

APPENDICES

Appendices

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Appendix A

Sample Letter to Parents/Guardians

Dear Parent/Guardian:

Vigorous physical activity is essential for normal, healthy growth and development. Growing bones and muscles require not only good nutrition, but also the stimulation of vigorous physical activity. Active participation in games, fitness activities, dance, gymnastics and outdoor pursuits provides opportunities for the students to gain the confidence necessary to pursue a physically active lifestyle. Physical education programs provide opportunities for the students to experience the fitness feeling and to help them understand and make decisions regarding personal fitness and the value of physical activity in their daily lives.

Individual schools should highlight various curricular Physical Education topics and identify unique programs which take students into the immediate community (e.g. in class cross country running and skating are important components of the physical education program). This does not include downhill skiing, etc. which are bus trips requiring parent consent forms. Please be advised that these activities will take your child off the school grounds. Supervision will be provided.

Schools should identify examples of intramural activities which may be offered to the students during the school year.

Elements of Risk Notice

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

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

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

Please complete the attached Medical Information Form and have your child return it to his/her teacher. If further information is needed, please contact the *Physical Education and Health Education Department Head*.

Medical Information Form

Name of Student _____

Course _____

Teacher _____

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

1. Please indicate if your son/daughter/ward has been subject to any of the following and provide pertinent details:

epilepsy, diabetes, orthopedic problems, heart disorders, asthma, allergies:

head or back conditions or injuries (in the past two years):

arthritis or rheumatism; chronic nosebleeds; dizziness; fainting; headaches; dislocated shoulder; hernia; swollen, hyper mobile or painful joints; trick or lock knee:

2. What medication(s) should the participant have on hand during the sport activity?

Who should administer the medication? _____

3. Does your son/daughter/ward wear a medic alert bracelet? _____ neck chain? _____ or carry a medic alert card? _____ If yes, please specify what is written on it: _____

4. Does your son/daughter/ward wear eyeglasses? _____ contact lenses? _____

5. Any other relevant medical condition that will require modification of the program:

In signing this form, I acknowledge the element of risk information noted above.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

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

Interscholastic Athletic Participation Form

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

STUDENT NAME

SCHOOL

HOME ADDRESS

POSTAL CODE

HOME PHONE

HEALTH CARD NO. (6 digit #)

(9 digit #)

PARENT/GUARDIAN

WORK PHONE

STUDENT'S PHYSICIAN

PHYSICIAN PHONE

EMERGENCY CONTACT NAME

EMERGENCY CONTACT PHONE

Note: An annual medical examination is recommended

Medical Information

1. Date of last complete medical examination: _____

2. Date of last tetanus immunization: _____

3. Is your son/daughter/ward allergic to any drugs, foods or medication/other? Yes No

If yes, provide details: _____

4. Does your son/daughter/ward take any prescription drugs? Yes No If yes, provide details:

5. What medication(s) should the participant have on hand during the sport activity? _____

Who should administer the medication? _____

6. Does your son/daughter/ward wear a medical alert bracelet? neck chain? or carry a medical alert card? Yes No If yes, please specify what is written on it:

7. Does your son/daughter/ward wear eyeglasses? Yes No contact lenses? Yes No

8. Please indicate if your son/daughter/ward has been subject to any of the following and provide pertinent details:

epilepsy, diabetes, orthopedic problems, deaf, hard of hearing, asthma, allergies: _____

head or back injury (in the past two years), please specify: _____

arthritis or rheumatism; chronic nosebleeds; dizziness; fainting; headaches; hernia; swollen or hyper mobile joints; trick or lock knee: _____

Any other medical information that will limit participation? _____

9. Should your son/daughter/ward sustain an injury or contract an illness requiring medical attention during the competitive season, notify the coach and complete the "Request to Resume Athletic Participation Form", if applicable.

10. Medical Service Authorization (Optional)

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

Signature of Parent/Guardian: _____ DATE: _____

Student Accident Insurance Notice

The (name of School Board) does not provide any accidental death, disability, dismemberment/medical/dental expenses insurance on behalf of the students participating in the activity. For coverage of injuries, you are encouraged to consider the **Student Accident Insurance Plan** made available by the school to parents at the beginning and throughout the school year.

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

Transportation Insurance Notice

“Include your specific Transportation Policy in this space.”

Elements of Risk Notice

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

Acknowledgement of Risks/Request to Participate/Informed Consent Agreement

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

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

I/We authorize my/our son/daughter/ward to participate on the (name the sport) team during the (name the year) school year.

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

Signature of Parent/Guardian: _____ Date: _____

FREEDOM OF INFORMATION NOTICE

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

Appendix B
Athletic Activities

First Aid Kit Contents

In-School Kit Contents:	Sample Portable Off-Site Kit Contents:
<p>The following are first aid kit contents that are to be included in a first aid station accessible to the gymnasium.</p> <p>(a) Scissors 1 pair of universal scissors 1 splinter tweezers</p> <p>(b) bandages/dressings/tape 48 adhesive bandages, individually wrapped 2 rolls of adhesive tape, 1 ½" wide 12 rolls of 1 inch gauze bandage 48 sterile gauze pads, 3" square 8 rolls of 2" gauze bandage 8 rolls of 4" gauze bandage individually wrapped 6 sterile surgical pads suitable for pressure dressings, individually wrapped 12 triangular bandages splints of assorted sizes 2 rolls of splint padding 6 steri-strips (butterfly wound closures)</p> <p>(c) Ice 1 rubber ice bag or plastic bags and accessibility to ice or frozen gel pack (if approved for use)</p> <p>(d) Other 1 St. John Ambulance emergency first aid book (small) 15 antiseptic towelettes (if approved for use) 24 safety pins (small and large) telephone numbers (taped to the inside of the box cover) 1 basin, preferably stainless steel 6 pairs disposable gloves 2 tensors 2" 2 tensors 4" 1 blanket accessible CPR mask</p>	<p>(a) scissors 1 pair of universal scissors 1 splinter tweezers</p> <p>(b) bandages/dressings/tape 12 adhesive bandages 1 adhesive tape (1 ½" by 5 yds) 1 gauze bandage (2" x 5 yds) 3 sterile gauze pads (3" x 3") 2 triangular bandages 1 sterile surgical pad suitable for pressure dressing, individually wrapped 3 steri-strips (butterfly wound closures)</p> <p>(c) Ice 1 Ziploc bag for ice (9" x 12") and accessibility to ice 2 "instant cold packs" (if approved for use)</p> <p>(d) other 5 antiseptic towelettes (if approved for use) 1 pocket first aid manual 1 tensor bandage (2") 1 tensor bandage (4") 2 pairs disposable gloves telephone numbers & coins (taped to the inside of the box cover) pen & paper, or accident report form CPR mask other items should be considered, as determined by the nature of the activity (e.g., lotions for insect bites and/or rashes, eye wash kit, etc.)</p>

(Reference: Sports Injury Prevention and Care Program)

Note: Prior to students participating in any field trips or off-site activities, the teacher must be aware of their medical background & physical limitations (see page 160).

Appendix C

Universal Precautions Re: Blood and Bodily Fluids

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

Appendix D

Emergency Action Plan²⁴

Appendix E

Safety in Activity Rooms

(non gymnasiums used for physical activities, such as fitness room/weight room, concourse, church hall, empty classroom, cafeteria, stage, school basement, etc.)

When using an activity room for physical education instruction, the following recommendations should be implemented:

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

²⁴ For additional safety measures, please refer to pages 36-40 (Emergency) – Safety First in YouthSafe Manitoba: School Field Trip Resource.

Appendix F

Safety Check List Gymnasium Facilities

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

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected by: _____

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

Appendix F....continued

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
CHINNING BARS			
• secure attachment to wall			
• adjustable parts in good condition			
PEG BOARDS			
• secure attachment to wall			
• peg holes and pegs in good condition			
STORAGE ROOM			
• floor clean and Centre area clear of equipment			
• equipment stored on designated shelves			
• volleyball poles secured to wall when stored standing up, to prevent falling			
EMERGENCY EQUIPMENT			
• First Aid Kit fully stocked and accessible			
• emergency #'s posted			
• access to phone/office via P.A. system			
• emergency EXIT lights/signs working			
BENCHES			
• top and supports free from cracks and splinters			
• bolts and screws secure			

Appendix G

Safety Check List Gymnasium Equipment

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

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected by: _____

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
REMOVABLE POSTS <ul style="list-style-type: none"> • floor plates should be flush with the floor 			
<ul style="list-style-type: none"> • hooks, pulleys and ratchet in good condition 			
<ul style="list-style-type: none"> • poles secured to wall when stored standing up (to prevent falling) 			
VOLLEYBALL NET <ul style="list-style-type: none"> • free of exposed wires along top and frayed wires along poles 			
<ul style="list-style-type: none"> • free of tears/holes 			
BADMINTON <ul style="list-style-type: none"> • rackets useable, no splinters 			
HIGH JUMP <ul style="list-style-type: none"> • standards base attachments and uprights in good condition 			
<ul style="list-style-type: none"> • portable pit cover free of tears 			
<ul style="list-style-type: none"> • portable pit foam in good condition 			
<ul style="list-style-type: none"> • crossbars taped and free of cracks/splinters 			
MATS <ul style="list-style-type: none"> • covers free of tears/wearing 			
<ul style="list-style-type: none"> • foam in good condition 			
<ul style="list-style-type: none"> • Velcro fasteners continue to stick 			
SCOOTER BOARDS <ul style="list-style-type: none"> • wheels secure 			
<ul style="list-style-type: none"> • free of cracks, broken edges 			
BALL CARRIERS <ul style="list-style-type: none"> • casters working well; no sharp edges 			
SOFTBALL <ul style="list-style-type: none"> • wooden/metal bats uncracked with a good grip end to prevent slippage 			

Appendix G....continued

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
GYMNASTICS – VAULTING BOX (BOX HORSE)			
• pad and cover free from tears/wearing			
• sufficient padding to absorb impact			
• inner post solid; free of cracks/splinters; nuts/bolts/screws tight			
BEAT BOARDS			
• free of splinters, broken tops/legs			
• springs in good condition; floor protection pads in good condition			
HOOPS			
• no cracks/bends			
BALL HOCKEY/FLOOR HOCKEY			
• goals – welds and frames in good condition; plastic goals preferred			
• plastic ball hockey sticks free of cracks or broken edges/ends			
• stick blades secure to shaft			
BLEACHERS			
• Free of protruding nails, splinters, cracked or rotten wood			
• collapsible bleachers should be stored flush with the wall, secured and stable			
HANDBALL GOALS			
• wooden goals free from cracks, splinters, and sharp edges. Plastic goals preferred.			
ROPES, CARGO NETS, CLIMBING APPARATUS			
• ropes and wires in good condition with no frayed areas;			
• secured; hardware in good condition and properly set up			
• free of splinters			

Appendix H

Sample Safety Checklist Gymnastics Equipment

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

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected by: _____

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
FLOOR EXERCISE/TUMBLING MATS			
• no holes (rips may be taped)			
• uniform thickness and compaction rating throughout			
• Velcro closures fastened with no gaps			
• 1.5 m clear area around mats			
• for competition: mats extend 60.9 cm (24") beyond boundary at corners			
VAULT			
• horse is stable, level and at right angles to runway			
• no tears in covering (rips may be taped)			
• if using a pommel horse for vaulting, pommels removed and points of attachment padded and covered			
• height appropriate for student ability level and skill progression being taught			
• height adjustment mechanism tight			
<input type="checkbox"/> minimum 12 cm, 1.88 m x 3.76 m (6' x 12') hardside-softside landing mat			
• minimum 1.88 m (6') clearance beyond landing area or pad the wall			
• minimum 0.5 m clearance at sides			
• unobstructed, non-slip approach			
TAKE-OFF BOARD (not a Springboard)			
• all bolts tightened and rubber non-slip pads in good condition			
• appropriate amount of spring for athlete's weight (if adjustable)			
• aligned at right angle to horse			
• carpeted non-slip take-off surface			
• distance from horse appropriate to student's skill level			
MINI-TRAMPOLINE			
• stable with height adjustment knobs tightened			
• appropriate angle for skill progression			
• all springs in place with hooks pointing down OR elastic cable in good condition			

Appendix H....continued

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
MINI-TRAMPOLINE continued....			
• frame pad completely covers springs/cables and frame			
• non-slip rubber feet in good condition			
• take-off surface in good condition			
TRAMPOLINE			
• stable, level			
• balanced spring e.g., same number and location of springs on both sides and opposite ends			
• spring hooks point down			
• frame pad completely covers springs/cables and frame			
• non-slip rubber feet in good condition			
• trampoline bed in good condition			
• adequate space around trampoline, or wall padded			
BALANCE BEAM			
• stable, level, parallel to a wall, minimum 1.5 m from wall or other equipment			
• no tears in covering (rips may be glued down)			
• height adjustment mechanism locked in and tightened			
• appropriate height for students ability level and skill progression			
• minimum landing surface: general utility mats extending 1.2 m (4') at side and 2.4 m (8') at ends of beam			
• if dismounting through inverted position, e.g., round-off, minimum landing surface 10 cm, 1.88 m x 3.76 m (6' x 12') hardside-softside mat			
UNEVEN PARALLEL BARS/HIGHBAR			
• floor hooks secure and positioned according to manufacturer's specification			
• no "S" hooks			
• no extra link trapped inside link that is attached to floor hook			
• if quick-links used, must be fully threaded			
• no exposed frayed cables			
• turnbuckle hooks equally extended and fully threaded			
• tension on cable sufficient to limit sway; sliders locked			
• loops on cables fully seated in post hooks			
• base flat on floor, centered between floor hooks			

Appendix H....continued

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
UNEVEN PARALLEL BARS/HIGHBAR continued...			
• posts perpendicular to floor when viewed from front/back			
• posts in alignment when viewed from side			
• height adjustment locking pins fully inserted			
• wood/fiberglass rails – no cracks, splinters, caked-on chalk			
• steel rail is straight			
<input type="checkbox"/> minimum two 10 cm, 1.88 m x 3.76 m (6' x 12') hardside-softside landing mats			
• floor between stands and landing mats padded			
RINGS			
• ring stand (if used) secure, vertical (see uneven bars)			
• no kinks, knots in steel cables			
• no exposed frayed wire			
• leather/webbing straps checked for wear			
• rings have no splinters, cracks, chalk build-up			
• height from floor appropriate to athlete's ability level and skill progression being taught			
<input type="checkbox"/> minimum 10 cm, 1.88 m x 3.76 m (6' x 12') hardside/softside landing mat			
• for inverted skills: 30.5 cm – 60.9 cm (12" x 24") solid or cross-linked foam landing pit			
POMMEL HORSE			
• horse is stable, level			
• no tears in covering (rips may be taped or glued down)			
• height appropriate for student ability level and skill progression being taught			
• height adjustment mechanism tight			
• minimum landing surface: general utility mats extending 1.2 m (4') on all sides			
• pommels smooth, no chalk build-up			

Appendix I

Safety Checklist Outside Facilities

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

SITE NAME: _____

Inspection date: _____ Time: _____ Inspected by: _____

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

Appendix I....continued

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
SOFTBALL BACKSTOP continued <ul style="list-style-type: none"> posts corrosion free 			
SOFTBALL PLAYING SURFACE <ul style="list-style-type: none"> level ground with good drainage 			
<ul style="list-style-type: none"> free of holes/ruts/trash/animal feces 			
SOCCER GOALS <ul style="list-style-type: none"> framework free from protruding hooks 			
<ul style="list-style-type: none"> anchors to ground stable, in good condition and safely covered 			
<ul style="list-style-type: none"> posts corrosion free 			
SOCCER PLAYING SURFACE <ul style="list-style-type: none"> level ground with good drainage 			
<ul style="list-style-type: none"> free of holes/ruts/trash/animal feces 			
BASKETBALL BACKSTOPS <ul style="list-style-type: none"> backboards in good condition 			
<ul style="list-style-type: none"> rims secure and straight 			
<ul style="list-style-type: none"> pole anchors stable, in good condition and safely covered 			
<ul style="list-style-type: none"> poles corrosion free 			
BASKETBALL PLAYING SURFACE <ul style="list-style-type: none"> level playing surface, good drainage 			
<ul style="list-style-type: none"> free of holes/ruts/trash/animal feces 			
POTENTIAL HAZARDS ON SCHOOL YARD <ul style="list-style-type: none"> trees, exposed roots, posts, streams and other environmental hazards 			
<ul style="list-style-type: none"> hazards identified to all staff and students 			
<ul style="list-style-type: none"> warning signs and barriers where needed 			
<ul style="list-style-type: none"> rules for safe play around hazards must be communicated to all students 			
OTHER – LIST			

Appendix J

Lifting, Lowering, Transporting, Supporting and Spotting Techniques

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

Spotting

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

Students in the Early years can be involved in: non-contact spotting only. (e.g., keeping the activity area clear; providing verbal cues; etc.)

Students in the Middle and Senior years can do:

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

Lifting/Lowering

The following are proper lifting/lowering techniques:

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

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

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

Transporting

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

- Do not carry students by the neck.
- The person being transported must not hold onto the neck, e.g., piggyback with legs wrapped around transporter's waist and arms around transporter's shoulders.
- No transporting students with use of shoulders only. (Senior years: with the exception of in a pool).
- No transporting a person in the inverted position, exception wheel-barrow race.

Supporting

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

Ensure that the base of support is securely established.

Appendix K

Safety in Weight Training Rooms/Fitness Centres

Please see Section 1: Curricular Physical Education Safety Guidelines for Fitness Activities and Weight Training Note: Weight training is not recommended in the Early years.

To qualify to use the weight room

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

Supervision

A supervising teacher must be in the area.

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

- Check pass/tag of all students who enter the weight room.
- Open and lock weight room using procedure established by the school.
- Encourage students to follow posted rules and procedures.
- Bring problems to supervising teacher as soon as possible.
- Make sure the room is left in proper order.

Additional Rules

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

Appendix L

Sample Request to Resume Athletic Participation

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

I, _____, have tested/examined
(name of professional)

_____, after an injury/illness to or affecting
(name of athlete)

his/her _____, and certify that, in my personal opinion, he/she will be ready
(body part)

to resume participation in _____ as of _____.
(name of sport) (date)

COMMENTS: _____

(date)

(signature)

I, _____, acknowledge the fact that
(name of parent/guardian)

_____, has received care for an injury/illness affecting
(name of athlete)

his/her _____, and request his/her participation in _____
(body part)
(name of sport)

to resume on _____.
(date)

COMMENTS: _____

(date)

(Parent's/Guardian's signature)

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

Appendix O

Suggested Criteria for Non-Teacher Coaches

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

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

Appendix P

Sample Volunteer Coaching Application Form

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

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

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

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

1. Please describe your previous experience in (specific sport) as well as coaching experience in any other sport. Include number of years you have coached, age range of players, competitive nature of league and any other details you think are pertinent.

2. Describe current certification and/or qualification you hold which would be relevant to coaching.

Describe other coaching professional development sessions you have attended which have helped you learn more about coaching the sport of _____.

Do you have St. John Ambulance Emergency/Standard First Aid certification or equivalent? Yes No
 Expiry date of certificate _____.

3. What are the three primary goals that you are trying to achieve as a coach? _____

Appendix P....continued

4. Have you ever been convicted of any offense under the Criminal Code of Canada for which a pardon has not been granted? Yes No

If yes, please explain _____

5. Do you understand/support the principles of the “fair play” philosophy in athletics? Yes No

Explain how you would apply these principles to your coaching role. _____

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

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

REFERENCES

Name (Not a Relative)	Position	Phone Number

This information is collected pursuant to the (name of School Board)’s role as employer as set out in the *Education Act*. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the *Municipal Freedom of Information and Protection of Privacy Act, 1989*. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of (name of School Board)’s student athletes.

Signature of Applicant: _____ Date: _____

Signature of Principal/Designate: _____ Date: _____

OFFICE USE ONLY

References checked: Yes No by Signature of Principal/Designate: _____

Notes:

Application accepted: Not accepted:

Orientation session completed: YES NO Date: _____

Signature of Principal/Designate: _____

Appendix Q

Rules of Behaviour for Participants (Tournaments & MHSAA Championships)

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

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

1. The teacher-coach must prepare participants with regard to the behaviour expected of them at the Championship.
2. The teacher-coach bears the responsibility for supervising his or her athletes for the entire period during which they are absent from school or home. If the coach of a team is of the opposite sex, a suitable adult chaperone of the same sex, as approved by the principal of the school, must be present and on-site for the duration of the Championship, assisting with supervision for the tournament and the entire period during which they are absent from school or home.
3. The consumption of any alcoholic beverage by student participants, whether of legal drinking age or not, at any time during a tournament or MHSAA Championship is expressly forbidden. Up to and including 18 years of age, drinking is illegal, plain and simple. Although 18 year olds have the legal right to drink, they are participating in a school activity and consumption of alcohol and other drugs is not permitted.
4. Drugs, other than medication prescribed by a medical doctor for a specific competitor, are expressly forbidden.
5. All participants will deport themselves in a manner becoming representatives of their school, zone and MHSAA while attending invitational tournaments and Provincial Championships. Attention must be paid to:
 - Respect for others; all participants have the right to freedom from harassment (as defined by the Canadian Human Rights Commission), equal treatment without discrimination based on race, place of origin, color, ethnic origin, creed, physical or mental ability, sexual orientation, or sex;
 - Respect for property;
 - Conduct;
 - Language;
 - Dress.
6. Participants staying in tournament accommodation are expected to respect the right of others to undisturbed rest. Those who create disturbance in rooms or corridors after a reasonable hour will be subject to disciplinary measures. Student-athletes are expected to observe any curfew imposed by the MHSAA convener at the Championship.
7. All schools entering a Provincial Championship shall, by signature of the school principal on the Eligibility Form, acknowledge responsibility for making restitution for damage resulting from misconduct by their participants.

Procedure

Actions contrary to these Rules shall be referred to the MHSAA Executive Director who will investigate the matter and decide on the penalty, if any, to be assessed. A report of the matter in question and penalty, if any imposed, shall be sent to the Principal of the school and the appropriate zone representative. The report will also be forwarded to the Board of Directors – Sanctions where further action may be taken and/or penalties imposed.

Appendix R

Coaching Expectations

Coaches are required to do the following

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

In addition, it is recommended that an outside coach fill in an application form (see Appendix P) and be interviewed.

Appendix S

Sample Waiver Form to Parents and Students²⁵

²⁵ Please refer to pages 20-24 of the Form File in YouthSafe Manitoba: School Field Trip Resource.