

A close-up photograph of a hand holding a gold medal. The medal is rectangular with a circular ring at the bottom. The background is blurred, showing what appears to be a crowd of people.

Safety Guidelines for Secondary Interschool Athletics in Alberta 2012

Acknowledgments

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Disclaimer

These guidelines have been developed to assist school authorities in their formulation of specific safety guidelines for secondary interschool athletics in Alberta schools. 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 authority in order to meet the specific requirements and circumstances of their respective schools and programs.

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This document is not considered to be all-inclusive, and is not intended to exclude any current or potential future interschool athletic activities.



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Introduction

Intent of the Guidelines

The intent of the Safety Guidelines for Secondary Interschool Athletics in Alberta is to focus attention on safe coaching practices in order to minimize inherent risk. Well-planned interschool athletic activities reduce the frequency and severity of injuries. By implementing safe instructional practices, such as use of logical teaching progressions, as well as the inclusion of age appropriate activities in practice preparations, planning and regular practices, the teacher/coach guards against foreseeable risks.

This document sets out suggested minimum guidelines to be used by secondary school teachers/coaches and administrators in addressing the safety component of interschool athletics. Interschool athletic activities are defined as school sponsored competitive sport programs which:

- Occur outside the student athlete's instruction time;
- Involve a selected school team/individual;
- Include practice activities;
- Involve a competition against other school teams/individuals.

This document is not considered to be all-inclusive, and is not intended to exclude any current or potential future interschool athletic activities. As this document is directed at secondary schools, junior high and/or middle schools should contact their local jurisdiction for guidelines and policies.

Inherent Level of Risk

All interschool athletic activities, regardless of complexity or simplicity of the action, have an inherent level of risk. Variable factors such as skill level, previous experience of the student athletes and teacher/coach, weather conditions, facilities, and equipment may all affect the level of risk of any activity. Therefore, teachers/coaches should provide an adequate standard of care for their student athletes. Only if a student is injured while exposed to an unreasonable risk, can a teacher/coach be considered negligent.

Implementing Safe Instructional Practices for Interschool Athletic Activities

Well-planned interschool athletic programs reduce the frequency and severity of injuries.

A guideline alone does not eliminate risk regardless of how well it is written or how effectively it is implemented. Safety awareness, based on up-to-date information, common sense observation, the teacher's/coach's ability to maintain a safe environment, action and foresight are keys to safe programming.

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

Types of Policies Recommended for School Authorities

School authorities* likely have policies in place to address student safety in various types of school activities. Many of the policies can impact upon the delivery of interschool athletic activities. Following is a list of policies that a school authority may have and that if it exists is likely to impact on interschool athletic activities. Administrators and teacher coaches should review any policies that pertain to the following issues even if they are not expressly directed at interschool activities. If these policies do not exist the board or school may consider developing them. Such policies include but are not limited to the following:

Emergency Related Policies:

- Fire drills
- Bomb threats
- Emergency measures and equipment

Medical Related Policies:

- The storage of and occasional or regular administration of medication or prescription/non-prescription drugs for illness or chronic conditions
- Medical treatment of the medically fragile
- Emergency medical treatment of students

Transportation Related Policies:

- Student conduct on school buses
- School bus safety precautions
- Field trips
- Transportation in private vehicles
- Use of 16-seat vans for transportation

Other Policies:

- Supervision of students during school activities, extracurricular activities, during recesses and school authorized transportation
- Maintenance of school buildings and grounds
- Community use of school facilities--so that hazards are not left after facility use
- Student conduct
- Student dress, especially for dangerous activities, such as working in laboratories and with machinery
- Off-site education programs
- Inspection policies for equipment.
- Inclement weather

Communication of Expectations

School authorities should consult with district administrators, school staff, athletic directors, teachers/coaches and insurance companies to review current policies regarding safety guidelines for interschool athletics. The protective value of safety policies is important to the development of safe programming. School authorities should ensure that they have clearly stated their expectations of superintendents and principals so that:

- Certified first aid and Cardio Pulmonary Resuscitation (CPR) support, including use of Automatic Electronic Defibrillators (AEDs), is accessible as appropriate to all supervisory and teaching/coaching staff.

* "School authorities" means school boards or funded accredited private schools, and charter schools.

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- Schools have procedures in place to address emergency medical needs of student athletes (see Appendix L).
- Adequate and appropriate supervision is provided. Develop inspection procedures and schedules for all physical activity facilities, including playing surfaces and major equipment (see Appendices I, J, and K).
- The onus is on parents/guardians to provide designated school personnel with adequate information about the special medical needs of their children (see Appendix B).
- Roles and responsibilities of school authorities, principals or designates, teachers/coaches and support staff are well-defined relative to providing a safe, clean and healthy physical environment for student athletes.
- Safety policies are adopted relative to transportation, field trips, the various interschool athletic activities, first aid qualifications of staff, including use of AEDs, and administering of medications.
- An appropriate understanding of insurance coverage relating to students, coaches, officials, and others involved in interschool athletics is provided to relevant parties.
- A designate can be authorized to act on behalf of the principal.

Determining Legal Liability

Anyone who participates in physical activity is exposed to some risk of injury. Teachers/coaches should be aware of legal liability implications resulting from injuries that can occur while student athletes are participating in interschool athletic activities. In order for a person to be held liable for injury to another, that person must first be found to have acted negligently. For a person's conduct to be considered negligent, the following elements must be present:

1. There must be a duty of care owed to student athletes. Teachers/coaches have such a duty of care imposed on them because they are entrusted with the care of the student athletes.
2. The duty of care must not be met. The duty of care owed by a teacher/coach to a student athlete is not met if the teacher/coach does not provide a standard of care that a reasonable person would expect under the circumstances to protect a student/athlete from injury. The standard of care expected of teachers/coaches is that of a careful parent. Teachers/coaches are expected to employ the same amount of caution that careful or prudent parents would display in the care of their own children. This is an objective standard of care against which a teacher's/coach's conduct will be measured.
3. There must be damage resulting from not having met the standard of care. A teacher/coach will not be found liable unless it is established that:
 - a) There are damages which, in law, includes both physical injury and economic loss,
 - b) The factual cause of the damages or a significant contribution to the damages was failure on the part of the teacher/coach to provide the standard of care expected of a person (coach or instructor) of similar skill and knowledge, and
 - c) The damages were reasonably foreseeable.

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Avoiding Unreasonable Risk and Legal Liability

To ensure they are not exposing student athletes to unreasonable risk of injury and themselves to legal liability for negligence, teachers/coaches should be able to respond positively to the following questions. If teachers/coaches can say they are taking the following precautions, they will be providing the standard of care owed to their student athletes to protect them from unreasonable risk of injury, and accordingly, it is unlikely they will be found negligent for failing to provide reasonable care.

1. Is the activity developmentally appropriate for the student athlete(s), e.g., physical, social, emotional, and intellectual ability level?
2. Have the student athletes been progressively taught and coached to perform the activity properly and to avoid the dangers inherent in the activity. Do the practice plans document the progressive instructions regarding the related activity and the inherent dangers of the activity?
3. Are the playing/practice facilities and equipment adequate and suitably arranged?
4. Is the activity properly supervised for the inherent risk involved?

Injury Incident Procedures

- All school authorities should have a policy outlining procedures in case of an accident, injury or incident. Each school administrator should have:
 - o A set of written school safety rules.
 - o A first aid kit accessible to all staff and volunteers. This should be fully stocked and checked on a regular basis (use Appendix O).
 - o Forms to be used by teacher/coach when reporting an injury (use Appendix C).
 - o Emergency procedures posted in the gymnasium and by the nearest phone (use Appendix N).
- Accident/Injury/Incident Report forms should report all medically treated injuries and all accidents, near accidents and equipment problems. Forms should be designed to collect information and facilitate the investigation of accidents or injuries.
- A well-designed and properly completed report form can be valuable in clarifying certain aspects of an accident or injury when legal liability is in question. The form may be requested as evidence in the event of a lawsuit.
- Foreseeable incidents should be considered in advance. For example, student athletes with allergies or special conditions that may require treatment should be identified and appropriate treatments should be available on site e.g., an EpiPen.
- Staff should have written instructions regarding accident, injury or incident reporting and follow-up procedures (use Appendix L).
- An emergency action plan to deal with accidents, injuries or incidents in interschool athletic activities should be developed in all schools (use Appendix L as an example.)
- Current legislation in Alberta dictates that the following the Alberta Bill of Rights and the following legislation will be adhered to at the school level:
 - o Alberta School Act

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- o Human Rights, Citizenship and Multiculturalism Act
- o Emergency Medical Aid Act
- o Safety Codes Act, Fire Code Regulations
- o Occupational Health and Safety Act
- o WHMIS
- o Worker's Compensation Act (off-site education)
- o Traffic Safety Act
- o Young Offenders Act
- o Child Welfare Act
- o Freedom of Information and Protection of Privacy Act (FOIPP)
- o Personal Information Protection Act (PIPA)
- o Personal Information Protection and Electronic Documents Act (PIPEDA).

Student Athlete Responsibility

Student athletes should demonstrate behaviour that shows respect for the safety and well-being of both themselves and others.

Section 12 of the Alberta School Act, Statutes of Alberta, 2000, Chapter S 3.1 as amended states that,

"A student shall conduct himself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing his studies;*
- (b) attend school regularly and punctually;*
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;*
- (d) comply with the rules of the school;*
- (e) account to his teachers for his conduct;*
- (f) respect the rights of others."*

Students athletes, spectators and teachers/coaches should comply with the Alberta Schools' Athletic Association Code of Ethics found in Appendix Q of this document.

Inappropriate Behaviour

The use of alcohol and the non-medical use of drugs must be viewed as safety hazards and are forbidden at all times. This prohibition extends to all school activities whether they take place inside the school or off school property.

(Modified from Safety Guidelines for Physical Activity in Alberta Schools, Alberta Centre for Injury Control & Research, 2008.)

HOW TO USE THIS DOCUMENT

How to Use This Document

- | | |
|--------|---|
| Step 1 | Review and consider all the policies of your school board/authority relevant to the activity you plan to conduct. |
| Step 2 | Review and consider guidelines relevant to All Interschool Athletic Activities (pages 7 - 20 of this document). |
| Step 3 | Review and consider guidelines relevant to specific activity categories that apply: <ul style="list-style-type: none">• Higher Risk Sports• Medium Risk Sports• Lower Risk Sports |
| Step 4 | Review and consider guidelines for the specific activity to be conducted. Activities are listed alphabetically. |
| Step 5 | Consult checklists, sample letters, resources, etc. in appendices referred to in text. |

COMPONENTS OF THE GUIDELINES

Components of the Guidelines

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

- Supervision
- Instructional Considerations
- Equipment/Facilities

These guidelines are intended to support the governing sport rules applicable to each interschool athletic activity. This document recommends following relevant federation rules for Alberta Schools' Athletic Association activities. It is understood that many rules are modified at the local or provincial level; however, the modifications should continue to support and follow these minimum safety guidelines.

Access Guidelines on Website

Safety Guidelines for Secondary Interschool Athletics in Alberta is available on the ACICR website at: <http://www.acicr.ca/learn-and-network/acicr-documents-cabinet>. Users have the option of printing in a pdf format either the entire document or a specific activity along with its applicable activity category guidelines.

Updates will be posted on the ACICR website.

All Interschool Athletic Activities

ALL INTERSCHOOL ATHLETIC ACTIVITIES

The Alberta Schools' Athletic Association (ASAA) governs high school athletics. ASAA bylaws and policies are intended to provide direction in the areas of equitable competition and ethical standards for all involved with the program. Technical expertise is provided through appointed commissioners and close liaison with provincial sports' governing bodies.

Definition of a Teacher/Coach

A teacher/coach can be any individual approved by the principal or designate (see Appendix S).

Any teacher/coach who is not a teacher or administrator employed by the board or an individual with teaching certification approved by the principal or designate (e.g., retired teacher, teacher not under contract) should:

- complete the application form for outside teachers/coaches (see Appendix G);
- be interviewed and approved by the principal or designate (see Appendix S);
- familiarize themselves with ASAA, Zone, and relevant school and board policies and procedures provided by the principal or designate;
- have a current criminal records check.

Coaching Qualification

The teacher/coach in charge should:

- Review local guidelines for the interschool athletic activity and attend relevant clinics and teachers'/coaches' meetings.
- Be fully certified (Theory, Technical and Practical) with the current NCCP Level One or the equivalent in the interschool athletic activity he/she is coaching.
- Have current first aid certification, including the use of AEDs. A current list of organizations offering first aid training is available at the Alberta Employment and Immigration website: www.employment.alberta.ca. Search for First Aid Agencies.

Compliance with Board/Authority Policies

At all times, teachers/coaches must comply with the policies relating to the physical activities conducted as specified by the board/authority for which they are employed. Types of policies that a school board/authority may have, but are not limited to, include:

- Local board/jurisdiction athletic association policies
- Board risk management policy
NB: Some boards/authorities may prohibit activities listed in this document.
- Temperature/weather conditions and outdoor activities.
- How and under what circumstances to contact parents/guardians.
- Field trips and off-campus activities.
- Approval processes for the activity.
- Approval processes for overnight trips.
- Maximum number of days allowed for trips.
- Transportation of students.
- Transportation requirements of board/authority insurance policy.

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- Insurance requirements for staff or volunteers driving students.
- Record keeping.
- Access to student information.
- Spectator capacity and fire code compliance
- Adherence to public health advisories.

Permission from a school superintendent or designate is recommended when considering actions or activities not included or in conflict with these guidelines.

If there is a question of safety in relation to providing any activity, teachers/coaches should check with their principal and/or school district administration prior to introducing the activity. Special consideration should be given to identifying and minimizing foreseeable risks not mentioned in this document.

Teacher/Coach Role and Responsibilities

Coaching for Safety

- The teacher/coach should interact with student athletes in a professional manner that emphasizes respect, fair play and skill improvement.
- The teacher/coach should plan lessons to allow for students' gradual progress and skill development; stress importance of rules and regulations promoting safety in all activities; and emphasize a progressive manner of teaching which may include lead-up games, modification of rules to accommodate ability/age/physical development and available equipment.
- The teacher/coach should be familiar with the contents of:
 - o the Board's risk management policy and administrative procedures for interschool athletic activities;
 - o Alberta Schools' Athletic Association Bylaws and Policies, if applicable, and Zone policies, as applicable.
- The teacher/coach should be prepared to enact the school's Emergency Action Plan to deal with accidents in interschool athletic activities (see Appendices L and N).
- The teacher/coach should be knowledgeable of the rules and the skills necessary for the student athletes to participate in the interschool athletic activity safely.
- Teachers/coaches must control their teams and instruct their student athletes to participate in a safe manner according to the rules of the interschool athletic activity.
- Teachers/coaches are responsible for their team's behaviour and the behaviour of volunteers representing their school.
- Teachers/coaches should be aware of school's coaching handbook and local association teacher's/coach's code of behaviour, if available and as applicable.
- Teachers/coaches must sanction student athletes for unsafe play or unacceptable behaviour, provide corrective instructions and warnings and must exercise this responsibility at all times.
- During games officials have final say and must be treated with respect. Should questions arise, teacher/coaches should follow proper procedures to appeal decisions.

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Communication with Parents/Guardians

- Prior to the student athletes' first practice after completion of tryouts, parents/guardians should be made aware of the inherent risks associated with participating in interschool athletic activities (see Appendix A) and must sign and return an Interschool Athletic Participation Form (see Appendix B).
- Inform student athletes and/or parents/guardians of the times and locations of interschool athletic activities.
- Teacher/coach should make parents aware that it is recommended that parents/guardians of student athletes have a student accident insurance policy if one is not provided by the school board (see Appendix A).

Medical Information

- Prior to the student athletes' first practice, teachers/coaches should be aware of the medical background and physical limitations of the student athletes. This includes knowledge of student athletes with conditions such as heart disorders, asthma, epilepsy, diabetes and severe allergies.
- Each school should develop a process by which this medical information is shared with the teacher/coach.
- The teacher/coach should have student athletes' medical information available at all interschool athletic activities (see Appendices B and M). Documents should be kept in a secure location. It is recommended that one copy remain in the teacher's/coach's possession with the original on file at the school.

Record Keeping

- The teacher/coach should document student athlete attendance and all practice plans, with reference to progressive development of skills, and attention paid to identified inherent risks of the activity (see Appendix H). Records should be maintained and stored for seven years or in accordance with district policies regarding records.

Coaching by Supply Teachers

- In situations where a supply teacher or other teacher is asked to coach an interschool athletic activity, the following should occur:
 - o Administrators should address teacher competence level with interschool athletic activity and knowledge related to safety considerations;
 - o Absent teacher/coach, administrator or designate should review relevant portions of the *Safety Guidelines for Interschool Athletics in Alberta* with the replacement teacher/coach and be available to be contacted should questions arise during the activity;
 - o In the absence of the teacher/coach, the administrator or designate should specify restrictions/modifications for student athletes with health or behavioural problems.

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Officials

- Officials should be knowledgeable about the rules of the interschool athletic activity and how to ensure a safe competitive environment.
- The best choice for an official is one who is certified and registered with the governing body or commission responsible for the sport, if one is available. A second choice is a competent adult that knows the rules of the sport and can ensure they are followed as closely as possible.
- In the event that an official(s) fails to arrive at an interschool athletic competition, teachers/coaches may assume officiating responsibilities provided they have training as a coach or official.
- School athletic staff should support officials in enforcing game rules and ethical standards.
- Officials should be provided with a safe environment, changing facilities and a sanctuary from parents.

Role of Teacher/Coach Liaison within a School District

In every case where a teacher/coach is not a teacher or administrator employed by the board or an individual with teaching certification approved by the principal or designate, e.g., retired teacher, teacher not under contract, the principal or designate is to appoint a teacher/coach liaison who is a teacher or administrator. The teacher/coach liaison will be responsible for supervising the teacher/coach and for carrying out all duties required of a teacher pursuant to their contract and these guidelines. The level of support will be commensurate with the expertise and qualifications of the teacher/coach and will be determined by the principal or designate in consultation with the teacher/coach liaison. The supervision of both the teacher/coach and the interschool activity provided by the teacher/coach liaison will be will be, as a minimum, in-the-area supervision as described below.

Event Preparation

- The event organizers should be aware of emergency action plans for the facility.
- The event organizer should address the issue of event security, as appropriate.
- If a sport therapist is required for an event the event organizer may locate one through the Alberta Athletic Therapists Association at www.aata.ca.
- The presence of spectators should not present a safety concern.
- Procedures should be in place for the cancellation or postponement of activities, whether indoor or outdoor, for unforeseen circumstances.

First Aid

The minimum requirement for first aid coverage at interschool athletic activities is the presence of an individual who takes responsibility for providing first aid to injured student athletes. The minimum level of training for this individual should be current Emergency First Aid and CPR, including the use of AEDs, or equivalent. For Higher Risk Sports it is recommended that the individual should also have Athletic First Aid training or be a sport medicine professional, e.g., Athletic Therapist, Physiotherapist, Physician (see Appendix Q).

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SUPERVISION FOR ALL INTER-SCHOOL ATHLETIC ACTIVITIES

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- During interschool athletic activities, it is the host school's responsibility to ensure that first aid coverage is available throughout the entire activity. In neutral locations where there is no determined host, all teams are responsible to provide their own first aid coverage.

Supervision for All Interschool Athletic Activities

Supervision is defined as the overseeing of an activity for regulation or direction. All equipment, facilities and activities have inherent risks, but the more effectively they are supervised and maintained, the safer they become.

Supervision is Required at All Times

- Student athletes should be made aware that use of the equipment and gymnasium are prohibited without appropriate supervision.
- Deterrents should be in place to prevent unauthorized use, for example:
 - o locked doors;
 - o signs on doors indicating that student athletes are not to use the gymnasium unless supervised;
 - o teacher/coach scheduled and present in an adjoining physical education office, in order to see student athletes who might enter the gymnasium without authorization.
- Any use of a facility or equipment should be supervised according to one of the three categories of supervision listed below following initial skill instruction and after all safety concerns have been emphasized.
- Student athletes should be supervised during all phases of the interschool athletic activity: practices, competitions, and breaks. If a teacher/coach cannot fulfill an adequate level of supervision, the interschool athletic activity should be stopped.
- Teachers/coaches should not leave a facility until they have ensured that all student athletes have left or been placed in the care of another authorized adult.

Categories of Supervision

These guidelines designate three categories of supervision which are based on principles of general and specific supervision, taking into consideration the risk level of the activity, skill level of the participant, maturity of the participant and the participant's ability to monitor the risk to themselves.

1. **Constant visual** supervision means that the teacher/coach is physically present and watching the specific activity in question. Only one activity requiring constant visual supervision can take place while other activities are going on.

Constant visual supervision is recommended during initial skill instruction for all interschool activities.

Example of constant visual supervision:

- *Pole Vault*: teacher/coach is at the pole vault landing mat and is observing the specific activity.

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2. **On-site** supervision entails teacher presence but not necessarily the constant viewing of one specific activity. Momentary presence in adjoining rooms to the gymnasium is considered part of on-site supervision.

Example of on-site supervision:

- *Relay Passing*: student athletes are practicing on the track/field and can be seen by the teacher/coach who is with the pole vaulters.

3. **In-the-area** supervision means that the teacher could be in the gymnasium or room while another activity is taking place in an area nearby the gymnasium or room. For in-the-area supervision, the teacher/coach must be readily accessible and at least one of the following criteria must be in place:

- o teacher/coach is circulating;
- o location of teacher/coach is known;
- o teacher/coach is visible.

Example of in-the-area supervision:

- *Distance Running*: student athletes are running around the school grounds and at times may be out of sight.

Instructional Considerations for All Interschool Athletic Activities

Starting the Season

- Rules of the interschool athletic activity should be taught and enforced throughout the season.
- Teachers/coaches should establish and teach routines for safe participation, rules of acceptable behaviour and student athlete responsibilities at the beginning of the season. These must be reinforced at all times throughout the season.
- Teachers/coaches should instruct student athletes in expected conduct, e.g., in change rooms, when visiting schools.
- Early in the season, clearly communicate expectations and general conduct for interschool athletic activities. Involve student athletes in formulating behavioural guidelines, fostering player discipline and self-control to minimize injury and promote fair and safe play.
- A conditioning program that encourages flexibility, improved cardiovascular fitness and pre-event warm-up should be introduced.
- Teacher/coach should instruct student athletes that the use of alcohol and the non-medical use of drugs must be viewed as safety hazards and are forbidden at all times. This prohibition extends to all interschool athletic activities whether they take place inside the school or off school property.

Student Athlete Readiness for Activity

- At the beginning of each sport season the teacher/coach must make themselves aware of the medical background and physical limitations of their student athletes. Onus should be on parents to provide teachers/coaches with necessary medical information. This includes, but is not limited to, knowledge of student athletes with heart disorders, asthma, epilepsy, diabetes or severe allergies. Each school should develop a process by which medical information is made available to and for teacher's/coach's use (use Appendices B and M).
- Teacher/coach should be vigilant to prevent one student athlete from pressuring another into trying skills or activities for which he/she is not ready.
- When a student athlete verbally or non-verbally displays hesitation, the teacher/coach and the student athlete should discuss the reason(s) for doubt. If the teacher/coach believes that a potential hesitancy during the skill could put the student athlete at risk, the student athlete should be directed toward a less advanced skill.

Return from Illness/Injury or Break in Season

- If a student athlete misses an interschool athletic activity due to an injury/illness requiring professional medical attention (e.g., medical doctor, chiropractor, physiotherapist), the teacher/coach should receive communication from either, or both, the medical professional or the student athlete's parent/guardian giving permission for the student athlete to return to play (see Appendix D). This communication must be provided to the teacher/coach in written form before the student athlete is allowed to resume participation.
- When there has been an interruption to a competitive season, teachers/coaches should provide appropriate practice time before competition resumes.

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Participation with Casts

- Any student athlete with a playing cast should provide a doctor's note or parent/guardian signed permission indicating it is safe for him/her to participate.

Skill Progression

- Interschool athletic activities should be based on skills that are taught.
- Prior to skills instruction, teachers should outline possible risks of the activity and ensure student athletes understand inherent dangers.
- Teachers should explain and demonstrate how to minimize the risks.
- The skills of an interschool athletic activity should be taught in proper progression prior to participation. Refer to skill progression resources such as those from the relevant sport association or Alberta Education authorized resources listed in the Learning Resources Centre (www.lrc.education.gov.ab.ca).
- Interschool athletic activities should be modified to the age and ability levels of the student athletes.
- Teachers/coaches should provide a suitable level of competition according to skill, size, age and conditioning of the student athletes.

Warm-Up and Cool-Down

- Student athletes should prepare for activity with proper warm-up and finish with proper cool-down.

Eye Protection

- Instruction related to eye protection is recommended for all sports. Special consideration should be given to eye protection for students with pre-existing impaired vision.

Sports Nutrition

- Teachers/coaches should emphasize the importance of good nutritional practices based on Canada's Food Guide.
- Good nutritional practices should be promoted to provide energy rather than energy drinks or other stimulants.
- Student athletes should be advised to avoid using energy drinks before or during competition.
- Student athletes should be taught the hazards of improper eating practices and severe weight loss techniques.
- Adequate fluid replacement should be accessible for student athletes during practice and interschool athletic activities.

Hydration

- Student athletes should be provided with access to water or water bottles and the opportunity to rehydrate during activity.
- Student athletes should be informed that they are not to share water bottles.

Fitness development

- Fitness development appropriate to the level of competition should be addressed.

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- Training should include flexibility, strength and cardiovascular enhancing activities.
- Teachers/coaches should examine the intensity and frequency of drills during interschool athletic activities in order to not put the student athlete at risk, e.g., excessive repetition of a heading skill and/or excessive interschool athletic activities in the same day.

Safe Use of Equipment

- Safety procedures must be clearly outlined to student athletes.
- Student athletes should be encouraged to report equipment or facility problems to teachers/coaches.
- Potentially dangerous and immovable objects, e.g., goal posts or protruding stage, should be brought to the attention of student athletes.
- Student athletes should be made aware that the use of the equipment and facilities is prohibited without appropriate supervision.

Emergency Preparedness

- Teachers/coaches should inform the student athletes of the locations of fire alarms, fire exits and alternative routes from the gymnasium or activity area.
- Teachers/coaches should inform student athletes about how to behave in case of an emergency or injury incident.
- Universal precautions (e.g., using impermeable gloves) must be followed when dealing with situations involving blood and other body fluids (see Appendix P).

Equipment and Facilities for All Interschool Athletic Activities

Pre-Activity Check

- To provide a safe environment for interschool athletic activities, before each interschool athletic activity teachers/coaches should do a pre-activity inspection of facilities and equipment to be used. This may be done either visually or recorded on a checklist as shown Appendices I, J and K.
- The teacher/coach should not allow the activity to proceed if he/she is not satisfied that the facilities or equipment are safe.
- Facility or equipment hazards should either be repaired or removed or use of the facility or equipment discontinued.
- Steps should be taken to report hazards to administration so that they can be repaired or removed.

Condition of Facilities

- An activity area should be free from debris, obstacles, and obstructions and provide safe footing.
- Hazards should be identified and removed.

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- Appropriate measures to protect student athletes from injury by potentially dangerous and immovable objects (e.g., goalposts, protruding stage, bleachers, and benches) should be implemented. Measures may include such things as covering the object with protective padding or relocating the activity.
- Potentially dangerous and immovable objects must be brought to the attention of student athletes, teachers/coaches and officials.
- A designated safe area should be provided for spectators.
- School authorities should give consideration to development of long-range facility and playing field maintenance plans

Condition of Equipment

- All equipment should be checked by the teacher/coach prior to each use to ensure it is in proper working order and free of defects and repaired as necessary (see Appendix J).
- Equipment should be inspected and maintained on a regular basis based on manufacturers' recommendations by capable and knowledgeable personnel and documentation of inspections and maintenance maintained.
- All equipment must be of a size and mass that is appropriate to the age, size and strength of the student athletes.
- All student athletes should be required to use protective equipment to prevent reasonably foreseeable injury associated with the activity. Protective equipment should conform to recognized standards, be appropriate for the activity and suitably sized.
- Teachers/coaches should be aware of the equipment's purpose, its proper operation, and any manufacturer's warnings with respect to improper use.
- All equipment should be used only in the manner it is intended.
- When using any equipment not described in this document, care must be taken to ensure it is safe for use and does not show signs of deterioration, e.g., no sharp edges, cracks or splinters.

School/Team Equipment

- School/team equipment used by student athletes, e.g., football sled, volleyball net, backstop, baseball base, hockey net, and basketball backboard, should be safe for use.
- Where school boards or schools provide protective equipment, all equipment must conform to recognized standards.
- When borrowing, renting or lending equipment for interschool athletic activities (e.g., wrestling mats or landing mats, lane ropes), the teacher/coach should ensure that equipment conforms to recognized safety standards and that it has been inspected for safety.

Personal Equipment

- Personal equipment brought by student athletes for use in interschool athletic activities e.g., football helmet, eye protection, hockey stick, water bottle, racquet, shoes, protective pads, should be safe for use.
- Student athletes and parents/guardians must be made aware that personal equipment brought from home must be in safe playing condition.

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- Where sport governing bodies, and/or local/regional/provincial athletic associations require specific personal equipment, parents/guardians and student athletes must provide equipment that conforms to recognized standards.
- Personal equipment must not be altered beyond the adjustments provided by the manufacturer because any alteration that compromises the protection that the equipment provides destroys the safety certification, e.g., cutting off a portion at the back of mouth guards.
- Student athletes should be informed that they have a responsibility to report personal equipment problems and defects to the supervising teacher/coach.

Eye Protection

- Instruction related to eye protection is recommended for all sports. Special consideration should be given to eye protection for student athletes with pre-existing impaired vision.
- Student athletes and parents/guardians should be made aware of safety precautions with eyeglasses, including the need for an eyeglass strap and shatterproof lenses for some activities.

Eye Glasses

- The wearing of an eyeglass band and use of shatterproof glass or removal of glasses, if vision is adequate, is recommended.
- Parents/guardians must be made aware of safety precautions regarding eyeglasses for some activities (use Appendix A).

Mouth Guards

- Mouth guards should fit properly and should be used according to manufacturer's recommendations.
- Mouth guards should not be cut or modified.

Helmets

Helmets either should or must be worn for the following activities. Refer to the specific activity section for details on circumstances for use and helmet specifications.

- Baseball (Fastball)
- Cricket
- Field Hockey
- Football (Tackle)
- Softball (Slow-Pitch)
- Triathlon (cycling portion).

Clothing, etc.

- Appropriate clothing and footwear should be worn.
- Prescribed team uniforms and clothing for practice should be appropriate for the activity and should not present a safety concern.
- Shorts or sweat pants without pockets, and T-shirts are examples of appropriate practice clothing.
- Swimsuits are appropriate for aquatic activities.

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Cultural Dress

- Where cultural dress presents a safety concern, modifications to the dress should be considered.

Jewelry

- Jewelry, particularly hanging jewelry should not be worn.
- Jewelry that cannot be removed (e.g., medical alert identification, religious/cultural jewelry), and presents a safety concern, must be covered with tape to reduce chances of entanglement.
- During game situations there may be rules that call for a higher standard of care, e.g., removal of jewelry. Situation-specific guidelines are addressed on activity pages.

Hair

- A suitable device to keep hair from obstructing vision should be used, e.g., elastic.
- Devices used to tie back long hair should not present a safety concern. Metal or other hard objects should not be used.

Orthotic Devices

- For all contact interschool athletic practices and competitions, exposed orthotic devices, which present a safety concern to other student athletes, should be soft or padded, and such devices should be approved by the official prior to the game commencing.

Emergency Equipment

- An appropriate first aid kit must be stocked and readily accessible. Use Appendix C for appropriate first aid kit contents.
- A copy of the school's Emergency Action Plan (Appendix L) should be accessible and readily available.
- Location of AED (if available) should be posted.
- When activities are offered off campus, an appropriate portable first aid kit must be available for all activities.
- A telephone for use in an emergency should be available and accessible for all interschool athletic activities/facilities.
- Emergency transportation should be available.
- A trained individual responsible for providing first aid, including the use of AEDs, to injured student athletes should be present during the entire activity.
- Teachers/coaches should refer to Board and other policies that address blood and bodily fluid procedures, Universal Precautions Re: Blood and Body Fluids (Appendix P), sport governing body, association regulations.

MAGNITUDE OF RISK

Magnitude of Risk

Interschool athletic activities have been divided into three categories based on guidelines determined by the Sport Medicine Council of Alberta. These include higher magnitude of risk sports, medium magnitude of risk sports and lower magnitude of risk sports. Guidelines for determining risk level include assessing the nature of the sport in consideration of:

- Potential for injuries with severe consequences;
- Contact: person to person and person to equipment;
- Uniqueness of equipment used;
- Speed of action;
- Type of supervision required.

Parents/guardians must be informed of the category of risk associated with the sport in which their child is participating. If student athletes are involved in interschool athletic activities not described in this document, teachers/coaches should determine whether the activity is high, medium or low risk and establish procedures accordingly.

HIGHER MAGNITUDE OF RISK SPORTS

Higher Magnitude of Risk Sports

- Cheerleading (Acrobatic)
- Diving
- Football (Tackle)
- Lacrosse (Box, Field)
- Rugby (Contact)
- Track and Field (Pole Vault)
- Triathlon
- Wrestling

MEDIUM MAGNITUDE OF RISK SPORTS

Medium Magnitude of Risk Sports

- Baseball/Fastball
- Basketball
- Cricket
- Field Hockey
- Football (Flag, Touch)
- Lacrosse (Soft/Non-contact)
- Soccer (Indoor/Outdoor)
- Swimming
- Team Handball
- Track and Field (all events except Pole Vault)
- Volleyball
- Water Polo

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**LOWER
MAGNITUDE
OF RISK
SPORTS**

Lower Magnitude of Risk Sports

- Badminton
- Cheerleading (Spirit, Dance)
- Curling
- Cross Country Running
- Golf
- Rugby (Non-contact)
- Softball (Slow-Pitch)
- Tennis

Although the magnitude of risk of injury is lower in some interschool athletic activities than in others, it is always in the best interest for teachers/coaches to document attendance and practice plans, and be prepared to handle injuries should they occur.

Indoor Interschool Athletic Activities

INDOOR INTER- SCHOOL ATHLETIC ACTIVITIES

Indoor Interschool Athletic Activities

In addition to the considerations for All Interschool Athletic Activities, the following should be considered for indoor activities:

Instructional Considerations for Indoor Interschool Athletic Activities

- Correct turning and stopping techniques must be taught to prevent collisions with walls and other immovable objects around the activity area.
- Teachers/coaches should inform their student athletes of the locations of fire alarms, fire exits and alternative routes from the gymnasium or activity station.

Equipment and Facilities for Indoor Interschool Athletic Activities

- **Gymnasium space** should be free of stored furniture, boxes, and equipment along the perimeter walls and corners. A reasonable number of benches, as well as mats secured to the wall, are exceptions.
- **Floors** should be smooth, level, clean and dry, provide safe foot traction, be clear of objects which may cause tripping or slipping, have floor sockets covered and flush with the floor, and floor plates secure in the floor with hooks and plate in good condition and flush with the floor.
- **Spectators' chairs and benches** should be located a safe distance away from activity area.
- **Entrances and exits** should be free of obstructions, should have no door knobs or handles protruding on the gymnasium side of the door, and should have doors that open away from the gymnasium area.
- **Stairs** should be clear of obstacles, free of protruding nails, cracks, or splinters, have treads in good condition, and secure railings.
- **Ceilings** should have secure tiles and mesh on lights.
- **Walls** should have all outlets, switches, registers, fire extinguishers, and other fixtures posing an unreasonable hazard padded or made flush with the surface of the wall and should be free of protruding hooks and nails.
- **Walls and stages** should not be used for turning points or finish lines. A line or pylon should be designated in advance of the wall.
- The edge of a **stage** should be covered with gymnasium mats that extend close to the floor if vigorous activities are nearby.
- In the **storage room** the floor should be clean and the centre area free of equipment. Equipment should be stored on designated shelves, and volleyball poles should be secured to wall when stored standing upright.
- **Locker rooms** should have clean showers and washrooms with no accumulation of water, electrical outlets appropriate for a wet environment, emergency exit signs and lights in good operating condition, and lockers and benches in good repair with no sharp edges.
- **Benches and bleachers** should have top and supports free from cracks and splinters and all bolts and screws secure.
- Foreseeable risks must be identified, and precautions taken, to minimize risks (see Appendix E).

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Special Considerations When Using Alternative Activity Rooms

(non-gymnasiums used for activities, e.g., concourse, church hall, empty classroom, school basement)

Choice of Suitable Activities

- Choose conditioning activities that have a controlled amount of movement, e.g., aerobics, mat work, fitness stations, skipping, etc.

Special Precautions

- Keep activity away from drinking fountains, stage steps, trophy cases or other hazards. Centre all activities to allow for a “safety zone” of at least one meter around the perimeter. If possible, mark area with pylons.
- 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.
- Precautions are needed to guard against doors opening into the playing area.

Modification of Rules

- Strictly enforce the ‘no body contact’ rule.
- Plan towards accommodating the appropriate number of participants that can safely take part in any activity area based on the size of the area, risk level of the activity and maturity of the participants.
- Structure activity to provide well-organized participation.
- Caution student athletes not to throw objects at the ceiling, thereby knocking down tiles, dust or lights.

Outdoor Interschool Athletic Activities

OUTDOOR INTER- SCHOOL ATHLETIC ACTIVITIES

Outdoor Interschool Athletic Activities

In addition to the considerations for All Interschool Athletic Activities, the following should be considered for outdoor activities:

Instructional Considerations for Outdoor Interschool Athletic Activities

- Before involving student athletes in strenuous outdoor activities, teachers/coaches should take into consideration the temperature and weather of the day, field and facility conditions, previous training and the length of time the student athletes will be vigorously active.

Sun Protection

- Student athletes and parents/guardians should be informed (by letter in Appendix A) of the importance of sun protection.
- Student athletes should be properly protected from the sun particularly during the peak hours of 10 a.m. to 4 p.m.
 - o Proper protection can include long shirts and pants (tight woven materials are best), wide-brimmed hats, sunglasses (if the activity allows) and sunscreen and lip balm with SPF 15 or greater.
 - o Sunscreens should be liberally applied at least 15-30 minutes before going outside.
 - o Waterproof sunscreens should be used for swimming and water sports.
 - o Consider sun protection even on cloudy days as 80% of the sun's rays can penetrate light clouds, mist and fog.

Hydration

- Student athletes should be informed of the importance of proper hydration.
- Student athletes should be provided with access to water or water bottles and the opportunity to re-hydrate during activity.
- Student athletes should be informed that they are not to share water bottles.

Medical Conditions

- Teachers/coaches should be aware of student athletes with history of asthma and other respiratory problems and severe allergies, e.g., bee sting allergy. Those student athletes should be encouraged to carry inhaler/auto-injector

Equipment and Facilities for Outdoor Interschool Athletic Activities

Inspection of All Outdoor Activity Areas

- Teacher/coach should inspect outdoor activity area prior to use.
- Area should be free of wasp and bee nests, drainage problems or standing water, broken glass, animal feces, and tripping hazards such as cans, rocks, roots, exposed footings or other environmental obstacles and other foreign debris.
- Activity area should be located away from open roadways.
- Playing surfaces should be clearly marked and a sufficient distance from fencing and backstops, signage, lighting standards and bleachers.
- Steps should be taken to report hazardous conditions to administration so that they can be repaired or removed.

Playing Fields

- Playing field and surrounding area should be level, well-groomed, and free from obstacles such as protruding sprinkler heads, obstructions and debris.

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Playing Fields (cont.)

- Turf should be sufficient to provide proper traction and impact absorption.
- Holes, ruts and severely uneven surfaces should be brought to the attention of the student athletes.
- If more than one activity is underway, ensure safe distance between activities.
- The activity should be rescheduled if, in the opinion of the official, and after consultation with both teachers/coaches, the playing field is deemed to be unsafe for play.

Tarmacs

- Asphalt areas should be level and free of holes and broken asphalt..

Fencing and Backstops

- Metal fencing and backstops should have clips and attachments safely secured, fencing tight and secure to frame, no holes in fence or at ground level, anchors that are stable to the ground, in good condition and safely covered, and posts free of corrosion.

Benches and Bleachers

- Benches and bleachers should be free of protruding nails, splinters, cracked or rotten wood and the anchors to the ground should be in good condition and safely covered.

Stairs

- Stairs should be clear of obstacles, free of protruding nails, cracks, or splinters, have treads in good condition, and secure railings.

Goals

- Goals should have framework free of protruding hooks, anchors to ground should be stable, in good condition and safely covered, posts should be free of corrosion and, when appropriate, goalpost padding should be securely fastened on goalpost assembly.

Weather Conditions

- Supervisors should monitor weather conditions and postpone or modify the activity to ensure safety of all individuals.

Thunderstorms

- Establish an action plan in advance for all persons involved.
- Keep an eye on the sky watching for dark, heavy clouds.
- Take precautions even if the thunderstorm is not directly overhead. Lightning may strike several kilometers from the storm.
- Safe shelter locations and means of access to them should be identified prior to commencing outdoor activity.
- One supervisor should be designated to monitor the weather and initiate the evacuation process when appropriate.
- Be alert for Environment Canada weather warnings announced on radio, website or television.

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Thunderstorms

- When a thunderstorm approaches:
 - o Take shelter immediately when you see lightning or hear thunder.
 - o Find a safe place such as a substantial building or an enclosed metal vehicle to wait out a storm.
 - o If in the open, stay clear of high ground and open fields, go to low-lying areas such as valleys, ditches and depressions, keeping alert for flash-floods.
 - o Keep a safe distance from tall objects such as trees, hilltops, and telephone poles.
 - o Cease using metals items such as golf clubs or bicycles.
 - o Remove shoes that have metal cleats.
 - o Stay 30 m or more from metal fences.
- After the storm, wait 30 minutes before leaving shelter to resume outdoor activities.

Other Hazards

- Environmental hazards such as trees, exposed roots, and streams may be present on schoolyard and should be identified to all staff and student athletes, and should have warning signs and barriers where needed. Rules for safe play around hazards should be communicated to all student athletes.



Water-based Interschool Athletic Activities

WATER- BASED INTER- SCHOOL ATHLETIC ACTIVITIES

Water-based Interschool Athletic Activities

In addition to the considerations for All Interschool Athletic Activities, the following should be considered for Water-based Activities:

Supervision for Water-based Activities

- Constant visual supervision during the entire activity by a certified National Lifeguard Service (NLS) lifeguard is recommended.
- The designated lifeguard must be familiar with the procedures of the facility being used.
- Teachers/coaches should accompany students and be on deck during activity.
- Teacher/coach should discuss with the lifeguard what the teacher's/coach's role is during an emergency.
- Student athletes must ask permission to leave pool or change room areas.
- Student athletes to lifeguard ratio is specific to each facility. This ratio is based on the Lifesaving Society - Public Aquatic Facility Safety Standards. Consult with facility to determine their requirements.
- Change rooms should be closely and frequently monitored.
- Municipal/local pool use guidelines should be followed.
- When using pools or other water with no lifeguard for recreational swimming (e.g., hotel pools during a trip) swimming should be done only during designated times with adequate adult supervision.
- It is recommended that the document titled "Semipublic Swimming Pool Safety Standards", in particular Emergency Procedures on pages 15-17 be reviewed. This document can be found at:
<http://www.lifesaving.org/download/SemipublicSwimmingPoolSafetyStandards.pdf>.

Instructional Considerations for Water-based Interschool Athletic Activities

- Prior to giving student athletes access to deep water (above chest height) for swimming or other activities in which a PFD will not be worn, student athletes must be able to meet the Lifesaving Society's *Swim to Survive Standard*®, a sequence of three skills: roll into deep water, tread water for 1 minute, and swim 50 m (use Appendix W).
- Initial screening/testing should be done in the shallow end.
- Parents/guardians must be informed when student athletes go off school board property to a pool.
- Teacher/coach and in-charge person on deck should be informed of student athletes with medical problems that may affect their safety in the water.
- Emergency procedures should be outlined to student athletes prior to entering the water.
- Showers must be taken before entering the pool.
- Student athletes with infected cuts or sores should not be in the pool.
- Rules of municipal/local pool must be adhered to and student athletes should be informed of, and adhere to, rules such as:
 - o No running or pushing on deck
 - o No gum chewing
 - o No food in pool area
 - o Stay clear of diving area
 - o No horseplay

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- o No diving off deck into shallow end
 - o No outside shoes on deck
 - o Entry into water less than 2.5 m deep must be foot-first.
- These rules will change from facility to facility.
- These rules will change from facility to facility.

Equipment and Facilities for Indoor Interschool Activities

- School or community pools should be used. Backyard pools must not be used.
- Pool deck should be kept clear of obstacles and cleared of excess water.
- When using an outdoor pool or lake, weather conditions must be stable and free of threat of thunderstorms.
- Electrical equipment should be properly grounded (GFI).
- Standard safety equipment should be used, as stated in pool regulations, e.g., ring buoys, reaching poles, and spinal boards.
- Bathing suits or appropriate attire must be worn for swimming.
- If using a lake site,
 - o Use of a municipally or otherwise designated swimming waterfront is recommended. If using another location refer to the Waterfront Safety Standards available on-line at www.lifesaving.org.
 - o Teacher/coach should ensure the following items are accessible:
 - Whistle or other signaling device
 - Buoyant throw line
 - Reaching assists
 - Spinal board
 - Blanket
 - o Teacher/coach should ensure the following items are accessible:
 - Salt (for leech removal)
 - Rescue boat/craft.
 - o Teacher/coach must ensure that the swimming area is:
 - Clearly marked
 - Free from hazards
 - Roped off with floating devices
 - Of suitable water temperature
 - Reasonably clean and clear.

Off-site Interschool Athletic Activities

OFF-SITE INTER- SCHOOL ATHLETIC ACTIVITIES

Off-site Interschool Athletic Activities

In addition to the considerations for All Interschool Athletic Activities and all other relevant sections, the following should be considered for Off-site Interschool Athletic Activities:

Adherence to Board/Jurisdiction Policies

- Many board/jurisdiction policies, whether they are entitled transportation policies or not, can relate to situations where student athletes are being transported for the purpose of interschool athletics.
- Teachers/coaches should be aware of and adhere to all of the policies pertaining to interschool team travel (board sponsored and private vehicles).

Supervision for Off-site Activities

Presence of Teacher/Coach

- Teacher/coach must accompany student athletes to the site and remain on-site during instruction if a person other than the teacher/coach is conducting the activity.

Overnight Trips

- For all interschool athletic activities, where the teacher/coach is not of the same gender as the athlete(s), and where the athlete(s) is required, or might be required, to stay overnight, a supervisory adult of the same gender as the athlete(s), as approved by the principal or designate of the school, must be present and available at the accommodation site for the duration of their stay.
- Both male and female chaperones must accompany mixed groups for overnight trips.
- Teacher/coach should implement a night check system.

Instructional Considerations for Off-site Activities

- Attendance should be taken before and after each activity session.
- Teachers/coaches should instruct student athletes to use a buddy system when appropriate.
- Teacher/coach should be aware of student athletes with a history of medical ailments, e.g., asthma, seizures, heart conditions, and severe allergies.

Emergency Preparedness

- Emergency procedures must be established and communicated to student athletes (see Appendix L).
- Teacher/coach should have access to a phone and know the facility address in case of emergency.
- Emergency communication system should be in place when at remote sites.
- Vehicle for emergency purposes should be accessible.
- A trained individual responsible for providing first aid, including the use of AEDs, to injured student athletes should be present during the entire activity.
- A supervisor should be designated to transport an injured student athlete to the hospital e.g., teacher/coach or parent. This should not be the supervisor in charge of the trip.

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Communication with Parents/Guardians

- Parents/guardians must be notified of any off-site activity and means of transportation.
- Consideration must also be given to informing parents/guardians of activities which take student athletes off the immediate school property, where transportation is not required, e.g., cross-country running. Refer to individual school board policy and field trip procedures regarding the need for parent/guardian consent (use Appendices A and B).
- Parents/guardians must be made aware of the mode of transportation.
- Parents/guardians should be made aware of student athlete expectations.
- The means and frequency of communication required should be established with the school principal.
- A signed parent/guardian acknowledgment/permission form must be received from each participant. The accompanying letter should contain details of the activity, its inherent risks and the level of supervision that will be provided. Student athletes who do not return signed forms should not be permitted to participate.

Transportation To and From Off-site Activities

- Many different situations may arise involving the transportation of student athletes for activities away from the school. Injuries can occur while traveling to, from or between activity sites.
- Teachers/coaches should be aware of school board policy regarding transportation.
- It is important that parents/guardians are made aware of the mode of transportation and student athlete expectations.

Transportation by Motor Vehicle

- Student athletes must not be allowed to transport other student athletes or students.
- Parents/Guardians will not transport another family's child without written consent.
- For out of town trips, a list of each student athlete in each vehicle, drivers' names and license plate numbers of the vehicles should be left at the school and a copy of the list should accompany adults on the trip.
- Check with school authority policy regarding the use of 16-seat vans for transportation of student athletes.
- To ensure that the insurable risks are appropriately covered by the school board's and/or driver's insurance company, the following checklist should be completed prior to departure:
 - o *Liability Insurance:*
 - When securing a vehicle or chartered public transport, check that the employer has third party vehicle liability insurance covering the intended drivers.
 - Teachers/coaches and parents should not transport other passengers on school-related trips unless they carry at least \$1 million vehicle liability. Drivers should notify their insurance agents of their intention to transport student athletes, especially if the driving is to be done on a regular basis.

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Transportation by Motor Vehicle (cont.)

- o *Licensing of Driver*
 - Ensure drivers are appropriately licensed for the vehicle(s) and number of passengers involved.
 - See sample Volunteer Driver Authorization Policy Form (Appendix F).
- o *Condition of Vehicle:*
 - Ensure the vehicle has been checked for appropriate operating condition, e.g., lights, tires, brakes, and fluids.
 - Ensure proper storage of gear within vehicle.
- o *Procedures during Travel*
 - If a number of vehicles are being used, make sure each driver has a road or sketch map and time schedule of the intended rendezvous point(s).
 - Ensure that participants are properly seated in the vehicle and seat belts are used when available. Ensure all rules as set out in current provincial legislation are adhered to.
 - Establish and maintain safety procedures for all vehicles, including safety education, loading and unloading, seating supervision and emergency procedures.
 - Establish and maintain procedures for student athletes using their own vehicles to attend physical education or interscholastic activities, and parents driving student athletes to various activities.
- o *Winter Travel*
 - For winter use, be confident that the vehicle will start in cold weather or establish a backup plan.
 - Check for winter driving conditions and check that proposed winter travel routes are plowed on a regular basis or that you can have them cleared for your purposes.
- o *Parking*
 - Park well out of the way of through traffic and back into parking spots. This reduces the likelihood of becoming trapped or stuck due to snow or muddy conditions.

Equipment/Facilities for Off-site Activities

- Teacher/coach should ensure that commercial or other facilities that are used conform to safety standards and are free from hazards.
- Teacher/coach should know the location of the AED, if available.
- Concerns about potentially dangerous situations should be reported to appropriate authorities.
- When activities are offered off-site, an appropriate portable first aid kit must be readily accessible.



Activity Guidelines

ACTIVITY GUIDELINES

Activity Guidelines

The following section provides specific guidelines related to various interschool athletic activities. Teachers/coaches are not expected to deliver all of these activities, nor is it implied that this is an exhaustive list. Choosing which interschool athletic activities to provide should be based on teacher/coach training, student athletes' developmental needs and school resources. Approval from the appropriate school authority official should be received if a teacher/coach wishes to include interschool athletic activities differing from those listed within this document. As part of that process, the teacher/coach should demonstrate that all appropriate precautions will be taken in the interest of student athlete safety. As well, teachers/coaches should be aware of specific school authority safety guidelines.





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Activities
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Indoor Activities
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Outdoor Activities
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Badminton

Lower Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Code of etiquette for court play should be taught and enforced, e.g., not entering a court in use.
- Adequate spacing should be allowed for each athlete to be able to execute an uninterrupted swing while practicing skills.
- Student athletes should stop play whenever a foreign object comes onto the court.
- As the badminton shuttlecock has the ability to cause eye injury, the benefits of protective eye gear should be communicated to student athletes and their parents.
- Front court player should avoid facing partner during rallies.

Equipment/Facilities

- Protective eye gear should be worn.
- Court boundary lines should be clearly defined.
- Safety procedures should be established for side-by-side courts.

BASEBALL - FASTBALL



All Interschool
Activities
pg. 11-17



Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Baseball - Fastball

Medium Risk Sport

The following sections must also be consulted: **All Interschool Athletic Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Appropriate sliding techniques should be taught to minimize the risk of injury.
- There should be no sliding head first into a base other than returning from a leadoff position.
- Student athletes throwing to warm-up should do so away from the playing area and in the same direction.
- Pitchers should be limited to a maximum of 60 pitches per game with no more than two games per day.
- Umpire must wear a mask and chest pad.
- Non-fielding student athletes should stand well back from the batter's box or behind a screen or fence. (Keep fingers away from the screen.)

Equipment/Facilities

- A NOCSAE approved helmet must be worn by batters, base runners, and the batter on deck.
- Helmets should have earflaps on both sides.
- Catchers should wear all equipment specified under Softball Canada/Baseball Canada rules.
- Student athletes should wear suitable pelvic area protection.
- Warm-up catcher must wear a mask.
- Long pants and a baseball hat should be worn.
- Aluminum bats with proper grips should be used.
- All equipment should be kept out of the playing area.
- Bases should be secured.
- Diamond should be level and groomed.
- Backstops should be checked for broken wire prior to each game.
- Entrance gates to the playing field should be closed at all times.
- Dugout should be screened to protect student athletes.



All Physical
Activities
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Indoor Activities
pg. 19-20



Off-site Activities
pg. 33-35

Basketball

Medium Risk Sport

The following sections must also be consulted: **All Interschool Athletic Activities, Indoor Activities, Off-site Activities**

Supervision

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

Instructional Considerations

- If gymnasium does not facilitate safe cross-court play (e.g., doors and radiators under side baskets or wall close to the baseline) modify rules appropriately, e.g., no lay-ups.
- Student athletes should be instructed to not hang from hoop when dunking as it can damage backstop and cause injury.

Equipment/Facilities

- In situations where student athlete's follow-through could result in contact with an end wall and/or stage, protective padding or gymnasium mats should be placed beyond the 'key' area and should extend a minimum of 1.83 m (6') up the wall from the top of the baseboard (maximum 10 cm (4") from the floor) and be a minimum width of 4.88 m (16').
- Protective padding should be used on the bottom corners of rectangular backboards used for competition.
- Winch for moving backboards up and down should not be located directly under the supporting wall-mounted structure. If the winch is located in a place where students athletes may contact it, it should be covered with padding.

CHEER (ACROBATIC)



All Physical
Activities
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Indoor Activities
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Outdoor Activities
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Off-site Activities
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Cheer (Acrobatic)

Higher Risk Sport

The following sections must also be consulted: **All Interschool Athletic Activities, Indoor Activities, Outdoor Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision is recommended for initial skill instruction and until student athletes demonstrate competence in the skill.
- **Constant visual** supervision is recommended whenever student athletes are stunting, i.e. performing lifts, pyramids, tossing, etc.
- **On-site** supervision is recommended when student athletes are practicing or performing cheer or dance skills, after all safety concerns have been emphasized.
- Teachers/coaches should have completed the Alberta Cheerleading Association's Coaches' Certification Program.
- Teachers/coaches should employ hands-on spotting at all times until skills are mastered.
- All team members should be trained to employ hands-on spotting at all times for all skills, until they are mastered.
- Teachers/coaches should secure a safe cheering environment at games, e.g., keep fans away from team space.
- Teachers/coaches should attend/oversee all game cheerleading sessions as well as competitions.
- If gymnastics is a component of the team's skill package, teachers/coaches should learn essential teaching and spotting techniques for elements typically being used in cheerleading, e.g., handspring, tuck, round-off handspring, cartwheel.

Instructional Considerations

- Safety and spotting skills should be addressed first.
- 'Tops' and 'bases' of the pyramid should learn the responsibilities of other members in spotting/catching.
- Student athletes should be aware of how a stunt will properly dismount prior to building the stunt.
- Strength and conditioning should be an integral part of the training of acrobatic cheerleaders.
- Safety regulations and rules should apply to all cheerleading situations.
- In adverse weather conditions:
 - o stunting and pyramid building should be reduced;
 - o tossed skills (except chair sit) should stop
 - o all lifts should be secured with additional hands-on spotters;
 - o extended lifts should not be performed;
 - o tumbling should not be allowed.

Equipment/Facilities

- Carpeted gymnastics mat strips, wrestling mats or Velcro foldout mats should be used.

Continued on next page

**CHEER
(ACROBATIC)**

Continued from previous page

- Megaphone handles should be screwed on tightly and burred edges should be trimmed or filed.
- Signs used during routines must not be thrown and must have all corners taped.
- Above head obstructions (e.g., basketball nets) should be raised out of reach.
- T-shirt, gymnasium/tennis/bike style shorts should be worn. Traditional cheerleading uniform (females) shorter skirts and shell tops may be worn.
- Oversized tops or pants should not be worn.
- Slick Lycra or nylon clothing should not be worn.
- Footwear should be supportive and fully laced up at all times.
- When cheering outdoors, heavier sweatshirts and/or wind suits should be fitted.
- Gloves or mitts should not be worn during lifts and pyramids unless they are fitted “batting” style hand wear.



All Physical
Activities
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Indoor Activities
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Outdoor Activities
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Off-site Activities
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Cheer (Pom)

Lower Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities**

Supervision

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

Instructional Considerations

- Skills and routines should be designed in such a way as to avoid interference with other activities.
- Pom-pom plastic should be cleaned up as it is shed.

Equipment/Facilities

- If used, poms should be in good repair, e.g., not shedding.
- Any electrical equipment used should be in good working order and have wires taped to the floor or contained within walls.
- Props used in routines should not place student athletes or spectators at risk.

CRICKET



All Physical
Activities
pg. 11-17



Indoor Activities
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Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Cricket

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities**

Supervision

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

Instructional Considerations

- Student athletes should be instructed to not bowl bouncers and bean balls.
- A designated area, at a safe distance behind the batter, should be established for non-active student athletes.
- Student athletes should be instructed not to drop or throw the bat.

Equipment/Facilities

- Regulation cricket bats, ball and stumps should be used.
- Pads and gloves specifically designed for cricket should be worn by batters and wicket-keeper.
- Batter **should** wear an approved cricket helmet, e.g., one meeting the BSI standard BS7928:1998 or having the CE mark, when playing with soft indoor cricket ball.
- Batter **must** wear an approved cricket helmet, e.g., one meeting the BSI standard BS7928:1998 or having the CE mark, when playing with a hard outdoor cricket ball.
- Student athletes should be encouraged to wear eye protection.
- Playing surface should be a mat wicket.

CROSS COUNTRY RUNNING



All Physical
Activities
pg. 11-17



Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Cross Country Running

Lower Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities**

Supervision

- **In-the-area** supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Attendance should be taken before and after each practice/competition.

Instructional Considerations

- Student athletes should be instructed in basic road safety.
- Teachers/coaches should monitor weekly distance increases of student athletes to avoid over training.
- When choosing a course, attention should be given to:
 - o temperature of the day;
 - o length of time in sun;
 - o previous training and length of preparation.
- Student athletes should be coached in strategies that enhance safety with “crowded” starts.
- Teacher/coach should discourage use of energy drinks.

Equipment/Facilities

- Teachers/coaches should familiarize student athletes with the route or course before initial attempt, e.g., notice of areas to approach with caution.
- Precautions should be taken to avoid busy intersections as part of the training route.
- Start and finish area should provide a wide flat area.
- The competition routes in cross country running should have marshals stationed throughout.
- All gate and funnel markers should be set in a safe manner.
- Student athletes should be advised not to use audio devices with earphones during practice and must not use them during competition.

CURLING



All Physical
Activities
pg. 11-17



Indoor Activities
pg. 19-20



Off-site Activities
pg. 33-35

Curling

Lower Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Off-ice instructions, including safety rules, should precede on-ice instruction.
- Student athletes should observe rules of etiquette.
- Student athletes should be instructed to not step over curling rocks, but to walk around them.
- Student athletes should be instructed to step onto ice with the non-sliding shoe.

Equipment/Facilities

- Curling rink should be used.
- Suitable clothing and footwear should be worn, i.e., curling shoes, sliders or running shoes with the sliding shoe taped.

DIVING



All Physical
Activities
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Water-based
Activities
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Off-site Activities
pg. 33-35

Diving

Higher Risk Sport

The following sections must also be consulted: **All Interschool Activities, Water-based Activities**

Supervision

- **On site** supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- **Constant visual** supervision by qualified lifeguard/teacher/coach is recommended during practices and competitions.
- Teachers/coaches must have technical certification if they are teaching any diving skills using inward or reverse group dives or a springboard higher than 1 metre.

Instructional Considerations

- Student athletes should be instructed to adhere to the following regulations:
 - o only one person on the board at one time.
 - o move toward a predetermined edge of the pool immediately after completing a dive.
 - o make sure diving area is clear before proceeding to dive.
 - o no diving into shallow end.
 - o goggles should not be worn.
 - o ear plugs should not be worn.

Equipment/Facilities

- Board and fulcrum must be in good working order.
- Water depths must conform to FINA regulations available at www.fina.org.
- Suitable diving attire should be worn.

FIELD HOCKEY



All Physical
Activities
pg. 11-17



Outdoor Activities
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Off-site Activities
pg. 33-35

Field Hockey

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Student athletes should be instructed that sticks should not be brought above waist level.
- Teachers/coaches should teach proper techniques in offensive and defensive skills and strategies.

Equipment/Facilities

- Regulation field hockey sticks should be used.
- Sticks should be checked regularly for cracks.
- Regulation field hockey ball should be used.
- Shin guards must be worn by all student athletes.
- Mouth guards should be worn by all student athletes during practices and interschool athletic competitions.
- Goalkeepers must wear a CE certified field hockey helmet or a CSA approved ice hockey helmet and full face mask at all times.
- Gloves, a chest protector, a lower abdominal protector, goalie pads and kickers should be worn by goalkeeper or designated kicking back.
- Molded cleats or turf shoes may be worn.
- Portable goals should be checked prior to practices and competition to ensure they are secure.

FOOTBALL (FLAG, TOUCH)



All Physical
Activities
pg. 11-17



Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Football (Flag, Touch)

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Boundary lines should be clearly indicated.
- Flags should not to be tucked under belt.

Equipment/Facilities

- Metal cleats should not be worn.

FOOTBALL (TACKLE)



All Physical
Activities
pg. 11-17



Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Football (Tackle)

Higher Risk Sport

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision is recommended during initial practice of contact skills.
- **On-site** supervision is recommended following initial practice of contact skills and after all safety concerns have been emphasized.
- **In-the-area** supervision is recommended for practice of non-contact skills.

Instructional Considerations

- Student athletes should receive instruction on how to properly adjust and maintain equipment prior to wearing football gear.
- Safe blocking and tackling techniques should be taught and reinforced throughout the season.
- Each student athlete should have actively participated in at least eight practice days before playing in first league game.
- When not in use, practice equipment such as blocking sleds and bags, should be kept at a safe distance from practicing student athletes.
- There should be a minimum of 72 hours between games.
- Teachers/coaches should assess heat, humidity and physical condition of student athletes when planning practices.
- Down-marker personnel should be trained in safe use of equipment.

Equipment/Facilities

- When issuing equipment, all gear should be fitted properly.
- Football helmets must have the National Operating Committee on Standards for Athletic Equipment (NOCSAE) approval seal and warning label.
- Football helmets and shoulder pads should be inspected annually and reconditioned as determined by the manufacturer's requirements and warranties through an accredited equipment reconditioner (NOCSAE, NAERA).
- Football helmets should be replaced no later than 10 years from date of manufacture.
- For all contact situations, the minimum protective equipment that should be worn includes: full fit interior mouth guard, properly fitted helmet, suitable position-specific facemask, shoulder pads, hip-tailbone pads, thigh pads and knee protection.
- Full padding, in good condition, should be provided on blocking equipment.
- Goalposts must be properly padded.
- Boundary lines should be clearly indicated.
- Suitable clothing and footwear that satisfies football regulations should be worn.



All Physical Activities
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Indoor Activities
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Outdoor Activities
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Off-site Activities
pg. 33-35

Golf

Lower Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Student athletes should receive instruction on proper golf etiquette and safety, including procedures related to severe weather conditions, e.g., lightning.
- Student athletes should be a safe distance from each other and obstructive objects, e.g., trees, carts.
- A safe routine for hitting and retrieving golf balls should be established along with a designated safe area for use of regulation balls while chipping.

Equipment/Facilities

- Plastic whiffle or rubber golf balls are recommended for schoolyard use.
- Regulation golf balls should not be used on school property, except for putting.
- Equipment, especially grips, must be checked regularly and repaired as needed.
- Clubs of appropriate length should be used.
- Facility should allow a sufficient distance between student athletes when executing backswing and follow through.
- School property or proper golf facility should be used, e.g., gymnasium, golf dome, putting course, or driving range.
- Hitting area must be well marked and controlled.

RUGBY (CONTACT)



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Activities
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Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Rugby (Contact)

Higher Risk Sport

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision is recommended during initial practice of contact skills.
- **On-site** supervision is recommended following initial practice of contact skills and after all safety concerns have been emphasized.
- Teachers/coaches should attend the Safe Rugby clinics provided through Rugby Alberta and Rugby Canada.

Instructional Considerations

- Student athletes should be physically prepared for contact by having been taught the proper skills for making contact with players and the ground.
- Tackling skills should be taught.
- At least 10 days of practices should precede the first league game.

Equipment/Facilities

- Regulation rugby balls should be used.
- Student athletes should wear full fit interior mouth guards.
- Goalposts must be padded.
- Collapsible, soft pylons or flags off the sidelines, should be used to mark corners, mid line and 22 m (66') line.
- Please review International Rugby Board (IRB) bylaws and regulations at www.irb.ca. Specifically:
 1. IRB Law 4 - Players Equipment
 2. IRB Regulation 12 - Provisions Relating to Players Dress.

Rugby (Flag)

Lower Risk Sport

The following sections must also be consulted: **Interschool Activities, Outdoor Activities, Off-site Activities.**



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Outdoor Activities
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Off-site Activities
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Supervision

- **On-site** supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.
- It is recommended that teachers/coaches attend the Safe Rugby clinics provided through Rugby Alberta and Rugby Canada.

Instructional Considerations

- Refer to Instructional Considerations for All Interschool Athletic Activities on page 7.

Equipment/Facilities

- Regulation rugby balls should be used.
- Goalposts must be padded if within the field of play.
- Collapsible, soft pylons or flags off the sidelines, should be used to mark corners, mid line and 22 m (66') line.
- Student athletes should use flags and belt types similar to those used for flag football.
- Please review International Rugby Board (IRB) bylaws and regulations at www.irb.ca. Specifically:
 1. IRB Law 4 - Players Equipment
 2. IRB Regulation 12 - Provisions Relating to Players Dress.

SOCCER (INDOOR/ OUTDOOR)



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Activities
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Indoor Activities
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Outdoor Activities
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Off-site Activities
pg. 33-35

Soccer (Indoor/Outdoor)

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Tackling from behind should not be allowed.
- Limit time spent on heading drills.
- Student athletes should not be allowed to leave their feet to perform a slide tackle.

Equipment/Facilities

- Shin pads must be worn.
- Indoor soccer ball should be used for indoor soccer.
- Goalie should wear gloves.

SOFTBALL (SLOW-PITCH)



All Physical
Activities
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Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Softball (Slow-Pitch)

Lower Risk Sport

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Umpire should wear a mask and chest pad.
- Student athletes should be taught to lay down or drop the bat after hitting, and to not release it during the follow-through of the swing.
- Non-fielding student athletes should stand well back of the batter's box or behind a screen or fence. (Keep fingers away from the screen.)
- Batters should be taught to use proper grip (not cross-handed).
- Appropriate sliding techniques should be taught to minimize risk of injury.
- Head first sliding techniques should not be allowed.
- A commit line should be used at home plate.

Equipment/Facilities

- Bats should be free of cracks and have a proper grip.
- Aluminum bats should have adequate grip.
- Backcatcher should be in full protective equipment, including a mask with throat protector, chest and shin protector.
- Catchers should wear all equipment specified under Softball Canada/Baseball Canada rules.
- Age-appropriate regulation softball should be used.
- If using a regulation softball, batters and base runners should wear helmets, and fielders should wear gloves.
- Batter and runners should wear helmet.
- Bases should be properly secured, noting that bases secured into the ground with metal pegs can cause ankle/leg injuries when sliding.
- Double bag should be used at first base.
- Metal and compound cleats must not be worn.
- Molded baseball cleats or running shoes may be worn.

SWIMMING



All Physical
Activities
pg. 11-17



Water-based
Activities
pg. 31-32



Off-site Activities
pg. 33-35

Swimming

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Water-based Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision by a certified NLS Lifeguard is required.
- **On-site** supervision by teacher/coach is recommended following initial skill instruction and after all safety concerns have been emphasized.
- Student athletes must ask permission to leave pool area.
- Suggested ratio of teachers/coaches and lifeguards to student athletes is 1:10 ratio.
- Facility factors such as water depth and pool configuration or type of activity may call for higher levels of direct supervision.

Instructional Considerations

- Prior to giving athletes access to deep water (above chest height) for swimming, student athletes must be able to meet the Swim to Survive Standard, a sequence of three skills: roll into deep water, tread water for 1 minute, and swim 50 m (Appendix W).
- In-charge person on deck should be informed of student athletes with medical problems that may affect their safety in the water.

Equipment/Facilities

- Appropriate swimwear should be worn.

TEAM HANDBALL



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Activities
pg. 11-17



Indoor Activities
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Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Team Handball

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Student athletes should be taught to respect “air rights.” Players may jump from outside the goal area, hang in the air over the goal area, and shoot the ball before contacting the floor. They cannot interfere with game action after landing in the circle and must exit in the shortest route possible.

Equipment/Facilities

- Court size should be 40m by 20m. A safety zone outside the court should be 1m on the sidelines and 2m on the endline.
- The game may be played indoors in the gym, outdoors on grass, or any rectangular paved area.
- If the court size needs to be modified, the width is more important than the length to preserve the goal area.
- Regulation team handball nets or futsal nets should be used.
- Ball hockey nets may also be used as goals.
- Goals should not be fastened to the floor or wall.
- A loose mesh is required on the goal.
- Portable and collapsible goals must have all the required bolts and joint fasteners.
- Regulation team handball balls should be used in competition.

TENNIS



All Physical
Activities
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Indoor Activities
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Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Tennis

Lower Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Positioning and movement should be taught for singles and doubles.
- Code of etiquette for court play should be taught and enforced, e.g., not entering a court in use.
- When teaching skills, there should be adequate spacing for each student athlete to make a free and uninterrupted swing.
- Benefits of eye protection should be communicated to student athletes.

Equipment/Facilities

- Racquets should have a good grip and be in safe playing condition.
- Court boundary lines should be clearly defined.
- A safety procedure should be established for side-by-side courts.

TRACK AND FIELD - HIGH JUMP



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Activities
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Indoor Activities
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Outdoor Activities
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Off-site Activities
pg. 33-35

Track and Field – High Jump

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Bar monitors should stay in front and off to the side of standards at all times.
- Short, controlled approaches should be taught.
- If student athlete is using “flop” technique, encourage take-off closer to the nearest upright on approach.
- Observe proper lifting technique (using legs and keeping back straight) while moving heavy high jump mats.
- Student athletes should not be allowed to play, lounge, or jump on landing mats.

Equipment/Facilities

- Landing area should be appropriate for the age, size and skill level of the student athletes and adequately covered with a minimum of one landing mat. Use a mat with a minimum size of 1.5 m x 3 m x 60 cm (5ft. x 10ft. x 24in.) for secondary student athletes doing back layout technique.
- Standard gymnasium mats should be placed around the landing surface with no gaps and should cover the bases.
- If two jumping pits are used side by side they should be securely fastened together and be of the same thickness and compaction rating.
- Landing mats and velcro mats should be firmly secured and should not slide when landed on. Teacher/coach should frequently check and fix position of mats.
- Fiberglass crossbars are recommended during interschool athletic activities.
- Metal crossbars should not be used.
- Alternative crossbars are recommended during practice, i.e., elastic.
- Crossbars should be inspected for cracks before use.
- Standards should be weighted at base so they do not tip over easily.
- Landing mats should be regularly inspected for damage.
- Indoor and outdoor approach area should be clear, smooth, dry and traffic-free.
- For indoor jumping, the floor should provide a suitable surface to prevent slipping.

TRACK AND FIELD - HURDLES



All Physical Activities
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Outdoor Activities
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Off-site Activities
pg. 33-35

Track and Field - Hurdles

Medium Risk Sport

The following sections must also be consulted: **All Interschool Athletic Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Student athletes should be instructed on how to set up hurdles so that knocked hurdles will not resist student athletes' fall.
- Student athletes must run in one specified direction.
- Heights and distances should be modified to accommodate different ability levels.

Equipment/Facilities

- Hurdles should be inspected to ensure stability and that there are no splinters, cracks or other hazards.
- The spacing and height of hurdles should be set according to gender and age of athletes. Refer to the Alberta Schools' Athletic Association policies for details, available on-line at www.asaa.ca under Bylaws and Policies PDF.

TRACK AND FIELD - POLE VAULT



All Physical
Activities
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Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Track and Field - Pole Vault

Higher Risk Sport

The following sections must also be consulted: **All Interschool Athletic Activities, Outdoor Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision is recommended.

Instructional Considerations

- Poles should be safely transported to and from interschool athletic activity area.
- Safe vaulting procedures should be established prior to practice and enforced.
- Safety instruction should be given prior to practice.
- Student athletes should not be allowed to play, lounge, or jump on landing mats.

Equipment/Facilities

- Poles and landing mats should meet International Amateur Athletic Federation (IAAF) specifications available at:
www.iaaf.org/competitions/technical/regulations/index.html.
- Poles should be appropriate to weight of student athlete.
- Poles should be regularly inspected for damage, e.g., cracks.
- Standards should be secure and vertical.
- Alternative crossbars should be used during practice, i.e., elastic.
- Vaulting chute should be solid and free from cracks or splinters and should have an angled back and sides to meet IAAF specifications.
- Run up area should be sectioned off to prevent interference.
- Run up area should be clear of obstacles.
- Landing area should be well marked and void of people during the activity.

TRACK AND FIELD - TRACK EVENTS:

- 100 m,
- 200 m,
- 400 m,
- 800 m,
- 1500 m,
- 3000 m,
- 4X100 m RELAYS,
- 4X400 m RELAYS



All Physical Activities
pg. 11-17



Indoor Activities
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Outdoor Activities
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Off-site Activities
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Track and Field - Track Events: 100 m, 200 m, 400 m, 800 m, 1500 m, 3000 m, 4x100 m Relays, 4x400 m Relays

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities.**

Supervision

- **On-site** supervision is recommended for sprints and relays.
- **In-the-area** supervision is recommended for middle distances (400 m, 800 m and 1500 m).

Instructional Considerations

- For distance running practice, length of route should be appropriately modified for the age and ability level of student athletes, taking into account
 - o temperature of the day
 - o previous training
 - o length of preparation.
- When running middle distances (400 m, 800 m and 1500 m) in practice, student athletes should be instructed to run in pairs or groups.
- Where school hallways or stairways are used for training purposes, appropriate safety measures should be in place including:
 - o side doors should not open into running area
 - o hallway protrusions should be clearly marked
 - o school community should be informed of times and locations of indoor practices
 - o hall double doors should be secured open
 - o monitors should be positioned at corners
 - o floor surface should be dry and provide good footing.
- For relays, officials should follow and advise student athletes on appropriate safety procedures in the exchange zones.

Equipment/Facilities

- Regulation batons should be used.
- Student athletes running off-site for practice should use an approved route.
- “Blacktop” strips and open fields may be used if areas are suitable, smooth, clean, level and provide safe footing.
- Run out areas should be in place for all running events.

TRACK AND FIELD

- **TRIPLE JUMP**
- **LONG JUMP**



All Physical Activities
pg. 11-17



Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Track and Field - Triple Jump, Long Jump

Medium Risk Sports

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Student athletes should refrain from jumping if there are slippery conditions.
- A jumping procedure should be established, e.g., remove a cone from the take-off board when ready.
- Student athletes should be trained to:
 - o Begin raking after student athlete is out of the pit.
 - o Rake and remove rake before the next student athlete begins their approach.
 - o Rake sand into the middle as opposed to out to the sides.
 - o Hold rake prongs downward.
- Ensure that spectators and student athletes remain a safe distance from the jumping pit and runway.

Equipment/Facilities

- Rake and shovel should be kept away from the landing area and run up area when not in use.
- Runway should be free of obstacles, i.e., clear flat surface with good traction.
- Take-off area should be firm, flat and swept if “blacktop.” Boards must be firmly attached and level with the surrounding area.
- Landing area should be well raked and free of debris.
- Landing area should be filled with sand to a depth of 30cm and 2.75m wide to meet International Amateur Athletic Federation (IAAF) specifications which are available in the current IAAF Track and Field Facilities Manual available at: www.iaaf.org/competitions/technical/regulations/index.html.
- Landing area should be maintained throughout the season, especially after heavy rain (e.g. turned over regularly).

TRACK AND FIELD:

- DISCUS
- JAVELIN
- TURBO JAVELIN
- SHOT-PUT



All Physical Activities
pg. 11-17



Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Track and Field – Discus, Javelin, Turbo-Javelin, Shot-Put

Medium Risk Sports

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision is recommended for initial skill instruction and when a regulation javelin is in use.
- **On-site** supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

Instructional Considerations

- Safe throwing and retrieving procedures should be taught and enforced.
- Alternate screening (e.g., baseball backstop) should be used when appropriate throwing cage is not available.
- Student athletes should be in a designated safe zone when not throwing implement.

Equipment/Facilities

- Throwing implement should be of a size appropriate for the age and gender of the student athlete and based on national, provincial, or local guidelines.
- Throwing implement should not be cracked, chipped or otherwise damaged, and checked regularly.
- Throwing area should be free of obstacles and completely closed to traffic, e.g., no other activity should be located in the area where throwing activity is taking place.
- Landing area should be well marked and void of people during the activity.
- Throwing area should provide safe footing.
- Run up area, if applicable, should provide safe footing.
- Javelins should be transported safely to and from the practice and competition site, e.g., the javelin should point downward and not be carried on or over the shoulder, or securely stored in vehicle when driving.
- When conditions are wet:
 - o Provide more landing area as implements can slide farther on a wet surface.
 - o Position all people out of all possible lines of flight as implement may slip out of thrower's hand more easily under these conditions.
 - o Towel or rag should be available for drying the implements.

TRIATHLON

- SWIM
- BIKE
- RUN



All Physical
Activities
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Water-based
Activities
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Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Triathlon (Swim, Bike, Run)

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Water-based Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision by a certified NLS Lifeguard is required during the swimming portion.
- **Constant visual** supervision is recommended during initial skill instruction.
- **In-the-area** supervision is recommended for cycling and running following initial skill instruction and after all safety concerns have been emphasized.

Instructional Considerations

- Student athletes should train with a partner in all three events.
- A record of student athletes running and cycling, and the route they will be traveling should be left in the school with the appropriate staff.
- Student athletes should be made aware of the value of wearing wetsuits to prevent hypothermia.
- Student athletes should be made aware of the importance of eye protection for swimming, cycling and running.
- Student athletes should not use audio devices during practice and must not use them competition.
- Prior to giving athletes access to deep water (above chest height) for swimming, student athletes must be able to meet the Swim to Survive Standard, a sequence of three skills: roll into deep water, tread water for 1 minute, and swim 50 m (Appendix W).

Equipment/Facilities

- Adequate fluid stations should be made available for student athletes during competition.
- Correctly fitting approved bicycle helmets must be worn, i.e., CSA, ASTM, CE, Snell or CPSC
- Regular inspection of bicycles should be done to ensure that they are in safe working order prior to use.
- Bicycle size should be appropriate for the student athlete.
- Bicycles must be inspected by a designated person to ensure that they are in safe working order prior to competition.
- Bathing suits and/or wet suits should be worn for swimming.
- Teacher/coach should choose routes carefully in terms of length, road surface, and frequency or speed of traffic during practices.
- Traffic should be controlled during competition.

ULTIMATE



All Physical
Activities
pg. 11-17



Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Ultimate

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Outdoor Activities, Off-site Activities.**

Supervision

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

Instructional Considerations

- Ultimate is a non-contact game. Other than minor incidental contact, contact should not be allowed.
- Student athletes should be taught that they are free to jump vertically to catch the disk, but may not dive to the side.
- Only hand blocks should be permitted; student athletes should not use foot blocks.
- Refereeing is done by players on the field (spirit of the game.) Student athletes are responsible for their own foul and line calls. They resolve their own disputes.

Equipment/Facilities

- Regulation playing field should be used for games (64 by 37m playing field; 18 by 37 m endzones.)
- Playing area should be free from goal posts.
- Disks of standard adult weight (175 grams) should be used.

VOLLEYBALL (INDOOR AND OUTDOOR)



All Physical
Activities
pg. 11-17



Indoor Activities
pg. 19-20



Outdoor Activities
pg. 23-24



Off-site Activities
pg. 33-35

Volleyball (Indoor and Outdoor)

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Outdoor Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision is recommended if student athletes are involved in setting up and putting away poles.
- **In-the-area** supervision is recommended following initial skill instruction and after all safety concerns have been emphasized.

Instructional Considerations

- Student athletes should be instructed in the proper method of set-up and take-down of nets.

Equipment/Facilities

- The posts should be stored in a safe manner.
- The posts are rounded and smooth, fixed to the ground without wires.
- The posts supporting the net are placed at a distance of 0.50-1.00m outside the sidelines.
- The posts should be padded - including cranks and supports, from the floor up to the bottom of the net.
- Antennae should be flush with the bottom of the net.

Beach Volleyball:

- The court is surrounded by a free zone which is a minimum of 3m wide on all sides. The free zone is clear of all obstructions.
- The free playing space above the court is free from all obstructions and measures a minimum of 7 m in height from the playing surface (9 m for new buildings).
- Sand courts must have a sand depth of at least 40 cm composed of fine loosely compacted grains of sand. There should be no bare or hard dirt areas.
- The playing court is a rectangle measuring 16 x 8 m, surrounded by a free zone which is a minimum of 3 m wide on all sides and with a space free from any obstruction up to a height of a minimum of 7 m from the playing surface.
 - o *Note:* There is no differentiation of court size for variations of the game involving more participants than 2 per team.
- The terrain must be composed of leveled sand, as flat and uniform as possible, free of rocks, shells and anything else, which can represent risks of cuts or injuries to the players.



All Physical
Activities
pg. 11-17



Pool-based
Activities
pg. 31-32



Off-site Activities
pg. 33-35

Water Polo

Medium Risk Sport

The following sections must also be consulted: **All Interschool Activities, Water-based Activities, Off-site Activities.**

Supervision

- **Constant visual** supervision by a certified NLS Lifeguard is required.
- **On-site** supervision by the teacher/coach is recommended following initial skill instruction and after all safety concerns have been emphasized.

Instructional Considerations

- Referee should be informed of student athletes with medical problems that may affect their safety in the water.
- Prior to giving athletes access to deep water (above chest height) for swimming, student athletes must be able to meet the Swim to Survive Standard, a sequence of three skills: roll into deep water, tread water for 1 minute, and swim 50 m (Appendix W).
- Fingernails and toenails should be closely trimmed to prevent injury of other players.

Equipment/Facilities

- Refer to Water-based Activities section for facility guidelines.



All Physical
Activities
pg. 11-17



Indoor Activities
pg. 19-20



Off-site Activities
pg. 33-35

Wrestling

Higher Risk Sports

The following sections must also be consulted: **All Interschool Activities, Indoor Activities, Off-site Activities**

Supervision

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

Instructional Considerations

- Skills should be taught in proper progression, i.e., should progress from parterre “down” to “standing” techniques.
- Warm-up activities should emphasize conditioning and flexibility.
- Student athletes should be informed of rules pertaining to illegal holds/techniques.
- Student athletes should not use the following illegal holds:
 - o Full Nelson
 - o West Point Ride (t-bar)
 - o Full suplay, front suplay, front salto and standing firemans’ carry and throws initiated by a back bending.
- Student athletes should wrestle with partners of similar weight and/or strength.
- Length of bouts should comply with league or zone regulations.
- Fingernails should be closely trimmed.
- Student athletes should have full or no facial hair.
- Student athletes may referee under the supervision of the teacher/coach in interschool athletic activity.
- Student athletes with communicable skin conditions must not wrestle.
- Student athletes should be taught the benefits of wearing headgear.
- Motion where grand amplitude points are awarded.
- Body piercing jewellery should be removed if it could come in contact with the opponent.

Equipment/Facilities

- Wrestling mats or general utility mats should be used::
 - o Ensolite 3.8 cm (1 ½”), 3.1 cm (1 ¼”), or 2.5 cm (1”);
 - o Trocellen 5.1 cm (2”);
 - o Ethe foam 3.8 cm (1 1/2”);
 - o Sarneige 3.8 cm (1 1/2”); -mats of equivalent compaction rating
- Mat surfaces should be checked and cleaned with bleach prior to use. (See Appendix F).
- Mats should be attached together or aligned so separation does not occur.
- Suitable clearance should be allowed from the edge of wrestling area to the surrounding walls; if clearance from wrestling area is less than 2 m (6’ 6”), walls should be padded.
- Mouth guards must be worn. Wrestlers with orthodontic devices should use appropriate protection.
- Eyeglasses should not be worn in wrestling.
- Suitable clothing should be worn, i.e., appropriately sized singlets.
- Wrestling shoes or appropriate footwear must be worn, e.g., no sharp edges, lace tips.

Appendices

Appendices

The following appendices provide sample forms, checklists, plans, precautions, policies, letters, and contacts for teacher/coach use. Teachers/coachs should customize each to satisfy the needs of the school board and student athletes relative to physical activity-specific needs, risk levels and safety concerns.

APPENDIX A - Sample Secondary Interschool Athletic Activity Parent Information Letter

This is a sample letter to provide parents/guardians of student athletes with information they require to provide informed consent about their child's/ward's participation in an interschool athletic program. Parents should be informed to read and retain this information for their reference while returning the form with contact information, medical history and consent signatures to the school. If the student athletes will be travelling to interschool athletic activities the letter and form can contain the transportation information and transportation consent. If the student athletes are not going off-site, this can be omitted.

To Parent(s)/Guardian(s)

Please read the contents of this information letter before signing and returning the attached medical history form and consent form. Clarify any concerns with the teacher/coach or principal before signing. If the consent form is not signed and returned to the school by (day/month/year), the student athlete named below will not be allowed to participate in the interschool activity. Please keep this letter for your future reference.

Description of Interschool Activity: _____

Practice Location(s): _____

Practice Schedule: _____

Competition Schedule and Locations:

The _____ Team will be competing at the following schools/sites:

Date	Time	Location

Teacher/coach In Charge: _____

Phone: _____

E-mail: _____

Other Teachers/Coaches: _____

Phone: _____

E-mail: _____

Continued on next page

Injury or Illness during Competition Season

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

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 athlete, or the school board or its employees or agents or the facility where the activity is taking place. By choosing to participate in the activity, you are assuming the risk of an injury occurring. The chances of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. The (name of School Board) attempts to manage as effectively as possible the risk involved for student athletes while participating in school athletics. A copy of the Risk Management Policy for interschool sports is available in the school should you require more information.

Sport-specific risks or safety concerns include, but are not limited to:

(higher risk activities should list the specific risks)

Off-Site Transportation Information

Means of Travel to Off-site Locations:

Cost to the Student Athlete for Travel:

Other Costs to the Student Athlete:

Total Costs to the Student Athlete:

Refer to field trip transportation forms

TRANSPORTATION INSURANCE NOTICE

(Include your school’s or jurisdiction’s Transportation Policy here.)

STUDENT ATHLETE ACCIDENT INSURANCE NOTICE

The (name of School Board) does not provide any accidental death, disability, dismemberment/medical/dental expenses insurance on behalf of the student athletes 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.)

APPENDIX B - Sample Secondary Interschool Athletic Activity Student Athlete Information and Consent Form

This form should be completed on behalf of each team member participating in secondary interschool athletic activities and returned to the teacher/coach prior to the first competition.

Student Athlete Name: _____

Home Phone: _____

Home address: _____

City: _____ Postal Code: _____

Alberta Health Care #: _____

Parent/Guardian: _____

Work Phone #: _____ Cell Phone #: _____

Student Athlete's Physician: _____ Phone #: _____

Emergency Contact Person: _____ Phone #: _____

MEDICAL INFORMATION

Date of last complete medical examination: _____

NOTE: An annual medical examination is recommended.

Date of last tetanus immunization: _____

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

If yes, provide details: _____

Does your son/daughter/ward take any prescription drugs? Yes ☐ No ☐

If yes, provide details: _____

What medication(s) should the student athlete have on hand during the interschool athletic activity?

Who should administer the medication? _____

I, the parent/guardian of (student athlete name), give permission for the teacher/coach to administer this medication(s) to the student athlete as directed or needed.

Signature: _____

Date: _____

Or

Although the student athlete can under normal circumstances administer his/her own medication, I, the parent/guardian of (student athlete name), give permission for the teacher/coach/teacher to administer the medication if an injury/illness prevents the student athlete from doing so themselves.

Signature: _____

Date: _____

Continued on next page

Continued from previous page

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: _____

Does your son/daughter/ward wear eyeglasses? Yes ☐ No ☐

Contact lenses? Yes ☐ No ☐

Please indicate (check the box) if your son/daughter/ward has been subject to any of the following and provide pertinent details:

- ☐ epilepsy
- ☐ diabetes
- ☐ orthopedic problems (e.g., knee)
- ☐ cardiovascular conditions (heart / blood pressure)
- ☐ asthma, allergies
- ☐ head or back conditions or injuries (in the past two years)
- ☐ arthritis or rheumatism
- ☐ chronic nosebleeds
- ☐ dizziness
- ☐ fainting
- ☐ headaches, concussions
- ☐ dislocated shoulder
- ☐ hernia
- ☐ swollen, hyper-mobile or painful joints

Please explain any other medical conditions that will limit participation. _____

MEDICAL SERVICES AUTHORIZATION

In case of emergency medical or hospital services being required by the above listed student athlete, 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 parent/guardian: _____

Date: _____

Continued on next page

ACKNOWLEDGMENT OF RISKS/REQUEST TO PARTICIPATE/INFORMED CONSENT AGREEMENT

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

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

I/We request my son/daughter/ward to participate on the _____ team during the 20____-20____ school year.

I/We understand, appreciate and accept that there are inherent physical risks in the athletic activities my son/daughter/ward will participate in. As a condition of my son/daughter/ward's participation, I/we agree that (name of School Board) will not be responsible for lost or stolen property, any injury, loss or damage sustained by my son/daughter/ward unless such injury, loss or damage was caused by the sole negligence of the (name of School Board) or its employees, servants, or agents arising from participation in the above listed activities.

Signature of student athlete: _____

Date: _____

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 School 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 C - Sample Accident/Injury Reporting Form

The information collected below will be used for the purposes of attaining particulars about the accident/injury. All of the information collected will be protected and used in compliance with the Freedom of Information and Protection of Privacy (FOIPP) Act.

Name of Individual Completing this Form: _____

Phone: _____

Name of Injured: _____

School: _____

Date Form Completed: _____

Personal Health # (Optional): _____

Student I.D. #: _____

Sex: _____ Age: _____ Gender: _____

Date of Incident: _____

Time of Incident: _____

Indicate the one (or more) most appropriate statement(s) from each of the following sections (with an 'x'):

1. Body Region(s) Injured:

If applicable, please indicate:

- | | | | | |
|---------------------------------|-----------------------------------|--------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Right | or | <input type="checkbox"/> Left | | |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Hand | <input type="checkbox"/> Groin | <input type="checkbox"/> Head | <input type="checkbox"/> Shoulder |
| <input type="checkbox"/> Finger | <input type="checkbox"/> Thigh | <input type="checkbox"/> Face | <input type="checkbox"/> Upper Arm | <input type="checkbox"/> Chest |
| <input type="checkbox"/> Knee | <input type="checkbox"/> Nose | <input type="checkbox"/> Elbow | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Lower Leg |
| <input type="checkbox"/> Eye | <input type="checkbox"/> Forearm | <input type="checkbox"/> Back | <input type="checkbox"/> Ankle | <input type="checkbox"/> Ear |
| <input type="checkbox"/> Wrist | <input type="checkbox"/> Buttocks | <input type="checkbox"/> Foot | <input type="checkbox"/> Teeth | |

☐ Other: _____

Please provide specific relevant details of the injury: _____

2. Type of Injury:

- ☐ Abrasion/Scrape
- ☐ Burn
- ☐ Bone Bruise – swelling and/or discoloration of bony area
- ☐ Concussion – temporary loss of orientation or unconsciousness
- ☐ Discoloration/separation – deformity of a joint
- ☐ Fracture
- ☐ Laceration/incision/puncture – an open wound
- ☐ Muscle strain (pull or tear) – due to use rather than blow
- ☐ Nose bleed
- ☐ Sprain – twisting or moving of a joint beyond normal range
- ☐ Teeth – loosened or broken
- ☐ Other: _____

Continued on next page

3. Facility Area:

- | | |
|---|---|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Playing Field/Tarmac |
| <input type="checkbox"/> Hallway/Stairway | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Rink | <input type="checkbox"/> Locker Room/Shower |
| <input type="checkbox"/> In transit to or from School | <input type="checkbox"/> Other: _____ |

4. Probable Direct Cause:

- ☐ Accidental collision between participants
- ☐ Blow delivered by an object, e.g., ball, bat
- ☐ Body contact (not considered a collision) in the normal course of an activity
- ☐ Carelessness on part of pupil
- ☐ Fall/trip not due to an observed external factor
- ☐ Fall or loss of balance where apparatus is concerned
- ☐ No clear or apparent cause
- ☐ Obstruction on playing area (object or spectator)
- ☐ Strain or overexertion
- ☐ Other: _____

Briefly describe the incident: _____

5. Disposition of Injured:

- | | |
|---|--|
| <input type="checkbox"/> Returned to event/activity | <input type="checkbox"/> Recommended to stop participation |
|---|--|

6. Mode of transport:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Team Transport |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Not Applicable |

7. First Aid treatments:

- | | |
|---|---|
| <input type="checkbox"/> Ice | <input type="checkbox"/> Airway management/AR/CPR |
| <input type="checkbox"/> Immobilization | <input type="checkbox"/> Wound management |
| <input type="checkbox"/> Splint/Tape/Tensor | |

8. Name of attendant/caregiver: _____

Signature: _____

Date: _____

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Physician | <input type="checkbox"/> Certified First Aider | <input type="checkbox"/> Sports Therapist |
| <input type="checkbox"/> Trainer | <input type="checkbox"/> Other: _____ | |

9. Follow up treatment:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Family Physician |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> None |

10. Home Instructions: _____

NOTE: No teacher/coach or school staff shall give consent to a doctor for medical treatment of a student athlete.

APPENDIX D - Sample Request to Resume Athletic Participation

One of these forms is to be completed and returned to the teacher/coach by any student athlete who has missed a practice or game due to an injury or illness requiring professional medical attention.

MEDICAL PROFESSIONAL FORM

This form is to be completed by a medical professional, e.g., physician, chiropractor, physiotherapist.

I, _____, (name of professional) have tested/examined _____, (name of student athlete) after an injury/illness to or affecting his/her _____, (body part) and certify that, in my professional opinion, he/she will be ready to resume participation in _____ (name of interschool athletic activity) as of _____ (date).

COMMENTS: _____

Signature: _____ Date: _____

PARENT/GUARDIAN FORM

This form is to be completed by a parent/guardian.

I, _____, (name of parent/guardian) acknowledge the fact that _____, (name of athlete) has received care for an injury/illness affecting his/her _____, (body part) and request his/her participation in _____ (name of interschool athletic activity) resume on _____ (date).

COMMENTS: _____
Signature: _____ Date: _____

APPENDIX E - SAMPLE Form for Off-site Participation in Interschool Athletics

Authorization for Division Field Trips for Interschool Athletic Activity: One Day Trip

School _____

Teacher(s)/Coach(es) _____

Interschool Athletic Activity _____

Date of Activity: _____ / _____ / _____
Month Day Year

Destination(s)	Contact Person(s)	Phone No(s).
1. _____	_____	_____
2. _____	_____	_____

Grade(s) _____ Number of student athletes _____

Number of teachers/coaches _____

Number of adult supervisors _____

☐ Provisions for students not attending have been made: Yes ☐ Not applicable ☐

☐ Method of transportation _____

☐ Schedule of trip (include as part of attached itinerary)

☐ Anticipated cost of trip to each student _____

☐ Are all, or a portion of costs being subsidized? Yes ☐ No ☐

For In-City/Province Field Trips

Signature of Principal to authorize the field trip: _____

Date: _____

APPENDIX F - Volunteer Driver Authorization

Volunteer Driver Authorization

The personal information requested on this form is being collected pursuant to the Freedom of Information and Protection of Privacy Act (FOIPP), Section 32(c). The information will be used to make a determination regarding the authorization of volunteer drivers.

School name: _____ School year: _____

Declaration of Volunteer Driver

I acknowledge that, if according to my most current driver's abstract, I have six demerit points or more, I cannot become a volunteer driver. A copy of my insurance and passenger endorsement rider must be attached in order to receive approval. I understand that in case of an insurance claim (i.e., third party damage and/or personal injury), my personal automobile liability insurance applies before the School Board's insurance as described below.

Additional automobile liability insurance protection is provided under the School District's comprehensive general liability insurance policy for authorized volunteer drivers transporting student athletes in privately-owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy. Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver.

I Declare:

- That I have a minimum of five years driving experience.
- That to the best of my knowledge, the vehicle used to transport student athletes is in proper operating condition.

By submitting this application to become a volunteer driver for the School Board, I agree:

- a) To abide by the requirements of all applicable laws at all times while I am engaged in volunteer driving.
- b) To possess the proper class of license for the type and seating capacity of the vehicle that I will be operating.
- c) To provide to the school principal a written report of all accidents (whether or not occurring while I am volunteer driving) which will increase the number of demerit points against my license. I also agree to report to the school principal any suspensions of my license or change in my insurance status which may occur after the date of this declaration.
- d) To limit the number of passengers to the number of seat belts which are usable and to comply with the directions of teachers or agents of the School Board.
- e) To undertake to maintain at all times, insurance in an amount of not less than \$1,000,000 in respect of liability or injury or death of any student athletes who are passengers in my vehicle while I am volunteer driving, and I have advised my own insurance company before undertaking to transport student athletes.

Has your driver's license been suspended in the last three years? Yes ☐ No ☐

If yes, please provide date of reinstatement: _____

Have you been involved in any accidents as a driver during the last three years? Yes ☐ No ☐

If yes, please provide details: _____

Continued from previous page

Have you been convicted of an offense under the Traffic Safety Act or for any motor vehicle-related offence under the Criminal Code during the last three years? Yes ☐ No ☐

If yes, please provide details: _____

I hereby declare that I have read and understand the information contained on this form.

Volunteer Driver's Signature

Vehicle Owner's Signature

Date

Authorization to Release Driver's Abstract

Driver's Name (in full) _____

Date of Birth _____

Driver's Address _____ City _____

Postal Code _____ Home Phone _____ Business Phone _____

Driver's License # _____ Activity _____ Expiry Date _____

Volunteer Staff _____ Volunteer Parent _____

Vehicle Seating Capacity (not counting the driver): _____

Type of Vehicle used _____ Make _____ Model _____

Name of company you are insured with _____

Company Policy # _____ Expiry Date _____

I, the undersigned, authorize release of my Driver's Abstract to the School Board and/or its Insurance Agents.

Volunteer Driver's Signature

Date

FOR OFFICE USE ONLY

I accept the above named individual as an authorized volunteer driver for the _____ school year for the purpose of _____.

Signature of Principal/Designate: _____ Date: _____

Appendix G - Sample Non-Teacher Volunteer Coaching Application Form

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

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

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

<u>Candidate</u>	<u>School</u>
Name: _____	Principal/Designate: _____
Address: _____	Team in Question: _____
Phone: (Home) _____ (Work) _____	Higher Risk Sport: Yes <input type="checkbox"/> No <input type="checkbox"/>
E-mail or fax: _____	
Alberta Health Care #: _____	
<small>(required upon confirmation of coaching appointment)</small>	

1. Please describe your previous coaching experience in _____
(specific sport) as well as coaching experience in any other sport. Include number of years you have taught/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

3. Describe other coaching professional development sessions you have attended which have helped you learn more about coaching the interschool athletic activity of _____

4. Do you have Emergency/Standard First Aid certification and CPR or equivalent?

Yes ☐ No ☐

If yes, what type of First Aid and/or CPR certification is it? _____

Who is the certifying body (e.g., Red Cross)? _____

What is the expiry date on the certificate? _____

Continued on next page

Continued from previous page

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

1. _____
2. _____
3. _____

6. 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. _____

7. 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.

8. How would you set standards of behaviour for the student athletes you coach?

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

Name (<i>Not a Relative</i>)	Position	Phone Number

This information is collected pursuant to the (name of School Board)’s role as employer as set out in the School Act. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the Freedom of Information & Protection of Privacy Act. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of (name of School Board) student athletes. By signing below, you authorize the school board named above to conduct a security check with the proper authorities.

Signature of Applicant: _____ Date: _____

Signature of Principal/Designate: _____ Date: _____

OFFICE USE ONLY

References checked. Yes ☐ No ☐

By Signature of Principal/Designate: _____

Notes: _____

Application accepted ☐ ; not accepted ☐

Orientation session completed. YES ☐ No ☐ Date: _____

Signature of Principal/Designate: _____

Date: _____

Appendix H - Sample Teacher's/Coach's Planner

[illegible]

APPENDIX I - Sample Safety Checklist For Gymnasium Facilities

Each school should develop a procedure for regular inspection including appropriate follow-up. Check for existing board policy/procedure. In instances where no form is available, this form could be used.

Site name: _____
 Inspection date: _____ Time: _____ Inspected by: _____

Inspect for:

YES NO COMMENTS

Gymnasium Space

- free of “stored” furniture/boxes/equipment along perimeter walls and corners _____

Floors

- clean and dry _____
- provides for safe foot traction _____
- clear of objects which may cause tripping/slipping _____
- floor sockets covered and flush with floor _____
- floor plates secure in floor, hooks and plate in good condition and flush with floor _____

Entrances/Exits

- free of obstructions _____
- no door knobs, protruding handles on gymnasium side of door _____
- doors open away from gymnasium area _____

Stairs

- clear of obstacles _____
- stair treads in good condition _____
- railings secure _____
- free of protruding nails, cracks or splinters _____

Ceiling

- tiles and mesh on lights secure _____

Walls

- all outlets, switches, registers and other fixtures posing an unreasonable hazard should be padded or made flush with the surface of the wall _____
- free of protruding hooks and nails _____

Basketball Backstop

- backboards in good condition _____
- cable and attachments from backboard to wall secure _____
- rims secure and straight _____
- Velcro strips on walls behind backboards in good condition _____
- winch not located directly below a wall-mounted backboard _____

Continued on next page

Continued from previous page

Inspect for:

YES NO COMMENTS

Chinning Bars

- secure attachment to wall
- adjustable parts in good condition

_____	_____	_____
_____	_____	_____

Peg Boards

- secure attachment to wall
- adjustable parts in good condition

_____	_____	_____
_____	_____	_____

Folding Climbers

- secure to wall
- cables, pulleys, lock pins, clamps in good condition
- dowels, parallel bars, ladders free from cracks and splinters

_____	_____	_____
_____	_____	_____
_____	_____	_____

Storage Room

- floor clean and center area clear of equipment
- equipment stored on designated shelves
- volleyball poles secured to wall when stored (standing up to prevent falling)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Emergency Equipment

- first aid kit fully stocked and accessible
- emergency phone numbers and Emergency Action Plan posted
- access to phone/office via P.A. System
- emergency EXIT lights/signs working

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Locker Rooms

- shower/washroom areas clean
- no accumulation of water
- electrical outlets appropriate for wet environment
- emergency EXIT lights/signs working
- lockers and benches in good repair—no sharp edges

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Benches/Bleachers

- top and supports free from cracks and splinters
- bolts and screws secure

_____	_____	_____
_____	_____	_____

Fire Extinguishers

- not excessively protruding into activity space

_____	_____	_____
-------	-------	-------

Comment/Follow-Up Action:

APPENDIX J

SAMPLE SAFETY CHECKLIST FOR GYMNASIUM EQUIPMENT

Each school should develop a procedure for regular inspection including appropriate follow-up. Check for existing board policy/procedure. In instances where no form is available, this form could be used.

Site name: _____
Inspection date: _____ Time: _____ Inspected by: _____

Inspect for:

YES NO COMMENTS

Bats/Rackets/Sticks/Wickets

- implements useable, no splinters _____
- wooden/metal bats free of cracks with a good grip end to prevent slippage _____
- stick blades secure to shaft _____

Ball Carriers

- casters working well _____
- no sharp edges _____

Standards/Crossbars/Pit Covers/Pit Foam

- standards, base attachments and uprights in good condition _____
- portable pit cover free of tears _____
- portable pit foam in good condition _____
- crossbars taped and free of cracks/splinters _____

Hoops

- no cracks/bends _____

Mats

- covers free of tears/wearing _____
- foam in good condition _____
- Velcro fasteners continue to stick _____
- mat surfaces cleaned on a regular basis _____
- no cracks in welds _____

Ropes & Cables

- free of knots at ends _____
- no visible fraying _____
- secured to avoid interference of other activities _____

Nets (Goal and Hanging)

- free of exposed wires along top and frayed wires along poles _____
- free of tears/holes _____
- goals - welds and frames in good condition _____

Continued from previous page

YES NO COMMENTS

Portable Goals

- wleds and frames in good condition: plastic goals preferred

Removable Posts

- hooks, pulleys and ratchet in good condition
- poles secured to wall when stored standing up (to prevent falling)
- padding in good condition with all Velcro fasteners in working order
- covers free of tears/wearing
- floor plates flush with floor

Comment/Follow-Up Actions: _____

APPENDIX K - SAMPLE SAFETY CHECKLIST FOR OUTDOOR FACILITIES

Each school should develop a procedure for regular inspection including appropriate follow-up. Check for existing board policy/procedure. In instances where no form is available, this form could be used.

Site name: _____
 Inspection date: _____ Time: _____ Inspected by: _____

Inspect for:

YES NO COMMENTS

Walking & Playing Surfaces

- asphalt areas – level and free of holes/broken asphalt _____
- grass and dirt areas - free of holes/ruts _____
- clear of broken glass, cans, rocks, animal feces and other foreign debris _____
- free of drainage problems _____
- clear of trip hazards (exposed footings, roots or other environmental obstacles) _____

Stairs

- clear of obstacles _____
- stair treads in good condition _____
- railings secure _____
- wooden sections free of protruding nails, cracks or splinters _____

Wasp/Bee Nests

- free of nests _____

Metal Fencing

- clips and attachments safely secure _____
- fencing tight and secure to frame _____
- no holes in fence or at ground level _____
- anchors to ground stable, in good condition and safely covered _____
- posts free of corrosion _____

Benches/Bleachers

- free of protruding nails, splinters, cracked or rotten wood _____
- anchors to ground in good condition and safely covered _____

Backstops

- fencing, clips and attachments safely secure _____
- fencing tight and secure to frame _____

Continued on next page

Continued from previous page

Inspect for:

	YES	NO	COMMENTS
Backstops (cont.)			
• no holes in fence or at ground level	_____	_____	_____
• anchors to ground stable, in good condition and safely covered	_____	_____	_____
• no debris or glass around backstop	_____	_____	_____
• posts corrosion free	_____	_____	_____
Playing Surfaces			
• playing surface clearly marked	_____	_____	_____
• no protruding sprinkler heads	_____	_____	_____
• no unsafe obstructions surrounding the field	_____	_____	_____
• sufficient distance from fences, signage, lighting standards and bleachers	_____	_____	_____
• level ground with good drainage	_____	_____	_____
• free of holes, ruts, trash, animal feces and other foreign debris	_____	_____	_____
• outfield fences of sufficient height and in good condition	_____	_____	_____
• warning tracks around outfield fences	_____	_____	_____
• no obstacles in the outfield	_____	_____	_____
• end zone and yardage markers are properly placed and fastened (pylons)	_____	_____	_____
Goals			
• framework free from protruding hooks	_____	_____	_____
• anchors to ground stable, in good condition and safely covered	_____	_____	_____
• posts corrosion free	_____	_____	_____
• when appropriate, goalpost padding is securely fastened on goalpost assembly	_____	_____	_____
Backboards			
• backboards in good condition	_____	_____	_____
• rims secure and straight	_____	_____	_____
• pole anchors stable, in good condition and safely covered	_____	_____	_____
• poles free of corrosion	_____	_____	_____
Potential Hazards on Schoolyard			
• trees, exposed roots, posts, streams and other environmental hazards	_____	_____	_____
• hazards identified to all staff and students	_____	_____	_____
• warning signs and barriers where needed	_____	_____	_____
• rules for safe play around hazards is communicated to all students	_____	_____	_____

Other _____

Comment/Follow-Up Action: _____

APPENDIX L - Sample Emergency Action Plan

Given that there is an element of risk in all physical activities, an encounter with an injury is very possible. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the **Emergency Action Plan** is getting professional care to the injured student athlete as quickly as possible and managing the situation until medical personnel arrive. For that to happen efficiently and effectively, you should be prepared with an **Emergency Action Plan**. The following is a sample:

You should know the following information:

1. Location of and access to the first aid kit
2. Location of AED
3. Location of and access to a phone
4. Phone number of ambulance and hospital
5. Directions, phone number and access routes to facility, e.g., gymnasium, pool, arena
6. Directions and best access routes to hospital
7. The whereabouts of a suitable and available means of transportation.

When an injury occurs:

1. Initially, when coming in contact with the injured student athlete, take control and assess the situation. Exercise universal precautions related to blood/body fluids (see Appendix P).
2. Keep in mind the following:
 - DO NOT MOVE THE INJURED STUDENT ATHLETE.
 - IF A STUDENT ATHLETE CANNOT MOVE BY HIMSELF/HERSELF, DO NOT MOVE THE BODY PART FOR HIM/HER.
3. Instruct any bystanders to leave the injured student athlete alone.
4. Do not remove the student athlete's equipment unless emergency treatment is required, e.g., cardiopulmonary resuscitation (CPR) or artificial respiration (AR) or use of an automated external defibrillator (AED).
5. Assess the injury. Evaluate the severity of the injury and decide if further assistance is required.
6. If an ambulance is not needed, decide what action is to be taken to remove the injured student athlete from the playing surface.
7. If an ambulance is required:
 - a) Request assistance from another person
 - b) Have this person call an ambulance with the following information:
 - i. the nature of the emergency
 - ii. precise location, including address and access routes, e.g., closest cross streets
 - iii. the phone number of your location
 - c) Report back to confirm that the call has been made and give estimated time of ambulance arrival
 - d) Have one person go to the access entrance and wait for the ambulance.
8. Once the call has been placed, observe the injured student athlete carefully for any change in condition and try to reassure the injured student athlete until professional help arrives.

Continued on next page

Continued from previous page

9. Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation, e.g., diabetes, hypothermia, and dehydration.
10. Stay calm. Speak reassuringly.
11. When ambulance attendants arrive, describe what happened, how it happened and what has been done. Inform them about any related medical problems or past injuries of the student athlete, if known.
12. The teacher/coach should designate an adult to accompany the injured student athlete to the hospital to help reassure him/her and provide the relevant medical history and injury circumstances to the physician.
13. The parent/guardian of the injured student must be contacted as soon as possible after the injury.
14. Complete an accident/incident report and file with appropriate board official and school administrator.
15. Establish emergency communication procedures for off-site or after school outdoors activities, e.g., cellular phone.

Appendix M - Sample Medical History Card

This is an example of a portable method of recording medical history.

Name: _____

Date of Birth (M/D/Y): ____/____/____

Person to be contacted in case of emergency:

Phone (day): _____

Phone (night): _____

Alternative Contact:

Phone (day): _____

Phone (night): _____

Family Doctor: _____

Phone: _____

Alberta Health Care # (OPTIONAL): _____

Relevant Medical History: _____

Medications: _____

Allergies: _____

Previous Injuries: _____

Does the athlete carry and know how to administer his or her own medications?

Yes ☐

No ☐

Other conditions; e.g., braces, contact lenses: _____

NOTE: Medical information is confidential. Keep this card with the team at all times. These cards should not be available to other than authorized individuals.

APPENDIX N - EMERGENCY PROTOCOL CARD

Each first aid kit should have an Emergency Protocol Card for respondents to use in dealing with an emergency situation. It should also be posted by all phones near the area of activity. This information should be conveyed to emergency personnel over the phone if an accident occurs:

Emergency Protocol Card

1. Dial the Emergency Phone Number, e.g., 911 or _____
2. Give the specific address of facility and location of access doors: _____

3. Give them specific instructions/directions to location of casualty
4. Tell them the nature of the injury
5. Report back to the teacher/coach
6. Meet ambulance

Other Emergency Numbers

Hospital: _____

Police: _____

Fire Department: _____

Poison Control Centre: _____

APPENDIX O - ATHLETIC FIRST AID KIT CONTENTS

The following is a sample of an Athletic First Aid Kit. Having a first aid kit on-site and accessible is essential no matter what activity you are involved in; being prepared with the necessary supplies will increase the likelihood of a safer activity. The Athletic First Aid Kit should be considered a necessity for junior and senior high schools rather than a basic kit. This list is not meant to be all-inclusive, but is meant to provide an idea of the variety of supplies that are needed depending on the athletic activities involved and the number of participants. Quantities of items are kept small to ensure that the kit is not over-packed; however, these supplies must be replaced and the kit restocked after each use.

Athletic First Aid Kit

Knuckle Band-aids 25
Regular Band-aids 25
Coverstrips (Steri-Strips) 2 pk.
Alcohol prep pads 10
Sterilized Tongue Depressors 10
Plastic Ice Bags 10
Black-handled Utility Scissors 1pr.
5.5" Bandage Scissors 1 pr.
Shark Tape Cutters 1 pr.
Disposable Penlight 1
Powdered Latex Gloves (M) 2 prs.
Athletic Tape (1.5" x 5 yds.) 5 rolls
Pro-Wrap (Underwrap Foam) 2 rolls
Heavyweight Tape (3" x 5 yds.) 2 rolls
4" width Tensor Bandages 2
Triangular Bandages (Slings) 3
3" width Rolled Kling Gauze 2 rolls
Sterilized 3x3" Gauze Pads 10
Foam 3x3" Heel & Lace Pads 20
Moleskin (3"x16") 1 sheet
Adhesive Felt (4"x5.5"x1/8") 2 sheets
Adhesive Foam (4"x6"x1/8") 2 sheets
Tuf-Skin (40z. can) 1
Skin-Lube (2.75 oz. tube) 1
Savlon Germicide (100 ml) 1
Tiger Balm (3 oz. jar) 1
Nailclippers 1
Safety Pins (assorted sizes) 10
Disposable Razor 1
Pad of Paper and Pen 1
Instant Cold Pack

Athletic first aid kits and supplies are available from the Sport Medicine Council of Alberta (SMCA). For more information, call (780) 415-0812 or visit their web site at www.sportmedab.ca.

APPENDIX P - UNIVERSAL PRECAUTIONS RE: BLOOD & BODILY FLUIDS

Disposable waterproof gloves (latex or vinyl) should be worn when in contact with blood, blood products, other body fluids, open wounds or sores (non-intact skin) and items or surfaces soiled with blood or other body fluids.

Mouthpieces, pocket masks or other ventilation devices should be readily available in those settings where the need for resuscitation can be anticipated. However, the risk of infection is so slight that no one should hesitate to give mouth-to-mouth resuscitation if such equipment is not available.

Open wounds should be covered prior to competition or practice. If a bleeding injury occurs during the competition or practice, the individual must be removed from the competition until the bleeding has stopped. The wound should be cleansed with an antiseptic solution and securely covered before the individual can return. Should blood appear on the participant's uniform or equipment, which is exposed to other participants, the uniform/equipment must be either changed or cleaned before participation can resume.

Hands (and any skin surface) contaminated with blood or other body fluids should be washed thoroughly as soon as practicable. To wash hands, use plain soap and vigorously rub together all surfaces of lathered hands for at least 10 seconds. Rinse thoroughly under a stream of water. After treating an open wound or cleaning a blood stained surface, gloves should be removed and hands washed with soapy water before continuing.

Spills of blood or other body fluids and contaminated surfaces and equipment should be cleaned promptly with detergent and water, using disposable towels. The area should then be disinfected with a bleach solution and left to dry. The bleach solution should be a dilution of household chlorine bleach mixed one part bleach to nine parts water. The solution must be prepared fresh daily. When using, wear gloves to prevent skin irritation. Chemical germicides approved for use as hospital disinfectants can also be used to clean surfaces.

Linen and clothing that have been soiled with blood or other body fluids may be washed with regular laundry.

Sources: Workplace Health and Safety, Precautions for Workers Exposed to HIV, Alberta Human Resources and Employment; Alberta Colleges Athletic Association HIV Policies and Procedures; Sport Medicine Council of Alberta HIV Education Materials

APPENDIX Q - Policy for the Alberta Schools' Athletic Association (ASAA)

POLICY FOR THE ALBERTA SCHOOLS' ATHLETIC ASSOCIATION

This is the ASAA Policy for the 2011/12 school year. Please check the ASAA website www.asaa.ca for any changes (under Bylaws and Policies PDF)

SECTION I - CODE OF ETHICS

Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent a school in interscholastic activities must be creditable school citizens.

The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition. In recognition of this authority and responsibility, the Association presents the following general guidelines

FAIR PLAY AND SPORTSMANSHIP

All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share this responsibility.

A. Coaches

The coaches must demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgment, positive encouragement of player performance and bench behaviour.

B. Athletes

Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgment and by showing proper respect for opposing athletes as well as for teammates

C. Cheerleaders

Cheerleaders must demonstrate courtesy and good sportsmanship by the appropriateness and timeliness of the cheers they lead, respect for the other cheerleaders and athletes, and their attempts at effective crowd control

D. Spectators

- a. Spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgment. Artificial noisemakers are not permitted during provincial championship tournaments/events. These noisemakers may include but are not limited to: air horns, cow bells, plastic tube horns, garbage can lids, etc. The provincial championship host shall have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement.
- b. Eviction for Inappropriate Language and/or Behavior
The Executive Committee or its host/designated representative shall have authority to direct any person to immediately leave any premises or venue hosting any ASAA sanctioned event if that person:
 1. exhibits rude or abusive behavior to any other person
 2. uses vulgar, obscene or abusive language and/or gestures

Continued on next page

3. fails to promptly follow any reasonable direction given to that person by the designated representative of the ASAA. The Executive Committee or its designated representative shall have the authority to notify local law enforcement personnel of the failure of any person to immediately comply with a direction to leave any premises or any venue hosting any ASAA sanctioned event.

E. Administrators and Teachers

Administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.

DRUGS, ALCOHOL AND TOBACCO

- A. The ASAA is unequivocally opposed to athletes using any banned substance as identified by Sport Canada. It is equally opposed to the use of such substances by individuals in a position of leadership in school sport (i.e., coaches, trainers, managers, administrators, etc.). In addition, the ASAA is opposed to any illegal and/or unethical physiological manipulation (i.e., blood doping, hormones) employed for the purpose of performance enhancement..
- B. The ASAA prohibits athletes possessing/consuming any alcoholic beverage while involved in ASAA activities. It is opposed to the use of such substances by individuals in a position of leadership in school sport (i.e., coaches, trainers, managers, administrators, etc.) while involved in ASAA activities.
- C. The ASAA prohibits athletes, coaches/teacher sponsors and any other individuals in a position of leadership (trainers, managers, administrators, etc.) from smoking and/or using spit tobacco on-site while involved in ASAA activities. This applies to all activities held on school property and rented community facilities for events such as Rugby, Track & Field, Football, Golf and Cross Country running.

DISCIPLINE AND MISCONDUCT

A. General Statements on Discipline

1. The head coach, as a representative of the school, is responsible for the conduct of all personnel comprising the school's team (players, assistant coaches and other bench personnel).
2. For a coach to address, or permit anyone on his/her bench to address, uncomplimentary remarks to any official during the progress of a provincial championship, or to indulge in conduct that might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.
3. All ASAA provincial championship hosts will convene a discipline/appeal committee. The committee will have the authority to address issues of a serious nature that may occur before, during or after a provincial championship match, or to hear appeals of the automatic suspension resulting from an ejection. The committee may include, but not be limited to, the tournament chairperson, an official and two coaches not in conflict with the issue. In football, the discipline/appeal committee will be the ASAA Executive Appeal Committee.
4. Behaviour by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book for a sport shall be immediately subject to the penalty prescribed in the rule book for such an offense. In this situation during a game, the head official for the game shall be empowered to see that the penalty is carried out (including ejection of team personnel from the game site) to allow the game to continue, or, if necessary, to halt further play and award the game to the non-offending team. If an ejection results in a teacher-coach/teacher-supervisor to no longer be present with the team, the game will be forfeited.

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5. Any unsportsmanlike or violent behaviour (e.g. fighting) that results in an ejection of an athlete or coach from play in an ASAA provincial championship competition shall result in a suspension from the next scheduled match of the current season, where match is understood to mean game, match, round, bout, etc. as appropriate per sport.
- B. Any conduct including, but not limited to, ejections, fighting and drug and alcohol use, that results in dishonor to the athlete, the team, the school or the ASAA during an ASAA championship event, will not be tolerated. Team personnel guilty of misconduct during or immediately before or after a championship tournament game or activity shall be reported to the ASAA office in writing and by telephone by the tournament chairperson or by any ASAA Executive, staff or Board member who has been in attendance at the event in question, as soon as possible after the misconduct occurs. The ASAA Executive Director will then investigate the incident and develop a report to provide to the ASAA Executive Committee.
- C. Upon receiving the report of the Executive Director, the ASAA Executive Committee may, in its absolute discretion, determine that the disciplinary action is not warranted, in which event the ASAA Executive Committee shall not hold a hearing. This discretionary decision of the ASAA Executive Committee may occur at their next regularly scheduled meeting, or a majority response from the Executive may be requested by the Executive Director (e.g. by phone/mail, etc.) if the Executive Director believes a quicker resolution to the issue is warranted. In the event that the ASAA Executive Committee determines that disciplinary action may be warranted, then the Executive Committee shall hold a hearing at a time and place chosen by the ASAA Executive Committee in order to determine what disciplinary action, if any, shall be taken, provided that:
 - i. all affected parties shall be given at least three (3) clear days notice of the time, date and location of the hearing; and
 - ii. all affected parties who attend at the hearing shall be given a reasonable opportunity to be heard.

If a member school fails to comply with the request of the Executive Director to provide the information requested or to attend an appeal hearing without just cause, the ASAA Executive Committee will have the discretion to address the issue and impose punishment(s) as they see fit, based on information collected by and received from the Executive Director and other interested parties.

Penalties

Any student, coach, teacher, school staff or administrative personnel of a member school who violates the discipline and misconduct policy may be excluded from provincial competition in any sport by the ASAA Executive for any period of time that the ASAA Executive in its absolute discretion deems appropriate, and may be subject to such other penalty as the ASAA Executive in its absolute discretion deems appropriate.

- i. Without limiting the generality of the foregoing, the ASAA Executive may impose the following penalties for violation of policy:
 1. Where violation is discovered after an ASAA provincial championship, the team and ASAA member school found in violation of this policy may be stripped of any medals won in ASAA championship competition and may be suspended from participation in provincial championships or any activity leading to an ASAA provincial championship for the next full season of play.
 2. Any coach in violation of this policy may be suspended from coaching in any ASAA provincial championship competition and in any activity leading to an ASAA provincial competition in any sport for any period of time that the ASAA Executive in its absolute discretion deems appropriate.

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The ASAA Executive Committee shall issue a written decision within ten (10) clear days of the conclusion of the hearing. The decision of the ASAA Executive Committee shall be final and binding and shall not be subject to judicial review.

ATHLETIC RECRUITMENT AND UNDUE INFLUENCE

To maintain the proper relationship between the academic purposes of schools and their athletic activities, all member schools of the ASAA and anyone directly connected to the school (including alumni associations, booster clubs and parent groups) must refrain from recruitment, inducement or other forms of undue influence that would encourage a student to enroll in or transfer to a school primarily for athletic purposes after the student has entered grade 10.

A. The possible existence of undue influence or recruitment shall be decided on a case by case basis.

B. Undue influence or recruitment may include:

1. any offer of monetary or transportation assistance to a student, parent or guardian (including fees, tuition, bus passes or other allowances or waivers). Provided however, that for the purposes of these Bylaws, waiver of any fee ordinarily charged to an international student by a school, school board, or school division, shall not necessarily be considered undue influence or recruitment. Provided further that, when determining whether undue influence or recruitment exists, the ASAA Executive shall be entitled to consider whether such fees are waived for students not involved in **athletic activities**;
2. the offer or acceptance of school privileges or considerations not normally granted to other students;
3. any inducement or attempted inducement of parents, guardians or students to change their location of residence for athletic reasons;
4. the contacting of a student or parent or guardian of a student who attends another school in an attempt to persuade that student, primarily for athletic purposes, to attend the inducer's school;
5. the attempt to persuade or induce a student, primarily for athletic purposes, to remain in the inducer's school, when the student had otherwise decided to transfer to another school.

C. If a person has knowledge of undue influence or recruitment, as defined herein and allegedly committed by any other student, coach, teacher, school staff, or administrative personnel connected with an ASAA member school, he/she shall provide written notice of the allegation of undue influence or recruitment to the principal of the school involved, the secretary of the Executive of the ASAA zone in which the school is located and the Executive Director of the ASAA.

D. Within three clear days (see SECTION VI - APPEAL PROCEDURE, Definition of Clear Days, page 64) of receipt of the written notice referred to in paragraph C herein, the Executive of the ASAA Zone within which the undue influence and/or recruitment is alleged to have occurred shall commence an investigation of the allegations contained in the written notice. Investigations of allegations of athletic recruitment and undue influence shall be conducted as follows:

1. The allegations of athletic recruitment and undue influence shall be fully disclosed by the investigating zone executive to the party against whom they are made and to any member school which that party attends, or to any member school at which that party is employed, or at any member school to which that party is otherwise associated (also see ATA Code of Professional Conduct, page 154).

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2. The party against whom the allegations are made shall be given an opportunity to respond to those allegations by submitting to the investigating zone executive a written response to those allegations within three clear days of the date of notification of the allegations upon that party.
 3. The investigating zone executive shall attempt to obtain written statements from all students, coaches, teachers, school staff and administrative personnel who may have information relevant to the allegations of undue influence and/or recruitment.
 4. Upon request made by the investigating zone executive, all students, coaches, teachers, school staff and administrative personnel of member schools shall cooperate and assist in the investigation conducted by the zone executive.
 5. The investigation shall be commenced by the zone executive and shall be completed within five clear days from the date written notice of the allegations as specified in paragraph D has been received by the ASAA zone executive.
 6. Within three clear days of completing the investigation, the investigating zone executive shall submit a written report to the ASAA Executive summarizing the allegations made, the action taken by the zone executive to investigate those allegations, and the result of the investigation, which shall be sent by the Executive Director to the secretary of the zone in which the matter originated, by fax, email or ordinary mail, as deemed appropriate by the Executive Director.
 7. The investigating zone executive report submitted to the ASAA Executive shall include copies of all written statements taken during the course of the investigation by the zone executive.
 8. The report submitted to the ASAA Executive shall contain a concise summary of any verbal statements given to the zone executive by persons interviewed during the course of the investigation by the zone executive.
 9. The written report submitted to the ASAA Executive shall identify any persons who failed or refused to cooperate in the investigation conducted by the zone executive.
 10. The written report submitted to the ASAA Executive shall contain the investigating zone executive's opinion as to whether athletic recruitment and/or undue influence has occurred.
 11. In the event that the investigating zone executive determines that athletic recruitment and/or undue influence has occurred, the report to the ASAA Executive shall contain a recommendation of the action to be taken by the ASAA Executive.
 12. Within three clear days of receipt by the ASAA Executive of the written report of the investigating zone executive, the ASAA Executive shall determine the course of action to be taken in response to the allegations of athletic recruitment and undue influence and shall notify in writing the ASAA Executive Director (Edmonton) of that course of action. Within two clear days of receipt of that notice, the ASAA Executive Director shall notify, in writing, the investigating zone executive of the course of action directed by the ASAA Executive. Within two clear days of receipt of that notice in writing, the investigating zone executive shall implement the course of action directed by the ASAA Executive and shall, within that period of time, provide the Executive Director (Edmonton) with a written report detailing the action taken to implement the course of action directed by the ASAA Executive.
- E. Any student, coach, teacher, school staff or administrative personnel of a member school who fails or refuses to cooperate with and assist in the investigation conducted by the investigating zone executive may be
1. excluded from provincial competition by the ASAA Executive for any period of time that the ASAA Executive in its absolute discretion deems appropriate; or

2. subjected to such other penalty as the ASAA Executive in its absolute discretion deems appropriate.
- F. Subject to paragraph G herein, complaints of violations of the Athletic Recruitment and Undue Influence policy of the ASAA will not be investigated or acted upon as set out herein unless the complaint is submitted in writing to the Secretary of the ASAA Zone in which the school is located and to the Executive Director of the ASAA, no later than 15 clear days before the provincial championship date for the sport to which the complaint relates.
- G. Notwithstanding paragraph F of this policy, the ASAA Executive may investigate and act upon complaints of violations of this policy received after completion of any provincial championship event, provided that each such complaint is submitted in writing to the ASAA Executive Director as follows:
 1. for track and field and rugby events-on or before June 30 in the school year in which the violation is alleged to have occurred;
 2. for all other events-on or before May 30 in the school year in which the violation is alleged to have occurred.
- H. Any student, coach, teacher, school staff or administrative personnel of a member school who violates this policy may be excluded from provincial competition by the ASAA Executive for any period of time that the ASAA Executive in its absolute discretion deems appropriate, and may be subjected to such other penalty as the ASAA Executive in its absolute discretion deems appropriate. Without limiting the generality of the foregoing, any student who has been recruited in violation of this policy may be deemed ineligible for any ASAA provincial competition or any activity leading to an ASAA provincial competition for the remainder of the school year in which the policy infraction took place.
- I. Without limiting the generality of the foregoing, the ASAA Executive may impose the following penalties for violation of this policy:
 1. When, prior to ASAA provincial championships, it is determined that a coach, player or other person associated with a team from any ASAA member school has violated this policy, that team may be suspended from participating in ASAA provincial championship competition and any activity leading to an ASAA provincial competition for that season.
 2. Where the violation is discovered after ASAA provincial championships, the team and ASAA member school found in violation of this policy may be stripped of any medals won in ASAA championship competition or activity leading to an ASAA provincial competition and may be suspended from participation in provincial championships or any activity leading to an ASAA provincial championship for the next full season of play
 3. Any coach in violation of this policy may be suspended from coaching in any ASAA provincial championship competition and in any activity leading to an ASAA provincial competition in any sport for any period of time that the ASAA Executive in its absolute discretion deems appropriate. Further, the ASAA member school team coached by said coach may be stripped of any medals won, and may be suspended from participation in ASAA provincial championship competition or any activity leading to an ASAA provincial championship competition for the next full season of play.
- J. In the event that any coach is found in violation of this policy a second time, that coach shall be suspended for life from involvement in any ASAA sponsored sport or any activity or sport leading to an ASAA provincial competition.
- K. The outcome of each case brought to a zone executive shall be presented at the next general meeting of the ASAA. Administrators, teacher-coaches and advisors must assume responsibility for the

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implementation of this code. School administrators must be advised of breaches of desirable practices on the part of students or coaches. Tournament chairpersons should alert the Association Executive to discipline problems associated with the conduct of provincial competitions.

- L. The decision of the ASAA Executive Committee shall be final and binding and not subject to judicial review.

Good Sportsmanship cannot be legislated; it must be a goal toward which the Association and its members strive.

Appendix R - Sample School Board Policy Regarding Interschool Athletics

1. Students meeting their school's criteria for selection shall be given opportunity to participate in interschool athletic activities, provided that facilities and appropriate staff are available to coach and/or supervise.
2. Schools shall be provided with opportunities to participate in interschool athletic activities through district organized league play and must comply with district administrative regulation regarding field trips.
3. Other school jurisdictions shall be permitted to participate in a district interschool athletic activity when to do so would not reduce the educational benefits of the activity for district students.
4. Participation in interleague, provincial, interprovincial and international competitions shall be reviewed with reference to district administrative regulation regarding field trips.

APPENDIX S - Suggested Criteria For Non-Teacher Coaches

It is recommended that non-teacher coaches be accompanied by a teacher supervisor at all times. For any activity that leads to, or includes, an ASAA provincial championship, the ASAA supervision policy must be followed (see Appendix Q).

School authorities should consider the following prior to engaging the services of a non-teacher coach.

- Applicant completes an application form. (See Appendix G)
- Applicant supplies two references.
- Applicant demonstrates coaching expertise. For higher risk sports, this may be derived from one of the following:
 1. ASAA's Fundamentals of Coaching online course: www.asaawecoach.ca
 - a. Supplementary recommended courses at the same site include:
 - i. Teaching and Modeling Behaviour
 - ii. Engaging Effectively with Parents
 - iii. Concussion in Sport: what you need to know
 - iv. And more courses are in development
 2. Full Certification (theory, technical, practical) under the National Coaching Certification Program to at least Level 1, or equivalent in the new NCCP program (sport specific to interschool activity being coached).
- Attendance at a relevant clinic or workshop and/or completion of an ASAA online course within the last three years;
- Canadian School Sport Federation Coaching Module
- National Federation of State High School Associations Fundamental of Coaching
- Certification or equivalent in the specific interschool athletic activity;
- attendance at a relevant clinic or workshop within the last three years;
- past experience as a competitor or coach in that interschool athletic activity.
- Successful applicant must agree to a criminal record check.
- Applicant agrees to a process for monitoring of his/her coaching activities, e.g., seasonal review.
- Applicant agrees to a process for resolving issues accompanied by appropriate disciplinary action by the school and/or school authority.
- Applicant agrees to abide by all relevant policies and procedures.
- Applicant undergoes an orientation session with the school principal or designate to: review coaching philosophy of school; outline school policies with respect to academic eligibility; highlight expected conduct of teacher/coach and code of behaviour for student athletes; clarify school policies with respect to supervision and travel.
- Applicant agrees to attend a pre-season coaching meeting of school and/or association teachers/coaches, if requested.
- Applicant agrees to communicate regularly with the school principal or designate.

APPENDIX T - Safety in Weight Rooms/Fitness Centres

To qualify to use the weight room:

1. Student athletes should be instructed in proper lifting techniques, use and safety procedures for interschool athletic activities. This should be reviewed as necessary.
2. Student athletes must be made aware of inherent risks specific to weight training and/or fitness centre activities. Student athletes and parents/guardians should sign a consent form prior to the student athlete's participation in a training session and/or use of the weight room or fitness centre.
3. Student athletes must have an identifiable pass/tag to enter weight training area and/or sign in and out of the area.
4. Only student athletes training are allowed in the room. No spectators.

Supervision:

A supervising teacher/coach must be in the area. School board supervision policies should be followed.

Weight rooms and fitness centres require an on-site monitor. Monitors may be teacher coaches, instructional assistants and non-teacher coaches. Monitors of the weight rooms/fitness centres should:

1. Ensure that the school-approved method of check-in is followed.
2. Open and lock weight room/fitness centre using procedure established by the school.
3. Encourage student athletes to follow posted rules and procedures.
4. Bring problems to supervising teacher/coach as soon as possible.
5. Ensure the weight room/fitness centre is left in proper order.
6. The student athlete-to-teacher/coach/monitor ratio should not exceed 30 to 1 to ensure that student athletes receive safe and effective instruction.
7. Teachers/coaches/monitors must remove student athletes from the weight room/fitness centre who are endangering the safety of themselves or other users.
8. Student athletes should warm-up before entering the weight room/fitness centre
9. Appropriate footwear and clothing should be worn.
10. All student athletes should participate in a cool-down prior to leaving the weight room/fitness centre.

Additional Rules:

1. Procedures should be established so that facility and equipment are inspected daily and repairs are made as necessary. It is suggested that a checklist is set up that indicates the routines that are followed for each inspection, printed name and initials of who did the inspections and, if something is recognized as needing repair - what was done to fix it, including non-use of equipment until repaired.
2. Any violation of rules may result in some form of sanction being applied, e.g., suspension or loss of access, suspension from school, closure of weight room/fitness centre.
3. A minimum of two people must be in the weight room/fitness centre any time the facility/equipment is in use.

Additional Considerations

1. Food or drink should not be allowed into the weight room/fitness centre during interschool athletic activity with the exception of water in a closed plastic container.
2. All entries to and exits from the weight room/fitness centre must be clearly marked, equipped with panic hardware, and in accordance with federal, provincial and local regulations.
3. Weight room/fitness centre should provide a clock and a target heart rate or perceived exertion chart and must instruct users in self-monitoring techniques so they can safely monitor their levels of exertion.

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4. A telephone or other emergency call system must be available within or adjacent to the weight room/fitness centre.
5. Basic first-aid equipment and materials must be readily accessible.
6. Basic emergency procedures must be posted.
7. A water source or drinking fountain should be provided within or adjacent to the weight room/fitness centre to ensure convenient access to water.
8. Equipment should be checked and cleaned regularly.

Note: the above information is modified from ACSM's Health/Fitness Facility Standards and Guidelines, American College of Sports Medicine, pages 65 – 66. Copyright 1992.

APPENDIX U - Provincial Sport And Recreation Associations

<i>Association</i>	<i>Web Link</i>	<i>Phone</i>
Alberta Amateur Baseball Council	www.albertabaseball.org	403-320-2025
Alberta Amateur Softball	www.softballalberta.ca	780-461-7735
Alberta Amateur Wrestling	www.albertawrestling.ab.ca	780-415-0140
Alberta Bicycle Association	www.albertabicycle.ab.ca	1-877-646-2453
Alberta Cricket Association	www.cricketalberta.com	403-775-7206
Alberta Curling Federation	www.albertacurling.ab.ca	780-643-0809
Alberta Deaf Sports Dial 1-800-855-0511 to place a call then dial	www.albertadeafsports.ca	780-438-8079
Alberta Field Hockey Association	www.fieldhockey.ab.ca	1-888-670-0018
Alberta Golf Association	www.albertagolf.org	1-888-414-4849
Alberta Handball Association	www.albertahandball.com	
Alberta Schools' Athletic Association	www.asaa.ca	780-427-8182
Alberta Schools' Cricket Association	www.ascacricket.com	780-438-0460
Alberta Soccer Association	www.albertasoccer.com	1-866-250-2200
Alberta Sport Medicine Council	www.sportmedab.ca	780-415-0812
Alberta Table Tennis Association	www.abtabletennis.com	1-866-273-6708
Alberta Team Handball Federation	www.teamhandball.ab.ca	780-415-2666
Alberta Triathlon Association	www.triathlon.ab.ca	1-866-888-7448
Alberta Volleyball	www.albertavolleyball.com	780-415-1703
Alberta Water Polo Association	www.albertawaterpolo.ca	403-652-7723
Athletics Alberta	www.athleticsalberta.com	780-427-8792
Badminton Alberta	www.badmintonalberta.ca	1-888-397-2722
Baseball Alberta	www.baseballalberta.com	780-427-8943
Basketball Alberta	www.basketballalberta.ca	780-427-9044
Canadian Amateur Diving – Alberta Section	www.albertadiving.ca	780-988-5571
Cross Country Alberta	www.xcountryab.net	780-415-1738
Football Alberta	www.footballalberta.ab.ca	780-427-8108
Lifesaving Society	www.lifesaving.org	780-415-1755
Provincial Fitness Unit	www.provincialfitnessunit.ca	1-866-348-8648
Rugby Alberta	www.rugbyalberta.com	780-415-1773

<i>Association</i>	<i>Web Link</i>	<i>Phone</i>
Squash Alberta	www.squashalberta.com	1-877-646-6566
Swim Alberta	www.swimalberta.ca	(780) 415-1780
Tennis Alberta	www.tennisalberta.com	(780) 415-1661
YMCA's	www.ymca.ca	(416) 967-9622
YWCA	www.ywcacanada.ca	(416) 962-8881

APPENDIX V - Community Resources

<i>Organization</i>	<i>Website</i>	<i>Phone</i>
Alberta Alcohol and Drug Abuse Commission (AADAC)	www.albertahealthservices.ca	780-427-2736
Alberta Centre for Active Living	www.centre4activeliving.ca	780-427-6949 or 1-800-661-4551 (toll-free in Alberta only)
Alberta Centre for Injury Control & Research	www.acicr.ualberta.ca	780-492-6019
Alberta Children's Services	www.child.alberta.ca	780-422-3004
Alberta Sport, Recreation, Parks and Wildlife Foundation	www.asrpwf.ca	780-415-1167
Canadian Association for Advancement of Women and Sport (CAAWS)	www.caaws.ca	(613) 562-5667
Physical and Health Education Canada	www.phecanada.ca	(613) 523-1348
Canadian Coast Guard	www.ccg-gcc.gc.ca	(613) 993-0999
Canadian Mental Health Association - Alberta Division	www.cmha.ab.ca	(780) 482-6576
Canadian Parks/Recreation Association (CPRA) - Making All Recreation Safe (MARS)	www.cpra.ca	(613) 523-5315
Making All Recreation Safe (MARS)	www.lin.ca	(416) 426-7176
Canadian Red Cross	www.redcross.ca	780-423-2680
Catholic Social Services	www.catholicsocialservices.ab.ca	780-432-1137
Lifesaving Society	www.lifesaving.org	780-415-1755
Safe and Caring Schools Project	www.teachers.ab.ca	1-800-232-7208
The Sexual Assault Centre	www.sace.ab.ca	780-423-4102
The Support Network	www.thesupportnetwork.com	780-482-4636
St. John Ambulance	www.sja.ca	780-452-6161
Sport Medicine Council of Alberta	www.sportmedab.ca	780-415-0812
Centre for Suicide Prevention	www.suicideinfo.ca	403-245-3900
EverActive Schools	www.everactive.org	780-454-4745

APPENDIX W - WATER SAFETY

The following describes the Lifesaving Society's Swim to Survive® Standard. More information about the program and other water safety considerations (such as lifeguarding) is available at www.lifesaving.org.

Instructional Considerations:

- Students participating in water activities conducted in water deeper than chest height should meet the Swim to Survive® Standard.
- Students who cannot meet the Swim to Survive® Standard can still participate in deep water activities as long as they are wearing a properly fitted lifejacket or PFD.
- Prior to participating in boating activities, students should demonstrate the three skills involved in the Swim to Survive® Standard while wearing a properly fitted life jacket or PFD.

Swim to Survive® Standard:

The Swim to Survive® Standard is a simple, straightforward and focused national standard that defines the minimum swimming skills needed to survive an unexpected fall into deep water. The Swim to Survive® Standard is a sequence of three skills:

Swim to Survive® Standard = ROLL into deep water + TREAD water (1 min.) + SWIM 50m

Task	Essential skill & rationale
Roll into water Minimum safe depth for teaching in 2.5m or 8 ft. 4 inches.	Orient oneself at the surface after an unexpected entry. A fall into water is distorting and a threat to normal respiration.
Tread water for 1 minute	Support oneself at the surface. Canadian waters are generally cold enough year-round to trigger a gasping reflex on unexpected immersion. The ability to tread water allows you to protect your airway while regaining control of your breathing.
Swim 50 metres	Swim to safety. Lifesaving Society research shows most drownings occur within 3 to 15 metres of safety (dock, shoreline, pool edge). Because your ability may be impaired by cold water, clothing, etc, we use a 50 m distance as a reasonable standard.

*Any method that allows the learner to achieve the standard is acceptable
there is no "right" solution*

APPENDIX X - PHYSICAL EDUCATION CURRICULUM GLOSSARY

The following are definitions of terms used in this document:

careful parent	when speaking of the standard of care expected of teachers/coaches, this refers to the amount of caution that a prudent parent would display in caring for their child.
teacher/coach	can be any individual approved by the principal or designate (see Appendix H). Any teacher/coach who is not a teacher or administrator employed by the board or an individual with teaching certification approved by the principal or designate (e.g. retired teacher, teacher not under contract) should: <ul style="list-style-type: none"> • complete the application form for outside teachers/coaches including retired teachers, or teachers not currently under contract (see Appendix I); • be interviewed and approved by the principal or designate (see Appendix H); • familiarize themselves with relevant school and board policies and procedures provided by the principal or designate.
constant visual supervision	see supervision.
designated adult	an adult appointed by the teacher, administrator, teacher/coach or designated person in charge.
event organizer	a teacher, administrator, teacher/coach or a designated person in charge of organizing the event.
fair play	participating with integrity and respect for teammates, opponents, officials and rules.
first aid principles	the sequence of events that should be followed in any emergency situation.
Interschool athletic activities	school sponsored competitive sport programs which: <ul style="list-style-type: none"> • occur outside the student athlete's instruction time; • involve a selected school team/individual; • involve practice activities; • involve a competition against other school teams/individuals.
in-the-area supervision	see supervision.
non-personal equipment	equipment that is facility-related or is used by all for the purposes of the game or practice (e.g., football sled, volleyball net, backstop, baseball base, hockey net.)
on-site supervision	see supervision.
personal equipment	equipment that an athlete wears or holds in the course of play (e.g., football helmet, eye protection, hockey stick, water bottle, racquet, shoes, protective pads.)
ratio	for the intent of this document, numbers are only indicated for high risk activities; for others, consideration should be given to board policies

risk level	sporting activities are categorized as either low, medium or high risk. This is done in consideration of their potential for injuries with severe consequences, level of physical contact, speed of action, equipment required, and supervision required.
school authority	includes school boards or funded accredited private schools and charter schools.
supervision	<p>the overseeing of an activity for regulation or direction. All facilities, equipment and activities have inherent risks, but the more effectively they are supervised, the safer they become. Category of supervision include:</p> <ul style="list-style-type: none"> • “constant visual” supervision means that the teacher/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 teacher/coach presence but not necessarily constantly viewing one specific activity. Momentary presence in adjoining rooms to the gymnasium is considered part of on-site supervision. • “in-the-area” supervision means that the teacher/coach could be in the gymnasium while another activity is taking place in an area adjacent to the gymnasium. For “in-the-area” supervision, the teacher/coach must be readily accessible and at least one of the following criteria must be in place: teacher/coach is circulating; location of teacher/coach is known; teacher/coach is visible.
warm-up activities	the first stage of an activity program done to prepare the body for more sustained activity and to reduce the chance of injury.

Funded by:



Safety Guidelines for Interschool Athletics in Alberta©

Special thanks to the following Organizations



**Government
of Alberta** ■

