

SAFETY GUIDE FOR CERTAIN SPORTS AND EXTRACURRICULAR ACTIVITIES

(3rd edition)

**(For teachers, school Principals
and educational administrators)**



**Comité de gestion
de la taxe scolaire**
DE L'ÎLE DE MONTRÉAL

Any reproduction of this document or of any portion thereof by any means whatsoever without the authorization of the *Comité de gestion de la taxe scolaire de l'île de Montréal* is strictly prohibited.

September 2008

ISBN: 978-2-921593-07-6

THANK YOU

The authors wish to thank Ms. Carole Vézina for her generous contribution in the preparation, make-up and production of this document.

The authors also wish to thank Mr. Denis Brown, of the *ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité*, for his great availability and for the research he has carried out into the precision of many instructions.

Foreword

This Safety Guide for certain sports and extracurricular activities was initially drafted in response to a request made by the Metropolitan Committee of Managing Directors further to a report from the Risk Management Committee recommending on the one hand the exclusion of certain very high risk activities from the Risk Management System such as for example bungee jumping or free water rafting and on the other hand the provision of improved supervision for certain other activities organized by Montreal Island schools. It is still to be hoped that an instruction or safety guide will someday be prepared and published to help schools ensure their pupils enjoy a greater degree of safety while these activities are in progress.

This Guide is the first work published by a task force bringing together a school board representative (Alain Gauthier from the Sainte-Croix School Board), two representatives from the *Conseil scolaire de l'île de Montréal* (Hélène Meagher and Guy D'Amour) and one representative from the *Régie de la Sécurité dans les sports du Québec*, now the safety promotion department (Denis Brown) of the *ministère de l'Éducation, du Loisir et du Sport*. We wish to place special emphasis on the contribution made by Mr. Denis Brown, who not only did the research for, but was also involved in devising and producing this Guide.

This Guide was updated thanks to the close collaboration of a team made up of the following Risk Management Committee members : Alain Gauthier of the Marguerite-Bourgeoys School Board, Rémi Poliquin of the Lester-B.-Pearson School Board, Jean Renaud of the Montreal School Board, together with Jean-Claude Goulet and Hélène Meagher of the *Comité de gestion de la taxe scolaire de l'île de Montréal*. Once again, the Safety Promotion Department made its contribution to the review of instructions for sporting activities.

Table of Contents

Introduction	1
1. Activities that are excluded for the School Boards of the Island of Montreal.....	3
2. Formulation of Activity Plan	5
In School	5
• Contents of Activity Plan	5
• Required Authorizations	7
Out-Of-School	9
• Competent Authorities	9
• Contents of Activity Plan	9
• Required Authorizations	12
• Logistics for Pupils not Taking Part in Planned Activities	12
Trips or outings Outside Canada	13
• Competent Authorities	13
• Contents of Activity Plan	13
• Additional Formalities for Planned Trips or Outings	16
• Emergency Evacuations	17
3. Basic Principles Underlying the Verification of Agreements Entered Into with Host Organizations or Leisure Brokers.....	19
• Agreement with a host organization	19
• Agreement with a leisure broker	23
4. Precautions and Preventive Standards according to Sporting or Extracurricular Activity	29
Outdoor Activities	31
• Cycling	33
• Hiking – Orienteering (orientation class)	37
• Camping - Surviving in the forest	39
• Snowshoeing	41
• Canoeing, kayaking, rowboating, pedal boating, sailing.....	43

Team Sports	45
• Ice Hockey and Broom Ball	47
• Ringette	49
• Soccer	51
• Cosom Hockey – Indoor Hockey	53
• Intercrosse	55
• Football	57
• Rugby	59
Activities in sports Centres or Outdoor Centres and Parks especially laid out for Sports on Wheels	61
• Downhill Skiing – Snowboarding – Snowblading.....	63
• Cross-Country Skiing	67
• Sliding (tobogganing – toboggan – inner tubing).....	69
• Horseback Riding	71
• Swimming in a Swimming Pool or Open Water Swimming	75
• Skin or Scuba Diving (in a Swimming Pool)	77
• Sports on Wheels in Parks especially Designed for that Purpose	79
Combative Sports	81
• Judo, Karate and Taekwondo	83
• Wrestling	85
Individual Activities or Sports	87
• Weight Lifting.....	89
• Fencing	91
• Artificial Climbing or Wall Scaling	93
• Physical Education based in an Outdoor Environment	95
• In-Line Skating or Roller Blading	97
• Ice-Skating	99
• Sliding (ex : crazy carpet).....	101
• Racket Sports (badminton, tennis, racquetball, squash, etc.)	103
5. Bibliographical References	105

6.	Appendices	109
I	Checklist for People Working in Schools	111
II	Athorization Form for Pupils or Parents	119
III	Digest of the Bathing Establishments Safety Regulation.....	123
IV	Regulation Respecting Protective Equipment for the Practice of Hockey and Enforcement of Hockey Regulations	129
V	Excerpt from the Regulation Respecting Safety in Alpine Ski Centres	135
VI	Evaluation of Pupils' Technical Skills as Part of the Plan Process for Alpine Skiing or Snowboarding Class Trips or Outings	145
VII	Charter of Sportsmanship	151
VIII	Typical Content of First-Aid Kit.....	155
IX	List of Sports Federations and other Useful Links.....	159
X	Synopsis of a Trip	165

Introduction

Purpose of this Guide

To contribute towards improving pupil safety during sporting and extracurricular activities organized by schools.

School and School Board responsibilities where safety is concerned during sporting and extracurricular activities :

- duty to inform pupils and/or their parents ;
- duty to supervise and control pupils ;
- duty to provide pupils with safe premises and grounds ;
 - duty to obtain the consent of the pupil's parents or the pupil's consent where he or she is over 18 years of age ;
- duty to act professionally : animation, organization, etc.

The Guide at a glance

This document was created to serve as a practical tool to be used by people working in schools;

- the first part deals with safety considerations having to do with the planning of activities ;
- the second part covers a list of precautions and preventive standards that apply to 5 groups of activities covering 29 sporting activities ;
- Appendices include : standard forms, a checklist, an Authorization Form, excerpts from the Sports Safety Act, a list of the contents of a first-aid kit , etc.

Preventing Injury

Participation in a sport or extracurricular activity involves the act of moving in accordance with special rules. In this environment, a pupil is brought together with peers in front of facilities and equipment.

It is in this dynamic context that energy develops and can be transferred to a person or object. This transfer of energy is what causes injury, for instance when two people collide or when a person runs into an obstacle or falls to the ground. Any activity is hazardous when certain risks likely bring about a transfer of energy. These risks stem from various factors that can either be human, mechanical or environmental.

Risk factors

Human risk factors pertain to individuals, to their physical condition, to their attitudes, to their behaviour and also to their education and skills.

Mechanical risk factors pertain to facilities where a given activity is engaged in and also to public and individual amenities pupils have at their disposal.

Environmental risk factors depend on the nature and state of the environment, for example atmospheric conditions, visibility, etc. These are factors that can't be controlled but that must be reckoned with when engaging in an activity.

The resulting principle : eliminating or controlling risks

The first step consists in eliminating the risk by preventing the occurrence of any accident causing injury : for example, by cancelling a planned activity when the weather forecast is not very favourable.

Should it be impossible to prevent the event causing the injury from occurring, the second step consists in doing something else to prevent any resulting injury. Wearing a crash or bike helmet could certainly minimize the seriousness of injuries sustained in the event of a fall.

The third step consists in providing for emergency measures in the event of an injury.

Finally, once an evaluation of the activity has been made, appropriate corrective measures can be taken in order to reduce risks.



1. Activities that are excluded for the School Boards of the Island of Montreal

Certain activities are so dangerous, compared to their beneficial effects on children, that it would be better to avoid engaging therein. So it is that free water rafting activities, rides taken in small aircraft and trips or outings to exotic countries may jeopardize children's physical integrity somewhat disproportionately. Children should also be especially prepared and be very strictly supervised for other activities such as downhill skiing. Awareness of each pupil's special skills is very important. Any negligence in this respect could have disastrous consequences on their physical integrity.

In accordance with the *Comité de gestion de la taxe scolaire de l'île de Montréal* and after recommendation of the Risk Management Plan committee, it has been decided that a certain number of risks connected with the making of trips or outings or the holding of activities or with the use of vehicles or equipment are not covered. Should a person be injured or should any property be damaged during such an activity, the School Board or the organizers thereof may be held to personally defend themselves and to pay any applicable compensation. The said activities, vehicles or equipment include:

3.3.2.1 General Exclusions

...

- *m) Any risks connected with trips or outings for pupils and those who accompany them outside Canada, the United States of America and the member countries of the European Economic Community (EEC) », except countries in a situation covered by the provisions of paragraph l) and including Switzerland, Liechtenstein and Norway ;

However, this exclusion shall not apply to trips or outings in respect of which covenants were entered into by a participant organization prior to June 20, 2002 or the organization whereof was proposed and agreed to by the Governing Board or any director of a participant organization prior to June 20, 2002. It is incumbent on the participant organization to adduce evidence of what is provided for in this paragraph;

- n) Any of the hereinafter described and mentioned risks connected to the holding of activities or to the use of equipment:
 - 1) Any motorboat powered by a more than 5 hp motor or the equivalent unless it is driven by the holder of a pleasure craft driver's registration card who is not a pupil, other than boats authorized for passenger transportation and licensed for that purpose;

* Special insurance coverage is provided for trips outside Canada. Certain formalities apply. These formalities are set out in the Section entitled « Planning out-of-school activities – Trips or outings outside Canada » – See pages 13 to 17

2) Shooting or riding, using any mode or means whatsoever, rivers, streams or rapids exceeding Class R-II or higher than level S-2, according to the international classification of rivers and streams; this exclusion covers all crafts used in water rafting;

3) Any off-road motor vehicle driven by pupils or used by pupils who are direct passengers therein unless they are passengers in a trailer being pulled by that vehicle or in any part of a vehicle reserved for passenger transportation;

This exclusion shall not apply to any activity directly connected with learning a trade in the field of mechanics and solely for the purpose of an off-road running test taking place in the area surrounding the school where said training is provided;

4) Any aircraft other than airplanes and helicopters authorized for passenger transportation and licensed for that purpose;

4a) Any type of parachuting including paragliding-type and para-sailing-type activities, and any similar activity wherein any flight apparatus is being used;

5) Natural steep-rock climbing requiring roped party climbing or abseiling;

6) Bungee;

7) War games;

8) Trampoline or any other similar apparatus (excluding super-mini-trampolines, also called "trampolinettes" and used as springboards);

9) Skin or scuba diving, but not in a swimming pool;

10) Any combat contact-sport other than judo and olympic wrestling : this exclusion more particularly includes boxing, kick-boxing and extreme combats as well as any martial art involving the use of weapons such as a nunchaku, shuriken, kusari or other prohibited weapon provided for in the Criminal Code;

11) Any jumping, acrobatics, aerobatics or rodeo either on animals or on mechanical imitations of the latter;

12) Any jumping, acrobatics or aerobatics performed with sliding, gliding or roller sport equipment unless they are performed in a park especially designed for skate boarding or in-line skating and on structures that are no more than 1 meter in height;

13) Any activity described as being an extreme sport.

PLEASE NOTE: Where any School Board employee nevertheless decides to hold any one of the abovementioned activities, whether it be in school or away from school, that employee thereupon assumes personal liability should any participant have an accident.

2. Formulation of Activity Plan

Warning with respect to the intervention of leisure brokers: When activities are organized through any leisure broker, activity leaders shall be instructed and held to comply with the instructions in this Safety Guide. Schools shall make sure the parties they deal with are serious and share their school's commitment to safety notwithstanding any intervention by outside sporadic or seasonal activities organizers.



In School

The activities shall take place in school or in close proximity thereto.

This type of planning requires no travelling or lodging outside school (otherwise, see Section entitled « *Devising an out-of-school activity plan* »).

Should the planning call for changes to be made to the times when pupils have to be in school on schooldays, or for a trip or outing to be made away from school premises, please remember to get authorization from the Governing Board (sec. 87 of the *Loi sur l'instruction publique* « LIP »).

Contents of Activity Plan

Organizers shall draw up and file a written plan with the School's Management. This plan shall be in accordance with the terms and conditions respecting pupil training and supervision as defined in the school's plan for success (secs. 75 and 37.1 LIP) as well as with School Board policies and procedures, including the school's rules of conduct and safety regulations (Code of Conduct). Said plan shall contain at least the following information :

- plan name ;
- school's name and address ;
- name and office of the person in charge of plan ;
- planned date or dates as well as the time and duration of the activity ;
- description of any groups concerned thereby (age, grade) specifying how many participants are in each group and their peculiarities (host class, handicapped children, etc.) ;

- general organization :

staff required for training and supervision :

- name of person in charge of plan ;
- name of school Principal ;
- teachers' names ;

staff required for animation :

- school staff ;
- visiting organization staff ;

staff required for general supervision :

- teachers' names ;
- volunteers' names ;

identification and distribution of groups :

- list of participants ;
- list of participants according to group including the name of the person in charge of each specific group.

Plans shall be made to organize groups with peculiarities (host class, handicapped children, etc.).

- content of the programme of activities, the purpose and relevance of activities in a specifically educational environment, the skills participants need to have for each activity, the training and supervision planned for each activity and the measures taken to ensure compliance with safety standards established in respect of each sport, as described in the Section entitled « *Precautions and preventive standards according to sporting or extracurricular activity* ». in this Guide.

It is important to mention the facilities and equipment that will be used, including any personal safety equipment.

- backup plan where appropriate (outdoor activity) ;
- should pupils find accommodation (*sleep over*) in school (e.g. : Christmas night), it is necessary to :
 - first get the School Board's authorization ;
 - report the activity to the local Fire Department ;
 - agree with the Fire Department on a patrol fire prevention patrol ;
 - make sure that all alarm systems, emergency lights and emergency exits work properly ;
 - provide for an emergency evacuation plan, including the emergency gathering of pupils ;

- know and to have on hand a record of the name, address and phone number of who to contact for each participant.
- meals :
 - indicate how and by whom meals will be prepared and served, including the caterer's name, address and phone number ;
 - ensure compliance with constraints relating to food allergies ;
 - obtain School Board authorizations as provided for in dietary and purchasing or procurement policies.
- financing :
 - détermine the budget for the activity ;
 - describe the financial contribution to be made by the school, the School Board, the parents, if any ;
 - describe the financing activities, if any ;
 - file a statement of income and expenditures following the activity ; the organizer shall make sure the budget balances ;
 - specify whether any deposit or advance has been requested as well as terms of payment, if any.

Required Authorizations

- Parents or participants shall give written authorization (example in Appendix II) for the purpose of :
 - providing parents with comprehensive information with regard to the plan ;
 - allowing children to take part in the suggested activity ;
 - giving the people organizing an activity the required authorizations as well as any necessary information in the event of an accident or of emergency ambulance transportation ;

It is important that an assumption of risks or exoneration form be filled out for each and every activity being produced.



Out-Of-School

Competent Authorities

In a school, the School Principal's Office is the competent authority to decide whether or not an activity supported by the School Board should be held, subject to the approval of the Governing Board, the whole subject to the provisions of the *Loi sur l'instruction publique*.

Thus all plans shall first be authorized in writing by the Principal.

Appropriate additional permissions should be sought in accordance with the policies in force in any School Board.

PLEASE NOTE In order to be afforded the protection of the Risk Management System, the exclusions described in the Section entitled « Banned Activities » in this Guide shall be applied.

CAUTION : **No Agreement shall be entered into whereby the other party compels to assume full responsibility for an accident in his or her stead. The Risk Management System provides for an exclusion in such an event. Should the other party offer its own documents and forms, make sure they comply with the provisions of the Risk Management System and School Board policies.**

Contents of Activity Plan

The organizers shall draw up and file a written plan with the school Principal. This plan shall contain the following information :

- the name of the plan ;
- the name and office of the person in charge of the plan ;
- the planned date or dates for the activity ;
- the location in which the activity is to take place ;

- a description of any groups concerned thereby (age, grade) specifying how many participants are in each group and their peculiarities (host class, handicapped children, etc.) ;
- general organization :
 - staff required for training and supervision :
 - person in charge of the plan ;
 - school Principal ;
 - teachers ;
 - staff required for animation :
 - the school's staff ;
 - the visiting organization's staff ;
 - staff required for general supervision :
 - teachers ;
 - volunteers ;
 - staff required to supervise pupils not taking part in one or many specific activities :
 - teachers ;
 - volunteers ;
 - identification of pupils :
 - visual identification ;
 - list of participants ;
 - list of participants in each group;
 - plan to organize groups with peculiarities (host class, handicapped children, etc.).
 - plan to have briefing and recap sessions in the morning and at the end of the day with persons in charge of activities and teachers ;
 - plan to have backup activities especially for outdoor activities in case the weather makes it impossible to hold the activities.
- the content of the programme of activities, the purpose and relevance of activities in a specifically educational environment, any skills participants need to have for each activity, the training and supervision planned for each activity and any measures taken to ensure compliance with safety standards established in respect of each sport, as described in the Section entitled « *Precautions and preventive standards according to sporting or extracurricular activity* ». in this Guide.

It is important to mention the facilities and equipment that will be used, including any personal safety equipment.

- a detailed timetable of activities covering organization of the departure, transportation, mealtimes and bedtimes, planned backup activities ;

- transportation :

this item includes the organization of transportation to and from the host organization and also all means of transportation used to travel to activities located outside the host organization ;

it is important to check each School Board's procurement and transportation policies ;

- lodging :

- check the maximum number of people the host organization can accommodate ;
- check the general state of repair of the buildings belonging to the host organization: check fire prevention and hygiene standards as well as exits and emergency lighting, availability of fire extinguishers and adequacy of stairways ;
- make sure that the bathrooms are adequate and work properly ;
- make sure there is a fire station, hospital or C.L.S.C. in the vicinity and whether there is any ambulance transportation available;
- make sure that a communication system is available at all times ;
- make sure that sleeping arrangements (physical surroundings, rooms, dormitory, bedding supplies) are well organized.

PLEASE NOTE: In order to report thereon, activity organizers should have visited the premises beforehand .

- meals :

- check food quantity and quality ;
- check what type of meals are served (plan to have snacks and lunchboxes if trips or outings are planned outside the host organization) ;
- describe the timetable for meals ;
- check the cleanliness of kitchens ;
- describe how meals are organized (cafeteria, dining hall, refectory, service at the table).

- financing :

- budget for the planned activity ;
- detail any financial contribution made by the school, by the School Board *and by parents* ;
- describe any financing activities where appropriate ;
- file a statement of income and expenditures after the activity. The organizer shall make sure the budget balances ;

Required authorizations

- formal authorization from the school Principal ;
- Governing Board approval in accordance with the requirements of the *Loi sur l'instruction publique* ;
- School Board approval in accordance with its policies and regulations governing delegation of authority ;
- written authorization from parents or participants. This authorization is based on the following points (example in Appendix II) :
 - make sure that parents or participants are kept informed about the plan ;
 - make sure that the *pupil* participation in the activity is authorized ;
 - make sure that disciplinary measures respecting training and supervision are authorized;
 - make sure that emergency care and ambulance transportation (in the event of an accident) are authorized ;
 - make sure the parents or participants have pointed out any peculiarity affecting the participant, such as for example any handicap, sickness, medication or allergy etc. on the authorization form;
 - make sure each and every activity being presented is described on the assumption of risks form.

Logistics for Pupils not Taking Part in Planned Activities

- put persons in charge of supervising these pupils at school ;
- describe any activities planned for the period during which the plan is in effect , as well as the location and timetable therefor;
- describe any resources required to ensure that these pupils are properly supervised (day-care, teachers, etc.).



Plan out-of-school activities Trips or outings Outside Canada

It is important to note that on such trips or outings, accompanying adults stand in for the participants' parents.

Competent Authorities

In accordance with policies or procedures in force in all School Boards, appropriate leave should be required. Please refer to your School Board's Legal or Insurance Department in order to secure any required School Board authorizations.

Formalities

- Fill out the « Executive Summary of out-of-Canada Trip or Outing » form and send it in to the School Board within the prescribed time limit. (This document must reach the Comité de gestion de la taxe scolaire de l'île de Montréal 60 days prior to the expected departure date.) (See Schedule X)
- Make sure no travel destination is not subject to any Foreign Affairs and International Trade Canada Travel Advisory such as « Please refrain from non essential travel ». The Internet Site address is : www.voyage.gc.ca
- 24 hours prior to departure, check again with the Department of Foreign Affairs and International Trade and print the Advisory page. No liability insurance coverage shall be provided for trips subject to any Advisory such as that mentioned in the preceding paragraph. Therefore, this printing of the Advisory page 24 hours prior to departure shall constitute evidence of coverage.
- Keep a printed version of the Department of Foreign Affairs and International Trade Website in your organizing file.

What an activity plan entails

The organizers shall draw up and file a written plan with the school Principal. This plan shall contain the following information :

- name of the plan ;
- name and office of the person in charge of the plan ;

- planned date or dates for the activity ;
- destination and itinerary ;
- location in which the activity is to take place ;
- description of any groups concerned thereby (age, grade) specifying how many participants are in each group and their peculiarities such as host class, handicapped children, etc. ;
- general organization :

staff required for training and supervision :

- person in charge of the plan;
- school Principal;
- teachers;

staff required for animation :

- school's staff ;
- visiting organization's staff;

staff required for general supervision :

- teachers;
- volunteers;

staff required to supervise pupils not taking part in one or many specific activities :

- teachers' names;
- volunteers' names;

identification of pupils :

- visual identification;
- list of participants;
- list of participants in each group;

plan to organize groups with peculiarities (host class, handicapped children, etc.);

plan to have daily briefing and recap sessions in the morning and at the end of the day with persons in charge of activities and teachers;

plan to have backup activities especially for outdoor activities in case the weather makes it impossible to hold the activities.

- the content of the programme of activities, the purpose and relevance of activities, the skills participants need to have for each activity the supervision planned for each activity and any measures taken to ensure compliance with any safety standards established in respect of each sport, as described in the Section entitled « *Precautions and preventive standards according to sporting or extracurricular activity* » in this Guide;
- a detailed timetable for activities covering organization of the departure, transportation, mealtimes and bedtimes, planned backup activities;
- transportation:
 - this item includes the organization of transportation to and from destination and also all means of transportation used to get around during the stay.
 - it is important to check each School Board's procurement and transportation policies where appropriate ;
- lodging:
 - inquire about the general state of repair of lodgings: whether they comply with fire prevention and hygiene standards, whether they are equipped with emergency exits, emergency lighting and fire extinguishers;
 - make sure that the bathrooms are adequate and work properly;
 - inquire about the proximity of the public utilities, hospital or medical clinic and indicate how far they are;
 - make sure that a communication system is available at all times;
 - make sure that sleeping arrangements (physical surroundings, rooms, dormitory) are well organized.
- meals:
 - inquire about food quantity and quality ;
 - inquire about what type of meals are served (plan to have snacks and lunchboxes if trips or outings are planned) ;
 - indicate how meals are organized (cafeteria, restaurant, private landlord).
- financing:
 - budget for the planned activity ;
 - describe the financial contribution made by the school, the School Board, the parents;
 - describe financing activities where appropriate;
 - file a statement of income and expenditures after the activity. The organizer shall make sure the budget balances;

Additional Formalities for Planned Trips or Outings

- formal authorization from the school Principal ;
- approval of the Governing Board in accordance with the requirements of the *Loi sur l'instruction publique*;
- approval of the School Board in accordance with its policies and regulations governing delegation of authority;
- written authorization of parents or participants based on the following points (example in Appendix II):
 - make sure that parents or participants are kept informed about the plan (timetable, accommodation, transportation, visits, etc.);
 - make sure that pupils are allowed to take part in the activity as described ;
 - make sure that disciplinary measures respecting training and supervision are authorized;
 - make sure that emergency care and ambulance transportation (in the event of an accident) are authorized;
 - make sure the parents or participants have pointed out any peculiarity affecting the participant, such as for example any handicap, sickness, medication or allergy, on the authorization form;
 - make sure each and every activity is described on the assumption of risks form.
- provide parents or participants with a document containing comprehensive information regarding specific disciplinary rules and any penalties relating thereto;
- make sure that all participants have a valid passport that is in order;
- make sure that all participants obtain the right visas from the appropriate consular authorities, if necessary, and that they meet any other requirements set by the host country;
- make sure you know the participants' complete medical record ; furthermore, enough of any required medication shall be provided to last for the entire duration of the stay, in its original container showing the right dosage thereof;
- each participant shall first obtain leave from the tutor allowing the person in charge of the plan to require any care that is appropriate under the circumstances;
- check any explanatory leaflet published by the Department of Foreign Affairs that deals with the chosen destination and adapt any safety measures accordingly;

- make sure that all participants have been vaccinated, if necessary;
- make sure that all participants hold additional traveller's insurance covering sickness, accident and evacuation on medical grounds, medical care, as well as first-aid costs ;
- recommend that participants buy tourist baggage insurance and trip cancellation insurance ;
- before you leave, make a preliminary verification, within a reasonable time, of all reservations made for lodging and transportation ;
- upon arriving in the host country, register with the Canadian consulate or the designated equivalent thereof, making sure to keep in touch with them ;
- on arrival, confirm any reservations made for return journey transportation ;
- make sure all accommodations are equipped with a communications system and find out where overseas communications are available ;
- make sure you have a way to get in touch with the parents at all times should a participant have to be repatriated for reasons of unruly conduct or emergency evacuation.

Emergency Evacuations

When a pupil must remain in the host country on disciplinary or medical grounds after the trip or outing has ended, make sure an accompanying adult stays on site until he or she is evacuated or until his or her parents arrive.

In the event of an evacuation owing to natural disaster or insurrection, make sure you immediately contact the Canadian Embassy or Consulate and follow their instructions or those of recognized international aid organizations (Red Cross).

In the event of the emergency evacuation of a participant owing to sickness, make sure you immediately contact the underwriter or his or her Principal and follow their instructions.

3. Basic Principles Underlying the Verification of Agreements Entered Into with Host Organizations or Leisure Brokers

Basic Principles Underlying the Verification of Agreements Entered Into with Host Organizations

It is important that written Agreements be duly signed by organizations (outdoor nature Centres, recreational Centres, etc.) when they play host to pupils. In the event of any misunderstanding between the parties to an Agreement, the provisions of the Agreement shall prevail. The following important elements should be included in Agreements :



Agreement entered into between

On the one hand :

X. (ski resort, outdoor nature Centre, etc.)

· Correctly refer to the party :

- legal person's or merchant's official corporate name ;
- complete address ;
- signing resolution (for a legal person) ;
- signing officer's name.

Hereinafter called : « Party of the First Part »

And

On the other hand :

The. School Board,
represented for the purpose hereof by (school
Principal) and having a place of business at
(school address).

Hereinafter called : « Party of the Second Part »

PLEASE NOTE: You should only agree to do business with well-established organizations (i.e. : a recognized place of business).

You must make sure the organization has at least two references connected with activities similar to the plan.

Other components of Agreement

Purpose of Agreement

This paragraph should contain a summary description of the activity and of the group taking part therein :

- summary description of the activity and of the location where it is taking place ;
- pupil peculiarities ;
- number of pupils and groups ;
- grade and age ;
- participant peculiarities ;
- description of the level of ability of participants for each activity ; it is important for the host organization to know its pupil population very well to protect itself against the risks inherent in certain activities a group would not be able to engage in due to age or other peculiarities.

Length of stay or duration of activities

- date and time of arrival and reception ;
- date and time of departure.

Costs and Rates

This paragraph should contain *a statement of terms of payment* as well as a breakdown of instalments.

For example : Invoice required.

Price for the activity : _____
Deposit : _____
First instalment on _____
Last instalment on _____

There should also be a description of the terms of payment in the event of cancellation.

Obligations of the Party of the First Part

Description of services provided – Additional components of the Agreement may be added under this heading.

- Lodging :
 - host organization's description of lodging conditions and statement of maximum lodging capacity under its licence ;
 - description of lodging safety conditions (compliance with standards of fire prevention, cleanliness and safety, and host organization's statement of compliance with said standards) ;
 - attestation certifying that fire evacuation procedures have been checked.
- Food – Meals :
 - description of mealtimes for each meal ;
 - description of meals pupils are offered (call the organizations' attention to food allergies) ;
- Description of specific activities :
 - description of each activity ;
 - timetable for the activity ;
 - number of participants in each group ;
 - animation, training and supervision (certificates or experience) ;
 - materials or equipment provided ;
 - extent of skills required from participant ;
 - setting in which to engage in the activity ;
 - compliance with safety standards and general regulations in force ;
 - safety ratios :
 - participants/instructors and accompanying adults ;
 - means of emergency evacuation.

- First aid equipment:

As the case may be, the host organization or the person in charge of the activity shall provide First aid equipment (ex. : pool, expeditions).

Liability insurance

- the host organization shall be covered by general civil liability insurance; its policy shall be enforceable (evidence in the record) ;
- minimum coverage under the insurance policy : two million dollars (2 000 000 \$).

IMPORTANT : **The School Board shall not assume any liability in the host organization's place and stead and shall not agree to any limitation of liability or vicarious liability clause.**

Obligations of the Party of the Second Part

This paragraph should contain a description of the responsibilities of school staff.

For example :

- School staff informs participants of what the activity entails ;
- School staff supervises access to the premises and pupil transportation ;
- School staff gives participants safety instructions.

Cancellation

What is the deadline for cancelling the activity ?

Signatures

Representatives of both parties must sign the document, date it and specify the location in which it is signed.

Other components of Agreement

Purpose of Agreement

A- Out-Of-School Activities

This paragraph should contain a summary description of the activity and of the group taking part therein :

For example: Day of activities at the *Musée de la civilisation de Québec*

- pupil peculiarities ;
- number of pupils and groups ;
- grade and age ;
- participant peculiarities ;
- description of the level of ability of participants for each activity ; it is important for the broker or the host organization, if any, to know its pupil population very well to protect itself against the risks inherent in certain activities a group would not be able to engage in due to age or other peculiarities.

B- In-School Activities

- list and description of activities offered :

For example :

- *Science en folie* : basic interactive scientific activities ;
- *Setback* : learning the logic of setbacks and different strategies used in this game ;
- *Irish dancing* : familiarizing participants with Irish culture, history and traditional rhythmic dances.

This description can be provided in a Appendix to the Agreement and in such case, all one has to do is refer thereto (for example: Appendix I).

- list of schools taking part therein.

Length of stay or duration of activities (for outside activities)

- date and time of arrival at the registration desk ;
- date and time of departure.

Timetables

(for indoor activities)

In this paragraph, days (or dates) and times for the holding of activities as well as terms of registration should be specified. This information could also appear on any other sheet of paper. The thing to do in such a case is to refer thereto (for example Appendix II).

Costs and Rates

This paragraph should contain a statement of any fees parents have to pay and also state any terms of payment, of repayment, of cancellation, etc.

Obligations of the Party of the First Part

A- Common Law Duties

the Party of the First Part shall :

- take on the entire organization of the activity ;
- give out information to parents ;
- receive payments and pay suppliers, issue receipts and tax documents, etc. ;
- answer parents' questions and respond to the latter's complaints and appoint a resource person ;
- make sure activity leaders and volunteers are competent ;
- appropriately check for previous convictions or a criminal record ;
- comply with the provisions of the Safety Guide issued by the *Comité de gestion de la taxe scolaire de l'île de Montréal's* and make sure activity leaders also comply therewith.

B- Specific Obligations (outdoor activities)

Brief Description of Services Offered - Additional Components of Agreement may be added under this Heading.

- Lodging :
 - host organization's description of lodging conditions and statement of maximum lodging capacity under its licence ;
 - description of lodging safety conditions (compliance with standards of fire prevention, cleanliness and safety, and host organization's statement of compliance with said standards) ;
 - attestation certifying that fire evacuation procedures have been checked.
- Food – Meals :
 - description of mealtimes for each meal ;
 - description of meals pupils are offered ;
- Description of specific activities :
 - description of each activity ;
 - timetable for the activity ;
 - number of participants in each group ;
 - animation, training and supervision (certificates or experience) ;
 - materials or equipment provided ;
 - extent of skills required from participant ;
 - setting in which to engage in the activity ;
 - compliance with safety standards and general regulations in force ;
 - safety ratios :
 - participants/instructors and accompanying adults ;
 - means of emergency evacuation.

- First aid equipment:

As the case may be, the host organization or the person in charge of the activity shall provide First aid equipment (ex. : pool, expeditions).

Liability insurance

- the host organization shall be covered by general civil liability insurance; its policy shall be enforceable (evidence in the record) ;
- minimum coverage under the insurance policy : two million dollars (2 000 000 \$).

IMPORTANT : **The School Board shall not assume any liability in the host organization's place and stead and shall not agree to any limitation of liability or vicarious liability clause.**

Obligations of the Party of the Second Part

This paragraph should contain a description of the responsibilities of school staff.

For example : The school shall make sure the premises are available.

Cancellation

What is the deadline for cancelling the activity ?

Signatures

Representatives of both parties must sign the document, date it and specify the location in which it is signed.

4. Precautions and preventive standards according to sporting or extracurricular activity

Preamble

The *Comité de gestion de la taxe scolaire de l'île de Montréal's* Risk Management Committee selected certain sporting and extracurricular activities in which it intends to improve training and supervision. This listing of activities practised in schools is not exhaustive. Persons in charge of any activity not mentioned *therein* would be well advised to inquire directly at the sport federation concerned therewith.

The Risk Management Committee is made up of one representative appointed by each one of the participating School Boards and one representative of the *Comité de gestion de la taxe scolaire de l'île de Montréal*.

CAUTION : Abide by the list of Banned Activities described in Section 1.

The safety regulations enacted in sports federation safety regulations apply in connection with the activities of the said federations. They serve as a reference as regards those activities not approved by the latter. All these safety regulations can be found on the Internet site operated by the *ministère de l'Éducation, du Loisir et du Sport, sécurité et intégrité(sic)*. You can also get in touch with the *Direction de la promotion de la sécurité* at:

100 rue Laviolette, suite 306
Trois-Rivières (Québec) G9A 5S9
Telephone : (819) 371-6033
Toll-free : 1-800-567-7902
Fax : (819) 371-6992

Outdoor activities

- Cycling
- Hiking – Orienteering (orientation race)
- Camping - Surviving in the forest
- Snowshoeing
- Canoeing, kayaking, rowboating, pedal boating, sailing



Cycling

- choose an itinerary for the ride based on the following criteria : date, distance, type of path (flat, hilly,...), on-route attractions, rest stops and meal stops;
- plan the itinerary based on participants' capabilities ;
- avoid moving around in traffic ;
- visit the site beforehand to be aware of potential hazards ;
- assess participant capabilities ;
- give a beginners' course in riding a bicycle, including an introduction to the rules of caution and courtesy ;
- make sure participants are familiar with and master the following techniques :
 - the signal code ;
 - turning at intersections ;
 - emergency braking ;
 - dangers of the road ;
 - driving up and down hills ;
 - gears (commonly called speeds) ;
 - group conduct.
- have a first-aid kit on hand (Appendix VIII) ;
- have the required repair equipment on hand ;
- prepare a list of participants with their telephone numbers and that of someone to call in case of emergency ;
- have a list of local telephone numbers beforehand (ambulance, hospital) ;
- have a functional means of communication on hand during the entire trip or outing for each group of participants ;
- have the required basic personal necessities on hand (sun tan lotion, sunglasses, change of clothes, meals, water, health-insurance card, map of the route, school's telephone number, pocket-money) ;

- determine how many accompanying adults are required (persons entrusted with organization and supervision) ;
- make sure the accompanying adults are appropriately experienced and able to administer First aid ;
- give parents some information on how the activity is to unfold and what equipment is needed ;
- obtain the parents' written consent to their child's participation in the activity (Appendix II) ;
- immediately prior to departure, check on what weather conditions are expected to prevail during the trip or outing ;
- **demand pupils to wear a bicycle helmet (bearing a CSA seal on the inside of the helmet) ;**
- wear clothes that can easily be seen by other road users ;
- encourage pupils to put a danger warning device on their bicycle (pennant) ;
- make sure each participant's bicycle is adjusted to his or her height and size, that it is in good working order and that the brakes are easy to reach and work properly ;
- notify the police department, asking them to accompany the group if possible ;
- have an accompanying vehicle ;
- **Comply with the *Highway Safety Code***

The Code more particularly requires drivers to :

- obey traffic signs ;
- drive in the same direction as traffic and stay on the far right hand side of the road ;
- drive seated on the bicycle, always gripping the handlebars ;
- signal what you intend to do ;
- drive in single file when in a group (no more than 15 cyclists allowed in a file) ;
- when the road has a bicycle lane, use it ;
- your bicycle must be well equipped. The following accessories are required: accessories to ensure visibility and brakes.

More particularly, the Code prohibits :

- driving with defective brakes ;
 - carrying a passenger unless a fixed seat is provided for this purpose ;
 - driving between two rows of parked or moving vehicles ;
 - driving on expressways or on access roads ;
 - for children under 12, driving on roads where the speed limit is over 50 km/h, except where accompanied by an adult ;
 - driving on a sidewalk ;
 - driving with any portable listening device (walkman, MP3 player, etc.) or headphones;
 - altering, replacing or removing the serial number from a bicycle ;
 - drinking alcoholic beverages while driving.
-
- provide for a backup plan.

FOR ADDITIONAL INFORMATION :

Bicycle-Québec (514) 521-8356 (www.velo.qc.ca)

Fédération québécoise des sports cyclistes (514) 252-3071 (www.fqsc.net)

Société d'assurance automobile du Québec (Service de la production et de la distribution, specifically where cycling is concerned) (418) 528-4069 (www.saaq.gouv.qc.ca)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité (<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Hiking – Orienteering (orientation class)

(this has to do with mountain-hiking, not mountain climbing)

- pick an itinerary for the hike based on the following criteria : date, distance, type of path, on-path attractions and difficulties, rest stops and meal stops ;
- be aware of any facilities surrounding the place where you will be hiking (telephone, First aid service, drinking water, etc.) ;
- plan the hike based on participants' capabilities ;
- obtain the parents' written consent to their child's participation in the activity (Appendix II) ;
- have a first-aid kit on hand (Appendix VIII) ;
- prepare a list of participants with their telephone numbers and that of someone to call in case of emergency ;
- determine how many accompanying adults are required (persons entrusted with organization and supervision) ;
- make sure the accompanying adults are appropriately experienced, that they have both the ability to make any demonstration required for the activity (including how to use a compass) and the know-how to administer First aid ;
- teach participants how to use a compass, make sure they have a compass or a GPS and an up-to-date map of the location when hiking in rather wild countryside ;
- determine the means of transport by which to reach the location where the hike is to take place ;
- provide for a method of emergency evacuation ;
- have the required basic personal necessities on hand (change of clothes, meals, water, health-insurance card, map of the path, school's telephone number, pocket-money) ;

- bring insect repelling sun screen, a hat and sunglasses for summertime and springtime trips or outings ;
- wear long clothing ;
- wear well-fitting shoes ;
- walk in areas where hiking is allowed ;
- avoid forests during the hunting season ;
- respect the environment ;
- comply with site regulations and introduce pupils thereto ;
- equip each group of pupils with a whistle and agree on a code of signals ;
- keep the person in charge and the group in eye-contact range ;
- have a functional means of communication on hand where the trip or outing is taking place for each group of participants ;
- bring food that is rich in energy and bring water to ensure proper hydration ;
- count up participants at each stop of the itinerary ;
- immediately prior to departure, check on what weather conditions are expected to prevail during the hike ;

FOR ADDITIONAL INFORMATION :

Fédération québécoise de the marche (514) 252-3157 (www.fqmarche.qc.ca)

Orienteering Québec (450) 433-3624 (www.orienteringquebec.ca)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Camping – Surviving in the forest

- choose a location, preferably a camp accredited by the *Fédération québécoise de camping-caravaning (Quebec Camping and caravanning Federation)*, based on the following criteria : date, distance, type of path (flat, hilly,...), on-route attractions, rest stops and meal stops, activities ;
- plan the path based on participants' capabilities ;
- obtain the parents' written consent to their child's participation in the activity (Appendix II) ;
- leave a copy of the itinerary and intended location with the school Principal before you leave and let him or her know on what date and time you plan to be back ;
- prepare a list of participants with their telephone numbers and that of someone to call in case of emergency ;
- know the local emergency telephone numbers (ambulance, hospital) ;
- have the required basic personal necessities on hand (sun tan lotion, insect repellent, hat, change of clothes, meals, water, health-insurance card, map of the path, school's telephone number, pocket-money) ;
- bring appropriate clothing for the season ;
- wear appropriate shoes ;
- have a first-aid kit on hand (Appendix VIII) ;
- determine how many accompanying adults are required (persons entrusted with organization and supervision) ;
- make sure the accompanying adults are appropriately experienced, that they have both the ability to make any demonstration required for the activity and the know-how to administer first aid ;

- issue clear instructions such as :
 - no cooking inside tents ;
 - be careful with propane stoves ;
 - pay special attention when axes *and/or* knives are being used ;
 - never leave a fire unattended and douse it before you leave ;
- determine the means of transport by which to reach the location where the hike is to take place ;
- provide for a method of emergency evacuation ;
- keep a site map handy ;
- keep your food away from animal predators (ex. : by hanging it up in the air, storing it in a shelter) ;
- have a car ready to take people places and make sure that there are houses, a village and a medical doctor nearby (exit point on the itinerary) ;
- immediately prior to departure, find out what weather conditions are expected to prevail during the hike ;

FOR ADDITIONAL INFORMATION :

Fédération de camping-caravaning (514) 252-3003 (campingquebec.com)

Fédération québécoise du canot and du kayaking (514) 252-3001

(www.canot-kayaking.qc.ca)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité

(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Snowshoeing

- choose a an itinerary based on the following criteria : date, distance, type of path (flat, hilly,...), attractions and difficulties along the path, rest stops and meal stops;
- plan the path based on participants' capabilities ;
- obtain the parents' written consent to their child's participation in the activity (Appendix II) ;
- inquire about each participant's physical fitness from his or her parents or from that participant ;
- assess participants' capabilities and prepare them the day before the activity takes place ;
- prepare a list of participants with their telephone numbers and that of someone to call in case of emergency ;
- have a first-aid kit on hand (Appendix VIII) ;
- have the required basic personal necessities on hand (change of clothes, meals, water, health-insurance card, map of the path, school's telephone number, pocket-money) ;
- wear clothes suited to the weather and bring dry clothes ;
- check the condition of your equipment before you leave ;
- have the required repair equipment on hand ;
- determine how many accompanying adults are required (persons entrusted with organization and supervision) ;
- make sure the accompanying adults are appropriately experienced, that they have both the ability to make any demonstration required for the activity and the know-how to administer first aid ;

- determine the means of transport by which to reach the location where the walk is to take place ;
- provide for a method of emergency evacuation ;
- have a functional means of communication on hand on the site of the trip or outing ;
- keep the person in charge and the group in eye-contact range ;
- immediately prior to departure, find out what weather conditions are expected to prevail during the walk.



Canoeing, kayaking, rowboating, pedal boating, sailing

PLEASE NOTE: Any free water rafting exceeding Class R-2 and higher than Level S-2 is prohibited (see Section 1. Activities that are excluded)

- choose a body of water based on the following criteria : location, date, distance, possible portaging, attractions and difficulties on the way, rest stops and meal stops, activities ;
- preferably choose an accredited Outdoor Centre where the site is on calm waters ;
- a few days before the trip or outing, inquire about the present state of the rivers by getting in touch with the *Fédération québécoise du canot et du kayak* ;
- plan the itinerary based on the pupils' capabilities ;
- obtain the parents' written consent to their child's participation in the activity (Appendix II) ;
- prepare a list of participants with their telephone numbers and that of someone to call in case of emergency ;
- know the local emergency telephone numbers (ambulance, hospital) ;
- have a first-aid kit on hand (Appendix VIII) ;
- have the required basic personal necessities on hand (sun tan lotion, insect repellent, hat, change of clothes, meals, water, health-insurance card, map of the circuit, school's telephone number, pocket-money) ;
- wear light shoes on board ship ;
- make sure the kayaks being used are not equipped with a spray skirt ;
- **wear an approved life or personal flotation device or suit ;**

- keep one extra paddle for each boat and one scoop tied to the bottom of the boat ;
- have the required repair equipment on hand ;
- have a functional means of communication on hand at all times during the entire activity ;
- determine how many accompanying adults are required (persons entrusted with organization and supervision) ;
- make sure the accompanying adults are appropriately experienced and that at least one accompanying adult is trained to be in charge of trips or outings or certified to act as a Guide by the *Fédération québécoise du canot et du kayak* or of the *Fédération québécoise de voile* ;
- make sure the accompanying adults are experienced and know how to swim and that at least one of them is a qualified lifeguard ;
- make sure some of the accompanying adults can administer first aid ;
- issue clear instructions such as :
 - avoid being perpendicular to wind direction ;
 - choose the shore sheltered from the wind ;
 - should the boat capsize, hang on to the boat ;
 - perform recovery manoeuvres ;
 - do not drink water from the lake.
- determine the means of transport by which to reach the location where the trip or outing is to take place ;
- provide for a method of emergency evacuation ;
- check, and adjust to, boat capacity ;
- immediately prior to departure, find out what weather conditions are expected to prevail during the boat ride.

FOR ADDITIONAL INFORMATION :

Fédération québécoise du canot et du kayak (514) 252-3001 (www.canot-kayak.qc.ca)
 Fédération de voile du Québec (514) 252-3097 (www.voile.qc.ca)
 Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
 (<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)

Team Sports

- Ice Hockey and Broom Ball
- Ringette
- Soccer
- Cosom Hockey - Indoor Hockey
- Intercrosse
- Football
- Rugby



Ice Hockey and Broom Ball

- remove any unnecessary object from the playing surface ;
- make sure the playing surface is flat and has no bumps or rough spots ;
- make sure the boards , doors, plate glass windows and wire fences are in good condition ;
- keep rink entrances closed but unlocked and free from any obstacle preventing fast access, where indoor sports are concerned ;
- make sure the activity takes place in a location that is well ventilated and well lit ;
- play by the rules of the game (particularly as to categories, age, sex, skill level) ;
- adapt the rules of the game according to how many players there are and their skills ;
- issue specific instructions and inform participants thereof ;
- obey the rules of good sportsmanship (Appendix VII) ;
- make sure participants warm up properly before the game starts (for at least 5 minutes);
- make sure the person in charge of the activity is aware of the applicable safety regulations and rules of the game (there must be at least one supervisor for every 25 participants) ;
- have a first-aid kit on site (Appendix VIII) ;
- provide for a means of emergency communication ;
- have the phone numbers of each player's parents or that of any person having parental control rights over said player ;
- do at least 3 hours of game simulation before taking part any official game for the first time ;
- prohibit any body checks or contact play ;

- prohibit slapshots or raising the stick or broom higher than knee-high ;
- take the goals off their anchoring during practice sessions ; during games, where the goals are anchored, goal moorings shall be no higher than 5,08 cm above the ice ;
- make sure the equipment is in good condition ;
- wear a CSA-approved crash helmet (Appendix IV) ;
- wear a CSA-approved full face-mask meeting approved standards for ice hockey and lacrosse players (Appendix IV) ;
- wear a neck brace or neck-guard that meets approved standards for neck braces or neck-guards for hockey and ringette players (Appendix IV) ;
- wear hockey gloves ;

PLEASE NOTE : The preceding rules apply to recreational hockey. As regards competitive hockey, please refer to the safety regulations of the sports federation.

Where ice hockey is concerned, certain aspects are governed by the Regulation governing the protective equipment required to play ice hockey (Appendix IV).

FOR ADDITIONAL INFORMATION :

Hockey Québec, (514) 252-3079 (www.hockey.qc.ca)

Fédération québécoise de ballon sur glace, (514) 252-3078 (www.fqbg.net)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité (<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)

Ringette

- remove any unnecessary object from the playing surface ;
- make sure the playing surface has no dangerous bumps or rough spots ;
- where indoor sports are concerned, keep rink entrances closed but unlocked and free from any obstacle preventing fast access;
- make sure the activity takes place in a location that is well ventilated and well lit ;
- play by the rules of the game (particularly as to categories, age, sex, skill level) ;
- issue specific instructions and inform participants thereof ;
- obey the rules of good sportsmanship (Appendix VII) ;
- make sure participants warm up properly before starting the activity ;
- make sure the person you put in charge of the activity is aware of the applicable safety regulations and rules of the game ;
- have a first-aid kit near the site (Appendix VIII) ;
- provide for a means of emergency communication ;
- prohibit any physical contact ;
- make sure the ring is pneumatic (*inflatable*) ;
- make sure the stick meets Ringette Canada specifications ;
- wear a crash helmet, a full face-mask and a neck-guard (see standards in Appendix IV) ;
- wear hockey-type gloves ;
- no long blade skates or figure skates ;
- make sure the equipment is in good condition.

FOR ADDITIONAL INFORMATION :

Ringette Québec (514) 252-3085 (www.ringette-quebec.qc.ca)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Soccer (outdoor or indoor soccer)

- for outdoor soccer, make sure the goal-posts are solidly planted into the ground ;
- make sure the goal-posts have no sharp or cutting edges ;
- make sure the goals are anchored or counterbalanced or that the horizontal bar for indoor soccer is kept in place by a fastener ;
- remove any unnecessary object from the playing surface ;
- make sure the playing surface is flat and has no bumps or rough spots ;
- provide for free space along the foul lines and behind the goals (minimum 1 meter pour the indoor soccer and 3 meters pour the outdoor soccer) ;
- play by and adapt the rules of the game according to how many players there are and their skills ;
- issue specific instructions and inform participants thereof ;
- obey the rules of good sportsmanship (Appendix VII) ;
- make sure participants warm up properly before the game starts ;
- make sure the person in charge of the activity is aware of the applicable safety regulations and rules of the game ;
- have a first-aid kit on hand near the site (Appendix VIII) ;
- provide for a means of emergency communication ;
- do not play when there is a thunderstorm or on frozen ground ;
- wear shoes designed for soccer-football, if outdoors, (spikes shall be cylindrical, not cone-shaped, and made of rubber, aluminum or polyurethane) or running shoes ;
- goaltenders shall wear a long-sleeved sweater ;

- encourage participants who wear glasses to wear them with an elastic band ;
- encourage the use of shin pads ;
- where there are corner or median flags, make sure they are flexible with poles that are not pointed ;
- make sure the activity takes place in a location that is well ventilated and well lit (indoor soccer).

FOR ADDITIONAL INFORMATION :

Fédération de soccer du Québec , (450) 975-3355, www.federation-soccer.qc.ca
Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Cosom Hockey – Indoor Hockey

- remove any unnecessary object from the playing surface ;
- make sure the playing surface is flat and has no dangerous bumps or rough spots ;
- make sure player equipment is in good condition ;
- make sure goal anchorings are in good condition and that they are solid ;
- provide for free space along the foul lines and behind the goals ;
- make sure the activity takes place in a location that is well ventilated and well lit ;
- issue specific instructions and inform participants thereof ;
- obey the rules of good sportsmanship (Appendix VII) ;
- make sure the players warm up properly before the activity starts ;
- make sure the person in charge of the activity is aware of the applicable safety regulations and rules of the game ;
- at all times, provide continuous, direct and immediate supervision ;
- have a first-aid kit on hand near the site (Appendix VIII) ;
- provide for a means of emergency communication ;
- require goaltenders to wear a crash helmet and a full face-mask ;
- require the other players to wear safety glasses ;
- adapt the rules of the game according to how many players there are and their skills ;
- do not allow too many pupils to play simultaneously in a small area (reduce the number of pupils playing simultaneously on a playground that is smaller than allowed under the regulations so that they have enough space to play in) ;

- intervene each time a player does something that is either dangerous or contrary to instructions ;
- do not allow those who can't handle a stick properly to play. It might be well to teach certain basic techniques or skills prior to the start of a game ;
- make sure pupils understand and apply the basic rules of prevention, the most important of which is to keep their stick and, if at all possible, the puck or ball close to the ground at all times (no higher than knee-high) ;
- prohibit slapshots and sticks that are longer than knee-high ;
- prohibit any body checks or contact play ;
- require players to wear running-shoe-type footwear ;
- use a plastic ball or puck ;
- make sure there is only one ball or puck in play ;
- require players to remain seated when they are not playing.

FOR ADDITIONAL INFORMATION :

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Intercrosse

- remove any unnecessary object from the playing surface ;
- make sure the playing surface is flat, obstacle-free and has no dangerous bumps or rough spots ;
- make sure the equipment is in good condition ;
- provide for free space along the foul lines and behind the goals ;
- where the activity takes place in an arena, keep playing area entrances closed but unlocked and free from any obstacle preventing fast access ;
- make sure the activity takes place in a location that is well ventilated and well lit ;
- play by the rules of the game (particularly as to categories, age, sex, skill level) ;
- prohibit any play involving contact play or body checks ;
- issue specific instructions and inform the players thereof ;
- obey the rules of good sportsmanship (Appendix VII) ;
- make sure the players warm up properly before the game starts ;
- make sure the person in charge of the activity is aware of the applicable safety regulations and rules of the game ;
- use an intercrosse ball made of soft rubber ;
- require players to wear unbreakable goggles ;
- require goaltenders to wear a helmet with a wire face mask, gloves and also a chest guard ;
- have a first-aid kit on hand near the site (Appendix VIII) ;
- provide for a means of emergency communication.

FOR ADDITIONAL INFORMATION :

Fédération de crosse du Québec (Inter-Crosse) (514) 252-3058 (www.crosse.qc.ca)
Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Football

PLEASE NOTE : The following rules apply to recreational flag football or touch football – type no-contact football

- remove any unnecessary object from the playing surface ;
- make sure the playing surface is flat and has no dangerous bumps or rough spots ;
- provide for at least 1.8 m of free space along the foul lines and behind the goals ;
- make sure the game is played by the rules (particularly as to categories, age, sex, skill level) ;
- issue specific instructions and inform the players thereof ;
- obey the rules of sportsmanship (Appendix VII) ;
- make sure the players warm up properly before the game starts ;
- make sure the person in charge of the game is aware of the applicable safety regulations and rules of play ;
- the coach shall :
 - ensure the safety and well-being of his players ;
 - know the rules designed to protect the players ;
 - see to it that injured players immediately receive any medical care they may require ;
- have a first-aid kit on hand on site (Appendix VIII) ;
- make sure a person having followed a first aid training course is in attendance during any training session or game.
- provide for a means of emergency communication ;
- cover the goal posts with a protective substance such as padding or foam rubber ;

- do not wear metal spikes or metal-tipped spikes or spikes made of any other sharp material ;
- comply with the age and weight categories provided for in the Football Federation's safety regulations.

FOR ADDITIONAL INFORMATION :

Football Québec (514) 252-3059, extension 3514 (www.footballquebec.com)
Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)

Rugby



PLEASE NOTE : The following rules apply to recreational rugby. For activities that are more competitive, please ensure full compliance with the Quebec Rugby Federation's safety regulations.

- the coach or his or her assistant shall inspect the facilities and the equipment before every training session and every competition;
- remove any unnecessary object from the playing surface ;
- make sure the playing surface is flat and has no dangerous bumps or rough spots ;
- provide for free space along the foul lines and behind the goals (at least 5 m) ;
- make sure the person in charge of the activity is aware of the applicable safety regulations and rules of the game ;
- have a first-aid kit on hand and make sure it is within reach on the players' bench during any training session or game (Appendix VIII);
- provide for a means of emergency communication ;
- flags and indicators marking the goal zone and foul lines shall be flexible and/or equipped with a pole that is not pointed ;
- the lower portion of the goal posts shall be covered with a protective substance such as padding or foam rubber ;
- the lighting shall make it easy for players and spectators to see the ball ;
- make sure the training and competition both take place less than 50 km away from a hospital or medical Centre ;
- play by the rules of the game (particularly as to categories, age, sex, skill level) ;
- obey the rules of sportsmanship (Appendix VII) ;
- issue specific instructions and inform the players thereof ;

- make sure the players warm up properly for at least 15 minutes before the game starts ;
- require players to wear a gum-shield;
- prohibit players from wearing any object that could possibly cause injury (hard protector, jewels, etc.) ;
- wear spiked shoes (spikes shall be cylindrical, not cone-shaped, and made of rubber, aluminum or polyurethane) or running shoes ;
- comply with Québec Rugby Federation Safety Regulations.

FOR ADDITIONAL INFORMATION :

Fédération de Rugby du Québec (514) 252-3189 (www.rugbyquebec.qc.ca)
Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)

Activities in Sports Centres or Outdoor Centres and Parks especially laid out for Sports on Wheels

- Downhill Skiing - Snowboarding - Snowblading
- Cross-Country Skiing
- Sliding (Tobogganing – Toboggan - Inner Tubing)
- Horseback Riding
- Swimming in a Simming Pool or Lake
- Skin or Scuba Diving (in a Swimming Pool)
- Sports on Wheels in Parks especially Designed for that Purpose



Downhill Skiing – Snowboarding – Snowblading

PLEASE NOTE : In the following text, the term downhill skiing also applies to snowboarding (sport involving sliding or gliding) and snowblading.

Warning

In downhill skiing, certain aspects are governed by the Sports Safety Act and by the Downhill Skiing Resort Safety Regulations (see Excerpt from the Regulation Respecting Safety in Alpine Ski Centres - Appendix V). These aspects have to do with :

- Training and supervision :
training first aid workers, the presence of first aid workers and of the first aid unit during resort opening hours, patrolling the slopes and transportation for the injured ;
- Facilities :
signs and markings, first aid equipment, lighting and motor vehicle circulation ;
- Conduct :
the downhill skiers' Code of Conduct that applies to all downhill skiers and to any person practising any sport, other than downhill skiing, intended to be practised on an downhill ski slope.

Before you leave

- choose a Centre or an Outdoor Centre that meets the needs of the group and that is a member of the Quebec Ski Areas Association (it is required that you know the place or spot where you will be skiing) ;
- make a reservation for transportation and make sure you take the best route ;
- enter into an equipment rental agreement, stating the participants' age and weight ;

- determine how many accompanying adults (persons entrusted with organization and supervision) are required to train and supervise the group based on how many participants there are and the latter's age ;
- make participants aware of the Code of Conduct that must be adhered to by skiers on ski slopes and ski tows and also point out any signs and markings ;
- explain to participants the job done by supervisors and especially that done by the resort's ski patrol ;
- where appropriate, inform parents and participants :
 - of the programme and the itinerary for the day ;
 - of any instructions and safety regulations that must be followed on the way to and at the Centre and the Outdoor Centre, and also about any applicable sanctions for failure to comply ;
- obtain a written authorization from participants and/or their parents (Appendix II) ;
- determine outing cancellation requirements ;
- inquire whether any safety services are offered on site and how to organize one's own safety ;
- inquire about the equipment supplied by the school or the ski resort ;
- inquire about climatic conditions immediately prior to departure ;
- inquire about the extent of each participant's technical ability before you set out on any trip or outing. The questionnaire designed for this purpose (see Appendix VI) will help you do this ;
- recommend the wearing of a hard-shell helmet (marked CEN 1077, ASTM F-2040, Snell S-98 or Snell RS-98 ;
- recommend the wearing of wrist protectors for snowboarding ;
- make sure the ski resort has the accommodation capacity to cater to the group, the required number of instructors (holders of a certification or licence in their discipline) for the course and the necessary equipment for participants ;
- enter into an agreement providing for novice pupils to be taught by qualified instructors.

On the way

- plan how to proceed in the event of an accident ;
- make sure no equipment is carried inside the passenger compartment ;
- in each vehicle, put one passenger in charge of training and supervising participants, maintaining order inside the vehicle, making sure that all passengers are safe and checking attendance when the group leaves and when it returns.

At the Sports Centre or at the Outdoor Centre

- instruct participants with respect to what slopes are available to them based on their ability and repeat any safety instructions ;
- set up a process that makes it possible for first aid workers to contact the person in charge of the group when a participant is injured or violates the rules of conduct ;
- determine how to proceed in the event of minor or serious injuries whether or not said injuries require ambulance transportation ;
- make sure novice pupils take lessons ;
- provide identification markings to pupils according to skill (armbands, bandanas) ;
- form groups of no more than 10 pupils ranked according to skill and keep the group together with an accompanying adult the whole day through ;
- inquire about the selection of appropriate equipment and make sure that if it is safe ;
- set up a suitable surveillance system to ensure that the activity unfolds safely and that people comply with the rules of conduct and providing for participants to be counted up periodically ;
- make sure there is a sufficient number of patrollers on the day of the activity ;
- provide supervision for participants banned from the slopes or slightly injured participants ;
- prohibit jumping and acrobatics ;
- prohibit access to the snowpark ;

- advise participants involved in an accident that they must report to a first aid worker ;
- prohibit skiing outside slopes or off-trail skiing ;
- introduce pupils and accompanying adults to the first aid workers and the patrollers and tell them what their job is ;
- prohibit skiing with a walkman ;
- plan how to do a regular counting of participants in an activity.

FOR ADDITIONAL INFORMATION :

The pre-ski Kit produced by the Quebec Ski Areas Association, 514-493-1810 (www.maneige.com). This Kit includes tip cards, standard forms, lists of useful resources, information that should be provided to the ski resort, transporter, parents' committee, pupils and their parents.

Ski Québec, 252-3089 (www.skiquebec.qc.ca)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité (<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Cross-Country Skiing

Before you leave

- choose a Centre or an Outdoor Centre that meets the needs of the group (it is required that you know the place or spot where you will be skiing) ;
- check if the cross-country skiing Centre is a member of the *Association des Centres de ski de fond du Québec* ;
- make a reservation for a means of transportation and make sure you're taking the best route ;
- enter into an equipment rental agreement, stating participants' age and weight ;
- determine how many persons are needed to train and to supervise the group based on how many participants there are and the latter's age ;
- inquire about the extent of each participant's technical ability before you set out on a trip or outing ;
- make participants aware of the Code of Conduct that must be adhered to by skiers and of signs and markings ;
- where appropriate, inform parents and participants :
 - about the programme and that day's itinerary ;
 - about any instructions and safety regulations that must be followed at the Centre and at the Outdoor Centre, and also about any applicable sanctions should they fail to comply therewith ;
- obtain the participants' and/or their parents' written permission (Appendix II) ;
- determine the requirements that must be met for the trip or outing to be cancelled ;
- check whether any safety services are offered on site and plan how to ensure the group's safety on the trails ;
- inquire if the trails are being patrolled on trails more than 5 km in length ;

- check whether the equipment supplied by the school or by the Centre or the Outdoor Centre is in good condition ;
- check climatic conditions immediately prior to departure.

On the way

- plan how to proceed in the event of an accident;
- make sure no equipment or material is carried inside the passenger compartment ;
- in each vehicle, put one passenger in charge of training and supervising participants, maintaining order inside the vehicle, making sure that all passengers are safe and checking attendance when the group leaves and when it returns.

At the Sports Centre or at the Outdoor Centre

- choose trails based on the skill and endurance shown by participants ;
- have a functional means of communication all times during the outing ;
- set up a process allowing first aid workers to contact the person in charge of the group should a participant be injured or violate the rules of conduct ;
- determine how to proceed in the event of minor or serious injuries whether or not said injuries require ambulance transportation ;
- bring some spare wax and a backup tip ;
- form homogeneous groups selected according to skill and endurance ;
- have accompanying adults (persons entrusted with organization and supervision) open and close the slope for each group ;
- provide supervision for participants banned from the trails, slightly injured or with broken equipment.

FOR ADDITIONAL INFORMATION :

Ski de fond Québec (514) 252-3089 (www.skiquebec.qc.ca/skifond/)
 Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
 (<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Sliding (Tobogganing – Toboggan – Inner Tubing)

Before you leave

- choose a Centre or an Outdoor Centre that meets the needs of the group and School Board requirements (it is required that you know the place or spot where you will be skiing) ;
- obtain a copy of the Centre's safety regulations ;
- determine how many persons are needed to train and to supervise the group based on how many participants there are and the latter's age ;
- consider the degree of risk involved in the activity according to the type of pupils taking part therein ;
- where appropriate, inform parents and participants :
 - about the programme and that day's itinerary ;
 - about any instructions and safety regulations that must be followed on the way, at the Centre and at the Outdoor Centre ;
 - about applicable sanctions ;
- obtain written authorization from participants and/or their parents (Appendix II) ;
- determine the requirements that must be met for the trip or outing to be cancelled ;
- check whether any safety services are offered on site and make arrangements to ensure your own safety ;
- check climatic conditions prevailing on the day of the activity and decide what slopes pupils will be allowed to ski on, based on said conditions.

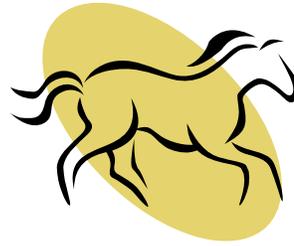
On the way

- plan how to proceed in the event of an accident;

- in each vehicle, put one passenger in charge of training and supervising participants, maintaining order inside the vehicle, making sure that all passengers are safe and checking attendance when the group leaves and when it returns.

At the Sports Centre or at the Outdoor Centre

- set up a process allowing first aid workers to contact the person in charge of the group when a participant is injured or violates the rules of conduct ;
- remind pupils of the rules governing discipline and safety at the Centre ;
- determine how to proceed in the event of minor or serious injuries whether or not said injuries require ambulance transportation ;
- make sure the equipment that is being provided is in good condition ;
- give pupils specific instructions with respect to :
 - gate or staff to control departure ;
 - protective delimitation between slopes ;
 - security personnel at the bottom of slopes and at the ski tow ;
 - number of skiers, surfers and sliders allowed ;
 - slope difficulties ;
- make sure all participants button up and zip up their clothes and tie their hair properly, if need be ;
- provide identification markings to pupils according to skill (armbands, bandanas) ;
- use inner tubings only in specialized Centres ;
- provide supervision for pupils who cannot be on the slopes ;
- have supervisors in attendance at all times at the top (to enforce the choice of slopes allowed) and at the bottom of the slopes (to clear the slope faster).



Horseback Riding

Before you leave

- choose a riding school that meets the needs of the group (it is required that you know the place or spot *where you will be riding*) ;
- enter into an agreement to rent horses, equipment and courses ;
- determine how many persons are needed to train and supervise the group based on the number of participants and their age ;
- consider the degree of risk involved in the activity according to the type of pupils taking part therein ;
- where appropriate, inform parents and participants :
 - about the programme and that day's itinerary ;
 - about any instructions and safety regulations that must be followed on the way, at the Centre and at the Outdoor Centre, and also about applicable sanctions should they fail to comply therewith ;
- obtain a written authorization from the participants and/or their parents (Appendix II) ;
- determine the requirements that must be met for the trip or outing to be cancelled ;
- check whether any safety services are offered on site and make arrangements to ensure your own safety ;
- check climatic conditions immediately prior to departure.

On the way

- plan how to proceed in the event of an accident ;
- in each vehicle, put one passenger in charge of training and supervising participants, maintaining order inside the vehicle, making sure that all passengers are safe and checking attendance when the group leaves and when it returns.

Au Centre équestre or à the Outdoor Centre

- set up a process allowing first aid workers to contact the person in charge of the group when a participant is injured or violates the rules of conduct ;
- determine how to proceed in the event of minor or serious injuries whether or not said injuries require ambulance transportation ;
- choose a Centre belonging to the *Fédération équestre du Québec* or to *Québec-à-cheval* ;
- make sure there are instructors (holders of a certification or licence in their discipline) available to teach the basics of the discipline ;
- make sure the horses are calm, healthy and at least five years old and prohibit any using of stallions ;
- teach participants how to behave safely around horses ;
- introduce pupils to the basics of horse-riding ;
- make sure the equipment is in good condition ;
- **require riders to wear a riding cap or helmet intended for horseback-riding ;**
- when on a ride, make sure every child under 12 is accompanied by an adult taking responsibility for that child ;
- make sure there is at least one supervisor for every eight (8) participants on a ride ;
- have all participants who have never gone horseback-riding take a beginner's riding lesson before setting out on any ride, whether short or long ;
- when on a ride, make sure there is an instructor or supervisor in front and in back of the group ;
- when on a ride, make sure there is one experienced accompanying adult (person in charge of supervising) for each group of 12 participants ;
- wear long pants and smooth bottom, ideally heeled, sport shoes ;
- avoid wearing flowing clothes or objects that could be blown off or fly away ;
- have a first aid kit on hand (Appendix VIII).

FOR ADDITIONAL INFORMATION :

Fédération équestre du Québec (514) 252-3053 (www.feq.qc.ca)

Québec-à-cheval (450) 434-1433 (www.cheval.qc.ca)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Swimming in a Swimming Pool or Open Water Swimming

As regards swimming, swimming pool or public beach managers shall comply with the *Règlement sur la sécurité dans les bains publics* (By-law on safety in Public Baths) (Appendix III).

Before you leave

- choose a swimming pool, beach or Outdoor Centre that meets the needs of the group (it is required that you know the place or spot where you will be swimming or trip or outing) ;
- make a reservation for transportation and make you're taking the best route ;
- determine how many persons are needed to train and to supervise the group based on how many participants there are and the latter's age ;
- consider the degree of risk involved in the activity according to the type of pupils taking part therein ;
- where appropriate, inform parents and participants :
 - about the programme and that day's itinerary ;
 - about any instructions and safety regulations that must be followed at the pool, on the beach or at the Outdoor Centre, and also about any applicable sanctions in the event of non compliance ;
- obtain the participants' and/or their parents' written permission (Appendix II) ;
- check with parents to find out the extent of their child's swimming ability ;
- check whether any safety services are offered on site and make arrangements to ensure your own safety ;
- check climatic conditions immediately prior to departure.

On the way

- plan how to proceed in the event of an accident during transportation ;

- in each vehicle, put one passenger in charge of training and supervising participants, maintaining order inside the vehicle, making sure that all passengers are safe and checking attendance when the group leaves and when it returns.

At the Sports Centre or at the Outdoor Centre

- set up a process allowing first aid workers to contact the person in charge of the group when a participant is injured or violates the rules of conduct ;
- determine how to proceed in the event of minor or serious injuries whether or not said injuries require ambulance transportation ;
- ensure compliance with the *Bathing Establishments Safety Regulation* (Appendix III) ;
- ensure compliance with supervisor/lifeguard ratios, for swimming pools as well as for beaches (Appendix III) ;
- make sure supervisors/lifeguards hold valid certifications ;
- have an adult in attendance and ready to step in for each pool being used ;
- review pool safety regulations with pupils and give them specific instructions ;
- make sure the equipment is in good condition ;
- have a first-aid kit on hand (Appendix VIII) ;
- provide for an evacuation plan (toxic gas) ;
- prohibit diving, except in areas that are especially marked out for that purpose and closely supervised ;
- make sure pupils who do not know how to swim wear an approved flotation collar ;
- provide for an activity and for supervision for those who are not in the pool.

FOR ADDITIONAL INFORMATION :

Fédération of natation du Québec (514) 252-3200 (www.fgn.qc.ca)
 Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
 (<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Skin or Scuba Diving (in a Swimming Pool)

PLEASE NOTE: Skin or Scuba Diving is covered by the Risk Management System only when that activity takes place in a pool.

- make sure an instructor who is certified under the regulation dealing with diving qualifications entitled *Règlement sur la qualification en plongée subaquatique* (sec. 46.18, Sports Safety Act) – Competency Card issued by the *Fédération des activités subaquatiques*, is always in attendance ;
- ascertain the availability of the following equipment : flippers, mask and tuba, bottle and regulator, manometer or backup system and a buoyancy regulator when the pool is more than 5 meters deep ;
- make sure the equipment that is being used is suitable for the activity, complete and in good working order after having made a visual inspection thereof prior to the beginning of the activity ;
- make sure those who dive are aware of any peculiarities of the pool possibly affecting their safety ;
- make sure to maintain a ratio of 1 supervisor to a maximum of 10 pupils ;
- make sure participants are old enough to take part in this activity, that is to say they must be at least 13 years old when they register and 14 years old before the end of the course ;
- make sure each diver has at least 6 square meters to evolve in ;
- have a first-aid kit (Appendix VIII) on hand and within easy reach ;
- make sure participants are not under the influence of drugs or alcohol prior to and during training sessions ;
- make sure every participant dives with at least one partner ;

- make sure participants restrict themselves to exercises they have been learnt during lessons ;
- make sure participants the comply with the following restrictions : no free surfacing without a nozzle, no surprise exercises such as « shutting a valve underwater » or « tearing off or pulling off a mask ».

FOR ADDITIONAL INFORMATION :

Fédération québécoise des activités subaquatiques (514) 252-3009 (www.fqas.qc.ca)
Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Sports on Wheels in Parks especially Designed for that Purpose

The Risk Management System provides that jumping and acrobatics on rollerblades is restricted to parks especially designed for that purpose and to structures no more than 1 meter high.

Recommendations Respecting Facilities

- make sure the facilities comply with the Development Guide for rollerblading and in-line skating parks published by the *Regroupement québécois du loisir municipal* and other partners or with the Development and Management Guide for rollerblading parks, *Association québécoise du loisir municipal* ;
- make sure park structures are regularly maintained and have flawless surfaces ;
- make sure there is no motor vehicle traffic nearby ;
- if the facilities are in a schoolyard :
 - post bills showing opening hours and warning of the risks involved in taking part in the activity ;
 - no admittance outside business hours (padlocked door) ;
 - fence in the facilities with a fence measuring at least 6 feet in height ;
 - make sure the schoolyard is well lit if open evenings ;
 - perform daily maintenance of the course and its surroundings.

Recommendations respecting training and supervision

- make sure the activity is carefully watched and supervised at all times ;
- prohibit children less than 10 years of age from taking part in the activity ;
- prohibit bicycles of all types (BMX, mountain bikes, etc.) ;
- require inexperienced pupils to take a beginner's course ;
- prohibit any rollerblading or in-line skating outside locations especially designed for that purpose ;

- make sure you have access to a first aid clinic ;
- make sure you have access to an emergency telephone and to have emergency phone numbers on hand if the facilities are located in a schoolyard ;
- issue a timetable for group use ;
- issue a timetable for supervision for that portion of the schoolyard.

Recommendations for engaging in the activity

- require the wearing of protective devices: helmet, wrist protectors, elbow shields and knee shields ;
- prohibit rollerblading or in-line skating anywhere else than in parks designed for that purpose ;
- set rules of conduct :
 - discipline ;
 - order ;
 - no shoving allowed, etc.
- do not allow more than one participant on the same structure at the same time.

It should be provided in the school's student Code of Conduct that roller snowboarding and in-line skating are prohibited outside parks especially designed for that purpose.

On-road skateboarding is prohibited by the Highway Safety Code.

Combative Sports

- Judo, Karate and Taekwondo
- Wrestling



Judo, Karate and Taekwondo

PLEASE NOTE: Combative sports and martial arts are covered by the Risk Management System only when they are practised without any contact (except for judo).

- choose an instructor (appropriately certified or licenced by his or her sports federation) ;
- inquire about the instructor's experience and background ;
- have at least one instructor for each 30 participants. A qualified assistant-coach shall be present for each additional group of 10 participants ;
- make sure there is no physical contact between pupils when practising karate and taekwondo ;
- make sure the training floor is smooth, rigid and free from any obstacle not required in order to practise judo, karate and taekwondo ;
- cover any obstacle located within one meter from the training floor with padding ;
- prohibit the wearing of hard or metallic objects such as jewelry ;
- prohibit the use of weapons such as a nunchaku, shuriken, kusari or of any other prohibited weapon provided for in the Criminal Code ;
- have a first-aid kit on hand near the training area (Appendix VIII) ;
- recommend that male participants wear a jockstrap when practising karate and taekwondo ;
- prohibit any participant carrying a contagious skin disease from training.

FOR ADDITIONAL INFORMATION :

Judo Québec (514) 252-3040 (www.judo-quebec.qc.ca)

Taekwondo Québec (514) 252-3198 (www.taekwondo-quebec.ca)

Karate Québec (514) 252-3161 (www.karatequebec.com)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)

Wrestling

PLEASE NOTE: Combative sports are covered by the Risk Management System only when they are practised without any physical contact (except for Olympic wrestling).

- choose a supervisor (holder of a certification or licence in his or her discipline issued by his or her sports federation) ;
- check the instructor's experience and background ;
- have at least one instructor for each 35 participants ;
- make sure the training floor is smooth, rigid and free from any obstacle not required in order to practise wrestling ;
- check if the mat is well padded ;
- install padding under the mat when it is placed on a floor covered with hard material ;
- cover all obstacles located within one meter of the training area with padding ;
- prohibit the wearing of hard or metallic objects such as jewelry ;
- have a first-aid kit within reach near the training area (Appendix VIII) ;
- recommend that male participants wear a jockstrap ;
- prohibit any participant suffering from any contagious skin disease from taking part in the training.

FOR ADDITIONAL INFORMATION :

Fédération of wrestling olympique du Québec (514) 830-8108 (www.loisirquebec.qc.ca)
Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)

Individual activities or sports

- Weight lifting
- Fencing
- Artificial or Wall climbing
- Physical Education based in an Outdoor Environment
- In-Line Skating or Roller Blading
- Ice-Skating
- Sliding (ex : crazy carpet)
- Racket Sports



Weight lifting

- have a non-slip stable lifting area ;
- allow at least one meter of free space around the apparatus or barbells ;
- make sure the equipment put at the pupils' disposal works properly ;
- have storage space for free weights and dumbbells ;
- make sure participants warm up properly before beginning this activity ;
- have a first aid kit on site (Appendix VIII) ;
- require pupils to wear a back-support belt when using heavier weights ;
- see to it that any increase in weights lifted by pupils is adapted to the latter's age, level of technical expertise, sex and abilities ;
- prohibit the use of steroids ;
- ensure that pupils put on boot-type or running shoe-type footwear ;
- guide participants as they use free weights and dumbbells.

FOR ADDITIONAL INFORMATION :

Fédération d'weight lifting du Québec (514) 252-3046 (www.fedhaltero.qc.ca)
Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Fencing

- make sure the supervisor has received training that is recognized by the *Fédération d'escrime du Québec* ;
- allow at least one meter of free space around the slope ;
- inspect masks with a spring prick-punch at least once a year;
- make sure the electrical signs and markings equipment is certified by a standards body and checked at least once a year ;
- make sure participants warm up properly before beginning this activity ;
- have a first aid kit on site (Appendix VIII) ;
- require pupils to wear a mask, a glove, long pants and a protective jacket ;
- make sure the sword and the dry foil are complete and tipped with a foil button, that the sabre is tipped with a button and that the foil and the electric sword are tipped with a complete point ;
- issue specific instructions to pupils and ensure compliance therewith.

FOR ADDITIONAL INFORMATION :

Fédération d'escrime du Québec (514) 252-3045 (www.escrimequebec.qc.ca)
Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



Artificial climbing or Wall Scaling

PLEASE NOTE : Because mountaineering and steep cliff climbing are prohibited, the following safety regulations apply to scaling artificial structures (SAS).

- entrust the teaching of scaling to instructors who have received training recognized by the *Fédération québécoise de la montagne et de l'escalade* ;
- appoint a qualified supervisor to supervise no more than 3 active ropes at any time, as well as belay devices ;
- use a complete assortment of *Fédération québécoise de la montagne et de l'escalade* -recommended equipment depending on the type of wall being scaled and bearing a label compliance with IMCF and EC standards ;
- make sure all of the scaling equipment is used according to manufacturer's instructions (the owner of the structure shall keep the instruction notices) ;
- prior to each use made thereof, make sure the equipment put at the pupils' disposal works properly ;
- make sure participants warm up properly before beginning this activity ;
- wear long clothes ;
- require pupils to wear a helmet ;
- require pupils to put on boot-type or running shoe-type footwear ;
- prohibit the wearing of jewelry and make sure participants empty their pockets ;
- on trips or outings, verify whether the artificial wall is certified ;
- ensure that novices rope down properly ;
- choose a route while taking into consideration the strength of the weakest climber on the rope ;

- have belay devices that can act properly in the event of a fall ;
- make sure the receiving area is equipped with a mattress in good condition on the whole length of the wall (2 to 3 m) ;
- appoint a second accompanying adult where there is also another wall scaling activity going on ;
- have a first aid kit on site (Appendix VIII).

FOR ADDITIONAL INFORMATION :

Fédération québécoise de la montagne et de l'escalade (514) 252-3004
(www.fgme.qc.ca)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)

Physical Education based in an Outdoor Environment

PLEASE NOTE : Where this exercise is done in an Outdoor Centre, make sure the Centre's employees comply with the general instructions intended for activities of this type.

- require players to wear running-shoe-type sport shoes ;
- adapt the course to the participants' skills ;
- make sure participants warm-up properly before they begin this activity ;
- make sure you have an operational means of communication all along the itinerary ;
- have emergency transportation close at hand which is capable of reaching anywhere on the site ;
- have resource persons positioned at the various stations on the site ;
- make sure that the stations are in good condition, that the reception area has been cleared of any obstacle and that it offers some accommodation or carrying capacity ;
- have a first aid kit on site (Appendix VIII).

FOR ADDITIONAL INFORMATION

See *Aires et équipement de jeu* (Playing areas and equipment) – National Standards of Canada - Canadian Standards Association (CAN/CSA-Z614-03)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



In-Line Skating or Roller Blading

The *Highway Safety Code* prohibits skaters from using the roadway. Where sidewalks and bicycle paths are concerned, municipal by-laws may vary from one city to the next. Get in touch with the municipality or municipalities where you intend to go for a skate to make sure you will be riding quite legally.

- require pupils to wear of the following protective equipment :
 - a bicycle or hockey helmet ;
 - knee pads ;
 - elbow pads ;
 - wrist guards.
- check to make sure all inline skates have brakes that work well ;
- obtain the participants' and/or their parents' written permission (Appendix II) ;
- determine how to proceed in the event of minor or serious injuries whether or not said injuries require ambulance transportation.

Indoor in-line skating

- choose a specialized center that suits the needs of the group ;
- make a reservation for transportation and make sure you are taking the best route ;
- enter into an Equipment Rental Agreement ;
- determine how many accompanying adults (persons assigned to organize and to supervise) are needed to train and supervise the group based on how many participants there are and on their age.

Outdoor or cross-country in-line skating

- make sure participants master the basic manoeuvres (turning and stopping) before they set out on a skate ;
- provide for a course according to the pupils' skills and ability ;

- choose an itinerary based on the participants' skills :
 - avoid wet, sandy and slippery surfaces ;
 - avoid upward and downward slopes that are too steep ;
 - watch out for dogs ;
 - avoid traffic ;
- make sure the activity takes place in daylight ;
- have the required repair kit or equipment at hand ;
- determine how many accompanying adults you will need (to organize and to supervise the group) based on the participants' age and skills ;
- enlist accompanying adults who have the required experience ;
- provide for an emergency evacuation plan and a communications system ;
- check weather conditions; never skate in the rain or on wet asphalt ;
- apporter des souliers si the conditions climatiques changent ;
- prohibit the use of a walkman ;
- obey traffic regulations on bicycle paths (keep right, pass on the left) ;
- have a first aid kit on hand (Appendix VIII).

Parks designed for roller-blading or in-line skating :

- jumping and acrobatics on inline skates shall be authorized only in parks especially designed for that purpose and on structures no more than 1 meter high ;
- see the safety regulations provided for in the section dealing with sports on wheels in parks especially designed for that purpose.



Ice-Skating

Prior to departure

- choose an outdoor or indoor location suited to the participants' skills ;
- enter into an equipment rental agreement if necessary ;
- determine how many accompanying adults are needed to supervise the activity based on the participants' age and skills ;
- make sure that accompanying adults are there to demonstrate and teach the basics of skating as required ;
- inform parents and participants :
 - about the timetable and location for practices ;
 - about any safety regulations and discipline ; obtain the consent of the pupil's parents
- obtain the parents' written consent to their child's taking part in the activity (Appendix II) ;
- make sure you have at least one accompanying adult who is able to administer first aid or that they be available *to meet* with the organization hosting the activity ;
- have a first aid kit available (Appendix VIII).

Transportation

- make sure the blades on the participants' skates are protected while travelling in order to avoid cuts or other injuries ;
- plan how to proceed in the event of an accident occurring while travelling ;
- appoint one of the persons responsible for supervising participants to also be in charge of regularly taking attendance in each vehicle.

During the activity

- check the participants' skills and make sure they all know how to start, stop and fall in order to minimize the risk of sustaining an injury ;
- make sure there are no holes in, or objects on, the ice likely to hinder movement ;
- remove the goalposts and adequately plug the anchoring holes ;
- make sure the boards surrounding the ice are smooth and free from any object left thereon ;
- make sure the rink's gates remain closed during the activity ;
- **require participants to wear a helmet ;**
- make sure participants know the basic safety regulations :
 - make sure the skaters are all moving in the same direction ;
 - prohibit sitting along the boards ;
 - prohibit drinking or eating on the skating rink ;
 - prohibit squabbling and jostling ;
 - prohibit skating the wrong way or backwards ;
 - prohibit figure or hockey skating ;
 - prohibit using objects (small or large balls, balloons, chairs, etc.) on the ice ;
 - prohibit carrying or using any portable listening device (walkman, MP3 player, etc.) or headphones ;
- reserve part of the rink for beginners ;
- where the rink is on a lake, check with the people in charge of maintenance to make sure the ice surface is safe and especially whether it is solid enough ;
- have an accompanying adult for each group of pupils ideally divided according to their skating skills ;
- have a functional means of communication on hand depending on the location in which the activity is to take place.



Sliding (for example : « crazy carpet »)

Before you leave

- make sure the path is safe ;
- determine how many persons are needed to train and to supervise the group based on how many participants there are and the latter's age ;
- consider the degree of risk involved in the activity according to the type of pupils taking part therein ;
- inform parents and participants about any instructions and safety regulations that must be followed ;
- obtain the participants' and/or their parents' written permission (Appendix II) ;
- immediately prior to departure, check on what weather conditions are expected to prevail.
- set up a procedure whereby persons suffering minor injuries are cared for while at the same time preserving training and supervision ;
- make sure the equipment is in good condition ;
- make sure there are no obstacles on the slope ;
- avoid slopes where there might be moguls possibly requiring skiers to jump ;
- have one of the accompanying adults supervise starts (choice of slopes) and another supervising finishes (clearing), the latter must have direct control over participants ;
- limit the number of slopes in order to be able to actively intervene ;
- suggest that pupils wear a safety helmet ;
- determine the way back up the hill and make sure it is away from any downhill slope ;
- have a first aid kit at hand (Appendix VIII) ;
- insist that participants maintain a safe posture (a sitting position, for example) when sliding ;
- have an operational means of communication.



Racket Sports (badminton, tennis, racquetball, squash, etc.)

Preventive Measures

- choose a location suited to the participants' skills ;
- if necessary, enter into a an equipment rental agreement ;
- provide for the required number of accompanying adults during trips or outings and qualified individuals for training and supervision during play ;
- make sure the facilities, the field and the rackets, balls and shuttlecocks are in good condition and meet applicable regulations and safety standards. With respect to every sport, these regulations and standards are prescribed in the Safety Regulation passed by the Federation governing that sport ;
- make sure there is free clearance space along the foul lines and end lines of each trip or outing;
- make sure participants are dressed appropriately and wear running shoe-type footwear ;
- require pupils to wear an eye protector for racquetball and squash ;
- recommend the wearing of an eye protector for badminton ;
- make sure the rackets have non-slip handles ;
- make sure at least one of the accompanying adults is able to give first aid or that first aid is made available by the organization hosting the activity ;
- provide for functional means of communication depending on the location in which the activity is to take place.

Measures having to do with the activity

- provide for an appropriate warm-up period ;
- make sure the rules of the game and any applicable safety instructions are known (ex : access to the racquetball and squash court) ;
- foster among participants an attitude of compliance with the rules of the game, of care for the equipment and of respect for their opponents ;

- assess each participant's skilfulness and adapt the level of play accordingly ;
- make sure the facilities and equipment are in good condition throughout the activity.

FOR ADDITIONAL INFORMATION :

Fédération des sports à quatre murs du Québec inc. (squash and racquetball) (514) 252-3062
(www.loisirquebec.qc.ca/sports_a_4_murs);

Badminton Québec (514) 252-3066 (www.badmintonquebec.com)

Tennis Québec (514) 270-6060 (www.tennis.qc.ca)

Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité
(<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)



5. Bibliographical References

- Ministère de l'Éducation, du Loisir et du Sport, Direction de la promotion de la sécurité (<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>)
 - Securi-sport express
 - Outdoor activities
 - Ice hockey
 - Downhill skiing and snowboarding
 - Gymnastics
 - Technical advice
 - Cold eyes, warm feet ! (winter trips or outings with the kids)
 - In-line skating : « Use your head when you skate »
 - Roller blading
 - Are you an experienced rider ?
 - Bicycling
 - Badminton, keep your eye on the birdie !
- Sports Safety Act, LRQ chap. S-3.1
- The Quebec Ski Areas Association Pre-Ski Kit
- Safety Regulation passed by the *Fédération québécoise des sports cyclistes* (cyclisme sur route), November 2002
- Safety Regulation passed by the *Fédération québécoise des sports cyclistes* (road cycling), November 2002
- Safety Regulation passed by the *Fédération québécoise du canot et du kayak*, January 2002
- Safety Regulation passed by the *Fédération québécoise du hockey sur glace*, January 2002
- Safety Regulation passed by the *Fédération québécoise de ballon sur glace*, January 2002
- Safety Regulation passed by *Ringette Québec*, July 2002

- Safety Regulation passed by the *Fédération de soccer du Québec*, June 2002
- Safety Regulation passed by the *Fédération du hockey sur gazon du Québec* (floor hockey), January 2002
- Safety Regulation passed by the *Fédération du football amateur du Québec* (tackle football), January 2002
- Safety Regulation passed by the *Fédération du rugby du Québec*, January 2002
- Safety Regulation passed by the *Fédération québécoise de ski*, downhill skiing, June 2002
- Safety Regulation passed by *Ski de fond Québec*, January 2002
- Safety Regulation passed by the *Fédération équestre du Québec* (classical and western sections), January 2002
- Safety Regulation passed by the *Fédération de natation du Québec* (pool swimming), January 2002
- Safety Regulation passed by the *Fédération de natation du Québec* (open water swimming), June 2002
- Safety Regulation passed by the *Fédération québécoise des activités subaquatiques* (diving), November 2002
- Safety Regulation passed by *Karaté Québec*, January 2002
- Safety Regulation passed by *Taekwondo Québec*, January 2002
- Safety Regulation passed by *Judo Québec*, January 2002
- Safety Regulation passed by the *Fédération de lutte olympique du Québec*, January 2002
- Safety Regulation passed by the *Fédération d'haltérophilie du Québec*, January 2002
- Safety Regulation passed by the *Fédération d'escrime du Québec*, January 2002
- Safety Regulation passed by the *Fédération québécoise de la montagne et de l'escalade*, January 2002
- Safety Regulation passed by the *Fédération québécoise de badminton*, January 2002
- Safety Regulation passed by the *Fédération québécoise de tennis*, July 2002

- Safety Regulation passed by the *Fédération des sports à quatre murs du Québec*, January 2002
- *Guide d'aménagement et de gestion, parcs de planches à roulettes* (Development and Management Guide for skateboarding parks), *Association du loisir municipal*
- *Guide d'aménagement de parc pour planches à roulettes et pour patin à roues alignées* (Development Guide for skateboarding and in-line skating parks), *Regroupement québécois du loisir municipal*
- *Guide de pratique and d'encadrement sécuritaire d'activités de plein air – normes, requirements et procédures* (Guide promoting safety training for Outdoor Activities – standards, requirements and procedures), *Conseil québécois du loisir*, September 2005

6. Appendices

- Appendix I Checklist for People Working in Schools
- Appendix II Authorization Form for Pupils or Parents
- Appendix III Digest of the Bathing Establishments Safety Regulation
- Appendix IV Regulation Respecting the Protective Equipment for the Practice of Hockey and Enforcement of Hockey Regulations
- Appendix V Excerpt from the Regulation Respecting Safety in Alpine Ski Centres
- Appendix VI Evaluation of Pupils' Technical Skills as Part of the Plan Process for Alpine Skiing or Snowboarding Class Trips or Outings
- Appendix VII Charter of Sportsmanship
- Appendix VIII Typical Content of First-Aid Kit
- Appendix IX List of Sports Federations and other Useful Links

APPENDIX I

CHECKLIST FOR PEOPLE WORKING IN SCHOOLS

Eliminating or Controlling Risk factors

Check off the items you have planned for the event

Primary Prevention			
Organization	Information - to get from - to be given to	Environment	Selection
<input type="checkbox"/> resource persons <input type="checkbox"/> understanding with owner of the facilities <input type="checkbox"/> liability assurance <input type="checkbox"/> emergency plan <input type="checkbox"/> cancellation requirements <input type="checkbox"/> checking out the Regulations	<input type="checkbox"/> pupils <input type="checkbox"/> parents <input type="checkbox"/> resource persons about participants <input type="checkbox"/> health insurance <input type="checkbox"/> health status <input type="checkbox"/> contact lenses <input type="checkbox"/> persons to be contacted	<input type="checkbox"/> choice of location <input type="checkbox"/> number of participants <input type="checkbox"/> appropriate facilities <input type="checkbox"/> protective equipment (if any) <input type="checkbox"/> free space around playing areas	<input type="checkbox"/> prerequisites to participation <input type="checkbox"/> parents authorization <input type="checkbox"/> cost of the activity

Secondary Prevention		
Communication	First Aid	Transportation
<input type="checkbox"/> Means of communication in the event of an emergency	<input type="checkbox"/> First aid staff <input type="checkbox"/> First aid kit <input type="checkbox"/> First aid post	<input type="checkbox"/> Emergency vehicle <input type="checkbox"/> Access to Hospital Centre

Tertiary Prevention	
Evaluation	Correction
<input type="checkbox"/> Accident report	<input type="checkbox"/> Event report <input type="checkbox"/> Corrective measures

PREVENTIVE MEASURES

A- Sporting activities

Organization

- recruit a sufficient number of qualified employees (security staff, officials, trainers, etc.) ;
- enter into an agreement with the owner of the facilities ;
- set up and announce an emergency plan ;
- determine requirements for the cancellation of events ;
- obtain the required authorizations ;
- provide resource persons with safety regulations and instructions respecting the practise of sporting activities ;
- provide for emergency services (first-aid kit , premises, transportation, staff, etc.).

Environment

- make sure that the facilities and equipment are safe, that they come up to current standards and that they meet the pupils' needs and requirements ;
- provide for reserved areas for for participants, spectators and resource persons ;
- where appropriate, make sure that protective equipment is worn.

Activity

- respect age and weight categories ;
- give participants clear instructions ;
- make sure tasks assigned to resource persons are well defined and well understood.

PREVENTIVE MEASURES – SPORTING ACTIVITIES

Person in charge	Organization	Environment	Activity	Person
SCHOOL PRINCIPAL	<p>Make sure there is a sufficient number of qualified resource persons.</p> <p>Draw up and post an evacuation plan and do evacuation exercises.</p> <p>Provide for activities suited to the pupil's abilities.</p> <p>Obtain from parents any required information with respect to the health status of pupils and, where appropriate, advise the resource person thereof.</p> <p>Obtain safety guides and other documents relating to sporting activities and offer same to the resource persons.</p> <p>Provide for mechanisms to detect potentially dangerous cases.</p> <p>Make sure accident reports are filled out, that tests are done and make the necessary arrangements to stem the reoccurrence of such accidents.</p>	<p>Make sure the facilities, development and equipment are secure and meet current standards and pupils' requirements.</p> <p>According to plan, have the premises (lighting, exits, landings), materials and equipment periodically inspected.</p>		

PREVENTIVE MEASURES – SPORTS

Person in charge	Organization	Environment	Activity	Person
<p align="center">RESOURCE PERSON</p>	<p>Maintain an uninterrupted presence with pupils in one's charge.</p> <p>Know the safety regulations and the rules of the game and inform participants thereof .</p> <p>Make sure pupils know and understand written or verbal safety instructions.</p> <p>Take notice of any information received in regard of the health status of pupils. Where in doubt, submit the case to the School Principal's Office.</p> <p>Attend to any injury, even when it appears to be minor.</p> <p>In the event of an accident or of a dangerous occurrence, fill out the form provided for this purpose and deliver it to the School Principal's Office.</p>	<p>Make sure the facilities are safe.</p> <p>Make sure there are no potentially dangerous objects around and cover any objects sticking out from the wall.</p> <p>Point out emergency exits and provide for means of communication.</p> <p>Where appropriate, pay attention to weather conditions.</p> <p>Point out, in accordance with standard operating procedure, any defective device or equipment and set it aside.</p> <p>Make sure you have first aid kits and any protective equipment you may need nearby.</p>	<p>Give pupils clear instructions as to what will be going on during the activity, make sure they understand and comply with said instructions.</p> <p>Have pupils do warm-up exercises depending on the nature of the activities.</p> <p>Abide by the categories of competition.</p>	<p>Watch out for telltale signs that your pupil is either unable <i>to do the activity</i>, tired or exhausted.</p> <p>Insist on the need to respect one's partner, especially during activities involving competition.</p> <p>Make sure that protective equipment is used properly.</p> <p>Extol the values of the Charter of Sportsmanship and do not tolerate dangerous attitudes or behaviour.</p>
<p align="center">PUPIL</p>		<p>Do not change or alter any of the facilities provided.</p> <p>Report any defective device or equipment to the resource person and do not use same if unsafe.</p> <p>Only use equipment that is safe and that comes up to standard.</p>		

B- Educational activities

Implement a field trip or outing policy involving the following elements :

- choice of site(s) :
 - assessment of risk requirements ;
 - preliminary visit of the premises in order to assess the criteria thereof ;

- plan :
 - transportation (if applicable) ;
 - adequate material context ;
 - adequate and experienced training and supervision ;
 - enforcement of minimum safety standards ;
 - verification of relevant regulations (public baths, Highway Code, small buildings, etc.) ;

- information :
 - tell parents about the activity ;
 - obtain the parents' authorization ;
 - get relevant information from the parents depending on the field trip or outing ;
 - inform pupils (instructions and procedures) ;

- procedure in the event of an emergency :
 - notify the parents, the school ;
 - administer first aid ;
 - means of communication ;
 - transportation ;
 - replace the person accompanying the injured party ;
 - first-aid kit .

Make all interveners aware of the part they play in the field of safety management and in teaching safety awareness :

- heighten managerial awareness ;
- heighten staff awareness ;
- heighten resource person awareness.

Selecting resource persons : Resource persons (number, personal details) should be selected based on the requirements of the job and on each applicant's ability to meet said requirements. Job requirements are determined according to participant (age, skill, health, number, etc.), goals set (recreation, technical training, etc.), activity (risk, etc.) and environment (facilities, etc.). A person's abilities are based on his or her qualifications, training, knowledge of the risks involved and preventive measures, etc.

PREVENTIVE MEASURES – EDUCATIONAL ACTIVITIES

Person in charge	Organization	Environment	Activity	Person
SCHOOL PRINCIPAL	<p>Establish an emergency procedure in case of accident.</p> <p>Inform parents about the type of field trip or outing and about safety, training and supervision and get any information that may be required as to the pupil's health status.</p> <p>Make sure there is a sufficient number of qualified resource persons in attendance.</p> <p>Make sure accident reports are filled out, accident analyses are made and take whatever steps are required to prevent such accidents happening again.</p>	<p>Check with the authorities concerned that the facilities, accommodations and equipment are safe.</p> <p>Make sure the trip or outing and mode of transportation are safe.</p> <p>Beforehand, obtain the the safety instructions for the places you will be visiting.</p>		
RESOURCE PERSON	<p>Maintain an uninterrupted presence with pupils in one's charge.</p> <p>Make sure pupils know of and understand the safety instructions they are given either verbally or in writing.</p> <p>Pay attention to any information received with regard to the health status of pupils. When in doubt, submit the case to the School Principal's Office.</p> <p>In the event of an accident, make sur that first aid is given ; fill out the form provided for this purpose.</p>	<p>Notify the people in charge of the places you have visited of any defective facility, device or appliance.</p> <p>Check any device, appliance or equipment used by pupils.</p>	<p>Give pupils clear instructions as to what will be going on during the activity, make sure they understand and comply with said instructions.</p>	<p>Watch out for signs of inability, incapacity, fatigue or exhaustion in pupils.</p>
PUPIL	<p>Pass on to the resource person any significant information pertaining to his or her health status.</p>	<p>Any information concerning any defective facility or equipment must be provided to the resource person.</p>	<p>Be careful not to impede another pupil's movements.</p>	<p>Always exhibit behaviour that is mindful of self and of others.</p>

APPENDIX II

AUTHORIZATION FORM FOR PUPILS OR PARENTS

SCHOOL ACTIVITY

CLASS _____

Activity : _____ Date : _____

Participant's name : _____ Sex : M _____ F _____

Age : _____ Weight : _____ Height : _____

Health Insurance Number : _____

Parents' Name :

Mother (maiden name) : _____

Father : _____

Address : _____

_____ Telephone (home): _____

Telephone (office) : _____

Telephone (emergency) ; _____

Is participant suffering from any illness or problem ? If so, please specify (asthma, allergies, etc.)

The said activity involves the following risks : _____

I am aware of _____ and accept the risks involved in the following activity.

EMERGENCY

In case of emergency, should it be necessary to take participant to any hospital or doctor's office, we undertake to get in touch with his or her parents as quickly as possible, should participant be less than 18 years of age. Should it be impossible to do so, the undersigned authorizes us to have emergency medical care given to participant, where prescribed by a medical practitioner deeming same to be necessary. Any ambulance charges shall be chargeable to participant or to his or her parents.

I AGREE TO (NAME) _____

TAKING PART IN THE ACTIVITY OF _____

SIGNATURE : _____

(of pupils or of parent where less than 18 years of age)

NAME IN BLOCK LETTERS : _____

DATE : _____

AUTHORIZATION FORM FOR PUPILS OR PARENTS

ACTIVITY OUTSIDE SCHOOL

CLASS _____

Activity : _____ from _____ to _____
Location : _____
Telephone : _____
Participant's name : _____ Sex : M _____ F _____
Age : _____ Weight : _____ Height : _____
Health Insurance Number : _____
Parents' Name :
 Mother (maiden name) : _____
 Father : _____
 Address : _____
 Telephone (home): _____
 Telephone (office) : _____
 Telephone (emergency) ; _____

Is participant suffering from any illness or problem ? If so, please specify (asthma, allergies, etc.)

Summary description activity or activities : _____
(Where appropriate, attach a list of activities
and any reference material distributed
by the host organization) _____

The said activity involves the following risks : _____

I am aware of _____
and accept the risks involved in the following activity.

EMERGENCY

In case of emergency, should it be necessary to take participant to any hospital or doctor's office, we undertake to get in touch with his or her parents as quickly as possible, should participant be less than 18 years of age. Should it be impossible to do so, the undersigned authorizes us to have emergency medical care given to participant, where prescribed by a medical practitioner deeming same to be necessary. Any ambulance charges shall be chargeable to participant or to his or her parents.

I AGREE TO (NAME) _____
TAKING PART IN THE ACTIVITY OF _____

SIGNATURE : _____
(of pupils or of parent where less than 18 years of age)
NAME IN BLOCK LETTERS : _____
DATE : _____

APPENDIX III

Digest of the Bathing Establishments Safety Regulation

The Regulation is speaking safety in public baths (c. S-3, r.3) and the Regulation respecting public watching and swimming pools (c. Q-2, r.17) are of interest for schools that keep facilities of this type open to the population or in respect of recreational activities taking place in such facilities. These Regulations provide for building standards, health or hygiene standards and emergency equipment. A few regulatory provisions more specifically dealing with safety are set out below. We recommend that you refer to *the relevant* legislative provisions if necessary.

Regulation respecting Safety in public baths (adaptation)

The owner shall make sure that there is a minimum number of supervisors and lifeguards in accordance with the standards introduced in the Appendix to the Regulation (sec. 26).

POOL SUPERVISION

Table 1 Water area less than 150 square meters		
Number of bathers in the water and on the walk-over	Supervisor-Lifeguard	Assistant Supervisor- Lifeguard
0-50	1	0
51 or over	1	1

Table 2 Indoor pool Water area of 150 square meters or over		
Minimum number of :		
Number of bathers in the water and on the walk-over	Supervisor-Lifeguards	Assistant Supervisor- Lifeguards
0-100	1	1
101-200	1	2
201-300	2	2
301-400	2	3
401-500	3	3
501-600	3	4
601-700	4	4
701 or over	4 Supervisor-Lifeguards, 4 Assistant Supervisor-Lifeguards and 1 additional supervision attendant per group of 100 bathers or fraction thereof over and above 700.	

Table 3 Outdoor pool Water area of 150 square meters or over		
Number of bathers in the water and on the walk-over	Minimum number of :	
	Supervisor-Lifeguards	Assistant Supervisor-Lifeguards
0-150	1	1
151-300	1	2
301-500	2	2
501-700	2	3
701 or over	2 Supervisor-Lifeguards, 3 Assistant Supervisor-Lifeguards and 1 additional supervision attendant per group of 300 bathers or fraction thereof over and above 700.	

Additional supervision required, in addition to the swimming instructor when a swimming pool is used exclusively for lessons or competitions

Number of bathers	Minimum number of :	
	Supervisor-Lifeguards	Assistant Supervisor-Lifeguards
0-30	0*	0
31-50	1	0
51 or over	1	1

* where the swimming instructor is not a qualified Supervisor-Lifeguard, a Supervisor-Lifeguard is required.

However, when a swimming pool is used exclusively for lessons given by a Physical Education Teacher, the owner shall make sure there is a minimum number of Physical Education Teachers, Supervisors and Lifeguards in accordance with the table below.

Number of Bathers	Number of Physical Education Teachers	Minimum number of :	
		Supervisor-Lifeguards	Assistant Supervisor-Lifeguards
0-30	1	0	0
31-60	2	0	0
	or		
	1	1	0
60 or over	3	0	0
	or		
	2	1	0
	or		
	1	1	1

For the purposes of that section, « Physical Education Teacher » means an individual who has been issued a physical education diploma by a Québec university, or the holder of a recognized apprenticeship issued by any other University recognized by the Ministère de l'Éducation, du Loisir et du Sport provided he or she has completed and, as part of his or her university training, at least 90 hours of swimming instruction. Said instruction shall include at least 15 hours of life-saving, supervision, artificial respiration and First –Aid techniques. He or she shall hold a qualification certificate or be certified therefor.

We recommend that you put up, in a conspicuous location at the entrance to the swimming pool, a sign bearing a notice such as the one below, written in 25 millimeter characters :

NOTICE

Whenever this swimming pool is left unsupervised :

- ▶ **swimming or bathing alone in this swimming pool is prohibited ;**
- ▶ **children under the age of 12 are not allowed within swimming pool limits unless accompanied by a responsible person who is at least 18 years old ;**
- ▶ **there shall not be more than XX swimmers and bathers in this swimming pool at any time ;**
- ▶ **this swimming pool shall remain locked from the outside at all times.**

Furthermore, the means of communicating with emergency services and the emergency equipment shall be easily accessible at all times.

Swimming at the Beach

Minimum supervision is required when swimming at the beach :

SUPERVISION AT THE BEACH

Length of the beach in meters	Minimum number of :	
	Supervisor-Lifeguard	Assistant Supervisor-Lifeguard
Less than 125	1	0
125-250	2	1
250-375	2	2
375-500	3	2
500-625	3	3

PLEASE NOTE : An extra supervision attendant shall be added for every 125 linear meter unit or fraction thereof over and above 625 meters.

PLEASE NOTE : Prescribed ratios comply with the regulation in force and effect as of September 2005.

APPENDIX IV

REGULATION RESPECTING PROTECTIVE EQUIPMENT FOR THE PRACTICE OF ICE HOCKEY AND ENFORCEMENT OF HOCKEY REGULATIONS

c. S-3.1, r.0.1.01

Regulation respecting protective equipment for the practice of ice hockey

An Act respecting safety in sports

(L.R.Q., c. S-3.1, a. 55, par. 3 and 55.2)

1. Any person participating in an ice hockey activity shall wear the following protective equipment where the activity is carried out on a game surface which was reserved for that purpose:

(1) a crash helmet meeting Canadian Standards Association Standards CAN3-Z262.1-M83 Hockey Helmets or CAN/CSA-Z262.1-M90 Hockey Helmets;

(2) a full face-mask meeting Canadian Standards Association Standard CAN3-Z262.2-M78 Face Protectors for Ice Hockey and Box Lacrosse or with Types 1, 2 or 3 of CSA Standard CAN/CSA-Z262.2-M90 Face Protectors and Visors for Ice Hockey Players;

(3) a neck-guard meeting Bureau de normalisation du Québec Standard NQ9415-370 Protège-cou pour joueurs de hockey et de ringuette date 90-05-15.

O.C. 36-92, s. 1.

2. Any person participating in an ice hockey activity in the Québec Major Junior Hockey League, the Ligue de hockey junior AAA du Québec or a hockey league only made up of players of 18 years of age or older and whose activities lead to a national championship approved by the Canadian Hockey Association and to which a safety regulation approved by the Minister responsible for the administration of the Act applies is exempt from the application of paragraph 2 of section 1 provided he or she wears a visor meeting Type 4 of Canadian Standards Association Standard CAN/CSA-Z262.2-M90, to the extent that the visor extends down at least to the mid-point between the tip of the nose and the upper lip and provided that the person also wears an internal mouthguard.

O.C. 36-92, s. 2; M.O., 98-09-24, s. 1.

3. Revoked.

O.C. 36-92, s. 3; O.C. 633-95, s. 1; O.C. 45-97, s. 1; M.O., 98-09-24, s. 2.

4. Omitted.

O.C. 36-92, s. 4.

5. Omitted.

O.C. 36-92, s. 5.

O.C. 36-92, 1992 O.G. 2, 1041
O.C. 633-95, 1995 O.G. 2, 2191
O.C. 45-97, 1997 O.G. 2, 901
M.O., 98-09-24, 1998 O.G. 2, 5592

Enforcement of hockey regulations

This section was designed to explain how the Regulation respecting protective equipment required for the practice of ice hockey applies.

Section 1 of the said Regulation provides that :

« Any person participating in an ice hockey activity shall wear the following protective equipment where the activity is carried out on a game surface which was reserved for that purpose:

- 1° a safety helmet [...]*
- 2° a full face protector [...]*
- 3° a neck protector [...]* »

Before we go any further in our examination of the construction of this regulation and of its application, we should define certain terms used therein.

<p><i>« Any person »</i></p>	<p>The Regulation applies to forwards, defensemen and goaltenders. It does not apply to referees or coaches. Nonetheless, the said Regulation would apply to any coach who gets involved by playing during a training session or during a game as a member of the team.</p>
<p><i>« ice hockey activity »</i></p>	<p>The term « ice hockey » refers to an activity engaged in on the ice and typically involving the use of skates, a hockey stick and a puck. This Regulation applies whenever these three instruments are used by the individuals taking part therein.</p> <p>Ice hockey activities cover :</p> <ul style="list-style-type: none"> ◆ games ; ◆ training sessions ; ◆ free hockey ; ◆ « hockey schools » ; ◆ hockey lessons in which pupils play (as opposed to lessons on hockey intervention where pupils either coach or referee).
<p><i>« Activity carried out on a game surface which was reserved for that purpose »</i></p>	<p>No matter where the training session is held, where ice hockey is defined as an activity that must take place on a limited playing space for a specific period of time, the Regulation applies.</p>

Accordingly, the determining factor as to whether or not this Regulation applies does not lie in the features of the training location (outdoor or indoor) but rather in the fact that the game surface which was actually reserved to play ice hockey thereon. The threshold for intervention therefore relates to whether there has been a certain level of plan and preliminary consultations.

For example, in a school setting, when a skating rink is reserved exclusively for pupils to play, to train for, or to learn the basics of, ice hockey, said pupils are under an obligation to wear protective equipment. On the other hand, this Regulation does not apply to young people « spontaneously » using a free area or playground, during recess for instance. The use of the term « spontaneously » indicates that the activity is indeed decided upon by the young people themselves and also implies that the ice was not reserved by the school for the activity of ice hockey. Therefore, the ice was available for any type of activity and it was the young people who made the decision.

To obtain further information with respect to this Regulation, please get in touch with the Safety Promotion Department, the Direction de la promotion de la sécurité dans les sports of the ministère de l'Éducation, du Loisir et du Sport by calling 1-866-794-8691 or 1-418-644-3675 or please visit the following internet site:

<http://www5.mels.gouv.qc.ca/sportloisir/securiteetintegrite/applicationreg Hockey.asp>.

APPENDIX V

EXCERPT FROM THE REGULATION RESPECTING SAFETY IN ALPINE SKI CENTRES

DIVISION I GENERAL SAFETY OBLIGATIONS

1. The Mountain Code of Conduct, hereinafter called the Code, shall be posted at the ticket office of the Centre and near the boarding area of each ski lift. The Code is as follows:

MOUNTAIN CODE OF CONDUCT

Code adopted under the Act respecting safety in sports

This Code applies to all persons practising snow sports.

1. Remain in control of your speed and direction. Make sure you can stop and avoid any person or obstacle.
2. Yield the right of way to persons downhill and choose a course that ensures their safety.
3. Stop on a trail only if you are visible from above and if you are not obstructing the trail.
4. Yield the right of way to persons uphill when entering a trail and at intersections.
5. If you are involved in or witness an accident, remain at the scene and identify yourself to a first-aider.
6. Use and wear at all times a proper device to prevent runaway equipment.
7. Keep out of the lifts and trails if your ability is impaired through use of alcohol or drugs.
8. Obey all signs and warnings and never venture off the trails or onto a closed trail.

All other rules of conduct that the operator imposes on Alpine skiers as well as the sanctions he or she intends to impose on Alpine skiers who violate the Code of Conduct and all other rules and, where applicable, the duration of the sanctions shall be posted up at the same places as the Code of Conduct. These rules and sanctions shall not be incorporated into the text of the Code of Conducts.

A mountain Code of Conduct whose wording complies with the prescriptions of section 1 of the Regulation respecting safety in Alpine ski Centres, as it read before its amendment by section 1 of this Regulation, is deemed to comply with the new prescriptions of that section until 1 December 2001.(M.O., 2000, s. 7)

O.C. 1788-88, s. 1; M.O., 2000-02-11, s.1.

2. The Alpine skiers' Code of Conduct shall be printed in letters at least 1,5 cm in height.

O.C. 1788-88, s. 2; O.C. 935-91, s. 1.

3. The alpine skiers' Code of Conduct shall not apply to an Alpine skier while in training or competition in an area reserved for such activities.

O.C. 1788-88, s. 3.

4. The level of difficulty of each Alpine ski slope shall be identified by means of one of the following designations:

1° easy;

2° difficult;

3° very difficult;

4° extreme or extremely difficult.

O.C. 1788-88, s. 4.

5. Where a ski lift gives access to very difficult or extreme or extremely difficult Alpine ski slopes only, a sign posted at the boarding area of that lift shall display the following message in letters at least 2,5 cm in height;

«This ski lift gives access to (indicate the level of difficulty of the accessible slopes) slopes only».

O.C. 1788-88, s. 5.

5.1. The vertical lighting of an Alpine ski slope accessible to Alpine skiers shall be at least 2 lux in any place on that slope, and the average vertical lighting of any 35 m longitudinal segment of such slope shall be at least 5 lux.

The minimum vertical lighting measured in any place in a segment shall not be less than one-tenth of the average vertical lighting in that segment.

Vertical lighting shall be measured in accordance with the Measurement Procedure for Lighting Levels on Alpine Ski Slopes in Appendix 0.1.

O.C. 935-91, s. 2.

DIVISION II
MOTORIZED VEHICLES

6. Unless they use Alpine ski slopes that are closed to Alpine skiers by physical means and at the beginning of which pictograph 241 in Appendix 1 is posted,

1° snowmobiles and all-terrain vehicles shall:

- a) travel at all times with their lights on;
- b) be equipped with an orange fluorescent flag at least 250 cm² and mounted at least 2 m above the ground;

2° tracker vehicles shall:

- a) travel at all times with their lights on;
- b) be equipped with 2 automatic intermittent horns, one oriented toward the rear and the other oriented toward the front. Each horn shall have a sound pressure level of at least 100 decibels at 1,22 metres of distance measured in the absence of any reflecting surface and shall emit at a frequency of at least 1 200 hertz;
- c) be equipped with a rotating amber beacon that shall always be in operation.

O.C. 1788-88, s. 6; O.C. 1572-95, s. 1.

7. Where tractor vehicles groom the surface of an Alpine ski slope, the operator shall comply with one of the following instructions:

1° he or she shall close the slope by posting pictograph 241 in Appendix 1 at the beginning of the slope and at each of its access points located at the same level as or uphill from the work area and by prohibiting access thereto by physical means at each of those places; or

2° he or she shall post pictograph 273 in Appendix 1 at the Centre of the beginning of the slope and at each of its access points located at the same level as or uphill from the work area and remove the pictograph as soon as the work is terminated and divert, by physical means, the persons practising Alpine skiing from the work area.

O.C. 1788-88, s. 7; O.C. 1572-95, s. 2.

7.01. Where tractor vehicles are used on an Alpine ski slope for purposes other than for grooming its surface, the operator shall comply with one of the following instructions:

1° he or she shall close the slope by posting pictograph 241 in Appendix 1 at the beginning of the slope and at each of its access points located at the same level as or uphill from the work area and by prohibiting access thereto by physical means at each of those places; or

2° he or she shall post pictograph 273 in Appendix 1 uphill from each fault in the relief and from each curve from which the tractor vehicle located downhill is not visible far enough in advance so that the skier may have the manoeuvring space required to avoid it. Pictograph 273 shall be posted at the Centre of the slope and shall be removed as soon as the tractor vehicle has passed.

Instead of posting pictograph 273, the operator may ask an employee to stand at the appropriate place.

This section does not apply where tractor vehicles are used at the request of a first-aider on an Alpine ski slope to assist a person.

O.C. 1572-95, s. 2.

DIVISION II.1 FIRST-AIDERS

7.1. In order to act as a first-aider, a person shall be at least 16 years of age and shall hold a first-aid qualification certificate attesting that he or she has passed an examination covering all the elements of the training program set forth in Appendix 1.1.

A first-aid qualification certificate may be issued only by a body approved by the board.

A body wishing to be approved by the board shall submit an application to the board and obtain the board's approval for its method of managing the training program, its teaching methods and the equipment that it plans to use.

O.C. 935-91, s. 3; M.O., 2000-02-11, s. 2.

7.2. A first-aid qualification certificate is issued for 15 months.

It may be renewed by an approved body upon application by its holder where he or she has passed an examination following an updating course of at least 16 hours covering all the elements of the training program, with at least 8 hours devoted exclusively to cardiorespiratory resuscitation.

O.C. 935-91, s. 3.

7.3. A person who, on 15 August 1991, is the holder of a first-aid qualification certificate is deemed to be the holder of the certificate prescribed in this Division until the date of expiry of his or her certificate or until 15 August 1993, whichever comes first.

O.C. 935-91, s. 3.

DIVISION III FIRST-AID

8. First-siders shall be supplied with first-aid kits containing at least the items described in Appendix 2.

O.C. 1788-88, s. 8.

9. Every Alpine ski Centre shall be equipped with a room reserved for first aid. That room shall be equipped with at least the items described in Appendix 3, and pictograph 230 in Appendix 1 shall be posted outside at the entrance to the room.

The first-aid room described in the preceding paragraph is not required in a ski Centre that has only one ski slope with a grade of 25 metres or less and that is located 5 kilometres or less from a hospital Centre, provided that there is a room accessible to an injured skier.

O.C. 1788-88, s. 9; O.C. 935-91, s. 4.

10. The first-aid service in an Alpine ski Centre shall be equipped with at least 2 emergency toboggans kept at the top of the slope. Where a ski Centre has more than 1 skiable summit, each summit will be equipped with at least one toboggan.

A ski Centre that has only one ski slope with a grade of 25 metres or less and that is located 5 kilometres or less from a hospital Centre shall be equipped with at least one emergency toboggan kept at the top or at the bottom of the slope.

Those toboggans shall be at least 1,85 m in length and, where they are operated by 1 first-aider only with a person on board, they shall be equipped with a braking device that can be operated by the first-aider.

Each toboggan shall be equipped with 2 blankets, an underpad or a sleeping bag, a rappel cord and splints or any other immobilization system.

O.C. 1788-88, s. 10; O.C. 935-91, s. 5; O.C. 1572-95, s. 3.

11. The following equipment must be near every emergency toboggan required by this Regulation:

1° 1 dorsal board;

2° 1 rigid cervical collar and 2 sand bags, or any other system permitting the immobilization of the head of the injured skier.

O.C. 1788-88, s. 11; O.C. 935-91. s. 6; O.C. 1572-95, s. 4.

12. The accident report required under paragraph 2 of section 46.8 of the Act respecting safety in sports (R.S.Q., c. S-3.1) shall be written on the form of Appendix 4 provided by the board.

O.C. 1788-88, s. 12; O.C. 935-91, s. 7.

DIVISION IV SIGNS

13. A diagram of the ski slopes and ski lifts shall be displayed between the reception Centre and the Alpine ski slopes.

The diagram shall indicate:

1° for each Alpine ski slope:

a) its track;

b) its name or number, or both;

c) its level of difficulty by means of pictographs 200, 201, 202 or 203 in Appendix 1;

2° the track of each ski lift by means of an unbroken red line;

3° legend specifying the levels of difficulty of pictographs 200, 201, 202 and 203.

O.C. 1788-88, s. 13.

14. A sign shall be posted at the landing area of each ski lift indicating for each Alpine ski slope accessible from that location:

- 1° its name or number, or both;
- 2° its level of difficulty;
- 3° an arrow indicating the direction to follow in order to reach it.

That information shall be given by means of the pictographs in that Appendix 1 displayed on the sign in accordance with that Appendix.

O.C. 1788-88, s. 14.

15. Pictograph 242 in Appendix 1 shall be placed at the landing area of each ski lift.

O.C. 1788-88, s. 15.

16. A sign displaying the pictographs required under section 14 shall be placed at the beginning of each Alpine ski slope.

O.C. 1788-88, s. 16.

17. At every intersection where skiers may ski on Alpine ski slopes of a level of superior difficulty, a sign shall be placed displaying for each slope the pictographs required under section 14.

O.C. 1788-88, s. 17.

18. The presence of removable or operating snowmaking machines on an Alpine ski slope shall be indicated at the beginning of the slope and on the slope, immediately uphill from the machines, by means of pictograph 272 in Appendix 1.

O.C. 1788-88, s. 18; M.O., 2000-02-11, s. 3.

19. Hydrants on an Alpine ski slope or in the area bordering the slope that is cleared of trees shall be indicated by means of a fluorescent orange flag at least 250 cm², displayed at least 1,5 m above each such hydrant.

O.C. 1788-88, s. 19.

20. The signs posted in an Alpine ski Centre to indicate any of the situations described in Appendix 1 shall use the pictographs prescribed in that Appendix for those situations.

O.C. 1788-88, s. 20.

(...)

APPENDIX VI

EVALUATION OF PUPILS' TECHNICAL SKILLS AS PART OF THE PLAN PROCESS FOR ALPINE SKIING OR SNOWBOARDING CLASS TRIPS OR OUTINGS

The term downhill skiing also refers to snowboarding.

The following questions could be put to parents in a questionnaire :

1. Has your child ever done any downhill skiing ?

Yes

No If you answered No, do not answer the following questions.

2. At what age did your child start to downhill ski ?

3 years old

10 years old

4 years old

11 years old

5 years old

12 years old

6 years old

13 years old

7 years old

14 years old

8 years old

15 years old

9 years old

16 years old

3. How many years of downhill skiing experience does your child have ?

(Do not count any season during which, soemehow or other, he or she did'nt ski)

1 year

6 years

2 years

7 years

3 years

8 years

4 years

9 years

5 years

4. On average how many downhill ski trips or outings has your child gone on yearly since he or she started skiing ?

_____ trips or outings/year

5. LAST WINTER, how many downhill ski trips or outings did your child go on ?

_____ trips or outings

6. When did your child last go on a downhill ski trip or outing ?

7. LAST WINTER, your child was skiing...

	Always	Often	Sometimes	Never
On easy slopes : (green circle O)	1	2	3	4
On steep and bumpy slopes (blue square □)	1	2	3	4
On very steep and bumpy slopes (black diamond ◆)	1	2	3	4
On extremely steep and bumpy slopes (double black diamond ◆◆)	1	2	3	4

8. Indicate the description that best fits the technical level achieved by your child ON HIS OR HER LAST SKI TRIP OR OUTING (possibly the last trip or outing that season).

9. Has your child already taken downhill ski lessons ?

1. Yes _____
2. No _____

IF SO, when exactly did your child last take a lesson ?

10. Does your child have his or her own ski equipment ?

1. Yes _____
2. No _____

11. Can your child use ski-lifts (chairlift, ski tow « T-Bar ») all by himself or herself ?

1. Yes _____
2. No _____

Accordingly, pupils having replied to the first question in the negative should necessarily take a downhill ski lesson at the ski resort.

The other questions make it possible to ascertain which pupils should be assessed at the station before being allowed to ski down on the slopes. Here is a list of personal details possibly warranting an evaluation on the slopes. Should you note any one of the following personal details, a field evaluation is warranted :

- * has been on at least 6 trips or outings since he or she started downhill skiing ;
- * skis an average of at least 3 times a season ;
- * did not ski during the last season ;
- * only skis easy slopes ;
- * only does snowplough turns ;
- * unable to use a ski-lift by himself or by herself.

Once ski instructors at the station have made the foregoing field evaluation, that participant shall take a ski lesson or shall be told which slopes he or she is allowed to ski on. A sticker bearing a pictogram indicating the difficulty level shall be displayed on the lift ticket. The participant shall be allowed to ski only on slopes with a difficulty level equal or lower than that on his or her ski lift ticket.

So here is what amounts to a first draft of a questionnaire questionnaire teachers can use to plan alpine ski trips or outings. The standards act as a first screening allowing instructors first to identify pupils who need ski lessons or whose skills need to be evaluated because of their low technical ability. The second screening of skiers could then be done through an evaluation by a professional instructor from the resort's ski school and could be carried out by systematically observing skiers coming down a beginners (easy) slope. The person doing the screening would thus be able to assess skiers' skill at controlling their speed and direction. Actually, he would thus be able to assess whether any given pupil has the ability to ski safely on slopes suited to his or her technical skill level.

APPENDIX VII

CHARTER OF SPORTSMANSHIP

<p>1 To show good sportsmanship is first and foremost to strictly observe all the rules; one should never deliberately try to cheat.</p>	<p>2 To show good sportsmanship is to respect the officials. Officials or umpires are essential to every competition. They have a difficult role to play, and fully deserve everyone's respect.</p>
<p>3 To show good sportsmanship is to accept all of the umpire's decisions and never to contest his integrity.</p>	<p>4 To show good sportsmanship is to acknowledge with dignity the superiority of one's opponent when defeated.</p>
<p>5 To show good sportsmanship is to accept victory with modesty, without ridiculing that opponent.</p>	<p>6 To show good sportsmanship is to be able to give one's opponent credit for good plays and skillful performance.</p>
<p>7 To show good sportsmanship is to pit oneself against an opponent, and to rely solely on one's talent and skill in order to win.</p>	<p>8 To show good sportsmanship is to refrain from winning illegally and by cheating.</p>
<p>9 For officials, to show good sportsmanship is to have thorough knowledge of all the rules, and to apply them impartially.</p>	<p>10 To show good sportsmanship is to remain dignified in all circumstances; to show self-discipline; and to refrain from physical or verbal violence.</p>

Secrétariat au loisir et au sport



Direction de la promotion de la sécurité

100 Laviolette Street, suite 306
Trois-Rivières (Québec) G9A 5S9 Canada
Telephone : (819) 371-6033, 1 800 567-7902
Fax : (819) 371-6992

Web Site : www.sis.gouv.qc.

APPENDIX VIII

Typical Content of First-Aid Kit

A complete First –Aid Kit is essential. It must be meticulously prepared with a view to treating most frequently sustained injuries. Moreover, it must be made available to all staff members entrusted with training and supervising participants/athletes. A good first-aid kit shall contain the following:

Contents	Use
Medical Record	<ul style="list-style-type: none"> ◦ Important information in the event of an emergency
Disinfectants	
<ul style="list-style-type: none"> • Mild antiseptic soap • Antiseptic cream • Antiseptic first-aid liquid • Peroxide 	<ul style="list-style-type: none"> ◦ Any skin lesion ◦ Laceration requiring cleaning Cleaning prior to dressing a wound
Bandages	
<ul style="list-style-type: none"> • Eye • Aseptic (sterile gauze) 50, 75, 100 mm rolls) • «Band Aid»-type adhesive plasters • Elastic bandages (100 and 150 mm) • Triangular bandages and safety pins 	<ul style="list-style-type: none"> ◦ Close and cover eye ◦ Dab and compress ◦ Protection of lésions mineures ◦ Compress ◦ Multiple uses but especially to be used as a sling in the event of a fracture
Medicines and ointments	
<ul style="list-style-type: none"> • Zinc ointment • Spray xylocaïne 	<ul style="list-style-type: none"> ◦ Scratches or blisters ◦ Painful burns
Other useful objects	
<ul style="list-style-type: none"> • Liquid foreign body remover • Scissors • Tongue depressor • Body thermometer • Chemical ice bags (where real ice unavailable) • Plastic bag • List of telephone numbers (cell phone, crayon, change, paper, participant’s emergency book) • Set of tools 	<ul style="list-style-type: none"> ◦ Foreign body removal ◦ Everyday use ◦ Multi-purpose ◦ Check body temperature ◦ Upon injury ◦ For ice cubes ◦ To ensure quick service ◦ Minor equipment repairs

APPENDIX IX

LIST OF SPORTS FEDERATIONS AND OTHER USEFUL LINKS

Badminton

Badminton Québec (514) 252-3066 www.badmintonquebec.com

Cycling

Fédération des sports cyclistes (514) 252-3071 www.fqsc.net
Vélo Québec (514) 521-8356 www.velo.qc.ca

Camping – surviving in the forest

Fédération de camping-caravaning (514) 252-3003 www.campingquebec.com
Fédération québécoise du canot
et du kayak (514-252-3001) www.canot-kayak.qc.ca

Canoeing, kayaking, rowboating, pedal boating, sailing
Fédération québécoise du canot et du kayak
(514) 252-3001 www.canot-kayac.qc.ca

Fédération de voile du Québec (514) 252-3097 www.voile.qc.ca

Horseback riding

Fédération équestre du Québec (514) 252-3053 www.feq.qc.ca
Québec-à-cheval (450) 434-1433 www.cheval.qc.ca

Artificial or wall climbing

Fédération québécoise de la montagne
et de l'escalade (514) 252-3004 www.fqme.qc.ca

Fencing

Fédération d'escrime du Québec (514) 252-3045 www.escrimequebec.qc.ca

Football

Football Québec
(514) 252-3059, extension 3514 www.footballquebec.com

Weight lifting

Fédération d'haltérophilie du Québec (514) 252-3046 www.fedhaltero.qc.ca

Ice Hockey and Broom Ball

Hockey Québec (514) 252-3079 www.hockey.qc.ca
Fédération québécoise de ballon sur glace
(514) 252-3078 www.fqbg.net

Intercrosse

Fédération de crosse du Québec (Inter-Crosse)
(514-252-3058) www.crosse.qc.ca

Judo
 Judo Québec (514) 252-3040 www.judo-quebec.qc.ca

Karate
 Karate Québec (514) 252-3161 www.karatequebec.com

Wrestling
 Fédération de lutte olympique du Québec
 (514) 830-8108 www.loisirquebec.qc.ca

Swimming in a swimming pool or open water swimming
 Fédération de natation du Québec (514) 252-3200 www.fqn.qc.ca

Skin or Scuba Diving (in a swimming pool)
 Fédération québécoise des activités subaquatiques
 (514) 252-3009 www.fgas.qc.ca

Hiking – orientering (orientation class)
 Fédération québécoise de la marche (514) 252-3157 www.fqmarche.qc.ca
 Orienteering Québec (450) 433-3624 www.orienteringquebec.ca

Ringette
 Ringette Québec (514) 252-3085 www.ringette-quebec.qc.ca

Rugby
 Fédération of rubgy du Québec (514) 252-3189 www.rugbyquebec.qc.ca

Downhill skiing – snowboarding – snowblading
 Ski - Québec (514) 252-3089 www.skiquebec.qc.ca

Cross-country skiing
 Ski de fond Québec (514) 252-3089 www.skiquebec.qc.ca/skifond

Soccer
 Fédération de soccer du Québec (450) 975-3355 www.federation-soccer.qc.ca

Squash and racquetball
 Fédération des sports à quatre murs du Québec Inc.
 (514) 252-3062 www.loisirquebec.qc.ca/sports_a_4_murs

Taekwondo

Taekwondo Québec (514) 252-3198

www.taekwondo-quebec.ca

Tennis

Tennis Québec (514) 270-6060

www.tennis.qc.ca

Other useful links

Quebec Ski Areas Association
(514) 493-1810

www.quebecskisurf.com

Société d'assurance automobile du Québec
(service de la production et de la distribution,
specifically for cycling) (418) 528-4069

www.saaq.gouv.qc.ca

Ministère de l'Éducation, du Loisir et du Sport,
Direction de la promotion de la sécurité

<http://www5.mels.gouv.qc.ca/sportloisir/bienvenue/bienvenue.asp>

APPENDIX X

PROCEDURE PERTAINING TO INSURANCE FOR TRIPS

1. The project must be developed in accordance with the policies and procedures in place at the school board. The project must be approved by the appropriate authorities of the school board.
2. The form entitled “Synopsis of a Trip” must be completed and approved by the principal or the director of the Centre. This form must be received at the Comité de gestion de la taxe scolaire de l’île de Montréal at least 60 days before the departure.
3. Prior to the organization of the trip, a verification must have been made on the website of the Foreign Affairs and International Trade Canada at the following address:

www.voyage.gc.ca

The country or part of the country visited must not be the object of a warning of the following type:

- “avoid non essential travel”
- “avoid all travel”

4. Print, 24 hours before the departure, the warnings of the government of Canada. It is imperative to make this checking to confirm the insurance responsibility coverage. Preserve this copy with your project. If there are warnings mentioned in paragraph 3, the trip will not be insured in insurance responsibility and you expose the students at the useless risks.

SYNOPSIS OF A TRIP

Name of the School Board : _____

Establishment's Name : _____

Number of students : _____

School Level : _____

Age of the students: _____

Number of guides : ➤ Employees :

➤ Volunteers:

Starting Date : _____

Ending Date : _____

Means of transportation :

Bus

Train

Plane

Destination (country, city or country area) :

Route :
(place, site, activity)

Transportation between the sites :

Car

Train

Boat

Bus

Plane

Other : _____

Type of lodging : _____

Verification of the warning
www.voyage.gc.ca (join copy)

Organizer

Director of the Establishment

**N.B. This form must be submitted to the Comité de gestion de la taxe scolaire de l'île de Montréal
at least 60 days before the starting date.**