Safety Guidelines
Physical Activity in Manitoba Schools

Updated 2016
Acknowledgements

The Manitoba School Boards Association (MSBA) gratefully acknowledges the contributions of the following individuals in the development and revision of the second edition of Safety Guidelines: Physical Activity in Manitoba Schools.

Manitoba Safety Guidelines Review Committee
Laurel Hanna, Safety Chair, Manitoba Physical Education Teachers’ Association (MPETA)
Keith Thomas, Risk Manager, MSBA (until May 2015)
Darren Thomas, Risk Manager, MSBA (from May 2015)
Raymond Agostino, President, MPETA
Darla Armstrong, Vice-President, MPETA
Krystle Seymour, Schools Physical Activity Coordinator, MPETA
Brian Hatherly, PE/HE Coordinator, River East Transcona School Division
Paul Paquin, PE/HE Consultant, Manitoba Education and Advanced Learning

This document was first produced in association with the Manitoba Physical Education Teachers Association (MPETA), a non-profit incorporated organization; Sport Manitoba (SM); the Manitoba Physical Education Supervisors Association (MPESA); the Manitoba School Boards Association (MSBA); and the Bureau de l’éducation française (BEF) division, Manitoba Education. We would like to thank the Manitoba Safety Guidelines Development Committee for their dedication and hard work in producing the first edition of this document. Their considerable effort throughout the lengthy review, validation and re-writing process was a reflection of their sincere concern for student safety in physical education.

Laurel Hanna
Committee Chair
Manitoba Physical Education Teachers Association
Agassiz School Division

Frank Clark
Sport Program Assistant
Sport Manitoba

Keith Thomas
Risk Manager
Manitoba School Boards Association

Jacques Dorge
Physical Education/Health Education Consultant
Bureau de l’éducation française division
Manitoba Education

Bill Morgan
Physical Education Co-ordinator
Transcona Springfield School Division
Manitoba Physical Education Supervisors Association

Guy McKim
Physical & Health Education Consultant
St. Vital School Division
Manitoba Physical Education Supervisors Association

Morris Glimcher
Executive Director
Manitoba High Schools Athletic Association

Allen Willoughby
Editor

Thank you to the Ontario Physical Health Education Association (OPHEA) for the initiative and production of the Ontario Safety Guidelines. The document copyright was purchased from OPHEA and was used as a working base for the Manitoba Safety Guidelines.

Inquiries can be addressed to:
MPETA, Sport for Life Centre, 319-145 Pacific Avenue, Winnipeg, Manitoba R3B 2Z6 (204) 926-8357
MSBA, 191 Provencher Boulevard, Winnipeg, Manitoba R2H 0G4 (204) 233-1595.
Disclaimer
These guidelines have been developed to assist school boards in their formulation of site specific safety guidelines for physical education, intramural sports programs and interscholastic athletics. These guidelines are, to the best of the Manitoba Safety Guidelines Review Committee and the Manitoba Safety Guidelines Development Committee’s knowledge, based upon the most current knowledge and experience in Canada. Implementation of safety guidelines should in all cases be preceded by a close review of these guidelines and appropriate modification on the part of each school board in order to meet the specific requirements and circumstances of their respective schools and programs. The Manitoba Safety Guidelines Review and Manitoba Safety Guidelines Development committees accept no responsibility for the implementation and customizing of these guides.

Please note that the safety guidelines for Outdoor Education and Skiing (Alpine)/Snowboarding from the first edition of the document have been removed. Manitoba Schools are advised to consult YouthSafe Manitoba: School Field Trip Resource (Safety First section) to set the standard of care for Outdoor Education activities, field trips and other activities as noted throughout the present document. For alpine skiing and snowboarding safety measures, please refer to Planning Ski and Snowboarding Education Programs: A Reference Guide for Schools on the MSBA website and page 156 (Alpine): Safety First in YouthSafe Manitoba: School Field Trip Resource.

For field trips involving swimming pools, please refer to Swim Safe Programs: A Reference Guide for Schools on the MSBA website. Also refer to page 109 (Aquatics): Safety First in YouthSafe Manitoba: School Field Trip Resource.
Overall Contents

Acknowledgments ............................................................... Page 1

Disclaimer .............................................................................. Page 2

The Safety Guideline contents of this document are found in three separate sections:

Section ONE – Curricular ....................................................... Pages 5–89

Section TWO – Intramural ..................................................... Pages 90-112

Section THREE – Interscholastic .......................................... Pages 114-184

APPENDIX - All Three Sections ............................................ Page 186-215
**Curricular – All Grades**

**Table of Contents**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>45-6</td>
</tr>
<tr>
<td>Background</td>
<td>7</td>
</tr>
<tr>
<td>Intent of the Provincial Safety Guidelines in Physical Education</td>
<td>7</td>
</tr>
<tr>
<td>Impact and Scope of the Document</td>
<td>7-11</td>
</tr>
<tr>
<td>Safety and Liability</td>
<td>12</td>
</tr>
<tr>
<td>Environmental Concerns</td>
<td>13-14</td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td></td>
</tr>
<tr>
<td>Aerobics (see Fitness Activities)</td>
<td>15-16</td>
</tr>
<tr>
<td>Aquatics</td>
<td>17</td>
</tr>
<tr>
<td>Archery</td>
<td>18</td>
</tr>
<tr>
<td>Ball Hockey</td>
<td>19</td>
</tr>
<tr>
<td>Basketball</td>
<td>20</td>
</tr>
<tr>
<td>Bench, Chair &amp; Utility Box Activities</td>
<td>21-22</td>
</tr>
<tr>
<td>Boardsailing</td>
<td>22</td>
</tr>
<tr>
<td>Bouldering</td>
<td>23</td>
</tr>
<tr>
<td>Bowling</td>
<td>24</td>
</tr>
<tr>
<td>Broomball</td>
<td>25-26</td>
</tr>
<tr>
<td>Cricket</td>
<td>27</td>
</tr>
<tr>
<td>Cross Country Skiing, Snow-Shoeing &amp; Snow Skating</td>
<td>28-29</td>
</tr>
<tr>
<td>Curling</td>
<td>30</td>
</tr>
<tr>
<td>Cycling</td>
<td>31</td>
</tr>
<tr>
<td>Dance/Rhythmic Gymnastics</td>
<td>32</td>
</tr>
<tr>
<td>Diving</td>
<td>33</td>
</tr>
<tr>
<td>Dodgeball</td>
<td>34</td>
</tr>
<tr>
<td>Fencing</td>
<td>35</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>36</td>
</tr>
<tr>
<td>Fitness Activities</td>
<td>37</td>
</tr>
<tr>
<td>Floor Hockey</td>
<td>38</td>
</tr>
<tr>
<td>Football Flag/Touch</td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td></td>
</tr>
<tr>
<td>Gym Ringette – See Floor Hockey</td>
<td></td>
</tr>
<tr>
<td>Gymnastics – General Procedures</td>
<td>39-40</td>
</tr>
<tr>
<td>Gymnastics – Mat Work</td>
<td>41</td>
</tr>
<tr>
<td>Gymnastics – Climber</td>
<td>42</td>
</tr>
<tr>
<td>Gymnastics – Climbing Ropes</td>
<td>43</td>
</tr>
<tr>
<td>Gymnastics – Beat Board</td>
<td>44</td>
</tr>
<tr>
<td>Gymnastics – Parallel Bars, High Bar, Still Rings, Uneven Parallel Bars,</td>
<td>45-46</td>
</tr>
<tr>
<td>Balance Beam, Pommel Horse, Vaulting Horse, Ropes</td>
<td></td>
</tr>
<tr>
<td>Gymnastics – Trampoline</td>
<td>47-48</td>
</tr>
<tr>
<td>Gymnastics – Mini Tramp</td>
<td>49</td>
</tr>
<tr>
<td>Gymnastics – Pyramid Building</td>
<td>50</td>
</tr>
<tr>
<td>Horseback Riding</td>
<td>51</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>52</td>
</tr>
<tr>
<td>In-Line Skating</td>
<td>53-54</td>
</tr>
<tr>
<td>Kinkball</td>
<td>55</td>
</tr>
</tbody>
</table>
# Curricular – All Grades

## Table of Contents

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacrosse (Box/Field)</td>
<td>56</td>
</tr>
<tr>
<td>Inter-Lacrosse (Soft)</td>
<td>57</td>
</tr>
<tr>
<td>Martial Arts</td>
<td>58</td>
</tr>
<tr>
<td>Orienteering</td>
<td>59</td>
</tr>
<tr>
<td>Paddle Sports (Badminton, Tennis, Pickleball, Paddle Tennis, Squash and</td>
<td>59-60</td>
</tr>
<tr>
<td>Parachute</td>
<td>61</td>
</tr>
<tr>
<td>Racquet Sports (Racquetball)</td>
<td>62</td>
</tr>
<tr>
<td>Rhythmic Gymnastics (see Dance)</td>
<td>63</td>
</tr>
<tr>
<td>Ringette (On Ice)</td>
<td>64</td>
</tr>
<tr>
<td>Rugby</td>
<td>65</td>
</tr>
<tr>
<td>Scoopball</td>
<td>66</td>
</tr>
<tr>
<td>Scooter Boards</td>
<td>66</td>
</tr>
<tr>
<td>Scuba Diving</td>
<td>67-68</td>
</tr>
<tr>
<td>Self Defense (see Martial Arts)</td>
<td></td>
</tr>
<tr>
<td>Skating</td>
<td>69</td>
</tr>
<tr>
<td>Skipping</td>
<td>70</td>
</tr>
<tr>
<td>Snorkeling</td>
<td>71</td>
</tr>
<tr>
<td>Soccer (Indoor/Outdoor)</td>
<td>72</td>
</tr>
<tr>
<td>Softball/Lob Ball/3 Pitch</td>
<td>73</td>
</tr>
<tr>
<td>Synchronized Swimming (see Aquatics)</td>
<td></td>
</tr>
<tr>
<td>Table Tennis</td>
<td>74</td>
</tr>
<tr>
<td>Team Handball</td>
<td>75</td>
</tr>
<tr>
<td>Tetherball</td>
<td>76</td>
</tr>
<tr>
<td>Tobogganing</td>
<td>77</td>
</tr>
<tr>
<td>Track and Field – Discus</td>
<td>78</td>
</tr>
<tr>
<td>Track and Field – High Jump</td>
<td>79</td>
</tr>
<tr>
<td>Track and Field – Hurdles</td>
<td>80</td>
</tr>
<tr>
<td>Track and Field – Javelin</td>
<td>80</td>
</tr>
<tr>
<td>Track and Field – Pole Vault</td>
<td>80</td>
</tr>
<tr>
<td>Track and Field – Shot Put</td>
<td>81</td>
</tr>
<tr>
<td>Track and Field – Sprints, 400m, 800m, 1500m, 3000m Relays</td>
<td>82</td>
</tr>
<tr>
<td>Track and Field – Triathlon (See also Lake Swimming)</td>
<td>83</td>
</tr>
<tr>
<td>Track and Field – Triple Jump, Long Jump</td>
<td>84</td>
</tr>
<tr>
<td>Ultimate</td>
<td>85</td>
</tr>
<tr>
<td>Volleyball</td>
<td>86</td>
</tr>
<tr>
<td>Wall Climbing</td>
<td>87</td>
</tr>
<tr>
<td>Weight Training</td>
<td>88</td>
</tr>
<tr>
<td>Wrestling</td>
<td>89</td>
</tr>
</tbody>
</table>
**Physical Education Safety Guidelines – All Grades**

**Background:**

This is the first Provincial Safety Guidelines Document for Physical Education to be offered in Manitoba. The copyright of the Ontario Safety Guidelines document was purchased from OPHEA (The Ontario Physical and Health Education Association), and these guidelines were adapted for use in Manitoba. Numerous Manitoba partner groups have contributed to the development of this valuable document. They include: The Manitoba Physical Education Teachers Association (MPETA); The Manitoba Physical Education Supervisor’s Association (MPESA); Sport Manitoba (SM); The Manitoba High Schools Athletic Association (MHSAA); The Manitoba School Boards Association (MSBA); and the Bureau de l’éducation française, Manitoba Education.

**Intent of the Provincial Safety Guidelines in Physical Education:**

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

**Impact and Scope of this Document:**

The Curricular Instruction section of these guidelines is intended to support the delivery of the prescribed Kindergarten to Grade 12 Physical Education/Health Education: Manitoba Curriculum Framework of Outcomes for Active Healthy Lifestyles. This document delineates minimum guidelines for physical educators and administrators in addressing the physical activity-related components of the Physical Education/Health Education curriculum. Safety guidelines for Intramural and Interscholastic activity can be found in separate sections.

- Early Years – K-4
- Middle Years – 5-8
- Senior Years – 9-12
A. General Issues

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

Prior to students participating in any physical activity, teachers need to be aware of their medical background and physical limitations. This includes knowledge of students with heart disorders, asthma, epilepsy, diabetes, severe allergies, etc. Each school needs to develop a process by which medical information is made available to teachers. This information must be supplied by the student’s parent, ward, or guardian (see Appendix A.)

A fully stocked First Aid Kit must be readily accessible to the gymnasium. For a sample listing of first aid items, (see Appendix B.) When activities are offered away from school property, an appropriate portable first aid kit must be readily accessible. An emergency action plan to deal with accidents in physical education must be developed in all schools. For details on an emergency action plan, (see Appendix D.)

Prior to teaching the skills of the activity, the teacher must: outline the possible risks of the activity (warnings of possible dangers), demonstrate how to minimize the risks and set procedures and rules for safe play. Signage should be used where necessary. Different weather conditions for outdoor activities must be considered (e.g., students may need to apply sunscreen; wear hats; increase their fluid intake; and/or dress appropriately. See pages 13 and 14.)

Teachers must inform their students of the locations of the fire alarms, the fire exits and alternate routes from the gymnasium.

Many different situations may arise involving the transportation of students away from the school for activities. It is important that parents are made aware of the mode of transportation and student expectations. The means and frequency of communication required must be established with the school principal. Consideration must also be given to informing parents when students are involved in activities which take them off the immediate school property (e.g., cross country running). Refer to individual Board policy for Field Trip procedures related to the need for parent/guardian permission.

If students are involved in any activity or sport (e.g., a low organization game) which is not described in this guideline, refer to the guidelines of an activity that it most resembles.

Approval from the appropriate school board official must be received if a teacher wishes to include activities different from this document or board guidelines and/or modify guidelines listed herein. As part of this process, the teacher must demonstrate that all appropriate precautions will be taken in the interest of student safety. The school administration must approve the proposal and must also obtain school division approval.

Preventative action must be taken when unsafe conditions are identified! When an injury occurs due to unsafe conditions, corrective actions must take place to help prevent its reoccurrence.
Many activities address the issue of body contact, stick or body contact and stick on stick contact. In an effort to promote a common understanding of the term, this document views contact as intentional contact with the purpose of gaining an advantage in the specific activity.

At the beginning of the school year/semester, teachers must instruct students in appropriate change room conduct as well as emphasize the need to change quickly and proceed to the gym. Reinforce this guideline as necessary during the school year.

**B. Specific Components**

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

- Equipment
- Clothing/Footwear
- Facilities
- Special Rules/Instruction
- Supervision

All guidelines found in the generic section, activity pages and appendices are mandatory. An activity must not occur without these guidelines being addressed.

**Equipment:**

Defective equipment must be removed and/or taken out of use immediately upon detection. When using any equipment that is not described in the document, care must be taken to ensure it is safe for use (e.g., no sharp edges, cracks, or splinters) and that its size, mass and strength are appropriate for the user.

All balls must be properly inflated.

No “home-made” or “purchased second-hand” equipment is to be used without the expressed permission of the school administration (e.g., personal hockey sticks, floor hockey shafts, plastic containers). School divisions must develop a policy on the use of home-made equipment. Equipment can be made at school by Board employees, adult volunteers and by students who are under direct supervision.

If the teacher permits the students to use their own equipment (e.g., badminton racquets, skis, inline skates), the teacher must ensure that the equipment is in good working order and suitable for personal use within the program.

**Clothing and Footwear:**

Students must wear appropriate clothing for physical education classes. Shorts or sweat pants, T-shirts and appropriate running shoes should be a minimum uniform requirement. Deviations from this minimum are listed on activity sheets. Some ill-fitting clothing, scarves, jewelry, hard-soled shoes and socks-without-shoes can inhibit movement and possibly cause injury during active movement. Where cultural dress presents a safety concern, modifications to the activity must be made.
Jewelry which presents a safety concern must be removed. Jewelry that cannot be removed and which presents a safety concern (e.g., Medical Alert identification, religious/cultural jewelry), must be taped. Long hair must be secured so as not to block vision. Eye glasses may need to be removed or secured.

Parents and students must be made aware of safety precautions with eye glasses including the need for an eye glass strap and/or shatterproof glass for some activities (see Appendix A – Letter to Parents/Guardians).

**Facilities:**

To provide a safe environment for class activities the teacher must make a pre-activity check of the facilities and equipment to be used. This could be done visually or recorded on a checklist (see Appendix F). The minimum requirement is a pre-use visual check. Hazards must be identified and removed if they are a factor in the activity. Potentially dangerous and immovable objects (e.g., goal posts, protruding stage) must be brought to the attention of students and administration. All equipment must be checked regularly to ensure it is in good working order. Equipment listed in the document applies only to safety. Students must be encouraged to report equipment or facility problems to the teachers, who must report (in writing) any equipment or facility problems to the school administration.

Facilities and major equipment must be inspected and a signed written report completed on a regular basis (e.g., annually).

Equipment/furniture which is hazardous to the activity must not be stored around the perimeter of the gymnasium. Mats secured to the wall as well as an appropriate number of benches, are exceptions to this statement.

For all indoor activities, walls and stages must not be used for turning points or finish lines. A line or pylon could be designated in advance of the wall. Foreseeable risks must be identified and precautions taken to minimize risks. For safety precautions when using non-gym areas (e.g., concourses, hallways, classrooms, stages, weight rooms, fitness rooms) for gym classes, please see Appendix E.

Playing fields must be free from hazards (e.g., holes, glass, and rocks). There must be sufficient turf for proper traction and impact absorption (e.g., non-contact rugby). Minor hazards must be identified and avoided. Severely uneven surfaces must be brought to the attention of the principal and must be repaired before the activity takes place.

**Special Rules/Instructions:**

Class activity must be appropriate according to the age and ability levels of students and the facility available. Teachers must stay current with respect to safe exercise techniques. All class sessions must include appropriate warm-ups and cool-downs.

Games and activities must be based on skills that have been taught.
Before involving students in strenuous outdoor activity, teachers must take into consideration the temperature of the day, previous training and the length of time the students will be vigorously active.

Modify activities which involve students with disabilities to address safety issues for all participants.

**Supervision:**

Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment and activities have inherent risks, but the level of risk decreases significantly with effective supervision.

Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place, e.g.,

- locked doors;
- signs on doors indicating that students are not to use the gym unless supervised;
- staff scheduled and present in an adjoining physical education office, in order to see students entering the gym without authorization.

Any use of a facility for physical education activity must be supervised. This guideline has designated three categories of supervision: “Constant visual”, “On site”, and “In the area”. The categories are based on the principles of general and specific supervision which takes into consideration the risk level of the activity, the participants’ skill level and the participants’ maturity.

In the category of supervision “**constant visual supervision**” means that the teacher is physically present, watching the activity in question. Only one activity requiring “constant visual supervision” may take place while other activities are going on. “**On site**” supervision entails teacher presence but not necessarily constantly viewing one specific activity. “**In the area**” means that the teacher could be in the gymnasium while another activity is taking place nearby to the gymnasium.

**Example:** During a track and field session, some students are involved in high jump; some are practicing relay-passing on the track; while a third group is distance running around the school. The types of supervision required in this example would include:

**Constant visual supervision** – High Jump – The teacher is at the high jump area observing the activity because it is the students’ initial exposure to this event.

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

**In the area** – Distance Running – Students are running around the school grounds and at times may be out of sight.
** Supervision – Points to Consider**

Establish routines, rules of acceptable behavior and appropriate duties of students at the beginning of the year and reinforce them throughout the year. Teachers must sanction students for unsafe play or unacceptable behavior and must exercise that responsibility at all times.

Students must be made aware of the rules of activities or games. Rules must be strictly enforced and modified to suit the age and physical ability of the participants.

The teacher must be vigilant to prevent one student from pressuring another into trying skills or activities for which he or she is not ready.

When a student displays hesitation verbally or non-verbally, the teacher should discuss the reason(s) for doubt. If the teacher believes that a potential hesitancy during the skill could put the student at a risk, the student must be directed toward a more basic skill.

An assisting senior student must not be the sole supervisor of an activity. (A policy relative to student-teachers is a divisional responsibility.)

Substitute Teacher Coverage:

- The teacher must have students participate in activities that are commensurate with his/her experience or qualifications.
- Include the Safety Guidelines sheet for the activity with the lesson plan.
- Inform the substitute teacher of the whereabouts of a contact teacher or administrator in case of an emergency.
- Specify restrictions/modifications for students with health or behavioral problems.
**Safety and Liability**

Safety is of particular concern in planning and implementing physical education. The primary responsibility and legal liability for ensuring safe practices rests with the school division/district and its employees. Schools must develop safe routines and procedures, and teachers need to be knowledgeable about the best safety practices, regardless of whether the teaching, learning and assessment takes place in the classroom, gymnasium, playground or alternative environments.

Teachers responsible for providing a wide variety of challenging movement experiences in physically active settings must anticipate hazards and minimize the risk inherent in physical activity. Expertise in physical activity management is essential. For some specific physical activities/programming, such as aquatics and Cardio-Pulmonary Resuscitation (CPR), it is recommended that certified training be required.

As a general rule, teachers will be held to the standard of care of a careful parent or a large family, considering such factors as the number of students being supervised; the age; maturity; level of skill and knowledge; the behavioural propensities of the students; the nature of the activity; the type of equipment being used; and the location involved. Staff members responsible for a subject area requiring expertise may be held to a higher professional standard of care. For example, a physical education teacher may be presumed to know more about the dangers inherent in artistic gymnastics than would the average parent. Accordingly, he or she may be held to the standard of physical education specialists with training and experience in artistic gymnastics.

Sections 86, 87, and 89 of The Public Schools Act address exemption from liability in areas of physical education, and may provide some degree of exemption from liability and negligence. However, it is important that school divisions/districts be aware that it is their primary responsibility for ensuring safe practices when planning and implementing physical education. In several litigations resulting from students being injured during physical education classes, Canadian courts have demonstrated a clear departure from “the careful and prudent parent” standard of care when assessing teacher negligence, adopting instead a “professional” standard of care.

Trial courts, therefore, have concluded that the standard of care to be exercised in the context of instruction in a physical education class can frequently exceed the “careful parent of a large family” test, since many physical education activities require specialized knowledge, training and experience of the teacher. For example, where students are engaging in artistic gymnastics activities, the teacher and school authorities will be required to act as a careful and prudent person having the specialized expertise demanded of an artistic gymnastics instructor.

The Supreme Court of Canada has established four criteria to determine the necessary and appropriate standard of care within the context of physical education:

Is the activity suitable to the mental and physical condition, as well as the age of participating students?

Have the students been progressively taught and coached to perform the activity(ies) properly and to avoid the dangers inherent in the activity(ies)?

Is the equipment adequate and suitably arranged?

Is the activity being supervised properly in light of the inherent danger involved?
**Environmental Concerns – Spring, Summer and Fall Conditions**

**Lightning Storm**

Watch, Listen, Plan: Watch the sky; listen to the forecasts; have a plan in place (especially if a weather watch is in effect).

Look out when: You can count less than 30 seconds between the lightning flash and the thunder. This means the storm is less than 10 km away and there is an 80% chance that the next strike will occur within that area. Take note if the skies darken; if gusty winds develop; and if weather warnings are broadcast.

Take action: Get inside a building; stay away from windows, pipes and electrical outlets...get inside a vehicle with a metal roof, but avoid contact with the metal. If you’re caught outside, far from safe shelter, stay away from tall objects such as fences, wires, poles and trees. Avoid riding a bike; swimming or boating; participating in outdoor activities; or carrying conductive materials (e.g., fishing rod, umbrella, golf clubs, etc.).

Wait and Watch: Wait about 30 minutes after you hear the last thunder clap before resuming outdoor activities. Watch for broken tree limbs, fallen power lines and flooding caused by heavy rainfall.

**Heat and Ultraviolet Index**

Watch, Listen, Plan: Listen to the forecasts and be aware of the Ultraviolet Index. (Values less than 4:00 are low; Values from 4:00 – 6.9 are moderate; Values from 7:00 – 8.9 are high.)

Look out when: The temperature rises to over 30 C. The humidex is:
- Less than 29: No discomfort
- 30 to 39: Some discomfort
- 40 to 45: Great discomfort; avoid exertion
- Above 45: Dangerous; Heat stroke possible

For more information on heat and humidity, please refer to the Environment Canada website at: [https://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=6C5D4990-1#humindex](https://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=6C5D4990-1#humindex).

Take action: Wear a hat; apply sunscreen; and keep hydrated. Lower the intensity of the outdoor activity or move indoors.

Watch: Watch for any signs of sunburn, heat stroke and heat exhaustion. Be prepared to provide the necessary first aid.

**Outdoor Field Conditions**

Watch, Listen, Plan: The playing area must be free of debris and obstructions; it must provide suitable footing; and it must be well-removed from traffic.
Look out when: There are areas that the students must not use. These areas must be marked off.

Take action: Report to the principal any conditions or hazards that are unsuitable and in need of repair or removal.

Wait and Watch: Wait until repairs are completed or until any hazards are removed before resuming activities.

Insects

Watch, Listen, Plan: Take note if excessive numbers of insects are present. Look out when: There are students with insect allergies present.

Take action: Ensure that students with allergies have the necessary medication on hand (e.g., epi pen).

**Environmental Concerns – Wind Chill Hazards**

<table>
<thead>
<tr>
<th>Wind Chill (°C)</th>
<th>Exposure Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to -9</td>
<td>Low</td>
</tr>
<tr>
<td>-10 to -27</td>
<td>Moderate</td>
</tr>
<tr>
<td>-28 to -39</td>
<td>High</td>
</tr>
<tr>
<td>-40 to -47</td>
<td>Very High</td>
</tr>
<tr>
<td>-48 to -54</td>
<td>Severe</td>
</tr>
<tr>
<td>-55 and colder</td>
<td>Extreme</td>
</tr>
</tbody>
</table>


NOTE: Watch for prolonged exposure and signs of frostbite. Be prepared to provide the necessary first aid.

Outdoor Field Conditions

Watch, Listen, Plan: The playing area must be free of debris and obstructions; it must provide suitable footing; and it must be well-removed from traffic. Watch for holes and severely uneven surfaces. Choose a site that takes sun; wind; snow conditions; and the suitability of the terrain into consideration.

Look out when: There are areas that the students must not use. These areas must be marked off. Watch out for conditions where the area is icy beyond the point of providing suitable and safe footing.

Take action: Report to the principal any conditions or hazards that are unsuitable and in need of modification, repair or removal.

Wait and Watch: Wait until repairs are completed or until any hazards are removed before resuming activities.
Aquatics - All Grades

Equipment:
First Aid Kit and phone must be accessible.
Standard safety equipment [according to pool regulations] must be available -- [e.g., ring buoys, reaching poles, spinal boards, etc.].
All electrical equipment [e.g., portable stereo], must be properly grounded [GFI].
Only approved personal flotation devices (PFDs) are used.

Clothing/Footwear:
Suitable swimwear should be worn.
Device to keep hair from obstructing vision must be worn [e.g., elastic band, bathing cap, hair tied back or worn in a bun].
Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery].
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students must bring suitable protection against sun, heat and insects.

Facilities:
The program must use School or Community Pools. [For pond or lake swimming – see “Outdoor Education”].

Special Rules/Instruction:
If the students are going to a pool that is off school board property, the parents must be informed.
Emergency procedures must be outlined to the students prior to entering the water.
The person in charge must be informed about any student with a medical problem that may affect the student's safety in the water.
Students must follow the pool regulations, including:
  o no running or pushing on the deck;
  o no gum chewing;
  o no food in the pool area;
  o follow the diving-area rules;
  o do not dive into the shallow end;
  o shoes are not allowed on the deck.
Students should shower before entering the pool. [Students with infected cuts, sores, or communicable diseases must not be in the pool.]
Skills must be taught in the proper progression.
Screening and testing must initially be done in the shallow end.

Supervision:
At least one qualified lifeguard is required. Recommended: One for each group of 25 students in or near the water. When determining the number of lifeguards needed, include those working at the venue.
Life guarding credentials must be current. Minimum certification is Life Saving Society Bronze Cross and Standard First Aid Certification. National Life Guard Service is recommended.

For additional safety measures, please refer to Swim Safe Programs: A Reference Guide for Schools on the MSBA website. Also refer to page 109 (Aquatics): Safety First in YouthSafe Manitoba: School Field Trip Resource.
Each instructor must supervise on site; must supervise only one class or group; and must stay in the pool or on the pool deck area. [On site supervision by the teacher is also required.]

The suggested instructor/student ratio-
- 1:12 Senior Years
- 1:8 Middle Years
- 1:6 Early Years
- 1:4 Kindergarten
- 1:1 Special Population

Teacher/Student Ratio is 1:25.

Change rooms should be monitored frequently.

Students should ask permission to leave the pool area.
**Archery – Senior Years Only**

Early and/or Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

**Equipment:**

- First Aid Kit and phone must be accessible.
- All equipment must be checked regularly for defects.
- Arm guards and finger tabs should be made available to students.
- Bow length and weight must correspond to the height and strength of the participant.
- Equal number of appropriate length arrows must be given to each participant.
- Use only appropriate targets.
- Cross bows are not to be used.

**Clothing/Footwear:**

The following must be worn:

- Suitable footwear and clothing providing the student with unrestricted movement. [Note: appropriate close-fitting clothes must be worn on the upper body during this activity.]
- Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery].
- Eyewear may need to be removed or secured.

**Facilities:**

- The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
- For indoor shooting, a properly installed safety net must be used.
- Access and exit to the facility must be controlled and warning signs must be posted.
- For outdoor activity, the shooting area must be well marked and controlled.

**Special Rules/Instruction:**

- “Firing” line must be established, and it must be appropriate for the skill level of the students. [No one is allowed in front of the firing line until signalled by the teacher.]
- All students not involved in shooting must be positioned well behind the firing line and away from the archers on the line.
- Establish a start and stop shooting and retrieving procedure.
- Students must receive instruction on safety procedures and shooting techniques, including care and use of the equipment [e.g., how to remove an arrow from a target butt safely].
- A loaded or unloaded bow must never be pointed at anyone.
- Bows must only be loaded on the shooting line, after the signal to shoot has been given.
- Skills must be taught in the proper progression.

**Supervision:**

- Constant visual supervision is required.

---

2 For additional safety measures, please refer page 101 (Archery): Safety First in YouthSafe Manitoba: School Field Trip Resource.
Ball Hockey (non-ice and ice) – All Grades

Equipment:
A first aid kit and phone must be accessible.
Stick blades must be checked regularly to ensure that the blade is securely attached to the stick.
Only regulation plastic hockey sticks may be used. Plastic goals or pylons should be used.
Suitable soft balls must be used, including: P30, P40, nerf, yarn ball, tennis ball, plastic, or a highly visible soft light-rubber puck.
Eye protection should be worn.
Goalies must wear face masks (e.g., hockey helmet with cage), and should wear protective gloves.
On ice – CSA approved hockey helmet is compulsory.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against cold and sun.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.

Special Rules/Instruction:
The following rules must be in place and must be enforced by penalties:
  o no body contact
  o no stick on body contact
  o the stick must remain below the waist at all times with the blade preferably below knee-level
  o slap shots are not allowed
  o implement a crease for protection of the goalie
  o no other player (or player’s stick) is allowed in the goal crease
  o no lifting and slashing the opponent’s stick
Skills must be taught in the proper progression.
Games must be based on the skills that are taught.
The number of sticks should be limited to the number of players on the playing field.

Supervision:
On site supervision is required.
Basketball and Related Games – All Grades

Equipment:
A first aid kit and phone must be accessible.
Where a stage is close to the baseline, gym mats must be placed over the edge of the stage and must extend close to the floor.
In situations where the student’s follow through and/or run-off the end of the court may result in contact with an end wall – protective padding or gym mats must be placed beyond the “key” area; must extend a minimum of 1.88 m (6’) up the wall from the top of the baseboard (maximum 10 cm (4”) from the floor), and must be a minimum width of 4.88 m (16’).
Recommend that the wall padding be permanently secured to the wall where possible.
Early Years – 4 x 4 mats may be used because the students are shorter at this age level.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Suitable footwear and gym clothing providing the student with unrestricted movement.
Items such as cast, braces, or other materials that my pose danger are not to be worn.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and if outdoors must be well removed from traffic, with boundaries clearly identified.
Indoor facilities - ensure the floor holes used for volleyball and badminton are properly covered and secure.
Only trained adults are to use motorized or hand winches to raise and lower the baskets.
Only trained adults may operate power drills to raise/lower baskets.
The winch for moving backboards up and down must not be located directly under the supporting wall-mounted structure. When raising or lowering baskets, the area directly below the moving basket must be clear of people and equipment.
Backboards must have a support safety chain that will maintain support of the structure in case the wall mounting bolts fail.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Games must be based on the skills that have been taught.
If the gym does not facilitate safe play, (e.g., doors and radiators under the baskets; a wall too close to the baseline; close proximity of chin-up bars and climbing apparatus), modify the rules appropriately. (e.g., no lay-ups)

Supervision:
On site supervision is required for the initial instruction followed by in the area supervision.
Early Years – On site supervision is required at all times.
**Bench, Chair and Utility Box Activities – Early and Middle Years**

**Equipment:**
- A first aid kit and phone must be accessible.
- Stacking chairs must not have cracks or chipped corners and the seat and back must be secured to the supports.
- Benches must not have cracks, chipped corners or splinters on the top surface.
- Bench tops must be secured to all supports.
- Mats should be used in all jumping or landing activities involving equipment.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing that allows the student unrestricted movement.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

**Facilities:**
- Ensure that there is enough space around chairs/benches for safe usage.
- Allow for landings at safe distances away from walls and other equipment.

**Special Rules/Instruction:**
- All skills must be taught in a logical progression from simple to complex. Observe that the child demonstrates control of basic movement before moving to more complicated skills, (e.g., forward jumping and landing before backward jumping and/or jumping with turns).
- Jumping and landing skills can effectively be taught from chairs, benches, and low utility boxes before using larger equipment. Teach simple forward jumps and soft landings first before introducing aerial shapes and rotations.
- Instruct children to jump up from the chair, bench or utility box and land close so that the chair, bench or utility box does not move.
- Instruct children never to jump from the seat over the back of the chair.

**Supervision:**
- Chair and bench activities require on site supervision.
**Boardsailing – Senior Years Only**

**Equipment:**
- First Aid Kit and phone must be accessible.
- The equipment supplied by the local sailing school must be inspected for defects.
- Personal safety equipment must be checked prior to use to ensure proper fit.
- Each student must wear a PFD [Personal Flotation Device] with a whistle attached.

**Clothing/Footwear:**
- It is recommended that students bring:
  - Suitable footwear that can get wet. [Shoes with a non-slip sole or non-slip-soled sandals are preferable.]
  - Suitable swimwear;
  - Water bottle;
  - Sunscreen; and
  - Hat.
- Raincoat/windbreaker and/or a fleece [if the weather is rainy, windy, or cold] Jewellery representing a safety concern must be removed. If not removable, it must be taped -[e.g., medical alert identification, religious/ cultural jewellery].
- Eyewear may need to be removed or secured.

**Facilities:**
- Board sailing should be done in waters that are above 15 degrees Celsius and that do not have any areas with visual obstructions.
- Instructors must designate a sailing area to the students, which they must adhere to.
- Weather, boat traffic and hazards must be taken into account.

**Special Rules/Instruction:**
- This activity is not recommended in the Early and Middle Years, and parental permission for the activity must be obtained.
- Prior to the activity, in a classroom session instructors must provide the students with the knowledge base necessary for safe sailboarding.
- Students must complete the following swim test prior to water activities:
  - swim 100 m continuously using any stroke;
  - tread water for 3 minutes;
  - put on a lifejacket in the water;
  - demonstrate the help/huddle position.
- Students must be familiar with emergency procedures and self-rescue skills related to the facility, and must respect their equipment.
- Skills must be taught in the proper progression -[Balance, Propulsion, Direction].
- A PFD must be worn at all times, and students must be familiar with basic first aid and hypothermia.
- Instructors must be aware of weather and water conditions, including off-shore breeze, and will make the final decision on whether or not the students go out on the water.

---
3 For additional safety measures, please refer to Swim Safe Programs: A Reference Guide for Schools on the MSBA website. Also refer to page 133 (Windsurfing/Boardsailing): Safety First in YouthSafe Manitoba: School Field Trip Resource.
Supervision:
Certified board sailing instructors may be secured to instruct the course. [Certification: Minimum of Level I Canadian Yachting Association Coaching Certificate.]
Instructor to Student Ratio is 1:10 in partners with a maximum of 10 students using sailboards at any one time.
A minimum of one motorized rescue craft for every 10 sailboards must be present to aid in the supervision of students off-shore.
A lifeguard on site is required but may be the board sailing instructor.
Life guarding credentials must be current. Minimum certification is Life Saving Society Bronze Cross and Standard First Aid Certification. National Life Guard Service is recommended.
On site supervision is required.
Prepare an emergency action plan for this activity. [Check Appendix D.]
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor.

Bouldering

Bowling – All Grades

Equipment:
A first aid kit and phone must be accessible.

Clothing/Footwear:
Suitable footwear must be worn at all times, as provided or approved by the facility. Street clothes are acceptable.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Note: Ten Pin bowling – rings could be a hazard.

Facilities:
Gym; school property; bowling lanes

Special Rules/Instruction:
Skills must be taught in the proper progression.
Parents must be aware of any away-from-school activity and the mode of transportation being used.
Teach and follow the rules and etiquette as outlined by the facility.
Students must be shown the proper hand-placement when picking up the bowling ball.
If bowling is being taught in the gym – the students must be made aware of equipment rules; must stand aside when the pins are being set up; and must not bounce the bowling balls.

Supervision:
In the area supervision is required.
Early Years – On site supervision is required.

---

4 For additional safety measures, please refer to page 69 (Wall Climbing) of the present document and pages 94-95 (Bouldering): Safety First in YouthSafe Manitoba: School Field Trip Resource.
**Broomball (non-ice and ice) – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Regulation broomball sticks must be used. (Modified indoor sets are also available.)
- Plastic goals or pylons should be used.
- Use a nerf ball, utility ball, or a regulation ball specifically made for broomball.
- Goalies must wear face masks.
- If playing on ice – CSA approved hockey/broomball helmet (with mask) must be worn.

**Clothing/Footwear:**
- If broomball is played outdoors on fields, blacktop, or rinks – players must wear suitable footwear and clothing for the weather conditions.
- If skates are used, refer to Ice Hockey guidelines.
- If playing on ice – runners or broomball shoes should be worn.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

**Facilities:**
- For Non-Ice Broomball – The blacktop area must be free from obstructions. If a field is used it must be free from ice patches or pot holes.
- For Ice Broomball – The ice surface must be free from obstructions.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against cold and sun.

**Special Rules/Instruction:**
- Players must keep their sticks below the waist at all times.
- The crease must be extended 2 m (6’ 6”) from the goal line. Only the goalie and the goalie’s broom are allowed in the crease.
- Only non-contact broomball is allowed.
- Skills must be taught in the proper progression.
- Games must be based on the skills that are taught.
- Parents must be made aware of any away-from-school activity and the transportation arrangements.

**Supervision:**
- On site supervision is required.
Cricket – All Grades

Equipment:
A first aid kit and phone must be accessible.
Regulation cricket bats and stumps should be used.
For regulation cricket, approved cricket pads and gloves must be worn by the batters and the wicket-keeper.
Tennis balls are to be used for indoor cricket games.
Early & Middle Years - Use an official Kanga Ball set, or modify as follows:
  o use tennis balls, cosom plastic balls, or “soft” balls
  o use sturdy plastic bats
  o use Kanga Ball wickets, each having 3 sturdy plastic stumps which fit into a hollow base

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
No cleats are allowed
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
For indoor cricket variations, the playing surface and surrounding area must be free of all obstacles (e.g., tables, chairs, pianos).

Special Rules/Instruction:
The official game of cricket is not recommended for the Early and Middle Years. (Use variations.)
Skills must be taught in the proper progression.
Games must be based on the skills taught.
“Bouncers” and “bean balls” must not be bowled.
A designated area must be established for non-active players at a safe distance behind the batter.
Early and Middle Years – the bowler should underhand lob or roll the ball at the batter’s wicket, and the wicket-keeper must stand a safe distance behind the striker.

Supervision:
On site supervision is required.
Cross Country Skiing, Snow-Shoeing, Snow Skating – All Grades

Equipment:
A first aid kit and a phone should be accessible.
For Cross Country Skiing - skis, bindings, boots and poles must be in good repair and must be the appropriate size for the skier.
For Snowshoeing -- frame and bindings must be in good repair.
Any equipment brought to school should be safety inspected at home first [e.g., skis, skates, helmets].

Clothing/Footwear:
Clothing must be appropriate for outdoor activity and must take into account the outdoor temperature. [Use ‘layering’ principles and encourage the wearing of toques, hats, and gloves.]
Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/ cultural jewellery].
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students must bring suitable protection against cold and sun.

Facilities:
Define the specific route for the students so that they are aware of the boundaries for the activity.
When choosing a site, the following conditions must be taken into consideration: sun, wind, snow conditions and suitability of terrain [e.g., proximity to rivers and lakes].
When selecting a non-commercial site, the facility must include:
- level field with practice tracks;
- long run-out at the bottom section of a larger hill;
- proximity to warmth, food, waxing and other facilities.

Special Rules/Instruction:
Discuss frostbite and hypothermia with the students and teach them how to recognize and treat these conditions.
Emergency procedures must be established and communicated to the students.
Parents must be informed of an away-from-school activity.
Skills must be taught in the proper progression.
Students must be taught how to care for and carry their equipment. [e.g., ski poles have sharp tips -- caution students about their safe use; ask students to ensure that their boots are secure in the ski bindings.]
Teach basic uphill and downhill maneuvers on a very gentle slope.
Use a buddy system.
Teachers must be aware of students with a history of asthma; other respiratory problems; disabilities; or illnesses.

5 For additional safety measures, please refer to page 150 (Cross Country Skiing) and page 154 (Snow-Shoeing): Safety First in YouthSafe Manitoba: School Field Trip Resource.
**Supervision:**

In the area supervision is required.
Prepare an emergency action plan for this activity. [Check Appendix D.]
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor.
If the class is divided into groups, the duties of each group leader/supervisor must be clearly outlined.

**Suggested Instructor/Student Ratio:**
- Early Years: 1:10
- Middle Years: 1:20
- Senior Years: 1:30.
**Curling – All Grades**

**Equipment:**
A first aid kit and phone must be accessible.
In “jam pail” curling – ensure that all handles are secure.
Early Years – Parents should be encouraged to have their child wear a helmet.
Little rocks and smaller brooms are recommended.
Curling brooms need to be smooth handles, free of splinters with a clean head free of debris.

**Clothing/Footwear:**
Clothing must be appropriate for cold temperature activity.
Clothing is layered and includes a warm sweater or jacket, sweat pants, stretchy pants, or loose fitting pants, non-slip gloves or mitts.
Students should wear curling shoes - or slip-on-slider – or running shoes with the sliding shoe taped.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against cold and sun.

**Facilities:**
In “jam pail” curling – ensure that the ice surface is smooth.
Curling rink. The ice area must be inspected for hazards or potentially unsafe situations (i.e., unfastened backboards, hack covers left on ice).

**Special Rules/Instruction:**
Teach etiquette and safety rules before going to the curling rink or any ice surface.
Skills must be taught in the proper progression.
Children begin with the slowest type of slider (i.e., slip-on half plastic slider or a nylon and gradually progress to a faster slider, dependent upon individual skill level.
Parents must be informed when curling takes students off the immediate school property.

**Supervision:**
On site supervision is required.
Prepare an emergency action plan for this activity. (Check Appendix D.)
There must be a designated supervisor (teacher, parent, or responsible adult) available with a vehicle to accompany any injured students to the hospital. This must not be the “in-charge” supervisor.
**Cycling – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Bicycles must be inspected for working brakes and properly inflated tires.
- Bicycle size must be appropriate for the rider.
- Correctly fitting and approved bicycle helmets must be worn.
- One rider will carry a bicycle tool kit [including a pump].
- The supervisor will carry a first aid kit and an emergency phone should be accessible if the activity is away from the school property.

**Clothing/Footwear:**
- Suitable clothing [for visibility] and suitable footwear must be worn.
- Open-toed shoes must not be worn.
- Shoelaces must be tied.
- Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery].
- Eyewear may need to be removed or secured. Students must bring suitable protection against sun, heat and insects.

**Facilities:**
- Choose routes carefully in terms of length, road surface, frequency of traffic, and complexity of intersections and railway crossings.
- Prior to initial use of the route, the teacher must do a safety ride-through to verify safety and suitability.
- For off-road routes, permission of the land owner must be obtained.
- Provide students with a map and/or clear directions.

**Special Rules/Instruction:**
- The rules of the Highway Traffic Act must be reviewed and adhered to. Check with local police as a permit may be required for travelling on highways.
- An initial riding pre-test [with safety emphasized] must be passed before leaving school property [e.g., Autopac Safety Test].
- A record of the route and the names of students participating must be left with an appropriate person at the school.
- Use the buddy system.
- Students must be aware of emergency procedures in case of an accident and parents must be informed that cycling will take students off school property.
- No personal electronic devices or other distracting equipment may be used.
- Racing must not be done as an in-class activity.
- Skills must be taught in the proper progression. Consider a safety vest for the lead and last riders.

**Supervision:**
- In the area supervision is required.
- Prepare an emergency action plan for this activity. [Check Appendix D.]

---

6 For additional safety measures, please refer to page 75 (Cycling): Safety First in YouthSafe Manitoba: School Field Trip Resource.
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital. This must not be the “in-charge” supervisor. The teacher must stay at the back of the pack and a second adult leading the pack is recommended. The recommended maximum teacher/student ratios are:

- Early Years: 1:10
- Middle Years: 1:20
- Senior Years: 1:30.
Dance/Rhythmic Sportive Gymnastics – All Grades

Equipment:
A first aid kit and phone must be accessible.
Sound and music equipment must be in good working order.
Early Years – Rhythmic Clubs must not be used.

Clothing/Footwear:
Appropriate footwear such as gymnastics slippers or running shoes can be worn. Bare feet are also permitted, but footwear must be close by in case of fire.
Jewelry representing a safety concern must be removed.

Facilities:
Use a gym or very large room which is free from obstacles.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Instruct students in the safe use of the equipment and provide sufficient practice space.
Early Years – Modify the activity to the age and ability of the students. (e.g., throwing of ropes, ribbons, hoops, etc. should be kept to a low height.)

Supervision:
In the area supervision is required for dance.
On site supervision is required for Rhythmic Sportive Gymnastics.
Diving (Springboard or Tower Diving) – All Grades

Equipment:
A first aid kit and phone must be accessible.
Use standard safety equipment as stated in the pool regulations.

Clothing/Footwear:
Suitable swimwear should be worn.
A device to keep hair from obstructing vision must be used where appropriate (e.g., elastic).
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
Ensure that the diving board and fulcrum are in good working order.
Water depths must conform to Canadian Amateur Diving Association (C.A.D.A.) regulations.
BACKYARD POOLS MUST NOT BE USED.

Special Rules/Instruction:
Students must adhere to the following regulations:
○ only one person using the board at one time
○ move towards the edge of the pool after a dive
○ no running or pushing on the pool deck
○ make sure the diving area is clear before diving
○ no diving into the shallow end
○ no wearing of goggles or ear plugs, and no gum chewing
○ shoes are not allowed on the pool deck
Emergency procedures must be outlined to the students, and skills must be taught in the proper progression.

Supervision:
On site supervision is required by the teacher and constant visual supervision is required by a qualified lifeguard/instructor.
Instructors must have C.A.D.A. Certification Level I if they are teaching any diving skills beyond a front dive.
Maximum ratio: 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.

For additional safety measures, please refer to Swim Safe Programs: A Reference Guide for Schools on the MSBA website.
**Dodge Ball Type Games, Tag Games – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- A “soft” ball (e.g., nerf ball, soft foam ball) must be used.
- A partially deflated ball is not appropriate.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Use sun protection when playing outdoors, if necessary.
- Jewelry representing a safety concern must be removed.

**Facilities:**
The playing area must be free from obstructions (e.g., decks, chairs, pianos, etc.)
- All access/exit doors must be closed.
- If playing outdoors – ensure that the game is in a confined area away from streets and sidewalks.

**Special Rules/Instruction:**
- Modify the rules to accommodate age, ability, and physical development of the participants.
- Rules for “contact by the ball” must be in place (e.g., below the shoulders, or below the waist.)
- Skills must be taught in the proper progression.

**Supervision:**
- Constant visual supervision is required.
Fencing – Senior Years
Early and Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
A first aid kit and phone must be accessible.
Equipment (including: mask, vest, gloves, foil with rubber tip, épeé and sabre) must be checked regularly by students and staff for defects and must be repaired or replaced as required.
The fit of the mask is important. To check the size, have the student bend forward. If the mask falls off, appropriate adjustments must be made.

Clothing/Footwear:
Short-sleeved shirt, fencing jackets, and long athletic pants must be worn.
Suitable footwear must be worn.
Jewelry representing a safety concern must be removed.

Facilities:
The fencing area must be free from obstacles and debris and must provide good footing. (Use only gym floors to reduce the risk of injuries.)

Special Rules/Instruction:
All equipment must be worn before fencing can begin, especially masks.
Students must be instructed in all safety rules associated with the sport before equipment is handed out. (Example: Students must place fencing equipment on the floor before removing mask; points must be towards the floor during instruction/demonstration.)
Skills must be taught in the proper progression.

Supervision:
Fencing must take place only under the direct supervision of the instructor.
Constant visual supervision is required when fencing an opponent.
**Field Hockey – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Regulation field hockey (or developmentally appropriate) sticks must be used.
- Students must be trained to check their sticks regularly for cracks.
- Use a regular field hockey ball or an indoor “soft” ball.
- An approved hockey helmet with cage and full goalie equipment must be worn by the goaltender.
- Mouth guards and shin guards should be worn.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Metal cleats must not be worn.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.

**Special Rules/Instruction:**
- Skills must be taught in the proper progression.
- Games must be based on the skills that are taught.
- If a regulation ball is used and there is a goalie, equipment as specified must be used.
- The ball must be played only with the flat side of the stick.

**Supervision:**
- On site supervision is required.
Fitness Activities (Aerobics, Chinning Bar, Peg Board, Circuit Training, Aerobic Steps, Slides, Tubing, etc.) – All Grades

Equipment:
- A first aid kit and phone must be accessible.
- Stationary bicycles, benches, chinning bars, peg boards and other equipment used in fitness activities must be in good repair.
- Electrical equipment must be in good working order.
- Steps and/or slides must be in good repair and must be equipped with non-slip treads.
- Tubing/elastic strips must be the proper tension and length for the level of participant and must be in good repair.
- Early Years – Free Weights are not recommended.

Clothing/Footwear:
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

Facilities:
The floor area must be free of all obstacles (e.g., tables and chairs, pianos).
- Allow adequate space between fitness activities/equipment in order to provide for a free flow of motion.

Special Rules/Instruction:
- Fitness activities must be modified based on – the age and ability level of the students; the facilities; and the equipment available.
- Where fitness equipment is being used (e.g., stationary bicycle, medicine ball, chinning bar, etc.),
- students must be instructed in the proper use of the equipment before using it.
- Use the proper progression for the activities:
  - warm-up
  - muscle strength
  - endurance
  - peak work activities
  - cool down activities
- Where the fitness activities constitute the main part of the lesson – proper warm-up and cool-down must be provided.
- Permit the students to work at personal levels of intensity (e.g., students who can make responsible decisions related to “low-impact to high-impact” and “low-intensity to high-intensity”).
- Correct body alignment for injury prevention must be stressed.

Supervision:
- On site supervision is required.
Floor Hockey and Gym Ringette (Also see Ball Hockey) – All Grades

Equipment:
A first aid kit and phone must be accessible.
A suitable soft ball must be used for floor hockey – including: P30, P40, nerf, yarn ball, plastic or soft light rubber puck. A regulation rubber or felt ring must be used for ringette.
Only use:
  - plastic “ringette” and/or
  - commercially produced plastic floor hockey sticks. Sticks must be checked regularly for cracks.
The goalie must wear a protective mask (e.g., hockey helmet with cage) and should wear protective gloves.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement. Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry). Eyewear may need to be removed or secured.

Facilities:
The playing surface must be free of all obstacles, (e.g., tables & chairs, pianos). Floor plugs must be in place and flush with the floor.

Special Rules/Instruction:
The following rules must be in place and must be enforced by penalties:
  - no body contact
  - no stick on body contact
  - the stick must remain below the waist at all times with the blade preferably below knee-level
  - slap shots are not allowed
  - implement a crease for protection of the goalie
  - no other player (or player’s stick) is allowed in the goal crease
  - no lifting and slashing the opponent’s stick
Skills must be taught in the proper progression.
Games must be based on the skills that are taught.
Eye protection should be worn.
Early Years – The stick should be in contact with the floor at all times except on a shot or a pass when the stick may not go beyond waist level.

Supervision:
On site supervision is required.
**Football (Flag, Touch) – All Grades**

Tackle Football is not an appropriate activity for classroom Physical Education.

**Equipment:**
- A first aid kit and phone must be accessible.
- Use a ball that is appropriate to the size and ability of the group. (e.g., a smaller football or nerf ball).

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Metal or composite cleats must not be worn in class.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
- Goal posts should be padded when the goal posts are in the field of play.

**Special Rules/Instruction:**
- Tackle football is not an appropriate activity for classroom Physical Education.
- Skills must be taught in the proper progression.
- Games must be based on the skills that are taught.
- No blocking is allowed – except at the line of scrimmage. Pass blocking is allowed only after the proper technique has been taught.
- Modify the results of the game to accommodate differences in ability, age and physical development.
- Boundary lines must be clearly indicated.

**Supervision:**
- On site supervision is required.
**Golf – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Plastic “whiffle” or rubber golf balls must be used.
- Real golf balls must not be used on school property except for putting and chipping. (If chipping is indoors – use whiffle balls only).
- Equipment, especially grips, must be checked regularly and repaired as needed.
- Early Years – Ensure that the clubs are the appropriate length.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- Gym; school property; golf domes; putting course; golf course; driving range; chipping (short game) course.
- Adequate space is required and the space must allow for a full backswing and follow through.
- Regardless of facility, the hitting area must be well marked and controlled.
- For indoor (gym) golf – use mats and plastic balls. Emphasize that safety is the #1 concern (e.g., only a certain number of students can hit balls at one time, depending on the size of the gym).

**Special Rules/Instruction:**
- Students must receive instruction on proper golf etiquette and safety.
- Skills must be taught in the proper progression.
- Establish a safe routine for hitting and retrieving golf balls and a designated safe area for use of real balls while chipping.
- Students must have had an opportunity to develop their skills prior to playing on an actual golf course.
- All rules of play must be followed.

**Supervision:**
- On site supervision is required for the initial instruction and when chipping with real golf balls.
- In the area supervision is required following the initial instruction.
Gymnastics (General Procedures) – All Grades

Equipment:
A first aid kit and phone must be accessible.
Mats must be placed on all designated landing areas under and around equipment without overlaps or gaps, and must be regularly checked for wear and tear.
General utility mats are to be used for floor work, tumbling, and landing on the feet from a controlled height (i.e., the student’s height at shoulder is maximum jumping height).
Recommended thickness include:
  o ensolite 3.8 cm (1 ¼”)
  o trocellen 5.1 cm (2”)
  o ethfoam 3.8 cm (1 ½”)
  o sarneige 3.8 cm (1 ¼”)
  o mats of equivalent compaction rating
Landing surfaces to be used for elevated inverted skills: 30.5 cm – 60.9 cm (12” – 24”) solid or cross-linked foam pit.
These 12” x 24” surfaces must not be used as landing surfaces for vaulting or for controlled landings (e.g., landing on the feet) off any piece of equipment.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing that allows the student unrestricted movement. (Shirts must be tucked in.)
Bare feet or gymnastic slippers are acceptable. (No sock feet are allowed.) Footwear must be easily accessible in case of fire.
Tie back long hair and remove barrettes.
Jewelry representing a safety concern must be removed.
Eyewear may need to be removed or secured.

Facilities:
Ensure that the floor plan allows enough space around each piece of apparatus for safe movement.
Allow for landings at safe distances away from walls, other equipment, and people.
The perimeter of the gym must be free from excess equipment (e.g., tables and chairs).

Special Rules/Instruction:
Teachers must be aware of the physical limitations of the students (e.g., epilepsy, weak wrists, etc.).
Teachers must create an atmosphere of discipline and control.
Students must be instructed not to attempt aerial somersaults on or off the apparatus, extended dive rolls for distance, or front and back handsprings.
When a student displays hesitation verbally or non-verbally, the teacher must discuss the reason(s) for doubt. If the teacher believes that a potential hesitancy during the move could put the student at risk, the student is to be directed toward a more basic skill.
Students must not be forced to perform skills beyond their abilities.
All skills must be taught in a proper progression from simple to complex. Observe that student demonstrates control of basic movement before moving on to more complicated skills (e.g., rotations on mats before performing on apparatus, and perform landings before working on elevated equipment).
Apparatus must be introduced one piece at a time, working towards the development of a circuit. Mat work must precede apparatus. The landing mat must be properly placed for landings and precautions must be taken to minimize movement of the mat on impact. It is advisable that any teacher, who is unfamiliar with any gymnastics apparatus, seek assistance from appropriate support staff and/or refrain from using the equipment until help is received.
Every lesson must be preceded by a warm-up.

Supervision:
All elevated inversions require constant visual supervision.

Spotting:
Responsibilities vary with the age, strength and experience of the student.
Early Years students are involved in non-contact spotting only (e.g., keeping approach and landing areas clear).
Middle Years students are involved in non-contact spotting (as above), as well as giving verbal cues and checking the placement of mats and stability of equipment.
Middle Years students can also perform the following contact-spotting roles:
- help peers maintain a static balance on benches/boxes;
- assist peers with forward rotation (e.g., roll on mats and other low, wide surfaces);
- help peers maintain balance on mounts;
- handstands on mats; and
- simple vaults on hip-high box horses.
Spotting is initially the role of the teacher and then may progress to trained students.
Gymnastics (Mat Work – See General Procedures Above) – All Grades

Equipment: Mats:
A first aid kit and phone must be accessible.
Mats must be placed on all designated landing areas under and around the equipment without overlaps or gaps.
Regularly check all the mats for wear and tear.
General utility mats are to be used for floor work, tumbling and landing on the feet from a controlled height (student’s height at shoulder is maximum jumping height).
Recommended thickness include:
  o ensolite 3.8 cm (1 ½”)
  o trocellen 5.1 cm (2”)
  o ethefoam 3.8 cm (1 ½”)
  o sarneige 3.8 cm (1 ½”)
  o mats of equivalent compaction rating

Clothing/Footwear:
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
Bare feet or gymnastic slippers are acceptable. (No sock feet are allowed.) Footwear must be easily accessible in case of fire.
Footwear must be easily accessible in case of fire.

Facilities:
Allow for landings at safe distances away from walls and other equipment.
Allow for adequate space so that all practicing will be safe.

Special Rules/Instruction:
Students must be instructed not to attempt: aerial somersaults on or off the apparatus, extended dive rolls (e.g., dive rolls for distance, diving over bodies), front handsprings and back handsprings.
The apparatus must be introduced one piece at a time, working towards the development of a circuit and mat work must precede apparatus. Students should be instructed on landings first.
Be aware of the physical limitations of the students (e.g., strength, flexibility, weak wrists, epilepsy).

Supervision:
Mat-work requires on site supervision.
Constant visual supervision is required if students are doing inversions.
**Gymnastics (Climber) – All Grades**

**Equipment:**

**Climber:**
- Trestles or wall climber.
- A first aid kit and phone must be accessible.
- Equipment set up and adjustment must be done under the direction of the teacher.
- Check clamps and feet of trestles, wall lever and floor pins of wall climber to ensure that the climber is secure. Check daily for defective parts.
- General utility mats must be placed on all landing areas *(see Gymnastics – General Procedures for mat specifications, page 32.)*

**Clothing/Footwear:**

Suitable gym clothing must be worn so that the child has bare elbows and knees.
- No dresses, skirts, or jeans may be worn.
- Bare feet; running shoes; or gymnastic slippers are acceptable. *(No sock feet are allowed.)*
- Footwear must be easily accessible in case of fire.
- Remind the students to tie their shoe laces securely.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

**Facilities:**

- Allow for landings at safe distances away from walls and other equipment.

**Special Rules/Instruction:**

- Hanging inversions can only be done under direct instruction of the teacher and a 30.5 cm – 60.9 cm (12” – 24”) landing mat must be in place. Students should be instructed on landings first.
- Inversions must be supervised and must be done so that a student hangs no higher than 1 ½ m (5’) above the floor.
- Where a horizontal ladder or bars are at chest height, a child may climb on top. When a horizontal ladder or bars are above chest height of student, (e.g., stretch height), hanging and travelling are permitted. Travelling on top is not permitted.
- Ensure that there is no over-crowding by the students.
- Adjust the equipment to the appropriate height of the students, and appropriate to the activity being performed.
- Students must not jump from anything higher than their own shoulder height.
- Horizontal ladders and bars of trestles must not be approached from the side as trestles could slide sideways.
- Skills must be taught in the proper progression.

**Supervision:**

- Climber requires constant visual supervision.
Gymnastics (Climbing Ropes) – All Grades

Equipment:

Climbing Ropes:
A first aid kit and phone must be accessible.
General utility mats must be placed under the ropes (see page 32 Gymnastics – Mat work for specifications).
Check regularly for fraying. If the ropes are severely frayed, do not use them as students can get slivers.
Inversion activities require a 30.5 cm – 60.9 cm (12” – 24”) landing mat underneath.
A stable platform (e.g., utility box) is necessary to initiate a swing.
If the ropes are used for swinging – the mats must cover the floor surface below the path of the rope.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing that allows the student unrestricted movement.
Bare feet are acceptable. (Sock feet are not acceptable.) Footwear must be easily accessible in case of fire.
Jewelry representing a safety concern must be removed. If not removable, it must be taped (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
Allow for landings at safe distances away from walls and other equipment.
The area used for the ropes must be clear of all obstructions. (This includes leaving room to swing back and forth).

Special Rules/Instruction:
Inversions must be done so that a student hangs no higher than approximately 1 ½ m (5’) above the floor.
Introduce rope activities in a developmental sequence. Students should be instructed on landings first.
Swinging activities must be conducted in a controlled manner (e.g., specify a designated start and finish point).
Always stress control before height. Teachers must designate a maximum climbing height (e.g., 3.9 m).

Supervision:
On site supervision is required.
Constant visual supervision is required for inversions.
Gymnastics (Beat Board) – All Grades

Equipment:

Beat Board:
A first aid kit and phone must be accessible.
General utility mats or hard-side/soft-side landing mats (minimum 10 cm thick) hard side up, must be placed to designate the landing area. (See Gymnastics – General Procedures for mat specifications page 32.)
Use a manufactured take-off board with a carpeted top and non-skid feet.
Springboards with a flat, long take-off area must not be used.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing that allows the student unrestricted movement.
Bare feet are acceptable. (Sock feet are not acceptable.) Footwear must be easily accessible in case of fire.
Remind the students to tie their shoe laces securely.
Long hair must be tied back.
Jewelry representing a safety concern must be removed. If not removable, it must be taped (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
Allow for landings at a safe distance away from walls and other equipment.

Special Rules/Instruction:
Introduce beat board activities in a developmental sequence (e.g., take-offs and landings from the beat board to the mat before the beat board to the box horse). Students should be instructed on landings first.
The combination of beat board and box horse should be undertaken only at the Middle Years level.

Supervision:
Vaulting activities require constant visual supervision.
Gymnastics (Parallel Bars, High Bar, Still Rings, Uneven Parallel Bars, Floor, Balance Beam, Pommel Horse, Vaulting Horse, Ropes) – All Grades

Equipment: Parallel Bars – Middle Years Only: Still Rings – Middle Years Only
A first aid kit and phone must be accessible.
All equipment must be inspected on a regular basis and repaired as necessary. The teacher must
do a safety check for proper set up prior to student use. Ensure all locking mechanisms are
checked prior to use
General utility mats are to be used for floor work and tumbling;
Recommended thickness include:
  o ensolite 3.8 cm (1 ½”)
  o trocellen 5.1 cm (2”)
  o ethefoam 3.8 cm (1 ½”)
  o sarneige 3.8 cm (1 ½”)
  o mats of equivalent compaction rating
The landing surfaces to be used for elevated inverted skills: 30.5 cm – 60.9 cm (12” – 24”) solid
or cross-linked foam pit. These surfaces must not be used as landing surfaces for vaulting or for
controlled landings off any piece of equipment (e.g., landing on the feet).
The landing surfaces to be used for feet first landings (e.g., vaulting, dismounts from a height):
Hard side/soft side landing mat, minimum 10 cm – with hard side up and no gap between the
box horse and the landing surface. No spring boards.
Early Years – The beat board must not be used with the box horse.
General utility mats must be placed to designate the landing area (see page 32, Gymnastics –
General Procedures for mat specifications).

Clothing/Footwear:
Bare feet or gymnastic slippers are acceptable. (No sock feet are allowed.) Footwear must be
easily accessible in case of fire.
Socks or gymnastics slippers may be worn except on the balance beam and when vaulting.
Snug fitting clothes that allow unrestricted movement must be worn.
Long hair must be tied back.
Jewelry representing a safety concern must be removed. If not removable, it must be taped
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
Remind the students to tie their shoe laces securely.

Facilities:
Mats must be situated around/under the apparatus as a landing area such that there are no
overlaps or open spaces.
Precautions must be taken to minimize the movement of mats on impact.
Velcro mats must be attached to prevent slipping on landing.
Ensure that there is sufficient space between each apparatus to allow free movement and also
sufficient space to dismount.
To prevent slipping on landing, equipment must be properly secured to the floor/ceiling.
Special Rules/Instruction:
Students must be instructed on safety rules related to gymnastics and all associated apparatus prior to using any of the equipment.
Skills must be taught in the proper progression. (e.g., students should be instructed on landings first.)
The teacher must be aware of the physical limitations and initial skill levels of the students.
Students must not be encouraged to perform skills beyond their physical and psychological capabilities.
Early Years –
- The box horse must be set up at a suitable height for the students (e.g., below shoulder height), and appropriate to the activity.
- Appropriate box horse activities include: static balances, landings, and basic vaulting progressions. (Aerial somersaults, neck springs, headsprings, or handsprings are not allowed off the box horse.)
- The 30.5 cm x 60.9 cm (12” x 24”) landing mat must not be used for landings off the box horse.
Students must demonstrate an understanding of the term “spotting”. (see General Gymnastics Procedures, page 32).
No inversion unless instructed by the teacher and a 30.5 cm – 60.9 cm (12” – 24”) landing mat must be in place. Students should be instructed on landings first.
Equipment height must be appropriate for students (e.g. beams – shoulder height maximum; hanging activities at stretch height maximum; support activities on top of bars at shoulder height).
If the equipment cannot be lowered sufficiently, place additional mats under the equipment to achieve the desired height.

Supervision:
On site supervision is required.
Constant visual supervision is required when the students are attempting difficult moves for the first time on an apparatus.
Inversions require constant visual supervision.
Constant visual supervision is required for initial teaching on still rings. After the initial instruction, and provided there is no inversion, on site supervision is required.
Gymnastics (Trampoline) – All Grades

Equipment:
A first aid kit and phone must be accessible.
The trampoline must be inspected on a regular basis and must be repaired as necessary.
The trampoline must be properly set up and checked by the instructor prior to use. Floor mats must surround the trampoline, which must not be set up near a wall.
The frame padding must be secure and must cover the frame and the springs/shock cords.
A safety zone must be marked on the trampoline bed. (The zone must be a minimum of 30 cm from the sides and 60 cm from the ends.)
Keep the area under the trampoline clear of all equipment (e.g., trampoline wheels).

Clothing/Footwear:
Closely fitting gym clothing allowing unrestricted movement should be worn.
Gymnastic slippers or sock feet. (Bare feet are allowed on a solid bed only.)
Long hair must be tied back.
Jewelry representing a safety concern must be removed. If not removable, it must be taped (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
Ensure that the floor plan allows enough space around the apparatus for safe use, (i.e., a minimum of 1 m along the sides and 2 m at the ends (unless there are end decks).)
The minimum acceptable ceiling height is 7 m (24”).

Special Rules/Instruction:
Students must be instructed on the safety rules related to the trampoline.
Only one student at a time is permitted on the trampoline.
Students landing outside the safety zone on the bed of the trampoline must stop bouncing and return to the center of the trampoline.
Students must understand the term “spotting”.
Skills must be taught in the proper progression. Students must master the “STOP BOUNCE” before attempting any skills. Always stress “CONTROL” BEFORE HEIGHT.
Students must be discouraged from attempting moves other than those taught by the teacher.
Knee drops must be avoided.
A student must not be asked to do a task which he/she feels unprepared to attempt.
Early Years –
  o No inversions are allowed (e.g., dive rolls or somersaults).
  o An angled bed should never be introduced after the student has become proficient with flatbed activities.

Supervision:
Constant visual supervision is required during initial instruction. On site supervision is required following initial instruction.
Trained student/teacher spotters must be located around the trampoline when it is being used.
Minimum 1 per end, 2 per side.
Early Years – Spotters must be tall enough so that the trampoline frame is at chest level. This may require the assistance of older students.
The trampoline can be set up and taken down by trained students, but under the constant visual supervision of the teacher.

Trampoline can only be taught by a Level 1 N.C.C.P. Trampoline/Gymnastics certified instructor.
**Gymnastics (Mini-Tramp) – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Frame and springs/shock cords must be covered by secure protective padding.
- General utility mats must be used for landings. Also acceptable are hard-side/soft-side landing mats (minimum 10 cm thick) with the hard side up. **DO NOT USE THICK LANDING MATS.**
- Ensure that there is no gap between the mini tramp and the landing surface.

**Clothing/Footwear:**
- Bare feet or gymnastic slippers are acceptable. (No sock feet are allowed.) Footwear must be easily accessible in case of fire.
- Students must wear suitable gym clothing so that movement is not restricted.
- Long hair must be tied back.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- Early Years – Remind the students to tie their shoe laces securely.

**Facilities:**
- Ensure that the floor plan allows enough space around the apparatus for safety of movement.
- (Remove all excess furniture and equipment (e.g., tables and chairs)) from the practice area.
- Allow for landings at safe distances away from the walls and other equipment.

**Special Rules/Instruction:**
- No inversions are permitted (e.g., dive rolls, somersaults).
- Skills must be taught in the proper progression.
- Early Years –
  - Introduce the angled bed when the student becomes proficient with the flat bed activities.
  - The mini tramp must not be used as a take-off to mount or vault other equipment.

**Supervision:**
- Constant visual supervision is required during the initial instruction. On site supervision is required following the initial instruction.
- Early Years –
  - Spotters must be in placed around mini-tramp for flatbed activities.
  - Constant visual supervision is required.
**Gymnastics (Pyramid Building) – All Grades**

**Equipment:**
A first aid kit and phone must be accessible.
General utility mats must be used
- ensolite 3.8 cm (1 1/8”)
- trocellen 5.1 cm (2”)
- ethfoam 3.8 cm (1 1/2”)
- sarneige 3.8 cm (1 3/8”)
- mats of equivalent compaction rating.
The mats must be placed under the pyramid and must extend one body length in all directions.

**Clothing/Footwear:**
Soft shoes, socks or bare feet are acceptable for standing pyramids.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

**Facilities:**
Ensure that lying and kneeling pyramids are formed away from all walls.
Do not build pyramids near entrances, exits, or stages.

**Special Rules/Instruction:**
Set the maximum number of participants and the maximum height allowed (depending on the
size, age and skill of the participants).
Instruction must include how to assemble and how to disassemble a pyramid.
The weight and size of participants determines their placement in the pyramid, (e.g., the bigger
students would be part of the base).
Pyramid building must be the only activity in the space.
Early Years – standing pyramids are not recommended.

**Supervision:**
Constant visual supervision is required during the instruction and the first attempt; on site
supervision thereafter.
Constant visual supervision is required for standing pyramids.
On site supervision is required for kneeling and lying pyramids.
Horseback Riding (English or Western) – All Grades

Equipment:
A first aid kit and phone must be accessible.
Use horses which are suitable for beginner riders or riders’ skills for students with experience.
Use appropriate, safe tack -- properly fitted to the mounts being used. Tack [girth, stirrups] should be adjusted for each rider and checked by the instructor.

Clothing/Footwear:
Appropriate riding attire must be worn, [e.g., boots with heels; loose or stretch pants].
Properly fitted riding helmets with chin straps [approved by CSA, ASTM or SEI] must be worn.
[Note: Bicycle helmets do not provide adequate protection.]
Jewellery representing a safety concern must be removed. If not removable, it must be taped - [e.g., medical alert identification, religious/ cultural jewellery].
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
Select a properly maintained, reputable riding establishment.
Riding areas (indoor or outdoor) must have adequate space and good footing, free of potential hazards, [e.g., broken gates, roadways, etc.].
Use an enclosed area for the initial instruction of beginner riders before starting on the trail or in a larger space.

Special Rules/Instruction:
Students must be instructed on safe handling and riding techniques.
Students must follow the rules laid out regarding riding areas, treatment of horses, allowable activities, etc.
Discuss the implementation of an Emergency Action Plan with the facility staff.
Parents must be aware of this away-from school activity and the mode of transportation being used.

Supervision:
On site supervision by a qualified instructor is required for the initial instruction [e.g., English or Western Level 1 coach].
In the area supervision is required after the initial instruction and when out on the trails.
The teacher must be present as a support person.
The suggested ratio for this activity is one qualified instructor or a designated supervisor on trails to a maximum of 8 riders.
Prepare an emergency action plan for this activity. [Check Appendix D.]
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor.

---

8 For additional safety measures and overnight trips, please refer to page 103 (Horse back) Safety First: YouthSafe Manitoba: School Field Trip Resource.
Ice Hockey – All Grades

Equipment:
A first aid kit and phone must be accessible.
CSA approved hockey helmet with cage.
Gloves, elbow pads, and throat protector should be worn.
If you are using a regulation hockey puck, full hockey equipment is required for all players, most importantly – goaltenders.
Check sticks for cracks and splinters.

Clothing/Footwear:
Properly fitting skates must be worn.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
The ice surface must be free from debris and deep ruts.
All ice rink doors must be closed.

Special Rules/Instruction:
The following rules must be in place and must be enforced by penalties:
o  no body contact
o  no stick on body contact
o  the stick must remain below the waist at all times with the blade preferably below knee-level
o  slap shots are not allowed
o  implement a crease for protection of the goalie
o  no other player (or player’s stick) is allowed in the goal crease
o  no lifting and slashing the opponent’s stick
Do not use a goaltender unless all players are fully equipped.
All rules must be clearly outlined and enforced.
Skills must be taught in the proper progression and the games must be based on the skills that are taught.
The teacher must modify the game to suit the equipment available and the ability of the students.

Supervision:
On site supervision is required.
Prepare an emergency action plan for this activity. (Check Appendix D.)
There must be a designated supervisor (teacher, parent, or responsible adult) available with a vehicle to accompany any injured student to the hospital. This must not be the “in-charge” supervisor.

For safety measures related to Skating (ice), please refer to page 67 of the present document.
**In-Line Skating – All Grades**

**Equipment:**
A first aid kit and phone must be accessible.
Teachers must communicate to the students and parents/guardians the importance of wearing:
- a correctly fitting helmet approved by CSA must be worn
- elbow pads, knee pads and wrist guards are highly recommended
- properly fitting skates; skates must not be manipulated (e.g. removal of rear brake)

**Clothing/Footwear:**
Properly fitting skates must be worn.
Jewellery representing a safety concern must be removed. If not removable, it must be taped (e.g., medical alert identification, religious/cultural jewellery).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
The skating surface must be dry and reasonably free of any dents, obstacles and debris.
On school site: Designate a skating area free from traffic and significant inclines. [Use the gymnasium, where suitable.]
Off school site: Follow all municipal by-law regulations pertaining to in-line skating.
Choose the routes carefully in terms of length, gravel, pavement and frequency of traffic.
All commercial in-line skating facilities must meet safety guidelines.
Changes of elevation and skate parks should be avoided.

**Special Rules/Instruction:**
Safety rules must be clearly outlined to the students.
On the right, pass on the left rules must be outlined to the student Emphasize “skate safe and always be in control.”
*Announce your intention to pass by say in emphasizing “skate safe and always in control”.
Skills must be taught in the proper progression.
Beginner skaters must be allocated their own space.
Skating courtesy should be included:
- 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”.
No personal electronic devices are permitted.
Tag type games are to be avoided.
Provide all skaters, regardless of ability, with basic instruction in: motion; stopping; and turning.
Off-site participation:
- students must have mastered the basic skills;
- follow traffic regulations and yield to pedestrians;
- skate with a “buddy”.

---

10 For additional safety measures, including those for skateboarding and scootering, please refer to page 82 (Small Wheel) Safety First: YouthSafe Manitoba: School Field Trip Resource.
Be aware of emergency procedures in case of injury.
Parents must be informed if in-line skating will take students off school property.

Early Years:
  o beginning skaters should be provided with their own designated area allowing them to skate without interference from faster moving skaters;
  o designate the skating direction for everyone;
  o safety rules must be outlined to the students.

Supervision:

On school site: In the area supervision is required.
Off school site: In the area supervision is required.
Prepare an emergency action plan for this activity. [Check Appendix D.]

There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor.
The recommended maximum teacher/student ratios are:
  o Early Years: 1:10
  o Middle Years: 1:20
  o Senior Years: 1:30.
Kinball – All Grades

Equipment:
A first aid kit and phone must be accessible.
Use a large inflated ball, (e.g., Earthball, Omnikin ball).

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
The playing area must be free from obstructions, (e.g., desks, chairs, pianos).
All access/exit doors must be closed.

Special Rules/Instruction:
The activity/rules must be modified based on skill level; age and the facilities/equipment
available.

Supervision:
On site supervision is required.
Lacrosse (Box/Field) – All Grades

Equipment:

- A first aid kit and phone must be accessible.
- Lacrosse sticks must be checked for broken heads or shafts. Ball: regulation lacrosse/whiffle/P-30.
- Helmets (with cage) as well as gloves – are mandatory.
- Goalie must wear FULL equipment.

Clothing/Footwear:
The following must be worn:

- Suitable footwear (no metal cleats are allowed), and gym clothing providing the student with unrestricted movement.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.

Special Rules/Instruction:

- Body contact is not allowed.
- Stick-on-stick and stick-on-body contact is not allowed.
- Establish a crease area around the goal. No other player or player’s stick is allowed in the crease.
- Skills must be taught in the proper progression.
- Games must be based on the skills taught.

Supervision:

- On site supervision is required.
Inter-Lacrosse (Soft) – All Grades

Equipment:
A first aid kit and phone must be accessible.
A soft, hollow, air-filled ball must be used for both indoor and outdoor play.
A face mask must be worn by the goaltender.
Use Inter-Lacrosse sticks with a durable plastic head and lightweight aluminum handle.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and, if
outdoors, must be well removed from traffic, with boundaries clearly identified.

Special Rules/Instruction:
Rules must be modified to exclude stick-on-stick and stick-on-body contact; and to prevent
accidental contact within 1 m of the gym wall or the playground fence.
Only non-contact lacrosse is to be played.
Skills may be taught in the proper progression and games must be based on the skills taught.
Always stress student responsibility regarding individual space.

Supervision:
On site supervision is required.
**Martial Arts/Self Defence - Senior Years**

Early and Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

**Equipment:**
- A first aid kit and phone must be accessible.
- For throws or falls, 5.1 cm (2") CLEAN wrestling mats, or mats of equivalent compaction rating are required. (See page 32, “Gymnastics, general procedures utility mats” for specifications.)

**Clothing/Footwear:**
- This activity is performed in bare feet.
- Loose, comfortable clothing should be worn.
- Jewelry representing a safety concern must be removed.
- Eyewear may need to be removed or secured.

**Facilities:**
- A clear, smooth, level, and dry floor surface is required.
- The surrounding area must be free of all obstacles (e.g., tables, chairs, pianos, etc.).

**Special Rules/Instruction:**
- Stress the importance of anticipation; avoidance of risky situations; self defence tactics; and appropriate aggression.
- Skills must be taught in the proper progression.
- Warm-up activities must emphasize conditioning and flexibility.

**Supervision:**
- On site supervision is required.
- Qualified instructors must deliver the program.
Orienteering (including Geocaching) – All Grades

Paddle Sports – Middle and Senior Years

Equipment:
A properly-fitted and approved Personal Floating Device P.F.D., with whistle attached (a whistle may not be necessary in a pool), must be properly worn and done up at all times while on the water.
An emergency communication system must be accessible.
A boat safety kit is carried for each boat, including bailing device, waterproof flashlight, signaling device (whistle) and 50-foot floating nylon rope
Paddles and watercrafts must be checked for cracks, splinters and leaks.

Clothing/Footwear:
The students must wear clothing which is appropriate for paddle sports.
Jewellery representing a safety concern must be removed. If not removable, it must be taped - [e.g., medical alert identification, religious/ cultural jewellery].
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
Water conditions must be appropriate for the skill level of the group.

Special Rules/Instruction:
An informed consent form signed by a parent/guardian is required for participation in this activity.
A pre-requisite for open water paddling must occur in a pool, shallow water, or sheltered bay setting and the student must demonstrate basic competence for basic strokes and safety procedures.
Prior to the activity, the students must have Bronze Medallion Swimming Level, or must complete the following swim test:
- swim 100 m continuously with any stroke;
- tread water for 3 minutes;
- put on a life jacket/P.F.D. in the water;
- demonstrate the Help/Huddle position.
Supervisors must be aware of the weather forecast [especially wind conditions].
The paddling activity must be cancelled in adverse conditions.

Supervision:
The instructor must have completed a Paddle Canada Lake Water Canoe Instructor course, or the equivalent.
At least one supervisor must be an instructor.
On site supervision is required. The recommended ratio of supervisor to students is 1:10
Prepare an emergency action plan for this activity. [Check Appendix D.]
Certain waterways or conditions may require that one supervisor be on the water in a motor-

---

11 For additional safety measures, please refer to page 71 (Orienteering): Safety First in YouthSafe Manitoba: School Field Trip Resource.
12 For additional safety measures and field trips, please refer to pages 118-134: Safety First: YouthSafe Manitoba: School Field Trip Resource.
powered rescue boat.
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor.
A lifeguard on site is required but may be the board sailing instructor.
Life guarding credentials must be current. Minimum certification is Life Saving Society Bronze Cross and Standard First Aid Certification. National Life Guard Service is recommended.
Parachute (All Grades)

Equipment:
A first aid kit and phone must be accessible.
Ensure that the parachute is in good condition.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped.
Eyewear may need to be removed or secured.

Facilities:
The activity area must be free of debris and obstructions; must provide suitable footing; and must
be well removed from traffic, with boundaries clearly identified.
Safety procedures must be established.

Special Rules/Instruction:
Do not play games where any body part is put through the hole in the chute.
Proper skill progression must be taught before the games are introduced.

Supervision:
On site supervision is required.
Early Years – Teachers must maintain constant visual supervision.
Racquet Sports (Badminton, Tennis, Pickleball, Paddle Tennis, Squash and Racquetball – All Grades)

Equipment:
A first aid kit and phone must be accessible.
Racquetball and paddleball racquets must be equipped with a thong that is worn around the wrist; must have no sharp edges or torn frames; and must be inspected regularly for breakage and to ensure that there is a proper grip.
When playing on an enclosed, regulation court – protective eye gear must be worn.
Use balls that are appropriate to the skill level of the players, (e.g., foam tennis balls or vinyl balls).
Eye Protection (e.g., safety goggles) should be worn in confined spaces.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against, sun, heat and insects.

Facilities:
Court boundary lines must be clearly defined.
A safety procedure must be established for side by side courts.
The playing area must be free from debris and obstructions and must provide safe footing.

Special Rules/Instruction:
When teaching skills and playing, there must be enough room for each player to make an uninterrupted swing.
The code of etiquette for court play must be taught and enforced, (e.g., “let” calls, and not entering a court which is in use).
No more than 4 players are allowed in a playing area for handball, racquetball and paddleball. No more than 6-8 players are allowed on a playing court for badminton.
For squash, only singles may be played unless a proper doubles court is available.
Skills must be taught in the proper progression and games must be based on the skills taught.
Early and Middle Years – Activities/skills must be modified for the age and ability level of the participants.

Supervision:
During initial instruction, on site supervision is required.
After initial instruction, in the area supervision is required.
Setting up the equipment requires on site supervision.
Ringette (On Ice) – Middle and Senior Years

Early Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
- A first aid kit and phone must be accessible.
- Use a regulation rubber ring.
- Only regulation “ringette” sticks are to be used.
- Sticks must be checked regularly for cracks.
- CSA approved hockey helmet with cage must be worn by all players.
- Gloves must be worn.

Clothing/Footwear:
- Properly fitted skates must be worn.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

Facilities:
- The ice surface must be free of debris and deep ruts.

Special Rules/Instruction:
- The following rules must be in place and must be enforced by penalties:
  - no body contact
  - no stick on body contact
  - the stick must remain below the waist at all times with the blade preferably below knee-level
  - implement a crease for protection of the goalie
  - no other player (or player’s stick) is allowed in the goal crease
  - no lifting and slashing the opponent’s stick
  - the goalie must remain in the crease area
- Skills must be taught in the proper progression.
- Modify the games to suit the ability of the students.
- The ring must be passed over each blue line.

Supervision:
- On site supervision is required.
**Rugby – All Grades**

Full Contact Rugby is not an appropriate activity for classroom physical education. Written permission from a school board official required.

**Equipment:**
- A first aid kit and phone must be accessible.
- Regulation or developmentally appropriate rugby balls or footballs are to be used.
- Mouthguards must be worn for contact rugby.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Metal or composite cleats must not be worn in class
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against, sun, heat and insects.

**Facilities:**
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
- Goal posts should be padded if they are in the field of play.
- Use collapsible flags or soft pylons to mark all the boundaries and lines.

**Special Rules/Instruction:**
- Modify the rules to accommodate ability/age/physical development, (e.g., non-contact Rugby).
- Full Contact play is permitted only if:
  - participation is completely optional
  - students are free to withdraw from activities for which they feel unprepared
  - students have been physically prepared for contact rugby
  - students wear mouthguards
- Skills must be taught in the proper progression.
- Games must be based on the skills taught.

**Supervision:**
- On site supervision is required.
**Scoopball – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Scoops and scoop balls must be in good playing condition. (e.g., no cracks and/or chips.)
- If a goalie is used, the goalie must wear a protective mask.
- Use nets made of plastic or PVC material.

**Clothing/Footwear:**
- The following must be worn:
  - Suitable footwear and gym clothing providing the student with unrestricted movement.
  - Jewelry representing a safety concern must be removed. If not removable, it must be taped –
    (e.g., medical alert identification, religious/cultural jewelry).
  - Eyewear may need to be removed or secured.

**Facilities:**
- The playing area must be free of debris and obstructions, (e.g. tables, chairs, etc.)

**Special Rules/Instruction:**
- Proper skill progression must be taught before the games are introduced.
- Games must be based on the skills taught.
- No intentional contact is allowed, (e.g., body-to-body or scoop-to-body).
- Stress the student’s responsibility regarding the need for individual space.
- If a goalie is used in a game situation, a crease must be implemented. *(See page 16 Ball Hockey.)*

**Supervision:**
- On site supervision is required.
**Scooter Boards – All Grades**

**Equipment:**
A first aid kit and phone must be accessible.
Scooter boards must be in good repair, (e.g., no cracks, broken off edges, or loose wheels).

**Clothing/Footwear:**
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Tie back long hair if the student is lying down on the scooter.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

**Facilities:**
The activity area must be free of obstructions, including excess equipment around the perimeter, (e.g., tables, chairs, mats, boxes, etc.).
Establish boundaries or use protective mats to eliminate protrusions, (e.g., handles on stage doors).

**Special Rules/Instruction:**
Do not allow standing on the scooter boards.
Stress with the students that scooter boards are not to be used like skateboards.
In relay type activities, allow room for a slow-down or run-off area.
Skills must be taught in a logical progression.
Games must be based on skills that are taught.
Scooter to scooter intentional contact must be discouraged.
In scooter soccer and scooter hockey, intentional scooter to scooter contact and high swings with the legs and sticks must be discouraged.
Running and diving onto scooter boards is not permitted.
Do not allow a student on a scooter to be pulled with a long rope.

**Supervision:**
On site supervision is required.
**Scuba Diving – Senior Years (pool only)**

**Equipment:**
A first aid kit and phone must be accessible.
Certified equipment must be used and must be checked before every class by a certified instructor.

**Clothing/Footwear:**
Suitable swim wear must be worn, [e.g., swimsuit, wet suit or T-shirt].
Jewellery representing a safety concern must be removed. If not removable, it must be taped - [e.g., medical alert identification, religious/ cultural jewellery].
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
School or community pools must be used.
BACKYARD POOLS MUST NOT BE USED.

**Special Rules/Instruction:**
Written parent permission for participation is required.
Instructor must have in writing any student history of:
- diabetes,
- asthma,
- heart condition,
- convulsions,
- epilepsy,
- frequent ear infections, or
- any other medical problems that may affect the student’s safety in the water. [Student medical information sheets must be on site.]
All students must remain in the shallow end with their buddy unless accompanied by an instructor.
A classroom session must be taught so that students are familiar with the equipment and safety procedures.
Skills must be taught in the proper progression.
In-class theory sessions and an open-water dive are required for certification.

**Supervision:**
The teacher must accompany the students to the pool and must remain in the area during instruction.
Certified scuba instructors must be present in the ratio of 1:8 students.
A qualified lifeguard must be on the pool deck and the diving area must be monitored during the scuba activity.
Life guarding credentials must be current. Minimum certification is Life Saving Society Bronze Cross and Standard First Aid Certification. National Life Guard Service is recommended.

---

13 For additional safety measures, please refer to Swim Safe Programs: A Reference Guide for Schools on the MSBA website. For additional safety measures and those for open water scuba diving, please refer to page 137 (Scuba): Safety First in YouthSafe Manitoba: School Field Trip Resource.
On site supervision is required.
The instructor must be certified by one of the following:
  o A.C.U.C. [The Association of Canadian Underwater Councils].
  o N.A.U.I. [The National Association of Underwater Instructors].
  o P.A.D.I. [The Professional Association of Diving Instructors].
The recommended ratio of instructor to students is 1:10.
Skating (Ice) – All Grades

Equipment:
A first aid kit and phone must be accessible.

Clothing/Footwear:
Teachers must communicate to the students and parents/guardians the importance of:
- wearing a CSA approved hockey helmet [compulsory] – a neck guard and cage may be considered based on the activity such as when sticks and pucks are used
- wearing properly fitted skates
- wearing gloves or mitts
- transporting skates safely
- wearing long sleeves
- knowing whether the activity is indoors or outdoors.

Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery].
Eyewear may need to be removed or secured.

OUTDOOR NOTE: Students are responsible to bring suitable protection against cold and sun.

Facilities:
Before skating on outdoor ponds, the ice safety must be determined with absolute certainty [contact local authorities for information].
The ice safety for indoor skating must also be checked.
The instructor must check for bumps and cracks, and must make sure that all rink doors onto the ice are closed.
A designated area is needed for skaters using hockey sticks and pucks when this is an option (see Ice Hockey for safety measures).

Special Rules/Instruction:
The safety rules must be clearly explained to the students [e.g., skating in the same direction].
If the skating is outdoors - discuss frostbite and explain how the students can recognize it and treat it. [See “Environmental Concerns” section on page 14.]
Implement a process for identification of skating skill levels.
Beginner skaters must have their own skating area for an appropriate period of time.
Skills must be taught in the proper progression; a portion of the ice time must be devoted to instruction; activities must be appropriate to the skill level of the students; and games must be based on the skills taught.
Aggressive tag type games, racing and “crack-the-whip” must be avoided.
Stress skating technique -- not speed -- in all games, challenges, and drills.

Supervision:
On site supervision is required.
Prepare an emergency action plan for this activity. [Check Appendix D.]
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor.

14 For additional safety measures, please refer to page 146 (Skating): Safety First in YouthSafe Manitoba: School Field Trip Resource.
**Skipping – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Use ropes of appropriate length for the size and ability of the students.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Shoes must be worn at all times. (No bare feet are allowed.)
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- The area must be free of debris and obstructions to enable safe movement and provide adequate personal space.

**Special Rules/Instruction:**
- Skills must be taught in the proper progression.
- Ropes must not be tied around the neck or swung wildly.

**Supervision:**
- In the area supervision is required.
**Snorkeling – All Grades (pool only)**

**Equipment:**
A first aid kit and phone must be accessible.
All equipment must be certified and checked so that the mask fits properly and is watertight; and the snorkel tube fits the mouth and is unobstructed.
Fins, if worn, must fit properly.

**Clothing/Footwear:**
Suitable swimwear should be worn.
Jewellery representing a safety concern must be removed. If not removable, it must be taped - [e.g., medical alert identification, religious/ cultural jewellery].
Eyewear may need to be removed or secured.
**OUTDOOR NOTE:** Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
Use a school or community swimming pool.
BACKYARD POOLS MUST NOT BE USED.

**Special Rules/Instruction:**
Students must be familiar with emergency procedures relating to the pool facility.
Skills must be taught in the proper progression.
Prior to water activities, the students must complete the following swim test:
- swim 100 m continuously using any stroke;
- tread water for 3 minutes.

**Supervision:**
On site supervision is required.
The maximum ratio of qualified teachers/ instructors to students is 1:10. A non-teacher instructor must be certified by one of the following:
- A.C.U.C. [The Association of Canadian Underwater Councils];
- A.C.U.C. [Snorkeling Instructor’s Program];
- N.A.U.I. [The National Association of Underwater Instructors];
- P.A.D.I. [The Professional Association of Diving Instructors].
The teacher must accompany the students to the pool and must remain in the area during instruction.
At least one qualified lifeguard is required. Life guarding credentials must be current. Minimum certification is Life Saving Society Bronze Cross and Standard First Aid Certification. National Life Guard Service is recommended.

---

15 For additional safety measures, please refer to Swim Safe Programs: A Reference Guide for Schools on the MSBA website. Also refer to page 135 – Snorkel: Safety First in YouthSafe Manitoba: School Field Trip Resource.
Soccer (Indoor and Outdoor) – All Grades

Equipment:
A first aid kit and phone must be accessible.
Outdoor soccer balls must not be used indoors for games or for shooting on the goalie, but may
be used for indoor drills.
Portable goals must be fastened down to ensure that they will not fall over.
Early Years – Nerf balls or indoor soccer balls are to be used for indoor soccer games.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
No metal or molded cleats are permitted. No bare feet.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and
insects.
Senior Years
Shin pads should be worn for additional protection during formal games.

Facilities:
The outdoor playing area must be free from debris and obstructions; must provide suitable
 footing; and must be well removed from traffic areas. Boundaries must be clearly identified.
For indoor soccer – keep the gym free of hazards, (e.g., tables, chairs, etc.).
Use collapsible, soft pylons or use field paint to mark all the boundaries and lines.
For indoor and outdoor soccer – ensure that the goals are secured so that they cannot fall over.

Special Rules/Instruction:
Skills must be taught in the proper progression. Games must be based on the skills taught.
Slide tackling must not be used in class.
Instruct the students never to climb on moveable outdoor goals and teach the safe handling and
potential dangers associated with such goals.
Early & Middle Years –
  o For indoor and outdoor soccer, a goal crease needs to be established and no other
    player except the goalie is allowed in the crease.
  o Limit the time spent on “heading” technique instruction. (e.g., where the ball is struck
    with the head).
  o If “heading” techniques are being taught, take into consideration: the type of ball; the
    number of repetitions; and the distance involved.

Supervision:
On site supervision is required.
Softball/Lob Ball/3 Pitch/Baseball – All Grades

Equipment:
A first aid kit and phone must be accessible.
Bats must not be cracked and must have an adequate grip; fielders should wear baseball gloves; and there should be a “safety” base at first base.
Early and Middle Years –
  o Pitching is restricted to slow pitch or restricted flight balls. Use outdoor balls (e.g., 11” Softies/Incrediballs.)
  o Use batting “T’s” and lightweight (26 oz.) bats.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
No metal cleats are allowed.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
If a regulation soft ball is used, the catcher must wear shin guards, a mask with a throat protector, and a chest protector.
The umpire must wear a mask and it is recommended that the umpire also wear a chest protector.
Batters and base runners must wear helmets. These must have no cracks and must have inside padding.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
If more than one activity is going on always ensure that there is a safe distance between the activities.
Backstops must be checked for broken wire prior to each game.

Special Rules/Instruction:
Student umpires without protective equipment must not be positioned behind home plate; they must stand behind the pitcher or the screen or outside the base lines.
Skills must be taught in the proper progression. Grades must be based on the skills taught.
All plays at home plate must be force plays. Use a commitment line on the 3rd base line.
Players must be taught to drop or lay down bat after hitting. They must not release it during the follow through of the swing.
To avoid the danger of a slipped bat, non-fielding players must stand well back of the batter’s box or behind a screen or fence. (Always keep fingers away from the screen.)
Early and Middle Years –
  o No sliding is allowed.
  o The back catcher must be a safe distance behind home plate and must wear a mask.
  o The catcher is not intended to catch the pitch but rather to retrieve the ball. Only a back catcher (not a catcher) must be used for in-class softball.
  o Teach batters to use a proper grip. (Not cross-handed.)

Supervision:
On site supervision is required.
Table Tennis – All Grades

Equipment:
A first aid kit and phone must be accessible.
Regulation-size table tennis paddles and balls are required.
Tables and paddles must be in good condition.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
There must be room for mobility around the tables.
A smooth, level and dry floor surface is required.
The playing area must be free of all obstacles.

Special Rules/Instruction:
There must be a careful routine for setting up and dismantling the tables with direct teacher supervision.
Skills must be taught in the proper progression.
Games must be based on the skills that are taught.

Supervision:
In the area supervision is required during play.
On site supervision is required during the set up and dismantling of tables.
**Team Handball – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Regulation team handball nets must be safely stored when not in use. Use indoor nets that are padded or made of plastic.
- Ball hockey nets or “wall mats” can also be used as goals.
- Use a nerf ball, soft utility ball, soft volleyball or a team hand ball.
- Early Years –
  - Use a “nerf” soccer ball, soft utility ball, or soft volleyball. (6” size is the best choice.)
  - Use ball hockey nets, pylons, or wall mats for goals. (The wall can also be taped.)

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
The playing area must be free of debris and obstructions and must provide safe footing.

**Special Rules/Instruction:**
- No body contact is allowed.
- The crease area must be clearly defined when using a goalie.
- Only the goal tender is allowed in the crease area.
- Skills must be taught in the proper progression. Games must be based on the skills taught.
- Activities and rules must be modified based on the age and ability of students and the facilities/equipment which are available.

**Supervision:**
- On site supervision is required.
**Tetherball – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- The tetherball must be in good repair with properly working connections at the ball and at the pole.
- Rope must be in good repair – without excessive fraying.
- Check the pole periodically. A pole that is leaning severely or that is loose at the base must be repaired.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing that allows the student unrestricted movement.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- Tetherball poles must be situated away from traffic areas and areas where other games are played (e.g., volleyball, four square, basketball).

**Special Rules/Instruction:**
- Children require instruction in skills and rules before the game is played.
- Tetherball games must not be played in slippery, wet conditions.

**Supervision:**
- In the area supervision is required.
- Tetherball must be set up by an adult (or a student under adult supervision).
Tobogganing – All Grades

Equipment:
A first aid kit and phone must be accessible.
See Appendix A - “Parent Letter” regarding bringing equipment for use in class.
Toboggans must be in good repair with no jagged edges.
The wearing of approved safety helmets is strongly recommended and may be required by certain off-school sites.

Clothing/Footwear:
Clothing must be appropriate for outdoor activity.
Hat and gloves should be worn, as needed.
Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery].
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against cold and sun.

Facilities:
For any site, the students must be made aware of the boundaries for activity.
When choosing a site the following conditions must be taken into consideration: sun, wind and snow conditions, as well as the suitability of the terrain.
An appropriate site must have proximity to warmth, food and other facilities. The hill and run out section at the bottom of the slope must be free of obstacles and should be clearly marked.

Special Rules/Instruction:
Parents must be made aware if this is an off-site activity.
Discuss frostbite and hypothermia and how to recognize and treat them.
Emergency procedures must be established and communicated to the students.
Seated-use only is allowed on the toboggans.
No pushing or running up the sliding area.
There must be a safe distance between toboggans.
No jumping in front of descending toboggans is allowed.
Overloading of the toboggans is not allowed.
A safe procedure must be established for students to clear the bottom area and to return to the top of hill.
Teachers must be aware of students with a history of asthma and other respiratory problems.

Supervision:
On site supervision is required at the top of the hill. A second supervisor is recommended for the bottom area.
Prepare an emergency action plan for this activity. [Check Appendix D.]
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor. If dividing the class into groups, the duties of supervisors for each group must be clearly outlined.
The maximum ratio of supervisors to students is 1:15.

16 For additional safety measures, please refer to page 144 (Toboggan/Sledding): Safety First in the YouthSafe Manitoba: School Field Trip Resource.
Track and Field (Discus) – Senior Years

Early and Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
- A first aid kit and phone must be accessible.
- Wood, metal and rubber discs must be of a size appropriate for the age, sex and physical maturity of the student.
- The discus must not be cracked, chipped or otherwise damaged and must be checked regularly.
- Supply a towel/rag to dry the discus.

Clothing/Footwear:
- The following must be worn:
  - Suitable footwear and gym clothing providing the student with unrestricted movement.
  - Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
  - Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
- The throwing area must be free of obstacles and completely closed to traffic. (No other activity must be located in the area where discus is taking place.)
- The landing area must be well marked and void of people during the activity.
- The discus circle/area must be behind a safety fence or cage and must provide safe footing.

Special Rules/Instruction:
- Skills must be taught in the proper progression. (e.g., from standing to turning technique).
- Students not throwing must be behind the thrower in a marked off area – a minimum of 5 m away.
- Instruct the students in the safe throwing and retrieving procedures.
- Where there is more than one thrower, they must stand a safe distance apart on the throwing line.
- Throwers only, are allowed to have a discus.
- Instruction must be given in safety prior to teaching and practice.

Supervision:
- Constant visual supervision is required.
Track and Field (High Jump) – Middle and Senior Years

Early Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:

- A first aid kit and phone must be accessible.
- The landing area must be appropriate for the age, size and skill level of the students. The minimum mat size required is a single 2 m x 3 m x 50 cm mat for students doing back layout technique.
- General utility mats must be placed around and under the landing pits, covering the high jump standard bases on the landing side with no gaps.
- Two jumping pits used side by side must be of the same thickness. (Check pits regularly for any damage.)
- Bamboo poles must be tape-wrapped before use. Check bamboo and/or fiberglass poles for cracks regularly.
- A weighted rope or elastic may be used rather than a crossbar.

Clothing/Footwear:

- The following must be worn:
  - Suitable footwear and gym clothing providing the student with unrestricted movement.
  - No bare feet or socks without shoes are allowed.
  - Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
  - Eyewear may need to be removed or secured.

OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:

- The indoor and outdoor approach area must be clear, smooth, dry and traffic-free.
- For indoor jumping ensure that the floor provides a suitable surface to prevent slipping.

Special Rules/Instruction:

- Bar monitors must stay in front of and to the side of the standards at all times.
- Skills must be taught in the proper progression. Stress technique rather than competition.
- Stress a short, controlled approach (e.g., between 3 and 9 steps).
- Check that landing mats and velcro mats are firmly secured and do not slide when landed upon by a jumper.
- It is advisable that any teacher who is unfamiliar with high jump techniques seek assistance from appropriate support staff and/or refrain from using the equipment until help is received.

Supervision:

- Constant visual supervision is required.
- Senior Years – Following the initial skill instruction and after all safety concerns have been emphasized - on site supervision is appropriate.
**Track and Field (Hurdles) – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Use low hurdles, or loose crossbars for classroom instruction. (Check hurdles crossbars for splinters before use.)

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Jewelry representing a safety concern must be removed.

**Facilities:**
The activity requires an appropriate area which provides a clear, flat surface.

**Special Rules/Instruction:**
- Instruct the students on how to set up the equipment properly.
- Modify heights and distances to accommodate different ability levels.
- Skills must be taught in the proper progression.

**Supervision:**
- On site supervision is required.

*Track and Field (Javelin)*
Javelin is not a recommended activity for classroom instruction. Written permission from a school board official is required.

*Track and Field (Pole Vault)*
POLE VAULT is not an appropriate activity for classroom instruction.
**Track and Field (Shot Put) – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Only shots designed for indoor use can be used in the indoor program.
- Shot must be of appropriate size and weight for the age and strength of the students.
- Supply a towel/rag to dry the shot.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear providing good support, and gym clothing providing the student with unrestricted movement.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- The putting circle must provide safe footing.
- The landing area must be well marked and void of people during the activity.

**Special Rules/Instruction:**
- There must be only one specified putting direction, completely free of traffic.
- Establish safe routines for putting and retrieving shots.
- Skills must be taught in the proper progression.
- All shots must be safely transported to and from the throwing area.
- Teach “standing” shot put technique (no spin) or the O’Brien technique (backwards slide plus 180 degree rotation).
- Students waiting their turn must be in a marked off area – a minimum of 4 m behind the toe line.

**Supervision:**
- Constant visual supervision is required.
- Senior Years – Following the initial instruction and after all safety concerns have been emphasized, on site supervision is appropriate.
Track Events (Sprints, 400M, 800M, 1500M, 3000M, Relays) – All Grades

Equipment:
A first aid kit and phone must be accessible.
Plastic or aluminum relay batons should be used.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Bare feet are not allowed.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g.,
medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
Early & Middle Years –
  o Spikes of any kind must not be worn.
  o Turf shoes must not be worn.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
The activity area must be free of debris and obstructions; must provide suitable footing; and must be well
removed from traffic, with boundaries clearly identified.
All tracks must be inspected annually and maintained as necessary.
“Blacktop” strips and open fields may be used if these areas are suitable, smooth, clean, level and provide
safe footing.

Special Rules/Instruction:
Skills must be taught in the proper progression.
For distance running: The length of route must be appropriate for the age and ability level of the
participants. Also take into account:
  o the temperature of the day,
  o previous training and length of preparation.
Indoor running and use of hallways: No running will take place where there are glass doors or showcases.
Position a safety barrier in front of doors. Put pylons at stop points and designate a slow down zone of
10 m or more. All classroom doors that open out have to be secured open, flush with hall wall.
Early Years – Parent permission forms must be completed if the students are leaving the school grounds.

Supervision:
In the area supervision is required.
When running distances, students may be temporarily out of sight. They should run in pairs or groups.
Early Years –
  o In the area supervision is required for middle distances (400 m, 800 m, & 1500 m).
  o On site supervision is required for sprints and relays.
Track and Field (Triathlon – Running, Cycling, Swimming) - Middle and Senior Years

For safety measures for cycling and swimming, please refer to Aquatics (page 16) and Cycling (page 28) in the present document as well as Swim Safe Programs: A Reference Guide for Schools on the MSBA website. Also refer to similar activities in YouthSafe Manitoba: School Field Trip Resource.
**Track and Field (Triple Jump, Long Jump) All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- A sand pit and runway with a level surface are required.
- A rake is required as well as a shovel or spade.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- No spikes or any kind may be worn.
- No bare feet are allowed.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- Pits must be situated away from high traffic areas and other activity sites, (e.g., ball diamonds).
- The pit must be a minimum width of 1.8 m and must be long enough to accommodate the longest jumper.
- There must be a minimum of 0.50 m between the take-off board and the front edge of the pit.
- The landing area must be soft and deep with no foreign objects.
- The pit must be filled with sand to a minimum depth of 30 cm.
- Dig the pit at least once a season and after any heavy rainfall.
- The take-off area must be firm and flat and swept if it’s “blacktop”.

**Special Rules/Instruction:**
- Refrain from jumping if there are slippery conditions.
- Skills must be taught in the proper progression.
- Train students to be rakers.
- As part of training, include rules such as:
  - Remove the rake before the next competitor begins their approach and hold the rake prongs downward.
  - Begin raking after the competitor is out of the pit.
  - Rake the sand into the middle as opposed to out to the sides.

**Supervision:**
- Constant visual supervision is required during the initial lessons.
- On site supervision is required after the skills have been taught.
**Ultimate – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- The disc must be commensurate with the ability level of the students and the wind condition of the day – (e.g., soft (cloth) disc, heavy discs).
- Discs must be inspected for cracks or spurs.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- No metal cleats may be worn.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
- Goal posts should be padded if they are in the field of play.
- For indoor activity: keep the gym free of hazards (e.g., tables, chairs, pianos).

**Special Rules/Instruction:**
- Skills must be taught in the proper progression.
- The game activities must be based on the skills that are taught and on the wind conditions.
- Wind conditions must also be taken into account when planning skill-teaching.
- No body contact is allowed.

**Supervision:**
- On site supervision is required for the initial instruction, followed by in the area supervision.
**Volleyball – All Grades**

**Equipment:**
- A first aid kit and phone must be accessible.
- Poles must be safely stored when not in use.
- Nets must not have any exposed wires along the top or frayed wires along the poles.
- It is suggested that wires attaching the poles to the floor should NOT be used.
- Only use leather or synthetic-leather volleyball-type balls.
- Select a ball commensurate with the skill level of the students.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- When the volleyball poles are removed, the floor plugs must be replaced.
- The playing surface and surrounding area must be free of all obstacles.
- The playing surface must provide good traction. Outdoor volleyball courts must provide safe footing.
- Beach volleyball courts must have a sufficient amount of sand so that there are no bare patches or hard dirt area.

**Special Rules/Instruction:**
- Skills must be taught in the proper progression.
- Activities/rules must be modified to the age and ability level of the participants.
- Do not allow the students to climb up the pole to attach the net.

**Supervision:**
- On site supervision is required during the initial lessons during setting up and taking down of the equipment.
- In the area supervision is required after the skills have been taught.
- Early Years – Constant visual supervision is required if the students are setting up and putting away the volleyball poles.
Wall Climbing – All Grades

Equipment:
A first aid kit and phone must be accessible.
Ropes and associated climbing equipment designed specifically for wall climbing must be used. Use a mechanical belay system [e.g., stitch plate, munter hitch, grigri, ATC, tuber type of belay device].

Clothing/Footwear:
No loose clothing may be worn.
Jewellery representing a safety concern must be removed.
If not removable, it must be taped [e.g., medical alert identification, religious/ cultural jewellery].
Eyewear may need to be removed or secured.

Facilities:
The area for climbing must be appropriate for the ability level of the students.

Special Rules/Instruction:
Written parent permission is required for participation in this activity.
No lead climbing or protection placement by students is allowed.
An emergency action plan must be designed and communicated to all those involved in the program.
Safety procedures must be clearly outlined to the students.
A lesson must be an integral part of the program for all students.
Skills must be taught in the proper progression.
The instructor/leader must be familiar with the climbing facility.
Completed medical forms must be accessible at all times.
All equipment must be inspected by the instructor prior to the climb.
Students must be allowed to select the challenge of their choice.

Supervision:
The instructor/supervisor must be competent at teaching belaying.
Constant visual supervision is required.
The Supervisor/Student ratio must be a maximum of 1:8.
The teacher must accompany the students to the site and must remain on site for the instruction if a person other than the teacher is doing the instructing.
Prepare an emergency action plan for this activity. [See Appendix D.]
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor.

18 For additional safety measures for climbing activities, please refer to page 93-100 of Safety First in YouthSafe Manitoba: School Field Trip Resource.
**Weight Training – Senior Years**

Early and Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

**Equipment:**

- A first aid kit and phone must be accessible.
- All equipment must be checked before use and repaired as necessary.

**Clothing/Footwear:**

- Suitable clothing and footwear must be worn.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).

**Facilities:**

- The weight room must be locked when it is unsupervised.
- The floor surface below the free weight activities must provide sufficient traction so that weights do not slide and roll.

**Special Rules/Instruction:**

- All students must be instructed in the proper lifting techniques and safety procedures.
- All programs must be individualized and weights used must be appropriate to age and strength of participants.
- Free weight plates must be secured in place before using.
- A buddy system must be used when lifting free weights over the body.
- Skills must be taught in the proper progression.

**Supervision:**

- On site supervision is required for the initial use of free weights and weight machines.
- In the area supervision is required after instructions have been given on the safe use of the equipment.
Wrestling – Middle and Senior Years

Early Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
- A first aid kit and phone must be accessible.
- Use wrestling mats or general utility mats with no gaps between them:
  - ensolite 3.8 cm (1 ½”)
  - trocellen 5.1 cm (2”)
  - ethefoam 3.8 cm (1 ½”)
  - sarneige 3.8 cm (1 ½”)
  - mats of equivalent compaction rating

Clothing/Footwear:
- Suitable clothing must be worn. (Socks, bare feet or wrestling shoes are acceptable.) Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Glasses must not be worn.

Facilities:
- Mat surfaces must be checked regularly for irregularities and must be clean.
- The area surrounding the mats must be free of obstructions/hazards.
- Allow suitable clearance from the edge of the wrestling area to the surrounding walls.
- Surrounding walls must be padded if the clearance from the mat surface is less than 2 m (6’ 6”).

Special Rules/Instruction:
- Students must wrestle with partners of similar weight, strength and ability.
- Warm up activities must emphasize conditioning and flexibility.
- Skills must be taught in the proper progression.
- Rules and illegal moves must be outlined.
- Students must referee only under the direct supervision of the instructor.
- Establish a maximum time limit of two (2) minutes per round and three (3) rounds per match, with a 30 second break in between rounds.
- Fingernails must be closely trimmed.
- All infections, burns and open cuts must be covered.

Supervision:
- On site supervision is required.
INTRAMURAL SECTION
# Intramural – All Grades

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>92</td>
</tr>
<tr>
<td>Background</td>
<td>93</td>
</tr>
<tr>
<td>Intent of Manitoba Safety Guidelines for Intramural Programs</td>
<td>93</td>
</tr>
<tr>
<td>Impact and Scope of the Document</td>
<td>93</td>
</tr>
<tr>
<td>Safety and Liability</td>
<td>94</td>
</tr>
<tr>
<td>Environmental Concerns</td>
<td>95-96</td>
</tr>
<tr>
<td>Intramural Categories</td>
<td>97</td>
</tr>
<tr>
<td>Generic Issues</td>
<td>98-99</td>
</tr>
<tr>
<td>Specific Components</td>
<td></td>
</tr>
<tr>
<td>- Guidelines</td>
<td>99</td>
</tr>
<tr>
<td>- Equipment</td>
<td>99</td>
</tr>
<tr>
<td>- Clothing and Footwear</td>
<td>99-100</td>
</tr>
<tr>
<td>- Facilities</td>
<td>100</td>
</tr>
<tr>
<td>- Special Rules/Instructions</td>
<td>100-101</td>
</tr>
<tr>
<td>- Supervision</td>
<td>101-105</td>
</tr>
<tr>
<td>Common Elements Guidelines</td>
<td></td>
</tr>
<tr>
<td>School-Made Equipment</td>
<td>106</td>
</tr>
<tr>
<td>Transporting People/Things</td>
<td>107</td>
</tr>
<tr>
<td>Building with Bodies</td>
<td>108</td>
</tr>
<tr>
<td>Targets – Human</td>
<td>109</td>
</tr>
<tr>
<td>Targets – Other Target Games/Activities</td>
<td>110</td>
</tr>
<tr>
<td>Food/Water Activities</td>
<td>111</td>
</tr>
<tr>
<td>Relay/Chasing Games</td>
<td>112</td>
</tr>
</tbody>
</table>
Physical Education Secondary Safety Guidelines

Background:

This is the first Provincial Safety Guidelines Document for Physical Education to be offered in Manitoba. The copyright of the Ontario Safety Guidelines document was purchased from OPHEA (Ontario Physical Health Education Association), and these guidelines were adapted for use in Manitoba. Numerous Manitoba partner groups have contributed to the development of this valuable document. They include: The Manitoba Physical Education Teachers Association (MPETA); The Manitoba Physical Education Supervisor’s Association (MPESA); Sport Manitoba (SM); The Manitoba High School Athletic Association (MHSAA); The Manitoba School Boards Association (MSBA); and the Bureau de l’éducation française, Manitoba Education.

Intent of the Manitoba Safety Guidelines for Intramural Programs:

The primary responsibility for the care and safety of students rests with the school board and its employees. An important aspect in fulfilling this role is to recognize that there is an element of risk in all physical activity and to take action accordingly. To this end, the safety guidelines writing team and physical educators across Manitoba have identified and analyzed reasonably foreseeable risks and have developed this guideline which includes procedures that help minimize, to the greatest extent possible, the risk of a preventable accident or injury. A guideline alone does not eliminate risk, regardless of how well it is written or how effectively it is implemented. Safety awareness, practiced by the intramural supervisor, based on up-to-date information, common sense observation, action and foresight, is the key to safe programming. The intent of the Intramural Safety Guidelines section is to focus the intramural supervisors’ attention on safe practices for each activity, in order to minimize the inherent element of risk. By implementing safe activity practices, such as the selection of age-appropriate activities, facility and equipment safety checks, and appropriate supervision and officiating, the intramural supervisor will guard against foreseeable risks. Hopefully, through this implementation process, this document will assist school boards in fulfilling their obligation to provide the safest possible environment in which all students, regardless of ability or cultural background, can participate in intramural activities.

Impact and Scope of this Document:

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

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

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

Safety is of particular concern in planning and implementing physical education. The primary responsibility and legal liability for ensuring safe practices rests with the school division/district and its employees. Schools must develop safe routines and procedures, and teachers need to be knowledgeable about the best safety practices, regardless of whether the teaching, learning and assessment takes place in the classroom, gymnasium, playground or alternative environments.

Teachers responsible for providing a wide variety of challenging movement experiences in physically active settings must anticipate hazards and minimize the risk inherent in physical activity. Expertise in physical activity management is essential. For some specific physical activities/programming, such as aquatics and Cardio-Pulmonary Resuscitation (CPR), it is recommended that certified training be required.

As a general rule, teachers will be held to the standard of care of a careful parent of a large family, considering such factors as the number of students being supervised; the age; maturity; level of skill and knowledge; the behavioral propensities of the students; the nature of the activity; the type of equipment being used; and the location involved. Staff members responsible for a subject area requiring expertise may be held to a higher professional standard of care. For example, a physical education teacher may be presumed to know more about the dangers inherent in artistic gymnastics than would the average parent. Accordingly, he or she may be held to the standard of physical education specialists with training and experience in artistic gymnastics.

Sections 86, 87 & 89 of The Public Schools Act address exemption from liability in areas of physical education, and may provide some degree of exemption from liability and negligence. However, it is important that school divisions/districts be aware that it is their primary responsibility for ensuring safe practices when planning and implementing physical education. In several litigations resulting from students being injured during physical education classes, Canadian courts have demonstrated a clear departure from “the careful and prudent parent” standard of care when assessing teacher negligence, adopting instead a “professional” standard of care.

Trial courts, therefore, have concluded that the standard of care to be exercised in the context of instruction in a physical education class can frequently exceed the “careful parent of a large family” test, since many physical education activities require specialized knowledge, training and experience of the teacher. For example, where students are engaging in artistic gymnastics activities, the teacher and school authorities will be required to act as a careful and prudent person having the specialized expertise demanded of an artistic gymnastics instructor.

The Supreme Court of Canada has established four criteria to determine the necessary and appropriate standard of care within the context of physical education:

- Is the activity suitable to the mental and physical condition, as well as the age of participating students?
- Have the students been progressively taught and coached to perform the activity(ies) properly and to avoid the dangers inherent in the activity(ies)?
- Is the equipment adequate and suitably arranged?
- Is the activity being supervised properly in light of the inherent danger involved?
Environmental Concerns – Spring, Summer & Fall Conditions

Lightning Storm
Watch, Listen, Plan: Watch the sky; listen to the forecasts; have a plan in place (especially if a weather watch is in effect).

Look out when: You can count less than 30 seconds between the lightning flash and the thunder. This means the storm is less than 10 km away and there is an 80% chance that the next strike will occur within that area. Take note if the skies darken; if gusty winds develop; and if weather warnings are broadcast.

Take action: Get inside a building; stay away from windows, pipes and electrical outlets...get inside a vehicle with a metal roof, but avoid contact with the metal. If you’re caught outside, far from safe shelter, stay away from tall objects such as fences, wires, poles and trees. Avoid riding a bike; swimming or boating; participating in outdoor activities; or carrying conductive materials (e.g., fishing rod, umbrella, golf clubs, etc.).

Wait and Watch: Wait about 30 minutes after you hear the last thunder clap before resuming outdoor activities. Watch for broken tree limbs, fallen power lines and flooding caused by heavy rainfall.

Heat and Ultraviolet Index
Watch, Listen, Plan: Listen to the forecasts and be aware of the Ultraviolet Index. (Values less than 4:00 are low; Values from 4:00 – 6.9 are moderate; Values from 7:00 - 8.9 are high). Look out when: The temperature rises to over 30C.

Take action: Wear a hat; apply sunscreen; and keep hydrated. Lower the intensity of the outdoor activity or move indoors.

Watch: Watch for any signs of sunburn, heat stroke and heat exhaustion. Be prepared to provide the necessary first aid.

Outdoor Field Conditions
Watch, Listen, Plan: The playing area must be free of debris and obstructions; it must provide suitable footing; and it must be well-removed from traffic.

Look out when: There are areas that the students must not use. These areas must be marked off.

Take action: Report to the principal any conditions or hazards that are unsuitable and in need of repair or removal.

Wait and Watch: Wait until repairs are completed or until any hazards are removed before resuming activities.

Insects
Watch, Listen, Plan: Take note if excessive numbers of insects are present.

Look out when: There are students with insect allergies present.

Take action: Ensure that students with allergies have the necessary medication on hand (e.g., epipen).
Environmental Concerns – Winter Conditions

Outdoor Field Conditions
Watch, Listen, Plan: The playing area must be free of debris and obstructions; it must provide suitable footing; and it must be well-removed from traffic. Watch for holes and severely uneven surfaces. Choose a site that takes sun, wind; snow conditions; and the suitability of the terrain into consideration.

Look out when: There are areas that students must not use. These areas must be marked off. Watch out for conditions where the area is icy beyond the point of providing suitable and safe footing.

Take action: Report to the principal any conditions or hazards that are unsuitable and in need of modification, repair or removal.

Wait and Watch: Wait until repairs are completed or until any hazards are removed before resuming activities.

Intramurals can be categorized into four types:
Sport Imitations, Low Organization Activities, Special Events and Clubs.

When an intramural activity is played according to official rules and equipment (e.g., a common sport imitation or low organization game), refer to Section I: Curricular Physical Education Safety Guidelines.

When an intramural activity is distinguished by one of the common elements listed in the chart below, reference this section (e.g., dodgeball type games – refer to Section I and II).

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

If a supervisor wishes to include activities which are not approved in Sections I or II, e.g., hardball, gymnastics skills not permitted in curricular program, approval from the appropriate school board official must be received. As part of this process, the supervisor must demonstrate that appropriate precautions will be taken in the interest of student safety.
<table>
<thead>
<tr>
<th>TYPES:</th>
<th>SPORT IMITATIONS</th>
<th>LOW ORGANIZATION ACTIVITIES</th>
<th>SPECIAL EVENTS</th>
<th>CLUBS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examples:</td>
<td>Examples:</td>
<td>Examples:</td>
<td>Examples:</td>
</tr>
<tr>
<td></td>
<td>Newcombe Ball</td>
<td>Cooperative Games</td>
<td>Playdays</td>
<td>Weightroom</td>
</tr>
<tr>
<td></td>
<td>Scooter</td>
<td>Board Games</td>
<td>Spirit Days</td>
<td>Fitness Centre</td>
</tr>
<tr>
<td></td>
<td>Soccer</td>
<td>Accuracy Challenges</td>
<td>Moga Madness</td>
<td>Gymnastics</td>
</tr>
<tr>
<td></td>
<td>Flag Football</td>
<td>Tag Games</td>
<td>Winter Carnivals</td>
<td>XC Skiing</td>
</tr>
<tr>
<td></td>
<td>Beach VolleyballVolleyball</td>
<td>Relays</td>
<td>Terry Fox Run</td>
<td>Dance</td>
</tr>
<tr>
<td></td>
<td>Floor Hockey</td>
<td></td>
<td>Theme Day</td>
<td>Running</td>
</tr>
<tr>
<td></td>
<td>Basketball</td>
<td></td>
<td>ParticipACTION Day</td>
<td>Downhill Skiing</td>
</tr>
<tr>
<td></td>
<td>3 on 3</td>
<td></td>
<td>Jump Rope for Heart</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Horse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Badminton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triathlon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMON ELEMENTS:</td>
<td>Targets (people, things)</td>
<td>Building with Bodies</td>
<td>Transporting (people, things)</td>
<td>Food and Water</td>
</tr>
<tr>
<td></td>
<td>School-Made Equipment</td>
<td>Food and Water</td>
<td>School-Made Equipment</td>
<td>Food and Water</td>
</tr>
<tr>
<td></td>
<td>Relay and Chasing Games</td>
<td>School-Made Equipment</td>
<td>Relay and Chasing Games</td>
<td>School-Made Equipment</td>
</tr>
<tr>
<td>ORGANIZATION:</td>
<td>Leagues, Tournaments, Carnivals, Playdays, Challenges, Contests, Extravaganzas, Festivals, Open Gyms, etc.</td>
<td>Leagues, Tournaments, Carnivals, Playdays, Challenges, Contests, Extravaganzas, Festivals, Open Gyms, etc.</td>
<td>Leagues, Tournaments, Carnivals, Playdays, Challenges, Contests, Extravaganzas, Festivals, Open Gyms, etc.</td>
<td>Leagues, Tournaments, Carnivals, Playdays, Challenges, Contests, Extravaganzas, Festivals, Open Gyms, etc.</td>
</tr>
</tbody>
</table>
**Generic Issues**

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

Prior to students participating in any physical activity, supervisors need to be aware of their medical background and physical limitations. This includes knowledge of students with heart disorders, asthma, epilepsy, diabetes, severe allergies, etc. Each school needs to develop a process by which medical information is made available to supervisors. This information must be supplied by the student’s parent, ward or guardian (see Appendix A).

A fully stocked First Aid Kit must be readily accessible to the gymnasium. For a sample listing of first aid items, (see Appendix B). When activities are offered away from school property, an appropriate portable first aid kit must be readily accessible. An emergency action plan to deal with accidents in physical education must be developed in all schools. For details on an emergency action plan, (see Appendix B).

Prior to teaching the skills of the activity, the supervisor must: outline the possible risks of the activity (warning of possible dangers), demonstrate how to minimize the risks and procedures and rules for safe play. Signage should be used where necessary. Different weather conditions for outdoor activities must be considered (e.g., students may need to apply sunscreen; wear hats; increase their fluid intake; and/or dress appropriately).

Supervisors must inform their students of the locations of the fire alarms, the fire exits and alternate routes from the gymnasium.

Many different situations may arise involving the transportation of students away from school for activities. It is important that parents are made aware of the mode of transportation and student expectations. The means and frequency of communication required must be established with the school principal. Consideration must also be given to informing parents when students are involved in activities which take them off the immediate school property (e.g., cross country running). Refer to individual Board policy for Field Trip procedures related to the need for parent/guardian permission.

If students are involved in any activity or sport (e.g., a low organized game) which is not described in this guideline, refer to the guidelines of an activity that it most resembles.

Approval from the appropriate school board official must be received if a supervisor wishes to include activities different from this document or board guidelines and/or modify guidelines listed herein. As part of this process, the supervisor must demonstrate that all appropriate precautions will be taken in the interest of student safety. The school administration must approve the proposal and must also obtain school division approval.

Preventative action must be taken when unsafe conditions are identified! When an injury occurs due to unsafe conditions, corrective actions must take place to help prevent its reoccurrence.
Many activities address the issue of body contact, stick on body contact and stick on stick contact. In an effort to promote a common understanding of the term, this document views contact as intentional contact with the purpose of gaining an advantage in the specific activity.

At the beginning of the school year/semester, supervisors must instruct students in appropriate change room conduct as well as emphasize the need to change quickly and proceed to the gym. Reinforce this guideline as necessary during the school year.

**Specific Components**

**Guidelines:**

Each class activity are outlined according to the following critical components:

- Equipment
- Special Rules/Instruction
- Clothing/Footwear
- Supervision
- Facilities

All guidelines found in the generic section, activity pages and appendices are mandatory. An activity must not occur without these guidelines being addressed.

**Equipment:**

Defective equipment must be removed and/or taken out of use immediately upon detection. When using any equipment that is not described in the document, care must be taken to ensure it is safe for use (e.g., no sharp edges, cracks, or splinters) and that its size, mass and strength are appropriate for the user.

All balls must be properly inflated.

No “home-made” or “purchased second-hand” equipment is to be used without the expressed permission of the school administration (e.g., personal hockey sticks, floor hockey shafts, plastic containers). School divisions must develop a policy on the use of home-made equipment. Equipment can be made at school by Board employees, adult volunteers and by students who are under direct supervision.

If the supervisor permits the students to use their own equipment (e.g., badminton racquets, skis, inline skates), the supervisor must ensure that the equipment is in good working order and suitable for personal use within the program.

**Clothing and Footwear:**

Students must wear appropriate clothing for Intramural activity. Shorts or sweat pants, T-shirts and appropriate running shoes should be a minimum uniform requirement. Deviations from this minimum are listed on activity sheets. Some ill-fitting clothing, scarves, jewelry, hard-soled shoes and socks-without-shoes can inhibit movement and possibly cause injury during active movement. Where cultural dress presents a safety concern, modifications to the activity must be made.
Jewelry which presents a safety concern must be removed. Jewelry that cannot be removed and which presents a safety concern (e.g., Medical Alert identification, religious/cultural jewelry), must be taped. Long hair must be secured so as not to block vision. Eye glasses may need to be removed or secured.

Parents and students must be made aware of safety precautions with eye glasses including the need for an eyeglass strap and/or shatterproof glass for some activities (see Appendix A – Letter to Parents/Guardians).

Facilities:
To provide a safe environment for intramural/club activities, the intramural supervisor must make a pre-activity check of the facilities and equipment to be used. This could be done visually or recorded on a checklist, (see Appendix F.) The minimum requirement is a pre-use visual check. Hazards must be identified and removed as a factor in the activity. Potentially dangerous and immovable objects (e.g. goalposts, protruding stage) must be brought to the attention of students and administration. Equipment listed in the document applies only to safety. Students also should be encouraged to report equipment or facility problems to the supervisors.

Facilities and major equipment must be inspected and a signed written report completed on a regular basis (e.g., annually).

Equipment/furniture which is hazardous to the activity must not be stored around the perimeter of the gymnasium. Mats secured to the wall as well as an appropriate number of benches, are exceptions to this statement. Devices projecting from the wall (e.g., chin-up bars, pegs on a peg board) must be: attached at a height that will minimize injury; be modified; or be removed when not in use.

For all indoor activities, walls and stages must not be used for turning points or finish lines. A line or pylon could be designated in advance of the wall. Foreseeable risks must be identified and precautions taken to minimize risks.

Playing fields must be free from hazards (e.g., holes, glass and rocks). There must be sufficient turf for proper traction and impact absorption (e.g., non-contact rugby). Minor hazards must be identified and avoided. Severely uneven surfaces must be brought to the attention of the principal and must be repaired before the activity takes place.

There must be a designated safe area if spectators are present.

Special Rules/Instructions:
The Intramural Safety Guidelines do not support contact. In this document, contact is defined as intentional contact with the purpose of gaining an advantage in the specific activity (e.g., body contact, stick on body, stick on stick).

Activities must be modified according to the age and ability levels of students and the facility available. Games must be based on skills that have been taught. (In the Early years, it is important to balance teams on the basis of physical ability and skill level.)
Before involving students in strenuous outdoor activity, supervisors must take into consideration the weather conditions, previous training and the length of time the students will be vigorously active.

If students are using body paint, allergy and floor traction concerns must be addressed.

For the safe lifting and supporting of students, (see Appendix J).

Modify activities to address safety issues of all participants when students who use aids (e.g., wheelchairs) are involved.

Activities which do not promote a healthy active lifestyle (e.g., starvathons) are not appropriate.

**Supervision - Points to Consider:**

Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment and activities have inherent risks, but the level of risk decreases significantly with effective supervision. A supervisor, as referred to below, is defined as a teacher, principal or vice-principal employed by the school board. A volunteer (not necessarily a teacher) could assist in the supervision of intramurals. Examples of volunteers are: instructional assistants, educational assistants, retired teachers, parents, co-op students, teacher candidates and trained senior students. Refer to your school board’s policy regarding volunteers.

Students must be aware that facilities and equipment must not be used without authorization. In addition to written or verbal communication, at least one of the following deterrents must be in place:

- locked doors;
- signs on door indicating that students are not to use the gym unless supervised;
- staff scheduled and present in an adjoining physical education office, in order to see students entering the gym without authorization.

Any use of a facility must be supervised. Three categories of supervision are designated in this document: “**Constant visual**”, “**On-site**”, and “**In-the-area**”. The categories are based on the principles of general and specific supervision which takes into consideration the risk level of the activity, the participants’ skill level and the participants’ maturity.

**“Constant visual”** supervision means that the supervisor is physically present, watching the activity in question. Each activity requiring **constant visual** supervision must have a supervisor (certified teacher). **“Intramural on-site”** supervision requires volunteer monitor presence when the supervisor is not at the activity (ies). **“In-the-area”** supervision means that a volunteer monitor is not necessary and the supervisor is in a location close to the activity taking place. For **“intramural-on-site”** or **“in-the-area”** supervision, the teacher/intramural supervisor must be readily accessible and at least one of the following criteria must be in place:

- teacher/intramural supervisor circulating;
- exact location of teacher/intramural supervisors is known and the location is nearby;
- teacher/intramural supervisor is visible.

**Example:** During a school special events day, some students are involved in tug-of-war, some in relay games and volleyball, while others are involved in a team scavenger hunt around the school.
“Constant visual” supervision – Tug-of-War – Intramural supervisor is at the event and is observing activity. “On-site” supervision - Relay Games – Students are participating on the playground and are being monitored by the Intramural supervisor or a volunteer.

“On-site” supervision – Sport Imitation Activity – students are participating in volleyball in the gym and are monitored by another volunteer.

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

The level of supervision must commensurate with the inherent risk of the activity. The list below outlines appropriate supervision for each type of activity. The list is not exhaustive. For an unlisted activity, refer to the activity it most resembles.¹⁹

¹⁹ For additional safety measures for Outdoor Education Activities, please refer to Safety First in YouthSafe MB: School Field Trip Resource in order to be aware of ratios, qualifications, as well as supervision requirements.
### SUPERVISION OF INTRAMURALS

#### ON SITE SUPERVISION

**INITIAL INSTRUCTION/SETUP**
- Basketball Type Games (Bordenball, Endball, Benchball, “3 on 3”, “2 on 2”)
- Football (Flag, Touch)
- Racquet Sports (Racquetball, Paddleball, Handball, Tennis, Squash, Badminton, Pickleball, Paddle Tennis)
- Soccer
- Table Tennis
- Ultimate Frisbee
- Volleyball (Newcombe Ball, Beach Volleyball)

**ACTIVITY**
- Bowling
- Broomball
- Cricket
- Curling
- Field Hockey
- Floor Hockey, Gym Ringette
- Ice Hockey
- Lacrosse (Box, Field)
- Ringette (Ice)
- Rugby (Non-contact)
- Scooter Games (Basketball, Soccer)
- Softball, Three Pitch, Lob-Ball
- Team Handball
- Wrestling, Combatives

#### IN-THE-AREA SUPERVISION

**ACTIVITY**
- Basketball Type Games (Bordenball, Endball, Benchball, “3 on 3”, “2 on 2”)
- Football (Flag, Touch)
- Racquet Sports (Racquetball, Paddleball, Handball, Tennis, Squash, Badminton, Pickleball, Paddle Tennis)
- Soccer
- Table Tennis
- Ultimate Frisbee
- Volleyball (Newcombe Ball, Beach Volleyball)
- Cross-Country Running, Orienteering
- Cross-Country Skiing, Snowskate
- Skiing (Alpine), Snowboarding
- refer to Curricular section for ratios

Court and Field Games (no constant visual supervision required)
## Supervision of Intramurals

### Low Organization Activities/Special Events

<table>
<thead>
<tr>
<th><strong>Constant Visual Supervision</strong></th>
<th><strong>On Site Supervision</strong></th>
<th><strong>In-The-Area Supervision</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Transporting people relays</td>
<td>• Transporting things</td>
<td>• Board games</td>
</tr>
<tr>
<td>• Human target games</td>
<td>• Obstacle courses without climbing apparatus (no inversions)</td>
<td>• Outdoor running relays</td>
</tr>
<tr>
<td>• Building with bodies</td>
<td>• Building with bodies</td>
<td>• Outdoor chasing games</td>
</tr>
<tr>
<td>o initial instruction</td>
<td>o practice</td>
<td>• Jump rope for heart</td>
</tr>
<tr>
<td>o standing pyramids</td>
<td>o kneeling and lying</td>
<td>• Mass participation events (e.g., walkathon, dance-a-thon)</td>
</tr>
<tr>
<td>• Food/water activities</td>
<td>• Parachute games (Middle &amp; Early years)</td>
<td>• Frisbee throwing</td>
</tr>
<tr>
<td>• Obstacle courses with climbing or inverted activities</td>
<td>• Cooperative games</td>
<td></td>
</tr>
<tr>
<td>• Parachute</td>
<td>• Accuracy challenges</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Skill-related relays (e.g., basketball dribbling)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Scooterboard relays</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Skating and skating activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Aquatic games (as per pool regulations)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Theme days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Face painting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Indoor running relays</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Indoor chasing games</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Disc throwing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In-line throwing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In-line skating</td>
<td></td>
</tr>
</tbody>
</table>

### Supervision of Intramurals

#### Clubs

<table>
<thead>
<tr>
<th><strong>Constant Visual Supervision</strong></th>
<th><strong>On Site Supervision</strong></th>
<th><strong>In-The-Area Supervision</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Gymnastics – higher risk moves/skills</td>
<td>• Gymnastics – lower risk skills</td>
<td><strong>Activity</strong></td>
</tr>
<tr>
<td>• Archery</td>
<td></td>
<td>• Cycling</td>
</tr>
<tr>
<td>• Fencing</td>
<td></td>
<td>o refer to Curricular document for ratios</td>
</tr>
<tr>
<td><strong>Initial Instruction/Setup</strong></td>
<td></td>
<td>• Dance/rhythmics</td>
</tr>
<tr>
<td>• Cycling</td>
<td></td>
<td>• Fitness club</td>
</tr>
<tr>
<td>• Fitness club</td>
<td></td>
<td>• Golf</td>
</tr>
<tr>
<td>• Golf</td>
<td></td>
<td>• Horseback riding</td>
</tr>
<tr>
<td>• Horseback riding</td>
<td></td>
<td>• In-line skating</td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td></td>
<td>• Running</td>
</tr>
<tr>
<td>• Cricket</td>
<td></td>
<td>• Skiing/snowboarding</td>
</tr>
<tr>
<td>• Martial arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bowling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• In-line skating</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supervision – Points to Consider:

Establish routines, rules or acceptable behaviour and appropriate duties of students at the beginning of the activity and reinforce throughout the year. Supervisors must sanction students for unsafe play or unacceptable behaviour and must exercise that responsibility at all times.

Students must be made aware of the rules of activities or games. Rules must be strictly enforced and modified to suit the age and physical ability of the participants.

The student must be informed that facilities must not be used without authorization and supervision.

When an intramural activity includes large numbers of participants (e.g., a school special event) or more than one higher risk activity, the ratio of intramural supervisors/volunteers to participants must satisfy safety concerns. Teacher candidates, co-op students, and other students must not be the sole supervisor of the intramural activity.

In situations where a substitute teacher is responsible for supervising intramurals:
- administrators are to address substitute teacher comfort level with intramural activity;
- administrator/absent intramural supervisor must:
  - include the Safety Guidelines sheets for intramural activity
  - inform substitute teacher of the whereabouts of a contact teacher or administrator in case of an emergency
  - specify restrictions/modifications for students with health or behavioural problems.
School-Made Equipment (e.g., Land Skis, Bean Bags, Bleach Scoops, Climbing Wall, Rhythm Sticks)
Equipment can be made at school by board employees, adult volunteers and by students who are under supervision.

Equipment:
- A first aid kit and phone must be accessible.
- Use materials that are in good condition, e.g., unfrayed ropes, smooth boards free of splinters, nothing with sharp edges.
- Use materials that resemble, as closely as possible, the manufactured item.
- Use materials that will not endanger children with severe allergies.
- Home-made equipment is not to be used.

Clothing/Footwear:
- Equipment designed to be worn (e.g., hats, caps, costumes) must not constrict neck or chest areas or put the child at risk.

Facilities:
- School-made equipment attached to the facility (e.g., wall, and self-supported structures, outdoor volleyball posts, climbing wall) needs to be inspected by a knowledgeable third party to ensure it is secure.
- See school board Policy and Procedures related to specifications, installation and inspection of school-made equipment.

Special Rules/Instruction:
- Follow instructions on how to build/assemble if available.
- If no instructions are available for a school-made structure, describe the procedure in writing and keep it on file indicating how and when it was made, and by whom.
- Test equipment before general use.
- Repair as necessary. If the piece of equipment changes significantly due to additional repairs, then discard and replace (e.g., land ski binding needs to be tied around outside of board because hole for rope has become too large, causing the rope to slip through).

Supervision:
- Inspect equipment every time it’s used.
- Students making equipment at school require on site supervision.
- If students are using machinery (e.g., band-saws), to make equipment, constant supervision is required.
- Student-made equipment must be inspected by a knowledgeable third party to ensure safety.
Transporting People/Things (e.g., Human Amoeba, Chariot, Chuckwagon, Bed and/or Stretcher Races, Cookie Machine, Climbing Wall)

Equipment:
A first aid kit and phone must be accessible.
Must be suitable to support size and weight of object/person.
Can be raised and lowered without impinging hand/feet/body of carrier or object/person carried.
Must have safety straps/rail or means to prevent person/thing from falling from anything higher than waist height.
Must not constrict person at chest or neck.

Clothing/Footwear:
No loose clothing.
No clothing attachment that cannot be easily released in case of collapse, (e.g., belt, shoelaces).
Use of footwear must be assessed for each activity.

Facilities:
Space adequate for activity.
Spectators in designated area away from activity.
Must be a level surface, no obstructions or blind spots.
Establish traffic flows to reduce congestion.
Protective wall padding placed for activity where needed.

Special Rules/Instruction:
Weight, size of object and distance carried must be appropriate to age and strength of participants.
Appropriate limitation on speed of movement.
Establish a procedure to stop activity in the case of potential injury, (e.g., whistle).
All participants must know rules and procedures (e.g., safe lifting, spotting, supporting and lowering techniques) prior to participation (see Appendix J).
Prior practice for all participants for lifting people or objects of sizable mass.

Supervision:
Constant visual supervision.
Building with Bodies (e.g., Pyramid Building, Human Fence)

Equipment:
   A first aid kit and phone must be accessible.
   For minimum thickness of mats, see curricular gymnastics.
   Mats must be under pyramid and extend one body length in all directions.

Clothing/Footwear:
   Soft shoes, socks or bare feet for standing pyramids.

Facilities:
   Ensure that lying and kneeling pyramids are away from walls.
   Do not build pyramid near entrances, exits, or stages.

Special Rules/Instruction:
   Set the maximum number of participants and the maximum height allowed – depending on the size, age, skill, and experience of the participants.
   Instruction must include how to assemble and how to disassemble – intentionally and unintentionally.
   Weight and size of participants determines placement in pyramid (e.g., larger students are part of the base).
   Pyramid building must be the only activity in the space.
   Note: Standing pyramids are not recommended in the Early and Middle years.

Supervision:
   Constant visual supervision during instruction and first attempt; on site supervision thereafter.
   Constant visual supervision for standing pyramids.
   On site supervision for kneeling and lying pyramids.
**Targets – Human (e.g., Dodgeball and Variations, Human Bowling, Heart Attack Tag Games)**

**Equipment:**
- A first aid kit and phone must be accessible.
- Use soft objects, (e.g., foam balls, sponges, nerf balls, beach balls, elephant skin balls, crumpled newspaper balls, utility balls). No under-inflated regulation balls; no bean bags, or hard flying discs (e.g., Frisbees).

**Clothing/Footwear:**
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

**Facilities:**
- Playing area must be free from obstruction (e.g., desks, chairs and other furniture/equipment, around the perimeter).

**Special Rules/Instruction:**
- Target area must be restricted appropriately – (e.g., Middle & Senior years – below the shoulder; Early years – below the waist).
- Students who are targets must remain upright.

**Supervision:**
- Constant visual supervision.
**Targets – Other Target Games/Activities (e.g., Throwing for Accuracy, Frisbee Golf)**

**Equipment:**
A first aid kit and phone must be accessible.

**Clothing/Footwear:**
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

**Facilities:**
Targets must be situated away from spectators and other participants.
Participants must have room to propel object toward target without hitting a bystander.

**Special Rules/Instruction:**
Establish procedures to reduce risk to other participants/spectators, (e.g., restrict access to target area).
Establish a process for safe retrieval of propelled objects.

**Supervision:**
On site supervision.
Food/Water Activities (e.g., Jello/Pie Eating, Spray Activities, Water Balloons, Sponge Toss, Dunk Tanks)

Equipment:
A first aid kit and phone must be accessible.
Equipment used with food/water must be:
  o resistant to deterioration when wet, or be waterproof (e.g., tables, chairs, floors);
  o protected from water/food where necessary;
  o thoroughly cleaned and rinsed before use.
Electrical equipment (e.g., timer) must have CSA approved ground fault system.
Sliding surfaces must be smooth and clean (e.g., mats, plastic slides).
Use water spray bottles or low pressure water devices.

Note: Water guns should not be used in the Early years.

Clothing/Footwear:
Must be able to get wet and not increase risk of injury, (e.g., no wet sweat pants that can cause participants to trip).
Use footwear that will enhance good traction.

Facilities:
Food must be served from sanitary surfaces.
If the amount of water is excessive, activity must be held outside to avoid risk of injury to spectators.
Facility must be able to be cleaned before and after event to prevent spread of germs.
Provide support, (e.g., standby personnel to clean/mop any hazardous spills).

Special Rules/Instruction:
Note: Food activities are not recommended in the Early years because of allergy concerns.
Set procedures and rules for safe play.
Activities requiring eating must be stationary.
Ingredients of all food/material must be clearly identified in order to address allergy concerns, (e.g., latex balloons).
Water or food on floor/ground surfaces decreases traction. Enhance traction where appropriate (e.g., rubberized mats on potentially wet surfaces). If the footing is supposed to be slippery, an adequate landing surface must be padded or soft.
Avoid extreme weather temperatures.
Do not allow glass containers.
If activities promote wet bodies, special care must be taken to prevent collision, and if there is to be throwing of wet sponges at people or propelling of water from a pressure device, eye protection must be provided.
Overeating or under-eating activities must be avoided (e.g., starvathons).

Supervision:
Constant visual supervision for all such activities.
Relay/Chasing Games (e.g., Capture the Flag, Crows and Cranes, Tag, Rock/Paper/Scissors)

Equipment:
A first aid kit and phone must be accessible.
Equipment must not have sharp or dangerous edges.

Clothing/Footwear:
Appropriate footwear for each activity.

Facilities:
Adequate space for all participants.
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 large areas, (e.g., Survival) require instructor to set and communicate definite boundary lines.
Supervisor must do a safety check walk through in order to identify potential hazards. Students must be made aware of hazards and approach with caution.
All running tracks must be inspected annually and maintained as necessary.
Playing area must provide safe footing.

Special Rules/Instruction:
For shuttle relays, all participants must have their own lane.
Be aware of increased risk with oversized apparel or tying legs together.
No blindfold relays.
No running backward relays.
Walls, stages or fences must not be used as finish lines or safe zones.
Safe zones must be clearly delineated.
There must be a procedure established to stop chasing games (e.g., whistle).

Supervision:
On site supervision for relays.
In the area supervision for chasing games.
INTERSCHOLASTIC – MIDDLE & SENIOR YEARS
# Interscholastic – Middle and Senior Years

## Table of Contents

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>116-117</td>
</tr>
<tr>
<td>Background</td>
<td>118</td>
</tr>
<tr>
<td>Intent of the Provincial Safety Guidelines for Interschool Athletics Programs</td>
<td>118</td>
</tr>
<tr>
<td>Impact and Scope of the Document</td>
<td>118</td>
</tr>
<tr>
<td>Generic Issues</td>
<td>119-121</td>
</tr>
<tr>
<td>Specific Components</td>
<td>122</td>
</tr>
<tr>
<td>Equipment</td>
<td>122-123</td>
</tr>
<tr>
<td>Clothing and Footwear</td>
<td>123</td>
</tr>
<tr>
<td>Facilities</td>
<td>123-124</td>
</tr>
<tr>
<td>Special Rules/Instructions</td>
<td>124</td>
</tr>
<tr>
<td>Supervision</td>
<td>125-127</td>
</tr>
<tr>
<td>Coaching Qualifications</td>
<td>127-128</td>
</tr>
<tr>
<td>Coach’s Role and Responsibilities</td>
<td>128-129</td>
</tr>
<tr>
<td>Player’s Role and Responsibilities</td>
<td>129</td>
</tr>
<tr>
<td>Safety and Liability</td>
<td>129-130</td>
</tr>
<tr>
<td>Environmental Concerns</td>
<td>131-132</td>
</tr>
<tr>
<td>Archery</td>
<td>133-134</td>
</tr>
<tr>
<td>Badminton</td>
<td>135</td>
</tr>
<tr>
<td>Ball Hockey/Floor Hockey</td>
<td>136</td>
</tr>
<tr>
<td>Baseball</td>
<td>137</td>
</tr>
<tr>
<td>Basketball</td>
<td>138-139</td>
</tr>
<tr>
<td>Bowling</td>
<td>140</td>
</tr>
<tr>
<td>Broomball (Ice)</td>
<td>141</td>
</tr>
<tr>
<td>Cheerleading (Acrobatic)</td>
<td>142-143</td>
</tr>
<tr>
<td>Cheerleading (Spirit, Dance)</td>
<td>144</td>
</tr>
<tr>
<td>Cricket</td>
<td>145</td>
</tr>
<tr>
<td>Cross-Country Running</td>
<td>146-147</td>
</tr>
<tr>
<td>Cross-Country Skiing</td>
<td>148-149</td>
</tr>
<tr>
<td>Curling</td>
<td>150</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>151</td>
</tr>
<tr>
<td>Football (Flag, Touch)</td>
<td>152</td>
</tr>
<tr>
<td>Football (Tackle)</td>
<td>153-154</td>
</tr>
<tr>
<td>Golf</td>
<td>155</td>
</tr>
<tr>
<td>Gymnastics: Parallel Bars, High Bar, Still Rings, Uneven Parallel Bars, Floor, Balance Beam, Pommel Horse, Vault</td>
<td>156-157</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>158</td>
</tr>
<tr>
<td>Lacrosse (Box, Field)</td>
<td>159</td>
</tr>
<tr>
<td>Lacrosse (Soft)</td>
<td>160</td>
</tr>
<tr>
<td>Ringette (Ice)</td>
<td>161</td>
</tr>
<tr>
<td>Rugby</td>
<td>162</td>
</tr>
<tr>
<td>Soccer (Indoor &amp; Outdoor)</td>
<td>163-164</td>
</tr>
</tbody>
</table>
Softball/Fastball.................................................................................................................. 165-166
Table Tennis .......................................................................................................................... 167
Team Handball ...................................................................................................................... 168
Track & Field – Discus ......................................................................................................... 169
Track & Field – High Jump .................................................................................................... 170-171
Track & Field – Hurdles ....................................................................................................... 171
Track & Field – Javelin .......................................................................................................... 172
Track & Field – Pole Vault .................................................................................................. 173
Track & Field – Shot Put ...................................................................................................... 174
Track & Field – Track Events/Sprints .................................................................................. 175-176
Track & Field – Triple Jump, Long Jump ............................................................................... 177-178
Ultimate .................................................................................................................................. 179
Volleyball .............................................................................................................................. 180
Waterpolo ............................................................................................................................... 181
Weightlifting .......................................................................................................................... 182
Wrestling ............................................................................................................................... 183-184
**Interscholastic – Middle & Senior Years**

**Background:**

This is the first Provincial Safety Guidelines Document for Physical Education to be offered in Manitoba. The copyright of the Ontario Safety Guidelines document was purchased from OPHEA (The Ontario Physical and Health Association), and these guidelines were adapted for use in Manitoba. Numerous Manitoba partner groups have contributed to the development of his valuable document. They include: The Manitoba Physical Education Teachers Association (MPETA); The Manitoba Physical Education Supervisor’s Association (MPESA); Sport Manitoba (SM); The Manitoba High School Athletic Association (MHSAA); The Manitoba School Boards Association (MSBA); and the Bureau de l’éducation francaise, Manitoba Education.

**Intent of the Manitoba Safety Guidelines for Intramural Programs:**

The primary responsibility for the care and safety of students rests with the school board and its employees. An important aspect in fulfilling this role is to recognize that there is an element of risk in all physical activity and to take action accordingly. To this end, the safety guidelines writing team, as well as physical educators and sport leaders across Manitoba, have identified and analyzed reasonably foreseeable risks and have developed procedures that help minimize to the greatest extent possible, the risk of a preventable accident or injury. A guideline alone does not eliminate risk regardless of how well it is written or how effectively it is implemented. Safety awareness, by the coach, based on up to date information, common sense observation, action and foresight, is the key to safe programming. The intent of the Interscholastic Athletic Safety Guideline is to focus attention on safe procedures for sport in order to minimize the inherent element of risk. By implementing safe coaching practices (such as appropriate skill progressions, facility and equipment checks and appropriate checks and appropriate supervision and officiating, planning and daily instruction), the coach will guard against foreseeable risks. Hopefully, through this implementation process, this document will assist boards in fulfilling their obligation to provide the safest possible environment in which all students, regardless of physical, mental, emotional abilities/challenges or cultural background, can participate in interscholastic activities.

**Impact and Scope of this Document:**

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

- occurs outside the student’s instruction time;
- involves a selected school team/group/individual;
- involves a competition against other outside teams/groups/individuals;
- involves students in Senior Years;
- in Middle years (grade 7 and 8 only) the competition emphasis should be on fun and participation.

No competitive organized program is recommended for grades 5 and 6.
Generic Issues

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

Prior to students first practice, coaches need to be aware of their medical background and physical limitations of their medical background and physical limitations of their team tryout members. This includes knowledge of students with heart diseases, asthma, epilepsy, diabetes, severe allergies, etc. Each school needs to develop a process by which medical information is made available to the coach. The coach must have student athletes’ medical information at all practices and games. This information must be supplied by the student’s parent, ward, or guardian (see Appendix A.)

A fully stocked First Aid Kit must be readily accessible to the gymnasium. For a sample listing of the first aid items, (see Appendix B.) When activities are offered away from school property, an appropriate portable first aid kit must be readily accessible. An emergency action plan to deal with accidents in Interscholastic athletics must be developed in all schools. For details on an emergency action plan, (see Appendix D.)

Prior to the first practice, parents and athletes need to be aware of the risks inherent in participating in each particular sport. Participants must sign and return an Interscholastic Athletic Participation form. (See Appendix A.)

Each school must appoint a teacher or administrator who is responsible for the Interscholastic athletic program, to ensure that each coach is familiar with the school or school board’s coaching philosophy and relevant documents.

If a student misses a practice/game due to an injury or illness requiring professional medical attention (e.g. medical doctor, chiropractor, physiotherapist, etc.), the coach must receive communication from a medical professional or the student’s parent/guardian, giving permission to return to play. For sample form, (see Appendix L) “Request to Resume Athletic Participation”.

Coaches must inform their students of the locations of the fire alarms, the fire exits and alternate routes from the gymnasium and practice facility.

Many different situations may arise involving the transportation of students away from the school for interscholastic athletics. Coaches must be aware of and adhere to the school board’s transportation policy regarding interscholastic travel. (Board-sponsored and private vehicles.) It is important that parents are made aware of the mode of transportation and student expectations. The means and frequency of communication required must be established with the school principal. Consideration must also be given to informing parents when students are involved in activities which take them off the immediate school property (e.g. cross country running). Refer to individual Board policy for Field Trip procedures related to the need for parent/guardian permission.
If students are involved in any interscholastic sport which is not described in this guideline, refer to provincial sports governing body guidelines. Determine whether this sport/activity is higher or lower risk (see criteria, page 100) and establish procedures accordingly.

Approval from the appropriate school board official must be received if a coach wishes to include activities different from this document or board guidelines and/or modify guidelines listed herein. As part of this process, the coach must demonstrate that all appropriate precautions will be taken in the interest of student safety. The school administration must approve the proposal and must also obtain school division approval.

Preventative action must be taken when unsafe conditions are identified! When an injury occurs due to unsafe conditions, corrective actions must take place to help prevent its reoccurrence.

Universal precautions (e.g., using impermeable gloves) must be followed when dealing with situations involving blood and other bodily fluids procedures (e.g., sport governing body, MHSAA, association regulations).

Before involving students in strenuous outdoor athletics, coaches must take into consideration the temperature of the day, previous training and length of time the students will be vigorously active. (See pages 110 and 111.)

At the beginning of the sport season, coaches must instruct students in expected conduct (i.e., in change rooms, when visiting schools, MHSAA Code of Conduct, etc.).

The presence of spectators must not present a safety concern.

Game officials must be knowledgeable about the rules of the sport.

Encourage athletes to have a student Accident Insurance Policy. (Check your personal insurance policy for covering items such as ambulance, dental, and eyewear.)

Interscholastic athletics have been categorized into two areas: higher risk sports and lower risk sports. Higher risk sports are those sports which are characterized by:

- a greater potential for injuries with severe consequences;
- contact: person to person and person to equipment;
- uniqueness of equipment used;
- speed of action;
- protective equipment used;
- type of supervision required;
- training required.
<table>
<thead>
<tr>
<th>Higher Risk Sports</th>
<th>Lower Risk Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>Badminton</td>
</tr>
<tr>
<td>Broomball (Ice)</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cheerleading (Acrobatic)</td>
<td>Basketball</td>
</tr>
<tr>
<td>Cycling/Mountain Biking</td>
<td>Bowling</td>
</tr>
<tr>
<td>Diving</td>
<td>Cheerleading (Spirit, Dance)</td>
</tr>
<tr>
<td>Fencing</td>
<td>Cricket</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Cross-Country Running/Orienteering</td>
</tr>
<tr>
<td>Football</td>
<td>Cross-Country Skiing</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>Curling</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Football (Flag, Touch)</td>
</tr>
<tr>
<td>Lacrosse (Field, Box)</td>
<td>Golf</td>
</tr>
<tr>
<td>Rugby</td>
<td>Handball (Wall)</td>
</tr>
<tr>
<td>Skiing (Alpine)/Snowboarding</td>
<td>Lawn Bowling</td>
</tr>
<tr>
<td>Swimming/Synchronized Swimming</td>
<td>Racquetball</td>
</tr>
<tr>
<td>Track &amp; Field – field events: javelin, shot-put, discus, high jump, pole vault</td>
<td>Rowing</td>
</tr>
<tr>
<td>Triathlon</td>
<td>Softball/Slo-Pitch</td>
</tr>
<tr>
<td>Water Polo</td>
<td>Soccer</td>
</tr>
<tr>
<td>Weightlifting</td>
<td>Squash</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Table Tennis</td>
</tr>
<tr>
<td></td>
<td>Team Handball</td>
</tr>
<tr>
<td></td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Track &amp; Field – track events: long jump, triple jump</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
</tr>
</tbody>
</table>

For higher risk sports, these additional requirements must be met:

It is the responsibility of the HOST school to ensure that first aid coverage is available throughout the entirety of any higher risk activities or performances (e.g. acrobatic cheerleading). The minimum requirement for first aid coverage at a game or practice is the presence of an individual who takes responsibility for providing first aid to injured athletes. Game/match officials must be certified and/or experienced in officiating the sport. Coaching expertise for any higher risk sport must be derived from at least one of the following:
- NCCP Level One Technical in that sport;
- attendance at a clinic or workshop in that sport within the last three years;
- past experience as a player or coach in that sport.
The coach must document athlete attendance and all practice plans with reference to progressive development of skills, and attention paid to identify inherent risks of the sport (see Appendix N).
Specific Components

Guidelines for each activity are outlined according to the following critical components:
- Equipment
- Special Rules/Instruction
- Clothing/Footwear
- Supervision
- Facilities

All guidelines found in the generic section, activity pages and appendices are mandatory for practices as well as games. An activity must not occur unless these guidelines have been addressed.

Equipment (with respect to safety and concerns)

Defective equipment must be removed and/or taken out of use immediately upon detection. When using any equipment that is not described in the document, care must be taken to ensure it is safe for use (e.g. no sharp edges, cracks, or splinters) and its size, mass and strength are appropriate for the user.

All balls must be properly inflated.

Personal Equipment
- Students and parents must be made aware that equipment brought from home for use in interscholastic sporting activities must be in safe playing condition (e.g., hockey helmets, racquets, golf clubs, hockey sticks, etc.).
- Parents and athletes must be made aware of safety precautions with mouthguards and eyeglasses, including the need for an eyeglass strap and shatterproof lenses for some activities. Mouthguards have proven to be successful in reducing the incidence of dental damage, concussion and cuts caused by contact with orthodontic braces.
- Where sport governing bodies, and/or local/regional/provincial athletic associations require specific personal equipment (e.g., throat protector in hockey), parent/guardians and students will ensure that equipment conforms to recognized standards.
- Where school boards or schools provide protective equipment, all equipment must conform to recognized standards (e.g., CSA approved hockey helmets; approved football helmets) and must fit properly.
- Personal equipment must not be altered beyond the adjustments provided for in the original equipment. Any alteration that comprises the protection that the equipment provides (e.g., cutting a portion off the back of mouthguards) destroys the safety certification
- Student athletes must be informed that they are not to share water bottles.
- Students must be informed that they have a responsibility to report personal equipment problems and defects to the supervising coach.
Non-Personal Equipment
  o All equipment must be checked regularly by the coach to ensure that it is in good working order. Athletes also must be encouraged to report equipment problems to coaches.
  o Equipment needs to be inspected and maintained on a regular basis by capable and knowledgeable personnel (e.g., inspection company, Board Health and Safety Committee) and documentation maintained. (e.g., annually)
  o Coaches must perform a visual check of equipment before each practice or competition and remove or repair broken equipment.
  o When borrowing, renting, or lending equipment for practice or competition (e.g., wrestling mats, gymnastic equipment, football helmets), the coach must ensure that equipment conforms to recognized safety standards and that it has been inspected for safety.

Clothing and Footwear

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

Jewelry which presents a safety concern must be removed. Jewelry that cannot be removed and which presents a safety concern (e.g., Medical Alert identification, religious/cultural jewelry), must be taped. Long hair must be secured so as not to block vision. Eye glasses may need to be removed or secured. Deviations from these guidelines are listed on activity pages.

Parents and students must be made aware of safety precautions with eye glasses including the need for any eyeglass strap and/or shatterproof glass for some activities (see Appendix A – Letter to Parents/Guardians).

Facilities

To provide a safe environment for Interscholastic activities, the coach must make a pre-activity check of the facilities and equipment to be used. This could be done visually or recorded on a checklist (see Appendix F). The minimum requirement is a pre-use visual check. Hazards must be identified and removed if they are a factor in the activity. Potentially dangerous and immovable objects (e.g., goal posts, protruding stage) must be brought to the attention of students, other coaches, officials, etc. All equipment must be checked regularly to ensure it is in good working order. Equipment listed in the document applies only to safety. Students must be encouraged to report equipment or facility problems to the coaches, who must report (in writing) any equipment or facility problems to the school administration.

Facilities and major equipment must be inspected and a signed written report complete on a regular basis (e.g., annually).
Equipment/furniture which is hazardous to the activity must not be stored around the perimeter of the gymnasium. Mats secured to the wall as well as an appropriate number of benches, are exceptions to this statement. Devices projecting from the wall (e.g., chin-up bars, pegs on a peg board, thermostats, door knobs, water fountains) must be attached at a height that will minimize injury or be modified or removed when not in use.

For all indoor activities, walls and stages must not be used for turning points or finish lines. A line or pylon could be designed in advance of the wall. Foreseeable risks must be identified and precautions taken to minimize risks. For safety precautions when using non-gym areas (e.g., concourses, hallways, classrooms, stages, weight rooms, fitness rooms) for practice, (see Appendix E.)

Playing fields must be free from hazards (e.g., holes, glass and rocks). There must be sufficient turf for proper traction and impact absorption (e.g., non-contact rugby). Minor hazards must be identified and avoided. Severely uneven surfaces must be brought to the attention of the principal and must be repaired before the activity takes place. Community facilities that are used (e.g., arenas, pools, etc.) must conform to safety standards and must be free from hazards. Any concerns about potentially dangerous conditions must be reported to the appropriate governing authority.

A telephone or other suitable means of communication must be available for all activities/locations.

There must be a designated safe area for spectators.

**Special Rules/Instructions**

The skills of an interscholastic sport must be taught in proper progression prior to participation.

Prior to teaching the skills for the sport, the coach has duty to:

- outline the inherent risks involved in the activity;
- demonstrate how to minimize the risks;
- set procedures and rules for safe participation.

Fitness development appropriate to the level of competition must be addressed.

Before involving students in strenuous outdoor activity, teachers must take into consideration the temperature of the day, previous training and the length of time the students will be vigorously active. (See pages 110 and 111.)

Interscholastic sports must be modified to the age and ability level of the students.
Supervision

Supervision is the overseeing of an activity for regulation or direction. All facilities, equipment and activities have inherent risks, but the level of risk decreases significantly with effective supervision.

Definition of a Coach: A coach can be any individual approved by the principal or designate (see Appendix O). Any coach who is not a teacher or administrator employed by the board or an individual with teaching certification approved by the principal (e.g., retired teacher, teacher not under contract) must:
  o complete the application form for outside coaches (see Appendix P);
  o be interviewed and approved by the principal or designate (see Appendix P);
  o become familiar with relevant school and board policies and procedures provided by the principal or designate.

Role of Teacher Supervisor within a School Division:
The Principal or designate is to appoint a teacher supervisor (teacher or administrator) for every coach who is not a teacher or administrator employed by the school. The teacher supervisor will be responsible for carrying out all the duties required of a teacher pursuant to the Education Act and these guidelines (see Appendix R). The level of support will be commensurate with the expertise and qualifications of the coach and will be determined by the principal or designate. As a minimum, the designated teacher supervisor will provide “in-the-area” supervision for all practices, games and competitions. “In-the-area” supervision of a non-teacher coach means that the teacher must be accessible and at least one of the following criteria must be in place:
  teacher supervisor is visible;
  teacher supervisor is circulating on the same site;
  teacher supervisor is accessible.

When the practice or competition takes place within the school division, refer to your school division policy on teacher supervision.

Role of Teacher Supervisor Outside of a School Division:
When a school team is travelling outside their school division, a teacher supervisor from the same school or division must accompany the team (as per your school division policy); must be accessible, and at least one of the following criteria must be in place:
  teacher supervisor is visible;
  teacher supervisor is circulating on the same site;
  teacher supervisor is accessible;
  as a minimum, the designated teacher supervisor will provide “in-the-area” supervision for all practices, games and competitions.
Role of Teacher Supervisor at Provincial MHSAA Sanctioned Competitions:
When a school is travelling to a provincial MHSAA sanctioned competition, the teacher supervisor must be from the same school as the team. For individual sports, one teacher supervisor may be responsible for students from two or three schools pending approval from MHSAA. The teacher supervisor must accompany the team to all games and tournament functions; must be accessible; and at least one of the following criteria must be in place:
    teacher supervisor is visible;
    teacher supervisor is circulating on the same site;
    as a minimum, the teacher supervisor will provide “in-the-area” supervision

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

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

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

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

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

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

“In-the-area” supervision – Distance Running – Students are running a prescribed route through the school neighbourhood.
**Supervision – Points to Consider:**

In competitions requiring an overnight stay, chaperones of the same sex must be present.

Students must be aware that the use of equipment and the gymnasium are prohibited without the appropriate type of supervision. Deterrents must be in place. For example:

- locked doors;
- signs on doors indicating that students are not to use the gym unless supervised;
- staff scheduled and present in an adjoining physical education office, in order to see students who might enter the gym unauthorized.

Level of supervision must be commensurate with the inherent risk of the sport and the maturity of the athletes.

Establish routines, rules of acceptable behavior and appropriate duties of students at the beginning of the sport season and reinforce throughout the season. Coaches must sanction students for unsafe play or unacceptable behavior, and must exercise that responsibility at all times. (e.g., deal with intimidation, harassment, abuse.) Refer to Appendix Q for more information on student behavior.

Rules of the sport must be taught and strictly enforced.

In situations where a substitute teacher or other teacher is asked to coach a practice or game the following must occur:

- teacher competence level with sport activity must be addressed;
- absent coach or administrator or designate must provide the Safety Guidelines page(s) for Interscholastic sport activity;
- absent coach must specify restrictions/modifications for students with health or behavioural problems.

When an Interscholastic sport includes large numbers of participants (e.g., a school cross-country team) the ratio of coaches to participants must satisfy safety concerns.

A school is responsible for supervising its own spectators. The ratio of supervisor to spectator must address safety concerns.

Sport conveners/event organizers must address the issue of event security.

When an interscholastic sport includes several higher risk activities (e.g., track and field) the ratio of coaches to participants must satisfy safety concerns.

**Coaching Qualifications**

Coach in charge must:

Review local guidelines for the sport and attend appropriate clinics and coaches’ meetings.

Be encouraged to complete Level 1 Theory and Technical of the National Coaching Certification Program (NCCP) or equivalent in the sport which he/she is coaching.
Be encouraged to attend a basic first aid course.

Adhere to coaching qualifications for higher risk sports (see individual sport pages).

**Coach's Role and Responsibilities**

The coach must work with student athletes in a professional manner that emphasizes respect, fair play and skill improvement.

It is the coach’s responsibility to be knowledgeable of the rules and the skills necessary for the students to play the game safely.

The coach is to be familiar with the contents of:
- the Board’s Risk Management Policy and Administrative Procedures for Interscholastic Sports;
- the Board’s Transportation Policy;
- competition, playing regulations and constitution by-laws;
- MHSAA handbook.

Ensure that the Interscholastic Athletic Participation Form (see Appendix A) has been completed by parents/guardian and has been returned prior to participation in the first practice. Coaches must have access to the forms at ALL practices and games.

Coaches must provide a suitable level of competition according to skill, size, age and conditioning of the athlete. Coaches must examine the intensity and frequency of drills, practices, and games in order not to put the student at risk (e.g., excessive repetition of a heading or hitting skill).

When there has been an interruption to a competitive season of more than two weeks, coaches must provide appropriate practice time before competition may resume.

Inform participants and parents (in writing or verbally) of the times and locations of practices and games.

Early in the season, clearly establish expectations and general conduct for practices and games. Involve players in formulating behavioral guidelines, fostering player discipline and self-control to minimize risk and promote fair and safe play (refer to Appendix Q, MHSAA Code of Conduct for Players).

**Game**

Officials must be treated with respect. Officials’ decisions are final (e.g., question officials’ decisions through proper procedures).

It is the responsibility of the coaches to control their teams and instruct their players to participate in a safe manner according to the rules of the game.
Visiting coaches are responsible for their teams’ behavior and the behavior of volunteer bus drivers who represent their school.

Coaches must be aware of School’s Coaching Handbook, Division, Zone and MHSAA Coaches’ Code of Behaviour.

**Supervision**

Participants must be appropriately supervised during all phases of the activity: practices, warm-up, competition, breaks. (If the coach cannot fulfill the appropriate level of supervision, the activity must be stopped.)

For all sports, where the coach is not of the same sex as the athlete(s), and where the athlete(s) are required or might be required to stay overnight, a supervising adult, as approved by the principal of the school, of the same sex as the athlete(s), must be present and available at the accommodation site for the duration of their stay in the accommodation.

Ensure that ALL team members have left the practice or competition facility prior to the coach leaving. The coach/teacher supervisor of the visiting team must ensure the safe departure from the competition site of all team members before the coach/teacher supervisor departs.

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

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

**Player’s Role and Responsibilities**

All participants are expected to abide by the established behavioural guidelines (see Appendix Q).

All participants must be encouraged to report all injuries to the coach.

**Safety and Liability**

Safety is of particular concern in planning and implementing physical education. The primary responsibility and legal liability for ensuring safe practices rests with the school division/district and its employees. Schools must develop safe routines and procedures, and teachers need to be knowledgeable about the best safety practices, regardless of whether the teaching, learning and assessment takes place in the classroom, gymnasium, playground or alternative environments.

Teachers responsible for providing a wide variety of challenging movement experiences in physically active settings must anticipate hazards and minimize the risk inherent in physical activity. Expertise in physical activity management is essential. For some specific physical activities/programming, such as
aquatics and Cardio-Pulmonary Resuscitation (CPR), it is recommended that certified training be required.

As a general rule, teachers will be held to the standard of care of a careful parent of a large family, considering such factors as the number of students being supervised; the age; maturity; level of skill and knowledge; the behavioural propensities of the students; the nature of the activity; the type of equipment being used; and the location involved. Staff members responsible for a subject area requiring expertise may be held to a higher professional standard of care. For example, a physical education teacher may be presumed to know more about the dangers inherent in artistic gymnastics than would the average parent. Accordingly, he or she may be held to the standard of physical education specialists with training and experience in artistic gymnastics.

Sections 86, 87 & 89 of The Public Schools Act address exemption from liability in areas of physical education, and may provide some degree of exemption from liability and negligence. However, it is important that school divisions/districts be aware that it is their primary responsibility for ensuring safe practices when planning and implementing physical education. In several litigations resulting from students being injured during physical education classes, Canadian courts have demonstrated a clear departure from “the careful and prudent parent” standard of care when assessing teacher negligence, adopting instead a “professional” standard of care.

Trial courts, therefore, have concluded that the standard of care to be exercised in the context of instruction in a physical education class can frequently exceed the “careful parent of a large family” test, since many physical education activities require specialized knowledge, training and experience of the teacher. For example, where students are engaging in artistic gymnastics activities, the teacher and school authorities will be required to act as a careful and prudent person having the specialized expertise demanded of an artistic gymnastics instructor.

The Supreme Court of Canada has established four criteria to determine the necessary and appropriate standard of care within the context of physical education:

- Is the activity suitable to the mental and physical condition, as well as the age of participating students?
- Have the students been progressively taught and coached to perform the activity(ies) properly and to avoid the dangers inherent in the activity(ies)?
- Is the equipment adequate and suitably arranged?
- Is the activity being supervised properly in light of the inherent danger involved?
**Environmental Concerns – Spring, Summer and Fall Conditions**

**Lightning Storm**

**Watch, Listen, Plan:** Watch the sky; listen to the forecasts; have a plan in place (especially if a weather watch is in effect).

**Look out when:** You can count less than 30 seconds between the lightning flash and the thunder. This means the storm is less than 10 km away and there is an 80% chance that the next strike will occur within that area. Take note if the skies darken; if gusty winds develop; and if weather warnings are broadcast.

**Take action:** Get inside a building; stay away from windows, pipes and electrical outlets...get inside a vehicle with a metal roof, but avoid contact with the metal. If you’re caught outside, far from safe shelter, stay away from tall objects such as fences, wires, poles and trees. Avoid riding a bike; swimming or boating; participating in outdoor activities; or carrying conductive materials (e.g., fishing rod, umbrella, golf clubs, etc).

**Wait and Watch:** Wait about 30 minutes after you hear the last thunder clap before resuming outdoor activities. Watch for broken tree limbs, fallen power lines and flooding caused by heavy rainfall.

**Heat and Ultraviolet Index**

**Watch, Listen, Plan:** Listen to the forecasts and be aware of the Ultraviolet Index. (Values less than 4:00 are low; Values from 4:00 – 6.9 are moderate; Values from 7:00 - 8.9 are high).

**Look out when:** The temperature rises to over 30C.

**Take action:** Wear a hat; apply sunscreen; and keep hydrated. Lower the intensity of the outdoor activity or move indoors.

**Watch:** Watch for any signs of sunburn, heat stroke and heat exhaustion. Be prepared to provide the necessary first aid.

**Outdoor Field Conditions**

**Watch, Listen, Plan:** The playing area must be free of debris and obstructions; it must provide suitable footing; and it must be well-removed from traffic.

**Look out when:** There are areas that the students must not use. These areas must be marked off.

**Take action:** Report to the principal any conditions or hazards that are unsuitable and in need of repair or removal.
Wait and Watch: Wait until repairs are completed or until any hazards are removed before resuming activities.

**Insects**
*Watch, Listen, Plan:* Take note if excessive numbers of insects are present.

*Look out when:* There are students with insect allergies present.

*Take action:* Ensure that students with allergies have the necessary medication on hand (e.g., epipen).

**Environmental Concerns – Winter Conditions**

**Outdoor Field Conditions**
*Watch, Listen, Plan:* The playing area must be free of debris and obstructions; it must provide suitable footing; and it must be well-removed from traffic. Watch for holes and severely uneven surfaces. Choose a site that takes sun, wind; snow conditions; and the suitability of the terrain into consideration.

*Look out when:* There are areas that students must not use. These areas must be marked off. Watch out for conditions where the area is icy beyond the point of providing suitable and safe footing.

*Take action:* Report to the principal any conditions or hazards that are unsuitable and in need of modification, repair or removal.

*Wait and Watch:* Wait until repairs are completed or until any hazards are removed before resuming activities.
Archery (Interscholastic)\footnote{For additional safety measures, please refer to page 101 (Archery): Safety First in YouthSafe Manitoba: School Field Trip Resource.}

Early and/or Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

**Equipment:**

A first aid kit and phone must be accessible.

All equipment must be checked regularly for defects.

Arm guards and finger tabs should be made available to students.

Bow length and weight must correspond to the height and strength of the participant.

An equal number of appropriate length arrows must be given to each participant.

Use only appropriate targets. Cross bows are not to be used. Floor or back quivers need to be used.

**Clothing/Footwear:**

The following must be worn:

Suitable footwear and clothing providing the student with unrestricted movement. [Note: appropriate close- fitting clothes must be worn on the upper body during this activity.]

Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert Identification, religious/cultural jewellery].

Eyewear may need to be removed or secured.

**Facilities:**

The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.

For indoor shooting, a properly installed safety net must be used.

Access and exit to the facility must be controlled and warning signs must be posted.

For outdoor activity, the shooting area must be well marked and controlled.

**Special Rules/Instruction:**

A “Firing” line must be established, and it must be appropriate for the skill level of the students. [No one is allowed in front of the firing line until signaled by the teacher.]

All students not involved in shooting must be positioned well behind the firing line and away from the archers on the line.

Establish a start and stop shooting and retrieving procedure.

Students must receive instruction on safety procedures and shooting techniques, including care and use of the equipment [e.g., how to remove an arrow from a target butt safely].

A loaded or unloaded bow must never be pointed at anyone.

Bows must only be loaded on the shooting line, after the signal to shoot has been given. Skills must be taught in the proper progression.

**Supervision:**

Constant visual supervision is required.

The head coach must demonstrate knowledge of game, skills and strategies to the principal or designate.

Coaching expertise for the head coach must be derived from at least one of the following:

- NCCP Level One Technical in Archery;
- attendance at an archery clinic or workshop within the last three years;
- past experience as a player or coach in the sport.

An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Badminton (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Racquets must be inspected regularly for breakage and to ensure proper grip.
Protective eye gear as prescribed by MHSAA badminton playing regulations.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
Check MHSAA guidelines for uniforms at Provincials.

Facilities:
The playing area must be free from debris and obstructions and provide safe footing.
Court boundary lines must be clearly defined.
A safety procedure must be established for side-by-side courts.

Special Rules/Instruction:
Skills must be taught in the proper progression.
The code of etiquette for court play must be taught and enforced, (e.g., not entering a court
being used).
When practicing skills, adequate spacing must be allowed for each athlete to be able to make an
uninterrupted swing.
Players must stop play whenever a foreign object comes onto the court.
The benefits of protective eye gear must be communicated to the students.
Encourage the front court player to avoid facing his/her partner during a rally.

Supervision:
During initial instruction, on site supervision is required.
After initial instruction, in the area supervision is required.
Setting up of equipment requires on site supervision.
An individual who takes responsibility for providing first aid to injured students must be present
during the entire practice/competition.
Ball Hockey/Floor Hockey (Interscholastic) Middle and Senior Years

Equipment:
- A first aid kit and phone must be accessible.
- Stick blades must be checked regularly to ensure that the blade is securely attached to the stick.
- Only regulation plastic hockey sticks may be used.
- Plastic goals or pylons should be used.
- Suitable soft balls must be used, including: P30, P40, nerf, yarn ball, tennis ball, plastic, or a highly visible soft light-rubber puck.
- Goalies must wear face masks (e.g., hockey helmet with cage), and should wear protective gloves.
- Consideration should be given to having players wear protective gloves, full face masks or eye protection and a full-fit mouth guard.

Clothing/Footwear:
- The following must be worn:
  - Suitable footwear and gym clothing providing the student with unrestricted movement.
  - Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
  - Eyewear may need to be removed or secured.

Facilities:
- The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.

Special Rules/Instruction:
- The following rules must be in place and must be enforced by penalties:
  - no body contact
  - no stick on body contact
  - the stick must remain below the waist at all times with the blade preferably below knee-level
  - slap shots are not allowed
  - implement a crease for protection of the goalie
  - no other player (or player’s stick) is allowed in the goal crease
  - no lifting and slashing the opponent’s stick
- Skills must be taught in the proper progression.
- Games must be based on the skills that are taught.

Supervision:
- On site supervision is required.
- An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
**Baseball (Interscholastic) Middle and Senior Years**

Early years require additional dedicated supervision, specific activity-based safety instructions and strict enforcement of all safety procedures/rules.

**Equipment:**
- A first aid kit and phone must be accessible.
- CSA approved helmets must be worn by batters, base runners, and the on-deck batter.
- Helmets must have ear flaps on both sides.
- Catchers must wear approved equipment. Warm-up catchers must wear a mask.
- Suitable pelvic area protection must be worn by all players.
- All equipment must be kept out of the playing area.
- Aluminum bats with proper grips must be used.
- Fielders must wear baseball gloves.

**Clothing/Footwear:**
- Pants, team shirt and a baseball hat must be worn.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

**Facilities:**
- Bases must be secured.
- The diamond must be level and groomed.
- Backstops must be checked for broken wire prior to each game.
- Entrance gates to the playing field must be closed at all times.
- The dugout must be screened to protect players.
- If in the opinion of the umpire, after consultation with both coaches, the field is deemed to be unsafe for play, the game will be rescheduled.
- There must be sufficient turf for proper traction and impact absorption.

**Special Rules/Instruction:**
- Appropriate sliding techniques must be taught to minimize the risk of injury.
- There must be no head first sliding into a base other than returning from a leadoff position.
- A conditioning program that encourages flexibility, improved cardiovascular fitness and pre-event warm-up must be introduced.
- Players throwing to warm-up must do so away from the playing area.
- Pitchers are limited to a maximum of 60 pitches per game and no more than two games per day.
- Players not involved in the game must be on or behind their bench.

**Supervision:**
- On site supervision.
- There must be a designated supervisor (teacher, parent, or responsible adult) available with a vehicle to accompany any injured student to the hospital. This must not be the “in-charge” supervisor.
**Basketball (Interscholastic) – Middle and Senior Years**

Equipment:
A first aid kit and phone must be accessible.
Where a stage is close to the baseline, gym mats must be placed over the edge of the stage and must extend close to the floor.
In situations where the student’s follow through and/or run-off the end of the court may result in contact with an end wall – protective padding or gym mats must be placed beyond the “key” area; must extend a minimum of 1.88 m (6’) up the wall from the top of the baseboard (maximum 10 cm (4”) from the floor), and must be a minimum width of 4.88 m (16’).
Recommend that the wall padding be permanently secured to the wall, where possible.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Basketball Manitoba recommends shorts without pockets.
Items such as cast, braces, or other materials that may pose a danger are not to be worn.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
No metal or other hard object can be used to hold hair back.

*Note: Check MHSAA guidelines for uniforms at Provincials*

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and if outdoors must be well removed from traffic, with boundaries clearly identified.
Indoor facilities, ensure the floor holes used for volleyball and badminton are properly covered and secured.
Protective padding should be used on rectangular backboard edges.
Only trained adults are to use motorized or hand winches to raise and lower the baskets.
Only trained adults may operate power drills to raise/lower baskets.
The winch for moving backboards up and down must not be located directly under the supporting wall-mounted structure.
When raising or lowering baskets, the area directly below the moving basket must be clear of people and equipment.
Backboards must have a support safety chain that will maintain support of the structure in case the wall mounting bolts fail.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Games must be based on the skills that have been taught.
If the gym does not facilitate safe play, (e.g., doors and radiators under the baskets a wall too close to the baseline; close proximity of chin-up bars and climbing apparatus), modify the rules appropriately, (e.g., no lay-ups).
Recommended base sizes are:
- Coed ages 10 and under = size 5;
- Boys ages 10-14 = size 6;
- Girls ages 10+ = size 6;
- Boys ages 15+ = size 7 (regulation size).
Recommended Basket Heights:
- Ages 10 and under = 8 feet;
- Ages 11+ = 10 feet (regulation height).

**Supervision:**
On site supervision is required for the initial instruction, followed by in the area supervision. An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
**Bowling (Interscholastic) – Middle and Senior Years**

**Equipment:**
A first aid kit and phone must be accessible.

**Clothing/Footwear:**
Suitable footwear must be worn at all times, as provided or approved by the facility. Street clothes are acceptable.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

*Note: Ten Pin bowling – rings could be a hazard.*

**Facilities:**
Bowling lanes.

**Special Rules/Instruction:**
Skills must be taught in the proper progression.
Parents must be aware of any away-from-school activity and the mode of transportation being used.
Teach and follow the rules and etiquette as outlined by the facility.
Students must be shown the proper hand placement when picking up the bowling ball.

**Supervision:**
In the area supervision is required.
**Broomball (Ice) (Interscholastic) – Middle and Senior Years**

**Equipment:**
- A first aid kit and phone must be accessible.
- Regulation broomball sticks must be used.
- Use a Nerf ball, utility ball, or a regulation ball specifically made for broomball.
- Goalies must wear protective masks.
- A CSA approved hockey helmet (with mask) must be worn.
- Players should wear protective gloves.

**Clothing/Footwear:**
- Players must wear broomball shoes or suitable footwear and clothing for the temperature conditions.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against cold and sun.

**Facilities:**
- For Broomball – The ice surface must be free from obstructions and deep ruts.
- All ice rink doors must be closed.
- The use of a breakaway net is mandatory.

**Special Rules/Instruction:**
- Body and stick contact and penalties for stick infractions must be strictly enforced.
- The crease must be extended 2 m (6’ 6”) from the goal line.
- Offensive and defensive players cannot be in the crease
- Only non-contact broomball is allowed.
- Skills must be taught in the proper progression.
- Games must be based on the skills that are taught.
- Parents must be made aware of any away-from-school activity and the transportation arrangements.

**Supervision:**
- On site supervision is required.
- The head coach must demonstrate knowledge of game, skills and strategies to the principal or designate.
- Coaching expertise for the head coach must be derived from at least one of the following:
  - NCCP Level One Technical in Broomball;
  - attendance at a broomball clinic or workshop within the last three years;
  - past experience as a player or coach in the sport.
- An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Cheerleading (Acrobatic) (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Carpeted gymnastic mat strips, wrestling mats or Velcro fold out style mats are to be used.
Mats must offer proper foot control and a safe surface, (e.g., they must not move).
Velcro connections on Velcro mats must be kept clean to provide maximum adhesion.
Megaphone handles must be screwed in tight and burred edges must be trimmed or filed.

Clothing/Footwear:
T-shirt, tank tops, gym/tennis/bike style shorts are to be worn.
Females may wear traditional cheerleading uniform, shorter skirts, and shell tops.
No oversized tops or pants.
No slick lycra or nylon clothing.
No hats, jewelry or sunglasses are to be worn.
Footwear must be supportive and must be laced up fully at all times.
Hair must be clipped back – off the face.
When cheering outdoors, heavier sweatshirts and/or wind suits must be fitted.
Gloves or mitts must not be worn during lifts and pyramids unless they are fitted “batting” style hand wear.

Facilities:
Cheering surfaces (e.g., hardwood gym floor, rubberized gym floor, carpeted studio, grass – dry and flat, track surfaces – all weather) must be dry, flat and free from loose objects.
Mats must be secure.
Loose items (e.g., clothing, towels, water bottles, etc.) must not be left on floor.
When stunt tossing, maintain adequate clearance for head/neck/shoulders to ceiling height.
When performing in an area, the mats should have a four foot clearance from walls.

Special Rules/Instruction:
Safety and spotting skills must be addressed first.
Tops and bases of the pyramid must learn the responsibilities of other members in spotting/catching.
Teach the progression of skills in a sequential manner.
Students must not perform skills beyond their ability level until the requisite precursor skills are mastered.
Strength and conditioning must be an integral part of the training of acrobatic cheerleaders.
When performing in an area, the mats should have a 4 foot clearance from walls.
Safety regulations and rules must apply to all cheerleading situations.

In Adverse Weather Conditions:
Stunting and pyramid building must be reduced;
Tossed skills (except chair sit) must stop and all lifts must be secured with additional hands-on spotters;
Extended lifts must not be performed;
No tumbling.

142
Supervision:

Constant visual supervision is required for the initial skill learning stages. After initial instruction, on site supervision is required.
Coaches must employ hands-on spotting at all times until skills are mastered.
All team members must be trained to employ hands-on spotting at all times for all skills, until they are mastered.
Coaches must attend/oversee all game cheerleading sessions as well as competitions.
Coaches must secure a safe cheering environment at football games, (e.g., keep fans away from the team space).
The head coach must keep up to date with skill knowledge, rule development and safety issues, (e.g., communicating with Cheerleading Federations, and maintaining an awareness of external training opportunities).
If gymnastics is a component of the team’s skill package, coaches must learn essential spotting techniques for elements typically being used in cheerleading, (e.g., handspring, tuck, round-off handspring, cartwheel).
The head coach must demonstrate a knowledge of game, skills and strategies to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
  o clinic or workshop within the last three years;
  o past experience as an athlete or coach in the sport.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Cheerleading (Spirit, Dance) (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
If pom-poms are used, they must be in good repair.
Any electrical equipment used must be in good working order and have wires taped to the floor
or contained within the walls.

Clothing/Footwear:
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
Supportive athletic shoes are to be worn.

Facilities:
When performing in an area, the mats should have a four foot clearance from walls.
Adequate footing must be provided both indoors or on a field.
Adequate room must be provided for all movement.

Special Rules/Instruction:
All routines must be taught in the proper progression.
Routines must be designed not to interfere with other activity.
Pom-pom plastic must be cleaned up as it sheds, to prevent any risk to students.
Stress correct body alignment for injury prevention.

Supervision:
During the initial instruction of routines, on site supervision is required.
After the initial instruction, in the area supervision is required.
**Cricket (Interscholastic) – Middle and Senior Years**
The official game of cricket is not recommended for middle years – use variations.

**Equipment:**
- A first aid kit and phone must be accessible.
- Regulation cricket bats and stumps should be used.
- For regulation cricket, approved cricket pads and gloves must be worn by the batters and the wicket-keeper.
- The batter must wear an approved cricket helmet.
- Tennis balls are to be used for indoor cricket games.
- **Middle Years** – Use an official Kanga Ball set, or modify as follows:
  - Use tennis balls, cosom plastic balls, or “soft” balls.
  - Use sturdy plastic bats.
  - Use Kanga Ball wickets, each having 3 sturdy plastic stumps which fit into a hollow base.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- No cleats are allowed.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

**Facilities:**
- The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
- For indoor cricket variations, the playing surface and surrounding area must be free of all obstacles (e.g., tables, chairs, pianos).

**Special Rules/Instruction:**
- Skills must be taught in the proper progression.
- Games must be based on the skills taught.
- “Bouncers” and “bean balls” must not be bowled.
- A designated area must be established for non-active players at a safe distance behind the batter.
- **Middle Years** – the bowler should underhand lob or roll the ball at the batter’s wicket, and the wicket-keeper must stand a safe distance behind a striker.

**Supervision:**
- On site supervision is required.
- An individual who take responsibility for providing first aid to injured students must be present during the entire practice/competition.
Cross County Running and Orienteering (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
An emergency communication system must be in place.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery].
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects. Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
Prior to the initial use of the cross country route, teachers must do a safety check ‘walk through’ in order to identify potential hazards. [e.g., avoiding busy intersections which may be on part of the route.]
Teachers must familiarize students with the cross country route before starting the run [e.g., point out areas to approach with caution].
Note: “Familiarization” does not apply to Orienteering as it is a violation of the rules.
Start and finish area must provide a wide flat area.
The competition route must have marshals stationed throughout; all hazards must be well marked; and gate and funnel markers must be set for safety.

Special Rules/Instruction:
Skills must be taught in the proper progression, and coaches must monitor the weekly distance increases of the athletes.
Students must be instructed in basic road safety.
The length and difficulty of the route must be appropriate to the age, ability level, fitness and training of the participants and must also be appropriate to climatic conditions.
Coaches must be aware of students with a history of asthma; other respiratory problems; and severe allergies, e.g. bee sting allergy. [Students with such problems must be encouraged to run with inhaler/auto-injector, etc.]
Parents/guardians must be informed that cross-country running takes students off the immediate school grounds.
An opportunity must be provided for athletes to rehydrate during competition/practice.
Proper warm-up and cool-down time must be included; attention must be given to air temperature, sun-exposure, previous training, and length of preparation; “crowded starts” safety-strategies must be covered; and minimum age requirements for competition must be considered and maintained.

---

21 For additional safety measures, please refer to page 73 (Cross Country Running): Safety First in YouthSafe Manitoba: School Field Trip Resource.
Supervision:
In the area supervision is required.
Prepare an emergency action plan for this activity. [Check Appendix D.]
There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital.
This must not be the “in-charge” supervisor.
**Cross Country Skiing (Interscholastic) – Middle and Senior Years**

**Equipment:**
A first aid kit and a phone should be accessible.
Skis, bindings, boots and poles must be in good repair and must be the appropriate size for the skier.
Any equipment brought to school should be safety inspected at home first [e.g., skis, skates, helmets].

**Clothing/Footwear:**
Clothing must be appropriate for outdoor activity and must take into account the outdoor temperature. [Use ‘layering’ principles and encourage the wearing of toques, hats, and gloves.]
Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery].
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against cold and sun.

**Facilities:**
Define the specific route for the students so that they are aware of the boundaries for the activity. When choosing a site, the following conditions must be taken into consideration: sun, wind, snow conditions and suitability of terrain [e.g., proximity to rivers and lakes].
Non-commercial sites must have practice tracks skied in by the coach/convener or competent student skiers under coach/convener direction for traditional event and proximity to warmth, food, waxing and other facilities.
Marshalls must be stationed throughout and all hazards must be well marked or padded. Trails must be clearly marked; intersections roped off for trails not in use; and turns must be wide and safe.

**Special Rules/Instruction:**
Emergency procedures must be established and communicated to the students.
See sport regulations regarding minimum and maximum temperatures.
Discuss frostbite and hypothermia with the students and teach them how to recognize and treat these conditions.
Coaches must ensure that competitors are adequately prepared and all equipment is suitable for the difficulty of the race and practice courses.
Poles have sharp tips.
Caution students about their use, especially when working close to others.
Ask students to check that boots are secure in bindings.
Use a buddy system for practice.
Coach basic uphill and downhill maneuvers on a very gentle slope.
Skills must be taught in the proper progression.
Coaches must be aware of students with a history of asthma and other respiratory problems.
If these problems are severe, students should be encouraged to ski with an inhaler.
Students must be informed of the need for sun protection and must be provided with the opportunity to rehydrate during practice and before/after competition.

---

22 For additional safety measures, please refer to page 150 (Cross Country Skiing): Safety First in YouthSafe Manitoba: School Field Trip Resource.
Parents must be informed if the activity will be off school grounds.

**Supervision:**
Prepare an emergency action plan for this activity. [Check Appendix D.]
In-the-area supervision is required for all sites. Coaches, marshals and participants must be watchful for frostbite and hypothermia.

**Offsite Practices and Competitions:**
There must be a designated supervisor (teacher, parent or responsible adult) with a vehicle to accompany an injured student to the hospital.
This must not be the “in charge” supervisor.
An individual who takes responsibility for providing first aid to injured students must be present during the competition.
**Curling (Interscholastic) – Middle and Senior Years**

**Equipment:**
- A first aid kit and phone must be accessible.
- In “jam pail” curling – ensure that all handles are secure.

**Clothing/Footwear:**
- Clothing must be appropriate for cold temperature activity.
- Clothing is layered and includes a warm sweater or jacket, sweat pants, stretchy pants, or loose fitting pants, non-slip gloves or mitts.
- Students should wear curling shoes – or slip-on slider – or running shoes with the sliding shoe taped.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

**OUTDOOR NOTE:** Students are responsible to bring suitable protection against cold and sun.

*Note: Check MHSAA guidelines for uniforms at Provincials.*

**Facilities:**
- Curling rink, school playground area.
- The ice area must be inspected for hazards or potentially unsafe situation (e.g., unfastened backboards, hack covers left on ice).
- In “jam pail” curling – ensure that the ice surface is smooth.

**Special Rules/Instruction:**
- Teach etiquette and safety rules before going to the curling rink or any ice surface.
- Skills must be taught in the proper progression.
- Parents must be informed when curling takes students off the immediate school property.

**Supervision:**
- Constant visual supervision is required.
- Prepare an emergency action plan for this activity. (Check Appendix D.)
- There must be a designated supervisor (teacher, parent, or responsible adult) available with a vehicle to accompany any injured student to the hospital. This must not be the “in-charge” supervisor.
Field Hockey (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Regulation field hockey (or developmentally appropriate) sticks must be used.
Students must be trained to check their sticks regularly for cracks.
Use a regular field hockey ball.
Goalkeeper’s equipment: Gloves, CSA approved helmet and face mask, chest protector, lower abdominal protector, goalie pads and kickers must be worn by goalkeeper or designated kicking back.
Shin guards must be worn during all games and practices.
A mouth guard is recommended.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Molded cleats or turf shoes may be worn.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
Portable goals must be checked prior to practices/competition to ensure they are secure.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Games must be based on the skills that are taught.
Coaches must teach proper techniques in offensive and defensive skills and strategies.
If a regulation ball is used and there is a goalie, equipment as specified must be used.
The ball must be played only with the flat side of the stick.

Supervision:
On site supervision is required.
The head coach must demonstrate knowledge of game, skills and strategies to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
- NCCP Level One Technical in Field Hockey;
- attendance at a field hockey clinic or workshop within the last three years;
- past experience as a player or coach in the sport.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Football (Flag, Touch) (Interscholastic) – Middle and Senior Years

Tackle football is not an appropriate activity for the middle years.

Equipment:

- A first aid kit and phone must be accessible.
- Use a ball that is appropriate to the size and ability of the group, (e.g., a smaller football or nerf ball).

Clothing/Footwear:

The following must be worn:

- Suitable footwear and gym clothing providing the student with unrestricted movement.
- Metal or composite cleats must not be worn in class.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:

- The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
- Goal posts should be padded when the goal posts are in the field of play.

Special Rules/Instruction:

- Tackle football is not an appropriate activity for Middle Years.
- Skills must be taught in the proper progression and games must be based on the skills that are taught.
- No blocking is allowed – except at the line of scrimmage. Pass blocking is allowed only after the proper technique has been taught.
- Middle Years – Modify the rules of the game to accommodate differences in ability, age and physical development.
- Boundary lines must be clearly indicated.
- Any player with a playing cast must provide a doctor’s note or parent/guardian-signed permission slip indicating it is safe for him/her to play.
- Any knee braces or casts must be approved by the official prior to the commencement of the game.
- Any exposed orthopedic apparatus must be soft or padded.

Supervision:

- On site supervision is required.
- An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Football (Tackle) (Interscholastic) – Senior Years
Early and Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
A first aid kit and phone must be accessible.
Football helmets and shoulder pads must be inspected annually and reconditioned, as determined by an accredited equipment reconditioner.
Football helmets are to be recertified by an accredited equipment reconditioner after three years of use; and must be replaced 10 years after the date of manufacture.
For all contact situations, the minimum protective equipment that must be worn includes:
  o full fit interior mouth guard
  o properly fitted helmet
  o shoulder pads
  o hip-tailbone pads
  o thigh pads
  o knee protection
There must be full padding in good condition on the blocking sled.

Clothing/Footwear:
Suitable footwear that satisfies football regulations and is properly maintained must be worn.
All jewelry must be removed.
Clothing in practices and games must be suitable for the weather conditions.
Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
Goal posts should be padded when the goal posts are in the field of play.
Spectator stands and player benches must be well removed from the playing field.
Boundary lines must be clearly indicated.
Lime must not be used to line the field.
There must be sufficient turf for proper traction and impact absorption.

Special Rules/Instruction:
Student athletes must receive instruction on how to properly adjust and maintain equipment prior to wearing football gear.
When issuing equipment, all gear must be fitted properly.
Down-box personnel must be trained in the safe use of equipment.
Athletes must have access and opportunity to replenish fluids.
Skills must be taught in the proper progression.
Each athlete must have actively participated in at least eight days of practices before playing in first league game.
Training must include flexibility, strength and cardiovascular enhancing activities.
Practice equipment, such as blocking sleds and bags, must be kept at a safe distance from practicing players when not in use.
There must be a minimum of 72 hours between games.
Coaches need to assess heat, humidity and physical condition of the athletes when planning practices.
Any player with a playing cast must provide a doctor’s note or parent’s signed permission slip indicating it is safe for him/her to play.
Any knee braces or casts must be approved by the official prior to the commencement of the game.
Any exposed orthopedic apparatus must be soft or padded.
Safe blocking and tackling techniques must be taught and reinforced throughout the season.
No head blocking or spear tackling techniques are to be taught.

**Supervision:**
Constant visual supervision during initial practice of contact skills.
On site supervision the rest of the time.
The head coach must demonstrate knowledge of game, skills and strategies to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
- NCCP Level One Technical in Football;
- attendance at a football clinic or workshop within the last three years;
- past experience as a player or coach in the sport.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
**Golf (Interscholastic) – Middle and Senior Years**

**Equipment:**
A first aid kit and phone must be accessible.
Real golf balls must not be used on school property except for putting and chipping. (If chipping
is indoors – use whiffle balls only).
Equipment, especially grips, must be checked regularly and repaired as needed.
Ensure that the clubs are the appropriate length.

**Clothing/Footwear:**
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.
*Note: Check MHSAA guidelines for uniforms at Provincials.*

**Facilities:**
Gym; school property; golf domes; putting course; golf course; driving range; chipping (short
game) course.
Adequate space is required and the space must allow for a full backswing and follow through.
Regardless of facility, the hitting area must be well marked and controlled.
For indoor (gym) golf – use mats and plastic balls.
Emphasize that safety is the #1 concern (e.g., only a certain number of students can hit balls at
one time, depending on the size of the gym).

**Special Rules/Instruction:**
Students must receive instruction on proper golf etiquette and safety – including procedures for
severe weather conditions.
Skills must be taught in the proper progression.
Establish a safe routine for hitting and retrieving golf balls and a designated safe area for use of real
balls while chipping.
Students must have had an opportunity to develop their skills prior to playing on an actual golf
course.
All rules of play must be followed.

**Supervision:**
On site supervision is required for the initial instruction and when chipping with real golf balls.
In the area supervision is required following the initial instruction.
An individual who takes responsibility for providing first aid to injured students must be present
during the entire practice/competition.
Gymnastics (Parallel Bars, High Bar, Still Rings, Uneven Parallel Bars, Floor, Balance Beam, Pommel Horse, Vault) (Interscholastic)
Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Equipment must be inspected on a regular basis and repaired as necessary.
No springboards. Only brand name mini-tramps or beatboards are to be used for take-offs.
Beatboards used to mount the apparatus must be removed immediately after use.
The coach must do a safety check for proper set up prior to student use.
Ensure all locking mechanisms are checked prior to use.
Balance beams used in competition must be padded and stable.
General utility mats to be used for floor work and tumbling:
  o ensolite 3.8 cm (1 ½“)
  o trocellen 5.1 cm (2“)
  o ethefoam 3.8 cm (1 ½“)
  o sarneige 3.8 cm (1 ½“)
  o mats of equivalent compaction rating
Landing surfaces to be used for elevated inverted skills: 30.5 cm – 60.9 cm (12” x 24”) solid or cross link foam pit.
Thick mats must NOT be used as a landing surface for vaulting or for controlled landing on the feet off any piece of equipment.
Landing surfaces to be used for feet-first landings (e.g., vaulting, dismounts from heights): Hard side-soft side landing mats 12 cm (4.5“) or greater must be used in place with hard side up and no gaps.
Equipment must be stored in a safe and secure manner.

Clothing/Footwear:
Bare feet or gymnastic slippers are acceptable. Footwear must be accessible in case of fire.
No sock feet are allowed.
Snugly fitting clothes that allow unrestricted movement must be worn.
Long hair must be tied back.
Secure or remove eyeglasses.
No jewelry.
Proper hand grips and chalk must be available.

Facilities:
Mats must be situated around/under the apparatus as a landing area such that there is no overlap or open spaces.
Precautions must be taken to minimize the movement of mats on impact.
Velcro mats must be attached.
A floor plan must be established for all equipment to ensure adequate space between apparatus, and to ensure the proper distance away from walls and other obstructions.
Extra matting must be placed beyond the corners of the competitive floor area.
When a spring floor is not available for competition and/or when there is insufficient space around the floor area, consideration must be given to modifying the competitive requirements.
Mats joined together must be of uniform thickness and composition (e.g., all carpet or all vinyl).
For skill acquisition, equipment must be adapted to the size and ability of the athlete.
Special Rules/Instruction:
Students must be instructed on the safety rules related to gymnastics and all associated apparatus prior to using any equipment.
The coach 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.
Utilize a safe and sequential skill development program that includes a conditioning component for flexibility and strength.
All skills must be taught in proper progression from simple to complex.
Observe that students demonstrate control of basic movement before moving to more complicated skills (e.g., rotations on mats before performing on apparatus, and perform landings before working on elevated equipment).

Supervision:
On site supervision is required.
Constant visual supervision is required for the initial learning stages of difficult moves.
Students must be trained to spot each other appropriately. Only coaches will spot inverted vault and aerial moves.
The coach must supervise the set-up and take-down of equipment.
The head coach must demonstrate knowledge of sport, skills and strategies to the principal or designate.
Coaching expertise for the head coach must include NCCP Level One Technical in Gymnastics.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
**Ice Hockey (Interscholastic) Middle and Senior Years**

**Equipment:**
- A first aid kit and phone must be accessible.
- CSA approved and properly fitting hockey helmet with full face mask, throat protector, gloves, elbow pads, shoulder pads, pants, shin pads and cup/pelvic protector.
- Check sticks for cracks and splinters.
- Approved and properly fitting goalie equipment must be worn by the goaltender – including a throat protector.
- Use of a mouth guard is recommended.

**Clothing/Footwear:**
- Properly fitting skates must be worn.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.

*Note: Check MHSAA guidelines for uniforms at Provincials.*

**Facilities:**
- The ice surface must be free from debris and deep ruts.
- All rink doors must be closed.
- Use of a break-away net is mandatory.

**Special Rules/Instruction:**
- All rules must be clearly outlined and enforced.
- Skills must be taught in the proper progression and the games must be based on the skills that are taught.
- Penalties for rule infractions must be strictly enforced.
- No more than three games are allowed in one day.

**Supervision:**
- Constant visual supervision is required during the initial practice of contact skills.
- On site supervision the rest of the time.
- The head coach must demonstrate knowledge of game, skills and strategies to the principal or designate.
- Coaching expertise for the head coach must be derived from at least one of the following:
  - NCCP Level One Technical in Hockey;
  - attendance at a hockey clinic or workshop within the last three years;
  - past experience as a player or coach in the sport.

Prepare an emergency action plan for this activity. (Check Appendix D.)

There must be a designated supervisor (teacher, parent or responsible adult) available with a vehicle to accompany any injured student to the hospital. This must not be the “in-charge” supervisor.
Lacrosse (Box, Field) (Interscholastic) – Senior Years
Early and/or Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
A first aid kit and phone must be accessible.
Lacrosse sticks must be checked for broken heads or shafts.
Ball: regulation lacrosse/whiffle/P-30.
Helmets (with cage) as well as gloves – are mandatory.
Goalie must wear FULL equipment.
Use of mouth guard is recommended.

Clothing/Footwear:
The following must be worn:
Suitable footwear (no metal cleats are allowed), and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and
must be well removed from traffic, with boundaries clearly identified.
There must be sufficient turf for proper traction and impact absorption.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Games must be based on the skills taught.
All rules must be clearly outlined and enforced.
Penalties for rule infractions must be strictly enforced.

Supervision:
On site supervision is required.
The head coach must demonstrate knowledge of game, skills and strategies to the principal or designate.
The expertise must be derived from at least one of the following:
  o NCCP Level One Technical in Lacrosse;
  o attendance at a Lacrosse clinic or workshop within the last three years;
  o past experience as a player or coach in the sport.
An individual responsible for providing first aid to injured students must be present during the entire practice/competition.
Lacrosse (Soft) (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
A soft, hollow, air-filled ball must be used for both indoor and outdoor play.
A face mask must be worn by the goaltender.
Use Inter-Lacrosse sticks with a durable plastic head and lightweight aluminum handle.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped.
Eyewear may need to be removed or secured.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and if indoors, must be well removed from traffic, with boundaries clearly identified.

Special Rules/Instruction:
Rules must be modified to exclude stick-on-stick and stick-on-body contact; and to prevent accidental contact within 1 m of the gym wall or the playground fence.
Only non-contact lacrosse is to be played.
Skills must be taught in the proper progression and games must be based on the skills taught.
Always stress student responsibility regarding individual space.

Supervision:
On site supervision is required.
Ringette (On Ice) (Interscholastic) – Middle and Senior Years

Early Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
A first aid kit and phone must be accessible.
Use a regulation rubber ring.
Only regulation “ringette” sticks are to be used.
Sticks must be checked regularly for cracks.
CSA approved hockey helmet with cage must be worn by all players.
Gloves and elbow pads must be worn.
Use of a mouth guard is recommended.

Clothing/Footwear:
Properly fitted skates must be worn.
Suitable clothing must be worn.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
The ice surface must be free from debris and deep ruts.
Use of a breakaway net is mandatory.
All ice rink doors must be closed.

Special Rules/Instruction:
All rules just be clearly outlined and enforced.
Penalties for all infractions must be strictly enforced.
Skills must be taught in the proper progression.
Games and activities must be based on the skills that are taught.

Supervision:
On site supervision is required.
The head coach must demonstrate knowledge of game, skills and strategies to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
  o NCCP Level One Technical in Ringette;
  o attendance at a ringette clinic or workshop within the last three years;
  o past experience as a player or coach in the sport.
Prepare an emergency action plan for this activity. (Check Appendix D.)
There must be a designated supervisor (teacher, parent, or responsible adult) available with a vehicle to accompany any injured student to the hospital. This must not be the “in-charge” supervisor.
Rugby (Interscholastic) – Middle and Senior Years

Full contact rugby is not an appropriate activity for middle years, touch rugby is recommended.

Equipment:
A first aid kit and phone must be accessible.
Regulation or developmentally appropriate rugby balls or footballs are to be used.
A full-fit interior mouth guard must be worn for contact rugby.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Metal or composite cleats must not be worn.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
Goal posts must be padded if they are in the field of play.
Clearly mark off the boundaries and lines of the field.
Use collapsible, soft pylons to mark corners, mid line and 22 m (66’) line, or flags off the sidelines.

Special Rules/Instruction:
Middle Years – Modify the rules to accommodate ability/age/physical development. (e.g., non-contact Rugby).
Skills must be taught in the proper progression.
Athletes must have access and opportunity to replenish fluids.
Training must include flexibility, strength and cardiovascular enhancing activities.
Players must be physically prepared for contact.
Tackling skills must be taught. (e.g., confidence in contact.)
Prior to the first league game, 10 days of practices must have occurred.
Any knee braces or casts must be approved by the official prior to the commencement of the game.
Any exposed orthopedic apparatus, which presents a safety concern to other players, must be soft. Such devices must be approved by the official prior to the commencement of the game.

Supervision:
Constant visual supervision during the initial practice of contact skills. Subsequently, on site supervision.
The head coach must demonstrate knowledge of game, skills and strategies to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
  o NCCP Level One Technical in Rugby;
  o attendance at a “Contact with Confidence” clinic.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Soccer (Indoor and Outdoor) (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Outdoor soccer balls must not be used indoors for games or for shooting on the goalie, but may be used for indoor drills.
Portable goals must be fastened down to ensure that they will not fall over.
Shin pads must be worn.
Middle Years – The size and weight of the soccer ball must be appropriate to the age and skill level of the participants.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
No metal or molded cleats are permitted.
No bare feet.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
The outdoor playing area must be free from debris and obstructions; must provide suitable footing; and must be well removed from traffic areas.
Boundaries must be clearly identified.
For indoor soccer – keep the gym free of hazards, (e.g., tables, chairs, etc.).
Use collapsible, soft pylons or use field paint to mark all the boundaries and lines.
For indoor and outdoor soccer – ensure that the goals are secured so that they cannot fall over.
There must be sufficient turf for proper traction and impact absorption.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Games must be based on the skills taught.
Instruct the students never to climb on moveable outdoor goals and teach the safe handling and potential dangers associated with such goals.
Any player with a playing cast must provide a doctor’s note or parent/guardian signed permission slip indicating it is safe for him/her to play.
Any exposed orthopedic apparatus, which presents a safety concern to other players, must be soft or padded. Such devices must be approved by the official prior to the commencement of the game.
Middle Years –
- No tackling from behind.
- For indoor and outdoor soccer, a goal crease needs to be established and only the goalie is allowed in the crease.
- Limit the time spent on “heading” technique instruction. (e.g., where the ball is struck with the head.)
- If “heading” techniques are being taught, take into consideration: the type of ball; the number of repetitions; and distance involved.
Supervision:

On site supervision is required.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Softball/Fastball (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Aluminum bats with a proper grip; fielders must wear baseball gloves; there must be a “safety” base at first base; & bases must be secured.
CSA–approved helmets must be worn by batters, base runners & on-deck batters.
Helmets must have ear flaps on both sides.
Catchers must wear approved equipment. Warm-up catchers must wear a mask.
All equipment must be kept out of the playing area.
Middle Years – Pitching is restricted to slow pitch or restricted-flight balls. Use indoor balls (e.g., 11” Softies/Incrediballs).

Clothing/Footwear:
Suitable footwear and clothing providing unrestricted movement must be worn.
Jewelry representing a safety concern must be removed.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; must be level; and must provide sufficient impact absorption.
Backstops must be checked for broken wire prior to the game.
Entrance gates to the playing field must be closed at all times.
The dugout must be screened to protect the players.
If, in the opinion of the umpire, after consultation with both coaches, the field is deemed to be unsafe for play, the game will be re-scheduled.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Games must be based on the skills taught.
Players must be taught to drop or lay down the bat after hitting – not release it during the follow through of the swing.
To avoid the danger of a slipped bat, non-fielding players must stand well back of the batter’s box or behind a screen or fence. (Always keep fingers away from the screen.)
Appropriate sliding techniques must be taught to minimize the risk of injury. There must be no head-first sliding into a base other than returning from a lead-off position.
A conditioning program that encourages flexibility, improved cardiovascular fitness & pre-event warm-up must be introduced.
Players throwing to warm up must do so away from the playing area.
Middle Years –
  o No sliding is allowed.
  o The back catcher must be a safe distance behind home plate and must wear a mask.
  o The catcher is not intended to catch the pitch but rather to retrieve the ball.
  o Teach batters to use a proper grip. (Not cross-handed.)
Supervision:
On site supervision is required.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Table Tennis (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Regulation-size table tennis paddles and balls are required.
Tables and paddles must be in good condition.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
There must be room for mobility around the tables.
A smooth, level and dry floor surface is required.
The playing area must be free of all obstacles.

Special Rules/Instruction:
There must be a careful routine for setting-up and dismantling the tables with direct teacher
supervision.
Skills must be taught in the proper progression.
Games must be based on the skills that are taught.

Supervision:
In the area supervision is required during play.
On site supervision is required during the set up and dismantling of tables.
Team Handball (Interscholastic) Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Regulation team handball nets must be safely stored when not in use.
Use indoor nets that are padded or made of plastic.
Ball hockey nets can also be used as goals.
Middle Years –
   o Use a “nerf” soccer ball, soft utility ball, or soft volleyball. (6” size is the best choice.)
   o Use ball hockey nets or pylons.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped –
(e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.

Facilities:
The playing area must be free from debris and obstructions and must provide safe footing.

Special Rules/Instruction:
Rules must be clearly outlined and enforced.
Skills must be taught in the proper progression.
Games must be based on the skills taught.
Middle Years – Activities and rules must be modified based on the age and ability of students
and the facilities/equipment which are available.

Supervision:
On site supervision is required.
An individual who takes responsibility for providing first aid to injured students must be present
during the entire practice/competition.
Track and Field (Discus) (Interscholastic) – Senior Years
Early and Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
A first aid kit and phone must be accessible.
Wood, metal and rubber disci must be of a size appropriate for the age, sex and physical maturity of the student.
The discus must not be cracked, chipped or otherwise damaged and must be checked regularly.
Supply a towel/rag to dry the discus.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.
Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
The throwing area must be free of obstacles and completely closed to traffic. (No other activity must be located in the area where discus is taking place.)
The landing area must be well marked and void of people during the activity.
The discus circle/area must be behind a safety fence or cage and must provide safe footing.

Special Rules/Instruction:
Skills must be taught in the proper progression (e.g., from standing to turning technique).
Throwers-only are allowed to have a discus.
Establish and ensure safe throwing and retrieving procedures.
Instruction must be given in safety prior to practice.
Where a protective screen is not in place, students and spectators must be in a designated area a minimum of 5 metres behind the thrower.

Supervision:
Constant visual supervision is required.
Following initial skill instruction and after all safety concerns have been emphasized, on site supervision is appropriate.
The head coach must demonstrate knowledge of the event to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
- NCCP Level One Technical in Track and Field – Throws;
- attendance at a track and field clinic or workshop within the last 3 years;
- past experience as an athlete or coach in the sport.
Prepare an emergency action plan for this activity. (Check Appendix D.)
**Track and Field (High Jump) (Interscholastic) – Middle and Senior Years**

Early Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

**Equipment:**
- A first aid kit and phone must be accessible.
- Standard utility mats must be placed (secured and with no gaps) around the landing surface which must be appropriate for the age, size and skill level of the students.
- Minimum mat size is a single 1.5 m x 3 m x 50 cm (5’ x 10’ x 20”) mat for secondary students doing back layout technique.
- Regularly check bamboo and/or fiberglass poles for cracks. (Bamboo poles must be completely wrapped with tape.)
- Weighted rope or elastic may be used for practice.
- Middle Years – Include 5.1 cm (2”) thick Velcro mats around the pit area with no gaps.

**Clothing/Footwear:**
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- No bare feet or socks without shoes are allowed.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

*Note: Check MHSAA guidelines for uniforms at Provincials.*

**Facilities:**
- The indoor and outdoor approach area must be clear, smooth, dry and traffic-free.
- Check pits regularly for damage.
- Two jumping pits used side-by-side must be of the same thickness and compaction rating. The two mats must be secured/attached/covered to avoid landing in between them.
- For indoor jumping, ensure that the floor provides a suitable surface to prevent slipping.

**Special Rules/Instruction:**
- Bar monitors must stay in front and to the side of standards at all times.
- Skills must be taught in the proper progression.
- Ensure that landing mats and Velcro mats are firmly secured and do not slide upon impact.
- Middle Years –
  - If the students are using the “flop style”, encourage them to take off closer to the nearest upright on their approach.
  - Stress a short, controlled approach (e.g., between three and nine steps).

**Supervision:**
- Constant visual supervision is required for initial skill instruction.
- Following initial skill instruction and after all safety concerns have been emphasized, on site supervision is appropriate.
- The head coach must demonstrate knowledge of the event to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
- NCCP Level One Technical in Track and Field – Jumps;
- attendance at a track and field clinic or workshop within the last 3 years;
- past experience as an athlete or coach in the sport.

Prepare an emergency action plan for this activity. (Check Appendix D.)
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.

**Track and Field (Hurdles) (Interscholastic) – Middle and Senior Years**

**Equipment:**
- A first aid kit and phone must be accessible.
- Check for safety of hurdles (e.g., stable, no splinters, cracks or other hazards).
- Modify hurdle height and distance to accommodate age, height and ability.

**Clothing/Footwear:**
- Suitable gym clothing and footwear must be worn.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

*Note: Check MHSAA guidelines for uniforms at Provincials.*

**Facilities:**
- The activity must be conducted in an appropriate area which provides a clear, flat surface.

**Special Rules/Instruction:**
- Instruct students how to set up hurdles so that knocked hurdles will not resist hurdler’s fall.
- Skills must be taught in the proper progression.

**Supervision:**
- Constant visual supervision is required for initial skill instruction.
- Following initial skill instruction and after all safety concerns have been emphasized, on site supervision is appropriate.
- An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Track and Field (Javelin) (Interscholastic) – Senior Years

Javelin is not recommended in the middle years (recommend ball throw substitute for middle years)

Equipment:
A first aid kit and phone must be accessible.
Javelin must be of a size appropriate for the age and sex of the student.
Javelin must not be cracked, bent or otherwise damaged and should be checked regularly.

Clothing/Footwear:
Suitable clothing and footwear must be worn.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
The throwing area must be free of obstacles and completely closed to traffic. (No other activity should be located in the area where javelin is taking place.)
The landing area must be well marked and void of people during the activity.
The run up area must provide safe footing.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Javelins must be transported safely to and from practice/completion area, (i.e., the javelin must point downwards and not be carried on or over the shoulder).
Where a protective screen is not in place, students and spectators must be in a designated area a minimum of 5 metres behind the thrower.
Establish and ensure safe throwing and retrieving procedures.
Instruction must be given in safety prior to practice.
Javelin must take place only when precautions are in place to ensure the safety of all students.
Care should be taken when throwing in extreme crosswinds.

Supervision:
Constant visual supervision is required for initial skill instruction.
Following initial skill instruction and after all safety concerns have been emphasized, on site supervision is appropriate.
Head coach must demonstrate knowledge of event to principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
  o  NCCP Level One Technical in Track and Field – Throws;
  o  attendance at a track and field clinic or workshop within the last 3 years;
  o  past experience as an athlete or coach in the sport.
Prepare an emergency action plan for this activity. (Check Appendix D.)
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Track and Field (Pole Vault) (Interscholastic) – Senior Years

Middle Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
A first aid kit and phone must be accessible.
Poles must be approved as specified by the International Athletic Federation (IAAF).
Landing pits must be specific to pole vaulting as specified by the International Athletic Federation (IAAF).
Poles must be appropriate to the weight of the athlete. (Bamboo poles must be totally wrapped with tape before use.)
Standards must be secure and vertical.
Weighted rope or elastic may be used rather than a crossbar, for practice.
Check bamboo and/or fiberglass poles for cracks regularly.

Clothing/Footwear:
Suitable footwear and clothing must be worn.
5 mm spikes may be worn.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
Vaulting chute must be solid and free from cracks, or splinters.
Run-up area must be sectioned off and must prevent other participants from interfering with the competitor in progress.
Approach must be clear of obstacles, clean and free of puddles.

Special Rules/Instruction:
Skills must be taught in the proper progression.

Supervision:
Constant visual supervision is required.
The head coach must demonstrate knowledge of the event to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
  o NCCP Level One Technical in Track and Field – Jumps;
  o attendance at a track and field clinic or workshop within the last 3 years;
  o past experience as an athlete or coach in the sport.
Prepare an emergency action plan for this activity. (Check Appendix D.)
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Track and Field (Shot Put) (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Only shots designed for indoor use can be used in the indoor program.
Shot must be of appropriate size and weight for the age and strength of the students.
Supply a towel/rag to dry the shot.
Middle Years – Soft balls are an appropriate substitute for practice purposes and are thrown, not put.

Clothing/Footwear:
Suitable clothing and footwear must be worn.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
The putting circle must provide safe footing.
The landing area must be well marked and void of people during the activity.

Special Rules/Instruction:
There must be only one specified putting direction, completely free of traffic.
Establish safe routines for putting and retrieving shots.
Skills must be taught in the proper progression.
Establish a safe routine for transporting shots to and from the throwing area.
Where a protective screen is not in place, students and spectators must be in a designated area a minimum of 5 metres behind the toe line.

Supervision:
Constant visual supervision is required for initial skill instruction.
Following initial skill instruction and after all safety concerns have been emphasized, on site supervision is appropriate.
The head coach must demonstrate knowledge of the event to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
- NCCP Level One Technical in Track and Field – Throws;
- Attendance at a track and field clinic or workshop within the last 3 years;
- Past experience as an athlete or coach in the sport.
Prepare an emergency action plan for this activity. (Check Appendix D.)
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Track and Field (Sprints, 400M, 800M, 1500M, 3000M, Relays) (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Plastic or aluminum relay batons should be used.

Clothing/Footwear:
Suitable clothing and footwear must be worn.
Bare feet are not allowed; and spike length depends on the track surface.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
Middle Years – Spikes or turf shoes of any kind must not be worn.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.
Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
The activity area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
All tracks must be inspected annually and maintained as necessary.
“Blacktop” strips and open fields may be used if these areas are suitable, smooth, clean, level and provide safe footing.
Run-out areas must be in place for all running events.

Special Rules/Instruction:
Skills must be taught in the proper progression.
For distance running: The length of route must be appropriate for the age and ability level of the participants. Also take into account:
  o the temperature of the day,
  o previous training and length of preparation.
Indoor running and use of hallways: No running will take place where there are glass doors or showcases.
Position a safety barrier in front of doors.
Put pylons at stop points and designate a slow down zone of 10 m or more.
All classroom doors that open out have to be secured open, flush with hall wall.
Middle Years – Parent permission forms must be completed if the students are leaving the school grounds.
Where school hallways or stairways are used for training purposes, appropriate safety measures must be in place:
  o side doors must not open into the running area;
  o hallway protrusions must be clearly marked;
  o inform school community of times and locations of indoor practices;
  o hall double doors have to be secured open;
  o monitors must be positioned at corners;
  o floor surface must be dry and provide good footing.
Middle Years – Proper warm-up and cool-down periods must be included in all practices and competitions.

Supervision:
In the area supervision is required.
When running distances, students may be temporarily out of sight. They should run in pairs or groups.
Middle Years –
  o In the area supervision is required for middle distances (400 m, 800 m, & 1500 m).
  o On site supervision is required for sprints and relays.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Track and Field (Triple Jump, Long Jump) (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
A sand pit and runway with a level surface are required.
A rake is required, as well as a shovel or spade.
Keep rakes, shovels and spades away from the pit and run-up area when they are not in use.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Spike length will depend on the track surface.
No bare feet are allowed.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.
Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
Pits must be situated away from high traffic area and other activity sites, (e.g., ball diamonds).
The pit must be a minimum width of 1.8 m and must be long enough to accommodate the longest jumper.
There must be a minimum of 0.50 m between the take-off board and the front edge of the pit.
Dig the pit at least once a season and after any heavy rainfall.
Runway must be free from water puddles.
Pit must be filled with sand in accordance with International Athletic Federation (IAAF) rules (30 cm).
Ensure that the landing area is well raked and free of foreign objects.
Ensure that the take-off area is firm and flat and swept if “blacktop”.
Boards must be level and firmly attached.

Special Rules/Instruction:
Refrain from jumping if there are slippery conditions.
Skills must be taught in the proper progression.
Establish a procedure to initiate jumping. (e.g., remove a cone from the take-off board when ready.)
Train students to be rakers. As part of training, include rules such as:
- remove rake before next competitor begins approach;
- begin raking after competitor is out of pit;
- rake sand into the middle as opposed to out to the sides;
- ensure that spectators and participants stay back from pit and runway.
Middle Years – Skills must be taught in a developmental sequence (e.g., short five-step approach, building up to the 15-17 step approach).
Supervision:

Constant visual supervision is required during the initial lessons.
On site supervision is required after the skills have been taught.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Ultimate (Interscholastic) – Middle and Senior Years

Equipment:
- A first aid kit and phone must be accessible.
- The disc must be commensurate with the ability level of the students and the wind condition of the day (e.g., soft (cloth) disc, heavy discs.)
- Discs must be inspected for cracks or spurs.

Clothing/Footwear:
The following must be worn:
- Suitable footwear and gym clothing providing the student with unrestricted movement.
- No metal cleats may be worn.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
- OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
The playing area must be free of debris and obstructions; must provide suitable footing; and must be well removed from traffic, with boundaries clearly identified.
- Goal posts should be padded if they are in the field of play.
- For indoor activity: keep the gym free of hazards (e.g., tables, chairs, pianos).

Special Rules/Instruction:
- Skills must be taught in the proper progression.
- The game activities must be based on the skills that are taught and on the wind conditions.
- Wind conditions must also be taken into account when planning skill-teaching.
- No body contact is allowed.

Supervision:
- On site supervision is required for the initial instruction followed by in the area supervision.
- An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Volleyball (Interscholastic) Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Poles must be safely stored when not in use.
Nets must not have any exposed wires along the top or frayed wires along the poles.
It is suggested that wires attaching the poles to the floor should NOT be used.
Only use leather or synthetic leather volleyball-type balls.
Middle Years – Select a ball commensurate with the skill level of the students.
There must be padding around the poles, including cranks and supports, from the floor up to the bottom of the net.

Clothing/Footwear:
The following must be worn:
Suitable footwear and gym clothing providing the student with unrestricted movement.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Note: Check MHSAA guidelines for uniforms at Provincials.

Facilities:
When the volleyball poles are removed, the floor plugs must be replaced.
The playing surface and surrounding areas must be free of all obstacles.
The playing surface must provide good traction.
Outdoor volleyball courts must provide safe footing.
Beach volleyball courts must have a sufficient amount of sand so that there are no bare patches or hard dirt areas.
Antennae must be flush with the bottom of the net.
Poles must be outside the court boundary.

Special Rules/Instruction:
Skills must be taught in the proper progression.
Do not allow the students to climb up the pole to attach the net.
Athletes must be instructed in the safe and correct method of setting up nets.
Middle years –
o Game activities must be based on the skills that are taught.
o Drills must be organized so that the risk of being hit by an errant ball is minimized.
o Activities/rules must be modified according to the age of the participants.
o Court size; team size; ball size; net height, must all be modified according to age, height and ability.

On site supervision is required during the initial lessons during setting up and taking down of the equipment.
In the area supervision is required after the skills have been taught.
Middle Years – Constant visual supervision is required if the students are setting up and putting away the volleyball poles.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Waterpolo (Interscholastic) - Middle and Senior Years

Early Years require additional dedicated supervision, specific activity based safety instructions and strict enforcement of all safety procedures/rules.

Equipment:
- A first aid kit and phone must be accessible.
- Standard safety equipment is required, as stated in the pool regulation (e.g., ring buoys, reaching poles, spinal boards, etc.)

Clothing/Footwear:
- Suitable swimwear should be worn.
- A device for keeping hair from obstructing vision (e.g., elastic) is required.
- Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
- Eyewear may need to be removed or secured.
OUTDOOR NOTE: Students are responsible to bring suitable protection against sun, heat and insects.

Facilities:
- Use only a school or community swimming pool.
- BACKYARD POOLS MUST NOT BE USED.

Special Rules/Instruction:
- Inform the swim instructor/lifeguard of any students having medical problems that may affect student safety in the water.
- Students must meet a minimum swimming guideline (e.g., swimming 100 m suing any stroke and treading water for 3 minutes).
- Fingernails must be closely trimmed.
- Modify the rules to accommodate the age and ability of the participants. Example: Strictly enforce fouls for pushing.
- Skills must be taught in the proper progression. Games must be based on the skills taught.
- Students must adhere to the following regulations:
  - no running or pushing on the deck
  - no gum chewing
  - no food in the pool area
  - stay clear of the diving area
  - do not dive into the shallow end
  - no shoes allowed on the deck
- Showers must be taken before entering the pool.
- Where students go off school board property to a pool, parents must be informed.
- Emergency procedures must be outlined to the students prior to entering the water.
- Students with infected cuts or sores must not be in the pool.

Supervision:
- Ratio: a maximum of 25 pupils per qualified National Lifeguard Service (N.S.L.) lifeguard/instructor.
- Each instructor/coach can supervise only one team.
- Students must ask permission to leave the pool area.
- A person with current first aid certification must be accessible.
- There must be 2 adults on deck per team, 1 teacher/1 coach.
- There must be 2 Lifeguards and 2 referees per game.
- Coaches must take a basic skill level clinic.

---

For additional safety measures, please refer to Swim Safe Programs: A Reference Guide for Schools on the MSBA website.
**Weightlifting (Interscholastic) – Middle and Senior Years**

**Equipment:**
A first aid kit and phone must be accessible.
All equipment must be regularly inspected and maintained as necessary.

**Clothing/Footwear:**
Suitable clothing and footwear must be worn.

**Facilities:**
The weight room must be locked when unsupervised.
The floor below free weight activities must provide sufficient traction.

**Special Rules/Instruction:**
All athletes must be instructed in the proper lifting techniques and safety procedures.
Free weight plates must be secured in place before using.
Coaches must monitor increases in weight programming.
A system of safety spotting must be in place (e.g., work out in pairs).

**Supervision:**
On site supervision is required for initial use of free weights and weight machines.
In the area supervision is required for use of weight machines and free weights, following instructions on safe use.
The head coach must demonstrate knowledge of sport, skills and strategies to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
  - NCCP Level One Technical or equivalent;
  - attendance at a weight lifting clinic or workshop within the last 3 years;
  - past experience as an athlete or coach in the sport.
An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
Wrestling (Interscholastic) – Middle and Senior Years

Equipment:
A first aid kit and phone must be accessible.
Wrestling mats or general utility mats must be used:
- ensolite 3.8 cm (1 ½”)
- trocellen 5.1 cm (2”)
- ethefoam 3.8 cm (1 ½”)
- sarneige 3.8 cm (1 ½”)
- mats of equivalent compaction rating.
Mats must be attached together or aligned so separation does not occur.
Wrestlers with orthodontic devices must wear appropriate mouth protection.

Clothing/Footwear:
Suitable clothing must be worn.
Jewelry representing a safety concern must be removed. If not removable, it must be taped – (e.g., medical alert identification, religious/cultural jewelry).
Eyeglasses are not to be worn in wrestling.
No bare feet.
Wrestling shoes or appropriate footwear (no sharp edges, lace tips, etc.).

Facilities:
Mat surfaces must be checked regularly for irregularities and cleaned prior to use.
The area surrounding the mats must be free of obstruction/hazards.
Allow suitable clearance from the edge of the wrestling area to the surrounding walls or if clearance from the mat surface is less than 2 m (6’ 6”), walls must be padded.

Special Rules/Instruction:
Athletes must wrestle with partners of similar weight and/or strength.
Warm-up activities must emphasize conditioning and flexibility.
Skills must be taught in the proper progression and rules and illegal moves must be outlined.
Students may referee under the supervision of the coach in practice or competition.
Fingernails must be closely trimmed; full or no facial hair permitted; and wrestlers with communicable skin conditions must not participate.
Universal precautions (e.g., using impermeable gloves, see Appendix C) must be followed when dealing with situations involving blood and other bodily fluids.
The benefits of head gear and the hazards of improper eating practices and severe weight loss techniques must be outlined to the student athletes.
Middle years –
- When wrestling an opponent there must be a maximum time limit of two minutes per round, 3 rounds per match, with a 30 second break between rounds.
On site supervision is required.
The head coach must demonstrate knowledge of sport, skills and strategies to the principal or designate.
Coaching expertise for the head coach must be derived from at least one of the following:
- NCCP Level One Technical in Wrestling;
- attendance at a wrestling clinic or workshop within the last 3 years;
- past experience as a competitor or coach in the sport.

Prepare an emergency action plan for this activity. (Check Appendix D.)

An individual who takes responsibility for providing first aid to injured students must be present during the entire practice/competition.
APPENDICES
# Appendices

## Table of Contents

<table>
<thead>
<tr>
<th>APPENDIX</th>
<th></th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Sample letters to Parents/Guardians ................................................................. 189-193</td>
<td></td>
</tr>
<tr>
<td>Appendix B</td>
<td>Athletic Activities (First Aid Kit Contents) ...................................................... 194</td>
<td></td>
</tr>
<tr>
<td>Appendix C</td>
<td>Universal Precautions re blood, etc ................................................................. 195</td>
<td></td>
</tr>
<tr>
<td>Appendix D</td>
<td>Emergency Action Plans ......................................................................................... 196</td>
<td></td>
</tr>
<tr>
<td>Appendix E</td>
<td>Safety in Activity Rooms ..................................................................................... 196</td>
<td></td>
</tr>
<tr>
<td>Appendix F</td>
<td>Safety Checklists/Gymnasium Facilities ................................................................ 197-198</td>
<td></td>
</tr>
<tr>
<td>Appendix G</td>
<td>Safety Checklists/Gymnasium Equipment .................................................................. 199-200</td>
<td></td>
</tr>
<tr>
<td>Appendix H</td>
<td>Safety Checklists/Gymnastics Equipment .................................................................... 201-203</td>
<td></td>
</tr>
<tr>
<td>Appendix I</td>
<td>Safety Checklists/Outside Facilities ....................................................................... 204-205</td>
<td></td>
</tr>
<tr>
<td>Appendix J</td>
<td>Lifting, Lowering, Transporting, etc ........................................................................ 206</td>
<td></td>
</tr>
<tr>
<td>Appendix K</td>
<td>Safety in Weight Rooms .......................................................................................... 207</td>
<td></td>
</tr>
<tr>
<td>Appendix L</td>
<td>Sample Request to Resume Athletic Participation .................................................... 208</td>
<td></td>
</tr>
<tr>
<td>Appendix M</td>
<td>Sample Field Safety Checklist .................................................................................. 209</td>
<td></td>
</tr>
<tr>
<td>Appendix N</td>
<td>Sample Coach’s Planner ............................................................................................. 210</td>
<td></td>
</tr>
<tr>
<td>Appendix O</td>
<td>Suggested Criteria for Non-Teacher Coaches ............................................................. 211</td>
<td></td>
</tr>
<tr>
<td>Appendix P</td>
<td>Sample Volunteer Coaching Application Form .......................................................... 212-213</td>
<td></td>
</tr>
<tr>
<td>Appendix Q</td>
<td>Rules of Behaviour for Participants .......................................................................... 214</td>
<td></td>
</tr>
<tr>
<td>Appendix R</td>
<td>Coaching Expectations ............................................................................................... 215</td>
<td></td>
</tr>
<tr>
<td>Appendix S</td>
<td>Sample Waiver Form to Parents and Students ............................................................ 215</td>
<td></td>
</tr>
</tbody>
</table>
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.*

<table>
<thead>
<tr>
<th>Elements of Risk Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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: ____________________________________________
   ____________________________________________
   ____________________________________________

191
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 contact an illness requiring medical attention during the competitive season, notify the coach and complete the “Request to Resume Athletic Participation Form”, if applicable.

10. Medical 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

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

(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 Plan*\(^{24}\)

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: ___________

<table>
<thead>
<tr>
<th>INSPECT FOR:</th>
<th>MEETS SAFE GUIDELINES</th>
<th>COMMENT/FOLLOW UP ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GYMNASIUM SPACE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Free of “stored” furniture/boxes/equipment along perimeter walls and corners</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>FLOORS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clean and dry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• provides for safe foot traction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clear of objects which may cause tripping/slipping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• floor sockets covered and flush with floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• floor plates secure in floor, hooks and plate in good condition and flush with floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ENTRANCES/EXITS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of obstructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• no door knobs, protruding handles on gym side of door</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• doors open away from gym area</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STAIRS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• clear of obstacles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• stair treads in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• railing secure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of protruding nails, cracks or splinters</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CEILING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• tiles and meshing on lights secure</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WALLS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• all outlets, switches, registers, etc. which pose an unreasonable hazard must be padded or flush with wall surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of protruding hooks, nails, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BASKETBALL BACKSTOP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• backboards in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• cable and attachments from backboard to wall secure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• rims secure and straight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• velcro strips on walls behind backboards in good condition to hold mats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• winch not located directly below a wall mounted backboard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix F...continued

<table>
<thead>
<tr>
<th>INSPECT FOR:</th>
<th>MEETS SAFE GUIDELINES</th>
<th>COMMENT/FOLLOW UP ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHINNING BARS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• secure attachment to wall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• adjustable parts in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEG BOARDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• secure attachment to wall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• peg holes and pegs in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STORAGE ROOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• floor clean and Centre area clear of equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• equipment stored on designated shelves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• volleyball poles secured to wall when stored standing up, to prevent falling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMERGENCY EQUIPMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• First Aid Kit fully stocked and accessible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• emergency #’s posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• access to phone/office via P.A. system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• emergency EXIT lights/signs working</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BENCHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• top and supports free from cracks and splinters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• bolts and screws secure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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: ___________________

<table>
<thead>
<tr>
<th>INSPECT FOR:</th>
<th>MEETS SAFE GUIDELINES</th>
<th>COMMENT/FOLLOW UP ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REMOVABLE POSTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• floor plates should be flush with the floor</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• hooks, pulleys and ratchet in good condition</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• poles secured to wall when stored standing up (to prevent falling)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>VOLLEYBALL NET</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of exposed wires along top and frayed wires along poles</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• free of tears/holes</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>BADMINTON</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• rackets useable, no splinters</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>HIGH JUMP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• standards base attachments and uprights in good condition</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• portable pit cover free of tears</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• portable pit foam in good condition</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• crossbars taped and free of cracks/splinters</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>MATS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• covers free of tears/wearing</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• foam in good condition</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• Velcro fasteners continue to stick</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>SCOOTER BOARDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• wheels secure</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>• free of cracks, broken edges</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>BALL CARRIERS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• casters working well; no sharp edges</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>SOFTBALL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• wooden/metal bats uncracked with a good grip end to prevent slippage</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>INSPECT FOR:</td>
<td>MEETS SAFE GUIDELINES</td>
<td>COMMENT/FOLLOW UP ACTION</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>GYMNASTICS – VAULTING BOX (BOX HORSE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• pad and cover free from tears/wearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• sufficient padding to absorb impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• inner post solid; free of cracks/splinters; nuts/bolts/screws tight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEAT BOARDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of splinters, broken tops/legs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• springs in good condition; floor protection pads in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOOPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• no cracks/bends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BALL HOCKEY/FLOOR HOCKEY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• goals – welds and frames in good condition; plastic goals preferred</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• plastic ball hockey sticks free of cracks or broken edges/ends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• stick blades secure to shaft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLEACHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Free of protruding nails, splinters, cracked or rotten wood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• collapsible bleachers should be stored flush with the wall, secured and stable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HANDBALL GOALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• wooden goals free from cracks, splinters, and sharp edges. Plastic goals preferred.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROPES, CARGO NETS, CLIMBING APPARATUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ropes and wires in good condition with no frayed areas;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• secured; hardware in good condition and properly set up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of splinters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>SITE NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection date:   Time:   Inspected by:</td>
</tr>
</tbody>
</table>

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

201


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

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

203
**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.

<table>
<thead>
<tr>
<th>SITE NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection date:</td>
<td>Time:</td>
</tr>
</tbody>
</table>

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

204
<table>
<thead>
<tr>
<th>INSPECT FOR:</th>
<th>MEETS SAFE GUIDELINES</th>
<th>COMMENT/FOLLOW UP ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOFTBALL BACKSTOP continued</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• posts corrosion free</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>SOFTBALL PLAYING SURFACE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• level ground with good drainage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of holes/ruts/trash/animal feces</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SOCCER GOALS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• framework free from protruding hooks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• anchors to ground stable, in good condition and safely covered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• posts corrosion free</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SOCCER PLAYING SURFACE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• level ground with good drainage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of holes/ruts/trash/animal feces</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BASKETBALL BACKSTOPS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• backboards in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• rims secure and straight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• pole anchors stable, in good condition and safely covered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• poles corrosion free</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BASKETBALL PLAYING SURFACE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• level playing surface, good drainage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• free of holes/ruts/trash/animal feces</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>POTENTIAL HAZARDS ON SCHOOL YARD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• trees, exposed roots, posts, streams and other environmental hazards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• hazards identified to all staff and students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• warning signs and barriers where needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• rules for safe play around hazards must be communicated to all students</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER – LIST</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

208
## Sample Field Safety Checklist - Football

**SCHOOL:** ____________________________ **DATE:** ____________________________

This field is maintained by: (circle) Municipality  Club  School Board  Other (specify) ________________

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

List modifications made to rectify any deficiencies or hazards.

---

Have you advised the officials and teams of the modifications made to the field? (circle) YES NO
(in the event of tournament play, this should be done prior to the start of each game)

Are emergency vehicle access gates unlocked and clear? (If not, ensure that this is done prior to play starting) YES NO

Has the mode of emergency communication (radio, telephone) been tested? YES NO

Has an emergency action plan been prepared and put in place for this field? YES NO

---

Use field diagram to show hazards and modifications

**ENDZONE**

---

209
## Sample Coaches’ Planner

<table>
<thead>
<tr>
<th>ATHLETE ATTENDANCE NAME</th>
<th>. /</th>
<th>DATE: _____________________</th>
<th>Safety Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PRACTICE PLANS:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>CANDIDATE</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: _________________________________</td>
<td>Principal/Designate:</td>
</tr>
<tr>
<td>Address: ______________________________</td>
<td></td>
</tr>
<tr>
<td>Phone: (Home)____ (Work)____ (Cell)______</td>
<td>Team in Question:</td>
</tr>
<tr>
<td>e-mail or fax: _________________________</td>
<td></td>
</tr>
<tr>
<td>Health Card Number: ____________________</td>
<td>Higher Risk Sport □ Yes □ No □</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name (Not a Relative)</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

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: ____________________________

213
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; demonstration 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 Students

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