

Number:	<i>to be determined</i>
Topic:	Risk Management—Minimum Standard of Care
Effective:	February 2009
Cross-Reference:	Halton Elementary & Secondary Physical Education Safety Guidelines – Interschool Module Administrative Procedure: Concussion Protocol. HDSB Concussion Handbook
Revision Date:	As required
Responsibility:	Superintendent of School Programs

INTENDED PURPOSE:

The Halton District School Board is committed to the safety of all students while participating in physical activities and athletic competitions as part of an HDSB co-instructional program. In the interests of safety, the following minimum standards, as part of the Physical Education Safety guidelines and HDSB administrative procedures, must be followed.

PROCEDURES:**Minimum Standards**

The minimum standards for interschool athletics are described in detail in the *Elementary And Secondary Physical Education Safety Guidelines, Interschool Modules*. The following minimum standards are critical messages from the above documents.

1. The *Interschool Athletic Participation Form* must be completed and signed by the parent/guardian on behalf of his/her child prior to the first practice for each sport in which he/she is a participant. The above form can be found in the Elementary and Secondary Physical Education Safety Guideline, Interschool Modules (Appendix A)
 - 1.1. Coaches shall have access to the completed *Interschool Athletic Participation Form* at all practices and interschool athletic activities.
 - 1.2. Coaches shall inform parents/guardians and discuss with students, the risks associated with the sport prior to the season and outline ways in which the risks can be minimized.
2. Prior to the start of any competition/performance, an “in-charge” person must be identified to all team/groups involved in the activity. Examples of who might assume this role are:
 - coach of the home team
 - convenor of the tournament
 - athletic therapist.
 - 2.1. In the case of an injury, the “in-charge” person will ensure that:
 - 2.1.1. Immediate care is administered to the injured athlete.
 - 2.1.2. The seriousness of the injury is assessed. If there is any doubt, the injury is to be considered serious. Further medical assistance must be acquired and/or transportation arranged or provided (if feasible).
 - 2.1.3. There is appropriate follow-up.

- 2.1.4. An accident report is completed and filed with the school Principals, Health and Physical Education Department Heads (if applicable) and the appropriate Board official.
3. If a student misses a practice/game due to a **non-concussion related** injury or illness requiring professional medical attention, the coach must retrieve communication from a medical professional or the student's parent/guardian, giving permission to return to play. the Request to Resume Athletic Participation (Appendix B) in the *Elementary And Secondary Physical Education Safety Guidelines, Interschool Modules*, must be completed and returned to the coaching staff by the student athlete.
 4. If a **concussion is suspected** then the HDSB Concussion Protocol must be followed. Refer to Appendix C in the *Elementary and Secondary Physical Education Safety Guidelines, Interschool Modules*, the *HDSB Concussion Protocol Handbook*.
 5. A telephone (or other suitable means of communication) is available on site and location is known.
 6. Emergency telephone numbers are accessed and available on site.

Joseph Brant Memorial Hospital	(905) 632-3730
Oakville Trafalgar Memorial Hospital	(905) 845-2571
Milton District Hospital	(905)878-2383
Georgetown Hospital	(905) 877-0111
Ambulance	911
 7. For athletic activities taking place outside Halton Region, the coach liaison/coach will check on availability of the 911 exchange, and the phone number of the nearest hospital (ambulance), so that it is readily available if needed.
 8. A suitable means of transportation is available on site or can be quickly accessed.
 9. In the case of serious injury, the coach liaison/coach will notify the parent/guardian and the School Principal.
 10. An appropriately stocked First Aid Kit must be readily accessible. For sample listing of First Aid items refer to Appendix C in the *Elementary And Secondary Physical Education Safety Guidelines, Interschool Modules*.

Protective Equipment

1. Coaches/convenors and/or the H.S.S.A.A. executive must ensure that playing regulations are regularly updated to reflect minimum standards of safety for equipment.
2. It is the responsibility of coaches, officials, parents/guardians and student athletes to adhere to the required minimum standards for safety of equipment.
3. Football helmets must be reconditioned, recertified and/or replaced as outlined below:
 - 3.1. Football helmets and shoulder pads are to be inspected annually and reconditioned as determined by an accredited equipment reconditioner.
 - 3.2. All football helmets are to be recertified by an accredited equipment reconditioner after each three (3) years of service.
 - 3.3. After ten (10) years of use or ten (10) years from the date of manufacture, a football helmet must be destroyed. The exception to this standard is the Air™ helmet, which must be destroyed after twelve (12) years of use or twelve (12) years after the date of manufacture.

Risk Groups

1. Interschool Athletics are categorized into two areas: higher risk and lower risk sports.

Higher Risk Activities	Lower Risk Activities
Archery	Badminton
Alpine Skiing	Softball (Slo-Pitch/ Three Pitch)
Cheerleading (Acrobatic Team)	Baseball
Cycling/ Mountain Biking	Basketball
Diving	Bowling
Dragon Boating	Cheerleading (Spirit Team)
Field Hockey	Cricket
Fencing	Cross Country Running/ Orienteering
Football	Cross Country Skiing
Gymnastics	Curling
Ice Hockey	Golf
Lacrosse (Field and Box)	Handball (Team/ Wall)
Ringette	Racquetball
Rowing	Soccer
Rugby	Squash
Snowboarding/ Snowblading	Track and Field – track events, long jump, triple jump, Hurdles
Swimming/Synchronized Swimming	Table Tennis
Track and Field - field events: javelin, shotput, discus, highjump, pole vault	Tennis/ Table Tennis
Triathlon	Ultimate Frisbee
Waterpolo	Volleyball
Weight Lifting	
Wrestling	

2. It is the responsibility of the HOST school to ensure that first aid coverage is available throughout the entirety of all higher risk activities or performances (e.g. Acrobatic Cheerleading) for higher risk activities outside Halton region, it is the responsibility of the travelling Halton school to ensure that first aid coverage is available. The minimum requirement for first aid coverage would be the presence of an individual with a valid St. John Emergency First Aid certification or equivalent.
3. Game/match officials must be certified in the following sports: football, hockey, wrestling, rugby, field hockey, and lacrosse and certified or experienced in officiating the remaining higher risk sports.
4. Coaching Expertise for a head coach of any higher risk sport must be derived from at least one of the following:
 - 4.1 NCCP Level One Technical in that sport
 - 4.2 Attendance at a clinic or workshop in that sport within the last three years
 - 4.3 Past experience **within the last 10 years** as a player or coach in that sport
5. The coach must document athlete attendance and all practice plans with reference to progressive development of skills and attention paid to identify inherent risks of the sport.

Supervision

1. Supervision is the overseeing of an activity for regulation or direction.
2. Reference the *Elementary And Secondary Physical Education Safety Guidelines, Interschool Modules* for the:
 - 2.1 Definition, role and duties of the coach
 - 2.2 Definition, role and duties of the coach liaison
 - 2.3 Categories of supervision required by the coach for each sport/activity
 - 2.4 Specific rules/instructions that must be followed

Facilities and Associated Equipment

1. Ongoing supervision, repair on an as-needed basis and removal or segregation of broken equipment will be conducted by teachers and coaches.
2. The Coordinator of Health and Physical Education will schedule the regular inspection/repair of all gymnasium facilities and associated equipment as indicated in the following schedule:
 - a. Secondary Schools – annually
 - b. K-8, Middle Schools – every second year
 - c. Junior Schools – every third year