

**SECTION 9**

**NEW BRUNSWICK INTERSCHOLASTIC  
ATHLETIC ASSOCIATION**



**APPENDIXES**

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**Appendix 1: Lightning Protocol**

The following safety protocol **MUST** be followed as per the New Brunswick Safety Guidelines for Secondary Interscholastic 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:

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

**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

A concussion:

- 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), emotions/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 both 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 MRI's.

Schools should follow the Concussion Management Procedures as per the New Brunswick Safety Guidelines for Secondary Interscholar Athletics, 2014.

The NBIAA is **highly recommending** that coaches complete the free online concussion course at [www.coach.ca](http://www.coach.ca). *This course is **mandatory** for coaches of rugby and the track field events beginning in 2017 and for coaches of soccer, cheerleading, field hockey, football, hockey, rugby, swimming and wrestling beginning in 2017-2018.*

## Appendix 3: NBIAA Recommendations

### Section 1.

Coaches. The Association recommends that every effort shall be made to have all coaches of high school teams selected from members of the faculties of the various schools concerned. All teams should be coached / supervised by a school official or an approved adult sanctioned by the Principal of the school. It is highly recommended that the coach should have at least completed the NCCP Competition - Introduction Part A.

### Section 2.

Traveling Teams. The Association recommends that every high school team, while traveling, shall be accompanied by a member of the faculty of the school.

### Section 3.

Rules. The Association recommends that a copy of NBIAA eligibility regulations be posted in each school.

### Section 4.

Health examination. The Association recommends a thorough medical examination for each student prior to participation on an inter-scholastic team.

## Appendix 4: NBIAA Awards Information

### Sportsmanship Awards

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The New Brunswick Interscholastic Athletic Association introduced the Annual Sportsmanship of the Year Awards in 2006. Graduating student athletes from across New Brunswick may be nominated to receive the **Raymond Légère Sportsmanship Award** and/or the **William S. Ritchie Sportsmanship 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 the New Brunswick Interscholastic Athletic Association. He served on the board of directors for Canadian School Sports Federation from 1970-82 and he was inducted into the Canadian Basketball Hall of Fame in 1997.

#### Mission

The NBIAA Sportsmanship of the Year Awards promotes high standards of achievement, attitude and ethics in high school athletics.

The NBIAA 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 sportsmanship throughout the school year while participating in NBIAA sports. Male and female sportsmanship 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, along with their significant attributes using the award's criteria listed below. The nomination forms can be downloaded from the NBIAA website. [www.nbiaa-asinb.org](http://www.nbiaa-asinb.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 NBIAA Executive Committee members, will announce the winners at the annual "Sportsmanship Banquet" held in May at St. Thomas University.

**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 NBIAA 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 the NBIAA school sports programs. The NBIAA 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 NBIAA website. [www.nbiaa-asinb.org](http://www.nbiaa-asinb.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 Sportsmanship Banquet held in May.

#### Send nominations to the NBIAA by April 1<sup>st</sup>

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

by Mail: NBIAA, 125 Hilton Road, P.O. Box 6000, Fredericton, N.B. E3B 5H1

by Fax: (506) 453-5311

#### Adjudication:

The NBIAA Executive Committee will adjudicate this award.

### NBIAA 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.

## School Sportsmanship Award

In 2014, the New Brunswick Interscholastic Athletic Association introduced the 1<sup>st</sup> Annual School Sportsmanship Awards. NBIAA member schools from across New Brunswick may be nominated to receive this school award. The nomination may come from another school or from their own school.

### Mission

The NBIAA School Sportsmanship of the Year Awards is to recognize a school, 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 NBIAA member schools who have shown outstanding qualities of sportsmanship throughout the school year while participating in NBIAA sports.

### Conference Nomination Process

Each school nomination must include a completed School Sportsmanship of the Year Nomination Form. The nomination form can be downloaded from the NBIAA website.

Each Conference President will select their top three schools and forward their selections to the NBIAA 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 NBIAA events.
- Being a gracious host and guest.
- Being modest in victory and gracious in defeat.

A total of 4 schools (one per conference) will be selected across the province to receive a NBIAA School Sportsmanship Banner. The selection committee, consisting of the NBIAA Executive Director and 4 other Executive Committee members, will announce the winners. The Principal, NBIAA Representative and the Student Council President from the selected schools will be invited to attend the annual "Sportsmanship Banquet" held in May.

### Awards

The school recipients will each receive a personalized NBIAA School Sportsmanship Banner and certificate.

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

## NBIAA INSURANCE POLICIES ON STUDENT- ATHLETES

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

### Policy #1JC40 – for all sports except hockey

#### Procedure:

1. As soon as there is an accident in a game or practice the coach should have the NBIAA SSQ Insurance Company Inc. (Proof of Loss) Policy form filled out and sent to the NBIAA office. The original form must be sent. No **FAXES** are accepted. The section called **CLUB SECTION** please complete questions 1 through 7 and the NBIAA office will sign and complete the remaining parts of that section.
2. The NBIAA SSQ Insurance Company Inc. Policy Forms should be available for all games home and away.
3. Once the NBIAA office receives the completed forms, they are signed off by the Executive Director and sent to the NBIAA's Insurance Broker (Knight Archer Insurance Company).
4. The parents or guardian will be contacted by the SSQ company on the claim request.

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

**Coverage** - To provide protection against losses resulting from Bodily Injury due to accident for:

- Players, Coaches, Managers and Trainers (excluding Players, Coaches and Trainers involved in Ice Hockey) during official games, practices and team/club travel throughout the entire season (from the date of first practice to the date season ends).
- Executive Officers, Member Teams and officials (excluding Players, Coaches and Trainers involved in Ice Hockey) during official games, practices and team travel throughout the entire season (from the date of first practice to the date season ends) and travel directly to or from residence and the place of such practice session or game along a normal and reasonable route, without delay or stop over.
- Student Volunteers, excluding Parent and Teacher Volunteers, and Student Volunteers in the Ice Hockey program while performing their assigned and supervised volunteer duties at the volunteer work site. Travel to and from the volunteer work site is excluded.

#### Benefit Highlights:

- \$10,000 Principal Sum in the event of death due to accident.
- Up to 200% of the Principal Sum in the event of loss of use of hands, arms or legs, quadriplegia, paraplegia or hemiplegia, loss of speech and/or hearing or dismemberment.

- Up to \$10,000 for the cost of prescription drugs, ambulance fees, hospital charges in excess of standard ward accommodation, licensed physiotherapist, certified sports therapists and chiropractor's fees; private duty nurses (R.N.) and miscellaneous expenses such as crutches, splints, braces, trusses, etc. Some of the benefits have their own maximums.
- Up to \$5,000 for dental treatment for all sports other than field hockey and rugby resulting from injury to whole and sound teeth (including capped or crowned teeth).
- Up to \$2,000 for dental treatment for field hockey and rugby resulting from injury to whole and sound teeth (including capped or crowned teeth).
- Up to \$500 if a bone or bones are fractured (including chip and linear fractures).
- Up to \$50 for emergency taxi transportation from the scene of the accident to the nearest hospital or doctor's office following an injury.
- Up to \$5,000 if rehabilitation training is required as a result of a sports accident.
- Up to \$2,000 if tutorial courses are required during post-accident confinement.
- Up to \$20,000 for Permanent Total Disability Indemnity, as the result of injury occurring prior to age 65. Insured Person must be 18 years of age or over.
- Up to \$500 for Dentures or Bridgework
- Up to \$100 for Eyeglasses or Contact Lenses
- Up to \$1,050 for Special Transportation
- Up to \$3,000 for Prosthetic Appliances as the result of any one accident.

#### **Notes**

- Any of the above losses, costs, expenses or treatments must be incurred within 52 weeks from the date of the accident.
- There is no limit to the number of accidents covered per Insured Person.
- 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:**

- Self-inflicted injuries, while sane or insane.
- Any of the hazards of aviation, other than while on a regular scheduled flight.
- Expenses for eyeglasses or contact lenses or prescription therefore, except if specifically provided in the policy.
- Massage treatment.
- The purchase, repair or replacement of artificial teeth, dentures, fillings or crowns, except if specifically provided in the policy.
- Sickness or disease.
- Experimental drugs or medical treatment.
- Medical services rendered by physicians, surgeons, nurses, physiotherapists, certified sports therapists and chiropractors employed by or engaged by the Policyholder.
- Expenses by a person who is not covered under any Federal or Provincial Hospital or Medical Plan.

**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 coverage offered by SSQ Insurance Company Inc. are governed by the actual policy wording under Policy #1JC40.**

## **Hockey Insurance**

Full coverage explanation can be found on the NBIAA 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 NBIAA 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.

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

Each conference is responsible for selecting a tournament or meet manager for NBIAA Championships when their turn comes up.

The individual charged with coordinating a 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 NBIAA: (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 (NBIAA Banner, NBIAA Medals)
4. Budget limitations
5. Rule modifications
6. Officials expenses
7. Game equipment
8. Facility specifications

Tournament Managers must remember they are running a NBIAA Regional or Provincial Tournament 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) Parking
  - d) Lighting
3. Formulate tournament or meet budget based on NBIAA guidelines.

The Tournament Manager must follow the following procedures:

  - a) Entry fees are to be charged to competing schools including host school for all activities except the Final 12 Basketball. The amount of the entry fee must cover the official's expenses and facility cost (if applicable).
  - b) If securing additional sponsors, they cannot conflict with NBIAA sponsors.
  - c) The NBIAA will set the entry fee per player for regional and provincial badminton tournaments.
  - d) Please refer to O.R. 6.3 for admission prices.
  - e) The host team will be responsible for all game equipment.
  - f) The cost of janitor services can be included under expenses. Receipts are required.

- g) For the financial rebates, please refer to each specific Sport Operating Regulation.
  - h) **Hospitality Expenses** are the responsibility of the **HOST** school.
  - i) The selection of tournament all-stars and MVP are prohibited.
  - j) Player of the game / match recognition is permissible.
  - k) Appropriate music will be provided by the host school.
4. Design schedule according to NBIAA regulations.
  5. Send schedule to NBIAA Executive Director for approval.
  6. Contact officials' association for assigning official. (Make sure they are familiar with NBIAA 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. 10.7)
  13. Establish procedure for Awards Presentation.
  14. Make Press Release on tournament or meet.
  15. Send information package (see the Language Policy in Article 16 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
    - m) Secure Awards and Banners from the NBIAA Executive Director
    - n) Obtain schedule of officials – both minor and major officials. Pay officials before game if possible. Keep receipts of officials' expenses.
- o) Oversee the operation of the tournament or meet
  - p) Carry out NBIAA Award Presentation using the script at the end of competition.
  - q) Contact NBIAA and Media with tournament or meet results after the event.
  - r) Prepare financial report for NBIAA and send to the NBIAA Executive Director within 30 days of tournament or meet. Include the following in report:
    - i) Final results - if not previously sent
    - ii) Financial Report – submit all receipts approved by NBIAA regulations
    - iii) Recommendations
  - s) Send thank you letters to volunteers