTS - Grades K-8

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Check batons for cracks or splinters.</p>	<p>No bare feet.</p> <p>Suitable footwear and clothing must be worn.</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>Run-out areas must be in place for all running events.</p>	<p>The skills associated with running must be taught in a progression of developmental steps.</p> <p>Proper warm-ups and cool-downs must be included in all practices and competitions.</p> <p>For distance running practice, modify the length of route appropriately for the age and ability level of participant.</p> <p>Take into account</p> <ul style="list-style-type: none"> • temperature of the day • previous training and length of preparation <p>Parents/guardians and students must be informed of the importance of sun protection.</p> <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>On-site supervision for sprints and relays.</p> <p>In-the-area supervision for middle distance (400 m, 800 m and 1500 m).</p> <p>When running above distances in practice, students may be temporarily out of sight and must run in pairs or groups.</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

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Keep rake, shovel, and spade away from pit and run-up area when not in use.</p>	<p>No bare feet.</p> <p>Suitable clothing and footwear.</p>	<p>Pit must be filled with sand in accordance with International Amateur 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.</p> <p>Dig pit at least once a season.</p> <p>Pits must not be located in high-traffic areas or near other activity sites, e.g. ball diamonds.</p>	<p>Refrain from jumping if there are slippery conditions.</p> <p>Skills must be taught in a developmental sequence; e.g. short five-step approach and build up to 15 - 17 step approach.</p> <p>If students are rakers, they must be trained. 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. 	<p>Constant visual supervision during initial lessons.</p> <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>

VOLLEYBALL

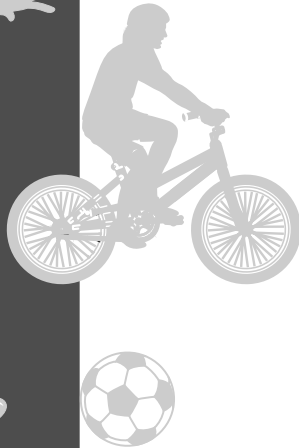
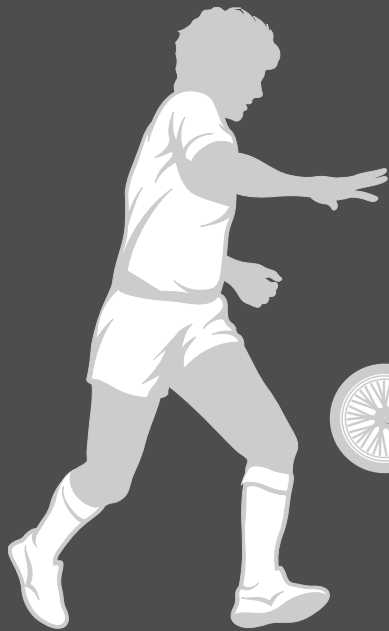
EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Poles must not be stored where there is a danger of their falling onto an individual.</p> <p>Nets must have no frayed wires.</p> <p>Age-appropriate regulation volleyball.</p> <p>Padding around the poles, including cranks and supports, from the floor up to bottom of net is recommended.</p>	<p>No jewellery to be worn.</p> <p>Suitable footwear and clothing must be worn.</p> <p>No bare feet.</p>	<p>Gym must be free of hazards; e.g. equipment and furniture in corners/ on sidelines.</p> <p>When volleyball poles are removed, floor plugs must be replaced.</p> <p>When attaching net to pole, do not allow students to climb up the pole. Use a chair to assist.</p> <p>Playing surface must provide good traction.</p> <p>Outdoor volleyball courts must provide safe footing.</p>	<p>Skills must be taught in a proper progression.</p> <p>Game activities must be based on skills that are taught.</p> <p>Drills must be organized so as to minimize the risk of being hit with an errant ball.</p> <p>Activities/rules must be modified to the age of the participants.</p>	<p>On-site supervision of activity is required.</p> <p>If students are involved in setting up and putting away volleyball poles, constant visual 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>

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 jewelry 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 (e.g., epilepsy).</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>Students with infected cuts or sores must not be in the pool.</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 waterpolo 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>

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 use appropriate 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. 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 obstructions/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>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 wrestle with partners of similar weight and/or strength.</p> <p>When wrestling an opponent</p> <ul style="list-style-type: none"> • participants must be of similar weight and strength; • maximum time limit must be two minutes per round and one round per match. <p>Only "down" wrestling permitted.</p> <p>Fingernails must be closely trimmed.</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), must be followed when dealing with situations involving blood and other bodily fluids. (See Appendix K.)</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 Wrestling • attendance at a wrestling 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>



New  Brunswick

PHYSICAL EDUCATION

Safety Guidelines

Module 3

Appendices

840560

APPENDIX A

ELEMENTARY & MIDDLE 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 Student Accident Insurance Plan.

TRANSPORTATION INSURANCE NOTICE

“Include your specific Transportation Policy in this space” or refer to Provincial Guidelines on Student Council vehicles, etc.

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, _____, acknowledges 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.

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 (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 K).
- 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 students from 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.

Reckless 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			
• 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			

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			
•			
•			
•			

APPENDIX I

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,
 - 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.

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.

<p>CANDIDATE</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: (Home) _____ (Work) _____</p> <p>e-mail or fax: _____</p> <p>Health Card Number _____</p>	<p>School _____</p> <p>Principal/Designate: _____</p> <p>Team in Question: _____</p> <p>Higher-Risk Sport Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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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 _____

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.

APPENDIX L

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 (see Appendix J).