



Fact Sheet for School Administrators

This fact sheet is designed for use by sports and recreation organizations who are already committed to tobacco-free sport and recreation, who want to provide additional information for school board administrators regarding the *Smoke-free Ontario Act (SFOA)* and their requirements, and how the SFOA can support tobacco-free sport and recreation initiatives. For information about developing an overall tobacco-free sport and recreation policy, see the steps on how to develop policy in the *Play, Live, Be... Tobacco-free Guide*.

USE OF TOBACCO AND SMOKING ON SCHOOL PROPERTY

Sports and recreation organizations across Ontario are embracing tobacco-free sport and recreation policies. Tobacco-free sport and recreation means that all activities (including games, tournaments, practices, training sessions, events and other performances) sanctioned by the organization will be tobacco-free. Tobacco-free sport and recreation policies recognize both the commitment to providing a healthy environment for participants, volunteers and spectators, as well as recognizing that tobacco-free environments are important to keep youth from trying, and using, tobacco industry products.

SMOKE-FREE ONTARIO ACT AND SCHOOL PROPERTY

Smoking is prohibited in public and private schools and on all school property, including all property that is owned, accessed or used by schools by the *Smoke-free Ontario Act (SFOA)*. This law includes:

- All playing fields on any school property
- Any vehicles parked, or coming onto school property
- Smoking by anyone – parents, visitors, students, spectators

The legislation is in effect 24 hours a day, seven days a week. The fine for smoking on school property is \$305.

According to the SFOA, persons responsible for the property (employers or persons in charge) have responsibility for:

- Ensuring that employees, students and visitors are aware of the smoking prohibitions.
- Ensuring that employees, students, and members of the public do not smoke on school property.
- Ensuring that a person who does not comply with the SFOA does not remain on the property.
- Posting no smoking signs at all entrances, exits, washrooms and other appropriate locations in order to ensure that everyone knows that smoking is prohibited.

SPORTS AND RECREATION USERS, SPECIFIC CONCERNS:

Sports and recreation organizations that rent and/or use school property typically use the property after regular school hours and on non-school days when school administrators and staff are not present. For these organizations it is particularly important that school authorities ensure signage and other efforts to increase awareness of the SFOA among those using school properties.

WHAT SCHOOL ADMINISTRATORS CAN DO

- Include information about the SFOA and school property on rental agreements for use of school property. Ensure that the information includes the Board's SFOA compliance strategy.
- Provide SFOA compliance support to all individuals (including school groups) who use facilities outside of regular school hours. Compliance support can include suggested language when approaching individuals who are smoking on school property, and compliance letters that renters can use and distribute to persons who are found to be in contravention of the SFOA. See the end of this fact sheet for suggested materials.
- Use a key fob/keychain for school facilities that includes the telephone number for the local Health Unit in order to report infractions of the SFOA on school property.
- Increase signage on school property (playing fields, play equipment, parking lots) and around commonly rented facilities (gyms, cafeterias, auditoriums) regarding the SFOA and applicability of the legislation 24/7.



COMPLIANCE SUPPORT FOR GROUPS USING SCHOOL FACILITIES

The *Smoke-free Ontario Act* (SFOA) bans the use or holding of lit tobacco. (including holding) of lit tobacco at all times, even when school is not in session. Individuals responsible for the use of school property (including those who are renting or using the property after hours) can support compliance with the SFOA.

Approach Individuals

Approaching individuals who are not complying with the SFOA can be difficult. To facilitate this interaction, always assume that the individuals may not be aware of the ban on smoking or holding lit tobacco on school property that is enforce 24 hours a day, seven days a week. It may be useful to have some “language” prepared for volunteers to use when approaching individuals. An example is provided here but could be modified to suit the needs of your organization.

“You might not be aware that smoking, or holding lit tobacco, is banned on all school property by the *Smoke-free Ontario Act* at all times, 24 hours a day, seven days a week. This applies even when the property is being used for *[name activity]*. We need to ask you to put your cigarette *[or other lit tobacco product]* out, or to leave school property while you use it. Thanks for your consideration.”

Provide Compliance Letters

Supply individuals who use your facilities with a sample letter on Board letterhead that they can photocopy and use to inform people using the facility about the SFOA and school property. Go to www.playlivebetobaccofree.ca for examples of compliance letters that can be modified for your specific organization’s purpose.

Contact the Public Health Unit

Include the phone number for your local public health unit on rental agreements as an option for people who rent the facility to contact, or include the public health unit’s phone number on the facilities’ key fob/key ring so that renters/users have easy access to the contact information to report.

To find your local public health agency, see list of Public Health Agencies in Ontario at www.alphaweb.org/ont_health_units.asp.

