

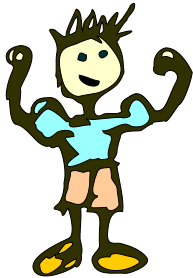
# **PRAIRIE SOUTH**

## **School Division No. 210**

# **Physical Activity Safety Guidelines**



Guidelines, although helpful, should never replace common sense and the expected standard of care within the school division.



Updated: June 2015



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**SPORTS**  
**and**  
**ACTIVITIES**

## ARCHERY

ARCHERY is not a recommended in-class activity for students from kindergarten to grade 3 and is a high-risk activity at all grade levels.

Teachers who wish to instruct archery require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 4 - 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- Check all equipment regularly for defects.
- Make arm guards and finger tabs available to students.
- Match bow length and bow draw weight to the height and strength of the student.
- Students should use appropriate length target arrows and appropriate targets.
- Compound bows or crossbows should not be used.
- Wear suitable clothing and footwear.
- No stocking feet.
- Wear close fitting clothes on the upper body.
- Wear long hair tied back when there is a danger that it might become entangled in equipment.
- Remove all jewelry prior to participation in archery activities.
- No gum or candy.
- First aid kit should be stocked and accessible.

#### FACILITIES

- Use an area free of obstructions and hazards.
- For indoor shooting, use a properly installed safety net or backstop.
- Control access/exit to the facility and post warning signs.
- For outdoor activity, mark and control the shooting area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Establish a "firing" line appropriate to the skill level of the students.
- Keep everyone behind the firing line.
- Establish a "start" and "stop" shooting and retrieving procedure.
- Instruct students in safety procedures, shooting techniques, care and use of equipment, and how to properly remove an arrow from a target butt.
- A loaded/unloaded bow must never be pointed at anyone.
- Bows must be loaded only on the shooting line, after the signal to shoot has been given.
- Position all students not involved in shooting well behind the firing line and away from the archers on the line.
- Make parents aware of off-campus activities and the mode of transportation.

## **ARCHERY** continued

### **SUPERVISION**

- Constant visual supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Instructor must possess National Archery School Program (NASP) certification in order to instruct archery when using NASP equipment.
- Emergency phone should be accessible.

## **BASKETBALL**

AND RELATED GAMES SUCH AS: BORDENBALL, ENDBALL, MATTBALL, BENCHBALL, NETBALL, ETC.

### **GRADES K – 12**

**RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Where an end wall is close to the baseline, place protective gym mats or padding beyond the “key” area.
- Extend protective end wall mats up the wall a minimum of 1.88 metres (6') from the top of the baseboard up the wall and a minimum width of 6 metres (19.7') across the wall.
- Where a stage is close to the baseline, place gym mats over the edge of the stage and extend close to the floor.
- Wear suitable clothing and footwear. Remind students to tie shoelaces securely.
- No stocking feet.
- Remove all jewelry prior to participation in basketball activities.
- No gum or candy.
- Tie, tape or pin back long hair when it could obscure vision.

#### **FACILITIES**

- Use a playing surface (indoor & outdoor) and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- Don't locate winch for raising/lowering backboards directly under the supporting wall-mounted structure.
- Ensure that only trained adults or students under supervision use motorized or hand winches to raise and lower baskets.
- Use protective padding on rectangular backboard edges in secondary school facilities.
- When raising or lowering baskets, the area directly below the moving basket must be clear of people and equipment.
- Floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Base games and activities on skills that are taught.
- If cross-court play involves immovable obstacles or confined space (e.g., doors and radiators under side baskets or wall close to the baseline) modify rules appropriately (e.g., no lay-ups).
- Students should be provided with opportunity to re-hydrate during activity.

#### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.



## **BENCHES AND CHAIRS**

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Caution should be exercised in the selection of appropriate chairs that provide good traction between legs or frames and the ground/gymnasium floor.
- Damaged chairs/benches or folding chairs should not be used.
- Benches must not have cracks, chipped corners or splinters on the top surface, and they must be stable.
- Secure bench tops to all supports.
- Wear suitable clothing and footwear. Remind students to tie shoelaces securely.
- No stocking feet.
- Remove all jewelry prior to participation in bench and chair activities.
- No gum or candy.
- First aid kit should be stocked and accessible.

#### **FACILITIES**

- Landing area should be a safe distance away from walls and other equipment.
- Teacher should ensure that there is enough space around chairs/benches for safe use.
- Use a playing surface (indoor & outdoor) and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- Move loose clothing away from playing area.
- Floor sockets should have cover plates in place.

#### **SPECIAL RULES / INSTRUCTION**

- Teach all skills in proper progression.
- Games and activities should be based on skills that are taught.
- Ensure that student demonstrates control of basic movement before moving to more complicated skills (e.g., forward jumping and landing before backward jumping and/or jumping with turns).
- Instruct students to jump up from chair/bench and land close so that chair/bench does not move.
- Instruct students to have chair/bench secure.
- Instruct students never to jump from seat over back of chair.
- Students should be provided with opportunity to re-hydrate during activity.

#### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## **BOWLING**

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Street clothes are acceptable.
- Wear proper shoes at all times, as provided or approved by the facility.
- Remove all jewelry prior to participating in bowling activities.
- No gum or candy.

#### **FACILITIES**

- Bowling alley.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Rules and etiquette should be followed as outlined by the facility.
- Make parents aware of off-campus activities and the mode of transportation.

#### **SUPERVISION**

- In-the-area supervision is recommended following initial instruction and after all safety concerns have been emphasized.

## **BROOMBALL** NON-ICE AND ICE

### **GRADES 4 - 12**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- When broomball is played on fields, blacktop or on an ice rink, wear suitable footwear and clothing for weather conditions.
- Remind students to tie shoelaces securely.
- No skates unless all participants are wearing skates. If all students are wearing skates, refer to Ice Hockey guidelines.
- Wear CSA approved helmets (hockey, motorcycle, and snowmobile) and face masks if playing on ice or any slippery surface.
- It is suggested that students wear padded gloves or mitts.
- Use regulation broomball sticks.
- Use Nerf ball, indoor ball, utility ball, or broomball.
- Use hockey nets or pylons for goals.
- Check sticks for cracks and splinters.
- Remove all jewelry.
- No gum or candy.

#### **FACILITIES**

- NON-ICE BROOMBALL
  - Blacktop area must not be obstructed e.g., tetherball poles, tennis standards, or basketball standards.
  - Field must be free from ice patches.
- ICE BROOMBALL
  - Ice surface must be free from obstructions.
  - Ensure that all door/gates remain closed while game is in progress, e.g., penalty boxes, player's benches, zamboni gate, entry to and exit from ice doors.
  - Before playing broomball on outdoor ponds, determine ice safety with absolute certainty. Contact local authorities for information.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Teach students how to run and stop on ice.
- Games and activities should be based on skills that are taught.
- Keep sticks below waist at all times.
- Play only non-contact broomball.
- Crease should extend 2 metres from the goal line. No other player or their brooms should be allowed in the crease.
- Ensure all ice surface doors/gates are closed and bolted.
- Make parents aware of off-campus activities and the mode of transportation.
- Students should be provided with opportunity to re-hydrate during activity.

**BROOMBALL** continued  
NON-ICE AND ICE

**SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Teacher should have access to a phone when broomball is played on any type of a slippery surface.

## CHEERLEADING WITHOUT STUNTING GRADES K-12

RISK LEVEL: LOW

## CHEERLEADING WITH STUNTING GRADES 6-12

CHEERLEADING WITH STUNTING is not a recommended in-class activity for students from kindergarten to grade 5 and is a high-risk activity at all grade levels.

RISK LEVEL: HIGH

### EQUIPMENT

- First aid kit should be stocked and accessible.
- Place mats on all designated landing areas.
- Where mats are side by side, velcro them together.
- Do not overlap mats.
- Check mats regularly for wear and tears.
- Appropriate sizes for utility mats are: ensolite 3.8 cm (1½"), rocellen 5.1 cm (2"), ethefoam 3.8 cm (1½"), sarneige 3.8 cm (1½"), or mats of equivalent compaction rating.

### FACILITIES

- Design floor plan so that landings take place at a safe distance from walls.
- Remove excess equipment (e.g., tables and chairs) from perimeter of gym.

### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression.
- One member of the coaching staff must be certified in first-aid and have access to a medical kit at all practices, games, and competitions.
- A school approved supervisor must be present for all cheerleading activities including practices, games and competitions.
- Practice sessions should be held in an area appropriate for cheerleading activities. Mats must be present.
- Stunting and gymnastics elements must be performed on a matted surface.

### SUPERVISION

- It is **MANDATORY** that cheerleading coaches/advisors receive technical cheer training (safety, stunt-progressions, spotting techniques, first-aid) through an S.C.A. approved in-service, clinic or training session.
- Provide on-site supervision.

## CRICKET

### GRADES 7-12

Note: The official game of CRICKET is not recommended for Grades K-6. Cricket Variations (e.g., Kanga Cricket, Cricket Wicket, Continuous Cricket, Wood Cricket) suggested for Grades K-12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use regulation cricket bats, ball, stumps and balls.
- Official Kanga Ball set or equipment modifications: e.g.:
  - Tennis balls, cosom plastic balls, waffle balls or "soft" balls may be used for indoor cricket. Regulation cricket balls are not to be used indoors.
  - Paddle bats/plastic bats.
  - Pylons for wicket.
- No cleats.
- Approved cricket pads and gloves should be worn by batters and the wicketkeeper if playing with wooden paddles and hard balls.
- When facing fast bowling, batter must wear an approved cricket helmet.
- Suitable clothing and footwear should be worn. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in cricket activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Wear insect repellent as needed.

#### FACILITIES

- Select a playing area that is level, free from debris, obstructions and large holes, provides suitable footing and is well removed from traffic areas.
- Report holes and severely uneven surfaces to the principal and make students aware of them.
- A designated area must be established for non-active players at a safe distance behind the batter.
- For indoor games, playing surface and surrounding area must be free of all obstacles, e.g., tables, chairs, pianos.
- For indoor games, move loose clothing away from the playing area and make sure floor sockets have cover plates in place.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Observe rules concerning forbidden types of pitches.
- Throwing bouncers and "bean balls" must be discouraged.
- The bowler, standing behind a designated line, should underhand lob or roll the ball (Gr. 1 – 8), at the batter's wicket.
- Straight-arm overhand throws could be used at the secondary level.
- The wicket keeper should stand a safe distance behind a striker.

## **CRICKET** continued

### **SPECIAL RULES/INSTRUCTION** continued

- Teach players to lie down or drop the paddle after hitting, not release it during the follow through of the swing.
- Students should be provided with opportunity to re-hydrate during activity.

### **SUPERVISION**

- On-site supervision is recommended following initial instruction and after all safety concerns have been emphasized.

## CROSS-COUNTRY RUNNING

### GRADES K - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Wear suitable clothing and footwear.
- Wear appropriate footwear. NO bare feet. Remind students to tie shoelaces securely.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.
- Remove all jewelry except for a watch (if needed) and medical alert jewelry prior to participation in cross country activities.
- No gum or candy.

#### FACILITIES

- Prior to initial use of cross-country route or course, complete a safety check "walk through" to identify potential hazards.
- Familiarize students with the route or course before initial attempt (e.g., point out areas to approach with caution).
- If route includes sidewalks around the school, ensure that students do not cross intersections unless directly supervised. Avoid busy intersections as part of the training route.
- Flag any dangerous obstacles.
- Start and finish area should provide a wide flat area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Modify length and difficulty of route to suit the age and ability level of the participants.
- Primary students must not be out of sight for long periods of time.
- Include a proper warm-up and cool-down in all classes.
- Instruct students in basic road safety.
- Teachers should be aware of students with history of asthma and other respiratory problems and severe allergies, e.g., bee sting allergy.
- Students with severe asthma and/or allergy to bee stings should be encouraged to run with inhaler/auto-injector.
- Students should be provided with opportunity to re-hydrate during activity.
- Give attention to:
  - Temperature of the day.
  - Length of time in sun.
  - Previous training and length of preparation.
- Teacher should encourage the use of the buddy system.
- Parents and students must be informed of importance of sun protection.
- Students should be instructed in strategies that enhance safety with "crowded" starts.
- Make parents aware of off-campus activities and the mode of transportation.



## **CROSS-COUNTRY RUNNING** continued

### **SUPERVISION**

- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.
- Attendance should be taken before and after each activity session.

## CROSS-COUNTRY SKIING & SNOWSHOEING

### GRADES K - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Wear layered clothing and footwear appropriate for outdoor activities.
- Have a warm hat and gloves available.
- Wear sun protection for summer and winter outdoor activities.
- Equipment brought from home should be inspected to ensure it is in safe working order.
- Remove all jewelry (other than medical alert jewelry) prior to participating in cross country/snowshoeing activities.
- No gum or candy.
- When appropriate, students should carry a day pack with water, change of socks, etc.

#### CROSS-COUNTRY SKIING

- Use skis, boots and poles that are in good repair and of appropriate size for the student.
- Teachers should carry a spare tip and first aid kit, especially in back country.

#### SNOWSHOEING

- Use snowshoes with frames and bindings that are in good repair and the appropriate size for the student.

#### FACILITIES

- Define specific routes to the students, so they are aware of the boundaries for the activity, whether using a commercial or noncommercial site.
- Consider sun, wind and snow conditions, and suitability of terrain when choosing a site. An ideal non-commercial site should include:
  - A level field with practice tracks.
  - A hill with a gentle slope and a long run out, or the bottom section of a larger hill.
  - A variety of terrain.
  - Proximity to warmth, food, waxing and other facilities.
  - An area situated a safe distance from roads and other hazards.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Teach basic uphill and downhill maneuvers with a very gentle slope.
- Length and difficulty of route should be appropriate to the age and skill level of students.
- Proper warm-up and cool-down should be included in all activities.
- Establish emergency procedures and explain the procedures to the students.
- Discuss recognizing and treating frostbite and hypothermia with the students.
- Have students check to be sure boots are secure in bindings.
- Ski poles have sharp tips. Caution students about their use, especially when working close to others.
- Be aware of students with a history of asthma and other medical problems such as seizures, heart conditions, severe allergies, etc.
- Students with severe asthma should be encouraged to ski or snowshoe with inhaler.
- Use a buddy system.

## CROSS-COUNTRY SKIING & SNOWSHOEING continued

### SPECIAL RULES / INSTRUCTION continued

- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.
- Make parents aware of off-campus activities and the mode of transportation.

### SUPERVISION

- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency transportation should be available.
- A trained individual responsible for providing first aid to injured students should be present during the entire activity.
- Designate a supervisor (teacher, parent or responsible adult) who has a vehicle and is not the supervisor "in charge" to accompany an injured student to hospital.
- Clearly outline duties of supervisors, including supervisors of small groups of students.
- Emergency phone should be accessible.
- Attendance should be taken before and after each activity session.
- Suggested guidelines for day cross-country trips and snowshoeing to commercial sites:
  - (Gr. K-6); 1:12 ratio
  - (Gr. 7-9); 1:20 ratio
  - (Gr. 10-12); 1:30 ratio

## **CURLING**

### **GRADES 4 - 12**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Wear appropriate clothing and footwear (curling shoes, sliders or running shoes with the sliding shoe taped).
- Remind students to tie shoelaces securely.
- Remove all jewelry (other than medical alert jewelry) prior to participation in curling activities.
- No gum or candy.
- Consider the use of helmets for young and novice curlers.
- For young curlers, use of junior rocks (if available) is encouraged.

#### **FACILITIES**

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- All curlers should observe rules of etiquette.
- Off-ice instruction, including safety rules and etiquette should precede on-ice instruction.
- Teach students to step onto ice with non-slider first and to step off of the ice with the slider foot first.
- Students should be instructed to not step over curling rocks, but to walk around them.
- Appropriate stretching exercises should be taught prior to participation.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.

#### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.

## CYCLING

### GRADES K – 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Students should do a safety inspection of bicycle before each use, e.g., properly working brakes and tires inflated to the recommended p.s.i.
- Bicycle size should be appropriate to the rider.
- Wear approved and correctly fitting bicycle helmets.
- Have one rider carry a bicycle tool kit, including a pump.
- Have the supervisor carry a first aid kit.
- Wear suitable clothing, e.g., no pants with baggy legs when bikes do not have chain guards, gloves/warm hat when cycling in cool weather conditions, etc.
- No open toed shoes or sandals. Remind students to tie shoelaces securely.
- Wear sun protection for summer and winter outdoor activities.
- Remove all jewelry (other than medical alert jewelry) prior to participation in cycling activities.
- Use insect repellent as needed.

#### FACILITIES

- Choose routes carefully in terms of the length, amount of gravel and pavement, frequency of traffic, and number of complex intersections and railway crossings.
- Students should walk bicycles across busy intersections.
- Trails should be selected according to technical elements present and skill level of the students.
- Prior to initial use of route, have teacher do a safety ride-through to address safety and suitability.
- For off-road routes, obtain permission of landowner.
- Provide students with map and/or clear directions.
- Cycling for Gr. K-2 should be on campus only.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- An initial riding pretest, with safety emphasized, should be passed before leaving school property.
- Correct positioning on bicycle should be taught.
- Students should be informed of how and when to shift gears and cope with hills.
- Racing is not a suitable in-class activity.
- No personal listening devices, e.g., MP3 players, Discmans, etc.
- Rules outlined in current provincial legislation must be reviewed and followed.
- Teacher should provide instruction on cycling courtesy, e.g., cycle in the same direction as others, cycle safe distance from the bicycle in front to allow for sudden stops, cycle on the right, pass on the left, announce your intention to pass by saying "passing on your left".
- Water should be available to prevent dehydration.
- Parents and students must be informed of importance of sun protection.
- Attention should be given to temperature of the day, length of time in sun and previous training and length of preparations.

## **CYCLING** continued

### **SPECIAL RULES / INSTRUCTION** continued

- Review and emphasize the safety procedures to be followed (including group riding procedures) before activities begin.
- Leave a record of students and the route they will be traveling in the school with an appropriate person.
- Make students aware of emergency procedures in case of an accident.
- Use a buddy system.
- Make parents aware of off-campus activities.

### **SUPERVISION**

- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- If possible, teacher should have access to a cell phone.
- A designated leader should stay at the front of the group to set pace, and a “sweep” should stay at the back of the group. If there is a change in road direction, the leader should wait to regroup.
- Suggested guidelines for cycling:
  - (Gr. K-6); 1:12 ratio
  - (Gr. 7-9); 1:15 ratio
  - (Gr. 10-12); 1:30 ratio

## DANCE, RHYTHMIC GYMNASTICS AND ACTIVITIES

### GRADES K - 12

#### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use electrical equipment that is in good working order and located a safe distance from activity.
- Suitable clothing and footwear should be worn. Bare feet permitted. Remind students to tie shoelaces securely.
- No stocking feet.
- Rhythmic clubs should not be used.
- Remove all jewelry prior to participation in dance and rhythmic activities.
- No gum or candy.

#### FACILITIES

- Use a gym or very large room free from obstacles for instruction.
- Dance surface should be clean and provides safe footing and good traction.
- Floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Students should be instructed in safe use of equipment, e.g., ribbon sticks.
- Activity should be modified to the age and ability level of students, e.g., throws of equipment (ropes, ribbons and hoops, etc.) are to be kept to a low height.
- No personal listening devices e.g., MP3 players, Discmans, etc.
- Students should be provided with opportunity to re-hydrate during activity.

#### SUPERVISION

- On-site supervision is recommended for all rhythmic activities following initial skill instruction and after all safety concerns have been emphasized.
- In-the-area supervision is recommended for all dance activities following initial skill instruction and after all safety concerns have been emphasized.

## DIVING

### GRADES 3 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit must be stocked and accessible.
- Standard safety equipment should be used, as stated in pool regulations, e.g., ring buoys, reaching poles and spinal boards.
- Remove all jewelry (other than medical alert jewelry) prior to participation in diving activities.
- No gum or candy.
- Appropriate swimwear should be worn.
- Suitable device to keep hair from obstructing vision should be used, e.g., elastic.
- No wearing goggles.
- No ear plugs.
- No shoes on deck.

#### FACILITIES

- Diving board and fulcrum must be in proper working order.
- Water depths must conform to Canadian Amateur Diving Association (CADA) regulations.
- School or Community pools should be used.
- Backyard pools and lake sites must not be used.
- Pool deck should be kept clear of obstacles and cleared of excess water.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Inform in-charge person on deck of any student having medical conditions that may affect the student's safety in the water. Conditions that require specific mention include a history of diabetes, asthma, heart condition, convulsions, epilepsy, and frequent ear infections.
- Diving should be at 1 metre board or lower and no rotations allowed.
- Students should be informed of, and adhere to, the following rules:
  - Only one person on the board at one time.
  - Move toward a predetermined edge of the pool immediately after completing a dive.
  - No running or pushing on deck.
  - Make sure diving area is clear before proceeding to dive.
  - No diving into shallow end.
  - No horseplay.
  - Follow pool rules.
- Take showers if possible before entering the pool.
- Students should be provided with opportunity to re-hydrate during activity.
- No students with infected cuts or sores in pool.
- Obtain signed parent permission for participation at the elementary level.
- Make parents aware of off-campus activities and the mode of transportation.



## **DIVING** continued

### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Constant visual supervision by a qualified lifeguard/instructor is recommended during the entire activity.
- Emergency phone must be accessible.
- Teachers should accompany students to the pool and stay on the deck, in the stands or in the pool.
- Students must ask permission to leave pool area.
- Change rooms should be closely and frequently monitored.

## **DODGEBALL TYPE GAMES/TAG GAMES**

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- A "soft" ball, e.g., Nerf, soft foam, or Gatorskin ball must be used for dodgeball games. A partially deflated ball is not appropriate.
- Suitable clothing and footwear should be worn. Remind students to tie shoelaces securely.
- No stocking feet.
- Remove all jewelry prior to participation in dodgeball & tag type games.
- No gum or candy.

#### **FACILITIES**

- Use a playing surface and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- All entrance/exit doors should be closed, but not locked.
- Use an outdoor playing area that is level, free of rocks and holes and provides good footing.
- Floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Modify rules to accommodate age, ability, and physical development of participants.
- Rules for contact by the ball must be in place, e.g., below shoulders or below waist.
- Gr. K - 3 students should receive instruction in starting and stopping skills prior to playing games.
- Students should be provided with opportunity to re-hydrate during activity.

#### **SUPERVISION**

- Constant visual supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## FIELD HOCKEY

### GRADES 4 – 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Regulation or soft indoor field hockey sticks must be used.
- Check sticks regularly for cracks.
- Regulation field hockey ball or indoor softball or other soft rubber ball should be used.
- Mouth guards and shin guards should be worn by all students during activity when a regulation (hard) field hockey ball is used.
- Goalkeepers should wear a CSA approved hockey helmet and face mask at all times. Gloves, a chest protector, a lower abdominal protector, goalie pads and kickers should be worn by goalkeeper or designated kicking back.
- Portable goals should be checked prior to activity to ensure they are secure.
- Suitable clothing and footwear should be worn. Molded cleats or turf shoes may be worn. Remind students to tie shoelaces securely.
- Metal cleats must not be worn.
- Wear eye protection.
- Remove all jewelry prior to participation in field hockey activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Wear insect repellent as needed.

#### FACILITIES

- If playing outdoors, select a playing area that is level, free from debris, obstructions and large holes, provides good traction and is well removed from traffic areas.
- Field should be checked prior to activity. Holes and severely uneven surfaces should be brought to the attention of the students and the principal.
- There should be sufficient turf for proper traction and impact absorption.
- If playing indoors, floor sockets should have cover plates in place.
- If playing indoors, use a playing surface and surrounding area that is clean, free of all obstacles such as tables, chairs, etc. and provides good traction.
- For indoor field hockey, move all articles of loose clothing away from the playing area.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression
- Games and activities should be based on skills that are taught.
- Implement a LARGE (comparable to a soccer goal area) crease for protection of the goalie and don't allow any player except the goalie in the crease.
- Sticks should not be brought above waist level or allowed in the crease.
- Teachers should provide instruction on proper offensive and defensive skills and strategies.
- No body contact.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

## **FIELD HOCKEY** continued

### **SUPERVISION**

- On-site supervision is recommended following skill instruction and after all safety concerns have been emphasized.

## FIREARM SAFETY/HUNTER EDUCATION

Teachers who wish to instruct firearm safety require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 10 - 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit must be stocked and accessible.
- Use certified equipment and have it checked before every class by a certified instructor.
- Wear suitable clothing footwear. Usually, street clothes are acceptable.
- Tie or pin back long hair when it could obscure vision.

#### FACILITIES

- Shoot at a controlled rifle range.
- Control access/exit to the facility when shooting.

#### SPECIAL RULES/INSTRUCTION

- Emphasize the "Ten Commandments of Firearm Safety".
- Teach "Hunter Ethics".
- Teach skills in proper progression. Include:
  - Firearms and ammunition.
  - Firearm maintenance and storage.
  - Shooting skills.
  - Muzzle loading firearms and archery.
  - Outdoor travel and survival.
  - Wildlife conservation.
  - Wildlife identification.
  - Conservation laws.
  - Field care and handling of game meat.
- Obtain signed parent permission form for permission.
- Make parents aware of off-campus activities and the mode of transportation.

#### SUPERVISION

- While in classroom, provide on-site instruction and supervision by qualified instructor.
- Provide constant visual supervision by qualified instructor while students are shooting at the range.
- Emergency phone must be accessible.
- Rifle Range Procedure:
- Every controlled rifle range must have a posted set of rules. The rules must be explained by the instructor before any shooting begins. The instructor will be obeyed at all times.

## **FITNESS ACTIVITIES**

AEROBICS, CIRCUIT TRAINING, AEROBIC STEPS, SLIDES, TUBING,  
CHINNING BAR, PET BOARD, ETC.

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Use stationary bicycles, benches, chinning bars, peg boards, tubing/elastic straps and other fitness equipment that is in good repair.
- Steps and/or slides should be equipped with a non-slip tread.
- Tubing/elastic strips should be of a proper tension and length for skill level of student.
- A padded mat should be placed directly below high apparatus, e.g., chinning bar, peg board.
- Suitable clothing and footwear should be worn. Remind students to tie shoelaces securely.
- No stocking feet.
- Use electrical equipment that is in good working order and located a safe distance from activity.
- Don't use free weights at the elementary level.
- Remove all jewelry prior to participation in fitness activities.
- No gum or candy.

#### **FACILITIES**

- Do fitness activities in a floor area that is clean, free of all obstacles, e.g., tables and chairs and provides safe footing and good traction.
- Allow adequate space between fitness activities and equipment to provide free flow of motion.
- Move loose clothing away from playing area.
- Floor sockets should have cover plates in place.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Fitness activities should be based on skills that are taught.
- Modify fitness activities to reflect the age and ability level of students, the facilities, and the equipment available.
- Where fitness equipment is being used (e.g., stationary bicycle, medicine ball, chinning bar, tubing) instruct students in the proper use of equipment before they begin using it.
- Resistance training for the development of endurance can be done emphasizing high repetitions, low weights.
- Teachers should encourage development of core body strength first.
- Students should be provided with opportunity to re-hydrate during activity.
- Use a proper progression of activities:
  - Warm-up.
  - Stretching.
  - Peak work activities (which may include muscle strength and endurance activities).
  - Cool-down activities including tapering off, stretching, and relaxation.
- Stress correct body alignment for injury prevention.

**FITNESS ACTIVITIES** continued  
AEROBICS, CIRCUIT TRAINING, AEROBIC STEPS, SLIDES, TUBING,  
CHINNING BAR, PET BOARD, ETC.

**SPECIAL RULES / INSTRUCTION** continued

- Permit students to work at personal levels of intensity (e.g., low impact to high impact, low intensity to high intensity).
- Encourage students to participate at their level of comfort, focusing on participation, not performance.
- Make parents aware of off-campus activities and the mode of transportation.

**SUPERVISION**

- Provide on-site supervision during initial skill instruction.
- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## FLOOR HOCKEY/GYM RINGETTE

### GRADES K - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Check stick regularly to ensure the blade is securely attached to the stick and that there are no cracks or splinters.
- For floor hockey, use only regulation commercially produced plastic hockey sticks or hockey stick shafts with plastic blades.
- Use a "soft" ball such as a Nerf ball, yarn ball, plastic or soft rubber or felt puck.
- For ringette, use regulation ringette sticks.
- Wear suitable clothing and footwear. Remind students to tie shoelaces securely.
- No stocking feet.
- Wear protective eyewear.
- Goalies must wear eye protection or some type of protective mask that incorporates eye protection into the mask.
- Remove all jewelry prior to participation to in floor hockey/ringette activities.
- No gum or candy.

#### FACILITIES

- Use a playing surface and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- Move loose clothing away from playing area.
- Floor sockets should have cover plates in place.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Base games and activities on skills that are taught.
- Penalties for rule and stick infractions must be enforced.
- Body contact, stick-on-body contact or stick-on-stick contact should not be allowed.
- Keep stick below the waist at all times.
- No slap shots are allowed.
- Implement a crease for protection of the goalie and do not allow other players or their sticks in the crease.
- Limit participants based on gym size.
- Students should be provided with opportunity to re-hydrate during activity.

#### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.



## **FOOTBALL**

### **FLAG OR TOUCH FOOTBALL**

TACKLE FOOTBALL is not recommended as an in-class activity for elementary or secondary students. Teachers who wish to instruct tackle football require written permission from the Superintendent of School Operations in charge of safety.

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Use footballs appropriate to the size and ability of the group, e.g., smaller football or Nerf ball for younger students.
- Goal posts should be padded when they are in the field of play.
- Wear suitable clothing and footwear. Remind students to tie shoelaces securely.
- No metal or molded cleats.
- Remove all jewelry prior to participation in football activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### **FACILITIES**

- Playing field should be inspected prior to play.
- Play in an area that is level, free of debris and obstructions and provides safe footing and good traction.
- Major depressions should be brought to the attention of the students.
- Report holes and severely uneven surfaces to the principal.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Modify the rules of the game to accommodate differences in ability/age/physical development.
- No blocking or tackling allowed.
- Clearly mark boundary lines.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

#### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## **GOLF**

### **GRADES 7 – 12**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Check equipment regularly and repair as needed – especially grips.
- Equipment brought from home for use in class should be inspected to ensure it is in safe working order.
- Plastic waffle or rubber golf balls are recommended for schoolyard use.
- Real golf balls should not be used on school property, except for putting and chipping.
- Clubs of appropriate length should be used.
- Remove all jewelry (other than medical alert jewelry) prior to golfing activities.
- No gum or candy.
- Wear suitable clothing and footwear.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### **FACILITIES**

- School property or proper golf facility should be used, e.g., golf dome, putting course, golf course, or driving range.
- Regardless of facility, the hitting area must be well marked and controlled.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Instruct students on proper golf etiquette and safety practices.
- Students must have had an opportunity to develop skills, learn proper golf etiquette and safety rules prior to playing on a golf course.
- Students should be a sufficient distance away from those executing back swing and follow through.
- Establish a safe routine for hitting and retrieving golf balls and a designated safe area for use of regulation balls while chipping.
- Rules of play pertaining to the driving range and/or mini-putt should be followed.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.
- Make parents aware of off-campus activities and the mode of transportation.

#### **SUPERVISION**

- On-site supervision for initial skill instruction and when chipping with real golf balls.
- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## **GYMNASTICS**

### **GRADES K - 12**

#### **GENERAL GUIDELINES**

Teachers must possess at least Gymnastics Level I Coaching Certification and/or relevant university method classes to instruct gymnastic activities.

The Basic Movement Pattern (BMP) approach to gymnastics used in the Saskatchewan physical education curriculum is such that safety considerations are built into the program. By teaching landings, one of the basic movement patterns, teachers prevent injuries. Many injuries that occur in a gymnastics context - and in other physical activities - are the result of landing incorrectly. Teach students how to land safely in a variety of situations and have students practice landings regularly so they are learned to the point of becoming reflex reactions.

Spotting - manual assistance provided to participants while performing skills on the floor or on equipment - is not appropriate in the educational gymnastics program. Many gymnastics injuries are the result of attempting skills that students are not ready to perform. If the student needs spotting, this is a good indication that the student lacks the necessary physical or motor skills. Rather than have the student attempt the skill with a "spot", more activities that lead up to the skill can be provided. Not only does this approach prevent the tendency for students to become dependent on a spotter, it reflects the reality that in a large group setting the teacher cannot spot all the students.

Don't force students to perform skills that are beyond their level of ability. When a student displays hesitation, verbally or non-verbally, discuss the reason(s) for doubt with the student. After the discussion, if the teacher believes that a potential hesitancy during the performance of the skill could put the student at risk, the student can be directed toward a more basic skill.

Mat work comes before use of equipment. A teacher who is unfamiliar with any gymnastics equipment can seek assistance from appropriate staff and/or refrain from using the equipment until help is received.

Skills are best taught in a logical progression from simple to complex. Students who demonstrate control of basic movement patterns are ready to go on to more complicated skills. For example, a landing on the feet should be performed with control on the floor before working on an elevated surface such as a box horse.

Bare feet or gym slippers are recommended.

## GYMNASTICS MATS

### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Suitable clothing and footwear should be worn, e.g., bare feet, running shoes or gymnastic slippers. No stocking feet or belts. Tie shoelaces securely.
- Mats should be placed on, under, and around all designated landing areas and equipment without overlaps or gaps.
- Velcro mats should be properly connected.
- Mats should be checked regularly for damage and repaired or replaced when necessary.
- General utility mats should be used for floor work, tumbling and landing on feet from a controlled height (student's height at shoulder is maximum jumping height). These may include:
  - Ensolite 3.8 cm (1 ½ in.)
  - Trocellen 5.1 cm (2 in.)
  - Ethefoam 3.8 cm (1 ½ in.)
  - Sarneighe 3.8 cm (1 ½ in.)
  - Mats of equivalent compaction rating.
- Landing surfaces to be used for elevated inverted skills: 30.5 cm to 60.9 cm (12 in. to 24 in.) solid or cross-linked foam pit. These surfaces should not be used as landing surfaces for vaulting or for controlled landings, e.g., landing on feet, off any piece of equipment.
- Tie back long hair and remove barrettes.
- Secure or remove glasses.
- Remove all jewelry prior to participation in gymnastics activities.
- No gum or candy.

#### FACILITIES

- Design floor plan so that there is enough space around each piece of apparatus for safe movement.
- Design floor plan so that landings take place at a safe distance from walls and other equipment.
- Remove excess equipment (e.g., tables and chairs) from perimeter of gym.
- Floor sockets should have cover plates in place.
- Move loose clothing away from play area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Students must be instructed on safety related to gymnastics prior to using any equipment.
- Teachers must create an atmosphere of discipline and control.
- Students should be instructed not to attempt aerial somersaults on, or off, apparatus or on floor mats, extended dive rolls for distance, or forward and backward handsprings. Teacher wishing to teach these movements must seek permission from the superintendent or designate.
- If the teacher believes that a potential hesitancy during a skill could put the student at a risk, the student should be directed toward a less advanced skill.
- Students should not perform skills beyond their abilities.
- Be aware of the physical limitations of students, e.g., strength, flexibility, weak wrists, epilepsy

## **GYMNASTICS** continued MATS

### **SPECIAL RULES / INSTRUCTION** continued

- Teachers should identify students absent on days when prerequisites were taught and ensure they are brought up to date.
- Spotting, in general, is not recommended in the education setting. Teacher should ensure apparatus configuration is appropriate, so skills can be done without a spotter.
- Teachers may utilize the Dominant Movement Pattern (DMP) approach in place of spotting. This involves:
  - Teaching progressive activities that lead up to skills.
  - Teaching students how to land safely from a variety of different and probable situations.
  - Ensuring landing mats and equipment are at an appropriate height for students to ensure safe activity and minimize risk of injury in landing.
  - Level I Gymnastics certification in-services, workshops or courses may help teachers feel more comfortable in understanding the dominant movement pattern approach.
- Students should be provided with opportunity to re-hydrate during activity.

### **SUPERVISION**

- Provide on-site supervision for mats and utility boxes, following initial skill instruction and after all safety concerns have been emphasized.
- Provide constant visual supervision if students are doing inversions on this equipment.

## **GYMNASTICS**

### **LANDING MAT**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- Landing surfaces to be used for elevated inverted skills: 30.5 cm to 60.9 cm (12 in. to 24 in.) solid or cross-linked foam pit. These surfaces should not be used as landing surfaces for vaulting or for controlled landings, e.g., landing on feet, off any piece of equipment.
- Mats should be checked regularly for damage and repaired or replaced when necessary.
- Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie shoelaces securely. No stocking feet.
- Suitable clothing should be worn.
- Tie back long hair.
- Secure or remove glasses.
- Remove all jewelry prior to participation in gymnastics activities.
- No gum or candy.

#### **FACILITIES**

- Design floor plan to allow enough space around each piece of apparatus for safety of movement.
- Design floor plan to allow for landings at safe distances away from walls and other equipment.
- Remove excess furniture and equipment (e.g., tables and chairs) from perimeter of gym.
- Move loose clothing away from play area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Students must be instructed on safety related to gymnastics prior to using any equipment.
- Teachers must create an atmosphere of discipline and control.
- Use mats under elevated inverted body positions.
- Place landing mats to minimize movement of mat on impact.
- If the teacher believes that a potential hesitancy during a skill could put the student at a risk, the student should be directed toward a less advanced skill.
- Students should not perform skills beyond their abilities.
- Be aware of the physical limitations of students, e.g., strength, flexibility, weak wrists, epilepsy
- Teachers should identify students absent on days when prerequisites were taught and ensure they are brought up to date.
- Students should be provided with opportunity to re-hydrate during activity.

#### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Provide constant visual supervision for inversions.

## **GYMNASTICS**

### **BEAT BOARD**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Suitable clothing and footwear should be worn, e.g., no stocking feet. Remind students to tie shoes securely.
- Bare feet are acceptable.
- Tie or pin back long hair and remove barrettes.
- Secure or remove glasses.
- Equipment should be regularly inspected, tested, and repaired as required.
- General utility mats or hard-side/soft-side landing mat (minimum 10 cm thick) hard side up, must be placed to designate landing area.
- Velcro mats must be attached.
- Manufactured take-off board with carpeted top and non-skid feet should be used, e.g., Speith-Anderson, Laurentian.
- Springboards are not recommended.
- Remove all jewelry prior to participation in gymnastics activities.
- No gum or candy.

#### **FACILITIES**

- Use a playing surface and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- Design floor plan to allow enough space around each piece of apparatus for safety of movement.
- Design floor plan to allow for landing at safe distances away from walls and other equipment.
- Remove excess furniture and equipment (e.g., tables and chairs) from perimeter of gym.
- Floor sockets should have cover plates in place.
- Move loose clothing away from play area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Students must be instructed on safety related to gymnastics prior to using any equipment.
- Activities should be based on skills that are taught, e.g., take-offs and landings from beat board to mat before beat board to box horse.
- Teachers must create an atmosphere of discipline and control.
- Spring landings and rotations (long axis) should be considered safe activities.
- Teacher must be aware of the physical limitations and initial skill levels of students.
- Students must not be encouraged to perform skills beyond their physical and psychological capabilities.
- The beat board must not be used with the box horse at the K – 3 level.
- Teachers should identify students absent on days when prerequisites were taught and ensure they are brought up to date.
- Spotting, in general, is not recommended in the education setting. Teacher should ensure apparatus configuration is appropriate, so skills can be done without a spotter.
- Students should be provided with opportunity to re-hydrate during activity.

**GYMNASTICS** continued  
BEAT BOARD

**SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.



## **GYMNASTICS**

### **BOX HORSE**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Equipment should be regularly inspected, tested, and repaired as required.
- Use a box horse that is a suitable height for students, e.g., below shoulder height and appropriate to the activity.
- General utility mats or hard-side/soft-side landing mat (minimum 10 cm thick) hard side up, must be placed to designate landing area.
- Velcro mats must be attached.
- No gap between box horse and landing surface.
- Teacher should check box horse for stability prior to use, e.g., does not slide on floor, and does not come apart.
- Suitable clothing and footwear should be worn, e.g., no stocking feet. Remind students to tie shoes securely.
- Bare feet are acceptable.
- Secure or remove glasses.
- Tie back long hair and remove barrettes.
- Springboard/mini tramp must not be used as a take-off to mount or vault other equipment.
- Remove all jewelry prior to participation in gymnastics activities.
- No gum or candy.

#### **FACILITIES**

- Use a playing surface and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- Design floor plan to allow enough space around each piece of apparatus for safety of movement.
- Design floor plan to allow for landings at safe distances away from walls and other equipment.
- Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.
- Floor sockets should have cover plates in place.
- Move loose clothing away from play area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Students must be instructed on safety related to gymnastics prior to using any equipment.
- Activities should be based on skills that are taught.
- Teachers must create an atmosphere of discipline and control.
- Mount, static balances, landings and basic vaulting progressions are appropriate box horse activities at the elementary school level.
- Inversions should not be allowed, e.g., dive rolls, aerial somersaults, neck springs, head springs, or handsprings.
- Teacher must be aware of the physical limitations and initial skill levels of students.
- Students must not be encouraged to perform skills beyond their physical and psychological capabilities.
- The beat board must not be used with the box horse at the K – 3 level.

**GYMNASTICS** continued  
BOX HORSE

**SPECIAL RULES / INSTRUCTION** continued

- Teachers should identify students absent on days when prerequisites were taught and ensure they are brought up to date.
- Spotting, in general, is not recommended in the education setting. Teacher should ensure apparatus configuration is appropriate, so skills can be done without a spotter.
- Students should be provided with opportunity to re-hydrate during activity.

**SUPERVISION**

- On-site supervision when students are using box horse is recommended following initial skill instruction and after all safety concerns have been emphasized.

## HORSEBACK RIDING

HORSEBACK RIDING is a high-risk activity. Teachers who wish to instruct a high-risk activity like horseback riding require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 5 - 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use horses suitable for beginning riders.
- Appropriate safe tack, properly fitted to the mounts should be used.
- Tack (girth, stirrups) should be adjusted for each student and checked by the instructor.
- Wear properly fitted helmets with chin straps. Bicycle helmets do not provide adequate protection.
- Wear suitable outdoor clothing and FOOTWEAR, e.g., boots with heels.
- Remove all jewelry (other than medical alert jewelry) prior to horseback riding.
- Tie or pin back long hair when it could obscure vision.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Wear insect repellent as needed.

#### FACILITIES

- Use properly maintained, reputable, licensed riding establishments for instruction.
- Use riding areas (indoor or outdoor) that have adequate space and good footing free of potential hazards such as broken gates, roadways, etc.
- Use an enclosed area for the initial instruction of beginning riders before starting on the trail or larger space.

#### SPECIAL RULES/INSTRUCTION

- Skills should be taught in proper progression.
- Activities should be based on skills that are taught.
- Instruct students on safe handling and riding techniques.
- Require students to follow the rules laid out regarding riding areas, treatment of horses, allowable activities, etc.
- Discuss implementation of the emergency action plan with facility staff.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.
- Obtain signed parent permission for participation.
- Parents and students must be informed of importance of sun protection.

#### SUPERVISION

- Provide on-site supervision by qualified instructor for initial instruction.
- Provide in-the-area supervision after initial instruction and when out on trails and after all safety concerns have been emphasized.

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

- A trained individual responsible for providing first aid to injured students should be present during the entire activity.

## **HORSEBACK RIDING** continued

### **SUPERVISION** continued

- Teacher's presence as a support person is important.
- Teacher should have access to a phone and know the facility address.
- Ensure adequate supervision for experience level of the riders and type of riding activity.
- Suggested instructor/student ratio: one qualified instructor for every eight mounted students.

## ICE HOCKEY/SHINNY/RINGETTE

### GRADES 5 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Wear appropriate clothing for outdoor activity.
- Wear properly fitting skates.
- No figure skates allowed.
- Remove all jewelry (other than medical alert jewelry) prior to participation in hockey activities.
- No gum or candy.

#### HOCKEY:

- Wear CSA approved hockey helmet with facemask, gloves, elbow pads, and throat protector.
- Use a tennis ball, sponge puck, floor hockey ball or a soft plastic or rubber ball.
- If using regulation hockey puck, wear full hockey equipment.
- Check sticks often for cracks and splinters.

#### RINGETTE:

- Wear CSA approved hockey helmet, facemask and skates.
- Goalies must wear a CSA approved hockey helmet and facemask.
- Students should only use regulation ringette sticks and rings.
- Sticks should be checked regularly for cracks and splinters.

#### FACILITIES

- Use an ice surface that is free from debris and deep ruts.
- Ensure that all doors/gates remain closed while game is in progress, e.g., penalty boxes, player's benches, Zamboni gate, entry and exit doors.
- Before skating on outdoor ponds, determine ice safety with absolute certainty. Contact local authorities for information.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Base games on skills that are taught.
- Give all students, regardless of ability, basic instruction in: motion, stopping and turning.
- All rules should be clearly outlined and enforced.
- Outline safety rules clearly to students.
- No sticks above the waist.
- No slap shots.
- Body contact, stick on body contact stick-on-stick contact should not be allowed.
- Modify the game to suit equipment available and ability of students.
- Implement a crease for protection of the goalie and do not allow other players in the crease.
- Make parents aware of off-campus activities and the mode of transportation.
- Students should be provided with opportunity to re-hydrate during activity.

## **ICE HOCKEY/SHINNY/RINGETTE** continued

### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Teacher should have access to a phone.

## IN-LINE SKATING (ROLLER BLADING)

### GRADES 7 – 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Students must wear a correctly fitting approved CSA helmet.
- Elbow pads, knee pads and wrist guards are highly recommended.
- Teacher should ensure that each student has properly fitting skates.
- Wear clothing appropriate for outdoor activity.
- Roller blades must be good repair with a good brake.
- Students should not use Discmans, MP3 players, etc.
- Remove all jewelry (other than medical alert jewelry) prior to in-line skating activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Wear insect repellent as needed.

#### FACILITIES

- Skating surface should be dry and free of obstacles, debris and large holes.
- On School Site: Teacher should designate a skating area free from traffic and significant declines/inclines. Gymnasiums should be used where accessible.
- Off School Site: Teacher should carefully select routes based on length, quality of paved surface, steepness (grade) and frequency of traffic.
- Teacher should follow all municipal bylaw regulations pertaining to roller blading.
- All commercial in-line facilities must meet safety guidelines.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Teacher should provide all skaters with basic instruction in motion, stopping, and turning.
- Teacher should provide all skaters with basic instruction in skating courtesy, e.g., skate in the same direction as others, skate on the right, pass on the left, announce your intention to pass by saying, "passing on your left". Teacher should designate direction of travel, e.g., clockwise or counterclockwise.
- Students should not be allowed to race, chase or play tag games.
- Teach how to fall properly.
- Instruct students in safety prior to practice and teach road safety rules.
- Teacher should emphasize, "Skate safe and always be in control".
- Teacher should provide beginner skaters with their own designated area within the total area provided for the class. This enables beginner skaters to skate without interference from faster moving peers.
- Additional Off School Site:
  - Students should have mastered basic skills.
  - Students should follow traffic regulations.
  - Students should yield to pedestrians.



## **IN-LINE SKATING (ROLLER BLADING) continued**

### **SPECIAL RULES/INSTRUCTION continued**

- Students should skate with a “buddy”.
- Parents must be informed when roller blading will take students off school property.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

### **SUPERVISION**

- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- One supervisor should lead the group and one supervisor should follow at the end of the group.

## **KINBALL (OMNIKIN)**

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit must be stocked and accessible.
- Large inflated ball should be used, e.g., Omnikin ball.
- Suitable clothing and footwear should be worn. No stocking feet. Remind students to tie shoes securely.
- Remove all jewelry prior to participation in Kinball activities.
- No gum or candy.

#### **FACILITIES**

- Use a floor surface that is clean, level, provides safe footing and good traction and is free of all obstacles such as tables, chairs, etc.
- All entrance/exit doors should be closed.
- Floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### **SPECIAL RULES/INSTRUCTION**

- Skills should be taught in proper progression.
- Activities should be based on skills that are taught and modified based on skill level, age and facilities/equipment available.
- Students should be provided with opportunity to re-hydrate during activity.

#### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## LACROSSE (SOFT)

### GRADES 3 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use "soft" lacrosse balls.
- Have goaltender wear a face mask.
- Use molded plastic sticks.
- Wear protective eyewear.
- Wear suitable clothing and footwear. Remind students to tie shoes securely.
- Remove all jewelry prior to participation in lacrosse activities.
- No gum or candy.

#### FACILITIES

- Use a playing surface (indoor & outdoor) and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- Outdoor playing field should be inspected prior to play.
- Bring holes and severely uneven surfaces to the attention of the principal and make students aware of them.
- Gymnasium floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Play only non-contact lacrosse in physical education class.
- Modify rules to prevent stick-on-stick, or stick-on-body contact and to prevent accidental contact within 1m of the gym wall or playground fence.
- Stress student responsibility regarding individual space.
- Students should be provided with opportunity to re-hydrate during activity.

#### SUPERVISION

- Provide on-site supervision following initial skill instruction and after all safety concerns have been emphasized.

## LOW ORGANIZATIONAL AND LEAD-UP GAMES

### GRADES K - 12

#### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use equipment that is appropriate for the age, size, strength, and skill level of students.
- Wear suitable clothing and footwear. No stocking feet. Remind students to tie shoes securely.
- Remove all jewelry prior to participation in low organizational and lead-up games.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- Use a playing surface (indoor & outdoor) and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- Turning points and finish lines must be a safe distance away from walls and equipment, trees, posts, natural hazards and holes.
- Games that take place over a large area require instructor to set and communicate definite boundary lines.
- Gymnasium floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Teach students to stop playing immediately when a signal (such as a double whistle blast is given or the word "freeze" is spoken).
- For shuttle relays, all participants must have their own lane.
- No running backward relays.
- Walls, stages and fences must not be used as finish lines or safe zones.
- Safe zones must be clearly delineated.
- Students should be provided with opportunity to re-hydrate during activity.

#### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## MARTIAL ARTS

MARTIAL ARTS is not a recommended activity for students from kindergarten to grade 8 and is a high-risk activity at all grade levels. Teachers who wish to instruct a high-risk activity like martial arts require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 9 - 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Mats should be used for landings where appropriate. 5.1 cm (2") mats, wrestling mats, or mats of equivalent compaction rating are required when the activity involves throws or falls. (See Gymnastics, general mats for specifications).
- Mat surface must be clean.
- Bare feet and loose, comfortable clothing should be worn.
- Tie back long hair.
- Remove all jewelry prior to participation in martial arts activities.
- No gum or candy.

#### FACILITIES

- Use a floor surface that is clean, dry, smooth, level, provides safe footing and is free of all obstacles such as tables, chairs, etc.
- Move loose clothing away from playing area.
- Floor sockets should have cover plates in place.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Teacher should stress the importance of anticipation, avoidance of risky situations, self-defense tactics and appropriate aggression.
- Select warm-up activities that emphasize conditioning and flexibility.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.

#### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Use qualified instructors to deliver the program.

## **ORIENTEERING**

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit must be stocked and accessible.
- In forested areas, students should carry a whistle and be instructed in its use, i.e., three loud blasts indicate that they require assistance.
- Suitable clothing for outdoor activities and footwear should be worn. Remind students to tie shoelaces securely.
- Remove all jewelry (other than medical alert jewelry) prior to participation in orienteering activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Wear insect repellent as needed.

#### **FACILITIES**

- Prior to initial use of orienteering course, teacher should do a safety check “walk through” to identify potential hazards.

#### **SPECIAL RULES/INSTRUCTION**

- Skills should be taught in proper progression.
- Activities should be based on skills that are taught and modified based on skill level of the students.
- Attendance should be taken before and after each activity session.
- Length and difficulty of course should be appropriate to the age and skill level of the students.
- Proper warm-up and cool-down should be included in all activities.
- Teachers should be aware of students with history of asthma and other respiratory problems and severe allergies, e.g., bee sting allergy. Those students should be encouraged to run with inhaler/auto-injector.
- Attention should be given to:
  - Temperature of the day.
  - Length of time in sun.
  - Previous training and length of preparation.
- Control flags and markers should be set in a safe manner.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.
- Make parents aware of off-campus activities and the mode of transportation.

#### **SUPERVISION**

- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency communication system should be in place.

## OUTDOOR EDUCATION – GENERAL PROCEDURES

BACKPACKING:	Grades 5 - 12
CAMPING:	Grades 5 – 12
WINTER CAMPING:	Grades 10 - 12
CANOEING:	Grades 5 - 12
CANOE TRIPPING:	Grades 9 – 12
LAKE/RIVER SWIMMING:	Grades 5 – 12
FLAT WATER KAYAKING:	Grades 7 – 12
SAILING:	Grades 10 – 12
MOUNTAIN BIKING:	Grades 10 – 12
DOG SLEDDING:	Grades 10 – 12
ALPINE SKIING/SNOWBOARDING:	Grades 5 – 12
ICE FISHING:	Grades 4 – 12

### GENERAL PROCEDURES:

- At least one teacher/supervisor must have a minimum level of first aid training or wilderness first aid certification.
- Approval must include consideration of: itinerary, suitability of trip activities to the curriculum, travel time, safety factors, supervision arrangements, special group behavioural issues, age appropriateness, expense to students.
- Refer to Board's Field Trip Policy regarding maximum number of days allowed for Outdoor Education trips.
- Parental/guardian consent forms should be on file prior to any student going on biking/camping/swimming/hiking/canoeing/backpacking trips.
- Information on parent/guardian consent forms should include: itinerary including dates, routes, locations, contacts, relationship of trip activities to curriculum, supervision arrangements, mode of transportation, cost per student, behavioural expectations, inherent risks, and where applicable, parent/guardian information meeting.
- All transportation should be conducted in accordance with transport recommendations of school authority's insurance policy.
- For all trips requiring transportation, a list of each student in each vehicle, driver's name and license plate number of the vehicles should be left at the school and a copy of the list should accompany adults on the trip.
- Staff or volunteer drivers should comply with Board insurance requirements.
- For overnight trips, students should provide medical and special health information to the chaperone including Health Card number.
- Supervisors on trip should be aware of any students with medical conditions or dietary needs with medical implications, and any student on medication.
- Students on vital medication must bring an extra supply of that medication in a clearly marked container and it should be in the possession of a supervisor. In unique circumstances, it may be more appropriate that it is in the student's possession, e.g., epi-pen. Supervisor should use discretion in determining who is responsible for medication.
- Supervisors should monitor weather conditions and postpone or modify the trip to ensure safety of all individuals.

## OUTDOOR EDUCATION – GENERAL PROCEDURES continued

### GENERAL PROCEDURES continued

- Supervisors on trip should have access to a cell phone and a list of parent contact/emergency contact numbers. Be cognizant that cell phone, GPS and other electronic positioning systems do not operate in all regions. If cell phones do not have coverage in the area you are traveling to, check into alternate communication systems such as satellite/two-way radios.
- Prior to the trip, teacher(s) should plan how they will access emergency medical care.
- In situations where sufficient drinking water cannot be taken on the trip, arrangements should be made for boiling or treating water to kill disease-causing organisms. Water should be boiled for at least 10 minutes adding one minute of boiling time for every 300 m of altitude above sea level. When boiling is not practical, approved methods of chemical disinfecting should be used.

### EQUIPMENT:

- Provide students with a list of recommended clothing and personal items suitable for the specific activity.
- A bear banger and bear spray should be taken when the activity will occur in an area potentially inhabited by bears.
- Remove all unnecessary jewelry.

### SUPERVISION:

- Both male and female chaperones must accompany mixed groups for overnight trips.
- A vehicle for emergency purposes must be accessible.
- A supervisor should be designated to transport an injured student to the hospital, e.g., teacher or parent. This must not be the supervisor in charge of the trip.
- Students should be instructed to maintain visual contact with someone else in the group at all times.
- For the purpose of providing first aid coverage, at least one supervisor should have:
  - 1 N.L.S. Lifeguard Certificate for swimming or appropriate watersport certification if activities include on/in- water experience.
  - 2 Current First Aid Qualification:
    - Wilderness First Aid Certificate, OR
    - St. John emergency First Aid Certificate, OR
    - Canadian Red Cross Emergency First Aid, OR
    - Canadian Ski Patrol First Aid Certificate, OR
    - Sport Medicine Certification, OR
    - Registered Nurse, Doctor, EMT or EMR.



## OUTDOOR EDUCATION

BACKPACKING AND DAYHIKING (DAY TRIPS FROM SCHOOL /BASE CAMP/OVERNIGHT TRIPS)

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

### GRADES 5 - 12

RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- All necessary equipment must be collected and checked out before the trip.
- Each student should carry their own pack for both day tripping and overnight backpacking.
- Tie or pin back long hair when it could obscure vision.
- Remove all jewelry (other than medical alert jewelry).
- Teacher should ensure the following items are brought:
  - Flashlight.
  - Water bottle(s).
  - Whistle or other signaling device for each person.
  - Any necessary medication.
  - First aid kit (with emergency blanket and moleskin).
  - Cell phone or two-way radio.
  - Nutritious food which does not require preparation and adequate and safe water.
  - Repair kit.
  - Appropriate knife.
  - Compass.
  - Zip lock bags for waterproofing essentials.
  - Bear bangers and bear/pepper spray (when in bear country). Teacher/supervisor should have knowledge of proper use.
  - Sun protection and insect repellent.
  - Hat and sunglasses. *Encourage students to wear a hat and sunglasses.*
  - Matches in waterproof containers should be kept in at least two places.
  - Comfortable and durable flat shoes or boots with an aggressive tread (ankle support preferable) for hiking. And a pair of comfortable "camp site" shoes with light treads.
  - Students should not have bare feet in campsite area.
  - Rain gear.
  - Clothing in layers suitable for season, and warm head gear and gloves when necessary. Have a dry change of clothing for one to two days longer than the number of the days the trip is scheduled for.
  - Sleeping bag inside waterproof bag.
  - Thermo-rest or insulating pad.
  - A backpack that fits the student.

#### FACILITIES

- Use only designated trails.
- Teacher should have a map of route, a compass (and GPS when possible), and have thorough knowledge of how to use them.
- A copy of the map and route should be on file at school.

## **OUTDOOR EDUCATION** continued

### BACKPACKING AND DAYHIKING (DAY TRIPS FROM SCHOOL /BASE CAMP/OVERNIGHT TRIPS)

#### **FACILITIES** continued

- Ensure that teacher is familiar with the route. Students should be made familiar with route.
- If backpacking trip originates from base camp, leave a map with the supervisor at base camp.
- Teacher should register group at warden's office if applicable.

#### **SPECIAL RULES / INSTRUCTION**

- Skills should be taught in proper progression.
- Teacher should outline behavioral expectations to students.
- Students should be aware of emergency procedures and a "signal to assemble".
- Trip supervisors must possess any necessary medication for designated students.
- Plan trip so that length and difficulty is appropriate for age and ability of students.
- Students should be provided with opportunity to re-hydrate during activity.
- Except for emergencies, travel should not take place in darkness.
- Teacher should be familiar with, or have access to, mountain rescue techniques, avalanche safety, emergency first aid and emergency evacuation.
- Use a buddy system.
- All food items, gum, sunscreens, repellants and cosmetics (including toothpaste and deodorant) should not be allowed in tents or kept in tents at night, they should be stored in bear-proof containers or vehicles located a safe distance from students.
- Teacher should ensure that wood tick precautions are taken.
- Teacher should implement a night check system.
- Teacher should inform students of, and enforce, minimum impact camping skills.
- Postpone trip if there is any indication of threatening weather that could put student safety at risk.
- Parents and students must be informed of importance of sun protection.
- Obtain signed parent permission for participation.
- Make parents aware of off-campus activities and the mode of transportation.
- Avoid hiking in areas where there is a potential for falling rocks.

#### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Both male and female chaperones must accompany mixed groups for overnight trips.
- Grades 9 – 12: 1:8 ratios for distant overnight hikes, 1:15 for day hikes and 1:15 for local overnight hikes.
- Grades 5 – 8: 1:10 ratio. No distant overnight hikes.
- A supervisor should be designated to transport an injured student to the hospital, e.g., teacher or parent. This should not be the supervisor in charge of the trip
- Cell phone for emergency purposes should be accessible at base camp. Remember, cell phones do not work in the Canadian Rocky Mountains.
- If cell phone coverage is not available, check into other options including satellite radio or two-way radio(s).
- Teacher should be aware of location of nearest phone or help in case of an emergency.
- Vehicle for emergency purposes should be accessible.

## **OUTDOOR EDUCATION** continued

### BACKPACKING AND DAYHIKING (DAY TRIPS FROM SCHOOL /BASE CAMP/OVERNIGHT TRIPS)

#### **SUPERVISION** continued

- A leader should be assigned to the front and back of the group. A leader could be a responsible student. The supervisor(s) can move along the group from front to back.
- The front and back of the group should be within whistle contact of the supervisor(s) at all times.
- Teacher should designate regular rendezvous – check sites.
- Route cards should be left with school or other supervising body with emergency contacts and response system planned and in place.
- At least one supervisor must have:
  - N.L.S. Lifeguard Certificate, OR
  - Current first-aid qualifications including:
    - St. John Emergency First Aid Certificate, OR
    - Canadian Red Cross Emergency First Aid, OR
    - R.L.S.S. Aquatic Emergency Care Certificate, OR
    - Canadian Ski Patrol First Aid Certificate.
- See OUTDOOR EDUCATION – CAMPING FOR MORE INFO.

## OUTDOOR EDUCATION

### CAMPING

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

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

### GRADES 5 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible
- If cooking on stoves, use propane/liquid gas type stoves (1 per 4 students).
- Collect and check all necessary equipment before the trip.
- Remove all jewelry (other than medical alert jewelry).
- Tie or pin back long hair when it could obscure vision.
- Teacher should ensure the following items are brought:
  - Matches in waterproof containers should be kept in at least two places.
  - Sun protection and insect repellent.
  - Each person should have a whistle or other signaling device.
  - Shovel/trowel.
  - Activity specific repair kit.
  - Flashlight.
  - Appropriate knife.
  - Bear bangers and bear/pepper spray when in bear country. Teacher should have knowledge of proper use.
  - Nutritious food that does not require preparation and adequate and safe water supply.
  - Suitable layers of clothing and a change of clothing for one to two days longer than the number of the days the trip is scheduled for.
  - Encourage students to wear a hat and sunglasses.
  - Rain gear.
  - Aggressive soled, solid and broken-in shoes/boots. Students must not have bare feet in campsite area.
  - Sleeping bag inside waterproof bag.
  - Thermo-rest or insulating pad.

#### FACILITIES

- Facilities and routes should be suitable to the age and abilities of group.
- Teacher should register group at warden's office if applicable.

#### SPECIAL RULES / INSTRUCTION

- Skills should be taught in proper progression.
- Plan program activities that are age and skill level appropriate.
- Teachers should encourage use of buddy system with students.
- Have trip supervisors carry any necessary medication for designated students.
- Plan program in detail with contingency plans for inclement weather.

## OUTDOOR EDUCATION continued

### CAMPING

#### SPECIAL RULES / INSTRUCTION continued

- All food items, gum, sunscreens, repellants and cosmetics (including toothpaste and deodorant) should not be allowed in tents or kept in tents at night, they should be stored in bear-proof containers or vehicles located a safe distance from students.
- Students should only use axes, and saws following a detailed instructional session and under supervision of a qualified supervisor. Students in grades 5 – 8 must not use axes, saws or knives.
- Students filling and lighting camp stoves should be under constant visual supervision following instruction. Students should be trained in the safe use of stoves before the trip.
- Make students aware of behavioral expectations, boundaries for activity, assembly procedures.
- Teacher should inform students of, and enforce, minimum impact camping skills.
- No open flame should be allowed in, or near, tents. An area for filling stoves must be designated away from tents.
- Develop a process to account for students and to identify any students who may be missing.
- With the exception of winter camping, eating and sleeping areas should be separated by 50- 100 metres.
- Obtain signed parent permission for participation.
- Make parents aware of off-campus activities and the mode of transportation.
- Students should be provided with opportunity to re-hydrate during activity.
- Except for emergencies, travel should not take place in darkness.
- Teacher should ensure that wood tick precautions are taken.
- Parents and students must be informed of importance of sun protection.

#### SUPERVISION

- On-site supervision with night checks – by male and female supervisors is recommended.
- A trained individual responsible for providing first aid and transportation of injured students must be present during the entire outing. This should not be the supervisor in charge of the trip.
- Cell phone for emergency purposes should be accessible at base camp. Remember, cell phones do not work in the Canadian Rocky Mountains.
- Emergency communication system should be accessible.
- If cell phone coverage is not available, check into other options including satellite radio or two-way radio(s).
- Have access to a vehicle for emergency purposes.
- Suggested guideline 1:10 ratio (Gr. 5 - 12). 1:8 ratio (Gr. 9-12) of certified instructor to students for extended overnight trips.
- At least one of the leaders should have tent camping experience.
- Route cards should be left with school or other supervising body with emergency contacts and response system planned and in place.
- At least one supervisor must have:
  - N.L.S. Lifeguard Certificate, OR
  - Current first-aid qualifications including:
    - St. John Emergency First Aid Certificate, OR
    - Canadian Red Cross Emergency First Aid, OR
    - R.L.S.S. Aquatic Emergency Care Certificate, OR
    - Canadian Ski Patrol First Aid Certificate.
- See OUTDOOR EDUCATION GENERAL PROCEDURES.

## OUTDOOR EDUCATION

### CANOEING

Pools, Lake Water Canoeing, Base Camp Canoeing, Flat River Canoeing  
SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

### GRADES 5 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- Waterproof first aid kit should be stocked and accessible (with emergency blanket).
- Bailing device in each canoe.
- Paddles and canoes should be inspected for cracks, splinters and leaks.
- Correct fitting and Transport Canada approved PFD/life jacket, with whistle attached, must be worn properly and done up at all times while on the water.
- Remove all jewelry (other than medical alert jewelry).
- Sun protection and insect repellent should be available.
- Students should wear clothing appropriate for open water canoeing.
- Tie or pin back long hair when it could obscure vision.
- Hat and sunglasses wearing is encouraged.
- All equipment should meet Canadian Coast Guard Regulation standards, e.g., bailing device, 15 m of buoyant rope (tow line) in each canoe.
- Teacher should ensure that there is an extra paddle in each canoe.
- Students must wear closed footwear that is securely attached and is able to get wet.

#### FACILITIES

- Select water conditions appropriate for the skill level of the group.
- Supervisors should be familiar with the route.
- Teacher should have a map of the area, a compass and knowledge of how to use them.
- Supervisors must not plan trip through white water.
- Appropriate knife should be accessible, e.g., worn on the leader's PFD.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Consideration must be given to the age and experience of the students and the difficulty of the experience.
- A pre-requisite test for open water canoeing must occur in a pool, shallow water or calm flat water setting and each student should demonstrate basic competence in:
  - Power stroke.
  - "J" stroke".
  - Sweep strokes.
  - Draw stroke.
  - Back stroke (or check stroke).
  - Proper entry/exit from canoe.

## OUTDOOR EDUCATION continued CANOEING

### SPECIAL RULES / INSTRUCTION continued

- Self rescues into dry and/or swamped canoes.
- Canoe over canoe rescue procedures.
- Synchronized strokes, positioning of paddlers, and packing the canoe.
- Teacher/supervisors should be aware of weather forecast, especially wind conditions. Canoeing must be canceled in adverse conditions.
- Students should be taught whistle signals for danger and help.
- A rescue craft must be on shore and accessible while students are canoeing on open water or there must be sufficient craft and instructors on the water to provide rescue operations.
- Prior to water activities successfully complete the following swim test:
  - Swim 100 m continuously any stroke without a personal floatation device (PFD).
  - Tread water for 3 minutes without a PFD.
  - Put on a lifejacket/PFD in the water.
  - Demonstrate the help/huddle position.
  - Demonstrate comfort swimming while wearing a PFD.
- Make parents aware of off-campus activities and the mode of transportation.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.
- Instructor should possess Canadian Recreational Canoe Association (CRCA) Flatwater Canoeing Instructor certification or equivalent.
- All teachers should be familiar with both Transport Canada and Canadian Coast Guard Regulations.
- Vehicle for emergency purposes should be accessible.
- Designate a responsible individual who is not the "in-charge" person to transport an injured student to hospital.
- Suggested guideline ratio for Gr. 5 – 8 1:8 certified instructor to students and ratio for Gr. 9 – 12 1:20 certified instructor to students.
- Route cards should be left with school or other supervising body with emergency contacts with response system planned and in place.
- Have at least one supervisor with:
  - National Lifeguard Service Lifeguard certificate, OR
  - Current first aid qualifications, OR
  - St. John Emergency First Aid Certificate, OR
  - Royal Life Saving Society Aquatic Emergency Care Certificate, OR
  - Canadian Ski Patrol First Aid Certificate.

## OUTDOOR EDUCATION

(VOYAGEUR CANOEING & VOYAGEUR TRIPPING) CANOE TRIPPING

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

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

Teachers who wish to instruct canoe tripping require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 9 - 12

**RISK LEVEL: HIGH**

#### EQUIPMENT

- Waterproof first aid kit should be stocked and accessible (with emergency blanket).
- Paddles and canoes should be inspected for cracks, splinters and leaks.
- Bailing device.
- Correct fitting and Transport Canada approved PFD/life jacket, with whistle attached, must be worn properly and done up at all times while on the water.
- Sun protection and insect repellent should be available.
- Suitable layers of clothing and a change of clothing for one to two days longer than the number of the days the trip is scheduled for.
- Tie or pin back long hair when it could obscure vision.
- Hat and sunglass wearing is encouraged.
- Remove all jewelry (other than medical alert jewelry).
- Students must wear closed footwear that is securely attached and is able to get wet.
- All equipment should meet Canadian Coast Guard Regulation standards, e.g., bailing device, 15 m of buoyant rope (tow line) in each canoe.
- Teacher should ensure that there is an extra paddle in each canoe.
- Teacher should ensure the following items are brought:
  - Matches in waterproof containers should be kept in at least two places.
  - Flashlight.
  - Appropriate knife should be accessible.
  - Repair kit for canoe.
  - Appropriate canoe tripping packs.
  - Emergency communication system where feasible.
  - A water purification method, e.g., stove to boil water, water purification unit, chemical tablets.
  - Rain gear – (ponchos are not recommended).
  - Appropriate clothing layers and a dry change of clothing.

#### FACILITIES

- Plan a route that is appropriate to age/ability of students.
- Supervisors should be familiar with the route.
- Route should be dependent on leader's qualifications.
- Teacher should ensure water conditions are appropriate for the skill level of the group.
- Supervisors must not plan trip through white water.
- Appropriate knife should be accessible, e.g., worn on the leader's PFD.
- Teacher should have a map of the area, a compass and knowledge of how to use them.



**OUTDOOR EDUCATION** continued  
(VOYAGEUR CANOEING & VOYAGEUR TRIPPING) CANOE TRIPPING

**SPECIAL RULES / INSTRUCTION**

- Skills should be taught in proper progression.
- Teacher should be aware of weather forecast, especially wind conditions and possible storm activity. Canoeing must be cancelled in adverse conditions.
- Teacher must postpone the trip if there is an indication of inclement weather severe enough to put student safety at risk.
- Students should be taught whistle signals for danger and help.
- A rescue craft must be on shore and accessible while students are canoeing on open water or there must be sufficient craft and instructors on the water to provide rescue operations.
- Make parents aware of off-campus activities and the mode of transportation.
- Obtain signed parent permission for participation.
- Students should be provided with opportunity to re-hydrate during activity.
- All students considered for participation in a school canoe trip must meet the following minimum guidelines:

WATER SAFETY:

- Swim 100 m continuously any stroke without a personal floatation device (PFD).
- Tread water for 3 minutes without a PFD.
- Put on PFD/life jacket in the water.
- Demonstrate the help/huddle position.
- Demonstrate comfort swimming while wearing a PFD.

CANOEING SKILLS:

- Power stroke.
- "J" stroke.
- Sweep strokes.
- Draw stroke.
- Backwater strokes.
- Proper entry/exit from canoe.
- Self rescues into dry and/or swamped canoes.
- Canoe over canoe rescue procedures.
- Synchronized strokes.
- Packing a canoe.
- Portaging techniques.
- Basic river maneuvers, e.g., forward ferry, eddy turns, sideslips.
- The person in the stern should have mastered the "J" stroke.
- Students should be instructed on how to handle unexpected wind and wave conditions.

RELATED AREAS:

- Basic first aid including hypothermia treatment.
- Personal camping: suitable clothing and canoeing equipment and repairs.
- Camping skills and safety.
- Environmental concerns.
- Use of a compass.
- Map reading.
- Complete a trip itinerary and file it with an appropriate school official.
- Develop an emergency action plan and communicate it to all involved with the trip.

**OUTDOOR EDUCATION** continued  
(VOYAGEUR CANOEING & VOYAGEUR TRIPPING) CANOE TRIPPING

**SPECIAL RULES / INSTRUCTION** continued

- Make parents aware of off-campus activities and the mode of transportation.
- Obtain signed parent permission for participation.
- Students should be provided with opportunity to re-hydrate during activity.

**SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Both male and female chaperones must accompany mixed groups for overnight trips.
- Cell phone, two-way radio(s) or satellite radio for emergency purposes should be accessible.
- Vehicle for emergency purposes should be accessible.
- Designate a responsible individual who is not the "in-charge" person to transport an injured student to hospital.
- All teachers should be familiar with both Transport Canada and Canadian Coast Guard Regulations.
- Lead instructor should possess Canadian Recreational Canoe Association (CRCA) Flatwater Canoeing Instructor certification or equivalent, plus voyageur paddling, moving water and canoe tripping experience.
- If the group is divided into two trips, then two teachers/supervisors must have relevant qualifications.
- Route cards should be left with school or other supervising body with emergency contacts with response system planned and in place.
- Have at least one supervisor with:
  - National Lifeguard Service Lifeguard certificate and
  - Canadian Red Cross Emergency First Aid Certificate, or
  - Royal Life Saving Society Aquatic Emergency Care Certificate, or
  - Canadian Ski Patrol First Aid Certificate.
- Staff/supervisor to student ratio must be 1:8. Supervisors must demonstrate competencies in water safety, canoeing skills and related areas as required for students.
- Have at least one supervisor who has experience with:
  - Bug season.
  - Cold water rapids (recognize inherent danger and ways to avoid).
  - Cooking over open fire without a grate.
  - Camp craft waterproofing methods during wet weather.
- At least one teacher/supervisor must have general knowledge of the area.
- A systematic pattern for group travel and communication must be established.
- For all overnight trips, there should be a minimum of two teacher/supervisors present.
- See OUTDOOR EDUCATION – CAMPING FOR MORE INFO.

## OUTDOOR EDUCATION

### DOG SLEDDING

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

Teachers who wish to instruct dog sledding require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 10 - 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- Have a stocked first aid kit accessible on site.
- Use only dogs trained for dog sledding and appropriate dog sleds.
- Wear clothing and footwear that is appropriate for outdoor activity. Have a warm hat and glove/mitts.
- Remind students to tie shoelaces securely.
- Carry a dry change of clothing per student.
- No long scarves are to be worn.
- Wear sun protection for summer and winter outdoor activities.
- Remove all jewelry (other than medical alert jewelry) prior to participation in dog sledding activities.

#### FACILITIES

- Sled only on appropriate areas as identified by a qualified instructor.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progressions.
- Instruct students how to dress properly using the principles of "layering".
- Instruct students in the prevention, recognition and treatment of hypothermia and frostbite.
- Students should be provided with opportunity to re-hydrate during activity.
- Obtain parent permission for participation.
- Make parents aware of off-campus activities and the mode of transportation.

#### SUPERVISION

- Provide on-site instruction and supervision by qualified instructor. Emphasize safety issues.
- Teacher's presence (if not instructing) as a support person is important.
- Ensure adequate supervision for experience level of the students fishing.
- Clearly define duties of supervisors and volunteers.
- Emergency phone should be accessible.
- Have access to vehicle in case of an emergency.
- Designate a supervisor who is not the supervisor in charge of the trip to transport an injured student to the hospital.

## OUTDOOR EDUCATION

### FLAT WATER KAYAKING

(Pool, Lake Water Kayaking, Flat Water Kayaking)

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

### GRADES 7 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- Waterproof first aid kit should be stocked and accessible (with emergency blanket).
- Kayak should have adequate flotation in nose and stern to ensure buoyancy.
- Kayak paddle must be used.
- Teacher should check paddle and kayak for cracks, splinters, or leaks.
- Correct fitting and Transport Canada approved PFD/life jacket, with whistle attached, must be worn properly and done up at all times while on the water.
- All equipment should meet Canadian Coast Guard Regulation standards, e.g., bailing device, 15 m of buoyant rope in each kayak.
- Appropriate knife should be accessible, e.g., worn on the leader's PFD.
- Each kayak must be equipped with a waterproof flashlight.
- Sun protection and insect repellent should be available.
- Students should wear clothing appropriate for open water kayaking.
- Students must wear closed footwear that is securely attached and is able to get wet.
- Remove all jewelry (other than medical alert jewelry) prior to participation in kayaking activities.
- No gum or candy.

#### FACILITIES

- Water conditions should be appropriate for the type of kayak being used and the skill level of the group. (Flat water involves paddling on lake water or river where **no** rapids exist and eddies are very slight).

#### SPECIAL RULES/INSTRUCTION

- Skills should be taught in proper progression.
- Activities should be based on skills that are taught.
- Teacher must ensure students can seal spray skirt on kayak when upright and, if necessary, escape safely when capsized.
- Before open water kayaking, students should demonstrate basic competence in:
  - Launching Kayak.
  - Getting in and out.
  - Emptying the kayak (beach and dock).
  - T-rescue.
  - Wet exit.
  - Forward stroke.
  - Back Stroke.
  - Front Sweep.
  - Back sweep.

## **OUTDOOR EDUCATION** continued FLAT WATER KAYAKING

### **SPECIAL RULES/INSTRUCTION** continued

- Stopping.
- Draw stroke.
- Bracing.
- This can be done in a pool, sheltered bay or shallow water.
- Prior to water activities, students should be able to:
  - Swim 100 m continuously any stroke without a personal flotation device (PFD).
  - Tread water for three minutes without a PFD.
  - Put on PFD/life jacket in water.
  - Demonstrate the help/huddle position.
  - Demonstrate comfort swimming while wearing a PFD.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware off off-campus activities and the mode of transportation.

### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Cell phone, satellite phone or two-way radio(s) for emergency purposes should be accessible.
- Vehicle for emergency purposes should be accessible.
- A supervisor should be designated to transport an injured student to the hospital, e.g., teacher or parent. This should not be the supervisor in charge of the trip.
- Ratio of supervisor to students 1:8. At least one supervisor must be an instructor.
- Instructor must possess Canadian Recreational Canoe Association (C.R.C.A.) Flatwater Kayaking Certification or equivalent.
- A rescue craft should be on shore and accessible while students are kayaking on open water.
- Route cards should be left with school or other supervising body with emergency contacts and response system planned and in place.
- Have at least one supervisor with:
  - National Lifeguard Service Lifeguard certificate, OR
  - Current first aid qualifications, OR
  - St. John Emergency First Aid Certificate, OR
  - Royal Life Saving Society Aquatic Emergency Care Certificate, OR
  - Canadian Ski Patrol First Aid Certificate.
- See OUTDOOR EDUCATION – CAMPING FOR MORE INFO.

## **OUTDOOR EDUCATION**

### **ICE FISHING**

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

## **GRADES 4 – 12**

### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Have a license if required.
- Fishing rod and tackle.
- Ice Auger.
- Wear clothing that is appropriate for weather conditions.
- Carry a dry change of clothing per student.
- Wear sun protection for summer and winter outdoor activities.

#### **FACILITIES**

- Determine ice safety with absolute certainty. Contact local authorities for information
- Design and then have students stay within boundaries designated for ice fishing.

#### **SPECIAL RULES/INSTRUCTION**

- Teach skills in proper progressions.
- Instruct students how to dress properly using the principles of “layering”.
- Instruct students in the prevention, recognition and treatment of hypothermia and frostbite.
- Teach skills in proper progressions.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.
- Obtain parent permission for participation.
- Make parents aware of off-campus activities and the mode of transportation.

#### **SUPERVISION**

- Provide on-site instruction and supervision by qualified instructor. Be sure to emphasize all safety concerns.
- Have access to vehicle.
- Clearly define duties of supervisors.
- Emergency phone should be accessible.
- Provide on-site instruction and supervision by qualified instructor.
- Teacher’s presence (if not instructing) as a support person is important.
- Ensure adequate supervision for experience level of the students fishing.

## OUTDOOR EDUCATION

### MOUNTAIN BIKING

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

Teachers who wish to instruct mountain biking require written permission from the Superintendent of School Operations in charge of safety.

## GRADES 10 - 12

### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit must be stocked and accessible.
- All necessary equipment must be collected and checked out before the trip.
- Students must do a safety inspection of bicycle before each use.
- CSA approved and correctly fitting bicycle helmets must be worn.
- Encourage students to wear eye protection, e.g., eye glasses, sunglasses.
- One rider to carry a bicycle tool kit during riding.
- Supervisor to carry a first aid kit.
- Bike should be appropriate for size and age of student.
- No open toed shoes.
- Appropriately fitting clothing.
- Wear clothing appropriate for outdoor activity. Be prepared for adverse weather conditions.
- Students carry nutritious food on day trips.
- Students carry a whistle or other signaling device on trips.
- Remove all unnecessary jewelry prior to biking.
- Wear sun protection for summer and winter outdoor activities.
- Wear insect repellent as needed.
- Bear bangers and bear/pepper spray when in bear country. Teacher should have knowledge of proper use.

#### FACILITIES

- Choose routes carefully in terms of the length, surfaces, frequency of traffic, complexity of intersections and railway crossings.
- Teacher should have a map of route, a compass (and GPS when possible), and have a thorough knowledge of how to use them.
- If trip originates from base camp, leave a map with the supervisor at base camp.
- Trails must be selected according to the technical elements present and the skill of the participants.
- Prior to initial use of route, teacher must do a safety ride-through to verify safety and suitability.
- For off-road routes, ensure permission from landowner is obtained.
- If possible, teacher must register group at warden's office.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills taught.
- Teacher should outline behavioral expectations to students as well as boundaries for activities and assembly procedures.

## **OUTDOOR EDUCATION** continued MOUNTAIN BIKING

### **SPECIAL RULES/INSTRUCTION** continued

- Students must be familiarized with bike parts and their operation.
- Students must bike under control at all times. Discourage hotdogging.
- A record of students and the route must be left in the school with an appropriate person.
- Avoid traveling in darkness.
- Use the buddy system if practicing.
- Students must be made aware of emergency procedures.
- No electronic devices that involve ear or headphones.
- Students must be encouraged to carry water for hydration purposes.
- Students must be made aware of the importance of eye protection.
- Students must be informed of the need for sun protection.
- Trip supervisors must possess any necessary medication for designated students.
- Plan program in detail with contingency plans for inclement weather.
- Postpone trip if there is any indication of threatening weather that could put student safety at risk.
- For biking trips, obtain signed parent permission for participation.
- Make parents aware of off-campus activities and the mode of transportation.

### **SUPERVISION**

- In-the-area supervision is required following initial skill instruction and after all safety concerns have been emphasized.
- Both male and female chaperones must accompany mixed groups for overnight trips.
- Emergency phone should be accessible. If cell phone coverage is not available, check into other options including satellite radio or two-way radios.
- Teacher should be aware of location of nearest phone or help in case of an emergency.
- Vehicle for emergency purposes should be accessible.
- Teacher must demonstrate knowledge of sport, skills and strategies to the principal or designate.
- At least one supervisor must have:
  - N.L.S. Lifeguard Certificate, OR
  - Current first-aid qualifications including:
    - St. John Emergency First Aid Certificate, OR
    - Canadian Red Cross Emergency First Aid, OR
    - R.L.S.S. Aquatic Emergency Care Certificate, OR
    - Canadian Ski Patrol First Aid Certificate.
- Teacher stays at back of pack.
- On trips, one supervisor at the front and one in the back of the pack.
- The front and back of the group should be within whistle contact of the supervisor(s) at all times.
- On trips, designate a supervisor who is not the supervisor in charge of the trip to transport an injured student to the hospital.
- Recommended ratio of supervisors to students on trips: 1:8
- Route cards should be left with school or other supervising body with emergency contacts and response system planned and in place.
- See OUTDOOR EDUCATION – CAMPING FOR MORE INFO.



## OUTDOOR EDUCATION

### OUTDOOR (LAKE) SWIMMING

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

Teachers who wish to instruct lake swimming require written permission from the Superintendent of School Operations in charge of safety.

## GRADES 5 - 12

### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit should be stocked and accessible (with emergency blanket).
- Teacher should ensure the following items are accessible:
  - Whistle or other signaling device.
  - Buoyant throw line.
  - Reaching assists.
  - Blanket.
  - Salt.
  - Rescue boat/craft.
- Wear appropriate swimming attire.
- Sun protection and insect repellent should be available.
- Remove all jewelry (other than medical alert jewelry) prior to participation in water activities.
- No gum or candy.
- Tie or pin back long hair.

#### FACILITIES

- Teacher must ensure that the swimming areas is:
  - Clearly marked.
  - Free from hazards.
  - Roped off with floating devices.
  - Of suitable water temperature.
  - Reasonably clean and clear.
- No swimming in fast moving rivers or streams.
- Prior to trip, teacher should check with local authorities to determine whether water is safe for swimming.

#### SPECIAL RULES / INSTRUCTION

- Skills should be taught in proper progression.
- Activities should be based on skills that are taught.
- Parents must give written permission for their child to be involved in any swimming activity and must indicate child's swimming ability, e.g., non-swimmer, capable swimmer.
- Teacher must identify and observe non-swimmers.
- Follow posted rules and regulations of swimming area.
- Inform students of acceptable standards of behaviour in the water.
- Students should not be allowed to dive, push off the dock, or dunk other students.

## **OUTDOOR EDUCATION** continued OUTDOOR (LAKE) SWIMMING

### **SPECIAL RULES / INSTRUCTION** continued

- A counting system must be used at regular intervals, e.g., every 15 minutes blow whistle and have students count off.
- Students must swim with a buddy.
- No swimming after dark.
- Teacher should discontinue swimming activities if there is an indication of bad weather.
- Swimming allowed only in designated area.
- No distance swims.
- Person(s) assuming lifeguard responsibilities should be clearly visible to all swimmers at all times.
- In an emergency situation, lifeguard is in charge.
- Have an emergency action plan in place.
- Diving should not be allowed in any open water swimming situation.
- Students should not rely on flotation devices, unless it is a PFD or lifejacket.
- Students must practice emergency water drill, e.g., assemble on shore at sound of three loud whistle blasts.
- Length of swim must depend on type of swimmers, condition of atmosphere, condition of water, and time of day.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.
- Make parents aware of off-campus activities and the mode of transportation.

### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Teacher should have access to a phone.
- A supervisor should be designated to transport an injured student to the hospital e.g., teacher of parent. This should not be the supervisor in charge of the trip.
- Have access to a vehicle for emergency purposes.
- Have one supervisor with current certification:
  - National Lifeguard Service Lifeguard Certificate Waterfront option, OR
  - National Lifeguard Service Pool Certificate with two years waterfront experience.
- Provide at least one other adult supervisor in addition to the lifeguard.
- Lifeguard to swimmer ratio: 1:25.

## OUTDOOR EDUCATION

### SAILING

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

Teachers who wish to instruct sailing require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 10 - 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- Waterproof first aid kit should be stocked and accessible (with emergency blanket).
- Equipment supplied by a local sailing school should have been inspected for defects.
- Students should check all personal safety equipment for any defects prior to use.
- All equipment should meet Canadian Coast Guard Regulation standards, e.g., bailing device, 15 m of buoyant rope in each boat.
- Wear proper shoes with a non-slip sole. Students must wear closed footwear that is securely attached and is able to get wet.
- Wear correctly fitting, Transport Canada approved PFD./ life jacket with whistle attached, must be worn properly and done up at all times while on the water.
- Sun protection and insect repellent should be available.
- Suitable clothing should be worn. No loose fitting clothing can be worn.
- Hat and sunglass wearing is encouraged.
- Remove all jewelry (other than medical alert jewelry) prior to participation in sailing activities.

#### FACILITIES

- All facilities should have designated sailing areas.
- Water conditions should be appropriate for the type of sailboat being used and the skill level of the group.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Prior to activity, classroom sessions must provide students with knowledge base necessary to sail safely.
- Prior to water activities, students should be able to:
  - Swim 100 m continuously any stroke without a personal floatation device (PFD).
  - Tread water for 3 minutes without a PFD.
  - Demonstrate the help/huddle position.
  - Put a PFD/life jacket on in the water.
  - Demonstrate comfort swimming while wearing a PFD.
- Teacher/Instructor must postpone activity if there is an indication of inclement weather; severe enough to put student safety at risk. Also, take water conditions into consideration.
- Students should be provided with opportunity to re-hydrate during activity.
- Students must know and obey acceptable guidelines of behaviour while in the boats.
- Clearly outline safety procedures and an emergency action plan to students.

**OUTDOOR EDUCATION** continued  
SAILING

**SUPERVISION**

- Parents and students must be informed of importance of sun protection.
- Obtain parent permission for participation.
- Make parents aware of off-campus activities and the mode of transportation.
- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Teacher should have access to a phone.
- Certified instructors (minimum Canadian Yachting Association Sailing Instructor Certificate) must be leading the teaching.
- Vehicle for emergency purposes should be present.
- A trained individual responsible for providing first aid and transportation of injured students should be present during the entire outing.
- Teacher must be present and accompany students to and from the facility.
- One motorized safety boat for every eight sailboats should be present.

## **OUTDOOR EDUCATION**

### **SKIING (ALPINE)/SNOWBOARDING**

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

Alpine skiing and snowboarding are high-risk activities. Schools are encouraged to consider alternative program options to replace high-risk activities. Teachers who wish to instruct high-risk activities like alpine skiing or snowboarding require written permission from the Superintendent of School Operations in charge of safety.

## **GRADES 5 - 12**

### **RISK LEVEL: HIGH**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Students **MUST** wear a CSA approved downhill skiing/snowboarding helmet.
  - Ensure that the approved helmet fits the student properly and that the chin strap is snug and securely fastened.
- Bindings must meet with current approved guidelines. They must be in good working order and set to the proper tension.
- Use only rental equipment that is inspected and issued by a certified technician.
- Students must use boards, skis and poles of the proper length. Edges and bases must be in good repair.
- Boots and bindings must be compatible.
- Students should wear wrist guards when snowboarding.
- Students must wear CSA approved helmets (skiing/snowboarding, hockey, motorcycle, etc.)
- Recommend students wear some type of eye protection such as sunglasses or ski goggles.
- If equipment is borrowed, bindings should be inspected and adjusted on-site by a knowledgeable equipment technician.
- Make students supplying their own equipment aware that the equipment must be checked and in good repair.
- Long hair should be tied back or tucked in. Loose articles such as scarves, long hats or toggles should be removed or tucked in.
- Students should wear appropriate cold-weather (layered) outdoor clothing, especially hand and head wear.
- Wear sun protection for summer and winter outdoor activities.

#### **FACILITIES**

- Ski/snowboard only in appropriate areas as identified by a qualified ski instructor.
- Only commercially operated ski facilities with suitable teaching areas (gentle slopes) should be used.
- The area must be patrolled by members of a recognized ski patrol.
- Define skiing area to the students so they are aware of the boundaries for activity.
- Students must ski in areas identified as appropriate by the qualified ski instructor.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Activities should be based on skills taught.

## **OUTDOOR EDUCATION** continued SKIING (ALPINE)/SNOWBOARDING

### **SPECIAL RULES / INSTRUCTION** continued

- All students should be tested and grouped appropriately as determined by a qualified ski/snowboarding instructor.
- All students are expected to participate in a lesson taught by a qualified ski/snowboarding instructor.
- After lesson, stress importance to students of skiing/boarding on slopes appropriate to their skill level, e.g., a beginning skier/boarder should stay on green or easy blue runs and stay away from difficult blue and all black runs.
- Teach students the importance of skiing in control at all times.
- Discourage hot-dogging and jumping.
- Ensure that students are thoroughly familiar with Alpine Responsibility Code (including lift procedures), slope ratings and the role of the ski patrol.
- Prior to activity, discuss proper clothing.
- Discuss frostbite and hypothermia and how to recognize and treat them. Inform parents and students of importance of sun protection.
- Inform parents by letter of their child's involvement in skiing and make them aware of the importance of suitable clothing and equipment.
- Make parents aware of off-campus activities and the mode of transportation. Obtain signed parent permission for participation.
- Teacher should be aware of students with a history of medical ailments, e.g., asthma, seizures, heart conditions, and severe allergies.
- Teacher must postpone activity if there is an indication of inclement weather, severe enough to put student safety at risk.
- A buddy system should be used whenever appropriate.
- Students should be provided with opportunity to re-hydrate during activity.

### **SUPERVISION**

- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- A vehicle for emergency purposes must be accessible.
- Teacher should have access to a phone.
- Clearly outline duties of the supervisors, including circulating to all hills that students are using for skiing and snowboarding.
- A supervisor should be designated to transport an injured student to the hospital, e.g., teacher or parent. This should not be the supervisor in charge of the trip.
- Suggested guidelines:
  - 1:12 ratio (Gr. 5-6) of certified instructor/supervisor to students.
  - 1:15 ratio (Gr. 7-9) of certified instructor/supervisor to students.
  - 1:25 ratio (Gr. 10-12) of certified instructor/supervisor to students.
- Teacher or supervisor should establish check-in times during the day, for all students.

## OUTDOOR EDUCATION

### WINTER CAMPING

SEE: \*\*\* OUTDOOR EDUCATION – GENERAL PROCEDURES \*\*\*

WINTER TENT CAMPING is not a recommended activity for students from kindergarten to grade 9 and is a high-risk activity at all grade levels. Teachers who wish to instruct a high-risk activity like winter camping require written permission from the Superintendent of School Operations in charge of safety. (Warm Winter Camping means heat sources are inside shelters. Cold Winter Camping means heat sources are external to shelters.)

### GRADES 10 – 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit should be stocked and accessible (with emergency blanket).
- Matches in waterproof containers should be kept in at least two places.
- Teacher should bring a lightweight camp stove.
- Students should have a four-season sleeping bag or equivalent.
- Therma-rest/insulation pad for under cold weather sleeping bag should be used.
- Safe heating devices.
- Headlamps/flashlights and spare batteries.
- All equipment should be checked prior to use.
- Wear clothing that is appropriate for weather conditions.
- Layering clothing principles must be taught.
- Students should bring a dry change of clothing.
- Boots with removable liners.
- Students should have a whistle or whistle-sounding device.
- Wear sun protection for summer and winter outdoor activities.

#### FACILITIES

- Teacher should select facilities/sites based on the age and experience of students.
- Teacher should check site for dangerous overhanging dead trees.

#### SPECIAL RULES/INSTRUCTION

- Skills should be taught in proper progression.
- Heat loss principles should be taught.
- If lean-to camping, inspect ridge pole prior to occupancy.
- "Safe" shelter building skills should be taught.
- Students must be informed of layering clothing principles.
- Instruct students in the prevention, recognition and treatment of hypothermia and frostbite.
- Instruct students in outdoor winter survival techniques.
- Students should be provided with opportunity to re-hydrate during activity.
- Fire building skills should be taught.
- Supervisors should check heat sources and monitor their use.
- Establish a systematic pattern for group travel and communication.
- Leave a complete trip itinerary in the school.

**OUTDOOR EDUCATION** continued  
WINTER CAMPING

**SPECIAL RULES/INSTRUCTION** continued

- Signed parent permission forms for participation are required.
- Make students and parents aware of the importance of sun protection.
- Make parents aware of off-campus activities and the mode of transportation.

**SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Teacher should ensure that an emergency communication system is accessible.
- A trained individual responsible for providing first aid and transportation of injured students should be present during the entire outing.
- Vehicle for emergency purposes must be accessible.
- Have instructor/supervisors with previous winter camping experience.
- Have a least one supervisor with St. John Emergency First Aid Certificate or equivalent.
- The ratio of supervision is 1:8 for distant overnight camping and 1:12 for local overnight camping.



## PARACHUTE ACTIVITIES

### GRADES K - 12

#### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Check the parachute to ensure that it is in good condition.
- Suitable clothing and footwear should be worn. No stocking feet. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in parachute activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- Establish a safety procedure.
- Use a playing surface and surrounding area that is clean, free of all obstacles and provides safe footing and good traction.
- Clearly define court boundary lines.
- Gymnasium floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### SPECIAL RULES / INSTRUCTION

- Teach proper skill progression before games are introduced.
- Activities should be based on skills that are taught.
- No games played where any body part is put through the hole in the chute.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

#### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Provide constant visual supervision for grades K - 3.

## **RACQUET SPORTS (COURT)**

RACQUETBALL, SQUASH, HANDBALL, PADDLEBALL

### **GRADES K - 12**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Racquets should have a good grip and be in safe playing condition.
- Racquetball and paddleball racquets must be equipped with a thong that is worn around the wrist.
- Balls should be appropriate to the skill level of students.
- Protective eye wear must be worn.
- Students wearing eyeglasses are to wear appropriate eye protection, e.g., shatterproof lenses.
- Remove all jewelry prior to participation in racquet sport activities.
- No gum or candy.
- Suitable clothing and footwear should be worn. No stocking feet. Remind students to tie shoelaces securely.

#### **FACILITIES**

- Playing area should be clean, free of debris and obstructions and provides safe footing and good footing.
- Court boundary lines should be clearly defined.
- A safety procedure should be established for side-by-side courts.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills taught.
- Modify activities/skills to the age and ability level of the participants.
- Positioning and movement should be taught for singles and doubles.
- When teaching skills, allow adequate space for each student to make a free and uninterrupted swing.
- Teach and enforce the code of etiquette for court play, e.g., not entering a court being used.
- There should be no more than four players to a playing area for handball, paddleball and racquetball.
- For squash, only singles must be played unless a proper doubles court is available.
- No spectators should be allowed on the court.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.

#### **SUPERVISION**

- On-site supervision is recommended during set-up of equipment and initial instruction.
- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## RACQUET SPORTS (NETS)

TENNIS, BADMINTON, PICKLEBALL, PADDLETENNIS

### GRADES K - 12

#### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Racquets should have a good grip and be in safe playing condition.
- **PROTECTIVE EYE WEAR:**
  - Curricular: Protective eyewear **MUST** be worn for badminton and pickle ball at all times.
  - Extra-Curricular Practices: Protective eyewear **MUST** be worn during all practice drills.
  - Extra-Curricular Full Court Singles Practice Games: SHSAA guidelines will be followed.
  - Extra-Curricular Interschool Play: SHSAA guidelines will be followed.
  - **SHSAA Guidelines State:** Protective eyewear is **MANDATORY** during all interschool badminton contests, for all doubles (boys, girls & mixed) badminton.
- Students wearing eyeglasses are to wear appropriate eye protection, e.g., shatterproof lenses.
- Remove all jewelry prior to participation in racquet sport activities.
- No gum or candy.
- Suitable clothing and footwear should be worn. No stocking feet. Remind students to tie shoelaces securely.
- Use pickleball and paddletennis racquets that are equipped with a thong that is worn around the wrist.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.
- Use balls that are appropriate to the skill level of players, e.g., foam tennis balls or vinyl balls.

#### FACILITIES

- Playing surface and surrounding area should be clean, free from debris and obstructions and provides safe footing and good traction.
- Clearly define court boundary lines.
- A safety procedure should be established for side-by-side courts.
- Move loose clothing away from playing area.
- Floor sockets should have cover plates in place.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Games and activities should be based on skills taught.
- Modify activities/skills to the age and ability level of the participants.
- Positioning and movement should be taught for singles and doubles.
- When teaching skills, allow adequate space for each player to make an uninterrupted swing.
- Teach and enforce the code of etiquette for court play, e.g., not entering a court in use.
- No spectators should be allowed on the court.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.
- Parents and students must be informed of importance of sun protection.

**RACQUET SPORTS (NETS)** continued  
TENNIS, BADMINTON, PICKLEBALL, PADDLETENNIS

**SUPERVISION**

- On-site supervision is recommended during set-up of equipment and initial instruction.
- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## RUGBY (TOUCH)

### GRADES 4 - 12

#### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use regulation rugby balls or footballs.
- Wear suitable clothing and footwear. No stocking feet. Remind students to tie shoelaces securely.
- No metal cleats.
- Remove all jewelry prior to participation in rugby activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Wear insect repellent as needed.

#### FACILITIES

- Select a playing area that is level, free from debris, obstructions and large holes, provides suitable footing and is well removed from traffic areas.
- Report holes and severely uneven surfaces to the principal and make students aware of them.
- Condition of turf should allow for proper traction and impact absorption.
- Goalposts must be padded if in field of play.
- Use collapsible flags or soft pylons to mark corners, mid-line and 22 metre (66 foot) line.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression, e.g., lead-up games such as keep away, speedball, relays, clear outs, three ball, two ball, walking rugby.
- Games and activities should be based on skills that are taught.
- No tackling.
- Rules should be modified to accommodate ability/age/physical development, e.g., seven aside or ten aside games are suitable to this age group.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

#### SUPERVISION

- Constant visual supervision is recommended during initial skill instruction.
- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## **SCOOPBALL**

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Use scoops and balls that are in good playing condition, e.g., no cracks and/or chips.
- Goalies must wear a protective mask.
- Remove all jewelry prior to participation in scoopball activities.
- No gum or candy.
- Suitable clothing and footwear should be worn. No stocking feet. Remind students to tie shoelaces securely.

#### **FACILITIES**

- Playing area should be clean, free of debris and obstructions and provides safe footing and good traction.
- Court boundary lines should be clearly defined.
- Gymnasium floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills taught.
- Modify activities/skills to the age and ability level of the participants.
- Teacher should stress student responsibility regarding the need for individual space.
- No intentional contact, e.g., body- to-body or scoop-to-body.
- A crease must be implemented, if a goalie is used in a game situation.
- Students should be provided with opportunity to re-hydrate during activity.

#### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## SCOOTER BOARDS

### GRADES K - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use scooter boards that are in good repair, e.g., no cracks, broken edges, or loose wheels.
- Long hair should be tied back if student is lying on scooter.
- Remove all jewelry prior to participation in scooter board activities.
- No gum or candy.
- Suitable clothing and footwear should be worn. No loose or hanging clothing and students must wear shoes at all times. Remind students to tie shoes securely.

#### FACILITIES

- Playing surface and surrounding area should be clean, free of debris and obstructions and provides safe footing and good traction.
- Establish boundaries away from walls or use protective mats to eliminate protrusions, e.g., handles on stage, storage doors.
- Gymnasium floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills taught.
- No standing on scooter boards.
- Stress to students that scooter boards are not to be used like skateboards.
- Teacher should stress student responsibility regarding the need for individual space.
- Scooters are not "missiles". Do not allow students to fling scooter boards around the gymnasium.
- In relay-type activities, allow room for slow-down or run-off area.
- No scooter to scooter intentional contact.
- In scooter soccer and scooter hockey, intentional scooter-to-scooter contact and high swings with legs and sticks should not be allowed.
- Running and diving onto scooter boards should not be allowed.
- Students should be provided with opportunity to re-hydrate during activity.

#### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## SCUBA DIVING

SCUBA DIVING is not a recommended in-class activity for students from kindergarten to grade 9 and is a high-risk activity at all grade levels. Teachers who wish to instruct a high risk activity like scuba diving require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 10 - 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use certified equipment and have it checked before every class by a certified instructor.
- Mask should fit properly and should be watertight and snorkel tube fits mouth and is unobstructed.
- Fins must fit properly.
- No gum or candy.
- Remove all jewelry (other than medical alert jewelry) prior to participation in scuba diving activities.
- Wear appropriate swimwear.
- No shoes on deck.

#### FACILITIES

- Use a school or community swimming pool.
- Don't use backyard pools for class instruction.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Familiarize students with emergency procedures relating to the pool facility.
- Students should meet a minimum swimming level, e.g., swimming 100 m any stroke and treading water for three minutes.
- Instructor should be informed of students with medical problems that may affect their safety in the water.
- Students should be informed of, and adhere to, the following rules:
  - No running or pushing on deck.
  - Stay clear of diving area.
  - No diving off deck into shallow end.
  - No horseplay.
  - Follow all pool rules.
- Students should take showers before entering the pool.
- Students with infected cuts or sores should not be in the pool.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.



## SCUBA DIVING continued

### SUPERVISION

- Provide constant visual supervision.
- Have a qualified lifeguard on deck at all times.
- Teacher should have access to a phone.
- Teacher accompanies students to the pool and remains in the area during instruction.
- Have instructor with current certification from one of the following:
  - *A.C.U.C. The Association of Canadian Underwater Councils, or*
  - *N.A.U.I. National Association of Underwater Instructors, or*
  - *Professional Association of Diving Instructors.*
- The ratio of qualified instructors to students is 1:20.

## SKATING (ICE)

### GRADES K - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- Keep a first aid kit available on site. If the school is not bringing a kit to the arena, ensure that the arena manager has a kit available and knows its location.
- Wear a CSA approved **hockey or speed skating** helmet. Bike helmets **MUST** not be worn.
  - Ensure that the approved helmet fits the student properly and that the chin strap is snug and securely fastened.
- Teachers must communicate to students and parents/guardians the importance of:
  - Properly fitted skates.
  - Gloves or mitts.
  - A CSA approved hockey/speed skating helmet is preferable.
  - How to transport skates safely.
- If skating outdoors, dress for weather conditions.
- Remove all jewelry (other than medical alert jewelry) prior to participation in skating activities.
- No gum or candy.

#### FACILITIES

- Before skating on outdoor ponds, determine ice safety with absolute certainty. Contact local authorities for information.
- Use an ice surface that is clean, free from debris and deep ruts.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills taught.
- A portion of the ice time should be used for instruction.
- Activities should be appropriate to the skill level of the students.
- Safety rules must be clearly explained to students.
- Make students and parents aware of the need for extra caution and control on the ice including common procedures such as skating in the same direction during a free skate.
- Teacher should discuss frostbite with students, and how to recognize and treat it (outdoor skating).
- Stress skating technique, not speed, in all games, challenges, and drills.
- Activities/games should be taught/played only after students are able to start and stop safely.
- When students are skating in a venue that has boards, don't allow students to use boards to assist them in stopping. Allow plenty of room for students to safely stop before reaching the boards.
- Provide ice space for beginning skaters separate from accomplished skaters until beginning skaters master basic skills.
- Teacher should stress skating technique – not speed – in all games, activities, challenges and drills.
- Tag-type games, racing and "crack-the-whip" must be avoided.
- Students should be provided with opportunity to re-hydrate during activity.
- At the elementary level, parents must be informed by letter of their child's involvement in skating and the importance of wearing a properly fitting helmet and proper hand covering.
- Make parents aware of off-campus activities and the mode of transportation.

## **SKATING (ICE)** continued

### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Teacher should have access to a phone.

## SKIPPING

### GRADES K - 12

#### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use ropes of appropriate length for size and ability of students.
- Students should wear suitable clothing and footwear. Wear shoes at all times - no bare or stocking feet. Remind students to tie shoes securely.
- Remove all jewelry prior to participation in skipping activities.
- No gum or candy.

#### FACILITIES

- Playing surface and surrounding area should be clean, free of debris and obstructions and provides safe footing and good traction.
- Provide adequate personal space.
- Move loose clothing away from playing area.
- Floor sockets should have cover plates in place.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Students should be provided with opportunity to re-hydrate during activity.

#### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## SNORKELING

### GRADES 9 - 12

Snorkeling is not a recommended in-class activity for students from kindergarten to grade 9 and is a high-risk activity at all grade levels.

Schools are encouraged to consider alternative program options to replace high-risk activities.

Teachers who wish to instruct a high-risk activity like snorkeling require written permission from the Superintendent of School Operations in charge of safety.

#### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Check equipment regularly to ensure it is in good working condition. Mask should fit properly and is watertight and snorkel tube fits mouth and is unobstructed.
- Fins, if worn, must fit properly.
- Use certified equipment.
- No gum or candy.
- Remove all jewelry (other than medical alert jewelry) prior to participation in snorkeling activities.
- Wear appropriate swimwear.
- No shoes on deck.

#### FACILITIES

- Use a school or community swimming pool.
- Don't use backyard pools for class instruction.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Familiarize students with emergency procedures relating to the pool facility.
- Students should meet a minimum swimming level, e.g., swimming 100 m any stroke and treading water for three minutes.
- Instructor should be informed of students with medical problems that may affect their safety in the water.
- Students should be informed of, and adhere to, the following rules:
  - No running or pushing on deck.
  - Stay clear of diving area.
  - No diving off deck into shallow end.
  - No horseplay.
  - Follow all pool rules.
- Students should take showers before entering the pool.
- Students with infected cuts or sores should not be in the pool.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.

## **SNORKELING** continued

### **SUPERVISION**

- Provide constant visual supervision.
- Have a qualified lifeguard on deck at all times.
- Teacher should have access to a phone.
- Teacher accompanies students to the pool and remains in-the- area during instruction.
- The ratio of qualified instructors to students: 1:20.
- Have an instructor with one of the following certifications:
  - A.C.U.C. The Association of Canadian Underwater Councils, or
  - A.C.U.C. Snorkeling Instructor's Program, or
  - N.A.U.I. National Association of Underwater Instructors, or
  - P.A.D.I. Professional Association of Diving Instructors.

## SOCCER

### GRADES K - 12

#### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Secure moveable heavy wood and metal outdoor nets to the ground.
- If using a moveable outdoor soccer goal, select one that is counter-balanced in order to reduce the potential for tipping.
- Inspect nets regularly.
- Use Nerf balls or indoor soccer balls for indoor soccer. Outdoor balls must not be used indoors for games but may be used for indoor drills.
- Students should wear suitable clothing and footwear. No metal cleats. No stocking feet. Remind students to tie shoes securely.
- Consider the use of "soccer goal gloves" for regulation indoor and outdoor soccer. Gloves are not needed when using a Nerf soccer ball.
- Remove all jewelry prior to participation in soccer activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- Playing area should be inspected regularly and free of debris and obstacles and provide good footing and good traction.
- Play in an area that is well away from traffic.
- Holes and severely uneven surfaces should be brought to the attention of the students. Notify the principal.
- There should be sufficient turf for proper traction and impact absorption.
- Use collapsible, soft pylons, or field paint to mark boundaries and lines.
- For indoor soccer, gymnasium floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Slide-tackling should not be used in any type of soccer activity.
- Tackling from behind IS STRICTLY PROHIBITED.
- Students should be provided with opportunity to re-hydrate during activity.
- Time spent on heading drills should be limited. Heading drills should not be taught at the elementary school level unless using soft Nerf-type balls.
- A goal crease should be established for indoor soccer, and no other player except the goalie should be allowed in the crease.
- Insist that students must never climb on moveable outdoor goals.
- Instruct students in the safe handling of and potential dangers associated with moveable outdoor goals.
- Parents and students must be informed of importance of sun protection.

## **SOCCER** continued

### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.



## SOFTBALL REGULATION

### GRADES 7 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Safety base at first base is required.
- Wood bats should be free of cracks and have a proper grip. Aluminum bats should have adequate grip.
- If using a regulation softball, batters and base runners must wear helmets, and fielders should wear gloves.
- Metal and compound cleats must not be worn. Molded baseball cleats or running shoes may be worn.
- Suitable clothing and footwear should be worn. Remind students to tie shoelaces securely.
- Catcher's mask with throat protector, helmet and chest protector must be worn.
- Require umpire to wear a mask if behind catcher.
- Suggest that umpire wears shin guards and a chest protector for added protection.
- Remove all jewelry prior to participation in softball activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- Use a playing field that is away from open roadways so that players don't run into traffic.
- If more than one activity is going on, insure that a safe distance exists between the activities.
- Playing area should be inspected regularly and free of debris and obstacles and provide safe footing and good traction.
- Holes and severely uneven surfaces should be brought to the attention of the students. Notify the principal.
- There should be sufficient turf for proper traction and impact absorption.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Students should be taught to use proper grip (not cross-handed) when batting.
- Teach players to lay down or drop the bat after hitting, not release it during the follow-through of the swing.
- To avoid dangers of being hit by a slipped bat or foul ball, require non-fielding players to stand well back (10 metres or more) of the batter's box or behind a screen or fence. (Keep fingers away from the screen).
- Students should be provided with opportunity to re-hydrate during activity.
- If an umpire is used, he/she should not be positioned behind home plate. He/she should stand behind the pitcher, behind the screen or outside the baselines.
- Students should not be allowed to slide into bases.
- Force play rule at all bases, including home plate should be used.

**SOFTBALL** continued  
REGULATION

**SPECIAL RULES / INSTRUCTION** continued

- There should be a commit line between third and home base.
- Parents and students must be informed of importance of sun protection.

**SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## **SOFTBALL**

### **SLOW-PITCH/T-BALL**

#### **T-BALL: GRADES K – 3**

#### **SLOW-PITCH: GRADES 4 - 12**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Wood bats should be free of cracks and have a proper grip. Aluminum bats should have adequate grip.
- If using a regulation softball, batters and base runners should wear helmets, and fielders should wear gloves.
- Consider the use of slow pitch balls or restricted flight balls.
- Ensure that catcher wears a mask.
- Metal and compound cleats must not be worn. Molded baseball cleats or running shoes may be worn.
- Suitable clothing and footwear should be worn. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in T-Ball/Slow-Pitch activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### **FACILITIES**

- Use a playing field that is away from open roadways so that players don't run into traffic.
- If more than one activity is going on, ensure that a safe distance exists between the activities.
- Playing area should be inspected regularly and free of debris and obstacles and provide safe footing and good traction.
- Holes and severely uneven surfaces should be brought to the attention of the students. Notify the principal.
- There should be sufficient turf for proper traction and impact absorption.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Students should be taught to use proper grip (not cross-handed) when batting.
- Teach players to lay down or drop the bat after hitting, not release it during the follow through of the swing.
- To avoid dangers of being hit by a slipped bat or foul ball, require that non-fielding players stand well back (10 m or more) of the batter's box or behind a screen or fence. (Keep fingers away from the screen).
- Back catcher should be located a safe distance behind home plate. A back catcher is not intended to catch the pitch but rather to retrieve the ball.
- Have umpires stand behind the pitcher, behind the screen or outside the baselines.
- Students should not be allowed to slide into bases.
- Force play rule at all bases, including home plate should be used.
- Students should be provided with opportunity to re-hydrate during activity.

**SOFTBALL** continued  
SLOW-PITCH/T-BALL

**SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## SWIMMING

### GRADES K - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Standard safety equipment should be used, as stated in pool regulations, e.g., ring buoys, reaching poles and spinal boards.
- Electrical equipment should be properly grounded.
- Appropriate swimwear should be worn. No shoes on deck.
- Device to keep hair from obstructing vision should be used, e.g., elastic.
- Remove all jewelry (other than medical alert jewelry) prior to participation in swimming activities.
- No gum, candy or food in pool area.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- Suitable facilities include school or community pools that conform to the Swimming National Canada (SNC) safety standards. Where facilities do not conform to SNC standards for safety, modifications to the rules should be made, e.g., where pools are less than the required depth, swimmers start in the water rather than dive from the deck.
- Backyard pools must not be used.
- Pool deck should be kept clear of obstacles and cleared of excess water.
- For pond/lake swimming, see Outdoor Education.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Teachers with relevant certification may provide swim instruction without an additional lifeguard only when the pool is being used solely for aquatic instruction.
- Students should be informed of, and adhere to, the following rules:
  - No running or pushing on deck.
  - Stay clear of diving area.
  - No diving off deck into shallow end.
  - Do not conduct practice starts in water depth less than 1.2 m.
  - No horseplay.
  - Follow all pool rules.
- Take showers if possible before entering the pool.
- No students with infected cuts or sores in pool.
- Initial screening/testing should be done in the shallow end.
- Inform in-charge person on deck of any student having medical conditions that may affect the student's safety in the water. Conditions that require specific mention include a history of diabetes, asthma, heart condition, convulsions, epilepsy, and frequent ear infections.
- Diving should be at 1 metre board or lower and no rotations allowed.
- Students should be provided with opportunity to re-hydrate during activity.

## **SWIMMING** continued

### **SPECIAL RULES / INSTRUCTION** continued

- Obtain signed parent permission for participation at the elementary level.
- Parents and students must be informed of importance of sun protection.
- Make parents aware of off-campus activities and the mode of transportation.

### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Teachers should accompany students to the pool and stay on the deck, in the stands or in the pool.
- Students must ask permission to leave pool area.
- Change rooms should be closely and frequently monitored.
- Emergency phone should be accessible.
- Ensure that instructor(s) providing life saving instruction have current Royal Life Saving Society Bronze Cross or equivalent certification.
- Suggested ratio of qualified lifeguard/instructor to students: 1:25.

## **TABLE TENNIS**

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Use regulation size table tennis paddles and balls.
- Check tables and paddles to be sure they are in good condition.
- Suitable clothing and footwear should be worn. No stocking feet. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in table tennis activities.
- No gum or candy.

#### **FACILITIES**

- Teacher should ensure that there is room for mobility around tables.
- Playing surface & surrounding area should be clean, smooth, level, free of all obstacles and provides safe footing and good traction.
- Gymnasium floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Establish a careful routine for set-up and dismantling of tables with direct teacher supervision.

#### **SUPERVISION**

- Provide on-site supervision during set-up and dismantling of tables.
- Provide in-the-area supervision during play following initial skill instruction and after all safety concerns have been emphasized.

## TEAM HANDBALL

### GRADES 3 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- A Nerf, Gatorskin, poof or other foam filled ball should be used for Grades 3 – 9. Inflated regulation team handballs may be used for Grades 9 - 12.
- Regulation team handball nets should be safely stored when not in use.
- Suitable clothing and footwear should be worn. No stocking feet. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in team handball and tchoukball activities.
- No gum or candy.

#### FACILITIES

- Playing surface and surrounding area should be clean, free of all obstacles and provide safe footing and good traction.
- Gymnasium floor sockets should have cover plates in place.
- Move loose clothing away from playing area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Modify activities and rules to suit the age and ability of students and the facilities/equipment available.
- No body contact.
- Clearly identify a crease area if using a goalie, e.g., full key area.
- Allow only the goaltender in the crease area.
- Reduced size teams, may be considered along with playing cross-courts by more teams at the same time.
- Drills should be organized to minimize the risk of being hit with an inflated ball.
- Students should be provided with opportunity to re-hydrate during activity.

#### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.



## **TETHERBALL**

### **GRADES K - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Use a tetherball that is in good repair, with properly working connections at ball and at pole.
- Use a rope that is in good repair and not excessively frayed.
- Check pole periodically. Repair a pole with a severe lean or one that is loose at the base.
- Suitable clothing that permits unrestricted movement and footwear should be worn. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in tetherball activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### **FACILITIES**

- Place tetherball poles in areas away from traffic and away from areas where other games are played, e.g., volleyball, four square, basketball.
- Playing surface and surrounding area should be level, free of all obstacles and provides safe footing and good traction.
- Report holes and severely uneven surfaces to the principal and make students aware of them.
- Move loose clothing away from playing area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Instruct children in skills and rules before the game is played.
- No tetherball games in slippery, wet conditions.
- Students should be provided with opportunity to re-hydrate during activity.
- Inform students of importance of sun protection.

#### **SUPERVISION**

- Provide in-the-area supervision during play following initial skill instruction and after all safety concerns have been emphasized.
- Require that tetherball be set up by an adult or a student under adult supervision.

## TOBOGGANING

### GRADES K - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Toboggan must be in good repair with no jagged edges.
- Clothing must be appropriate for outdoor activity.
- Hat and gloves must be available for use.
- Tie or pin back long hair when it could obscure vision.
- Remove all jewelry (other than medical alert jewelry) prior to participation in tobogganing activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- No long scarves.
- Strongly consider the use of helmets.

#### FACILITIES

- Use an area free of obstructions and hazards.
- For any site, students must be made aware of the boundaries for activity.
- An appropriate site should have proximity to warmth, food and other facilities.
- Snow may be packed, but **not** icy.
- Hill, and run out section at bottom of hill, should be free of hazards, e.g., trees, traffic.
- Run out should be adequate for safe stopping.
- Top of slope should have a level take-off/launch area.
- The steeper the slope angle, the shorter the slope length should be.
- Use an area that is located away from roadways.

#### SPECIAL RULES/INSTRUCTION

- Skills should be taught in proper progression.
- Activities should be based on skills that are taught.
- Students should be informed of the boundaries for the activity.
- Teachers should consider the following conditions when choosing a site: sun, wind, wind chill and snow conditions as well as suitability of terrain.
- Inform students of acceptable standards of behavior.
- Emphasize safety.
- No racing.
- Students must be seated on toboggans. No lying down or standing.
- Students should not be allowed to ride toboggans over jumps or obstacles.
- Teacher should inform students about frostbite and hypothermia and how to recognize and treat.
- Establish emergency procedures.
- Students should not be allowed to push others.
- There should be a safe distance between descending toboggans.
- Students should not be allowed to jump in front of descending toboggans.

## **TOBOGGANING** continued

### **SPECIAL RULES/INSTRUCTION** continued

- Toboggans should not be overloaded. Teacher should ensure an appropriate number of students are on each toboggan.
- A safe procedure for students to clear bottom area and to return to top of hill should be established.
- Be aware of students with a history of asthma and other respiratory conditions.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.
- Make parents aware of off-campus activities and the mode of transportation.

### **SUPERVISION**

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- If dividing class into groups, duties of supervisors for each group must be clearly outlined.
- Teacher should have access to a phone.
- There must be a designated supervisor (teacher, parent or responsible adult) with a vehicle to accompany an injured student to hospital. This must not be the supervisor in charge of the activity.

## TRACK AND FIELD DISCUS

### GRADES 7 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use a discus that is of a size appropriate for the age, gender, and physical maturity of the student.
- Use a discus that is free of cracks, chips and other damage. Check the discus regularly for damage.
- Provide protective screening around the throwing area. A baseball screen may provide suitable protection.
- Suitable clothing and footwear should be worn. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in track and field activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- The landing area should be well marked and void of people during the activity.
- Choose a throwing area that is level, free of obstacles and completely closed to traffic. (No other activity must be located in the area where discus is taking place.)
- Ensure that the discus circle/area provides safe footing and good traction.
- When conditions are wet:
  - Provide more landing area as implements can slide farther on a wet surface.
  - Position all people out of all possible lines of flight as implement may slip out of thrower's hand more easily.
  - Towel or rag should be available for drying the discus.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Students not throwing must be behind the thrower in a marked off area a minimum of 5 metres away.
- Instruct students in safe throwing and retrieving procedures.
- Instruct students in safety prior to teaching and practice.
- Establish precautions to ensure the safety of all students before any activity with the discus begins.
- Where there is more than one thrower, they must stand a safe distance apart on the throwing line.
- All discuses should be transported safely to and from throwing area.
- Students should not be allowed to turn (spin) more than 90 degrees in the throwing action.
- Throwers only should have a discus.
- Discus must only be thrown in one direction, free of traffic.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students should be informed of the importance of sun protection.

**TRACK AND FIELD** continued  
DISCUS

**SUPERVISION**

- Constant visual supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.

## TRACK AND FIELD

### HIGH JUMP

#### **GRADES 3 - 12**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Landing area should be appropriate for the age, size and skill level of the students, and adequately covered with a minimum of one landing mat: minimum size 1.5 m x 3 m x 60 cm (5 ft. x 10 ft. x 24 in.) mat for secondary students doing back layout technique
- Place standard utility mats around the landing surface with no gaps.
- Two jumping pits used side by side should be securely fastened together, and be of the same thickness and compaction rating.
- Fiberglass or alternative crossbars (e.g., elastic) are recommended during in-class activities.
- Do not use metal cross bars.
- Check crossbars for cracks regularly.
- Check pits regularly for damage.
- Standards should be weighted at bases if they tend to tip over easily.
- Suitable clothing and footwear should be worn. Remind students to tie shoes securely. No bare or stocking feet.
- Tie or pin back long hair when it could obscure vision.
- Remove all jewelry prior to participation in track and field activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### **FACILITIES**

- For both indoor and outdoor jumping, design area so that approach area is clear, level, smooth, dry and traffic-free.
- For indoor jumping, the floor should provide a suitable surface to prevent slipping.
- Move loose clothing away from jumping area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Require student bar monitors to stay in front and off to the side of standards at all times.
- Stress progressions and technique rather than competition.
- Stress a short, controlled approach, somewhere between 3 and 9 steps.
- If student is using "back layout/flop style", encourage take-off closer to the nearest upright on approach.
- No jumping when there are slippery conditions.
- Ensure that landing mats and velcro mats are firmly secured and do not slide when jumper lands.
- Observe proper lifting technique (using legs and keeping back straight) while moving heavy high jump pits.
- Students should be provided with opportunity to re-hydrate during activity.

**TRACK AND FIELD** continued  
HIGH JUMP

**SPECIAL RULES / INSTRUCTION** continued

- Parents and students should be informed of the importance of sun protection.
- It is advisable that any teacher who is unfamiliar with high jump technique seeks assistance from appropriate support staff and/or refrains from using the equipment until help is received.

**SUPERVISION**

- Constant visual supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.

## TRACK AND FIELD HURDLES

### GRADES 7 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Hurdles should be inspected to ensure stability and that there are no splinters, cracks or other hazards.
- Set sliding weights at minimum level.
- Use “scissor” hurdles, light hurdles, or loose crossbars for classroom instruction.
- Suitable clothing and footwear should be worn. No track spikes. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in track and field activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- Activity area should provide a clear, flat surface with safe footing and good traction.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Instruct students on how to set up equipment properly so that knocked hurdles will not resist their fall.
- When students take turns, teacher should ensure they do not follow too closely behind each other.
- Stress the importance of students remaining in their assigned lane and to look both ways before crossing the track.
- Students must run in one specified direction.
- Modify heights and distances to accommodate different ability levels.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

#### SUPERVISION

- Constant visual supervision is recommended for initial skill instruction.
- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.



## TRACK AND FIELD

### JAVELIN

#### GRADES 7 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Javelin-type implements, e.g., regulation javelin, Turbo javelin, blunted javelin or wooden dowel should be of appropriate size, weight and material for students.
- Have inexperienced students use a blunted javelin, wooden dowel or a badminton shuttle.
- Suitable clothing and footwear should be worn. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in track and field activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- Use a runway that is smooth, flat, and free of obstacles and provides safe footing and good traction.
- Landing area should be well marked and void of people during activity.
- Javelin throwing area should be clearly marked with a designated safe zone for spectators behind the throwing area.
- When conditions are wet:
  - Provide more landing area as implements can slide farther on a wet surface.
  - Position all people out of all possible lines of flight as implement may slip out of thrower's hand more easily.
- Towel or rag should be available for drying the javelin.
- No other activity in the area where the javelin is being thrown.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Teach students to lead and throw with the elbow to avoid elbow injuries.
- Enforce the "all throw" and "all retrieve" rule when more than one student is participating.
- Safe routines should be established for transporting implements to and from throwing area (e.g., implements should NEVER be thrown or played with while they are being carried to or from the throwing area) and for the throwing and retrieving of the javelin-type implements.
- Have spectators and non-competing athletes remain behind the throwing area.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

#### SUPERVISION

- Constant visual supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.

## TRACK AND FIELD SHOT PUT

### GRADES 7 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Only shots designed for indoor use should be used in the gymnasium.
- Use equipment of appropriate size weight and material for age and strength of student.
- Towel or rag should be available for drying the shot put.
- Suitable clothing and footwear should be worn. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in track and field activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

#### FACILITIES

- Landing area should be well marked and void of people during activity.
- Putting area should be free of obstacles and provide safe footing and good traction.
- Putting area should be clearly marked with a designated safe zone for spectators behind the putting area.
- When conditions are wet:
  - Position all people out of all possible lines of flight as implement may slip out of thrower's hand more easily.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Teach standing shot-put technique (no spin) or O'Brien technique (backwards slide plus 180 degree rotation).
- Establish safe routines for putting and retrieving of shots.
- Safe routines should be established for transporting shots to and from the putting area (e.g., shots should NEVER be thrown or played with while they are being carried to or from the throwing area) and for putting and retrieving of shots.
- Have only one specified putting direction, completely free from traffic.
- Students waiting a turn must be in a marked-off area a minimum of 4 metres behind the toe line.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

#### SUPERVISION

- Constant visual supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.

## TRACK AND FIELD

### TRACK EVENTS

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

**50 m, 100m 200 m: Grades K – 12**

**400 m, 800 m: Grades 4 – 12**

**1500 m, 3000 m: Grades 7 – 12**

**Relays: K - 12**

### RISK LEVEL: LOW

### EQUIPMENT

- First aid kit should be stocked and accessible.
- Use plastic or aluminum relay batons.
- Suitable clothing and footwear should be worn. No spikes of any kind are to be worn. No bare feet. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in track and field activities.
- Tie or pin back long hair when it could obscure vision.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.

### FACILITIES

- Use outdoor areas that are designated for running, clearly marked, away from other activities, checked for hazards, and that provide safe footing and good traction.
- "Blacktop" strips and open fields may be used if areas are suitable, smooth, clean, level and provide safe footing and good traction.
- Run out areas should be in place for all running events.
- Students running off-site for practice should use an approved route.
- Inspect all tracks annually and maintain as necessary.
- Move loose clothing away from running area.

### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Teach the skills associated with running in a progression of developmental steps.
- For distance running practice, the length of the route should be appropriately modified for the age and ability level of students. Take into account:
  - Temperature of the day.
  - Previous training and length of preparation.
- Students should be made aware of field events while practicing on the track.
- Where school hallways or stairways are used for indoor running, appropriate safety measures should be place including:
  - Side doors should not open into running area.
  - Hallway protrusions should be clearly marked.
  - School community should be informed of times and locations of indoor running.
  - Hall double doors should be secured open.

## **TRACK AND FIELD** continued TRACK EVENTS

### **SPECIAL RULES / INSTRUCTION** continued

- Monitors should be positioned at corners.
- Floor surface should be dry and provide good footing.
- No running near glass showcases.
- Place pylons at stop points.
- Repetitive warm-ups indoors should be done on a properly padded surface.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

### **SUPERVISION**

- Provide on-site supervision for sprints and relays.
- Provide in-the-area supervision for middle distance (400 m, 800 m 1500 m and 3000 m) events.
- When running above distances, students may be temporarily out of sight. Thus, running in pairs or groups is advised.
- Emergency phone should be accessible.

## TRACK AND FIELD

### TRIPLE JUMP, LONG JUMP

#### **LONG JUMP: GRADES K – 12**

#### **TRIPLE JUMP: GRADES 4 - 12**

**RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Rake and shovel should be kept away from the landing pit and run-up area when not in use.
- Rake and shovel should be free of splinters.
- Suitable clothing and footwear should be worn. No spikes of any kind. No bare feet. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in track and field activities.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Use insect repellent as needed.
- Equipment includes:
  - sand pit
  - rake
  - shovel or spade
  - broom

#### **FACILITIES**

- Pit should be filled with sand to a depth of 30 cm to meet International Amateur Athletic Federation (IAAF) specifications.
- Ensure that landing area is soft and deep with plenty of sand and no foreign objects. Landing area should be well raked and free of debris.
- Pit should be a minimum width of 1.8 m and it must be long enough to accommodate the longest jumper. There should be a maximum of 0.50 m between takeoff board and front edge of pit.
- Use a takeoff and runway surface that is clear, firm and flat with safe footing and good traction. If necessary sweep the runway surface to remove excess sand.
- Take-off boards must be firmly attached.
- Landing pit should be maintained throughout the season and after any heavy rain.
- Dig pit at the beginning of the season and after a heavy rainfall.
- Locate pits so they are removed from high traffic areas and away from other activity sites, e.g., ball diamonds.
- Locate take-off boards appropriate for the ability of the student.
- Move loose clothing away from runway and landing pit.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Skills must be taught in a developmental sequence, e.g., short five-step approach and build up to 13 – 17 step approach.
- No jumping when there are slippery conditions.

**TRACK AND FIELD** continued  
TRIPLE JUMP, LONG JUMP

**SPECIAL RULES / INSTRUCTION** continued

- A jumping procedure should be established, e.g., remove a cone from the take-off board when ready for the next student to make his/her approach.
- Students should be trained to rake. As part of training, include rules such as:
  - Remove rake before next student begins approach.
  - Begin raking after student is out of pit.
  - Rake sand into the middle of the pit rather than out to the sides.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

**SUPERVISION**

- Provide constant visual supervision during initial lessons.
- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Emergency phone should be accessible.

## ULTIMATE FRISBEE

### GRADES K - 12

#### RISK LEVEL: LOW

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Disc size should be suited to the ability level of students and the wind condition of the day, e.g., soft (cloth) disc, heavy discs.
- Discs must be inspected for cracks or spurs.
- Suitable clothing and footwear should be worn, e.g., no metal cleats. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in Ultimate Frisbee.
- No gum or candy.
- Wear sun protection for summer and winter outdoor activities.
- Wear insect repellent as needed.

#### FACILITIES

- Select a playing area that is level, free from debris, obstructions and large holes, provides safe footing, good traction and is well removed from traffic areas.
- Report holes and severely uneven surfaces to the principal and make students aware of them.
- Goal posts must be padded if in field of play.
- Condition of turf should allow for proper traction and impact absorption.
- Indoors:
  - *Use a floor surface that is clean, level, provides safe footing and good traction and is free of all obstacles such as tables, chairs, etc.*
  - *Floor sockets should have cover plates in place.*
  - *Move loose clothing away from playing area.*

#### SPECIAL RULES/INSTRUCTION

- Skills should be taught in proper progression.
- Games and activities should be based on skills that are taught and wind conditions.
- Body contact should not be allowed.
- Students should be provided with opportunity to re-hydrate during activity.
- Parents and students must be informed of importance of sun protection.

#### SUPERVISION

- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

## **VOLLEYBALL/BEACH VOLLEYBALL/NEWCOMBE BALL**

### **GRADES 4 - 12**

#### **RISK LEVEL: LOW**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Standards should be stored in a safe manner, eliminating the risk they could fall on someone.
- Nets should have no exposed frayed wires.
- Padding around the poles, including cranks and support, from the floor up to the bottom of the net is recommended.
- Use ball appropriate for age and ability of students.
- Suitable clothing and footwear should be worn. Remind students to tie shoes securely. No stocking feet. Remind students to tie shoelaces securely.
- Remove all jewelry prior to participation in volleyball activities.
- No gum or candy.
- If playing volleyball outdoors, wear sun protection and insect repellent as needed.

#### **FACILITIES**

- Playing surface and surrounding area should be clean, free of debris and obstructions and provide safe footing and good traction.
- Use outdoor volleyball courts that provide safe footing.
- Require students who are attaching net to pole to stand or chair, bench or ladder. Do not allow them to climb the standards.
- Floor socket cover plates must be replaced when standards are removed. All other floor socket plates should be in place.
- Antennae should be flush with the bottom of the net.
- Beach volleyball courts should have a sufficient amount of sand so that there are no bare or hard dirt areas.
- Move loose clothing away from playing area.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Modify activities/rules to the age and ability level of the students.
- Organize drills so as to minimize the risk of being hit with an errant ball.
- Students should be instructed in set-up and take-downs of nets.
- Diving should not be included as part of the program for elementary school students.
- Students should be provided with opportunity to re-hydrate during activity.

#### **SUPERVISION**

- On-site supervision is recommended during initial lessons and when setting up equipment.
- In-the-area supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.



## WALL CLIMBING

Teachers who wish to instruct wall climbing require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 3 – 12

#### RISK LEVEL: HIGH

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Wear suitable clothing and footwear.
- Tie or pin back long hair.
- Ropes and associated climbing equipment designed specifically for wall climbing must be used.
- A correct base anchor plate belay system or belay off the harness, incorporating a mechanical belay system must be used, e.g., Gri Gri; stitch plate, ATC or Tuber type of belay device.
- Instructor should inspect all equipment prior to climbing activity.
- Check wall for loose grips/holds before using.
- Remove all jewelry (other than medical alert jewelry) prior to participation in wall climbing activities.
- No gum or candy.
- These rules apply to climbing walls that do not exceed 3 metres in height:
  - Mats (4 cm thick) must be placed at the foot of the wall to ensure a safe landing area.
  - Students should not be waiting on the mats for their turn – keep mats clear at all times.

#### FACILITIES

- Climbing area must be appropriate for skill level of the students.

#### SPECIAL RULES/INSTRUCTION

- Teach skills in proper progression.
- All students must receive formal instruction.
- Lead climbing or protection placement by students must not be allowed.
- Safety procedures must be clearly outlined to students.
- Teacher/instructor should be familiar with the climbing facility.
- Students should be allowed to select the challenge of their choice, as long as they do not exceed their own limits.
- Students must be allowed to opt out of particular challenges and must not be encouraged to perform skills beyond their physical and psychological abilities.
- Control the number of students climbing the wall.
- Students waiting their turn should never stand below a climber.
- Students must climb down (not jump down).
- Students must avoid physical contact with each other.
- Students should be provided with opportunity to re-hydrate during activity.
- Obtain signed parent permission form for participation.
- Make parents aware of off-campus activities and the mode of transportation.

## WALL CLIMBING continued

### SUPERVISION

- Constant visual supervision is required for initial teaching.
- On-site supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- A trained individual responsible for providing first aid to injured students should be present during the entire activity.
- Teacher must accompany students to the site and remain on-site during instruction if a person other than the teacher is doing the instructing.
- Emergency phone should be accessible.
- A suitable means of transporting an injured climber must be accessible.
- Suggest guideline of 1:10 ratio of certified instructor to students.

## WATER POLO

Teachers who wish to instruct water polo require written permission from the Superintendent of School Operations in charge of safety.

### GRADES 9 - 12

#### RISK LEVEL: HIGH

#### CLOTHING/FOOTWEAR

- First aid kit should be stocked and accessible.
- Standard safety equipment should be used, as stated in pool regulations, e.g., ring buoys, reaching poles and spinal boards.
- Wear appropriate swimming attire. No outside shoes on deck.
- Device to keep hair out of the students' eyes should be worn.
- Remove all jewelry (other than medical alert jewelry) prior to participation in water polo activities.
- No gum or candy.

#### FACILITIES

- Use a school or community swimming pool.
- Don't use backyard pools or lake sites for class instruction.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Games and activities should be based on skills that are taught.
- Inform swim instructor of any students having any medical problems that may affect the student's safety in the water.
- Students with infected cuts or sores should not be in the pool.
- Require students to meet a minimum swimming standard (e.g., swim 100 m any stroke and tread water for 3 minutes).
- Trim fingernails and toenails closely.
- Modify rules to accommodate age and ability of students.
- Students should be informed of, and adhere to, the following rules:
  - No running or pushing on deck.
  - Stay clear of diving area.
  - No diving off deck into shallow end.
  - No horseplay.
  - Follow all pool rules.
- Students should take showers before entering the pool.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.

#### SUPERVISION

- On-site supervision is required by the teacher following initial skill instruction and after all safety concerns have been emphasized.
- Have a certified lifeguard on duty at all times.
- Suggested guideline: 1:25 ratio per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.

## **WATERPOLO** continued

### **SUPERVISION** continued

- Teachers with current Red Cross Water Safety Instructor certification or equivalent can provide swim instruction without an additional lifeguard only when the pool is being used solely for aquatic instruction.
- Emergency phone should be accessible.
- Students must ask permission to leave pool area.
- A person with current first-aid certification must be accessible.
- Each instructor can supervise only one class or group.

## **WEIGHT TRAINING**

### **GRADES 7 - 12**

#### **RISK LEVEL: MODERATE**

#### **EQUIPMENT**

- First aid kit should be stocked and accessible.
- Inspect all equipment regularly and repair as necessary.
- Weights not in use should be stored on appropriate racks, and in such a way that they do not present a safety hazard.
- Suitable clothing and footwear should be worn, e.g., no sandals. Remind students to tie shoelaces securely.
- Remove all jewelry (other than medical alert jewelry) prior to participation in weight training activities.
- No gum or candy.

#### **FACILITIES**

- Secure weights in a secure storage area that can be locked when it is not in use.
- Floor below free weight activities should provide sufficient traction so weights do not slide or roll.
- Move loose clothing away from lifting area.
- Provide a lifting surface that is clean, free of all obstacles and provides safe footing and good traction.
- Weight room should be locked when unsupervised.

#### **SPECIAL RULES / INSTRUCTION**

- Teach skills in proper progression.
- Activities should be based on skills that are taught.
- Instruct all students in proper lifting techniques, safety procedures and program progressions that are reflective of the student's weight, skill and age.
- Use a buddy system when lifting free weights over body.
- Secure free weight plates in place before using.
- Individualize all programs.
- Students should be provided with opportunity to re-hydrate during activity.
- Make parents aware of off-campus activities and the mode of transportation.

#### **SUPERVISION**

- On-site supervision is required for initial use of free weights and weight machines.
- In-the-area supervision is required, following instructions on safe use.
- Student workouts must be with a partner.

## WRESTLING

### GRADES 4 - 12

#### RISK LEVEL: MODERATE

#### EQUIPMENT

- First aid kit should be stocked and accessible.
- Wrestling mats or general utility mats should be used:
  - Ensolite 3.8 cm (1 ½ in.), 3.1 cm (1 ¼ in.), or 2.5 cm (1 in.);
  - Trocellen 5.1 cm (2 in.);
  - Ethefoam 3.8 cm (1 ½ in.);
  - Sarneighe 3.8 cm (1 ½ in.);
  - Mats of equivalent compaction rating.
- Mats should be attached together or aligned so separation does not occur.
- Mat surfaces should be checked regularly for irregularities and cleaned with bleach prior to use.
- Suitable clothing should be worn. Bare feet are permissible. Remind students to tie shoelaces securely.
- Wrestling shoes or other appropriate footwear must be worn, e.g., no sharp edges, lace tips.
- Remove all jewelry prior to participation in wrestling activities.
- Eyeglasses must not be worn.
- No gum or candy.

#### FACILITIES

- Mat surfaces should be checked regularly for irregularities and cleaned with bleach prior to use.
- Area surrounding mats must be free of obstructions and hazards.
- Suitable clearance should be allowed from the edge of wrestling area to the surrounding walls. If clearance from wrestling area is less than 6 m (6 ½ ft.), walls should be padded.
- Move loose clothing away from wrestling area.

#### SPECIAL RULES / INSTRUCTION

- Teach skills in proper progression.
- Rules and illegal moves must be outlined.
- Encourage parterre "down" wrestling for beginner wrestlers.
- Warm-up activities must emphasize conditioning and flexibility.
- Outline rules and illegal moves.
- Match participants of similar weight, strength and gender.
- Maximum time limit must be two minutes per round and one round per match.
- Keep fingernails closely trimmed.
- Students with communicable skin conditions must not wrestle.
- All infections, burns and open cuts must be covered.
- Permit students to be referees only under the direct supervision of the instructor.
- Universal precautions (e.g., using impermeable gloves) should be followed when dealing with situations involving blood and other bodily fluids.
- Students should not be allowed to "bridge" on head or neck as a warm-up drill.
- Students should be provided with opportunity to re-hydrate during activity.

## **WRESTLING** continued

### **SUPERVISION**

- On-site supervision is required by the teacher following initial skill instruction and after all safety concerns have been emphasized.

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

## Risk Summary

SPORT	RISK
Archery	High
Basketball	Low
Benches and Chairs	Low
Bowling	Low
Broomball (Non-Ice and Ice)	Moderate
Cheerleading Without Stunting	Low
Cheerleading With Stunting	High
Cricket	Moderate
Cross Country Running	Moderate
Cross Country Skiing & Snowshoeing	Moderate
Curling	Moderate
Cycling	Moderate
Dance, Rhythmic Gymnastics and Activities	Low
Diving	Moderate
Dodgeball Type Games/Tag Games	Low
Field Hockey	Moderate
Firearm Safety/Hunter Education	High
Fitness Activities – Aerobics, Circuit Training	Low
Floor Hockey/Gym Ringette	Moderate
Football (Flag or Touch)	Low
Golf	Moderate
Gymnastics – Mats	Low
Gymnastics – Landing Mat	Low
Gymnastics – Beat Board	Moderate
Gymnastics – Box Horse	Moderate
Horseback Riding	High
Ice Hockey/Shinny/Ringette	Moderate
In-Line Skating (Roller Blading)	Moderate
Kinball (Omnikin)	Low
Lacrosse (Soft)	Moderate
Low Organizational and Lead-Up Games	Low
Martial Arts	High
Orienteering	Low
Outdoor Education – Backpacking and Dayhiking	Moderate
Outdoor Education – Camping	Moderate
Outdoor Education – Canoeing	Moderate
Outdoor Education – Canoeing Tripping	High
Outdoor Education – Dog Sledding	High
Outdoor Education – Flat Water Kayaking	Moderate
Outdoor Education – Ice Fishing	Moderate

SPORT	RISK
Outdoor Education – Mountain Biking	High
Outdoor Education – Outdoor (Lake) Swimming	High
Outdoor Education – Sailing	High
Outdoor Education – Skiing (Alpine)/ Snowboarding	High
Outdoor Education – Winter Camping	High
Parachute Activities	Low
Racquet Sports (Court)	Moderate
Racquet Sports (Nets)	Low
Rugby (Touch)	Low
Scoopball	Low
Scooter Boards	Moderate
Scuba Diving	High
Skating (Ice)	Moderate
Skipping	Low
Snorkeling	High
Soccer	Low
Softball (Regulation)	Moderate
Softball (Slow Pitch/T-Ball)	Moderate
Swimming	Moderate
Table Tennis	Low
Team Handball	Moderate
Tetherball	Low
Tobogganing	Moderate
Track and Field – Discus	Moderate
Track and Field – High Jump	Moderate
Track and Field – Hurdles	Moderate
Track and Field – Javelin	Moderate
Track and Field – Shot Put	Moderate
Track and Field – Track Events	Low
Track and Field – Triple Jump, Long Jump	Low
Ultimate Frisbee	Low
Volleyball/Beach Volleyball/Newcombe Ball	Low
Wall Climbing	High
Water Polo	High
Weight Training	Moderate
Wrestling	Moderate

NOTE: High Risk Activities require Superintendent of School Operations in charge of safety Approval.



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PHYSICAL ACTIVITY SAFETY GUIDELINES

## Risk Categories

LOW RISK	MODERATE RISK	HIGH RISK	NOT APPROVED
Basketball	Broomball (Non-ice and Ice)	Archery	Baseball
Benches and Chairs	Cricket	Cheerleading With Stunting	Bungee Jumping
Bowling	Cross Country Running	Firearm Safety/Hunter Education	Diving (Springboard/Tower)
Cheerleading Without Stunting	Cross Country Skiing & Snowshoeing	Horseback Riding	Football (Tackle)
Dance, Rhythmic Gymnastics and Activities	Curling	Martial Arts	Gymnastics – Climbing Rope & Climber
Dodgeball Type Games/Tag Games	Cycling	Outdoor Ed – Canoeing Tripping	Gymnastics – Trampoline
Fitness Activities – Aerobics, Circuit Training	Diving	Outdoor Ed – Dog Sledding	Gymnastics – High Bar
Football (Flag or Touch)	Field Hockey	Outdoor Ed – Mountain Biking	Gymnastics – Parallel Bars
Gymnastics – Landing Mat	Floor Hockey/Gym Ringette	Outdoor Ed – Outdoor (Lake) Swimming	Gymnastics – Pommel & Vaulting Horse
Gymnastics – Mats	Golf	Outdoor Ed – Sailing	Gymnastics – Rings
Kinball (Omnikin)	Gymnastics – Beat Board	Outdoor Ed – Skiing (Alpine)/ Snowboarding	Gymnastics – Uneven Bars
Low Organizational and Lead-Up Games	Gymnastics – Box Horse	Outdoor Ed – Winter Camping	Gymnastics – Spring Board
Orienteering	Ice Hockey/Shinny/Ringette	Scuba Diving	Lacrosse (Box / Field)
Parachute Activities	In-Line Skating (Roller Blading)	Snorkeling	Red Rover
Racquet Sports (Nets)	Lacrosse (Soft)	Wall Climbing	Rugby (Tackle)
Rugby (Touch)	Outdoor Ed – Backpacking and Dayhiking	Water Polo	Sky Diving
Scoopball	Outdoor Ed – Camping		Track and Field – Hammer
Skiping	Outdoor Ed – Canoeing		Track and Field – Pole Vault
Soccer	Outdoor Ed – Flat Water Kayaking		
Table Tennis	Outdoor Ed – Ice Fishing		
Tetherball	Racquet Sports (Court)		
Track and Field – Track Events	Scooter Boards		
Track and Field – Triple Jump, Long Jump	Skating (Ice)		
Ultimate Frisbee	Softball (Regulation)		
Volleyball/Beach Volleyball/Newcombe Ball	Softball (Slow Pitch/T-Ball)		
	Swimming		
	Team Handball		
	Tobogganing		
	Track and Field – Discus		
	Track and Field – High Jump		
	Track and Field – Hurdles		
	Track and Field – Javelin		
	Track and Field – Shot Put		
	Weight Training		
	Wrestling		

NOTE: High Risk Activities require Superintendent of School Operations in charge of safety Approval.

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

## Sport Safety Summary

Sport	Protective Equipment	Special rules/instruction	Supervision	Instruction	Risk	Grade Levels
Archery	Close fitting clothes	Safety net(indoors)	Constant Visual		High	Grades 10-12
Basketball	No jewelery		On site		Low	All Grades
Benches and Chairs			On site		Low	All Grades
Bowling		Facility rules	In area		Low	All Grades
Broomball (Non-Ice and Ice)	Helmet	Sticks below waist	Constant Visual		Moderate	Grades 4-12
Cheerleading Without Stunting			On site		Low	Grades K-12
Cheerleading With Stunting	Utility mats	Supervisor must be present at all times	On site		High	Grades 6-12
Cricket			On site		Moderate	Grades 7-12
Cross Country Running			In area		Moderate	All Grades
Cross Country Skiing & Snowshoeing	Wear appropriate clothing		In area		Moderate	All Grades
Curling	Wear appropriate footwear		On site		Moderate	Grades 4-12
Cycling	Helmet, no open toed shoes	Use buddy system	In area		Moderate	All Grades
Dance, Rhythmic Gymnastics and Activities			In area		Low	All Grades
Diving			On site		Moderate	Grades 3-12
Dodgeball Type Games/Tag Games	"soft" ball		Constant Visual		Low	All Grades
Field Hockey	Mask for goalie		On site		Moderate	Grades 4-12
Firearm Safety/Hunter Education		Controlled rifle range	Constant Visual	Qualified instructor	High	Grades 10-12
Fitness Activities			On site		Low	All Grades
Floor Hockey/Gym Ringette	plastic blades, eye protection	Sticks below waist	On site		Moderate	All Grades
Football (Flag or Touch)			On site		Low	All Grades
Golf		Facility rules	In area		Moderate	Grades 7-12
Gymnastics – Mats			On site		Low	All Grades
Gymnastics – Beat Board			On site		Moderate	All Grades
Gymnastics – Box Horse		No aerial somersaults	On site		Moderate	All Grades
Horseback Riding	Helmets		On site	Qualified instructor	High	Grades 5-12
Ice Hockey/Shinny/Ringette	helmet with cage	No contact, sticks below waist	Constant Visual		Moderate	Grades 5-12
In-Line Skating (Roller Blading)			In area		Moderate	Grades 7-12
Kinball (Omnikin)			On site		Low	All Grades
Lacrosse (Soft)	eye protection	No body contact	On site		Moderate	Grades 3-12
Low Organizational and Lead-Up Games			On site		Low	All Grades
Martial Arts			On site		High	Grades 9-12
Orienteering			In area		Low	All Grades
Outdoor Ed – Backpacking & Dayhiking		Use buddy system	On site	See Policy	Moderate	Grades 5-12

Prairie South School Division No. 210  
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### Sport Safety Summary continued

Sport	Protective Equipment	Special rules/instruction	Supervision	Instruction	Risk	Grade Levels
Outdoor Ed – Camping			On site	See Policy	Moderate	Grades 5-12
Outdoor Ed – Canoeing	Life jackets		On site	See Policy	Moderate	Grades 5-12
Outdoor Ed – Canoe Tripping	Life jackets	Basic swimming/canoe skills	On site	See Policy	High	Grades 9-12
Outdoor Ed – Dog Sledding	Wear appropriate clothing		On site	See Policy	High	Grades 10-12
Outdoor Ed – Flat Water Kayaking	Life jackets	Basic swimming/canoe skills	On site	See Policy	Moderate	Grades 7-12
Outdoor Ed – Ice Fishing		Fishing license if required	On site	See Policy	Moderate	Grades 4-12
Outdoor Ed – Mountain Biking	helmet		In area	See Policy	High	Grades 10-12
Outdoor Ed – Outdoor (Lake) Swimming		Use buddy system	On site	See Policy	High	Grades 5-12
Outdoor Ed – Sailing	Life jackets	Basic swimming skills	On site	See Policy	High	Grades 10-12
Outdoor Ed – Skiing (Alpine)/Snowboarding	Wear appropriate clothing	Commercial Facility	In area		High	Grades 5-12
Outdoor Ed – Winter Camping	Appropriate clothing		On site	See Policy	High	Grades 10-12
Parachute Activities			On site		Low	All Grades
Racquet Sports (Court)	eye protection		In area		Moderate	All Grades
Racquet Sports (Nets)	eye protection		In area		Low	All Grades
Rugby (Touch)		not full contact	On site		Low	Grades 4-12
Scoopball			On site		Low	All Grades
Scooter Boards			On site		Moderate	All Grades
Scuba Diving	Certified equipment	Facility rules	Constant Visual	Lifeguard	High	Grades 10-12
Skating (Ice)	Helmet		On site		Moderate	All Grades
Skipping			On site		Low	All Grades
Snorkeling	Certified equipment	Facility rules	Constant Visual	Lifeguard	High	Grades 9-12
Soccer	Appropriate shoes		On site		Low	All Grades
Softball (Regulation)	Helmet for batter		On site		Moderate	Grades 7-12
Softball (Slow Pitch/T-Ball)			On site		Moderate	All Grades
Swimming		Facility rules	On site	Lifeguard	Moderate	All Grades
Table Tennis			In area		Low	All Grades
Team Handball			On site		Moderate	Grades 3-12
Tetherball			In area		Low	All Grades
Tobogganing			On site		Moderate	All Grades
Track and Field – Discus		Establish retrieval procedures	Constant Visual		Moderate	Grades 7-12
Track and Field – High Jump			Constant Visual		Moderate	Grades 3-12

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

### Sport Safety Summary continued

Sport	Protective Equipment	Special rules/instruction	Supervision	Instruction	Risk	Grade Levels
Track and Field – Hurdles			On site		Moderate	Grades 7-12
Track and Field – Javelin		Establish retrieval procedures	Constant Visual		Moderate	Grades 7-12
Track and Field – Shot Put		Establish retrieval procedures	Constant Visual		Moderate	Grades 7-12
Track and Field – Track Events			In area		Low	All Grades
Track and Field – Triple Jump, Long Jump			On site		Low	All Grades
Ultimate Frisbee			On site		Low	All Grades
Volleyball/Beach Volleyball/Newcombe Ball	No jewelry		In area		Low	Grades 4-12
Wall Climbing		Facility rules	On site		High	Grades 3-12
Water Polo	Hair tied back, trim fingernails		On site	Qualified Lifeguard	High	Grades 9-12
Weight Training			In area		Moderate	Grades 7-12
Wrestling	No jewelry		On site		Moderate	Grades 4-12

All activities in this document are pre-approved for Physical Education Classes.  
 Keep first aid kit in nearby location.  
 High Risk Activities require Superintendent of School Operations in charge of safety Approval.  
 All extra curricular activities follow SHSAA guidelines.

# **APPENDICES**

## **APPENDIX “A”**

### **SUPERVISION REQUIREMENTS**

1. Supervision shall be provided that is appropriate to the risk level of the activity, the participant’s skill level, and the participant’s age and maturity. Three levels of supervision are referred to in the specific sport guidelines.
  - “CONSTANT VISUAL SUPERVISION” means that the teacher/supervisor is physically present, watching the activity in question.
  - “ON-SITE SUPERVISION” means that the teacher/supervisor is present but not necessarily constantly viewing one specific activity.
  - “IN THE AREA SUPERVISION” means that the teacher/supervisor could be in the gymnasium while another activity is taking place in an area adjacent to the gymnasium.
2. A teacher must be present and in charge at all times.
3. Students shall never be allowed to be the sole supervisors of any activity.
4. Schools shall maintain current medical information forms on file for all students. This information must be available to appropriate personnel who deal with these students on a daily basis.
5. Each school should develop an emergency response plan to deal with accidents of all types. Schools are encouraged to regularly practice the accident response plan. A copy of all accident reports shall be kept in the principal’s office and at the Division Office.
6. Students should be aware of the fire drill procedures.
7. Students should be aware of the danger of chewing gum or eating hard candy (cough drops, etc.) during physical activity.
8. All outdoor education activities and sports not listed in the Physical Activity Safety Guidelines table of contents need written approval from the Superintendent of School Operations in charge of safety.
9. Designate a responsible person to accompany an injured student to the hospital.

## **APPENDIX “B”**

### **CLOTHING AND FOOTWEAR REQUIREMENTS**

1. Appropriate clothing and footwear shall be required of each student for each activity, for the weather conditions, and for the age and skill level of the student.
2. Sun and insect protection should be appropriate for the sport and the weather.
3. Tie back long hair when it could obscure vision or become a danger to the student’s safety.
4. Encourage students with prescription eye wear to have glasses secured with a strap for vigorous physical activity.
5. Students are to adhere to the following guidelines regarding jewelry and sporting activities:
  - I. For elementary and high school extra-curricular sports, schools are to follow the guidelines set out in the SHSAA Handbook.
  - II. For curricular physical education programs and intramurals, jewelry is to removed prior to participation. Unobtrusive plastic retainers may be allowed in place of piercings in all sports.
  - III. Jewelry that cannot be removed for medical, religious or cultural reasons must be taped or securely covered.
  - IV. Students in grade K-4 will be allowed to tape small (stud) earrings when removal is not possible.

Please note:

- a. If the wearing of the jewelry presents a safety concern, alternate activities will be assigned.
- b. For jewelry that cannot be removed, proper documentation may be required. For example, proper medical documentation from a family physician may be required.

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

6.



Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "C"**

**GYMNASIUM FACILITIES SAFETY REPORT**

School: _____	Inspected by: _____
Inspection Date: _____	Time: _____ Athletic Director Principal

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>GYMNASIUM SPACE</b>			
Free of Astored≡ furniture/ boxes/ equipment along perimeter walls and corners			
<b>FLOORS</b>			
Clean and dry			
Floor mats clean and flat			
Provide for safe foot traction			
Clear of objects which may cause tripping/slipping			
Floor sockets covered and flush with floor			
Floor plates secure in floor			
Hooks and plates in good condition and flush with floor			
Floor surface free of protruding objects			
Game lines in good repair			

Prairie South School Division No. 210  
 PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "C"**

**GYMNASIUM FACILITIES SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>ENTRANCES / EXITS</b>			
Free of obstructions			
No door knobs, protruding handles on gym side of door			
Doors open away from gym area			
Exit lights/signs working			
Area near doors well lit			
<b>STAIRS</b>			
Clear of obstacles			
Stair treads in good condition			
Railings secure			
Treads and railings free of protruding nails, cracks, or splinters			
<b>CEILING</b>			
Tiles and meshings on lights secure			
All ceiling fixtures secure			

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "C"**

**GYMNASIUM FACILITIES SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>WALLS</b>			
Free of protruding hooks, nails, objects, sharp edges, etc.			
<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			
Nuts and bolts secure			
<b>CHINNING BARS</b>			
Securely attached to wall			
Peg holes and pegs in good condition			
<b>PEG BOARDS</b>			
Securely attached to wall			
Peg holes and pegs in good condition			

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "C"**

**GYMNASIUM FACILITIES SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>STORAGE ROOM</b>			
Floor clean			
Walk area clear of equipment			
Equipment stored on designated shelves			
Volleyball poles secured to wall when stored standing up (to prevent falling)			
<b>EMERGENCY EQUIPMENT</b>			
First aid kit fully stocked and accessible			
Emergency numbers posted			
Access to phone/office			
<b>IMMOVABLE OBSTRUCTIONS</b>			
Stages, water fountains, etc. padded and/or removed from play area			
A Astop≅ line established with pylons			
<b>BENCHES / CHAIRS / BLEACHERS</b>			
Stable			
Top and supports free from cracks and splinters			
Bolts and screws secure			

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "C"**

**GYMNASIUM FACILITIES SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>CHANGE ROOMS</b>			
Showers and drains functional			
Floor clean and dry			
Lockers in good repair			
<b>OTHER</b>			

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "D"**

**OUTSIDE FACILITIES SAFETY REPORT**

<b>School:</b>	<b>Inspected by:</b>		
<b>Inspection Date:</b>	<b>Time:</b>	_____ Athletic Director	_____ Principal
Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>WALKING AND PLAYING SURFACE</b>			
Asphalt areas - level and free of major holes/broken asphalt			
Grass and dirt areas - free of major holes/ruts			
Clear of broken glass, cans, rocks, animal feces, etc.			
Free of major drainage problems			
Clear of various hazards that might cause tripping (exposed footings, roots, or other environmental obstacles)			
<b>METAL FENCING</b>			
Clips and attachments safely secure and in good repair			
Fencing tight and secure to frame			
No holes in fence or between ground and fence			
Anchors to ground stable, in good condition, and safely covered			
Gates work properly			

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "D"**

**OUTSIDE FACILITIES SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>STINGING INSECTS</b>			
Free of nests			
<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 between ground and fence			
Anchors to ground stable, in good condition, and safely covered			
<b>SOFTBALL PLAYING SURFACE</b>			
Level ground with good drainage			
Free of major holes, ruts, trash, animal feces			
<b>SOCCER GOALS</b>			
Framework free from protruding hooks			
Anchors to ground stable, in good condition, and safely covered			

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "D"**

**OUTSIDE FACILITIES SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>SOCCER PLAYING SURFACE</b>			
Level ground with good drainage			
Free of major 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			
<b>BASKETBALL PLAYING SURFACE</b>			
Level playing surface			
Free of major holes, ruts, trash, animal feces			
<b>POTENTIAL HAZARDS ON SCHOOL YARD</b>			
Hazards identified to all staff and students			
Warning signs and barriers erected where needed			
Rules for safe play around hazards are communicated to all students			
Peg holes and pegs in good condition			



Prairie South School Division No. 210  
 PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "D"**

**OUTSIDE FACILITIES SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
OTHER			

## APPENDIX "E"

## ACTIVITY ROOM SAFETY GUIDELINES

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An activity room is a non-gymnasium that is used for physical activities.  
Examples of activity rooms include church or community halls, empty classrooms, multipurpose rooms, and school basements.

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When using an activity room for physical education instruction, implement the following recommendations:

1. An activity room is best suited for activities which have a controlled amount of activity (e.g., aerobics, mat work, fitness stations, skipping, wrestling, dance, bean bag activities, and chair activities).
2. Implement a No body contact rule.
3. There should be only one physical education class in the activity room at any one time.
4. Take precautions to ensure that doors are not opened into the activity area.
5. Check to ensure that the floor surface is not slippery from water or dirt and that equipment/furniture is not in the way of activity.
6. Emergency equipment - a first aid kit should be fully stocked and accessible.

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "F"**

**GYMNASIUM EQUIPMENT SAFETY REPORT**

<b>School:</b>	<b>Inspected by:</b>		
<b>Inspection Date:</b>	<b>Time:</b>	_____ Athletic Director	_____ Principal
Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>VOLLEYBALL OFFICIAL=S STAND</b>			
Secure and padded			
<b>VOLLEYBALL POSTS</b>			
Hooks, pulleys, and ratchet in good condition			
Poles secured to wall when stored standing up (to prevent falling)			
Adequate padding			
<b>VOLLEYBALL NET</b>			
Free of exposed wires along top and frayed wires along poles			
Free of tears and holes			
<b>BADMINTON</b>			
Racquet strings in good repair			
Racquets have proper grips			
Goggles in good repair			
Free of exposed wire along top and frayed wires along poles			

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "F"**

**GYMNASIUM EQUIPMENT SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>HIGH JUMP</b>			
Standards, base attachments and uprights in good condition			
Portable pit cover in good condition			
Portable pit foam in good condition			
Crossbars taped and free of cracks/splinters			
<b>MATS</b>			
Clean			
Foam in good condition			
Velcro fasteners continue to stick			
<b>SCOOTER BOARDS</b>			
Wheels secure			
Free of cracks, broken edges			
<b>BALL CARRIERS</b>			
Casters working well			
No sharp edges			

Prairie South School Division No. 210  
 PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "F"**

**GYMNASIUM EQUIPMENT SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>SOFTBALL</b>			
Bats undamaged with a good grip			
<b>GYMNASTICS (ELEVATED EQUIPMENT)</b>			
Pad and cover free from tears and wearing			
Sufficient padding to absorb impact			
Inner post solid			
Free of cracks and splinters			
Nuts, bolts, screws tight			
<b>BEAT BOARD</b>			
Free of splinters			
Springs in good condition			
Floor protection pads in good condition			
Non-skid surface in good condition			

Prairie South School Division No. 210  
PHYSICAL ACTIVITY SAFETY GUIDELINES

**APPENDIX "F"**

**GYMNASIUM EQUIPMENT SAFETY REPORT**

Inspect For	MEETS SAFE STANDARDS		Comment and Follow-up Action
	Yes	No	
<b>BALL HOCKEY / FLOOR HOCKEY</b>			
Goals - welds and frames in good condition			
Plastic ball hockey sticks free of cracks or broken edges/ends			
Blades of sticks secure to shaft			
Butt ends are secure			
<b>OTHER</b>			

## APPENDIX "G"

## FIRST AID KIT

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A first aid kit should be located in each area of the school where there is potential for injury. For example, it would be appropriate to have a first aid kit in the gym, the industrial arts lab, and the science lab. When students are participating in activities away from the school, a first aid kit should be placed in an easily accessible location. For sports such as cross-country running or skiing which take students away from a central location, it may be appropriate for the teacher/instructor to carry basic first aid items in a waist pack.

There is no single recommended list for the contents of a first aid kit. It depends entirely on the type of activity (and thus the type of injuries that might occur) and the skill and knowledge of the people who will be using the kit. For example, there is little point in including tape in a first aid kit if no one in the school knows how to tape sprains and pulled muscles.

The Sports Medicine Council of Saskatchewan sells four different first aid kits (small to deluxe) ranging in price from about \$30 to about \$250. It is easier and less expensive to purchase these prepared kits than to try to assemble a kit by purchasing individual components from a drugstore. These kits can be purchased from:

Sports Medicine Council of Saskatchewan 1860 Lorne Street Regina, Saskatchewan, S4P 2L7	Phone (306) 780-9208 (306) 780-9446 Fax (306) 780-9416
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Zee Medical Services Co. Box 487 Saskatoon, Saskatchewan, S7K 4E3	Phone 1-800-465-8777
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St. John=s Ambulance 2625 - 3 <sup>rd</sup> Avenue Regina, Saskatchewan, S4T 0C8	Phone (306) 525-7226 (306) 522-2552 Fax (306) 525-4177
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Every first aid kit must be kept fully stocked. One person should be assigned responsibility for checking the contents of the physical education first aid kits regularly and replenishing the supplies that are used up.

## APPENDIX "H"

## EMERGENCY RESPONSE PLAN

There is the potential for injury in all physical activities. Therefore, it is important to have an emergency action plan. The key to any emergency action plan is getting professional care to the student as quickly as possible.

### Know the following information:

1. Location and means of access to a first aid kit.
2. Location of a telephone.
3. Telephone number of ambulance and hospital.
4. Directions and best access routes to hospital.
5. Location of vehicles on the school site which could be used to transport students to hospital.

### When an injury occurs:

1. Take control and assess the situation.
2. Remember the basic first aid rule:  
DO NOT MOVE THE INJURED STUDENT. IF STUDENT CANNOT START A MOVEMENT BY HIM/HERSELF, DO NOT MOVE THE BODY PART FOR HIM/HER.
3. Tell bystanders to leave the injured student alone.
4. Leave the student's equipment in place
5. Evaluate the injury. Once you have assessed the severity of the injury, decide whether further assistance is required.
6. If an ambulance is not needed, decide how 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 the second person call an ambulance and give the following information:

- state that it is a medical emergency
  - state what the emergency is
  - give the exact location
- (c) Give the telephone number from which you are calling
  - (d) After the other person has called the ambulance, he/she should report back to the person in charge, confirm the call, and give the estimated time that the ambulance will arrive
  - (e) Have someone go to the entrance and wait for the ambulance
8. Once the ambulance has been called, observe the injured person carefully for any change in condition, and try to reassure the injured student until professional help arrives.
  9. Do not move the injured person unnecessarily.
  10. Do not give the injured person food or drink.
  11. Stay calm. Keep an even tone in your voice.
  12. When ambulance attendants arrive, tell them what happened, how it happened, and what you have done. If possible, inform the ambulance attendants about any medical problems or past injuries that the injured person may have experienced.
  13. Accompany the injured person to the hospital to help reassure him or her and to give the relevant medical history and injury circumstances to the physician.
  14. If the injured person is a student, contact the parents/guardians as soon as possible after injury.
  15. Complete an accident report and file it with appropriate school board official and school administrator.

**FOR AFTER SCHOOL AND OUTDOOR ACTIVITIES,  
HAVE ACCESS TO A CELLULAR PHONE.**



**APPENDIX "I"**

**Sample Parent/Guardian  
Consent Forms**

## Prairie South School Division No. 210

School: \_\_\_\_\_

### Extra-Curricular or Curricular Excursion Parent/Guardian Consent Form

**Step 1 – to be filled in by student in consultation with teacher coach/supervisor**

Application and Consent Form for (student's name) \_\_\_\_\_

Teacher Coach/Supervisor \_\_\_\_\_ Group/Team/Class \_\_\_\_\_

Traveling to: \_\_\_\_\_ for \_\_\_\_\_

Departing (date & time) \_\_\_\_\_ Returning (date & time) \_\_\_\_\_

Special Regulations for this trip: \_\_\_\_\_

**Step 2 – to be carefully read and signed by student**

I hereby consent to follow all instructions of the adult coaches/supervisors/chaperones of this trip and will conduct myself in a way that will be a compliment to myself and my school.

I understand any violation of this provision or any special regulations listed above may result in expulsion from this extra-curricular/class, removal of school privileges and / or suspension from school. Also, I understand that any assignments stated below must be completed upon my return to classes.

\_\_\_\_\_  
(Student signature)

**Step 3 – to be completed by each subject teacher**

	Class Name	Teacher Signature	Work to be completed upon return
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			

**Step 4 – to be completed by parent/guardian**

I hereby consent to allow my son/daughter/guardian to participate in this trip and I am aware there are risks associated in participating in this activity. I am also aware of the school work that must be completed upon his/her return to classes.

Name (please print): \_\_\_\_\_

Emergency contact number: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Signature: \_\_\_\_\_

**Prairie South School Division No. 210**

School: \_\_\_\_\_

**Extra-Curricular or Curricular Excursion  
Parent/Guardian Consent Form**

Date: \_\_\_\_\_

On the \_\_\_\_\_ students in \_\_\_\_\_ will be  
(date) class(es)  
participating in \_\_\_\_\_ at \_\_\_\_\_.  
(activity) (location)

There are risks associated with participating in this activity. Please sign below and return this form to the school by \_\_\_\_\_ to indicate your consent for your child to attend and participate in this event. Also, in the event that you need to be reached, please provide an emergency contact number.

.....

\_\_\_\_\_ may participate in the above activity. I understand that  
(Student's Name)

there are risks present when participating in \_\_\_\_\_ and I agree that  
(activity)

exposing my child to such risks is reasonable in order that she/he have this experience.

Emergency Contact Number \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent or Guardian)

**APPENDIX "J"**

**School Incident Report Form**

**APPENDIX "K"**

**Administrative Policy No. 410**

**APPENDIX "L"**

**Curricular and Extra-Curricular  
Excursion Guidelines**

**APPENDIX "M"**

**Overnight Excursions / Outdoor Education / High  
Risk Activity Application Form**

## APPENDIX "N"

### COMMITTEE MEMBERS

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