

**SAFETY PRECAUTIONS
IN
PHYSICAL EDUCATION
FOR
HONG KONG SCHOOLS**

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Corrections

Page 7

3. PE teachers and teachers-in-charge of sports activities are advised to take first aid certificate courses run by the St. John Ambulance Association or the Hong Kong Red Cross Society.

Should read :

3. PE teachers and teachers-in-charge of sports activities are advised to take first aid certificate courses run by the Hong Kong St. John Ambulance, the Hong Kong Red Cross Society or the Auxiliary Medical Service.

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10. e.g. a recommendation made from Cardiac Clinic on participation of children with heart disease in sports and recreational activities (Appendix VI).

Should read :

10. e.g. a recommendation made by a cardiologist for pupils with heart diseases to participate in sports and physical activities (Appendix VI).

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1.1 write to the Divisional Police Commander of the area which the school party intends to visit.

Should read :

1.1 send a fax to the Divisional Commander (DVC) of the Division in which the school is situated with details of the outing.

Remarks: Up-to-date information and guidelines can be retrieved from the following school circulars:

- 1) EMB Circular No.1/2000B (Formerly referred to as schools miscellaneous circular No.1/2000)
[Safety Precautions in School Swimming Galas, Lessons and Training](#)
- 2) EMB Circular No.4/2000B (Formerly referred to as schools miscellaneous circular No.4/2000)
[Safety Precautions in School Athletic Meets, Lessons and Training](#)
- 3) EMB Circular No.4/2001 (Formerly referred to as schools miscellaneous circular No.4/2001)
[Safety Precautions in School Games Day](#)

Safety Precautions in Physical Education

for

Hong Kong Schools

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INTRODUCTION

This handbook gives advice on safety measures in most of the activities organized by schools during physical education lessons and related extra-curricular activities. The purpose is to help schools and physical education teachers to prevent accidents.

Generally speaking, safety could be enhanced through careful and thoughtful planning and preparation. Good observation and conscientious teaching will also help to minimize risks.

The recommendations given in this booklet are not hard and fast rules. They should be sensibly adopted. Teachers should exercise their professional knowledge in carrying out their duties.

Chapter ONE

BASIC MEASURES

Different physical activities have different safety requirements, however, there are requisites commonly applied to most schools. Some of these considerations are :

I. Teacher Qualifications

1. Teachers without proper training in teaching of physical education should not be assigned to teach physical education.
2. It must not be assumed that all PE teachers are qualified to teach all physical activities. For some activities carrying greater risk such as swimming, canoeing, sailing, trampolining, etc., heads of schools should ensure that the PE teacher possesses relevant qualifications to teach these activities. The Principal Inspector (Physical Education) should be consulted if in doubt.

II. Administrative Considerations

Education Regulations

1. According to paragraph 55(2) of the Education Regulations, at least 2 teachers in every school shall be trained in administering first aid.
2. The following should be made known to all staff of the school :
 - 2.1 the names of staff who have been trained in administering first aid and are assigned to handle accidents;
 - 2.2 the telephone number of the nearest ambulance station; and
 - 2.3 the procedures in handling accidents

First aid measures

3. PE teachers and teachers-in-charge of sports activities are advised to take first aid certificate courses run by the St. John Ambulance Association or the Hong Kong Red Cross Society. They should acquaint themselves with the school's arrangements in handling accidents.
4. First aid kits should always be readily available. The locations of the first aid kits should be made known to all staff and pupils. Schools may refer to the list on recommended first aid items (Appendix I)

**Parental
Consent form**

5. Disposable plastic gloves should be readily available when handling bleeding wounds in order to avoid direct contact with blood.
6. Schools should deal with accidents immediately and notify the parents of the injured pupil as soon as possible. After handling the accident, details should be recorded (Appendix II).
7. Schools are recommended to issue a letter to all parents (Appendix III) at the beginning of every academic year. In the letter, it should be emphasized that physical education is part of the school curriculum and therefore any request for exemption because of medical reasons, must be supported by a certificate signed by a registered medical doctor. This medical certificate should also indicate the period of time for which exemption is required. School authorities and physical education teachers should keep a record of this information. All pupils being exempted from attending physical education lessons should not be allowed to take part in any physical activities until the exemption period is over.
8. In organizing extra-curricular physical activities, schools are also advised to inform parents of participants and obtain their written consent before the commencement of the function (Appendix IV).
9. Parents are encouraged to report to schools any medical history of their children which might affect their participation in PE lessons or other extracurricular activities. Schools should issue a letter to parents to solicit their co-operation in reporting medical history of their children by completing a record form (Appendix V). However, it must be stressed that reporting of medical history of pupils by parents should be entirely on voluntary basis; and schools must ensure that such information should be strictly for school use only and not be divulged to other parties without the consent of the parents concerned.
10. School heads and teachers, especially PE teacher and teachers-in-charge of sports activities, have to take particular care of pupils with health problems. Schools are advised to keep records on health problems of pupils for the reference of teachers, e.g. a recommendation made from Cardiac

**Pupil's
Medical
history**

Clinic on participation of children with heart disease in sports and recreational activities (Appendix VI).

III. Management Considerations

1. Teachers should ensure that pupils taking part in physical activities are properly dressed, e.g. wear suitable clothing and footwear, tie up long hair, and trim fingernails.
2. Teachers should advise pupils who have to wear spectacles in physical activities to secure their glasses. The glasses should be made of nonbreakable materials.
3. Teachers should ensure that pupils do not wear jewelery and watches during activity.
4. Teachers should ensure that pupils are thoroughly 'warmed up' before engaging in strenuous activities. Some potentially dangerous movements such as vigorous circular neck movements, back-arches, deep knee-bends, sit-ups with legs straight, double leg lifts, etc., should be avoided.
5. Teachers should station themselves in a position where they can observe the whole group of pupils who are engaging in physical activities.
6. Teachers should pay more attention to weak pupils and those with special needs. Teachers should know well about the nature of these pupils' learning problems. During the progress of a lesson, teachers should constantly check on their pupils to see whether they are able to continue with the activities and make adjustment whenever necessary.
7. Teachers should prevent pupils from engaging in activities which are beyond their physical capabilities.
8. Teachers should pay attention to the conditions of pupils during strenuous activities or extensive physical fitness training. They should remind pupils to report any symptom of illness so that appropriate actions can be made.
9. Teachers should inculcate in pupils a sense of responsibility and make them understand the part they should play during activities in ensuring their own safety and that of their classmates.
10. Teachers should give precise instructions and pupils should know exactly what they should do.
11. Teachers should maintain good discipline in physical education lessons, training sessions and sports competitions.

No horseplay of any kind should be allowed.

12. Teachers should teach pupils the proper ways to move and handle equipment.
13. Teachers-in-charge of inter-class or inter-house sports competitions should be well aware of all safety precautions. They should ensure that all participants have received training before they compete. The duration of the games should be adjusted according to the age, stamina, and abilities of pupils.

IV. Environment and Facilities

1. Teachers should arrange a safe and adequate space for pupils to take part in physical activities.
2. Protective devices should be installed over glass windows or doors, lights, pillars, fans and sharp edges, etc. that are in close vicinity to the activity area.
3. Teachers should be aware of the potential hazard of the activities and the teaching environment. This is particularly important when non-standard facilities are used.
4. Teachers should check the teaching environment and equipment carefully to make sure that they are safe for use. Teachers should also encourage pupils to report to them any defects they see. Damaged equipment and apparatus should not be left lying around.
5. When red or black rainstorm warning is issued, teachers should stop all physical activities and outdoor pursuit immediately. Pupils and teachers should take shelter in a safe place until it is safe for them to return home.
6. If the Air Pollution Index (API) or forecast is within the range of 101 and 200 (i.e. Unhealthy Condition), susceptible pupils (i.e. pupils with heart or respiratory diseases) should be advised to refrain from participating in physical activities to be conducted in the affected zone.
7. If the API or forecast is above 201 (i.e. Very Unhealthy Condition), the physical activities in the affected zone should be suspended, cancelled or postponed.

**Rainstorm
warning**

**Air Pollution
Index**

Chapter TWO

ATHLETICS

I. Teaching Considerations

Running events

1. Spikes should not be worn in PE lessons or during warm-up. They may be worn during training at proper training grounds and under supervision of teachers.
2. During long distance runs, teachers should pay attention to the conditions of pupils.
3. Chairs and bulky equipment should not be used as hurdles.
4. Hurdles should be free from sharp or protruding edges. Their legs must be set at right angles to the top-bar and the weights should be secured when the hurdles are in use.

Jumping events

5. 'Fosbury Flop' should not be included in the normal teaching programme of primary schools. Training should be carried out under expert coaching and should have proper landing facilities.
6. In PE lessons, the height of the crossbar should not exceed 1.2 m and 1 m for secondary and primary classes respectively.
7. Pupils responsible for re-setting the crossbar should be told to stand well away from the uprights when jumping is in progress. Round crossbars are recommended.
8. When 'flexi-bars' or high jump cords are used, the supporting stands must be secured so as not to collapse onto the jumper.
9. Take-off boards or marks in long jump and triple jump must be suitably positioned so that every pupil can land safely on the landing area.

Throwing events

10. Throwing events must be taught one at a time.
11. Pupils should be well spaced and all throws should be made :
 - 11.1 on a given signal from the teacher (make sure that there is no one in the throwing area);
 - 11.2 in one direction only (throwing in opposite directions must be strictly forbidden); and
 - 11.3 from behind a given line (no one should cross the line until all implements have landed and a signal is given from the teacher).

12. Pupils awaiting their throws should always stay well behind and keep their eyes on the thrower who is in action. The safety area should be adequately readjusted during practice of left-handed throwers.
13. Implements should only be retrieved on a given signal from the teacher. They must be carried back in the correct way.
14. Pupils should not run to retrieve the implements.
15. Never try to stop an implement when it is still in motion.
16. Implements should not be used if they are damaged.
17. When a throwing implement is wet, it should be dried before being used again.
18. Equipment should be stored properly to prevent unauthorised use.
19. A javelin should be carried vertically with its point as near to the ground as possible.
20. No one should run with a javelin unless he/she is making a proper throw.
21. Javelins should be placed flat on the ground or in storage racks in a vertical position.
22. Only one pupil is allowed to throw the discus/javelin at a time.
23. Rotation method of shot-putting or discus throw should not be taught in PE lessons.

II. Environment and Facilities

Running events

1. Ground surface for running events should be dry and level.
2. Adequate space should be provided for deceleration.
3. Long distance runs should not be held under high temperature.

Jumping events

4. In jumping events, pupils must be taught to work out an appropriate take-off point so that they could land within the landing area.
5. No jump should be made while the landing area is not cleared.
6. Pupils should not run when leaving or passing the landing area.
7. When mats or polypads are used for landing, they must be suitably attached and the area should be large enough and have adequate cushioning for safe landing.
8. In high jumping, it is advisable to use polypads for landing. The area should be at least 4.8 m x 3 m with a thickness

of not less than 0.6 m and 0.4 m for secondary and primary classes respectively. Teachers may exercise their professional judgement in deciding the appropriate size of the landing area when teaching the activity progressively.

**Throwing
events**

9. The edges of a sand pit should be level with the ground and covered with sandbags.
10. Sand in the sand pit should be dug over and levelled with a rake or spade after every few jumps. The tools should not be left in the pit or lying near the landing area. They should never be left lying on the ground with the teeth pointing upwards. The sand should be free from debris.
11. Adequate space should be reserved as a restricted area for the landing of implements.
12. Discus throws should be made in a wire mesh fence of not less than 4 m in height to safely separate the discus thrower and other people. When improvised implements are used in the teaching of discus throw, teacher should exercise their professional judgement in deciding the safety areas and relevant precautions.

Chapter THREE

DANCE

I. Teaching Considerations

1. Pupils should wear suitable clothing and footwear.
2. Pupils should be adequately warmed-up for coping with the physical demands of the lesson, in particular for high level and strenuous dance activities.
3. Activities which can bring the pupils to excessive stress and strain should be avoided.

II. Environment and Facilities

1. Teachers should take necessary measures to ensure that facilities, e.g. condition of floor, positioning of wall mirror and railing, etc., is safe for practice.
2. Teachers should make sure that the sound equipment is safe for use and be careful when connecting to power outlets.
3. When props and aids are required, designs with sharp-edges or involving naked flame should be avoided.

Chapter FOUR

GYMNASTICS AND TRAMPOLINING

I. Teacher Qualifications

Trampolining should only be carried out under the supervision of a qualified PE teacher who holds a trampolining proficiency certificate issued by the Hong Kong Amateur Gymnastic Association, or the Federation of International Trampoline, or other qualifications recognised by the Education Department. In case of doubt, enquiries should be made to the Principal Inspector (Physical Education).

II. Teaching Considerations

Basic gymnastics

1. Pupils should be trained in the proper ways of carrying, erecting, checking and dismantling apparatus.
2. Spotters must have received training in the correct methods of catching and supporting the performer.
3. Magnesium carbonate powder is recommended for use.
4. Insecure or broken apparatus should not be used.
5. Safety cushion should be used in the teaching of bars for absorbing the impact on body. Hand guards may be worn when exercising on bars.
6. Over-crowding on apparatus is dangerous and should not be allowed.
7. Firm rules should be established to prohibit undesirable behaviours such as screaming, pushing or horse playing.
8. Pupils should be taught to move sensibly to avoid collision and obstruction to others.
9. Tasks should not be set beyond pupils' abilities. Pupils must be told not to dare each other.
10. Teacher should introduce the basic mechanic of movement being taught so that pupils can perform the task safely.
11. Somersaults are prohibited in PE lessons.

Trampolining

12. Never allow jumping from the trampoline onto the floor.
13. When working on the trampoline, there should always be at least four spotters, one on each side of the trampoline.

14. Spotting techniques should be taught and spotters should be ready at all times to push the performer back onto the trampoline.
15. It is desirable to teach pupils the correct control of the bounce and to master a 'break' before teaching other skills.
16. In teaching situation, only one pupil is allowed to bounce on the trampoline at any one time.
17. Teachers should insist that the children should step onto the frame then on to the bed, and not on the springs or cables.
18. The correct way of folding and unfolding a trampoline should be taught and strictly supervised in all occasions. When it is not in use, the trampoline should be folded and locked.
19. Roller stands taken off from the frame must be placed well away from the trampoline.
20. The space beneath the trampoline should be kept clear. Pupils should not be allowed to crawl under the trampoline.
21. No games should be conducted nearby when trampolining is in progress.

III. Environment and Facilities

1. In teaching gymnastics, appropriate mat and/or polypads should be used for landing.
2. If mats are put together for landing or floor work, they should provide an even surface. Gaps between mats should be avoided.
3. Apparatus should be properly arranged to ensure that pupils engaged in various activities do not collide with walls, windows, obstacles or other pupils. The approach and landing areas should be kept clear.
4. Teachers should ensure that the set-up and positioning of apparatus are safe and the apparatus should be adjusted to meet the needs of individual pupil.
5. In the teaching of trampolining, a minimum of 5 m clearance between the floor and the ceiling or any hanging objects is recommended.
6. There should be a minimum of 2 m clearance around the trampoline. Sufficient polypads should be placed at the four sides of the trampoline.

Chapter FIVE

GAMES

I. Teaching Considerations

1. Mismatching between opponents in respect of strength and physique should be avoided in activities involving body contact.
2. When a teacher demonstrates techniques involving body contact with pupils, the differences in weight, strength and skill should be taken into account to avoid causing injury to pupils.
3. The number of pupils in a team must be set according to the teaching environment.
4. Sufficient space should be allowed for chasing games.
5. In racket games, sufficient space should be allowed between pupils.
6. In relay games, adequate space should be provided for deceleration and between teams.

II. Environment and Facilities

1. Balls should not be over-inflated, and should be inspected regularly for damage.
2. Equipment, especially balls should not be left lying around on the court when not in use.
3. Football boots should only be worn in the playing field and should be checked for sharp edges.
4. All players should wear shin pads if football boots are worn.
5. When changing ends in racket games, jumping over or ducking under the net should not be allowed.
6. Pupils should not be allowed to go into the courts to retrieve balls or shuttlecocks while play is in progress.
7. When balls are rolling into the court which may pose danger to pupils, activities should be stopped at once.
8. When practising spiking in volleyball, balls should not be rolled back under the net. They should be returned from either side of the court.
9. When practising softball, adequate space should be provided for pupils and they should be reminded to be aware of flying balls from different directions.

10. Games should be taught on level ground which is clean, dry, non-slippery and free from dangerous objects.
11. Goals, posts and stands should be adequately secured or anchored to the ground.
12. Pupils should not pull the basketball ring.
13. Pupils should not hang on goals and basketball stands.
14. The basketball court should be free of any obstruction for at least 1 m outside all boundary lines. Where a distance of 1 m is not possible, any obstruction that protrudes should be removed or padded.
15. Basketball rim should have no sharp edges.
16. The volleyball court should be free of any obstruction, except the posts, for at least 3 m outside all boundary lines.
17. Winding handles on posts must be correctly folded when not in use.
18. The areas outside the sidelines, and outer goal lines of a handball court should be free of any obstruction for at least 1 m and 2 m respectively. Obstructions should be removed or padded.

Chapter SIX

SWIMMING

I. Teacher Qualifications

PE teachers who have obtained Life Saving qualifications (Bronze Medallion or above) can conduct swimming lessons.

II. Teaching Considerations

**Teacher-
Pupil ratio**

1. There must be at least one teacher for every 45 pupils.
2. The number of pupils should be checked from time to time especially at the beginning and at the end of the lesson.
3. The teacher should always be in a position where he/she can see the whole class.
4. Teachers should not enter the water except in emergency or for demonstration. It is advisable that all pupils should leave water when the teacher is demonstrating in the pool.
5. The 'buddy' system should be adopted. Pupils should be taught to report any accident to the teacher immediately.
6. Before the swimming lesson, pupils should inform the teacher of any wounds or infectious diseases like skin or eyes diseases for which swimming activities should be avoided.
7. Discipline must be strictly enforced. The teacher must ensure that no pupils enter the pool without his/her permission. The teacher must also ensure that all pupils have left the pool after a lesson. He/she should not dismiss the class inside the pool complex.

Weather

8. Pupils should not stay too long in the water, especially in cold weather.
9. Teachers should pay attention to the weather forecasts before the lesson. When there are thunderstorm warnings, rainstorm warnings or tropical cyclone warnings, swimming lessons to be conducted at outdoor swimming pool should be cancelled.
10. When there is a thunderstorm during swimming lesson, pupils should stay out of water immediately and go to a safe and sheltered place.

- | | |
|---------------------|---|
| Accident | 11. In case of drowning, apart from administering first aid, the ambulance service should be called immediately. The school authority, the duty-staff of the pool and the parents should be informed as soon as possible. |
| Private pool | 12. Schools operating their own swimming pools should regularly practise emergency drills to clear the pool. An agreed signal system such as using a whistle or other audible warning should also be established. |
| | 13. Schools operating their own swimming pools must ensure that the pool is licensed and safety measures are met. When the pool is not in use, school should ensure that no one could enter without permission. |

III. Water Safety Precautions

1. Teachers should teach pupils the following precautions :
 - 1.1 Do not swim alone.
 - 1.2 Do not swim in dirty water.
 - 1.3 Do not swim at unguarded beaches or pools.
 - 1.4 Do not swim too soon after a meal, or when hungry, or tired.
 - 1.5 Do not stay too long in water, especially if it is cold.
 - 1.6 Do not rely entirely on swimming aids.
 - 1.7 Do not run, jump or chase about at the pool surround.
 - 1.8 Unless having been properly trained, do not use diving apparatus such as masks, snorkels, etc.
 - 1.9 Stay out of the water when there is a thunderstorm.
 - 1.10 Follow the instructions and be alert to the warnings on notice boards.
 - 1.11 In case of getting difficulty in the water,
 - keep calm, do not panic, conserve energy and breathe normally;
 - try to tread water or float on back; and
 - shout for help.
 - 1.12 NEVER pretend to be in difficulty.
2. Eating should not be allowed during swimming lesson especially sweets and chewing gum, etc.
3. Running along the pool side and any form of rough play in or out of the water should be forbidden.

**Swimming
gear**

4. Pupils must wear colour swimming caps for easy identification.
5. When goggles and masks are used, they should not be made of glass or breakable plastic. Pupils should be taught to remove them by slipping them off the head rather than by stretching the retaining band.
6. Floats and other aids are useful in learning swimming. Teachers should direct the use of aids, especially for beginners.

IV. Environment and Facilities

1. For teaching of beginners in class situation, the depth of water should be shallow enough to enable pupils to stand on the bottom of the pool with their shoulders out of water. (The depth of teaching pools in the pool complexes of the Urban Council and Regional Council ranges from 0.69 m to 1.07 m)
2. For a surface dive or back stroke start, the water must be at least 1.1 m deep; and for other dives at least 3 m deep. Divers should ensure that the entry area is clear. Other pupils should not be permitted to swim near the entry area.

Chapter SEVEN

FITNESS TRAINING

I. General Measures

Health condition

1. Teachers should ensure that all pupils engaged in fitness training or fitness testing must be apparently healthy, and free from any cardiovascular or metabolic diseases and have not had surgery recently.
2. Training workload should be progressive and adjusted to suit pupils' individual fitness levels.
3. Pupils should be told to stop exercising and report to the teacher if they encounter the following situation(s) during the test/training:
 - Chest pain;
 - Shortness of breath or difficult to breathe;
 - Dizziness;
 - Nausea;
 - Palpitations or irregular heart beats;
 - Unusual fatigue; or
 - Joint pain such as knee or ankle pain.

Weight training

4. Teachers should be aware of the signs and symptoms of over-exercising of pupils and make adjustments accordingly.
5. In weight training, teacher should ensure that pupils can lift the weight.
6. Standing weight lifting should be performed on the floor and not on a mat.
7. Adequate space should be provided during weight training.
8. Spotters should be assigned where necessary.
9. Duration of isometric exercises should not be too long.
10. Teacher should emphasize to pupils the importance of natural breathing and not holding breath when performing isometric exercises and weight training.

II. Environment and Facilities

1. Sit-ups should be done on mats with knees bent.
2. Before weight training, all equipment should be checked carefully especially for their weight, balance, smoothness and tightness of collars. Machines with weight-stack systems must be checked to ensure that the inserted pins will not fall out.

3. Weight training equipment should always be properly stored, preferably in a locked room.
4. Pupils should never be allowed to use any fitness training equipment without the supervision of the teacher.
5. During the chinning test, a polypad or gymnastic mat should be placed under the bar for safe landing.
6. During weight training, pupils should be taught to lower the weights with control.
7. Training or testing area should be well ventilated.

Chapter EIGHT

CANOEING AND SAILING

I. Teacher qualifications

1. Canoeing should be carried out under the direct supervision of :
 - a qualified teacher who has obtained a Bronze Medallion Award in Life Saving and who has passed a proficiency test in canoeing conducted by the Education Department or by an association recognized by the Education Department; or
 - a person who has obtained a Bronze Medallion Award in Life Saving and who holds a canoeing instructor certificate issued by an association recognized by the Education Department.
2. Sailing should be carried out under the direct supervision of :
 - a qualified teacher who has obtained a Bronze Medallion Award in Life Saving and has passed a proficiency test as helmsman conducted by the Education Department or an association recognized by the Education Department; or
 - a person who has obtained a Bronze Medallion Award in Life Saving and an instructor certificate issued by an association recognized by the Education Department.

II. General Measures

Water test

1. Planning and Preparation
 - 1.1 Before taking part in canoeing or sailing, pupils must be able to pass the following water tests :
 - swim 50 m wearing plimsolls and light clothing;
 - tread water for one minute; and
 - remove all clothing except swim-wear in deep water.
 - 1.2 A teacher with any of the above qualifications in canoeing should not take charge of more than 8 canoes.
 - 1.3 A teacher with any of the above qualifications in sailing should not take charge of more than 6 sailing boats.

**Equipment &
wear**

- 1.4 The Marine Police should be informed prior to any expedition.
 - 1.5 When boating in open sea, it is advisable to have an assistant leader with ability to perform deep water rescues.
 - 1.6 Approved life jackets must be worn at all times (Approved life jackets ^{are} those conforming to British Standard 3595).
 - 1.7 Each canoe or sailing boat should be inherently buoyant or carries separate buoyancy which must be capable of supporting the craft and the crew on water even in the event of capsizing.
 - 1.8 Canoe or sailing boats, life jackets and equipment must be checked before being used.
 - 1.9 Appropriate clothing and plimsolls should be worn. Slippers or heavy footwear of any kind are not recommended.
 - 1.10 Except for beginners, spray covers for the cockpit may be used if waves are likely to be encountered. Covers should be easily removable.
 - 1.11 Safety precautions, rescue procedures and capsize drills must be taught as early as possible.
 - 1.12 Teachers should be familiar with the conditions of current, tide, weather and dangerous features of the activity area.
 - 1.13 Teachers should decide whether pupils have sufficient experience to go out in the prevailing weather and water conditions. The planned route must be within the capabilities of the participants.
2. On expedition
 - 2.1 Do not enter any firing range.
 - 2.2 Canoeing/sailing activities should not be conducted in busy waters. Regulations for the prevention of collisions at sea should be strictly observed.
 - 2.3 Teachers should take note of weather forecasts before canoeing or sailing activities. Canoeing or sailing should not take place when the Strong Monsoon Signal (Black Ball), Rainstorm Warning, Thunderstorm Warning or Tropical Cyclone Warning Signal No. 1 or higher is announced. However, if the party is in the

- middle of a long journey, they should return to the base immediately or go to the nearest place with safe shelter.
- 2.4 First-aid kit, repair kit, whistle, spare paddles, exposure bag and tow line should be carried during expeditions.
 - 2.5 On expedition, the slowest canoe or sailing boat should be at the front of the group. A responsible and experienced pupil should be in the last canoe or sailing boat. The teacher should position himself/herself according to wind, current, and the group formation. The group must always keep together in a pre-determined formation.
 - 2.6 A simple system of signalling must be understood and recognized by all participants.
 - 2.7 In the event of capsize, the pupils should **STAY WITH THE CANOE OR SAILING BOAT** and carry out appropriate capsize procedures unless the boat or canoe is drifting towards a dangerous spot.

Chapter NINE

ATHLETIC MEET

I. Teacher Qualifications

The organiser or co-organisers must possess the necessary training, knowledge and experience.

II. General Measures

Administrative
procedure

Submission
of
programme

1. In organising a school athletic meet, the school should ensure that :
 - 1.1 all officials must be properly briefed. The briefing should cover the rules, the potential dangers, the safety measures, the co-ordination between judges and helpers, discipline and control of the participating pupils; and
 - 1.2 pupils have been provided with adequate training and are physically fit for participating in the events for which they have entered.
2. The written consent from the parents of participating pupils must be obtained before the day of competition. Participation is totally voluntary.
3. Schools are strongly advised to invite qualified first aiders from St. John Ambulance Brigade or the Auxiliary Medical Services to provide first aid services. If this cannot be arranged, the school should appoint a staff or an outsider with a first aid certificate to perform such duties.
4. The route of evacuation after the meet and in emergency situations should be well planned.
5. **IF** all the proposed events are included in the table in Section III of this Chapter, and the school has observed the guidelines mentioned in Paragraph 12 of this Section during programme planning, it is **NOT NECESSARY** for the school to forward the programme to the Education Department for comment. Otherwise, the school should send the programme, including information on the time schedule, order of events, sports ground layout plan and number of heats and competitors, to the appropriate District Education Officer for comment at least **THREE WEEKS** before the meet.
6. The school should liaise with the officer-in-charge of the sports ground or stadium concerned and the duty-officer on the

competition days, at least three working days prior to the meet, to make sure that there will be proper and adequate provision of equipment and facilities for all the events. In particular, the school must ensure that :

- 6.1 a written record of agreed arrangements is made; and
 - 6.2 a layout plan of the sports ground or stadium is obtained indicating clearly and correctly the venue for each event, the location of the telephone and emergency exits, the equipment room, the first aid room, the socket for the P.A. system, the spectator and the official stands, the parking space for emergency vehicles, etc.
7. The school should ensure that there are sufficient officials on duty in the field. Junior pupils should not be assigned any duties in throwing events.
 8. All pupil officials should be properly trained before the meet.
 9. A meeting should be held within school before the athletic meet to make sure that officials, helpers, participating pupils and spectators are fully aware of :
 - 9.1 the potential dangers of each event;
 - 9.2 the safety precautions to be observed;
 - 9.3 the responsibility of every individual in the prevention of accidents;
 - 9.4 the route of evacuation after the meet and in an emergency;
 - 9.5 the need to maintain good discipline;
 - 9.6 the rules to be observed during the meet;
 - 9.7 the locations of the first aid post, the telephone and emergency exits, the marshalling area, the equipment room, the changing rooms, the spectator and official stands, the parking space for emergency vehicles, etc.; and
 - 9.8 the need to pay attention to announcements.
 10. Heads of private schools should ensure that proper indemnity and personal accident and liability insurance cover have been arranged for all officials, teachers, helpers and competitors.
 11. If a starting pistol is to be used, an exemption permit granted by the Commissioner of Police should be obtained. Schools are advised to apply for the permit at least 14 days prior to the meet. Only authorized persons may operate a starting pistol.

**Programme
planning**

The starting pistol should never be held close to the eyes or ears. When not in use, the pistol should not be left loaded or unattended.

12. In drawing up the programme, the school should ensure that :
 - 12.1 the events have been taught either in physical education lessons or in extra-curricular training programmes; and opportunities for experiencing the events have been given to the participating pupils;
 - 12.2 pupils are fit and have the necessary skill and stamina to take part in the events;
 - 12.3 pupils are not allowed to participate in more than three individual events and three relays on any one day during an athletic meet;
 - 12.4 if the area of a throwing event, i.e. javelin or discus, is too close to the starting point of a track event, the two events are not scheduled to take place at the same time;
 - 12.5 track events of a similar nature, such as 100m and 200m, 800m and 1500m, etc., are not closely scheduled for competitors of the same grade;
 - 12.6 the heats, the semi-finals and the final of the same event are arranged with suitable time intervals. The suggested minimum time intervals for track events are :

60 m, 100 m, 200 m	— 45 minutes
400 m, 800 m	— 90 minutes
1500 m or above	— 3 hours;
 - 12.7 long distance events are not scheduled to take place during the hot period of the day, especially in summer;
 - 12.8 javelin, discus and softball throws should not be conducted at the same time;
 - 12.9 the rules of each type of event, the availability of manpower and facilities, the enrolment of participants and time available for running the programme have all been given due consideration;
 - 12.10 for ease of control, qualifying rounds for oversubscribed events are conducted prior to the meet to reduce the number of participants on the competition days; and

- 12.11 the programme is cut to fit the time if the competition time-table appears to be too tight.
- Conduct of meet**
13. Competitors should be advised to warm-up thoroughly before their events and to keep their bodies warm while waiting for their events. In cold days, they should wear suitable clothing, e.g. track suit, sweater overcoat, etc.
 14. All equipment must be checked for safety before use.
 15. Special care must be taken when the ground is wet. In damp conditions, cloths should be available for drying implements. If it is raining, throwing, high jumping, hurdling events should be suspended or cancelled as they are particularly hazardous.
 16. The school should ensure that pupils not taking part in the current events are not allowed to enter the track and field areas. Officials, scouts and prefects should be instructed to enforce this rule strictly. Each competitor should wear a number cloth with proper identification marks. Officials should wear uniforms or signs for easy identification.
 17. On completion of each event, all competitors must leave the field or track and return to the spectator stand immediately.
 18. Pupils should be told to stop competing and report to the teacher-in-charge of the events if they do not feel well before or during a competition.
- Track events**
19. Pupils should be alerted that improper handling of spikes may cause danger. Competitors should be reminded to wear proper spikes.
 20. Spikes, starting blocks, hammers, nails and other implements must be removed from the track immediately after use. They should not be left lying around when not in use.
 21. Before starting a race, the track should be cleared.
 22. All races of one lap or less should be run in lanes. It is particularly important to enforce this rule at the changeover in relay races.
 23. The starting area for any long distance races and the take-over zones for the 4 x 400 m relay should be properly organised to avoid collision.
 24. In distance races, the number of runners should be appropriately kept.
 25. Finishing tape is not recommended.

- Field events**
26. Hurdles should be set at correct positions and heights. Weights should be adjusted at appropriate positions if hurdles with built-in weight are used.
 27. No pupil should be allowed to ‘play about’ with the equipment.
 28. Before each throw or jump, the judge should stand in the circle, or in front of the scratch line, the high jump bar or take-off board to make sure that no competitor will take his or her trial until all are clear and a signal is given. After the trial, the judge should return immediately to this position to ensure that no competitor will perform while the throw or the jump is being measured.
 29. All jumpers or throwers should be instructed that an attempt must not be made if they are aware that somebody is moving within the approach or flight path, even though their names have been called by the judges.
 30. Implements should never be left on the ground or the landing area as such may pose to a potential hazard. Javelins should be placed flat on the ground or in a storage rack in a vertical position at the assembly point.
- Throwing events**
31. The judges must make sure that the throwing field is absolutely clear before competitor is allowed to enter the throwing area.
 32. Competitors should be clearly instructed not to take his or her trial before a signal is given.
 33. The officials and the other competitors must be kept well away from the throwing side when a competitor is making an attempt. They should also be told to keep their eyes on the thrower and get a clear view of the possible flight of the implement.
 34. Competitors must remain in the circle or behind the scratch line after the throw. They must never run after the implement. Only officials should be allowed to retrieve the implement when a signal or instruction is given. The official must walk to pick up the implement and carry it back. The implement must never be thrown back.
 35. Care should be taken when the implements are being carried from one place to another. A basket should be used to carry shots and discus. Javelins must be carried vertically with the point near to the ground. When carrying implements officials must not run.

**Jumping
events**

36. Throwing sectors and landing areas should be roped off. The ropes should be positioned well away from the sector lines. A warning notice should be displayed on both sides of the roped area.
37. A throwing cage with a safety net of at least 4 m in height should be used for discus competitions. Other competitors should stand away from the cage.
38. The edge of the sand pit should be level with the ground and covered with sandbags.
39. The sand pit must be cleared before a competition takes place. All rubble, metal and glass pieces, etc. should be removed. The sand in the sand pit should be dug over and levelled with a rake or spade after every few jumps. The tools should not be left in the pit or lying near the landing area. They should never be left lying on the ground with the teeth pointing upwards.
40. The officials and jumpers should ensure that the runway and the sand pit are clear before each jump.
41. In long jump and triple jump, judges should ensure that the runway is level and firm. The take-off board must be of standard dimensions and is firmly fixed in the ground.
42. Take-off boards or areas must be appropriately positioned so that every jumper can land safely in the landing area. This is of particular importance in triple jump where the abilities of competitors within a group can vary greatly. Additional take-off areas at distances of 7 m or 9 m are considered suitable for school competitions. Grass is not a suitable take-off surface for competition.
43. If multi-units, e.g. polypads are used, it must be large and has adequate cushioning to allow safe landing. They should be suitably attached and covered by a sheet or tarpaulin. No jumper should attempt a Fosbury Flop unless the landing area conforms to the measurement recommended by the Hong Kong Amateur Athletic Association.
44. The surface of the landing area must be comfortable to land on and of low friction. The surface material must be evenly spread and closely linked giving an even cushioning effect over the area as a whole. There should be no gaps or holes.
45. Officials responsible for re-setting the crossbar should be advised to stand well clear of the uprights when jumping is in progress.

III. Events Suitable for School Athletic Meet

Event \ Grade	Boys					Girls				
	Secondary			Primary		Secondary			Primary	
	A	B	C	I	II	A	B	C	I	II
60 m	√	√	√	√	√	√	√	√	√	√
100 m	√	√	√	√	√	√	√	√	√	√
200 m	√	√	√	√	—	√	√	√	√	—
400 m	√	√	√	√	—	√	√	√	—	—
800 m	√	√	√	—	—	√	√	√	—	—
1500 m	√	√	√	—	—	√	√	—	—	—
3000 m	√	—	—	—	—	—	—	—	—	—
5000 m	√	—	—	—	—	—	—	—	—	—
100 m Hurdles	0.91m	0.91m	0.83m	—	—	0.83m	0.83m	0.76m	—	—
110 m Hurdles	1m	0.91m	—	—	—	—	—	—	—	—
400 m Hurdles	0.91m	—	—	—	—	—	—	—	—	—
4 x 100 m	√	√	√	√	√	√	√	√	√	√
4 x 400 m	√	√	√	√	—	√	√	√	—	—
High Jump	√	√	√	√	√	√	√	√	√	√
Long Jump	√	√	√	√	√	√	√	√	√	√
Triple Jump	√	√	—	—	—	—	—	—	—	—
Softball Throw	—	√	√	√	√	√	√	√	√	√
Shot Put	5.4kg	4kg	4kg	2.72kg	—	4kg	4kg	2.72kg	2.72kg	—
Discus	1.5kg	1kg	1kg	—	—	1kg	1kg	1kg	—	—
Javelin	700g	600g	—	—	—	600g	600g	—	—	—

A : age over 16

B : age 14 – 16

C : age under 14

I : age over 11

II : age 11 and under

Chapter TEN

SWIMMING GALA

I. Teacher Qualifications

The organiser or co-organisers must possess the necessary training, knowledge and experience.

II. General Measures

1. In organising a school swimming gala, the school should ensure that :
 - 1.1 all officials must be properly briefed. The briefing should cover the rules, the potential dangers, the safety measures, the co-ordination between judges and helpers, discipline and control of the participating pupils; and
 - 1.2 pupils have been provided with adequate training and are physically fit for participating in the events for which they have entered.
2. One copy of the proposed list of swimming events should be sent direct to the District Amenities Officer concerned at least three weeks prior to the day of the school swimming gala.
3. The school should liaise with the officer-in-charge of the pool concerned and the pool duty-officer on the competition days, at least three working days prior to the gala, to make sure that there will be proper and adequate provision of equipment and facilities for all the events. In particular, the school must ensure that :
 - 3.1 a record is made on points discussed and arrangements agreed;
 - 3.2 a layout plan of the pool area should be obtained indicating clearly the positions of the stationary life-guard posts (including pupil life-guards, if any), the first-aid room, the telephone, the life buoys, and the life saving poles; and
 - 3.3 qualified life-guards will be on duty at appropriate locations throughout the entire period of the gala.
4. The written consent from parents of participating pupils must be obtained before the day of competition. Participation is totally voluntary.

**Administrative
procedure**

**Submission
of
programme**

5. Schools are strongly advised to invite qualified first aiders from St. John Ambulance Brigade or the Auxiliary Medical Services to provide first aid services. If this cannot be arranged, the school should appoint a staff or an outsider with a first aid certificate to perform such duties.
6. Schools are recommended to assign pupils with valid life saving qualifications (Bronze Medallion or above) to assist the pool management in water safety. These pupils should be easily identified e.g. with uniforms or signs.
7. Head of school should ensure that school officials assigned for duty on the day of the gala are properly briefed with particular emphasis on what actions should be taken in case of emergency.
8. The route of evacuation after the swimming gala and in emergency situations should be well planned.
9. **IF** the proposed events are included in the table in Section III of this Chapter, and the school has observed the guidelines mentioned in Paragraph 10 of this Section during programme planning, it is **NOT NECESSARY** to forward the list of proposed swimming events to the Education Department for comment. Otherwise, a copy of the list should be sent to the appropriate District Education Officer at least **THREE WEEKS** prior to the school swimming gala.

**Programme
planning**

10. In drawing up the programme, the school should ensure that :
 - 10.1 the events have been taught either in physical education lessons or in extra-curricular training programmes; and opportunities for experiencing the events have been given to the participating pupils;
 - 10.2 school officials responsible for drawing up the programme of events should take note that the events are within the capability of the competitors;
 - 10.3 pupils should not be allowed to take part in more than three individual events and three relays on any one day of the gala;
 - 10.4 short distance races, e.g. 25 m events and novice competitions should be held in a shallow training pool or across the shallow width of the main pool not exceeding 1.5 m deep. Races should not start or finish

in the middle of the main pool. Competitions involving floating aids for non-swimmers should not be allowed; and

Conduct of gala

- 10.5 only proper swimming or life saving events are recommended. Water games such as ‘duck-catching’, object searching on or under water and kick-board races should not be organised.
11. The teacher-in-charge on the day of the gala should approach the duty-officer of the pool to ensure that relevant points discussed and agreed as mentioned in 3.1 of this chapter have been followed;
 12. Pupils should wear uniforms or other identifications, so as to be easily distinguished from other swimmers inside the swimming pool.
 13. Competitors should wear swimming caps for identification.
 14. Only competitors are allowed to use the warm-up pool. A teacher should be assigned to take charge of the warm-up pool or area.
 15. During warm-up, school should control the number and discipline of pupils.
 16. The school should ensure that the start and finish areas of the pool are clear of all unnecessary persons.
 17. School officials should be assigned to ensure that all swimmers taking part in any event should leave the pool at the end of each race or at the end of each leg in a relay race.
 18. When a thunderstorm or a tropical cyclone warning signal is announced, school should discuss with the duty-officer of the pool on whether the gala should be conducted as scheduled.

III. Events Suitable for School Swimming Gala

	Stroke	Free Style	Breast Stroke	Back Stroke	Butterfly	Medley
	Distance					
Secondary	50 m	√	√	√	√	–
	100 m	√	√	√	√	–
	200 m	√	√	√	√	√
	4 x 50 m	√	–	–	–	√
Primary	50 m	I, II	I, II	I, II	I, II	–
	400 m	I, II	I, II	I	I	–
	200 m	I	I	–	–	–
	4 x 50 m	I, II	–	–	–	I, II

I : age over 11

II : age 11 and under

Chapter ELEVEN

GAMES DAY

I. Teacher Qualifications

The organiser or co-organisers must possess the necessary training, knowledge and experience.

II. General Measures

1. In organising a school games day, the school should ensure that :
 - 1.1 all officials must be properly briefed. The briefing should cover the rules, the potential dangers, the safety measures, the co-ordination between judges and helpers, discipline and control of the participating pupils; and
 - 1.2 pupils have been provided with training experience during PE lessons or extra-curricular training programmes and are physically fit for participating in the events for which they have entered.
2. The written consent from the parents of participating pupils must be obtained before the games day. Participation is totally voluntary.
3. Heads of schools should appoint a staff or an outsider with a first aid certificate to provide first aid services.
4. The route of evacuation after the games day and in emergency situations should be well planned.
5. The detailed information including a layout plan of competition venue, description of the events and the equipment to be used should be sent to the relevant District Education Officer for comment three weeks before the games day.
6. When public playgrounds are used, permission to conduct the events should be obtained from the respective District Amenities Officer or Housing Manager of Housing Department before the games day.
7. Schools should liaise with the officer-in-charge of the sports venue concerned and the duty-officer on the games day, at least three working days prior to the activity, to make sure that there will be proper and adequate provision of equipment and facilities for all the events.

**Administrative
procedure**

**Submission
of programme**

**Programme
planning**

8. Schools should ensure that there are sufficient officials on duty in the venue.
9. Meeting should be held within school before the games day to make sure that officials, helpers, participating pupils and spectators are fully aware of :
 - 9.1 the potential dangers of each event;
 - 9.2 the safety precautions to be observed;
 - 9.3 the responsibility of every individual in the prevention of accidents;
 - 9.4 the route of evacuation after the games day and in an emergency;
 - 9.5 the need to maintain good discipline;
 - 9.6 the rules to be observed during the games day;
 - 9.7 the distribution of different locations, e.g. first aid post, the marshalling area and the equipment room, etc.; and
 - 9.8 the need to pay attention to announcements from the official stand.
10. Head of private school should ensure that proper indemnity and personal accident and liability insurance cover have been arranged for all officials, teachers, helpers and competitors.
11. In drawing up the programme, the school should ensure that :
 - 11.1 in the selection and design of events, considerations should be given to see if the nature of the activities is appropriate to the capability of pupils. Physical environment and facilities of the competition venue should also be taken into account;
 - 11.2 all events should have been taught either in physical education lessons or in extra-curricular training programmes; and opportunities for experiencing the events have been given to the participating pupils;
 - 11.3 the rules of each type of event, the availability of manpower and facilities, the enrolment of participants and time available for running the programme have all been given due consideration;
 - 11.4 in contact games, pupils of opposing teams should be of approximately the same age group and physique;
 - 11.5 the rules and regulations of the games should be worked out and stipulated;

- 11.6 in games involving running on slopes, it is advised to run upwards rather than downwards; and
- 11.7 potentially dangerous games such as three-legged races and sack races are not recommended.
- Conduct of games**
12. Teachers should strictly enforce the rules of the games.
 13. Teachers should always observe the physical condition of competitors and stop their activities if necessary.
 14. Areas for throwing events should be well away from the spectators and other games areas. The throwing area should be clearly marked off.
 15. In throwing events, all throws and retrieval of objects should only be made on a given signal from the official.
 16. In running events, sufficient space should be provided as a buffer area for deceleration. Adequate space should be allocated for each lane.
 17. Suitable landing areas should be provided for jumping events.
 18. Non-competitors should not be allowed to enter the competition areas.
 19. All equipment should be checked before use.
 20. Obstacles used for hurdling should come off easily at contact so that pupils would not be tripped over.
 21. Equipment such as basketball stands, goal posts, etc. should be secured.
 22. Improvised apparatus must be safe and secured.

III. Environment and facilities

1. Games day should be conducted in spacious and level ground which is clean, dry, non-slippery, and free from dangerous objects and large depressions.
2. Adequate lighting and ventilation should be provided if the games are held indoors.
3. School should ensure that the lights and large windows are protected when ball games or throwing events are included in the programme.

Chapter TWELVE

CROSS COUNTRY AND ROAD RUNNING RACE

General Measures

Administrative procedure

1. A site visit for familiarising the route is essential. Possible dangerous points should be identified during the visit and appropriate arrangements should be made to minimize risk.
2. Information on dangerous points, locations of first aid stations, check points, the nearest hospital and police station should be made known to all officials. Participants should also be briefed on all arrangements enroute before the commencement of the activity.
3. A written parental consent from participating pupils must be obtained before the day of the race. Pupils suffering from cardiovascular diseases are not recommended to take part in this activity.
4. Permission should be obtained from relevant government departments e.g. the Hong Kong Police Force, the Agriculture and Fisheries Department or private organisations if necessary.
5. Heads of schools should appoint a staff or an outsider with a first aid certificate to provide first aid services and casualty transport if necessary.

Route planning

6. The distance and level of difficulty of the course should be appropriately set to suit the abilities of pupils.
7. The event should not be held during the hot periods of the day, especially in summer.
8. The course should be planned to avoid dangerous points. Any crossing of roads, streams, heavy traffic, muddy and slippery loose surfaces, deep ditches, barbed wire, etc., should be avoided.

Conduct of race

9. The starting area should be spacious enough to eliminate the danger of runners tripping over one another. Teams should assemble in files with the best runner in the front.
10. For long distance races, the organiser should arrange adequate check points enroute. Drinks at certain check points should be made available.

11. A communication system between the check points and the marshal should be established to monitor the competition.
12. All officials should wear identification marks such as uniforms or arm badges so that the competitors could have easy identification for help if necessary.
13. Pupils should be counted at the start, enroute and at the finish. A 'sweeping up' system should be adopted to ensure that no pupil is left behind.

Chapter THIRTEEN

TUG-OF-WAR

I. General Measures

1. It is not suitable to conduct the activity in hot weather.
2. Each side should not exceed eight persons.
3. Pupils not in good health, especially those suffering from cardiovascular diseases, must NOT be allowed to take part.
4. It is not advisable for pupils who are under the age of 15 to take part.
5. Participants should wear gloves, long-sleeved shirts and suitable foot-wear.
6. Rules should be set to prevent excessive and sustained pulling.

II. Environment and Facilities

1. Tug-of-War should be held in an area with adequate space.
2. Slippery ground or rugged surface is not suitable for conducting the activity.
3. The rope should not be less than 100 mm and more than 125 mm in circumference. The length should not be less than 32 m.

LIST OF FIRST AID ITEMS RECOMMENDED FOR SCHOOLS

1. Antiseptics e.g. Savlon, tincture of iodine
2. Cotton wool
3. Disposable plastic/vinyl gloves
4. Sterile dressings/gauze
5. Adhesive plaster
6. Bandages (of different sizes)
7. Forceps
8. Safety pins
9. Scissors
10. Sterile adhesive dressings (of different sizes)
11. Sterile eye pad
12. Triangular bandages
13. Alcohol
14. Cold pack
15. Cotton sticks
16. Elastic tensor bandage
17. Liniment turpentine
18. Thermometer

SAMPLE

**REPORT FORM ON ACCIDENT DURING
PHYSICAL EDUCATION LESSONS / SPORTS ACTIVITIES**

1. Occurrence of accident
Date _____ Time _____ Place _____

2. Particulars of injured pupil(s)
 - (i) Name _____ Sex _____ Age _____ Class _____
 - (ii) Name _____ Sex _____ Age _____ Class _____

3. Activity engaged at the time of accident

4. Location and engagement of the person-in-charge at the time of the accident

5. Description of the accident

6. Description of injuries

7. Action taken (including application of first aid)

8. Agencies being called for help (please tick)

		Time notified and by whom	Time arrived
Ambulance	<input type="checkbox"/>	_____	_____
Police	<input type="checkbox"/>	_____	_____
Others _____ (please specify)	<input type="checkbox"/>	_____	_____
Action taken by the above after arrival			

9. Parents /Guardians notified (please tick)

Yes No

Time notified	_____	Time arrived	_____
Name	_____	Relationship	_____
Action taken by parent/guardian			

10. Other remarks _____

11. Reporting persons(s)

(i)	_____	_____	_____
	<i>(Name in Block Letters)</i>	<i>(Post)</i>	<i>(Signature)</i>
(ii)	_____	_____	_____
	<i>(Name in Block Letters)</i>	<i>(Post)</i>	<i>(Signature)</i>

Date: _____

SAMPLE

**PARENTAL CONSENT ON PARTICIPATION
IN PHYSICAL EDUCATION LESSONS**

Date: _____

Dear Parent/Guardian,

Physical education is part of the school curriculum. Every pupil must take part in physical education lessons. However, if your child has any illness, you should seek medical advice on whether your child is suitable to take part in physical education lessons. If your child needs to be temporarily or perpetually exempted from physical education lessons, a medical certificate from a registered doctor must be produced.

Please return the following reply slip before _____ for record and action.
(Date)

If there are any changes in your child's health condition, please inform the school immediately.

Yours sincerely,

_____)

Principal/Headmaster/Headmistress

REPLY SLIP

Name of pupil : _____ Sex : _____ Class : _____
Date of birth : _____
Home address : _____
Tel. no. : _____

(Please tick in the appropriate box)

- The child is suitable to take part in physical education lessons.
- The child is not suitable to take part in physical education lessons. Relevant medical certificate is attached for your information and retention.
- Please excuse the child from taking part in physical education lessons from _____ to _____. Relevant medical certificate is attached for your information and retention.

(Signature of Parent/Guardian)

(Name of Parent/Guardian)

(Date)

SAMPLE

**PARENTAL CONSENT ON PARTICIPATION IN
EXTRA-CURRICULAR ACTIVITIES**

Date : _____

Dear Parent/Guardian,

(Name of Activity)

The school is organizing the above-named activity at _____

(Location)

on/from _____ at _____.

(Date)

(Time)

Your child _____ of (class) has been selected to participate / voluntarily applied for participation in the said activity.

Please return the following reply slip before _____ for record and action.

(Date)

Yours sincerely,

()
Principal/Headmaster/Headmistress

REPLY SLIP

(Name of Activity)

Date : _____

Dear Principal/Headmaster/Headmistress,

I agree/do not agree my child _____ of (class) to take part in the school activity as detailed in your letter dated (DD/MM/YY).

(Signature of Parent/Guardian)

(Name of Parent/Guardian)

(Telephone Number)

SAMPLE**Medical History of Pupil (to be completed by parent/guardian)**

(Restricted – The information provided will only be used for the purpose of the pupil’s health reference)

Name of Pupil : _____ Sex: _____

Class : _____

Date of Birth : _____

Name of Parent/Guardian : _____

Emergency Contact telephone number : _____

1. If the pupil has ever had the following medical condition(s), please tick in the appropriate box and specify details.

	Age Detected	Details of Disease
G6PD deficiency		
Bronchial asthma		
Epilepsy		
Fits due to fever		
Kidney disease		
Heart disease		
Diabetes mellitus		
Hearing defect		
Haemophilia		
Anaemia		
Other blood disease		
Allergy to drugs		
Allergy to vaccines		
Allergy to food		
Other allergies		
Tuberculosis		
Minor operation		
Major operation		
Others		

2. If the pupil is considered not suitable for participation in PE lessons or any other type of school activities, please specify and submit a medical certificate for school's reference.

3. Any other remarks :

(Signature of Parent/Guardian)

(Name of Parent/Guardian)

(Date)

SAMPLE

**RECOMMENDATION FOR PARTICIPATION IN SPORTS
AND PHYSICAL ACTIVITIES
DEPARTMENT OF PAEDIATRICS CARDIAC CLINIC
(Parents should request relevant doctor to complete the form)**

Name : _____ Type of heart disease : _____

(please tick in the appropriate box)

Grading of heart disease : trivial moderate
 mild severe

Exercise level recommended :—

- No Restrictions:** Normal participation in physical exercises and all kinds of sports activities like other normal children including sports and athletic competitions, marathon running and endurance training.

- Moderate Exercise:** Can participate in school physical education lessons. Can participate in tennis, basketball, football games **except competitions or prolonged exercises** (could allow up to 70% maximum target heart rate, i.e. about 140 beats per minute). Should be allowed to stop exercise at any time when feeling tired.

- Light Exercises:** Should **not** engage in **much running and strenuous competitive sports activities**. Can participate in recreational swimming, cycling, golf, short rallies of tennis, badminton and table tennis (heart rate should not exceed about 120 per minute). Should stop when feeling tired or discomfort.

- Limited Exercises:** Should not run or participate in school physical education lessons, **only non-strenuous recreational activities** such as archery and walking on level ground are allowed.

Name of Doctor : _____ Signature : _____
Rank / Title : _____ Date : _____

REPORTING PROCEDURE TO POLICE FOR OUTINGS

1. For each outing, school authorities should :
 - 1.1. write to the Divisional Police Commander of the area which the school party intends to visit. If the outing involves the hire of marine craft other than scheduled ferry services, the Staff Officer (Operations), Marine Police Regional Headquarters should also be informed. Full details of the following should be given at least ten days, if possible, before the outing:
 - (i) the nature of the outing;
 - (ii) date and time,
 - (iii) locality and route;
 - (iv) number of pupils participating;
 - (v) any special difficulties anticipated;
 - (vi) the name and telephone number of a responsible person not participating; he/she will inform the Divisional Police Station and/or Marine Regional Command and Control Centre if the party is overdue or missing; and
 - (vii) the age range of participants;
(Note : To avoid any unnecessary delay, schools are requested to write direct to the Divisional Commander).
 - 1.2 notify the Divisional commander and/or the Staff Officer (Operations) for any subsequent changes;
 - 1.3 in the morning of the outing, telephone the Duty-Officer of the station concerned as early as possible, stating whether the outing will proceed as planned or has been postponed or cancelled (The Duty-Officer will then report to his/her Divisional Commander); and
 - 1.4 ensure that the leader of the visit/outing will report to the Duty-Officer of the local station upon completion of the visit/outing.
2. Pupils should report their return immediately to their teachers or the police station concerned if they return separately from of the main group.

**GUIDELINES ON EXERCISING IN HOT
AND HUMID CONDITIONS**

Vigorous physical training or prolonged physical activities in high temperature and high relative humidity can be hazardous if elevated body temperature is not efficiently dissipated. Heat injuries such as heat cramps, heat exhaustion, heat stroke, or even death may occur. Pupils of low fitness level, inactive life style, recovering from recent illness and unacclimatized to exercise in hot and humid conditions are most susceptible to heat injuries. Special attention should be given to those pupils with cardiac illness and sweating malfunctions. Please note the following:

1. During hot and humid seasons, check the temperature and humidity to see if adjustments for exercise are needed.
2. To enable pupils to acclimatize to exercise in hot and humid conditions.
3. The exercise heart rate is a useful indication on the intensity of physical activities.
4. When pupils are involved in vigorous physical activities, teacher should be aware of the symptoms of heat related illnesses and take necessary actions such as rest in cool and shaded place, drink water, and seek medical assistance if required. Pupils should be reminded to report to the teacher immediately if feeling unwell.
5. Pupils should wear light clothing made of cotton or porous material.
6. Drink cool plain water whenever necessary to replace fluid loss.
7. When exercising in hot conditions, short rests should be arranged at frequent intervals for prolonged physical activities.