



SUN WEST
SCHOOL DIVISION

Success for all

Sport/Physical Activity Handbook

This handbook is intended for use for curricular and extra-curricular activities. All activities in this handbook, including those labeled as high risk activities, have been approved for use in Sun West Schools. Any Activities not listed not listed in this handbook would require special permission by the school administration prior to conducting the activity. The School Athletic Director would be the first person contact if there are questions regarding expectations in this handbook.

Guidelines, although helpful, should never replace common sense and the expected standard of care within the school division. It is expected that the general guidelines outlined in the document be in place if an activity is occurring in a school.

As outlined in Administrative Policy 250 Physical Activity, and to ensure compliance to these guidelines, it is recommended that all staff members review this document as it applies to them at the beginning of each school year.

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** Denotes High Risk Activity

Facilities

1. Ensure that the perimeter of the gym and/or activity is free of obstacles before commencing an activity.
2. Modify the rules of play as needed for maximum safety when using facilities that do allow for regulation sized basketball, volleyball courts etc. and/or have low ceilings.
3. When a gym or activity has immovable obstacles (i.e., doors or radiators under basketball baskets, protruding drinking fountains) modify the rules of play as needed.

Equipment

1. Check that personal equipment (i.e., helmets, skates, skis, padding, etc.) fits properly and is appropriate to the skill level of the individual.
2. Encourage students to report all equipment problems to the appropriate individual.

Instruction

1. Teach skills for specific activities in appropriate progression. Refer to the appropriate resources for detailed information about skills progression.
2. Base activities on skills that might have been taught.
3. Never require a student to perform a skill beyond his or her capabilities. When a student displays hesitation verbally or non-verbally, the teacher should discuss the reason(s) for doubt with the student. If the teacher believes that a potential hesitancy concerning the skill could put the student at risk, the student should be directed toward a more basic skill.
4. Modify the rules for specific activities to suite the age, strength, experience and abilities of students. When students are physically challenged, rules, equipment and playing area may require major modification.
5. Allow a warm-up and cool-down period for all activities.
6. Do not use walls and stages in gyms and activity rooms for turning points or finish lines. Designate a line or pylon in advance of the wall as the finishing line or turning point.
7. Students should learn how to prevent, recognize and treat sunburn, frostbite and hypothermia.
8. The supervisor of any off campus activities should have access to a cell phone in case of emergencies.

Supervision

1. Establish routines, rules of acceptance behavior and duties of students at the beginning of the year and reinforce them throughout the year. Teachers/Supervisors should sanction students for unsafe play or unacceptable behavior whenever it occurs and should encourage safe play at all times.
2. Make students aware of the rules of specific activities or games before play begins and enforce the appropriate type of supervision.
3. Make students aware that the use of equipment or the use of the gymnasium is prohibited without the appropriate type of supervision.
4. Become familiar with your students' medical history and physical limitations.
5. Teach students appropriate behavior when an accident occurs – stand back, do not move the injured person and get to a responsible adult immediately.
6. Three levels of supervision are referred to in the specific sport guidelines:
 - **“Constant visual supervision”** means that the teacher/supervisor is physically present, watching the activity in question.
 - **“On-site supervision”** means that the teacher/supervisor is present but not necessarily constantly viewing one specific activity.
 - **“In- the- area supervision”** means that the teacher/supervisor could be in the gymnasium while another activity is taking place in an area adjacent to the gymnasium.

Clothing and Footwear

1. Recommend to the students the wearing of sun protection for summer and winter activities. Sun protection should be appropriate for the sport and the weather and can include sunscreen, protective clothing, hats and sunglasses.
2. Wear clothing and footwear that is appropriate for the activity, the weather, the surface, and the age and skill level of the student.
3. Jewelry should be removed as deemed necessary by the rules and/or supervisor.

** ARCHERY

This is not a recommended in-class activity for students from kindergarten to grade 6 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Secondary Level Grades 7-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Check all equipment regularly for defects. ➤ Match arm guards and finger tabs available to students. ➤ Match bow length and weight to the height and strength of the participant. ➤ Use appropriate targets.
FACILITIES	<ul style="list-style-type: none"> ➤ Use an area free of obstructions and hazards. ➤ For indoor shooting, use a properly installed safety net. ➤ Control access/exit to the facility. ➤ For outdoor activity, mark and control the shooting area.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Establish a “firing” line appropriate to the skill level of the students. ➤ Keep everyone behind the firing line. ➤ Establish a “start” and “stop” shooting and retrieving procedure. ➤ Instruct students in safety procedures, shooting techniques, care and use of equipment and how to properly remove an arrow from a target butt. ➤ Never point a loaded bow at anyone. ➤ Load bows on the shooting line only. ➤ Position all students not involved in shooting well behind the firing line and away from the archers on the line. ➤ Teach skills in proper progression.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide constant visual supervision.

BASKETBALL AND RELATED GAMES

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Where an end wall is close to the baseline, place protective gym mats or padding beyond the “key” area. ➤ Extend protective end wall mats from the top of the baseboard up the wall and a minimum width of 6 meters across the wall. ➤ Where a stage is close to the baseline, place gym mats over the edge of the stage and extend them to the floor.
FACILITIES	<ul style="list-style-type: none"> ➤ Don’t locate winch for moving backboards up and down directly under the supporting wall-mounted structure. ➤ Use a playing surface (indoor or outdoor) and surrounding area that is clean, free of all obstacles and provides good traction. ➤ Use protective padding on rectangular backboard edges in secondary school facilities. ➤ Ensure that only trained adults or students under supervision use motorized or hand winches to raise and lower baskets.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach skills in proper progression. ➤ Base games and activities on skills that are taught. ➤ If cross-court play involves immovable obstacles or confined space (i.e., doors and radiators under side baskets or wall close to the baseline) modify rules appropriately (i.e., no lay-ups).
SUPERVISION	➤ Provide on-site supervision.

BOWLING

LEVEL	➤ All Grades
EQUIPMENT	➤ Wear proper shoes at all times, as provided or approved by the facility.
FACILITIES	
SPECIAL RULES/ INSTRUCTION	➤ Make parents aware of any off-campus activity and the mode of transportation being used. ➤ Follow rules and etiquette as outlined by the facility. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide in-the-area supervision.

**** BROOMBALL**
Non-Ice and Ice

This is a HIGH RISK ACTIVITY

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Wear CSA approved hockey helmets if playing on ice or any slippery surface. ➤ Have goalies wear a protective mask. ➤ Use regulation broomball sticks. ➤ Use hockey nets or pylons for goals. ➤ Use nerf type ball or regulation broomball or utility ball. ➤ Use of proper broomball shoes are recommended ➤ Elbow pads, shin pads, and gloves are recommended. <p style="text-align: center;">**Equipment available through Saskatchewan Broomball.</p>
FACILITIES	➤ Use a playing surface that is free from obstructions.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Keep sticks below waist at all times. ➤ Play only non-contact broomball. ➤ Extend crease 2 m from goal line. ➤ Defensive or offensive player cannot be in the crease area. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide on-site supervision.

**** CHEERLEADING
ACROBATIC**

Acrobatic style of cheerleading is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 7-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use absorptive mats greater than 10 cm thick. ➤ Inversion type moves are to be done with mats a minimum 12” thick.
FACILITIES	<ul style="list-style-type: none"> ➤ Situate mats as a landing area so that there is no overlap or open space. ➤ Take precautions to minimize the movement of mats on impact. ➤ Attach Velcro mats.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Instruct students on safety related to acrobatic style of cheerleading including strength, flexibility and agility training. ➤ Be aware of the physical limitations and initial skill levels of students. ➤ Stress warm-ups and cool down exercises. ➤ Do not encourage students to perform skills beyond their physical and psychological capabilities. ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie shoes securely. ➤ Wear close fitting gym clothing. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision. ➤ Provide constant visual supervision when students are attempting difficult moves for the first time. ➤ Train students to spot each other appropriately. ➤ Cheerleading coaches should have a safety certification course. ➤ Parents must sign a waiver of liability and carry their own medical insurance.

CIRCUS ACTIVITIES

LEVEL	➤ Grades 1-12
EQUIPMENT	➤ Equipment should be commercially produced with the exception of stilts no higher than 24”
FACILITIES	➤ Indoors or outdoors
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ The following activities would be considered circus activities: Juggling (ball, spinning plates, diablo, ribbons/poi/streamers, cup and ball, and flower sticks), stilt walking ➤ Adequate spacing between students who are juggling is required ➤ Students are required to follow instructions of trained juggler ➤ Stilts: the following guidelines must be followed: <ul style="list-style-type: none"> ➤ Students must wear helmets, wrist guards, and knee pads (skateboard or inline skating kneepads with hard plastic shell) ➤ Start on 12” stilts and must be able to walk with trained instructor spotting ➤ Must be able to pass test before walking on their own <ul style="list-style-type: none"> • Walk forward unassisted • Walk backward unassisted • Walk to left unassisted (side step) • Walk to right unassisted (side step) • Turn in a circle unassisted ➤ After considerable time practicing and upon the recommendation of instructor the student may advance to 24” stilts. Students will practice with instructor spotting until they are ready for test. <ul style="list-style-type: none"> • Be able to do cross over step in both directions (left over right and right over left) • Be able to do the box step • Be able to do a kick with each foot ➤ Students must have a spotter beside them when walking on uneven surfaces, crowds and by obstacles.
SUPERVISION	➤ Constant visual supervision with spotters present

CROSS-COUNTRY RUNNING AND ORIENTEERING AND GEOCACHING

LEVEL	➤ All Grades
EQUIPMENT	
FACILITIES	<ul style="list-style-type: none"> ➤ Prior to initial use of cross-country route or orienteering course, do a safety check “walk through” to identify potential hazards. ➤ Familiarize students with the route or course before initial attempt (i.e., point out areas to approach with caution). ➤ If route includes sidewalks around the school, ensure that students do not cross intersections unless directly supervised.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Instruct students in basic road safety. ➤ Teach skills in proper progression. ➤ Be aware of students with a history of asthma and other respiratory problems. ➤ Notify parents when students will be running off the school campus. ➤ Modify length of route to suite the age and ability level of the participants (i.e., design route so that primary students are in sight of the teacher most of the time). ➤ Include a proper warm-up and cool down in all classes. ➤ Give attention to: <ul style="list-style-type: none"> • temperature of the day • length of time in sun • previous training and length or preparation ➤ No bare feet.
SUPERVISION	➤ Provide in-the-area supervision.

CROSS-COUNTRY SKIING SNOWSHOEING

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Keep a first aid kit in an accessible location. ➤ CROSS-COUNTRY SKIING: Use skis, boots and poles that are in good repair and of appropriate size for the skier. ➤ SNOWSHOEING: Use snowshoes with frames and bindings that are in good repair.
FACILITIES	<ul style="list-style-type: none"> ➤ Define specific routes to the students, so they are aware of the boundaries for the activity, whether using a commercial or non-commercial site. ➤ Consider sun, wind and snow conditions, and suitability of terrain when choosing a site. An ideal noncommercial site would include: <ul style="list-style-type: none"> • a level field with practice tracks skied in by the instructor • a hill with a gentle slope and a long run out, or the bottom section of a larger hill • a variety of terrain • proximity to warmth, food, waxing and other facilities
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Establish emergency procedures and explain those procedures to the students. ➤ Teach skills in proper progression. ➤ Discuss recognizing and treating frostbite and hypothermia with the students. ➤ Have students check to be sure boots are secure in bindings. ➤ Ski poles have sharp tips. Caution students about their use, especially when working close to others. ➤ Be aware of students with a history of asthma and other respiratory problems. ➤ Use a buddy system. ➤ Make parents aware of off-campus activities.
SUPERVISION	<ul style="list-style-type: none"> ➤ Designate a supervisor (teacher, parent or responsible adult) who has a vehicle and is not the supervisor "in charge" to accompany an injured student to hospital. ➤ Clearly outline duties of supervisors, including supervisors of small groups of students. ➤ Provide in-the-area supervision for all sites within walking distance of the school and during field trips.

****CURLING**

This is a HIGH RISK ACTIVITY

LEVEL	➤ All Grades
EQUIPMENT	➤ Keep a first aid kit in an accessible location.
FACILITIES	➤ Use a curling rink for instruction.
SPECIAL RULES/ INSTRUCTION	➤ It is important to teach both skills and etiquette of curling in proper progression. This is especially important in situations where helmets are not used. ➤ Never step on the ice with your slider first (if using a slider) ➤ Do not stop stone with feet ➤ It is recommended to use step on sliders which are to be used for only delivery out of hack. ➤ It is recommended that grippers be used if available.
SUPERVISION	➤ Provide on-site supervision for bonspiels and constant visual level for skills instructional.

CYCLING

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Have students inspect bikes before use for working brakes and inflated tires. ➤ Wear approved and correctly fitting helmets. ➤ The supervisor should carry a first aid kit. ➤ The school should have an appropriate backpack to carry first aid kit and tool kit for minimum repairs.
FACILITIES	➤ Choose routes carefully in terms of length, amount of gravel and pavement, frequency of traffic, and number of complex intersections and railway crossings.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Review and emphasize the safety procedures to be followed (including group riding procedures) before activities begin. ➤ Leave a record of students and the route they will be traveling in the school with an appropriate person. ➤ Make students aware of emergency procedures in case of an accident. ➤ Racing is not a suitable in-class activity. ➤ Use a buddy system. ➤ Inform parents that cycling will take students off school property. ➤ No personal listening devices.
SUPERVISION	➤ Provide in-the-area supervision.

DANCE, RHYTHMIC ACTIVITIES

LEVEL	➤ All Grades
EQUIPMENT	➤ Use electrical equipment that is in good working order.
FACILITIES	➤ Use a gym or very large room free from obstacles for instruction.
SPECIAL RULES/ INSTRUCTION	➤ Teach skills in proper progression. ➤ Bare feet are acceptable.
SUPERVISION	➤ Provide on-site supervision for rhythmic activities. ➤ Provide in-the-area supervision for dance.

DODGEBALL-TYPE GAMES TAG GAMES

LEVEL	➤ All Grades
EQUIPMENT	➤ Use a soft ball (foam) for dodgeball-type games.
FACILITIES	➤ Remove obstructions (i.e., desks, chairs) from playing area. ➤ Close all access/exit doors.
SPECIAL RULES/ INSTRUCTION	➤ Modify rules to accommodate age, ability, and physical development of participants. ➤ Establish rules for contact by the ball (i.e., no contact above shoulders/waists). ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide constant visual supervision.

****FIELD HOCKEY**

This is a HIGH RISK ACTIVITY

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none">➤ Use regulation field hockey sticks.➤ Have goaltender wear mouth guard, shin guards and full goalie equipment if regulation ball is used.➤ Check sticks regularly for cracks.➤ Use regulation field hockey balls or indoor "soft" balls.
FACILITIES	<ul style="list-style-type: none">➤ Bring holes and severely uneven surfaces to the attention of the principal and make students aware of them.➤ Check playing surface regularly. A good playing surface is clear from debris and provides good footing.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none">➤ Never bring stick above waist level.➤ Implement a soccer-size crease area other than the scoring circle for the protection of the goalie.➤ Don't allow any player except the goalie in the crease.➤ Teach skills in proper progression.
SUPERVISION	<ul style="list-style-type: none">➤ Provide on-site supervision.

FITNESS ACTIVITIES AEROBICS, CIRCUIT TRAINING, ETC.

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use stationary bicycles, benches, chinning bars, pegboards and other fitness equipment that is in good repair. ➤ Use steps and/or slides that are in good repair and equipped with non-slip treads. ➤ Use tub/elastic strips that are the proper tension and length for level of participant.
FACILITIES	<ul style="list-style-type: none"> ➤ Do fitness activities in a floor area that is free of all obstacles (i.e., tables and chairs). ➤ Allow adequate space between fitness activities and equipment to provide free flow of motion.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Modify fitness activities to reflect the age and ability level of students, the facilities and the equipment available. ➤ Where fitness equipment is being used (i.e., stationary bicycle, medicine ball, chinning bar, tubing) instruct students in the proper use of the equipment before they begin using it. ➤ Stress correct body alignment for injury prevention. ➤ Permit students to work at personal levels of intensity (i.e., low impact to high impact, low intensity to high intensity). ➤ Teach skills in proper progression.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide <ul style="list-style-type: none"> • <u>in-the-area supervision for:</u> i.e., stationary bicycles, rowing machines, benches, steps, tubing ➤ Provide <ul style="list-style-type: none"> • <u>On-site-supervision for:</u> i.e., chinning bar, peg boards

FLOOR HOCKEY GYM RINGETTE

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Check stick regularly to ensure the blade is securely attached to the stick. ➤ For floor hockey, use only regulation plastic hockey sticks. ➤ Wear CSA protective eyewear. ➤ For ringette, use regulation ringette sticks. ➤ Have goalies wear protective eyewear or a mask. ➤ Use a soft ball, plastic or soft puck.
FACILITIES	<ul style="list-style-type: none"> ➤ Use a playing surface and surrounding area that is free of all obstacles (i.e., tables, chairs). ➤ Make sure all floor plugs are in place.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Strictly enforce rules with penalties. ➤ Teach skills in proper progression. ➤ Base games and activities on skills that are taught. ➤ No body contact. ➤ No sticks above the waist. ➤ Implement a crease for protection of the goalie and do not allow other players in the crease.
SUPERVISION	➤ Provide on-site supervision.

FOOTBALL

FLAG OR TOUCH FOOTBALL

LEVEL	➤ All Grades
EQUIPMENT	➤ Use footballs appropriate to the size and ability of the group.
FACILITIES	<ul style="list-style-type: none"> ➤ Play in an area that is free of debris and obstructions and provides safe footing. ➤ Report holes and severely uneven surfaces to the principal and make students aware of them.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach skills in proper progression. ➤ Clearly mark boundary lines. ➤ Modify the rules of the game to accommodate differences in ability/age/physical development. ➤ No blocking and tackling. ➤ No metal or molded cleats.
SUPERVISION	➤ Provide on-site supervision.

****FOOTBALL TACKLE**

This is not recommended as an in-class activity for students from Kindergarten to Grade 12 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ It is recommended that at the time of equipment issue, a seminar for players and possibly parents, be held to explain and stress the importance of proper fitting, safety and maintenance. After such a seminar, each player should be personally supervised when equipment is fitted and issued. ➤ It is expected that at least one member of the coaching staff of all high school football teams will attend a Saskatchewan Amateur Football Inc. seminar/workshop on equipment each year. This individual should inspect all high school football equipment prior to issuing of such equipment for the season.
FACILITIES	➤ Use a playing surface that is free from obstructions.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ All high school football teams must have a medical plan in place before any games are played. This should include: <ul style="list-style-type: none"> • a detailed emergency procedure • a designated vehicle to be used for emergencies • medical personnel in attendance (either doctor, physiotherapist, nurse, or emergency-trained person) • emergency equipment supplies such as stretchers, etc. • it is imperative that no player be allowed on the playing field without a certified, approved helmet <p>Source: Saskatchewan High School Athletic Association</p>
SUPERVISION	➤ Provide on-site supervision.

****GOLF**

This is a HIGH RISK ACTIVITY

LEVEL	➤ All Grades
EQUIPMENT	➤ Check equipment, especially grips, regularly and repair as needed. ➤ Use plastic "whiffle" or rubber golf balls if inappropriate to use balls.
FACILITIES	➤ Allow adequate space for full back swing and follow through.
SPECIAL RULES/ INSTRUCTION	➤ Instruct students on proper golf etiquette and safety practices. ➤ Teach skills in proper progression. ➤ Establish a safe routine for hitting and retrieving golf balls. ➤ Designate a safe area for use of real balls while chipping.
SUPERVISION	➤ Provide on-site supervision for initial instruction and when chipping with real golf balls. ➤ Provide in-the-area supervision following initial instruction.

GYMNASTICS

GENERAL GUIDELINES

LEVEL	➤ Kindergarten to Grade 12
SUPERVISION	<ul style="list-style-type: none"> ➤ The Basic Movement Pattern (BMP) approach to gymnastics used in the Saskatchewan physical education curriculum is such that safety considerations are built into the program. By teaching landings, one of the basic movement patterns, teachers prevent injuries. Many injuries that occur in a gymnastics context, and in other physical activities, are the result of landing incorrectly. Teach students how to land safely in a variety of situations and have students practice landings regularly so they are learned to the point of becoming reflex reactions. ➤ Spotting, manual assistance provided to participants while performing skills on the floor or on equipment, is not appropriate in the elementary gymnastics program. Many gymnastics injuries are the result of attempting skills that students are not ready to perform. If the student needs spotting, this is a good indication that the student lacks the necessary physical or motor skills. Rather than have the student attempt the skill with a “spot”, more activities that lead up to the skill can be provided. Not only does this approach prevent the tendency for students to become dependent on a spotter, it reflects the reality that in a large group setting the teacher cannot spot all the students. ➤ Don't force students to perform skills that are beyond their level of ability. When a student displays hesitation, verbally or non-verbally, discuss the reason(s) for doubt with the student. After the discussion, if the teacher believes that a potential hesitancy during the performance of the skill could put the student at risk, the student can be directed toward a more basic skill. ➤ Mat work comes before use of equipment. A teacher who is unfamiliar with any gymnastics equipment can seek assistance from appropriate staff and/or refrain from using the equipment until help is received. ➤ Skills are best taught in a logical progression from simple to complex. Students who demonstrate control of basic movement patterns are ready to go on to more complicated skills. For example, a landing on the feet should be performed with control on the floor before working on an elevated surface such as a box horse. ➤ Aerial somersaults may be done at grades 9-12, <u>only</u> if students are ready for the progression. ➤ Regular in-services need to be encouraged for staff members who teach this.
EQUIPMENT	<ul style="list-style-type: none"> ➤ PARALLEL BARS, HIGH BAR, STILL RINGS, UNEVEN PARALLEL BARS, FLOOR, BALANCE BEAM, POMMEL HORSE, VAULTING HORSE, ROPES. ➤ Inspect equipment on a regular basis and repair as necessary. No springboards. ➤ Teacher's responsibilities include a safety check for proper set-up and to ensure all locking mechanisms are locked prior to use. ➤ Use general utility mats: <ul style="list-style-type: none"> • ensolite 3.8 cm (1 ½") • trocellen 5.1 cm (2") • ethefoam 3.8 cm (1 ½") • sarneige 3.8 cm (1 ½") • mats of equivalent compaction rating ➤ Don't use 30.5 cm – 60.9 cm (12" – 24") thick mats as a landing surface for

	<p>vaulting or for controlled landings (i.e., landing on feet) off any piece of equipment.</p> <ul style="list-style-type: none"> ➤ Use landing mats that are 10 cm (4") or greater when the student is in an elevated, inverted body position. ➤ For initial attempts of inversion-type moves on any apparatus use a 30.5 cm – 60.9 cm (12" – 24") mat.
FACILITIES	<ul style="list-style-type: none"> ➤ Situate mats around/under apparatus as a landing area so that there is no overlap or open space. ➤ Take precautions to minimize the movement of mats on impact. ➤ Attach Velcro mats. ➤ Allow sufficient space between apparatus to allow free movement and space to dismount.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Instruct students on safety related to gymnastics and all associated apparatus prior to using any equipment. ➤ Be aware of the physical limitations and initial skill levels of students. ➤ Do not encourage students to perform skills beyond their physical and psychological capabilities. ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear socks or gymnastics slippers except on the balance beam and when vaulting. ➤ Wear close fitting gym clothing. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision. ➤ Provide constant visual supervision when students are attempting difficult moves for the first time on an apparatus. ➤ Train students to spot each other appropriately.

****GYMNASTICS
BARS, BEAMS AND RINGS**

This is a HIGH RISK ACTIVITY

LEVEL	➤ Kindergarten to Grade 12
EQUIPMENT	<ul style="list-style-type: none"> ➤ PARALLEL BARS: (Grades 7-12) ➤ STILL RINGS: (Grades 7-12) ➤ BALANCE BEAM: (K-Grade 12) ➤ UNEVEN PARALLEL BARS: (Grade 7-12) ➤ Inspect and test equipment on a regular basis and repair as required. ➤ Check all locking mechanisms before use.
FACILITIES	<ul style="list-style-type: none"> ➤ Situate mats around/under apparatus to create a landing area with no open spaces. ➤ Attach Velcro mats. ➤ Properly secure equipment to floor/ceiling. ➤ Allow sufficient space between apparatus to allow free movement on the apparatus and space to dismount.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Familiarize students with the concept of spotting. ➤ No inversions unless instructed by teacher and a 30.5 cm – 60.9 cm (12” – 24”) landing mat in place. ➤ Use balance beams that are appropriate for students’ height and skill level. ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision for balance beam, parallel bars and uneven bars. ➤ Provide constant visual supervision for inversions. ➤ Provide constant visual supervision during initial teaching on still rings. After instruction, and when there are no inversions, provide on-sight supervision.

GYMNASTICS BEAT BOARD

LEVEL	➤ Grades 10-12
EQUIPMENT	➤ Use Velcro mats.
FACILITIES	<ul style="list-style-type: none"> ➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement. ➤ Design floor plan to allow for landings at safe distances away from walls and other equipment. ➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Introduce beat board activities in a development sequence (i.e., take-offs and landing from beat board to mat before beat board to box horse). ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	➤ Provide on-site supervision.

GYMNASTICS

BOX HORSE

LEVEL	➤ Grades 10-12
EQUIPMENT	➤ Use Velcro mats to designate the landing area.
FACILITIES	<ul style="list-style-type: none"> ➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement. ➤ Design floor plan to allow for landings at safe distances away from walls and other equipment. ➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Aerial somersaults off the box horse may be performed only when the teacher has used proper progressions and in the instructor's judgment the student has demonstrated skill levels/confidence needed. ➤ Use a box horse that is suitable height for students (i.e., below shoulder height) and appropriate to the activity. ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	➤ Provide on-site supervision.

GYMNASTICS CLIMBER

LEVEL	➤ Grades 10-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use trestles or wall climber. ➤ Do equipment set up and adjustment under teacher direction. ➤ Check clamps and feet of trestles, wall lever and floor pins of wall climber to ensure climber is secure. ➤ Check equipment daily for defective parts. ➤ Place mats on landing areas.
FACILITIES	<ul style="list-style-type: none"> ➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement. ➤ Design floor plan to allow for landings at safe distances away from walls and other equipment. ➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Place mats on all designated landing areas. ➤ Hanging inversions require direct instruction of teacher and placement of a 30.5 cm – 60.9 cm (12” – 24”) landing mat. ➤ No inversions in which student is more than 1.5 m above the floor. ➤ Avoid overcrowding by students. ➤ Adjust equipment so it is appropriate to height of students and activity being performed. ➤ A child may climb on top of a horizontal ladder or bars that are at chest height. No hanging and traveling when horizontal ladder or bars are above the chest height of the student (stretch height). No traveling on top of horizontal ladders or bars. ➤ No jumping from anything higher than the jumper’s own shoulder height. ➤ No approaching horizontal ladders and bars of trestles from the side as trestles could slide sideways. ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.
SUPERVISION	➤ Provide constant visual supervision.

GYMNASTICS CLIMBING ROPES

LEVEL	➤ Grades 10-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Place mats under ropes (Velcro mats together). ➤ Check ropes regularly for fraying. Don't use severely frayed ropes, as students get slivers. ➤ For inversion activities use a 30.5 cm – 60.9 cm (12" – 24") landing mat.
FACILITIES	<ul style="list-style-type: none"> ➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement. ➤ Design floor plan to allow for landings at safe distances away from walls and other equipment. ➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ No inversions in which the student hangs more than 1.5 m above the floor. ➤ Introduce rope activities in a developmental sequence. ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	➤ Provide on-site supervision.

GYMNASTICS LANDING MAT

LEVEL	➤ Grades 10-12
EQUIPMENT	➤ Use a landing mat that is 30.5 cm – 60.9 cm (12” – 24”) thick.
FACILITIES	<ul style="list-style-type: none"> ➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement. ➤ Design floor plan to allow for landings at safe distances away from walls and other equipment. ➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Use mats under elevated inverted body positions. ➤ Place landing mats to minimize movement of mat on impact. ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision. ➤ Provide constant visual supervision for inversions.

GYMNASTICS MAT

LEVEL	➤ Grades 10-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Place mats on all designated landing areas under and around equipment. ➤ Where mats are side by side, Velcro them together. ➤ Check mats regularly for wear and tears. ➤ Appropriate sizes for utility mats are: <ul style="list-style-type: none"> • ensolite 3.8 cm (1 ½") • trocellen 5.1 cm (2") • ethefoam 3.8 cm (1 ½") • sarneige 3.8 cm (1 ½") • mats of equivalent compaction rating ➤ Use a 30.5 cm – 60.9 cm (12" – 24") landing mat when a student is in an elevated inverted body position.
FACILITIES	<ul style="list-style-type: none"> ➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement. ➤ Design floor plan to allow for landings at safe distances away from walls and other equipment. ➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Be aware of the physical limitations of students (i.e., strength, flexibility, weak wrists, epilepsy, etc.). ➤ Discourage students from attempting to perform front and back walkovers and backward rolls (directly over the head). Backward shoulder rolls can be performed instead. ➤ Teach skills in proper progression. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision for mats and utility boxes. ➤ Provide constant visual supervision if students are doing inversions on this equipment.

GYMNASTICS SPRINGBOARD

LEVEL	➤ Grades 10-12
EQUIPMENT	➤ Use Velcro mats to designate landing area with no gaps between springboard and mats.
FACILITIES	<ul style="list-style-type: none"> ➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement. ➤ Design floor plan to allow for landings at safe distances away from walls and other equipment. ➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Aerial somersaults off the springboard may be performed only when the teacher has used proper progressions and in the instructor's judgment the student has demonstrated skill levels/confidence needed. ➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely. ➤ Tie back long hair. ➤ Secure or remove glasses.
SUPERVISION	➤ Provide constant supervision.

****HORSEBACK RIDING
ENGLISH OR WESTERN**

This is a HIGH RISK ACTIVITY

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Have a first aid kit available on site. ➤ Use horse suitable for beginning riders. ➤ Use appropriate, safe tack, properly fitted to the horses. ➤ Adjust tack (girth, stirrups) for each rider and have instructor check tack. ➤ Wear properly fitted helmets with chinstraps. Helmets reduce the potential for injury.
FACILITIES	<ul style="list-style-type: none"> ➤ Use properly maintained riding establishments for instruction. ➤ Using riding areas (indoor or outdoor) that have adequate space and good footing free of potential hazards (i.e., broken gates, roadways). ➤ Use an enclosed area for initial instruction of beginning riders before starting on the trail or larger space. ➤ Have ready access to a phone.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Instruct students on safe handling and riding techniques. ➤ Require students to follow the rules laid out regarding riding areas, treatment of horses, allowable activities, etc. ➤ Discuss implementation of the emergency action plan with facility staff.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision by qualified instructor for initial instruction. ➤ Provide in-the-area supervision after initial instruction and when out on trails. ➤ Teacher's presence as a support person is important. ➤ Suggested instructor/student ratio: one qualified instructor for each 6 mounted students.

****IN-LINE SKATING & SKATEBOARDING**

This is not a recommended in-class activity for students from kindergarten to grade 6 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Grades 7-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Have access to a first aid kit. ➤ Skates/Skateboard with good working parts – wheels, bearings, trucks and deck ➤ Wear: <ul style="list-style-type: none"> • Correctly fitting helmet. Helmets reduce the potential for injury. • Elbow pads, knee pads and wrist guards ➤ Properly fitting skates.
FACILITIES	<ul style="list-style-type: none"> ➤ Use a skating surface that is dry and free of any obstacles, pebbles and debris, cracks and uneven surfaces. ➤ Use a designated skating area that is free of vehicular and pedestrian traffic. Don't use parking lots, sidewalks, streets or driveways. Playground blacktops are suggested.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Provide beginning skaters with their own designated area within the total area provided for the class. This enables beginning skaters to skate without interference from faster moving peers. ➤ Give all skaters, regardless of ability, basic instruction in: <ul style="list-style-type: none"> • motion • stopping • turning ➤ Teach skills in proper progression. ➤ Designate a skating direction for everyone (i.e., clockwise or counterclockwise). ➤ No racing, chasing or tag games. ➤ Teach skating courtesy: <ul style="list-style-type: none"> • skate in the same direction as others • skate on the right, pass on the left • announce your intention to pass by saying, "passing on your left" ➤ Outline safety rules clearly to students. ➤ No electronic devices.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision.

****ICE HOCKEY (SHINNY)**

This is not a recommended in-class activity for students from kindergarten to grade 6 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Grades 7-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ CSA approved hockey helmet with full cage and hockey gloves. ➤ Have goalies wear a protective mask. ➤ Use regulation hockey sticks. ➤ Use hockey nets or pylons for goals. ➤ Use soft puck. ➤ Use proper fitting ice skates.
FACILITIES	<ul style="list-style-type: none"> ➤ A maintained indoor or outdoor rink. ➤ Use a playing surface that is free from obstructions.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Puck must stay on ice surface at all times. ➤ Provide overview of shinny rules and safety requirements. ➤ Keep sticks below waist at all times. ➤ Play only non-contact shinny. ➤ Extend crease 2 m from goal line. ➤ Defensive or offensive player cannot be in the crease area. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide on-site constant visual supervision.

****LACROSSE**

This is a HIGH RISK ACTIVITY

LEVEL	➤ All Grades
EQUIPMENT	<p>SOFT LACROSSE:</p> <ul style="list-style-type: none"> ➤ Use “soft” lacrosse balls. ➤ Have goaltender wear a face mask with protective eyewear. ➤ Use molded plastic sticks or wooden sticks. ➤ Use CSA protective eyewear. <p>BOX/FIELD LACROSSE: Not recommended for in class instruction.</p>
FACILITIES	<ul style="list-style-type: none"> ➤ Inspect the playing area regularly to be sure it is free of debris and obstacles, and provides good footing. ➤ Bring holes and severely uneven surfaces to the attention of the principal and make students aware of them.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach skills in proper progression. ➤ Base games on skills that are taught. <p>SOFT LACROSSE:</p> <ul style="list-style-type: none"> ➤ Play only non-contact lacrosse in physical education class. ➤ Modify rules to exclude stick-on-stick, or stick-on- body contact and to prevent accidental contact within 1 m of the gym wall or playground fence. ➤ Stress student responsibility regarding individual space. <p>BOX FIELD LACROSSE: Not recommended for in-class instruction.</p>
SUPERVISION	➤ Provide on-site supervision.

LAZER/RADIO CONTROL TAG

LEVEL	➤ All Grades
EQUIPMENT	➤ Use commercial grade equipment.
FACILITIES	➤ Use area free of obstructions. ➤ Recognized business with safety code of conduct in place.
SPECIAL RULES/ INSTRUCTION	➤ Outline rules for game. ➤ Review safety policies of facility if applicable.
SUPERVISION	➤ Provide on-site supervision.

LOW ORGANIZATIONAL & LEAD-UP GAMES

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use equipment that is in good repair. ➤ Use equipment that is appropriate for the age, size, strength, and skill level of students.
FACILITIES	<ul style="list-style-type: none"> ➤ Use an outdoor playing area that is free of debris and obstructions and provides safe footing. ➤ Use an indoor playing area that is free of hazards such as tables and chairs both in-the-area and on the perimeter of the area.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach students to stop playing immediately when a signal (such as a double whistle blast) is given. ➤ When students are playing games indoors that involves a goal line or running to a line, don't use walls as a goal. Draw a goal line at least 2 meters from the wall.
SUPERVISION	➤ Provide on-site supervision.

****MARTIAL ARTS**

This not a recommended in-class activity for students from kindergarten to grade 6 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Grades 7-12
EQUIPMENT	➤ Use 5.1 cm (2") mats, wrestling mats, or mats of equivalent compaction rating when the activity involves throws or falls.
FACILITIES	➤ Use a floor surface that is clear, smooth, level, dry and free of all obstacles (i.e., tables and chairs).
SPECIAL RULES/ INSTRUCTION	➤ Stress the importance of anticipation, avoidance of risky situations, self-defense tactics and appropriate aggression. ➤ Select warm-up activities that emphasize conditioning and flexibility. ➤ Teach skills in proper progression. ➤ Bare feet are preferred. ➤ Tie back long hair.
SUPERVISION	➤ Use qualified instructors to deliver the program. ➤ Provide on-site supervision.

OUTDOOR EDUCATION GENERAL GUIDELINES

LEVEL	➤ All Grades
SUPERVISION	<ul style="list-style-type: none"> ➤ Have all outdoor education excursions approved by principal or designate. ➤ Approval can include consideration of itinerary, suitability of trip activities to the curriculum, travel time, safety factors, supervision arrangements, age appropriateness (refer to Board of Education's field trip policy). ➤ Follow Board of Education protocol for all overnight trips. ➤ Have parents complete parental consent forms prior to any student going on outdoor education trip. ➤ For all trips requiring transportation, prepare a list of all the students in each vehicle, provide it to the chaperones, and leave a copy at the school. ➤ Have an evacuation/communication plan. ➤ For all trips, have students provide medical information to the teacher in charge, including their health care number and any special health information. ➤ Make supervisors on trip aware of any students with medical problems and any student on medication. ➤ Have students on vital medication bring an extra supply. Be sure this medication is in a clearly marked container in the supervisor's possession. ➤ Provide trip supervisors and the school with a list of parent contact/emergency contact numbers. Supervisors must have or have ready access to appropriate communication equipment. ➤ Use only staff or volunteer drivers who comply with board of education requirements for insurance. ➤ Provide the teacher supervising the trip with telephone number and location of nearest doctor, and location of nearest hospital and nearest phone. ➤ Typical information on parent consent forms includes itinerary, date, relationship of trip activities to curriculum, supervision arrangements, cost per student, behavioural expectations, inherent risks, and where applicable, date and time of parent information meeting. ➤ Provide students with a list of recommended clothing and personal items suitable for the specific activity. ➤ Recommend to students the use of sun protection for all outdoor education activities. ➤ It is recommended that a cell phone be included as equipment if coverage is available. ➤ Provide both male and female chaperones for mixed gender groups on overnight trips. Some experiences may require a minimum of 2 teacher supervisors. ➤ Have access to a vehicle for emergency purposes (where appropriate). ➤ Designate a responsible individual who is not the supervisor in charge to transport an injured student to the hospital. ➤ Have an appropriate number of supervisors with current first aid qualifications.

****OUTDOOR EDUCATION
BACKPACKING**

This is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 7-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Collect and check all necessary equipment before the trip. ➤ Equipment shall include: <ul style="list-style-type: none"> • compass or GPS • whistle or other signaling device • first aid kit • nutritious food which does not require preparation • adequate water • sun protection • matches in waterproof container
FACILITIES	<ul style="list-style-type: none"> ➤ Use only designated trails. ➤ Take a map of the route on the trip and leave a copy with the supervisor at the school. ➤ Ensure that teacher is familiar with the route. ➤ If backpacking trip originates from base camp, leave a map with the supervisor at base camp.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Have trip supervisors carry any necessary medication for designated students. ➤ Plan trip so that length and difficulty is appropriate for age and ability of students. ➤ Use a buddy system. ➤ Familiarize students with the route. ➤ Postpone trip if there is any indication of threatening weather that could put student safety at risk. ➤ Make students aware of: <ul style="list-style-type: none"> • emergency procedures • signal to assemble ➤ Avoid travelling in darkness. ➤ Ensure that trip supervisors are aware of location of nearest phone and/or help in an emergency.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision. ➤ Establish a ration of supervisors to students appropriate to the age and experience of the students and the activity.

****OUTDOOR EDUCATION
BOATING**

**This is a HIGH RISK ACTIVITY
DOES NOT INCLUDE WATERSKIING, TUBING, OR OTHER APPARATUS OR PERSONAL
WATERCRAFT**

LEVEL	➤ Grades 10-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Inspect equipment for defects. ➤ Check all personal safety equipment for any defects prior to use. ➤ Wear proper shoes with a non-slip sole. ➤ Wear correctly fitting, Transport Canada approved P.F.D. (personal flotation device)/life jacket with whistle attached at all times on the water.
FACILITIES	➤ Use only facilities with designated boating areas.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Expect students to know and obey acceptable standard of behavior while in the boats. ➤ Clearly outline safety procedures and an emergency action plan to students. ➤ Prior to water activities, successfully complete the following swim test (with or without a P.F.D.): <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for 3 minutes • put on a life jacket in the water • demonstrate the help/huddle position ➤ Take weather and water conditions into consideration. ➤ Obtain parent permission for participation. ➤ Teach basic boating safety in the classroom before going on the water. ➤ Teach skills in proper progression.
SUPERVISION	<ul style="list-style-type: none"> ➤ Have instructors who are certified operate and supervise the boating activity. ➤ Teacher is present and accompanies students to and from facility. ➤ Provide on-site supervision. ➤ Have at least one supervisor with Lifeguard certification and/or Royal Life Saving Society Bronze Cross.

****OUTDOOR EDUCATION CAMPING**

This is a HIGH RISK ACTIVITY

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

LEVEL	➤ Grades 4-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Collect and check all necessary equipment before the trip. ➤ Equipment shall include: <ul style="list-style-type: none"> • whistle or other signaling device • first aid kit • flashlight • shovel • sun protection • waterproof matches • camp stoves ➤ Clothing for overnight camping includes: <ul style="list-style-type: none"> • sleeping bag/blanket • rain gear
FACILITIES	➤ Have access to a phone (cell phone or regular phone within walking).
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Plan program in detail with contingency plans for inclement weather. ➤ Remove all food items, gum and cosmetics from tents at night and keep in animal-proof containers or cans (where appropriate) ➤ Make students aware of behavioural expectations, boundaries for activity, assembly procedures. ➤ Plan program activities that are age and skill level appropriate. ➤ No open flames near tents. ➤ Develop a process to account for students and to identify any students who may be missing.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide constant visual supervision when filling and lighting camp stoves. ➤ Provide on-site supervision for other activities. ➤ Establish a ratio of supervisors to students appropriate to the age and experience of the students and the activity. ➤ Have at least one supervisor with current first aid certification. ➤ Have some leaders with previous tent camping experience. ➤ Have access to a vehicle for emergency purposes. ➤ Designate a responsible individual to accompany an injured student to hospital.

****OUTDOOR EDUCATION
CANOE TRIPPING**

This is not a recommended activity for younger students from kindergarten to grade 9 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Grades 10-12
EQUIPMENT	➤ Equipment includes: <ul style="list-style-type: none"> • extra paddle per canoe • first aid kit • waterproof matches • 8 m length of rope • repair kit for canoe • weighted throw line ➤ Wear properly fitting, Transport Canada, approved life jacket/P.F.D. with whistle attached at all times while on the water. ➤ Clothing includes: <ul style="list-style-type: none"> • rain gear • appropriate clothing in layers • dry change of clothing
FACILITIES	➤ Plan a route that is appropriate to age/ability of students.
SPECIAL RULES/ INSTRUCTION	➤ Complete a trip itinerary and file it with an appropriate school official. ➤ Develop an emergency action plan and communicate it to all involved with the trip. ➤ No trips through white water. ➤ Test all candidates for participation in a school canoe trip for the minimum standards in each of the areas as outlined below: WATER SAFETY Prior to water activities, successfully complete the following swim test: <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for 3 minutes • put on life jacket in water • demonstrate the help/huddle position CANOEING SKILLS <ul style="list-style-type: none"> • Teach basic skills prior to and/or during the initial stages of a trip. Students must demonstrate mastery of the “J” stroke. Consideration must be given to the age and experience of the students and the difficulty of the experience. • Instruct students on how to handle unexpected wind and wave conditions. RELATED AREAS Familiarize students with: <ul style="list-style-type: none"> • first aid and hypothermia • personal camping and canoeing equipment and repairs • suitable clothing • camping skills and safety • environmental concerns • use of a compass • map reading ➤ Postpone trip if there is any indication of inclement weather or cold water conditions severe enough to put students’ safety at risk. ➤ Teach skills in proper progression.
SUPERVISION	➤ Have at least one supervisor with Canadian Recreational Canoeing

Association Level II Canoe Tripping certification. If the group is divided into two trips, then have two supervisors with these qualifications.

- Have at least one supervisor with National Lifeguard Service Lifeguard certification and/or Royal Life Saving Society Bronze Cross.
- Have at least one supervisor who has experience with:
 - bug season
 - cold water rapids (recognize inherent danger and ways to avoid)
 - cooking over open fire without a grate
 - campcraft waterproofing methods during wet weather
- Have at least one supervisor with general knowledge of the area.
- Establish a systematic pattern for group travel and communication.
- Have two adult supervisors on overnight trips.
- Where female and male students participate in a trip, provide both female and male supervisors.

****OUTDOOR EDUCATION
CANOEING
Lake Water Canoeing**

This is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 7-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Check paddles for cracks and splinters. ➤ Wear correct fitting, Transport Canada approved, P.F.D./life jackets with whistle attached for open water canoeing.
FACILITIES	➤ Select water conditions appropriate for the skill level of the group.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach basic skills prior to and/or during the initial stages of a trip. Students must demonstrate mastery of the “J” stroke. Consideration must be given to the age and experience of the students and the difficulty of the experience. ➤ Have a rescue craft accessible while students are canoeing on open water. ➤ Prior to water activities, successfully complete the following swim test (with or without a P.F.D.): <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for 3 minutes • put on a life jacket in the water • demonstrate the help/huddle position ➤ The swimming requirements would be equivalent to Level 7 swimming lessons.
SUPERVISION	<ul style="list-style-type: none"> ➤ Have an instructor with Paddle Canada Solo Intermediate Lake Skills and Tandem Advanced Lake Skills Course Certification. ➤ Provide on-site supervision when students are canoeing. ➤ Have access to a vehicle for emergency purpose. ➤ Designate a responsible individual who is not the “in-charge” person to transport an injured student to hospital. ➤ Have at least one participant with National Lifeguard Service Lifeguard certificate and/or Royal Life Saving Society Bronze Cross.

****OUTDOOR EDUCATION
 FLAT WATER KAYAKING
 POOL
 BASE CAMP KAYAKING**

This is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 10-12
EQUIPMENT	➤ Equipment includes: <ul style="list-style-type: none"> • kayak with adequate flotation in nose and stem to prevent the kayak from filling with water and sinking • kayak paddle • weighted throw line ➤ Wear correctly fitting, and Transport Canada, approved P.F.D. life jacket, with whistle attached for open water kayaking.
FACILITIES	➤ Choose water conditions appropriate for the type of kayak being used and the skill level of the group. (Flat water involves paddling on the lake water or river where no rapids exist and eddies are very slight).
SPECIAL RULES/ INSTRUCTION	➤ Teach basic skills prior to and/or during the initial stages of a trip. Students must demonstrate mastery of the “J” stroke. Consideration must be given to the age and experience of the students and the difficulty of the experience. ➤ Prior to water activities, successfully complete the following swim test (with or without a P.F.D.): <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for 3 minutes • put on a life jacket in the water • demonstrate the help/huddle position ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide on-site supervision by a qualified instructor when students are kayaking. ➤ Have instructors with a basic kayaking instructor’s certification. ➤ Have a rescue craft accessible while students are kayaking on open water. ➤ For the purpose of providing first aid coverage, have at least one supervisor with Lifeguard certification and/or Royal Life Saving Society Bronze Cross.

****OUTDOOR EDUCATION
LAKE SWIMMING**

This is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 7-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Equipment includes: <ul style="list-style-type: none"> • buoy line • whistle or other signaling device • first aid kit(s) • throw line • reaching assists
FACILITIES	<ul style="list-style-type: none"> ➤ Use a swimming area that is: <ul style="list-style-type: none"> • clearly marked • free from hazards • roped off with floating devices • of suitable water temperature • reasonably clear ➤ No swimming in fast moving rivers or streams. ➤ Prior to trip, check with local authorities to determine whether water is safe for swimming.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Written parental permission for child to be involved in any swimming activity is desirable. Permission note can indicate child's swimming ability (i.e., non-swimmer, capable swimmer). ➤ Identify and observe non-swimmers. ➤ Follow posted rules and regulations of swimming area. ➤ Use a definite counting system at regular intervals (i.e., number students and every 15 minutes blow whistle and have them count off). ➤ Use a buddy system. ➤ No swimming if there are any indications of bad weather. ➤ No swimming after dark. ➤ Swimming allowed in designated area. ➤ No distance swims. ➤ Position lifeguard so she/he is clearly visible to all swimmers at all times. ➤ In an emergency situation, lifeguard is in charge. ➤ Have an emergency action plan in place. ➤ Inform students of acceptable standards of behavior in the water. ➤ No diving. ➤ No flotation devices. ➤ Practice an emergency water drill (i.e., assemble on shore with 3 loud whistle blasts). ➤ Length of swim depends on skill and age of swimmers, condition of atmosphere, condition of water, time of day. ➤ Teach skills in proper progression.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision. ➤ Have one supervisor with current certification: <ul style="list-style-type: none"> • National Lifeguard Service Lifeguard Certificate Waterfront option, or • National Lifeguard Service Pool Certificate with two years waterfront experience ➤ Provide at least one other adult supervisor in addition to the lifeguard. ➤ Have access to a vehicle for emergency purposes.

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| | <ul style="list-style-type: none">➤ Designate a supervisor (i.e., teacher or parent) who is not the “in charge” supervisor to transport an injured student to hospital.➤ Lifeguard to swimmer ratio: 1:25. |
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****OUTDOOR EDUCATION
SAILING**

This is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 10-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Inspect equipment supplied by a local sailing school for defects. ➤ Check all personal safety equipment for any defects prior to use. ➤ Wear proper shoes with a non-slip sole. ➤ Wear correctly fitting, Transport Canada approved, P.F.D. life jacket with whistle attached at all times on the water.
FACILITIES	➤ Use only facilities with designated sailing areas.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Expect students to know and obey acceptable standard of behavior while in the boats. ➤ Clearly outline safety procedures and an emergency action plan to students. ➤ Prior to water activities, successfully complete the following swim test (with or without a P.F.D.): <ul style="list-style-type: none"> • swim 100 m continuously any stroke • tread water for 3 minutes • put on a life jacket in the water • demonstrate the help/huddle position ➤ Take weather and water conditions into consideration. ➤ Teach basic sailing safety in the classroom before going on the water. ➤ Teach skills in proper progression.
SUPERVISION	<ul style="list-style-type: none"> ➤ Have instructors who are certified instruct the course. ➤ Teacher is present and accompanies students to and from facility. ➤ Provide on-site supervision. ➤ Have at least one supervisor with Lifeguard certification and/or Royal Life Saving Society Bronze Cross.

****OUTDOOR EDUCATION
WALL CLIMBING, ZIP LINING, OTHER CAMP RELATED ACTIVITIES**

This is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 7-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Check all necessary equipment before participating in activity. ➤ Ensure equipment is suitable for all participants.
FACILITIES	<ul style="list-style-type: none"> ➤ Review safety certification of equipment and area. ➤ Request the operator review the safety procedures with the group and provide support for activity. ➤ Ensure the teacher/supervisor is familiar with the activity.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Have activity supervisors carry any necessary medication for designated students. ➤ Check activity so that length and difficulty is appropriate for age and ability of students. ➤ Use a buddy system. ➤ Familiarize students with the activity. ➤ Make students aware of: <ul style="list-style-type: none"> • emergency procedures • signal to assemble ➤ Ensure that trip supervisors are aware of location of nearest phone and/or help in an emergency.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision. ➤ Establish a ratio of supervisors to students appropriate to the age and experience of the students and the activity.

RACQUET SPORTS

RACQUETBALL, PADDLEBALL, HANDBALL, SQUASH

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Wear eye protection. ➤ Use racquetball and paddleball racquets that are equipped with a thong that is worn around the wrist.
FACILITIES	<ul style="list-style-type: none"> ➤ Clearly define court boundary lines. ➤ In side-by-side court situations, establish safety procedures.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ When teaching skills, allow adequate space for each player to make an uninterrupted swing. ➤ Teach and enforce the code of etiquette for court play (i.e., not entering a court in use). ➤ No more than 4 players on a playing area for handball, paddleball and racquetball. ➤ Teach skills in proper progression.
SUPERVISION	<ul style="list-style-type: none"> ➤ During initial instruction, provide on-site supervision. ➤ After instruction, provide in-the-area supervision.

SLACK LINING

LEVEL	➤ Grades 3-12
EQUIPMENT	➤ Must be a commercially purchased product
FACILITIES	➤ Indoors or outdoors
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Follow manufacturers guidelines regarding fastening slack line ➤ Line should not be higher than 18" ➤ Indoors – gym mats should be placed under line ➤ Outdoors – grass surface with no obstructions is suitable ➤ Two spotters (one on either side of line) should move with participant ➤ Wear laced athletic footwear ➤ No bare feet, or sandals allowed on slackline ➤ No more than 1 person allowed on the slackline ➤ No tricks allowed to be attempted or performed on slack line
SUPERVISION	➤ Constant visual supervision with spotters present when student on line.

RACQUET SPORTS TENNIS, BADMINTON, PICKLEBALL, PADDLE TENNIS

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use racquets that have a good grip and are in safe playing condition. ➤ Badminton – eye protection is required* (see below). ➤ <u>*EXCEPTION to eye protection</u> – according to SHSAA guidelines, badminton singles in competition situations will not be required to wear eye protection.
FACILITIES	➤ Use a playing area that is free from debris and obstructions, and provides safe footing.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ When teaching skills, allow adequate space for each student to make a free and uninterrupted swing. ➤ Teach and enforce the code of etiquette for court play (i.e., not entering a court in use). ➤ Teach skills in proper progression. ➤ Modify activities/skills to the age and ability level of the participants.
SUPERVISION	<ul style="list-style-type: none"> ➤ During initial instruction, provide on-site supervision. ➤ After instruction, provide in-the-area supervision. ➤ During equipment set-up, provide on-site supervision.

****RUGBY
NON-CONTACT**

This is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 10-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use regulation rugby balls or footballs. ➤ No metal cleats. <p>*Rugby Saskatchewan may provide instruction.</p>
FACILITIES	<ul style="list-style-type: none"> ➤ Select a playing area that is free from debris and obstructions, provides suitable footing and is well removed from traffic areas. ➤ Bring holes and severely uneven surfaces to the attention of the principal and make students aware of them. ➤ Use collapsible, soft pylons or field paint to make boundaries and lines.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Modify rules to accommodate ability/age/physical development. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide on-site supervision.

****SCUBA DIVING**

This is not a recommended in-class activity for students from kindergarten to grade 9 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Grades 10-12
EQUIPMENT	➤ Use certified equipment and have it checked before every class by a certified instructor.
FACILITIES	➤ Don't use backyard pools. ➤ Use school or community pools.
SPECIAL RULES/ INSTRUCTION	➤ Have students' medical information sheets on-site. ➤ Teach skills in proper progression.
SUPERVISION	➤ Have qualified lifeguard on deck. ➤ Have instructor with current certification from one of the following: <ul style="list-style-type: none"> • A.C.U.C. The Association of Canadian Underwater Councils, or • N.A.U.I. National Association of Underwater Instructors, or • P.A.D.I. Professional Association of Diving Instructors. ➤ Teacher accompanies students to the pool and remains in-the-area during instruction.

SKATING (ICE) SPEED SKATING

LEVEL	➤ Skating -All Grades Speed Skating – Grades 10-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Wear CSA approved helmet. ➤ Keep a first aid kit available on site. If the school is not bringing a kit to the arena, ensure that the arena manager has a kit available and knows its location. ➤ Clothing/gear includes: <ul style="list-style-type: none"> • properly fitted skates • gloves or mitts
FACILITIES	➤ Before skating on outdoor ponds, determine ice safety with absolute certainty. Contact local authorities for information.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Select activities that are appropriate to the skill level of the students. ➤ Teach skills in proper progression. ➤ Avoid tag type games, racing and “crack-the-whip” ➤ Provide ice space for beginning skaters separate from accomplished skaters until beginning skaters master basic skills. ➤ Make students and parents aware of the need for extra caution and control on the ice including common procedures such as skating in the same direction during a free skate. ➤ Inform parents by letter of their child’s involvement in skating and the importance of wearing a helmet and proper hand covering. ➤ Discuss recognizing and treating frostbite prior to outdoor skating. ➤ Stress skating technique, not speed, in all games, challenges, and drills
SUPERVISION	➤ Provide on-site supervision.

****SKIING (ALPINE)**

This is a HIGH RISK ACTIVITY

LEVEL	<ul style="list-style-type: none">➤ Skiing/Snowboarding – All Grades➤ Downhill Tubing – Grades 6 - 12
EQUIPMENT	<ul style="list-style-type: none">➤ CSA approved helmets to be worn for snowboarding, skiing and downhill tubing.➤ Snowboarding, skiing and downhill tubing equipment that is in good repair.
FACILITIES	<ul style="list-style-type: none">➤ Reputable facility where safety procedures are in place and supervision is provided by the business.➤ Maintained, groomed ski area.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none">➤ Lessons must be taken by all students.➤ Safety plan must be in place.➤ A separate vehicle should be available to transport students with non life threatening injuries to nearest medical facility.
SUPERVISION	<ul style="list-style-type: none">➤ Ski hills must have ski patrol on duty while students on slopes.➤ Provide on-site supervision.

****SNORKELING**

This is not a recommended in-class activity for students from kindergarten to grade 9 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Grades 10-12
EQUIPMENT	➤ Use certified equipment.
FACILITIES	➤ Use a school or community swimming pool. ➤ Don't use backyard pools for class instruction.
SPECIAL RULES/ INSTRUCTION	➤ Familiarize students with emergency procedures relating to the pool facility. ➤ Teach skills in proper progression.
SUPERVISION	➤ Have a qualified lifeguard on deck at all times. ➤ Teacher accompanies students to the pool and remains in-the-area during instruction. ➤ Have an instructor with one of the following certifications: <ul style="list-style-type: none">• A.C.U.C. The Association of Canadian Underwater Councils, or• N.A.U.I. National Association of Underwater Instructors, or• P.A.D.I. Professional Association of Diving Instructors. ➤ Provide constant visual supervision.

SOCCKER

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Secure moveable heavy wood and metal outdoor nets to the ground. ➤ If using a moveable outdoor soccer goal, select one that is counter-balanced in order to reduce the potential for tipping. ➤ Inspect nets regularly. ➤ Use nerf balls or indoor soccer balls for indoor soccer. ➤ Use indoor nets made of plastic or aluminum. ➤ No metal cleats.
FACILITIES	<ul style="list-style-type: none"> ➤ Inspect outdoor playing area regularly for debris and obstructions. ➤ Use an area that provides suitable footing and is well away from traffic. ➤ Report holes and severely uneven surfaces to the appropriate official and make students aware of them. ➤ Identify a goal crease. ➤ Use collapsible, soft pylons or field paint to make boundaries and lines.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ No tackling. ➤ Teach skills in proper progression. ➤ It is not recommended to teach heading techniques. ➤ Insist that students must never climb on moveable outdoor goals. ➤ Instruct students in the safe handling of and potential dangers associated with moveable outdoor goals.
SUPERVISION	➤ Provide on-site supervision.

SOFTBALL REGULATION

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use bats that are not cracked with an adequate grip. ➤ Ensure that the catcher wears a mask. ➤ Require batters and base runners to wear helmets. ➤ Require umpire to wear a mask if behind catcher. ➤ Suggest that umpire wears shin guards and a chest protector for added protection. ➤ Have fielders wear gloves. ➤ No metal cleats.
FACILITIES	<ul style="list-style-type: none"> ➤ Inspect the field for hazards: holes, glass, rocks, and slippery, muddy spots. ➤ Use a playing field that is away from open roadways so that players don't run into traffic. ➤ Report holes and severely uneven surfaces to the appropriate individual and make students aware of them. ➤ If more than one activity is going on, ensure that a safe distance exists between the activities.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach skills in proper progression. ➤ Teach players to lay down or drop the bat after hitting, not release it during the follow through of the swing. ➤ Require non-fielding players to stand well back (10 m or more) of the batter's box or behind a screen or fence. (Keep fingers away from the screen). ➤ Have umpires stand behind the pitcher or outside the baselines.
SUPERVISION	➤ Provide on-site supervision.

SOFTBALL

SLOW PITCH

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use bats that are not cracked with an adequate grip. ➤ Catcher should never go into a squat. Stand a safe distance behind the plate. ➤ No metal cleats.
FACILITIES	<ul style="list-style-type: none"> ➤ Inspect the field for hazards: holes, glass, rocks, and slippery, muddy spots. ➤ Report holes and severely uneven surfaces to the appropriate individual and make students aware of them. ➤ If more than one activity is going on, ensure that a safe distance exists between the activities.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach skills in proper progression. ➤ Teach players to lay down or drop the bat after hitting, not release it during the follow through of the swing. ➤ Require non-fielding players to stand well back (10 m or more) of the batter's box or behind a screen or fence. (Keep fingers away from the screen). ➤ Have umpires stand behind the pitcher or outside the baselines.
SUPERVISION	➤ Provide on-site supervision.

SWIMMING

COMMUNITY POOLS/HOTEL SWIMMING POOLS

LEVEL	➤ All Grades
EQUIPMENT	➤ Wear bathing attire as identified by the pool. (No cut-offs, jeans, etc.)
FACILITIES	<ul style="list-style-type: none"> ➤ Use school or community pools. ➤ (For pond/lake swimming see outdoor education)
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Adhere to the following regulations: <ul style="list-style-type: none"> • no running or pushing on deck • no gum chewing • no food in pool area • stay clear of diving area • no diving off deck into shallow end • follow pool rules ➤ Take showers before entering the pool. ➤ Outline emergency procedures to students prior to entering the water. ➤ No students with infected cuts or sores in pool. ➤ Do screening/testing in shallow end initially. ➤ Use a parent permission form when students go off school board property to a pool. ➤ Inform in-charge person on deck of any student having medical problems that may affect the student's safety in the water. Conditions that require specific mention include a history of diabetes, asthma, heart condition, convulsions, epilepsy and frequent ear infections. ➤ Teacher skills in proper progression.
SUPERVISION	<ul style="list-style-type: none"> ➤ Ensure there is an individual in the immediate vicinity who is readily accessible and who has current first aid qualifications. ➤ Ensure that teachers accompany pupils to the pool and stay to provide constant visual supervision on the deck or in the pool. ➤ Ensure that teachers/instructors providing swim instruction have current Royal Life Saving Society Bronze Cross or equivalent certification. ➤ Suggested ratio of qualified lifeguard/instructor to students: 1:25. ➤ Monitor change rooms closely and frequently. ➤ Provide on-site supervision.

TABLE TENNIS

LEVEL	➤ All Grades
EQUIPMENT	➤ Use regulation size table tennis, paddles and balls. ➤ Check tables and paddles to ensure they are in good condition.
FACILITIES	➤ Set up tables so that students can move around them. ➤ Play where floor surfaces are smooth, level and dry. ➤ Play in an area that is free of all obstacles.
SPECIAL RULES/ INSTRUCTION	➤ Teach skills in proper progression. ➤ Establish a careful routine for set-up and dismantling of tables with direct teacher supervision.
SUPERVISION	➤ Provide on-site supervision during set-up and dismantling of tables. ➤ Provide in-the-area supervision during play.

TEAM HANDBALL

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use indoor nets that are padded or made of plastic or aluminum. ➤ Use a “gatorskin” type ball, soft utility ball, soft volleyball or team handball.
FACILITIES	➤ Play in an area that is free from debris and obstructions and provides safe footing.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ No body contact. ➤ Modify activities and rules to suit the age and ability of students and the facilities/equipment available. ➤ Clearly identify a crease area if using a goalie (i.e., full key area). ➤ Allow only the goaltender in the crease area. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide on-site supervision.

TETHERBALL

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use a tetherball that is in good repair, with properly working connections at ball and at pole. ➤ Use a rope that is in good repair and not excessively frayed. ➤ Check pole periodically. Repair a pole with a severe lean or one that is loose at the base.
FACILITIES	➤ Place tetherball poles in areas away from traffic and away from areas where other games are played.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Instruct children in skills and rules before the game is played. ➤ Teach skills in proper progression. ➤ No tetherball games in slippery, wet conditions.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision. ➤ Require that tetherball be set up by an adult or a student under adult supervision.

****TRACK AND FIELD
DISCUS**

This is not a recommended in-class activity for students from kindergarten to grade 5 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Grades 6-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use a discus that is of a size appropriate for the age, gender and physical maturity of the student. ➤ Use a discus that is free of cracks, chips and other damage. ➤ Check the discus regularly for damage. ➤ Provide protective screening around the throwing area. (A baseball screen may provide suitable protection).
FACILITIES	<ul style="list-style-type: none"> ➤ Use a landing area that is well marked and free of people during the activity. ➤ Choosing a throwing area that is free of obstacles and completely closed to traffic. (No other activity in-the-area where discus is taking place). ➤ Ensure that the discus circle area provides safe footing.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Require instructor and students not throwing to be behind thrower (behind a screen). ➤ Teach skills in proper progression. ➤ Establish safe throwing and retrieving procedures. ➤ Instruct students in safety prior to teaching and practice. ➤ Establish precautions to ensure the safety of all students before any activity with the discus begins.
SUPERVISION	➤ Provide constant visual supervision.

TRACK AND FIELD

HIGH JUMP

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use a landing area that is appropriate for the age, size and skill level of the students. ➤ The minimum mat size is a single 1.5 m x 3 m x 50 cm (5' x 10' x 20") mat. ➤ Wet rope or elastic may be used rather than a crossbar. ➤ Check poles for cracks regularly. ➤ Check pits regularly for damage. ➤ No metal crossbars.
FACILITIES	<ul style="list-style-type: none"> ➤ For both indoor and outdoor jumping, design area so that approach area is clear, smooth, dry and traffic-free. ➤ Indoor jumping only when the floor provides a non-slip surface.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Require student bar monitors to stay in front and to the side of standards at all times. ➤ Stress progressions and technique rather than a competition. ➤ Stress a short, controlled approach (between 3 and 9 steps). ➤ If student is using "flop style", encourage take-off closer to the nearest upright on approach. ➤ Ensure that landing mats and Velcro mats are firmly secured and do not slide when jumper lands. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide constant visual supervision.

TRACK AND FIELD HURDLES

LEVEL	➤ Grades 6-12
EQUIPMENT	➤ Use “scissor” hurdles, light hurdles or loose crossbars for classroom instruction.
FACILITIES	➤ Use an appropriate area that provides a flat, clear surface.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Instruct students on how to set up equipment properly. ➤ Modify heights and distances to accommodate different ability levels. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide on-site supervision.

****TRACK AND FIELD
JAVELIN**

This is not a recommended in-class activity for students from kindergarten to grade 5 and is a HIGH RISK ACTIVITY at all grade levels

LEVEL	➤ Grades 6-12
EQUIPMENT	➤ Have inexperienced students use a blunted javelin or a suitable approved training device.
FACILITIES	<ul style="list-style-type: none"> ➤ Use a runway that is smooth and flat. ➤ Use a throwing area that is free of obstacles and completely free of traffic. ➤ No other activity in-the-area where the javelin is being thrown.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach students to lead and throw with the elbow to avoid elbow injuries. ➤ Enforce the “all throw” and “all retrieve” rule when more than one student is participating. ➤ Have spectators and non-competing athletes remain behind the throwing area. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide constant visual supervision.

TRACK AND FIELD

SHOT PUT

LEVEL	➤ Grades 6-12
EQUIPMENT	<ul style="list-style-type: none"> ➤ Use only shots designed for indoor activity in the indoor program. ➤ Use equipment of appropriate size and weight for age and strength of student.
FACILITIES	<ul style="list-style-type: none"> ➤ Use a landing area that is well marked and free of people during activity. ➤ Use a putting area that is safe underfoot.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Establish safe routines for putting and retrieving of shots. ➤ Have only one specified putting direction, completely free from traffic. ➤ Teach skills in proper progression. ➤ Transport all shots safely to and from throwing area.
SUPERVISION	➤ Provide constant visual supervision.

TRACK AND FIELD
TRACK EVENTS
SPRINGS, 400 m, 800 m, 1500 m, 2000 m, RELAYS

LEVEL	➤ All Grades
EQUIPMENT	➤ Use plastic or aluminum relay batons.
FACILITIES	<ul style="list-style-type: none"> ➤ Use outdoor areas that are designated for running, clearly marked, away from other activities, checked for hazards, and that provide safe footing. ➤ Inspect all tracks annually and maintain as necessary.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Teach the skills associated with running in a progression of developmental steps. ➤ Include proper warm-ups and cool-downs in all in-class sessions. ➤ For indoor sprinting in hallways: <ul style="list-style-type: none"> • no running where there are glass doors or showcases • position a safety barrier in front of doors • put pylons at stop points ➤ For distance running, modify length of run so it is appropriate to the age and ability level of the participant. ➤ Take into account: <ul style="list-style-type: none"> • temperature of the day • previous training and length of preparation ➤ Teach skills in proper progression.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide constant visual supervision. ➤ Provide on-site supervision for sprints and relays. ➤ Provide in-the-area supervision for middle distance (400 m, 800 m and 1500 m) events. ➤ When running above distances, students may be temporarily out of sight, thus, running in pairs or groups is advised.

TRACK AND FIELD

TRIPLE JUMP, LONG JUMP

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Equipment includes: <ul style="list-style-type: none"> • sand pit • rake • shovel or spade
FACILITIES	<ul style="list-style-type: none"> ➤ Use a pit filled with sand. ➤ Ensure that landing area is soft with plenty of sand and no foreign objects. ➤ Use a takeoff area that is firm and flat. ➤ Dig pit at least once a season. ➤ Locate pits so they are removed from high traffic areas and away from other activity sites (i.e., ball diamonds).
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ No jumping when there are slippery conditions. ➤ Teach skills in proper progression. ➤ Train students to rake pits. As part of training, include rules such as: <ul style="list-style-type: none"> • remove rake before next competitor begins approach • begin raking after competitor is out of pit • rake sand into middle of the pit rather than out to the sides
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide constant visual supervision during initial lessons. ➤ Provide on-site supervision after skills have been taught.

VOLLEYBALL

LEVEL	➤ All Grades
EQUIPMENT	<ul style="list-style-type: none"> ➤ Store poles so that there is no danger of them falling onto anyone. ➤ Use nets that are free of exposed wires along top or frayed wires along poles. ➤ Use ball appropriate for age and ability of students. ➤ Advise padding of poles.
FACILITIES	<ul style="list-style-type: none"> ➤ Use a playing surface that provides good traction. ➤ Use outdoor volleyball courts that provide safe footing. ➤ Use a gym that is free of hazards (i.e., equipment and furniture in corners/on sidelines). ➤ Require students who are attending net to pole to stand on chair or ladder.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ Replace floor plugs when volleyball poles are removed. ➤ Teach skills in proper progression. ➤ Organize drills so as to minimize the risk of being hit with an errant ball. ➤ Modify activities/rules to the age and ability of participants.
SUPERVISION	<ul style="list-style-type: none"> ➤ Provide on-site supervision of activity. ➤ If students are involved in setting up and putting away volleyball poles, provide constant visual supervision.

WEIGHT TRAINING

This is not a recommended in-class activity for students from kindergarten to grade 6

LEVEL	➤ Grades 7-12
EQUIPMENT	➤ Inspect all equipment regularly and repair as necessary.
FACILITIES	➤ Secure weights in a secure storage area that can be locked when it is not in use.
SPECIAL RULES/ INSTRUCTION	➤ Instruct all students in proper lifting techniques and safety procedures. ➤ Use a buddy system when lifting free weights over body. ➤ Secure free weight plates in place before using. ➤ Individualize all programs. ➤ Teach skills in proper progression.
SUPERVISION	➤ Provide in area supervision for use of weight machines and free weights, following instruction on safe use.

WRESTLING

This is a HIGH RISK ACTIVITY

LEVEL	➤ Grades 7-12
EQUIPMENT	➤ Use 5.1 cm (2") mats with Velcro sides.
FACILITIES	➤ Check mat surfaces regularly for irregularities.
SPECIAL RULES/ INSTRUCTION	<ul style="list-style-type: none"> ➤ During warm-up activities emphasize conditioning and flexibility. ➤ Teach skills in proper progression. ➤ Keep fingernails closely trimmed. ➤ Match participants of similar weight, strength and gender. ➤ Ensure that area surrounding the mats is free of obstructions/hazards. ➤ Provide suitable distance between the edge of wrestling area and surrounding walls. ➤ Encourage "down" wrestling for beginner wrestlers. ➤ Outline rules and illegal moves. ➤ Permit students to be referees only under the direct supervision of the instructor. ➤ No co-ed wrestling. ➤ No glasses. ➤ No jewelry.
SUPERVISION	➤ Provide on-site supervision.