

# SECTION 9

## APPENDIXES

### Appendix 1: Lightning Protocol

The following safety protocol **MUST** be followed as per the New Brunswick Safety Guidelines for Secondary Interschool Athletics, 2014:

#### Chain of Command:

The person filling the roles listed below are responsible for making the decision to remove a group or individuals from the playing field, stopping the activity and determining when/if it is safe to resume the activity:

Practices: teacher/coach

Games: teacher/coach in consultation with official

#### Planning in Advance

The following must be taken into consideration:

1. **Weather Conditions:** Monitor weather conditions prior to practice or event. Be aware of potential thunderstorms that may form during scheduled practices or athletic events. (e.g., local weather forecasts from the Weather Channel, local radio/TV stations.
2. **Shelter:** Know where the closest 'safe structure or location' is to the field or playing area and know how long it takes to get to that safe structure or location.

#### Safe structure or location is defined as:

- Any building normally occupied or frequently used by people (e.g.: a building with plumbing and electrical wiring that acts to electrically ground the structure).
- In the absence of a safe structure, **any vehicle with a hard metal roof** (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. (It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle.)
- **DO NOT TOUCH THE SIDES OF THE VEHICLE.**

#### Alternate location: If there is no safe structure or location:

- Find the low ground. Seek cover in clumps or bushes or a dry ditch.
- Remove all metal objects.
- Minimize your body's surface area in contact with the ground. Do not lie flat on the ground. (Lightning current often enters a victim through the ground rather than by a direct overhead strike).
  - **PLACE YOUR FEET TOGETHER, LOWER YOUR HEAD, CROUCH DOWN WITH ONLY THE BALLS OF YOUR FEET TOUCHING THE GROUND, AND WRAP YOUR ARMS AROUND YOUR KNEES.**
  - If you are in a group in the open, spread out keeping people several meters apart.

#### Unsafe shelter includes:

|                                                         |                       |
|---------------------------------------------------------|-----------------------|
| Near flag poles                                         | Near fences and gates |
| Light poles                                             | Metal bleachers       |
| Golf carts                                              | Machinery, etc.       |
| All outdoor metal objects<br>(e.g., football standards) |                       |

**AVOID** trees, water (e.g., ponds, creeks), open fields and high ground.

**Detection and Response:** When you first see lightning or hear thunder, activate your emergency plan and seek shelter immediately (go to a building or a vehicle.) Lightning often precedes rain, so don't wait for the rain to begin before suspending activities.

Apply the following lightning safety slogan:

**'IF YOU SEE IT, FLEE IT; IF YOU HEAR IT, CLEAR IT'.**

**Resumption of the Activity:** Wait a minimum of 30 minutes from the last visual observation of lightning or sound of the thunder before resuming activities.

Injured persons do not carry an electrical charge and can be handled safely. **Call 911** or send for help immediately. Apply first aid procedures if you are qualified to do so.

## Appendix 2: Concussion

### Concussion Definition

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and,
- cannot normally be seen on X-rays, standard CT scans or MRIs.

### Concussion Diagnosis

A concussion is a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that an athlete with a suspected concussion be examined by a medical doctor or nurse practitioner.

Schools should follow the Concussion Management Procedures as per the New Brunswick Safety Guidelines for Secondary Interscholastic Athletics.

SSNB is **requiring** that coaches complete the free online concussion course "**Making Head Way**" at [www.coach.ca](http://www.coach.ca). This course is **mandatory** for all coaches in all SSNB activities.

## Appendix 3: SSNB Awards Information

### SSNB Excellence Awards

School Sport New Brunswick introduced these annual Awards in 2006. Graduating student athletes from across New Brunswick may be nominated to receive the **Raymond Légère Excellence Award** and the **William S. Ritchie Excellence Award**.

All selected student athletes will receive this award, which is named in honour of Raymond Légère, a member of the Moncton's Wall of Fame as a builder. Raymond taught physical education in many schools in New Brunswick. His love for coaching was only overshadowed by his love of physical education and the values it taught young people. He was the director of physical education for years at Vanier High School and École Mathieu-Martin.

The top two student athletes selected each year, one male and one female, in each school category, will receive the top award, which is in honour of William S. Ritchie, a member of the New Brunswick Sports Hall of Fame and a past Executive Director of School Sport New Brunswick. He served on the board of directors for Canadian School Sports Federation from 1970-1982 and he was inducted into the Canadian Basketball Hall of Fame in 1997.

#### Mission

The SSNB Excellence Awards promotes high standards of achievement, attitude and ethics in high school athletics.

SSNB will promote participation and sportsmanship to develop good citizens through interscholastic activities which provide equitable opportunities, positive recognition and learning experiences to students while maximizing the achievement of educational goals.

#### Eligibility

These awards are open to all graduating student-athletes who have shown outstanding qualities of excellence throughout the school year, while participating in SSNB sports. Male and female awards will be granted each year per school classification.

#### Conference Nomination Process

Schools may nominate one or more graduating athletes. Each nomination must include the athlete's name, grade, age, sport(s), along with their significant attributes using the award's criteria listed below. The nomination forms can be downloaded from the SSNB website. [www.ss-nb.org](http://www.ss-nb.org)

Each conference will select 3 males and 3 females (AAA, AA & A). A total of 24 athletes will be selected across the province.

#### Selection Process Criteria

- Participation in sport(s)
- Attitude and Effort
- Leadership Abilities
- Dedication and Enthusiasm
- Special Attributes or Circumstances

The selection committee, consisting of SSNB Executive Committee members, will announce the winners at the annual banquet held in April in Fredericton.

**Awards** - The award recipients will receive a personalized plaque and certificate.

**Send nominations to the Conference Presidents by April 1st.**

## Emery Johnson Memorial Award

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In 2004, the SSNB Executive Committee introduced the Most Sportsmanlike Coach of the year award. This award is named after Emery Johnson, the former athletic director of Dalhousie Regional High School, who passed away in November, 2003.

The Emery Johnson Memorial Award aims to recognize the outstanding lifetime achievements and significant contributions coaches have made to their students and SSNB school sports programs. SSNB recognizes that high school sports are made up of not only players and participants, but also great coaches and leaders that guide the student-athletes on and off the playing field.

### **Selection Process Criteria**

In submitting your nomination, please comment on why you are nominating this person, taking the following into consideration:

The coach has, by example, consistently shown good sportsmanship while coaching and has brought credit to him/herself and the school.

Further, the coach shows:

- proper acceptance of officials' judgments/decisions
- positive encouragement of player performance and bench behaviour
- general deportment and interaction with other coaches and athletes

You can provide specific examples if you wish.

### **Submission:**

Each nomination form must include your name and school, name and school of nominee, sport(s) of nominee and years of coaching, relevant testimonials and references. Please note - submissions are welcome from students, parents and other, but should be directed through the school. The nomination forms can be downloaded from the SSNB website. [www.ss-nb.org](http://www.ss-nb.org)

Note: The nominations submitted will stand for five years and the school will be contacted prior to the selection process.

The Emery Johnson Memorial Award will be presented at the annual banquet held in April.

### **Send nominations to SSNB by April 1<sup>st</sup>**

by e-mail: [ss-nb@gnb.ca](mailto:ss-nb@gnb.ca)

### **Adjudication:**

The SSNB Executive Committee will adjudicate this award.

## SSNB Merit Award

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On retirement from teaching, current and former Executive Committee members and Conference Presidents shall receive a memento to recognize their contribution to high school sports in New Brunswick.

## **Team Sportsmanship Award**

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In 2014, School Sport New Brunswick introduced the 1<sup>st</sup> Annual School Sportsmanship Awards. In 2017, the 'School Award' was modified to a 'Team Award', where SSNB member teams from across New Brunswick may be nominated to receive this team award. The nomination may come from another school or from their own school.

### **Mission**

The SSNB Team Sportsmanship of the Year Award is to recognize a team, whose athletes, coaches and fans promote what sportsmanship is all about in every aspect of high school athletics.

### **Eligibility**

These awards are open to all SSNB member teams who have shown outstanding qualities of sportsmanship throughout their season while participating in SSNB events.

### **Conference Nomination Process**

Each team nomination must include a completed Team Sportsmanship of the Year Nomination Form. The nomination form can be downloaded from the SSNB website.

Each Conference President will select their top three teams and forward their selections to the SSNB office.

### **Selection Process Criteria**

The selection is based on the following criteria:

- Showing respect towards others.
- Creating a friendly and respectful environment while participating in SSNB events.
- Being a gracious host and guest.
- Being modest in victory and gracious in defeat.

A total of 4 teams (one per conference) will be selected across the province to receive a SSNB Team Sportsmanship Banner. The selection committee, consisting of the SSNB Executive Director and 4 other Executive Committee members, will determine the winners. The Team Coach and captain from the selected schools, along with the Principal or their SSNB Representative will be invited to attend the annual banquet held in April.

### **Awards**

The team recipients will each receive a personalized SSNB Team Sportsmanship Banner and certificate.

**Send nominations to your Conference Presidents by April 1st.**

## Appendix 4: Insurance Manual

### SSNB INSURANCE POLICIES ON STUDENT- ATHLETES

It is extremely important that all SSNB representatives explain the Accident Insurance Policies to all coaches, players and parents.

#### Policy # CAS831941-04 – for all sports (except hockey)

##### **Procedure:**

1. Copies of the SSNB Markel Canada Athletic Accident Claim Forms should be kept by the coach for all games home and away. The forms are also available for download on the SSNB 'Insurance Information' section of the website.
2. When an accident occurs in a game or practice, the SSNB Markel Canada Athletic Accident Claim Form must be properly filled out, signed by a physician and sent to the SSNB office within 30 days.
3. Original claim forms and receipts are only required if there is no other insurance coverage and must be mailed to the SSNB office. If the SSNB insurance is being used as a secondary coverage, a copy of the claim form and receipts can be scanned and emailed to [ss-nb@qnb.ca](mailto:ss-nb@qnb.ca).
4. Once the SSNB office receives the completed forms, they are signed off by the SSNB Executive Director and sent to the insurance company.
5. The parents or guardian will be contacted by the insurance company on the claim request.

#### **Accident Insurance Claim Forms are to be filled out within 30 days of a sport accident.**

**Coverage** - To provide protection against accidents because of bodily Injury or death while participating or training for a sanctioned event for the following participants:

- Members (excluding Ice Hockey) provided such individuals' names are registered with SSNB..
- Coaches, trainers, instructors and officials (excluding Ice Hockey) ; or
- Executive Officers of SSNB and executive officers of SSNB member schools.

Sanctioned Events mean events, tournaments and/or matches conducted by an authorized event organizer that have received formal approval by SSNB.

Sanctioned events include being transported with other members as a group (three or more) to/or from the place of a sanctioned event, as arranged by SSNB.

##### **Benefit Highlights:**

Accidental Death and Dismemberment Benefits - Maximum Amount Payable, Any One Accident

- Death \$10,000.00 any one Insured
- Loss of two or more limbs or total and irrecoverable loss of sight of both eyes or hearing in both ears or any combination thereof \$20,000.00 any one Insured
- Loss of one limb or total and irrecoverable loss of sight of one eye or total hearing in one ear \$15,000.00 any one Insured
- Loss of thumb and index finger \$2,000.00 any one Insured
- Quadriplegia (complete paralysis of both upper and lower limbs) \$20,000.00 any one Insured
- Paraplegia (complete paralysis of lower limbs) \$20,000.00 any one Insured
- Hemiplegia (complete paralysis of upper and lower limbs of one side of the body) \$20,000.00 any one Insured
- Any bodily injury which prevents the Insured from engaging in any occupation or employment for which they are reasonably suited by education, training or experience continuously for a period of 12 months from the date of the accident and is deemed to be permanent or irrecoverable. \$20,000.00 any one Insured

Important Note: Benefits with respect to quadriplegia, paraplegia and hemiplegia require total paralysis of the limbs which shall have been continuous for a period of 12 months from the date of the accident and is deemed to be permanent and irrecoverable.

Indemnity provided with respect to items 2.a.i) through viii) will not be paid under any circumstances for more than one of the losses, the greatest, sustained by any one Insured as the result of any one accident.

##### **Supplementary Benefits**

Maximum Amount Payable, Any One Accident

- Prosthetic Appliances \$3,000.00 any one Insured
- Blanket Medical Expense Reimbursement \$10,000.00 any one Insured
- Rehabilitation Benefit \$3,000.00 any one Insured
- Tuition Benefit \$2,000.00 any one Insured
- Special Treatment Travel Expense Benefit \$1,000.00 any one Insured, \$150 per day
- Out of Province - Excess Surgical and Medical Accident Benefits (applicable only within Canada)

- \$10,000.00 any one Insured
- Emergency Transportation Benefit \$50.00 any one Insured
- Eyeglass & Contact Lens Expense \$100.00 any one Insured
  - \* Blanket Dental Accident Reimbursement \$2,000.00 any one insured
- Dentures, Hearing Aids and Removable Teeth Expense \$200.00 any one Insured
- Fracture or Dislocation Benefit - (including Greenstick Type Fracture) for any one Insured:
 

|                                                       |                                                       |
|-------------------------------------------------------|-------------------------------------------------------|
| *of the skull (depressed) \$500.00                    | *of the skull (not depressed) \$500.00                |
| *of the spine (one or more vertebrae) \$250.00        | *of the lower jaw (alveolar process accepted) \$75.00 |
| *of the upper jaw \$75.00                             | *of the shoulder (dislocation) \$50.00                |
| *of the clavicle (collar bone) \$75.00                | *of the scapula (shoulder bone) \$75.00               |
| *of the elbow \$50.00                                 | *of the hip \$125.00                                  |
| *of the pelvis \$125.00                               | *of the thigh (femur) \$125.00                        |
| *of the knee cap \$100.00                             | *of the sacrum or coccyx \$100.00                     |
| *of the sternum \$50.00                               | *of the leg (tibia or fibula) \$100.00                |
| *of the upper arm (humerus) \$100.00                  | *of the forearm (radius or ulna) \$100.00             |
| *of the hand or wrist (other than phalanges) \$100.00 | *of the foot (other than phalanges) \$100.00          |
| *of the ankle \$50.00                                 |                                                       |

#### Notes

- Any of the above losses, costs, expenses or treatments must be incurred within 52 weeks from the date of the accident and incurred in Canada.
- There is no limit to the number of accidents covered per Insured Person; however, indemnity under Death and Dismemberment will not be paid for more than one of the losses, the greatest, sustained by any one insured as the result of any one accident.
- \*Physiotherapy, chiropractor, osteopath limit – Under Blanket Medical Expense Reimbursement, treatment by any legally qualified physiotherapist is limited to \$100 per visit with a maximum of \$500 per any one insured
- The policy is subject to and does not contravene any Federal or Provincial statutory requirements with respect to Hospital or Medical Plans. Reimbursement of medical and medical expenses will be reduced by any amount paid or payable under any policy providing similar reimbursement expenses.
- Travel medical coverage outside Canada is recommended and available upon request.

#### Exclusions to the Plan:

- Alcohol or Drugs
- Benefits available under Government Health Insurance plan
- Certain Medical Conditions
  - i) Sickness, disease, incapacity or bodily infirmity either as a cause or effect;
  - ii) Suicide or any attempt thereof by the insured while sane;
  - iii) Self-inflicted injuries or any attempt thereof by the insured while sane or insane;
  - iv) Neuroses, psychoneuroses, psychotherapies, psychoses or mental or emotional disorders of any type;
  - v) Sustained while the insured is undergoing the medical or surgical treatment of sickness, disease or bodily or mental infirmity.
  - vi) Stroke or cerebrovascular accident or event, cardiovascular accident or event, myocardial infarction or heart attack, coronary thrombosis, aneurysm;
  - vii) Infections of any kind regardless of how acquired, except bacterial infections that are directly caused by botulism, ptomaine poisoning or an accidental cut or wound independent in the absence of any underlying sickness, disease or condition including but not limited to diabetes;
  - viii) Pregnancy, childbirth, miscarriage or abortion;
  - ix) Hernia;
  - x) Pre-existing medical or mental condition. However **bodily injury** for which the treatment has not been rendered or treatment medically recommended for the past thirty consecutive months shall not be considered a pre-existing condition unless otherwise specifically excluded.
- Criminal Activity
- Expenses Covered under other insurance
- Other Participant Accident Policy
- Personal articles
- Professional athletes excluded

The information shown is not intended to be a complete description of all terms, conditions and exclusions applicable to the coverage. In all cases, the cover offered by Markel Canada Insurance are governed by the actual policy wording.

# **Hockey Insurance (Hockey Canada)**

Full coverage explanation can be found on the SSNB Hockey website.

**Coverage** - To provide protection against losses resulting from Bodily Injury due to accident for players, coaches, managers, trainers, on and off-ice officials and volunteers that are on the official team roster during official games, practices and team/club travel throughout the entire season (from the date of first practice to the date season ends).

## **Benefit Highlights:**

- \$25,000 in the event of death due to accident.
- \$1,000,000 in the event of loss of all four limbs (quadriplegia), both lower limbs (paraplegia) or hemiplegia.
- \$30,000 in the event of loss of speech or hearing in both ears.
- \$35,000 in the event of loss of sight of one eye.
- Up to \$5,000 for the cost of prescription drugs, ambulance fees, hospital charges in excess of standard ward accommodation, licensed physiotherapist, athletic therapists and chiropractor's fees; private duty nurses (R.N.) and miscellaneous expenses such as hearing aids, crutches, splints, casts, trusses and braces, but excluding replacement thereof. Some of the benefits have their own maximums.
- Up to \$2,500 for dental, when accidental injury to whole or sound teeth shall (including capped or crowned teeth), within 30 days, require treatment, the plan will pay for reasonable expenses actually incurred within 52 weeks after the date of the accident. \$1,250 per tooth or up to \$2,500 per injury.
- Up to \$140 for emergency taxi transportation from the scene of the accident to the nearest hospital or doctor's office following an injury.
- Up to \$2,000 if tutorial expenses of a qualified teacher are required during post-accident confinement.

## **Notes**

- Only Accident Report Forms received in the Branch office within 90 days of the date of accident will be accepted.
- Forms must be completed in their entirety or the forms will be returned.
- Forms must be faxed or emailed to HNB and SSNB offices.
- Only original receipts and/or invoices are acceptable.
- Hockey Canada is strictly a supplemental insurer. If you have access to any other insurance, you must pursue it through them first. Hockey Canada shall cover those costs not covered by your primary insurance to our policy limits.

## **Exclusions to the Plan:**

- Benefits eligible for payment by an Employee's Private Medical and/or Dental Plan. The plan acts as second "payer" in all cases and can be used for deductibles/coinsurance not paid by the first "payer".
- Any benefits provided or paid by any Government Hospital or Medical Plans, whether or not the injured person is included in such plan. There are no payments for any non-resident who plays hockey in Canada without some form of primary coverage.
- The purchase, repair or replacement of eyeglasses or contact lenses, or prescriptions thereof.
- Sickness or disease either as a cause or effect.
- Injury resulting from war or any act of war, whether declared or undeclared.
- Air travel, except as a fare-paying passenger in an aircraft with a certificate of air worthiness to/from a Hockey Canada sanctioned activity.
- Expenses of dental treatment incurred for the cost of replacement or repair of artificial teeth or dentures, permanent bridgework excepted.
- The expenses of a knee brace or similar device, the use of which is solely to allow an insured person to participate in a game or practice of hockey.
- Any expenses not submitted within 365 days of the date of the accident.
- Any accident report forms not submitted within 90 days of the accident.
- Equipment replacement.

## Appendix 5: Tournament Manager's Handbook

This handbook has been developed by SSNB to assist Tournament and Meet Managers who are responsible for the running of SSNB sanctioned events. A pre-planned tournament or meet will run smoothly if specific guidelines are followed.

Schools are responsible for selecting a tournament or meet manager when they host SSNB Regional to Provincial Championship events and to be sure they adhere to all SSNB rules & regulations.

The individual charged with coordinating a regional to provincial championship shall be responsible for providing all involved schools and the Executive Director with a detailed report of the event. Failure to comply shall warrant a fine.

The following items are pre-set by the SSNB: (Do not make any changes unless permission is granted by the Executive Director)

1. Date of tournament or meet
2. Tournament and meet format
3. Awards - SSNB Banner, SSNB Medals (Provincials)
4. Budget limitations
5. Rule modifications
6. Officials expenses
7. Game equipment
8. Facility specifications

Tournament Managers must remember they are running a SSNB Regional to Provincial Tournament and not a local school tournament.

Check List for Tournament Manager:

1. Select tournament or meet location.
2. Reserve facilities as soon as possible. Consider the following in selecting facilities:
  - a) Dressing rooms – enough available
  - b) Seating – try to forecast the anticipated attendance
  - c) Internet connection for potential broadcasting
  - d) Parking
  - e) Lighting
3. Formulate tournament or meet budget based on SSNB guidelines.

The Tournament Manager must follow these procedures:

  - a) Entry fees are to be charged to competing schools including host school for all activities except the Final 12 Basketball. Please refer to O.R. 5.1 for the entry fee amounts to be charged to participating schools.
  - b) If securing additional sponsors, please review with SSNB.
  - c) Please refer to O.R. 5.3 for admission prices.
  - d) The host team will be responsible for all game equipment, tournament programs and any hospitality expenses. A digital version of the tournament program shared through a QR code is highly recommended.
  - e) The cost of janitor services can be included under expenses. Receipts are required.
  - f) For the financial reports, please refer to the Financial Affairs section in O.R. 5.1.
  - g) The selection of tournament all-stars and MVP are prohibited. Player of the game / match recognition is permissible.
  - h) Appropriate music will be provided by the host school.
4. Design schedule according to SSNB regulations.
5. Send schedule to SSNB Executive Director for approval.

6. Contact officials' association for assigning official. (Make sure they are familiar with SSNB rule modifications)
7. Secure proper game/score sheets for tournament games.
8. List equipment required for tournament or meet.
9. Recruit tournament doctor or St. John Ambulance.
10. Recruit tournament or meet personnel:
  - a) Scorers
  - b) Statisticians
  - c) Ticket sellers
  - d) Bilingual game announcers
  - e) Decorations and ceremony personnel
  - f) Timers
  - g) Hostesses
  - h) Media personnel
  - i) Facility maintenance personnel
11. Establish Protest Committee made up of three (3) adults with knowledge and experience in the sport being played (Example: Tournament Manager, Head Official or crew chief and neutral knowledgeable adult)
12. Establish a security committee. (Review O.R. 9.5)
13. Establish procedure for Awards Presentation (Provincials).
14. Make Press Release on tournament or meet.
15. Send information package (see the Language Policy in Article 13 of the Constitution) to coaches of teams entered in tournament or meet. Include the following:
  - a) Tournament schedule
  - b) Entry fee
  - c) Directions to tournament site
  - d) Accommodations available
  - e) Restaurants available
  - f) Facility phone number for emergency purposes
  - g) Explain team bench / area procedures
  - h) Explain uniform colour responsibility
  - i) Emphasize proper conduct by coaches and players will strongly be enforced
  - j) Warm-up time limit
  - k) Half-time game activities
  - l) Post game activities
16. Secure Provincials Awards and Banners from SSNB.
17. Obtain schedule of officials – both minor and major officials. Pay officials before game if possible. Keep receipts of officials' expenses.
18. Oversee the operation of the tournament or meet.
19. Carry out SSNB Provincial Award Presentation using the script at the end of competition.
20. Contact SSNB and Media with tournament or meet results after the event.
21. All game sheets and penalties must be sent to the Conference President/League Coordinator and SSNB within 24 hours of the event; incident reports must be sent within 72 hours.
22. Prepare financial report for SSNB and send to the SSNB Executive Director within 30 days of tournament or meet. Include the following in the report:
  - i) Final results - if not previously sent
  - ii) Financial Report – submit all receipts approved by SSNB regulations
  - iii) Recommendations
23. Send thank you letters to volunteers

## Appendix 6: SSNB Hosting - Minimum Standards for all Provincials and Senior Regionals

**We also recommend that these standards be followed for SSNB Junior Regional events and if some cannot be met, the conference presidents must be in agreement.**

\*Some revisions may be required and must be approved by SSNB.

### Accommodations

Depending on the particular competition being hosted, accommodation requirements can vary greatly. Although it is preferable that required accommodations be near the competition site (60 km maximum one way), it should be noted that smaller communities away from the host site may need to be used. When accommodations are required, the tournament committee should attempt to negotiate a reduced rate for visiting competitors and inform all conferences of the arrangements. Where possible, block rooms with the SSNB sponsor hotel when one exists in the area. Inform the hotel that teams attending provincials will likely not be known until the weekend before provincials and request that they hold all block booked rooms until 9:00pm on the Monday prior to Provincials.

**Note:** SSNB has an accommodation agreement with InnVest Hotels (Comfort Inn). With this in mind, the tournament committee should use an InnVest Hotel, when one exists in the area. InnVest Hotels offer a competitive SSNB rate and terms as well as offer financial support to SSNB. Please see the Proud Sponsors of SSNB, at the bottom of the SSNB website and click on the InnVest Hotels logo for a complete hotel listing or refer to the back of the SSNB Handbook for the InnVest ad.

### Concessions

Depending on the nature and location of the meet, concessions may or may not be necessary; therefore, concessions should be provided at the discretion of the organizing committee and with menu choices that keep the best interests of the student athletes in mind (Nutrition Policy 711). No alcohol is to be served at SSNB events, as per O.R. 10.5.

### First Aid

A first aid station must be available with first aid certified personnel. Please be sure to consult the Safety Guidelines for Physical Education.

### Playing facilities

Prior to determining the location, the school host, conference and officials must approve of the playing conditions.

#### Indoor venues:

- All floor lines must be of a consistent color and clearly visible to players and officials.
- The playing area must be flat and of a consistent material to allow for safe play.
- The gym must be adequately lite to ensure clear visibility for players and officials.
- Score keeper's devices must be clearly visible to coaches, spectators, and officials.

#### Outdoor venues:

- All required lines must be clearly identified and visible to players and officials.
- The playing surface must be flat, without holes and of a consistent material (grass or turf), which is maintained in order to allow for proper play and safety. It must be free of all debris and water.

### Admission

Entry fees for spectators must be collected at all regional/championship events\*. We highly recommend that outside facilities are fenced. \*Exceptions – Golf, badminton and cross-country.

## **Sound System**

A proper sound system must be used for the playing of warm-up music / national anthem, as well as the announcing of players. The national anthem must either be an audio file or performed by an individual and must also be bilingual or instrumental.

**In addition to following the recommendations contained in the NB Safety Guidelines, the following facility requirements are needed at the host locations:**

### **Badminton**

- A minimum of 4 double courts is required to host.
- All courts must have a minimum of half a meter of clearance between courts and 1 m on the ends.
- The minimum ceiling height shall be 7m.
- Seating for spectators should accommodate a minimum of 150 people.
- Adequate change facilities to accommodate the players.

### **Baseball**

- A minimum of one (1) field with lights.
- Minimum field dimensions as indicated by baseball Canada (U18).
- The dugouts must be covered.

### **Basketball (Provincial Sectionals & Finals)**

- FIBA court dimensions for regulation are 28m by 15m (25m x 15m minimum).
- Seating for spectators must be able to accommodate a minimum of 200 people.
- There must be a minimum one meter free zone around the court.
- Floor markings and backboards must comply with rule specifications.
  - 3pt line – 19' 9" radius to outside of line
  - Rectangular board – 1.8m wide by 1.05m tall
- Must have proper functioning score clock with 24 second clocks on both ends.
- Wall safety pads must also be provided as per the NB Safety Guidelines.

### **Cheerleading:**

- Facility - A 42' x 42' matted surface for the performance floor and an additional one for warm ups (preferably near the main floor).
- Seating for spectators in the main gym area must be able to accommodate a minimum of 400 people, plus seating area for all the teams.
- Limited entry points to ensure a secure gate for admissions.
- Area available for teams to get ready.

### **Cross Country**

- The course should be laid out in an area that will provide a variety of terrain for all distances to be run.
- Essential that each route be clearly marked to avoid confusion for the participants.
- Races are encouraged to incorporate a looped distance.
- Although parts of the course should be challenging, care must be taken to avoid routes that could be dangerous in the event of rain or snow conditions.
- The start line must be at least 50m wide and half of the race route must be a passable area with a minimum width for being no less than 1m for no more than 250m.
- Ample washrooms and change facilities to accommodate 256 runners, plus spectators.

### **Field hockey**

- Regulation size field hockey field as established by FIH – 91.40m x 55m wide.
- It is required to use a synthetic turf field and to try to have two fields available.
- Must supply a bench for each of the two teams and it is recommended to provide temporary shelter.

- The net must be regulation size – 3.66m wide x 2.14m and in good condition, without holes.
- Must have access to changing and washroom facilities.
- The host school must provide two game balls for each game.

#### **Football:**

- A synthetic turf field is required.
- Adequate change room/shower facilities for 40 players per team.
- Change room for officials. Game Officials will normally arrive approximately 1 hour prior to game time. Please ensure they have access to dressing rooms and to shower facilities following the game. The dressing rooms must be able to be secured (locked) during the game, and should not be accessible to others until after the officials have vacated the premises following the game.
- An announcer, P.A. system, timer, scorekeeper, a vantage point for videotaping and or coaches observation.
- Suitable goal post padding is required.
- The Home Team is responsible for field security. In the interest of safety, spectators should be kept at least 10 yards back from the sidelines.
- Adequate parking & spectator seating.
- Access to field for emergency vehicles.
- Washroom facilities for spectators.
- Limited entry points to ensure a secure gate for admissions.

#### **Golf**

- 18 hole regulation golf course is required for Provincials and recommended for Regionals.
- Must have access to the 'club house '.
- The ground must be available for practice rounds the day before the tournament.

#### **Hockey**

- Must have access to four locker rooms with showers and 1 official's room with showers.
- Rink surface must be a minimum of NHL size (85 x 200).
- When possible, have a room to store equipment.
- Seating for spectators must be able to accommodate a minimum of 500 people.

#### **Rugby**

- The minimum field dimensions would be 68m W x 112m L (122m max) 6.11 m end zone. 100m playing field – 6m to 11m max end zones.
- All goal posts must be properly padded.
- Must supply a bench for each of the two teams and it is recommended to provide temporary shelter.
- Must have access to change facilities and washroom facilities for spectators.
- All fields must have 14 flags (1.25m in height), 7 per side, placed properly (minimum 3.4m for uprights).

#### **Soccer**

- Two fields must be available within 50km of each other for the Provincials and recommended for the Regionals. The semi-final games must be played on the same type of surface, either grass or turf.
- Field dimensions – 45m (90m max) x 90m (120m max). Width of the lines must be the same and must not be more than 12 cm.
- It is highly recommended to use a synthetic turf field.
- All lines must be clearly identified and marked appropriately, including technical areas.
- Proper corner flags must be used.
- The nets must be regulation size – 7.32m x 2.44m and must be in good condition, without

holes.

- Must supply a bench for each of the two teams and it is recommended to provide temporary shelter.
- Must have access to two change facilities for players and one for officials.
- Washroom facilities for spectator must be provided.

### **Softball**

- The field dimensions as per the SSNB Softball guidelines must be followed.
- Fields must have access to washroom facilities.
- Lights are recommended in case of bad weather.
- A set of bases are required, including the safety bag at 1st base.
- Pitching rubber is required, as some fields have them only at 46'.

### **Swimming:**

- A 25m pool with 6 lanes minimum is required.
- Seating for spectators and participants must be able to accommodate a minimum of 500 people.

### **Track and Field**

- A 400m all-weather track is required with a minimum of 6 lanes for all track events.
- Events require a high jump pit and equipment, two long jump/triple jump pits, one javelin area, one discus area (netted), one shot put area and a minimum of 90 hurdles.
- Washrooms (portable toilets rent as required) and change facilities are required and showers are recommended.
- Spectator space is required with all spectators and non-competitors to be excluded from the track infield area. A recommendation would be seating for 500 people.

### **Volleyball**

- Two courts are required within close proximity – regulation size (18m x 9m) – Senior volleyball – 2 main courts; Junior volleyball – 2 side courts.
- Properly secured nets with antennas, the nets must be able to be set at the proper height and must be taut to allow ball play off it. Recommendation to utilize the new 3" pole system.
- Posts must be at least ½ m outside the side line and completely padded.
- Proper referee stands to allow the officials to officiate safely.
- Playing area – there must be 2m of free space all around the court with a minimum of 7m of clearance above the entire playing court (18m x 9m). All seating, player's bench as well as scorer's table must be outside the 2m free space.
- Must provide two change facilities for players and one for officials.
- Seating for spectators must be able to accommodate a minimum of 100 people per court.

### **Wrestling:**

- The number of mat surfaces to be used at the SSNB Championships will reflect the number of participants (36x36).
- Score/Time Clocks
- Mat Cleaner & Tape
- Seating for spectators must be able to accommodate a minimum of 100 people.
- Mats with protection area around wrestling mats.

## Appendix 7: Video Review Policy

### **1.0 Introduction**

1.1. The use of video in sport has become increasingly prevalent, along with the quality of available technology. Many teams involve the use of video technology as a teaching or player/team development tool, in addition to parents or family members recording games for personal use. With that in mind, the utilization of video by SSNB for the review of situations that may occur during a game continues to be an ongoing issue.

### **2.0 Purpose**

2.1 SSNB acknowledges that video evidence may possibly support the decision makers, and as such, may consider it in the decision-making process, where approved and at its discretion.

### **3.0 Official judgement**

3.1 Video submissions that are protesting a referee's decision will not be considered unless it is outlined in this policy.

### **4.0 Video that may be reviewed**

4.1 SSNB may review the following:

- Videos for the purpose of identifying the correct player in situations where an incorrect player may have been identified by the on-ice official(s) and issued a penalty resulting in suspension. This excludes players who have been issued a penalty without a suspension;
- Videos for the purpose of reviewing the conduct of game officials, players or coaches during altercations, specifically when the use of force is concerned;
- Videos for the purpose of reviewing a game situation that has, or may have, resulted in a serious injury to any player whether a penalty was assessed or not;
- Videos for the purpose of reviewing a penalty that may have resulted in a major suspension.
- Videos for the purpose of reviewing the conduct of spectators or parents.

4.2 Only videos submitted or endorsed by a school principal will be reviewed.

4.3 Video may be requested by SSNB at any time to aid in its decision making related to conduct that is inappropriate or dangerous.

### **5.0 Submission process**

5.1A review shall occur when the following has been submitted by the respective school to the Conference President / SSNB Executive Director.

- A copy of the video in its entirety (note: the video must include 20 seconds prior to the infraction in question as well as 20 seconds after the infraction occurred).
- A copy of the game sheet;
- Submission form;

All documentation must be submitted within 72 hours of the game in question.

### **6.0 Review procedure**

6.1 A discipline committee with a minimum of three representative from the league, conference and/or SSNB executive will be used to review the evidence submitted.

6.2 One of the following determinations shall be made:

- The review is conclusive that the official misapplied the rule and/or used incorrect judgment resulting in revision or revocation of the corresponding suspension(s);
- The review is conclusive that the official applied the rule correctly and/or used correct judgment resulting in the penalty/penalties or non- suspensions remain in effect.
- The review is inconclusive where the video recording does not provide a sufficiently clear view of the incident resulting in any decisions and/or suspension(s) from a penalty or penalties assessed remaining in effect.

6.3. The review is final and shall not subject to any further appeal.