

## ***Secondary: Interschool Guidelines***

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Physical Education Safety Guidelines  
Secondary – Interschool Athletics

## ACKNOWLEDGEMENTS

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**DISCLAIMER**

*This guideline has been developed to assist school boards in their formulation of site-specific safety guidelines for interschool sports programs and are, to the best of Ophea's knowledge, based upon the most current knowledge and experience available in Canada. Implementation of safety guidelines should, in all cases, be preceded by a close review of these guidelines and appropriate modification on the part of each school board in order to meet the specific requirements and circumstances of their respective schools and programs. Ophea accepts no responsibility for the implementation and customization of these guidelines.*

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**PHYSICAL EDUCATION  
SECONDARY SAFETY GUIDELINES**

**BACKGROUND:**

The Physical Education Safety Guidelines were developed with the support and encouragement of Ophea, the Ontario School Boards' Insurance Exchange (OSBIE), the Ontario Association for the Supervision of Physical and Health Education (OASPHE), the Ontario Federation of School Athletic Associations (OFSAA), and the Canadian Intramural Recreation Association - Ontario (CIRA). This particular document is *Module III: Physical Education Interschool Safety Guidelines* and is based on *Module I: Physical Education Curricular Safety Guidelines* and *Module II: Physical Education Intramural Safety Guidelines*.

**INTENT OF THE PROVINCIAL SAFETY GUIDELINES FOR INTERSCHOOL ATHLETIC PROGRAMS:**

The primary responsibility for the care and safety of students rests with the school board and its employees. The important aspects in fulfilling this role are to recognize that there is an element of risk in all physical activity and to take action accordingly. To this end, the safety guidelines writing team and physical educators across Ontario have developed procedures that help minimize the risk of an accident or injury. A document alone does not eliminate risk regardless of how well it is written or how effectively it is implemented. Safety awareness, practised by the coach, based on up-to-date information, common sense, observation, action and foresight, is the key to safe programming. The intent of the Provincial Interschool Athletics Safety Guidelines is to focus attention on safe procedures for sport, in order to minimize the inherent element of risk. By implementing safe coaching practises, such as appropriate skill progression, facility and equipment safety checks, and appropriate supervision and officiating, the potential for injury will be minimized. It is hoped that this document will assist boards 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 safely in interschool athletics.

**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;
- involves a competition against other outside teams/groups.

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

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**A) GENERIC ISSUES**

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

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

- 1) Prior to the student's first practice, coaches need to be aware of the medical background and physical limitations of their team-tryout members. This includes knowledge of students with heart disorders, asthma, epilepsy, diabetes, severe allergies, etc. Each school needs to develop a process by which this medical information is shared with the coach. The coach must have student athletes' medical information available at all practices and all games (see Appendix A).
- 2) Prior to the first practice, parents need to be made aware of the risks inherent in participation in sport participation and must sign and return an Interschool Athletic Participation Form (see Appendix A).
- 3) Each school must appoint a teacher or administrator who is responsible for the interschool athletic program, to ensure that each coach is familiar with school's/board's coaching philosophy and relevant documents.
- 4) If a student misses a practice/game due 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 Emergency Action Plan to deal with accidents in interschool athletics. For details on an emergency action 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 Board and other policies that address blood and bodily fluid procedures (e.g. sport governing body, OFSAA, 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 changerooms, when visiting schools, OFSAA Code of Conduct, etc.).
- 10) If students are involved in an interschool sport which is not described in this document, refer to sport governing body guidelines. Determine whether this sport/activity is higher or lower risk (see criteria section) and establish procedures accordingly.

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- 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 board's transportation policy regarding interschool team travel (board sponsored and private vehicles). Parents/guardians must be informed of the mode of transportation and the student expectations required.
- 15) Where an incident occurs that increases or could increase the risk of injury, corrective actions must take place to help prevent its reoccurrence.
- 16) Interschool athletics have been categorized into two areas: higher risk sports and lower risk sports. 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.

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

For higher risk sports, these additional 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) Game/match officials must be certified and/or experienced in officiating the sport.
- d) 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.
- e) 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).

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**B) SPECIFIC COMPONENTS**

1. GUIDELINES:

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

<b>Equipment</b>	<b>Special Rules/Instruction</b>
<b>Clothing/Footwear</b>	<b>Supervision</b>
<b>Facilities</b>	

b) These guidelines are mandatory for practices as well as games. An activity must not occur unless these guidelines have been addressed.

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

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

b) All balls must be properly inflated.

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

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**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 or competition and remove or repair broken equipment.
- When borrowing, renting, or lending equipment for practice or competition (e.g. wrestling mats, gymnastic equipment, football helmets), the coach must ensure that equipment conforms to recognized safety standards and that it has been inspected for safety.

**3. CLOTHING AND FOOTWEAR:**

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

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

**4. FACILITIES:**

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

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- f) A telephone or other suitable means of communication must be available for all activities/locations.
- g) Playing fields must be free from hazardous holes, glass and rocks. Severely uneven surfaces must be brought to the attention of the students, the principal and municipality (where appropriate) and modifications made, if necessary. There must be sufficient turf for proper traction and impact absorption (e.g. rugby, football). Other facilities that are used, (e.g. pools, arenas, etc.) 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;
  - set procedures and rules for safe participation.
- c) Fitness development appropriate to the level of competition must be addressed.
- d) Students must be made aware of ways to protect themselves from high levels of UV rays.
- e) Students must receive instruction on safety procedures related to severe weather conditions, (i.e. lightning)
- f) Adequate liquid replacement must be accessible for student athletes during practice and competition.

6. SUPERVISION:

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

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c) **Role of Coach Liaison Within a School District:** The principal or designate is to appoint a coach liaison who is a teacher or administrator for every coach who is not a teacher or administrator employed by the board or an individual with teaching certification approved by the principal (e.g. retired teacher, teacher not under contract). The coach liaison will be responsible for carrying out all the duties required of a teacher pursuant to the Education Act and these guidelines (see Appendix M). The level of support will be commensurate with the expertise and qualifications of the coach and will be determined by the principal or designate. As a minimum, the designated coach liaison will provide **“in-the-area”** supervision for all practices, games, and competitions. **“In-the-area”** supervision of a non-teacher coach means that the coach liaison must be **accessible** and at least one of the following criteria must be in place:

- coach liaison is visible;
- coach liaison circulating on the same site;
- location of coach liaison is known.

When the practice or competition takes place within the school district, the designated coach liaison may be from any school involved in the practice or competition.

**Role of Coach Liaison Outside of School District:** When a school team is travelling outside their school district, a coach liaison from the same school district must accompany the team, must be **accessible**, and at least one of the following criteria must be in place:

- coach liaison is visible;
- coach liaison circulating on the same site;
- location of coach liaison is known.

d) For higher risk sport, coaches must meet specific sport coaching qualifications (see individual sport pages).

e) **Supervision by the Coach:** Any use of a facility must be supervised. This guideline has designated three categories of supervision by the coach: **“Constant visual”**, **“On-site”**, and **“In-the-area”**. The categories are based on the principles of general and specific supervision which take into consideration the risk level of the activity, the participants’ skill level and the participants’ maturity.

f) **Categories of Supervision:** In the category of supervision, **“Constant visual”** supervision means that the coach is physically present, watching the activity in question. Only one activity requiring **“Constant visual”** supervision can take place while other activities are going on. **“On-site”** supervision entails coach presence but not necessarily constantly viewing one specific activity. For **“In-the-area”** supervision, the coach must be **readily accessible** and at least one of the following criteria must be in place:

- coach circulating;
- location of coach is known;
- coach is visible.

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

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

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

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

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g) Supervision - Points to Consider

- i) Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place for example:
- locked doors;
  - signs on doors indicating that students are not to use the gym unless supervised;
  - staff scheduled and present in an adjoining physical education office, in order to see students who might enter the gym unauthorized.
- ii) Level of supervision must be commensurate with the inherent risk of the sport and the maturity of the athletes.
- Establish routines, rules of acceptable behaviour and appropriate duties of students at the beginning of the sport season and reinforce throughout the season. Coaches must sanction students for unsafe play or unacceptable behaviour, and must exercise that responsibility at all times. Refer to Appendices E and L for more information on student behaviour.
- iv) Rules of the sport must be taught and strictly enforced.
- v) In situations where a supply teacher or other teacher is asked to coach a practice or game the following must occur:
- teacher competence level with sport activity must be addressed;
  - absent coach or administrator or designate must provide the Safety Guidelines page(s) for interschool sport activity;
  - absent coach must specify restrictions/modifications for students with health or behavioural problems.
- vi) When an interschool sport includes large numbers of participants (e.g. a school cross-country team) the ratio of coaches to participants must satisfy safety concerns.
- vii) A school is responsible for supervising its own spectators. The ratio of supervisor to spectator must address safety concerns. viii) Sport convenors must address the issue of event security.
- ix) When an interschool sport includes several higher risk activities (e.g. track and field) the ratio of coaches to participants must satisfy safety concerns. 7.

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.

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- c) Be encouraged to attend a basic first aid course.
- 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 Board's Risk Management Policy and Administrative Procedures for Interschool Sports;
  - the Board's Transportation Policy;
  - competition, playing regulations and constitution by-laws.
- d) Ensure that the **Interschool Athletic Participation Form** (see Appendix A) has been completed by parents/guardian and has been returned **prior** to participation in the **first practice. Coaches must have access to the forms at ALL practices and games.**
- e) Coaches must provide a suitable level of competition according to skill, size, age and conditioning of the athlete. Coaches must examine the intensity and frequency of drills, practices, and games in order not to put the student at risk (e.g. excessive repetition of a heading or hitting skill).
- f) When there has been an interruption to a competitive season of more than two weeks, coaches must provide appropriate practice time before competition may resume.
- g) Inform participants in writing or verbally of the times and locations of practices and games.
- h) Early in the season, clearly establish expectations and general conduct for practices and games. Involve players in formulating behavioural guidelines, fostering player discipline and self control to minimize risk and promote fair and safe play (refer to Appendix L, OFSAA Code of Conduct for Players).
- i) **Game**
  - Officials must be treated with respect. Officials' decisions are final (e.g. question officials' decisions through proper procedures).
  - It is the responsibility of the coaches to control their teams and instruct their players to participate in a safe manner according to the rules of the game.
  - Visiting coaches are responsible for their teams' behaviour and the behaviour of volunteer drivers who represent their school.
  - Coaches must be aware of School's Coaching Handbook and Local Association Coaches' Code of Behaviour.

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**j) Supervision**

- Participants must be appropriately supervised during all phases of the activity: practices, warm-up, competition, breaks.
- For all sports, where the coach is not of the same sex as the athlete(s), and where the athlete(s) are required or might be required to stay overnight, a supervising adult, as approved by the principal of the school, of the same sex as the athlete(s), must be present and available at the accommodation site for the duration of their stay in the accommodation.

k) For higher risk sports, the coach must document athlete attendance and all practice plans, with reference to progressive development of skills, with attention paid to identified inherent risks of the sport, (see Appendix H “Sample Coaches’ Planner”).

l) Before each practice or game, the coach must visually inspect facilities and playing surfaces to ensure that they meet safety guidelines; the coach must not allow participation if he/she is not satisfied that the facilities or playing surface are 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.

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

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Racquets must be inspected regularly for breakage and to ensure proper grip.</p> <p>Protective eye gear as prescribed by OFSAA badminton playing regulations.</p> <p>(see <a href="http://www.ofsaa.on.ca">www.ofsaa.on.ca</a>)</p>	<p>Suitable clothing and footwear.</p> <p>No hanging jewelry.</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 practicing 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>

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EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION

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**BASEBALL/  
 FASTBALL**

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

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<b>EQUIPMENT</b>	<b>CLOTHING/ FOOTWEAR</b>	<b>FACILITIES</b>	<b>SPECIAL RULES/ INSTRUCTION</b>	<b>SUPERVISION</b>

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>In situations where student’s follow-through could result in contact with an end wall and/or stage, protective padding or gym mats must be placed beyond the “key” area and must extend a minimum of 1.83 m (6’) up the wall from the top of the baseboard (maximum 10 cm (4”) from the floor), and be a minimum width of 4.88 m (16’).</p> <p>Where a stage is close to the baseline, gym mats must be placed over edge of stage and extend close to the floor.</p>	<p>Suitable footwear and clothing.</p> <p>No jewelry.</p> <p>No metal or other hard objects can be used to hold hair back.</p>	<p>Playing surface (indoor or outdoor) and surrounding area must be clean and free of all obstacles and provide good traction.</p> <p>Floor sockets must have cover plates in place.</p> <p>Protective padding must be used on the bottom corners of rectangular backboards used for competition.</p> <p>Trained adults or trained students only are to use motorized or hand winches to raise and lower baskets.</p> <p>Winch for moving backboards up and down must not be located directly under the supporting wall-mounted structure.</p>	<p>Skills must be taught in proper progression.</p> <p>If gym does not facilitate safe 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 and lowering the baskets with a motorized winch.</p>

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EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
	<p>Proper Shoes must be worn at all time, 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/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>

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Full face mask or eye protection and full fit mouthguard.</p> <p>Goalies 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>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>Players must keep sticks below waist at all times.</p> <p>Crease extended 2 m from goal line. Defensive or offensive player cannot be in the crease area.</p> <p>Penalties for stick infractions strictly enforced.</p> <p>Skills must be taught in proper progression.</p> <p>Games and activities must be based on skills that are taught.</p> <p>Parents/guardians must be made aware of any off-campus activity and means of transportation.</p>	<p>On-site supervision is required.</p> <p>Head coach must demonstrate knowledge of game, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> <li>• NCCP Level One Technical in Broomball;</li> <li>• attendance at a broomball clinic or workshop within the last three years;</li> <li>• past experience as a player or coach in that sport.</li> </ul> <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, jewelry 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 of 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, etc.) 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><b>In adverse weather conditions:</b></p> <ul style="list-style-type: none"> <li>• stunting and pyramid building must be reduced;</li> <li>• tossed skills (except chair sit) must stop and all lifts be secured with additional hands-on spotters;</li> <li>• extended lifts must not be performed;</li> <li>• no tumbling.</li> </ul>	<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, e.g. communicate with Ontario Cheerleading Federation, 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"> <li>• clinic or workshop within the last three years;</li> <li>• past experience as an athlete or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

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# 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 jewelry.</p> <p>Supportive athletic shoes.</p>	<p>Must provide adequate footing either indoors or on a field.</p> <p>Must provide adequate room for all movement.</p>	<p>All routines must be taught in proper progression.</p> <p>Routines must be designed not to interfere with other activity.</p> <p>Pom-pom plastic must be cleaned up, as it is shed, to prevent risk to students.</p> <p>Stress correct body alignment for injury prevention.</p>	<p>During initial instruction of routines, on-site supervision is required. After initial instruction, in-the-area supervision is required.</p>

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 wicketkeeper.</p> <p>Batter must wear an approved cricket helmet.</p>	<p>Suitable clothing and footwear (e.g. running shoes) must be worn.</p>	<p>Playing surface must be a mat wicket.</p> <p>Outfield must be free from debris and obstructions and provide good footing.</p> <p>Holes and severely uneven surfaces must be brought to the attention of coaches, convenor, students and officials. Notify appropriate school officials.</p> <p>For indoor cricket variations, playing surface and surrounding area must be free of all obstacles (e.g. tables, chairs, pianos).</p>	<p>Skills must be taught in proper progression.</p> <p>Games must be based on skills taught.</p> <p>Bouncers and bean balls must not be bowled.</p> <p>Students must be informed of the importance of sun protection if outside.</p> <p>A designated area must be established for non active players at a safe distance behind the batter.</p>	<p>On-site supervision is required.</p>

# CROSS COUNTRY RUNNING/ORIENTEERING

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

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# CROSS-COUNTRY SKIING

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

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

# CYCLING/ MOUNTAIN BIKING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Students must do a safety inspection of bicycle before each use.</p> <p>CSA approved and correctly fitting bicycle helmets must be worn.</p> <p>One rider to carry a bicycle tool kit during practice.</p> <p>Coach to carry a first aid kit.</p>	<p>No open-toed shoes.</p> <p>Appropriately fitting clothing.</p> <p>Students must be informed of the need for sun protection.</p>	<p>Choose routes carefully in terms of the length, road surface, frequency of traffic, complexity of intersections and railway crossings.</p> <p>Trails must be selected according to the technical elements present and the skill of the participants.</p> <p>Prior to initial use of route, coach/convenor must do a safety ride-through to verify safety and suitability.</p> <p>For off-road routes, ensure permission from landowner is obtained.</p>	<p>The rules of the Highway Traffic Act must be reviewed and followed.</p> <p>An initial riding pre-test (safety emphasized) must be passed before leaving school property (e.g. Ontario Cycling Association pre-test).</p> <p>A record of students and the route must be left in the school with an appropriate person.</p> <p>Use the buddy system during practice.</p> <p>Students must be made aware of emergency procedures.</p> <p>Parents must be informed that cycling will take students off school property.</p> <p>No walkmans.</p> <p>Students must be encouraged to carry water for rehydration purposes.</p> <p>Students must be made aware of the importance of eye protection.</p>	<p><b>Cycling</b> In the area supervision is required.</p> <p><b>Mountain Biking</b> 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"> <li>• NCCP Level One Technical in Mountain Biking;</li> <li>• attendance at a mountain biking clinic or workshop within the last three years;</li> <li>• past experience as a competitor or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p> <p>There must be a designated supervisor (teacher, parent or responsible adult) with a vehicle to accompany an injured student to hospital. This must not be the “in-charge” supervisor.</p>

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**(Springboard or Tower Diving)**

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

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

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

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# FOOTBALL (FLAG, TOUCH)

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

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# FOOTBALL (TACKLE)

Equipment	Clothing/Footwear	Facilities	Special Rules/Instruction	Supervision
<p>Football helmets and shoulder pads must be inspected annually and reconditioned as determined by an accredited equipment reconditioner.</p> <p>Football helmets are to be recertified by an accredited equipment reconditioner after three years of use.</p> <p>Football helmets must be replaced after 10 years from date of manufacture. With the exception of AIR™ helmets.</p> <p>For all contact situations, the minimum protective equipment that must be worn includes: full fit interior mouthguard, properly fitted helmet, shoulder pads, hip-tailbone pads, thigh pads and knee protection.</p>	<p>Suitable footwear that satisfies football regulations and is properly maintained.</p> <p>All jewelry must be removed.</p> <p>Clothing in practices and games suitable for weather conditions.</p>	<p>Playing area must be inspected regularly for debris and obstructions, provide suitable footing and be well removed from traffic areas.</p> <p>Goalposts must be properly padded (as per Football Ontario).</p> <p>Spectator stands and player benches must be well removed from playing field.</p> <p>Boundary lines must be clearly indicated.</p> <p>Lime must not be used to line the field.</p> <p>Holes and severely uneven surfaces must be brought to the attention of the coaches, convenor, students, and officials. Notify the appropriate school officials.</p>	<p>Student athletes must receive instruction on how to adjust and maintain equipment properly prior to wearing football gear.</p> <p>When issuing equipment, all gear must be fitted properly.</p> <p>Down-box personnel must be trained in safe use of equipment.</p> <p>Athletes must have access and opportunity to replenish fluids.</p> <p>Skills must be taught in proper progression.</p> <p>Each athlete must have actively participated in at least eight days of practices before playing in first league game.</p> <p>Training must include flexibility, strength and cardiovascular enhancing activities.</p> <p>Practice equipment, such as blocking sleds and bags, must be kept at a safe distance from practising players when not in use.</p> <p>There must be a minimum of 72 hours between games.</p> <p>Coaches need to assess heat, humidity and physical condition of athletes when planning practices.</p> <p>Any player with a playing cast must provide a doctor’s note or parent’s signed permission indicating it is safe for him/her to play.</p>	<p>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"> <li>• NCCP Level One Technical in Football;</li> <li>• attendance at a football clinic or workshop within the last three years;</li> <li>• past experience as a player or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

Equipment	Clothing/Footwear	Facilities	Special Rules/Instruction	Supervision
<p>First aid kit and phone accessible.</p> <p>Full padding in good condition on blocking sled.</p>		<p>There must be sufficient turf for proper traction and impact absorption.</p>	<p>Any knee braces or casts must be approved by the official prior to the commencement of the game.</p> <p>Any exposed orthopedic apparatus must be soft or padded.</p> <p>Safe blocking and tackling techniques must be taught and reinforced throughout the season. No head blocking or spear tackling techniques to be taught.</p>	

*Revised from March 1999*

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

# 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 mini-tramps or 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 used in competition must be padded and stable.</p>	<p>Bare feet acceptable.</p> <p>Socks or gymnastics slippers may be worn.</p> <p>Snugly fitting clothes that allow unrestricted movement must be worn.</p> <p>Tie back long hair.</p> <p>Secure or remove eyeglasses.</p> <p>No jewelry (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 such that there is no overlap or open spaces.</p> <p>Precautions must be taken to minimize the movement of mats on impact.</p> <p>Velcro mats must be attached.</p> <p>A floor plan must be established for all equipment to ensure adequate space between apparatus and distance away from walls and other obstructions.</p> <p>Extra matting must be placed beyond the corners of the competitive floor area.</p>	<p>Students must be instructed on safety related to gymnastics and all associated apparatus prior to using any equipment.</p> <p>Coach must be aware of the physical limitations and initial skill levels of students.</p> <p>Students must not be encouraged to perform skills beyond their physical and psychological capabilities.</p> <p>Utilize a safe and sequential skill development program that includes a conditioning component for flexibility and strength.</p>	<p>On-site supervision is required.</p> <p>Constant visual supervision is required for the initial learning stages of difficult moves.</p> <p>Students must be trained to spot each other appropriately.</p> <p>Only coaches shall spot inverted vault and aerial moves.</p> <p>Coach must supervise the set up and take down of equipment.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> <li>• NCCP Level One Technical in Gymnastics;</li> <li>• attendance at a gymnastics clinic or workshop within the last three years;</li> <li>• past experience as a competitor or coach in that sport.</li> </ul>

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

# HANDBALL (WALL)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Protective eye gear must be worn.</p> <p>Students wearing eyeglasses are to wear appropriate eye protection (e.g. shatterproof lenses).</p>	<p>Suitable clothing and footwear.</p> <p>No hanging jewelry.</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>

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>Approved and properly fitting goalie equipment must be worn by goaltender.</p>	<p>Properly fitting skates.</p>	<p>Ice surface must be free from debris and deep ruts.</p> <p>Break away net mandatory.</p>	<p>Skills must be taught in proper progression.</p> <p>Penalties for rule infractions must be strictly enforced.</p> <p>No more than three games in one day as per Ontario Minor Hockey Association (OMHA) rules.</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"> <li>• NCCP Level One Technical in Hockey;</li> <li>• attendance at a hockey clinic or workshop within the last three years;</li> <li>• past experience as a player or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

# LACROSSE (BOX, FIELD)

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

# RACQUETBALL/ SQUASH

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

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Use a regulation rubber quoit.</p> <p>Only use regulation ringette sticks.</p> <p>Goalies must wear protective mask.</p> <p>CSA approved helmet with face guard and elbow pads for all students.</p>	<p>Suitable clothing must be worn.</p> <p>No jewelry.</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"> <li>• NCCP Level One Technical in Ringette;</li> <li>• attendance at a ringette clinic or workshop within the last three years;</li> <li>• past experience as a player or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

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 and 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"> <li>• NCCP Level One Technical in Rugby;</li> <li>• attendance at a rugby clinic or workshop within the last three years;</li> <li>• past experience as a player or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

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<b>EQUIPMENT</b>	<b>CLOTHING/ FOOTWEAR</b>	<b>FACILITIES</b>	<b>SPECIAL RULES/ INSTRUCTION</b>	<b>SUPERVISION</b>

# SKIING (ALPINE)/ SNOWBOARDING

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Students must check all equipment prior to use and report any concerns to coach.</p> <p>All bindings must be in working order and meet with current approved guidelines.</p> <p>If equipment is borrowed, bindings must be inspected and adjusted by a knowledgeable equipment technician on site.</p> <p>Boots and bindings must be compatible.</p> <p>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>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 break-away style and in good repair.</p> <p>Race course must be set by experienced, qualified course setter.</p> <p>Course must be away from dangerous obstacles.</p> <p>Safety walls, net or barrier must be placed where required.</p> <p>There must be a clear run out at end of course.</p>	<p>Students must ski/snowboard only on appropriate areas as identified by a qualified instructor.</p> <p>Students must be taught the importance of skiing/ snowboarding in control at all times.</p> <p>Ensure that all students are thoroughly familiar with Alpine safety rules (including lift procedures) and the role of the ski patrol.</p> <p>All skills must be taught in appropriate progression based upon observed skill levels.</p> <p>Proper racing techniques must be taught prior to competition.</p> <p>Discuss proper clothing and how to recognize and treat frostbite and hypothermia.</p>	<p>In-the-area supervision is required.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> <li>• NCCP Level One Technical in Skiing/ Snowboarding;</li> <li>• attendance at a skiing/snowboarding clinic or workshop within the last three years;</li> <li>• past experience as a competitor or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

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<b>QUIPMENT</b>	<b>CLOTHING/ FOOTWEAR</b>	<b>FACILITIES</b>	<b>SPECIAL RULES/ INSTRUCTION</b>	<b>SUPERVISION</b>

**SOCCER**  
**(INDOOR/OUTDOOR)**

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

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

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

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<b>EQUIPMENT</b>	<b>CLOTHING/ FOOTWEAR</b>	<b>FACILITIES</b>	<b>SPECIAL RULES/ INSTRUCTION</b>	<b>SUPERVISION</b>

**SYNCHRONIZED SWIMMING**

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Standard safety equipment as stated in pool regulations, e.g. ring buoys, reaching poles, spinal boards, etc.</p> <p>First aid kit must be accessible.</p> <p>Emergency phone must be available.</p> <p>Electrical equipment, e.g. portable stereo, must be properly grounded (GFI).</p>	<p>Appropriate swimming attire.</p> <p>No jewelry to be worn other than medical alert bracelets.</p> <p>Device to keep hair from obstructing vision (e.g. elastic).</p>	<p>School or community pools that conform to SNC (Swimming Natation Canada) safety standards. Where facilities do not conform to SNC standards for safety, modifications to the rules must be made, e.g. where pools are less than the required depth, swimmers start in the water rather than dive from the blocks or deck.</p> <p><b>BACKYARD POOLS MUST NOT BE USED.</b></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"> <li>• no running or pushing on deck;</li> <li>• no gum chewing;</li> <li>• no food in pool area;</li> <li>• stay clear of diving area;</li> <li>• do not start or practice starts into shallow water;</li> <li>• no horseplay.</li> </ul> <p>Showers must be taken before entering the pool.</p> <p>Where students go off school board property to a pool, parents/guardians must be informed.</p> <p>Emergency procedures must be outlined to students prior to entering the water.</p> <p>Students with infected cuts or sores must not be in pool.</p> <p>Skills must be taught in proper progression.</p>	<p>Maximum 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/ instructor.</p> <p>Reference: Reg. 565.S.17.17.C Guide to Ontario Public Pools Regulation</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"> <li>• NCCP Level One Technical in Swimming;</li> <li>• attendance at a swimming clinic or workshop within the last three years;</li> <li>• past experience as an athlete or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

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<b>EQUIPMENT</b>	<b>CLOTHING/ FOOTWEAR</b>	<b>FACILITIES</b>	<b>SPECIAL RULES/ INSTRUCTION</b>	<b>SUPERVISION</b>

# TABLE TENNIS

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

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# TEAM HANDBALL

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Regulation team handball nets must be safety stored when not in use.</p> <p>Ball hockey nets can also be used as goals.</p> <p>Regulation team handball balls are to be used in competition.</p>	<p>Suitable clothing and footwear must be worn.</p> <p>No jewelry.</p>	<p>Playing area must be free from debris and obstructions and provide safe footing.</p>	<p>Skills must be taught proper progression.</p>	<p>On-site supervision is required.</p>

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>Playing area must be free from debris and obstructions and provide safe footing.</p> <p>A safety procedure must be established for side by-side courts.</p>	<p>Skills must be taught in proper progression. Games must be based on skills taught.</p> <p>The code of etiquette for court play must be taught and enforced, e.g. not entering a court in use.</p> <p>When teaching skills, adequate spacing must be allowed for each student to be able to make an uninterrupted swing.</p> <p>Doubles positioning and movement to be taught.</p>	<p>During initial instruction, on-site supervision is required. After initial instruction, in-the area supervision is required.</p> <p>Setting up of equipment requires on-site supervision.</p>

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

**Physical Education Safety Guidelines  
Secondary – Interschool Athletics**

<b>EQUIPMENT</b>	<b>CLOTHING/ FOOTWEAR</b>	<b>FACILITIES</b>	<b>SPECIAL RULES/ INSTRUCTION</b>	<b>SUPERVISION</b>

**HURDLES**

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

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

## POLEVAULT

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Poles must be approved as specified by the International Athletic Federation (IAAF).</p> <p>Landing pits must be specific to pole vaulting as specified by the International Athletic Federation (IAAF).</p> <p>Poles must be appropriate to weight of athlete.</p> <p>Standards must be secure and vertical.</p> <p>Bamboo poles must be totally wrapped with tape before using.</p> <p>Weighted rope or elastic may be used rather than a crossbar, for practice.</p> <p>Check bamboo and/or fibreglass poles for cracks regularly.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>5 mm spikes may be worn.</p>	<p>Vaulting chute must be solid and free from cracks, or splinters.</p> <p>Run-up area must be sectioned off and must prevent other participants from interfering with competitor in progress.</p> <p>Approach must be clear of obstacles, clean and free of puddles.</p>	<p>Skills must be taught in proper progression.</p>	<p>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"> <li>• NCCP Level One Technical in Track and Field - Jumps;</li> <li>• attendance at a track and field clinic or workshop within the last three years;</li> <li>• past experience as an athlete or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

**Physical Education Safety Guidelines  
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<b>EQUIPMENT</b>	<b>CLOTHING/ FOOTWEAR</b>	<b>FACILITIES</b>	<b>SPECIAL RULES/ INSTRUCTION</b>	<b>SUPERVISION</b>

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

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# TRACK AND FIELD

## TRACK EVENTS:

### SPRINTS, 400 m, 800 m, 1500 m, 3000 m, RELAYS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Check batons for cracks and splinters.</p>	<p>5 mm spikes on rubberized or asphalt track (9 mm on gravel) may be worn.</p> <p>No bare feet.</p> <p>Suitable clothing and footwear must be worn.</p> <p>No turf shoes.</p>	<p>Athletes running off-site for practice must use approved route.</p> <p>All tracks must be inspected annually and maintained as necessary.</p> <p>“Blacktop” strips and open fields may be used if areas are suitable, smooth, clean, level and provide safe footing.</p> <p>Run-out areas must be in place for all running events.</p>	<p>Skills must be taught in proper progression.</p> <p>For distance running practice, modify length of route appropriately for the age and ability level of participant. Also take into account:</p> <ul style="list-style-type: none"> <li>• temperature of the day,</li> <li>• previous training and length of preparation.</li> </ul> <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"> <li>• side doors must not open into running area;</li> <li>• hallway protrusions must be clearly marked;</li> <li>• inform school community of times and locations of indoor practices;</li> <li>• hall double doors have to be secured open;</li> <li>• monitors must be positioned at corners;</li> <li>• floor surface must be dry and provide good footing.</li> </ul>	<p>In-the-area supervision is required.</p>

## TRIPLE JUMP, LONG JUMP

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

(SWIMMING, CYCLING, RUNNING)

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>Athletes must inspect bikes prior to use. Concerns must be brought to the attention of the coach.</p> <p>A first aid kit must be accessible.</p> <p>Correctly fitting bicycle helmets approved by CSA, Snell, Ansi, ASTM British or Australian standard.</p>	<p>Suitable footwear and clothing must be worn.</p> <p>Bathing suits for swimming.</p> <p>Proper running shoes in good condition must be worn for distance training.</p>	<p>School or community pools.</p> <p><b>BACKYARD POOLS MUST NOT BE USED.</b></p> <p>Choose routes carefully in terms of the length, road surface, and frequency of traffic.</p> <p>Map of routes must be available in school and for students.</p>	<p>Students must be aware of emergency procedures.</p> <p>A record of students running and cycling and the route they will be traveling must be left in the school with the appropriate staff.</p> <p>Skills must be taught in proper progression.</p> <p>Modify length of routes and swims to accommodate training and differences in age/ability/ physical development.</p> <p>Instructor must consider weather conditions, (wind, cold, heat, rain) when training for the activities and students must be made aware of the value of wearing wetsuits to prevent hypothermia.</p> <p>Students must be made aware of the importance of eye protection for cycling.</p>	<p>In-the-area supervision is required for cycling and running.</p> <p>Constant visual supervision is required by qualified swim instructors/lifeguards during the swimming portion.</p> <p>Maximum 25 students per qualified NLS lifeguard/instructor or teacher with current O.T.A.S. (pool instruction only) or equivalent.</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"> <li>• NCCP Level One Technical or equivalent;</li> <li>• attendance at a triathlon clinic or workshop within the last three years;</li> <li>• past experience as an athlete or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/ competition.</p>

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

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, etc.</p> <p>First aid kit must be accessible.</p> <p>Emergency phone must be accessible.</p>	<p>Appropriate swimming attire.</p> <p>No jewelry.</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><b>BACKYARD POOLS MUST NOT BE USED.</b></p>	<p>Inform referee of any athletes having any medical problems that may affect their safety in the water.</p> <p>Athletes must meet a minimum swimming standard, e.g. swimming 100 m any stroke and tread water for three minutes.</p> <p>Fingernails must be closely trimmed.</p> <p>Skills must be taught in proper progression.</p>	<p>Constant visual supervision is required.</p> <p>Maximum 25 athletes per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>Head coach must demonstrate knowledge of sport, skills and strategies to principal or designate.</p> <p>Coaching expertise for the head coach derived from at least one of the following:</p> <ul style="list-style-type: none"> <li>• NCCP Level One Technical in Water polo;</li> <li>• attendance at a water polo clinic or workshop within the last three years;</li> <li>• past experience as a competitor or coach in that sport.</li> </ul> <p>An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.</p>

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

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

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<b>EQUIPMENT</b>	<b>CLOTHING/ FOOTWEAR</b>	<b>FACILITIES</b>	<b>SPECIAL RULES/ INSTRUCTION</b>	<b>SUPERVISION</b>

# APPENDIX A

## SECONDARY INTERSCHOOL ATHLETIC PARTICIPATION FORM

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

STUDENT'S NAME _____	SCHOOL _____
ADDRESS _____	POSTAL CODE _____
PHONE# _____	HEALTH CARD NO. _____
PARENT/GUARDIAN _____	WORK PHONE# _____
STUDENT'S PHYSICIAN _____	PHONE# _____
EMERGENCY CONTACT NAME _____	PHONE# _____

NOTE TO PARENT/GUARDIAN: **An annual medical examination is recommended**

### MEDICAL INFORMATION

- Date of last complete examination \_\_\_\_\_
  - Date of last tetanus immunization \_\_\_\_\_
  - Is your son/daughter/ward allergic to any drugs, food or medication/other? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide details \_\_\_\_\_
  - Does your son/daughter/ward take any prescriptions drugs? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes provide details \_\_\_\_\_
  - What medication(s) should the participant have on hand during the sport activity? \_\_\_\_\_
  - Does your son/daughter/ward wear a medical alert bracelet \_\_\_\_\_, neck chain \_\_\_\_\_ or carry a medical alert card? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Does your son/daughter/ward wear eyeglasses? Yes \_\_\_\_\_ No \_\_\_\_\_ Contact lenses? Yes \_\_\_\_\_ No \_\_\_\_\_
  - 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 hearing, asthma, allergies \_\_\_\_\_  
head or back conditions or injuries (in the past two years) \_\_\_\_\_  
arthritis or rheumatism, chronic nose bleeds, dizziness, fainting, headaches, hernia, swollen, hyper mobile or painful joints, trick or lock knee \_\_\_\_\_
- Any other medical information that will limit participation? \_\_\_\_\_
- 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.

### 10. MEDICAL SERVICES AUTHORIZATION (optional)

In case of emergency medical or hospital services being required by the above listed participation, 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 personal 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 \_\_\_\_\_

Physical Education Safety Guidelines  
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APPENDIX A

continued

**STUDENT ACCIDENT INSURANCE NOTICE**

The (name of School Board) 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** made available by the school to parents at the beginning and throughout the school year.

*“School/Board student procedure/expectation may be included here.”*

**TRANSPORTATION INSURANCE NOTICE**

*“Include your specific Transportation Policy in this space”*

**ELEMENTS OF RISK NOTICE**

The risk of injury exists in every athletic activity. Falls, collisions and other incidents may occur and cause injury. Due to the very nature of some activities, injuries may range from minor sprains and strains to more serious injuries affecting the head, neck or back. Some injuries can lead to paralysis or prove to be life-threatening. These injuries result from the nature of the activity and can occur without fault on either the part of the student, or the school board 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: archery, alpine skiing, snowboarding, broomball, cheerleading (acrobatic), diving, fencing, field hockey, football, gymnastics, ice hockey, lacrosse (field, box), mountain biking, rugby, swimming, track and field - field events: javelin, shot-put, discus, high jump, pole vault, triathlon, water polo, weightlifting and wrestling. By choosing to participate in these activities, 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 Board) attempts to manage as effectively as possible the risk involved for students while participating in school athletics. A copy of the Risk Management Policy for interschool sports is available in the school should you require more information.

**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 Board) 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 \_\_\_\_\_

Signature of Athlete \_\_\_\_\_ Date \_\_\_\_\_

**FREEDOM OF INFORMATION NOTICE**

The information provided on this form is collected pursuant to the Board’s education responsibilities as set out in the Education Act and its regulations. This information is protected under the Freedom of Information and Protection of Privacy Act and will be utilized only for the purposes related to the Board’s policy on Risk Management for Interschool Athletics. Any questions with respect to this information should be directed to your school principal.

# APPENDIX B

## SECONDARY - INTERSCHOOL ATHLETICS

### SAMPLE REQUEST TO RESUME ATHLETIC PARTICIPATION

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

I, \_\_\_\_\_ have tested/examined \_\_\_\_\_, after an injury/illness to or affecting  
(Name of Professional) (Name of Athlete)

his/her \_\_\_\_\_, and certify that  
(Body Part)

in my professional opinion, he/she will be ready to resume participation in \_\_\_\_\_ as of \_\_\_\_\_  
(Name of Sport) (date)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_ Date Signature

I, \_\_\_\_\_, acknowledge that fact that  
(Name of parent/guardian)  
\_\_\_\_\_, has received care for an injury/illness affecting his/her \_\_\_\_\_  
(Name of athlete) (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 due to an injury or illness requiring professional medical attention.*

**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 pair 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*

## SAMPLE EMERGENCY ACTION PLAN

Given that there is an element of risk in all physical activity, an encounter with an injury is highly possible. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the **Emergency Action 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 **Emergency Action Plan**. The following is a sample **Emergency Action Plan** taken from information found in: Ministry of Tourism/Recreation booklet “*Exercise Caution, Prevent Sport Injuries, 1988*” and Ministry of Tourism/Recreation *Provincial Sport Organizations Risk Management Manual, 1987*.

### SAMPLE EMERGENCY ACTION 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.
- 4) Know directions and best access routes to hospital.
- 5) A suitable means of transportation is available on site.

#### **When an injury occurs:**

- 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 to leave the injured student alone.
- 4) Do not remove student's equipment if there is a risk of further injury.

- 5) Evaluate the injury. Assess the severity of the injury and 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. The location and closest cross streets;
    - III. The telephone number from where you are placing the call;
  - 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) Speak calmly and 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.
- 14) **The parents/guardians of the injured student must be contacted** as soon as possible after the injury.
- 15) Complete an accident report and file with appropriate school board official and school administrator.
- 16) Establish emergency communication procedures for off-site or after school outdoors activities, e.g. cellular phone.

## STUDENTS' RESPONSIBILITIES

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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**

A pupil shall:

- a. be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- b. exercise self-discipline;
- c. accept such discipline as would be exercised by a kind, firm and judicious parent;
- d. show respect for school property.

Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends:

- a) on the school premises;
- b) on out-of-school activities that are part of the school program;
- c) while traveling on a school bus that is owned by a school board or on a bus or school bus that is under contract to a board.

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

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 interschool activities whether they take place inside school or off school property, e.g. cross-country skiing team, an away basketball game.

Responsibility for safety in interschool programs begins to shift from the coach to the student in keeping with the age and maturity level of the participant.

## **SAFETY IN ACTIVITY ROOMS**

(Non – gymnasium used for interschool practice, e.g. concourse, church hall, empty classroom, cafeteria, stage, school basement, etc.)

- 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, etc.
- 2) Limit the number of active participants in any activity area at one time, based on 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, safe steps, trophy cases etc. Center 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.

# SAMPLE SAFETY CHECKLIST GYMNASIUM FACILITIES

SITE NAME: \_\_\_\_\_

INSPECT FOR:	MEETS SAFE	GUIDELINES	COMMENT/FOLLOW-UP ACTION
	YES	NO	
<b>GYMNASIUM SPACE</b>			
<ul style="list-style-type: none"> <li>• free of “stored” furniture/boxes/equipment along perimeter walls and corners</li> </ul>			
<b>FLOORS</b>			
<ul style="list-style-type: none"> <li>• clean and dry</li> </ul>			
<ul style="list-style-type: none"> <li>• provides for safe foot traction</li> </ul>			
<ul style="list-style-type: none"> <li>• clear of objects which may cause tripping/slipping</li> </ul>			
<ul style="list-style-type: none"> <li>• floor sockets covered and flush with floor</li> </ul>			
<ul style="list-style-type: none"> <li>• floor plates secure in floor, hooks and plate in good condition and flush with floor</li> </ul>			
<b>ENTRANCES/EXITS</b>			
<ul style="list-style-type: none"> <li>• free of obstructions</li> </ul>			
<ul style="list-style-type: none"> <li>• no doorknobs, protruding handles on gym side of door</li> </ul>			
<ul style="list-style-type: none"> <li>• doors open away from gym area</li> </ul>			
<b>STAIRS</b>			
<ul style="list-style-type: none"> <li>• clear of obstacles</li> </ul>			
<ul style="list-style-type: none"> <li>• stair treads in good condition</li> </ul>			
<ul style="list-style-type: none"> <li>• railings secure</li> </ul>			
<ul style="list-style-type: none"> <li>• free of protruding nails, cracks or splinters</li> </ul>			
<b>CEILING</b>			
<ul style="list-style-type: none"> <li>• tiles and meshings on lights secure</li> </ul>			
<b>WALLS</b>			
<ul style="list-style-type: none"> <li>• all outlets, switches, registers, etc. flush with wall surface</li> </ul>			
<ul style="list-style-type: none"> <li>• free of protruding hooks, nails, etc.</li> </ul>			

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**APPENDIX G**

continued

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
<b>BASKETBALL BACKSTOP</b>			
• 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			
<b>CHINNING BARS</b>			
• secure attachment to wall			
• adjustable parts in good condition			
<b>PEG BOARDS</b>			
• secure attachment to wall			
• peg holes and pegs in good condition			
<b>STORAGE ROOM</b>			
• floor clean and centre area clear of equipment			
• equipment stored on designated shelves			
• volleyball poles secured to wall, when stored vertically			
<b>EMERGENCY EQUIPMENT</b>			
• first aid kit fully stocked and accessible			
• emergency phone numbers posted			
• access to phone/office via P.A. System			
• emergency EXIT lights/signs working			
<b>BENCHES</b>			
• top and supports free from cracks and splinters			
• bolts and screws secure			

**SAMPLE SAFETY CHECKLIST GYMNASIUM EQUIPMENT**

SITE NAME:

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
<b>BADMINTON</b>			
• rackets useable, no splinters			
<b>BALL CARRIERS</b>			
• casters working well			
• no sharp edges			
<b>BALL HOCKEY/FLOOR HOCKEY</b>			
• 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			
<b>HIGH JUMP</b>			
• standards base attachments and uprights in good condition			
• portable pit cover free of tears			
• portable pit foam in good condition			
• bamboo crossbars completely taped			
• all crossbars free of cracks/splinters			
<b>HOOPS</b>			
• no cracks/bends			
<b>MATS</b>			
• covers free of tears/wearing			
• foam in good condition			
• Velcro fasteners continue to stick			
<b>SCOOTER BOARDS</b>			
• wheels secure			
• free of cracks, broken edges			

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**APPENDIX G**  
 continued

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
<b>SOFTBALL</b> <ul style="list-style-type: none"> <li>• wooden bats uncracked with a good grip end to prevent slippage</li> </ul>			
<b>VOLLEYBALL NET</b> <ul style="list-style-type: none"> <li>• no exposed frayed wires</li> </ul>			
<ul style="list-style-type: none"> <li>• free of tears/holes</li> </ul>			
<b>VOLLEYBALL POSTS</b> <ul style="list-style-type: none"> <li>• hooks, pulleys and ratchet in good condition</li> </ul>			
<ul style="list-style-type: none"> <li>• poles secured when stored vertically</li> </ul>			
<ul style="list-style-type: none"> <li>• padding in good condition with all Velcro fasteners in working order</li> </ul>			
<ul style="list-style-type: none"> <li>• covers free of tears/wearing</li> </ul>			
<b>OTHER</b>			
•			
•			
•			

## SAMPLE SAFETY CHECKLIST GYMNASTICS EQUIPMENT

SITE NAME: \_\_\_\_\_

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
<b>FLOOR EXERCISE/TUMBLING MATS</b>			
• 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			
<b>VAULT</b>			
• 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 0.5 m clearance at sides			
• unobstructed, non-slip approach			
<b>TAKE-OFF BOARD</b> (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			
<b>MINI-TRAMPOLINE</b>			
• stable with height adjustment knobs tightened			
• appropriate angle for skill progression			
• all springs in place with hooks pointing down OR elastic cable in good condition			

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
• frame pad completely covers springs/cables and frame			
• non-slip rubber feet in good condition			
• take-off surface in good condition			
<b>TRAMPOLINE</b>			
• stable, level			
• balanced spring i.e. same number and location of springs on both sides and opposite ends			
• spring hooks point down			
• frame pad completely covers springs/cables and frame			
• non-slip rubber feet in good condition			
• trampoline bed in good condition			
• adequate space around trampoline, or wall padded			
<b>BALANCE BEAM</b>			
• 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 10 cm, 1.88 m x 3.76 m (6' x 12") hardside-softside mat			
<b>UNEVEN PARALLEL BARS/HIGH BAR</b>			
• floor hooks secure and positioned according to manufacturer's specification			
• 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			
• tumbuckle hooks equally extended and fully threaded			
• tension on cable sufficient to limit sway; sliders locked			
• loops on cables fully seated in post hooks			
• bases flat on floor, centered between floor hooks			

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
• 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			
<b>RINGS</b>			
• 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			
<b>POMMEL HORSE</b>			
• 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	
<b>WALKING AND PLAYING SURFACES</b>			
• asphalt areas level & free of holes/broken asphalt			
• grass & 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)			
<b>STAIRS</b>			
• clear of obstacles			
• stair treads in good condition			
• railings secure			
• wooden sections free of protruding nails, cracks or splinters			
<b>BEE NESTS</b>			
• free of nests			
<b>METAL FENCING</b>			
• 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			
<b>BENCHES/BLEACHERS</b>			
• free of protruding nails, splinters, cracked or rotted wood			
• anchors to ground in good condition and safely covered			
<b>SOFTBALL BACKSTOP</b>			
• fencing, clips and attachments safely secure			
• fencing tight and secure to frame			
• no holes in fence or at ground level			

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**APPENDIX G**

SITE NAME:

**continued**

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW-UP ACTION
	YES	NO	
• anchors to ground stable, in good condition and safely covered			
• posts not compromised by corrosion			
<b>SOFTBALL PLAYING SURFACE</b>			
• level ground with good drainage			
• free of holes/ruts/trash/animal feces			
<b>SOCCER GOALS</b>			
• framework free from protruding hooks			
• anchors to ground stable, in good condition and safely covered			
• posts not compromised by corrosion			
<b>SOCCER PLAYING SURFACE</b>			
• level ground with good drainage			
• free of holes/ruts/trash/animal feces			
<b>BASKETBALL BACKSTOPS</b>			
• backboards in good condition			
• rims secure and straight			
• pole anchors stable, in good condition and safely covered			
• posts not compromised by corrosion			
<b>BASKETBALL PLAYING SURFACE</b>			
• level playing surface, good drainage			
• free of holes/ruts/trash/animal feces			
<b>POTENTIAL HAZARDS ON SCHOOL YARD</b>			
• 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 communicated to all students			
<b>OTHER - LIST</b>			
•			
•			
•			

**SAMPLE FIELD SAFETY CHECKLIST – FOOTBALL**

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

The field is maintained by: (Circle) Municipality   Club   School Board   Other (specify) \_\_\_\_\_

Use this field diagram to show hazards and modification

FIELD CONDITION	YES	NO
• Level surface (no holes or ruts)		
• The playing surface area is clearly marked		
• No protruding sprinkler heads		
• Free from Debris		
• No unsafe obstructions surrounding the field		
• Sufficient distance from fences, signage, lighting standards, bleachers, etc		
• Goalpost padding is securely fastened on goalpost assembly		
• Spectators are adequately separated from the playing surface		
• End zone markers and yardage markers are properly placed and fastened (pylons)		

List modifications made to rectify any deficiencies or hazards

\_\_\_\_\_

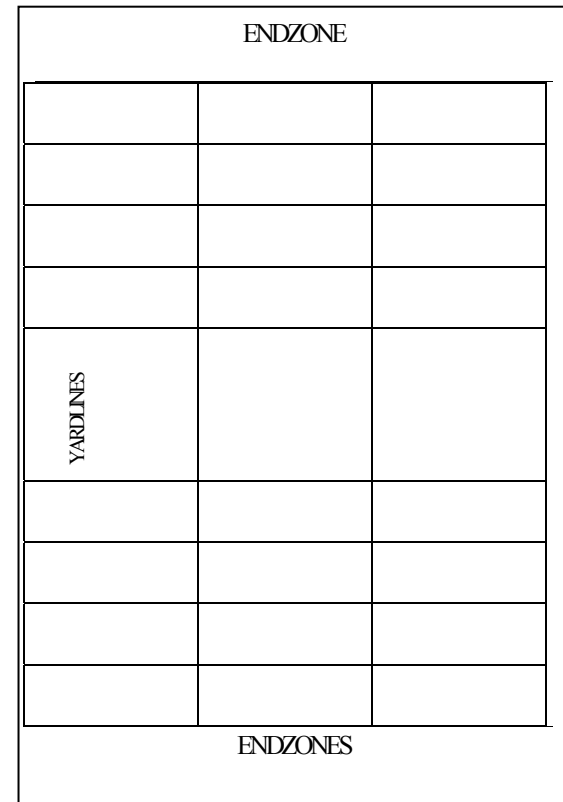
\_\_\_\_\_

Have you advised the officials and teams of the modifications made to the field? (Circle) Yes      No  
 (In the event of tournament play, this should be done prior to the start of each game)

Are emergency vehicles access gates unlocked and clear?      Yes      No  
 (If not, ensure that this is done prior to play starting)

Has the mode of emergency communication (radio, telephone) been tested?      Yes      No

Has an emergency action plan been prepared and put in place for this field?      Yes      No





## SUGGESTED CRITERIA FOR NON-TEACHER COACHES

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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 OFSAA Coaching Conduct and Athlete Code of Behaviour;
  - detail OFSAA Transfer and Eligibility Policies;
  - review school disciplinary policies;
  - 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.

# APPENDIX J

## SAMPLE VOLUNTEER COACHING APPLICATION FORM

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

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

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

CANDIDATE: Name: _____ Address _____ Phone (Home) _____ Work _____ E-mail or Fax _____ Health Card Number _____	SCHOOL: Principal/Designate _____ Team in Question _____ Higher Risk Sport Yes _____ No _____
--	--

1. Please describe your previous coaching experience in \_\_\_\_\_ (Specific Sport) as well as coaching 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 which have helped you learn more about coaching the sport of \_\_\_\_\_
3. What are the three primary goals that you are trying to achieve as a coach \_\_\_\_\_
4. Have you ever been convicted of any offense under the Criminal Code of Canada for which a pardon has not been granted? Yes \_\_\_ No \_\_\_\_\_
5. Do you understand/support the principals of the "fair play" philosophy in athletes? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain how you would apply these principals to your coaching role \_\_\_\_\_

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 Board'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 *Municipal Freedom of Information and Protection of Privacy Act, 1989*. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of (Name of School Board'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 \_\_\_\_\_

Signature of Principal/Designate: \_\_\_\_\_

Date \_\_\_\_\_

## UNIVERSAL PRECAUTIONS RE BLOOD AND BODILY FLUIDS

---

- Use impermeable gloves 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 patient care 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.

## RULES OF BEHAVIOUR FOR PARTICIPANTS TO OFSAA CHAMPIONSHIPS

---

Any OFSAA Championship must attempt to achieve a standard of organizational and educational excellence which will serve to place it beyond reproach in either area.

A school athlete jointly represents both school and Association when attending an OFSAA Championship. This consequently confers a responsibility upon him/her during the time of absence from school. This responsibility assumes greater meaning when individual teacher-coaches instruct their competitors in the degree of importance attached to it. The following principles and rules will therefore apply to all OFSAA Championships and are in addition to the OFSAA Standing Rules (Playing Regulations) and Governing Rules of athletic contests.

- 1) The teacher-coach must prepare participants with regard to the behaviour expected of them at the Championship.
- 2) The teacher-coach bears the responsibility for supervising his or her athletes for the entire period during which they are absent from school or home. If the coach of a team is of the opposite sex, a suitable adult chaperone of the same sex, as approved by the principal of the school, must be present and on-site for the duration of the Championship (Reference By-Law 6 - Section 1 (c)).
- 3) The consumption of any alcoholic beverage by student participants, whether of legal drinking age or not, at any time during an OFSAA Championship is expressly forbidden. Up to and including 18 years of age, drinking is illegal, plain and simple. Although 19 year olds have the legal right to drink, they have, in view of the circumstances, the responsibility of abstaining - a responsibility which in value far outweighs any immediate gain that an individual might perceive as accruing to himself or herself as a result of exercising this right.
- 4) Drugs, other than medication prescribed by a medical doctor for a specific competitor, are expressly forbidden.
- 5) All participants will deport themselves in a manner becoming representatives of their school, Association and OFSAA while attending a Federation Championship. Attention must be paid to:
  - Respect for others; all participants have the right to freedom from harassment (as defined by the Canadian Human Rights Commission), equal treatment without discrimination based on race, place of origin, colour, ethnic origin, creed, physical or mental ability, sexual orientation, or sex;
  - Respect for property;
  - Conduct;
  - Language;
  - Dress.

- 6) Participants staying in tournament accommodation are expected to respect the right of others to undisturbed rest. Those who create disturbance in rooms or corridors after a reasonable hour will be subject to disciplinary measures. Student-athletes are expected to observe any curfew imposed by the OFSAA convenor at the Championship.
- 7) All schools entering a Federation Championship shall, by signature of the school principal on the Championship Entry Form, acknowledge responsibility for making restitution for damage resulting from misconduct by their participants. (Reference By-Law 6 - Section 2 (f)).

**Procedure**

Actions contrary to these Rules shall be referred to the Competition Committee which shall investigate the matter and decide on the penalty, if any, to be assessed. A report of the matter in questions and penalty, if any imposed, shall be sent to the Principal of the school and the appropriate Association Representative. The report will also be forwarded to the Board of Reference - Sanctions where further action may be taken and/or penalties imposed.

# 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 Board'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 measure to help prevent the reoccurrence of an injury.
- Inspect equipment and facility to ensure it is safe for use.
- Determine that all equipment, whether school provided or personal, meets safety regulations (e.g. football helmets, hockey throat protectors).
- Inform athletes that they are not to share water bottles.
- Implement guidelines related to the wearing of jewelry.
- Ensure that a means of communication is available at all competitions (e.g. phone).
- 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 complete an application form (see Appendix J) and be interviewed.

