



NORTHERN

Sport, Culture & Recreation District

**NORTHERN COMMUNITY & SCHOOL RECREATION
COORDINATOR PROGRAM**

2010- 2011 Participation Statistics User Guide

Funded by the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation (SLTF) and an Anonymous Donor



Introduction

The collection of data through various reports is an important component of the Northern Community & School Recreation Coordinator Program (NC&SRCP). The collection of the Participant Statistics is a requirement of the Program Funders. The information collected through the Participant Statistics helps the Northern Sport, Culture & Recreation District (NSCRD) to determine if the purpose and objectives of the Program are being met. Additionally, the Participant Statistics provides important information for employers, direct supervisors, steering committee members and to our Northern Community Partners and Education Divisions and Authorities.

It is the responsibility of the Community School Recreation Coordinators (CSRCs) to collect the participant statistics and to submit the Mid Term and Final Program Statistics to their steering committees and to the NSCRD. Over the years, CSRCs have identified the desire to have a “computerized” method of collecting and compiling their program statistics.

In 2010, based upon the CSRC’s input, the NSCRD entered into a contact with SIAST, Woodlands Campus to design a program to enable CSRCs to collect their program statistics on a spreadsheet, using the Micro Soft Office Excel program. All CSRCs will receive a flash drive with this instructional workbook and the sport, culture, recreation and special events worksheets. A 3-hour computer lab “in-service” will occur at the NC&SRCP training event at the SIAST Campus in Prince Albert in October, 2010. All CSRCs will be introduced to the Excel program and encouraged to use this system to collect their program statistics. Please be assured that the “old fashioned” method of hand writing the information and faxing in the reports will continue to be accepted.

Guidelines to completing C&SRC Records and Reports

The purpose of the CSRC Records is to determine:

- The total number of sport, culture and recreation programs associated with the Community School Recreation Coordinator Program.
- The ages and gender of participants
- The number of volunteers assisting with events
- The role the CSRC takes on in conjunction with the programs

Note: All sport, culture and recreation programs that the CSRC has been associated with should be recorded. For example, programs in which the CSRC has played a part in organizing, supervising, coordinating, delivering or supporting via the CSRC budget or other means such as transportation.

- Programs are defined as sport, culture or recreation activities that occur on an “ongoing” basis and “special events”.

- Generally, sport can be defined as those activities that most likely have a governing body and competition is a program element, while recreation could be physical or social in nature and has a minor element of competition. Culture could be either traditional or contemporary activities.
- Special events can be a one day, single event or multiple event multiple day activity within a festival or event context. For example Canada Day, National Addictions Week, Northern Physical Activity Week, Cultural Days, Canoe Quest etc.

Daily and Week-by-Week Records

- It is very important that the CSRC keeps a daily journal that reflect the number and approximate age and gender of the persons who participate in programs that are offered directly by the C&SRC program i.e. gym nights, craft nights.
- It is also important to keep track of the number and approximate age and gender of participants who attend programs that are conducted in partnership with the C&SRC program i.e. community or school cultural camps, Canada Day celebrations or other special events that are coordinated by a number of partner organizations.
- It is also important to keep track of the number and approximate age and gender of participants who attend programs that are led by other leaders or organizations - but are supported by the CSRC i.e. Girl Guides may be conducted by a community volunteer, however the CSRC is available at the school to open and close the building and to ensure the security of the building to support the program.
- All programs should occur after school, in the evenings or on weekends or holidays, with the exception of special events, such as Cultural Camps, that take place during school hours.

Note: CSRC's are not required to submit the daily, weekly or monthly participant stats. These records are to be kept by the CSRC to assist with submitting accurate Mid Term and Final Program Statistics.

- Electronic and “hard” copies of the Mid Term and the Final Program Statistic Report Forms will be available to CSRCs upon request.
- The Mid Term Participant Statistics Report should reflect all programs that have occurred between September 1 and Feb 29th of each year. This report must be submitted to the NSCRD by March 15 of each year.
- The Final Participant Statistics Report Forms should reflect all the programs that have occurred between September 1 up to and including August 31st of each year.

Definitions:

Special Events: One time only activities, such as Canada Day Celebrations or a Cultural Camps.

Frequency: Number of times the activity occurs i.e. a program that is offered 2 times per week for 4 weeks would have a frequency of 8 times.

Programs: Sport, culture or recreation activities in which the NC&SRC plays a role in supporting i.e. leading, coordinating, providing financial or supervision support or assisting to organize or implement with partner organization.

Volunteers: Those persons who help to organize, lead or support programs and do not receive financial payment for their services.

Reporting Assistance: The Northern Sport, Culture and District (NSCRD) staff is available to provide CSRCs assistance and support with the reporting process. Please do not hesitate to call for help.

West Service Area:

Community Relations Coordinator: Stephen Groves
General Delivery, Green Lake, SK S0M 1B0
Ph: (306) 832-2159 Fax: (306) 832-2244
Email: sgroves@nscrd.com

Central/ Far North Service Area:

Community Relations Coordinator: Cal Chiefcalf
Box 1097, LaRonge, SK S0J 1L0
(ph) 425-3127 ext 3 Fax: (306) 425-4036
Toll Free 1 877-777-6722
cchiefcalf@nscrd.com

East Service Area:

Community Relations Coordinator: Ryan Karakochuk
Box 580 Creighton, SK S0P 0A0
Ph: (306) 688-2122 Fax: (306) 688-2123
Email: rkarakochuck@nscrd.com

NC&SRC Program Manager

Margaret Duncombe

19 Telfer Bay

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Ph: (306) 763-6390 Fax: (306) 763-6490

Cell phone: (306) 960-3102 (Margaret)

Email: mduncombe@shaw.ca

Note: It is the collection of this data that provides the Funders with the information they require to determine whether to continue to support the Community and School Recreation Coordinator Program.

The collection of this information is critical to the continuation of the program.

The Northern Sport, Culture and Recreation District submits annual NC&SRCP Operation Reports to the Saskatchewan Lotteries Trust Fund. Program statistics, financial reports and detailed narrative are included in the report. PDF copies of the Operations Reports are available at www.nscrd.com

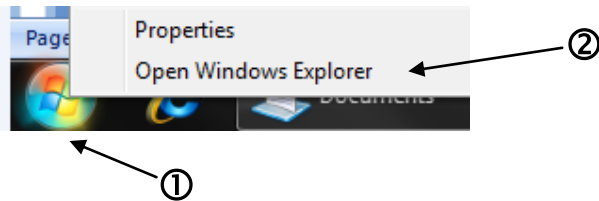
Using the Spreadsheets as A Reporting Tool

Four spreadsheets are provided (alphabetically) on a jump/flash drive for your use:

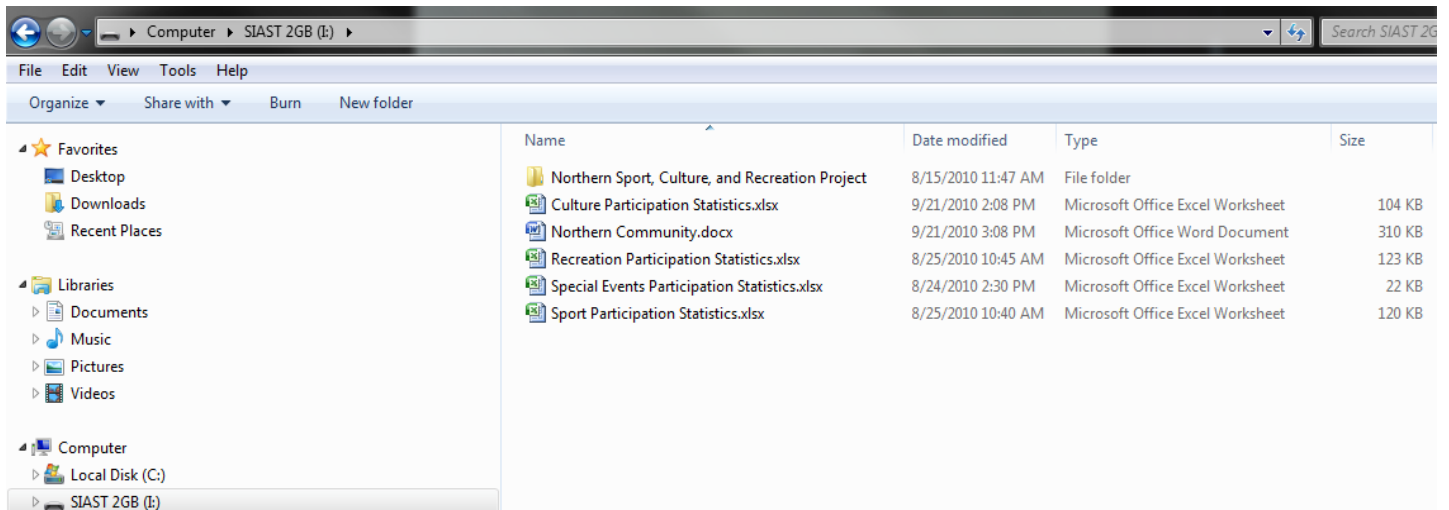
1. Culture Participation Statistics
2. Recreation Participation Statistics
3. Special Events Participation Statistics
4. Sport Participation Statistics

The first thing you should do is make a copy of each of these files and rename it for your community:

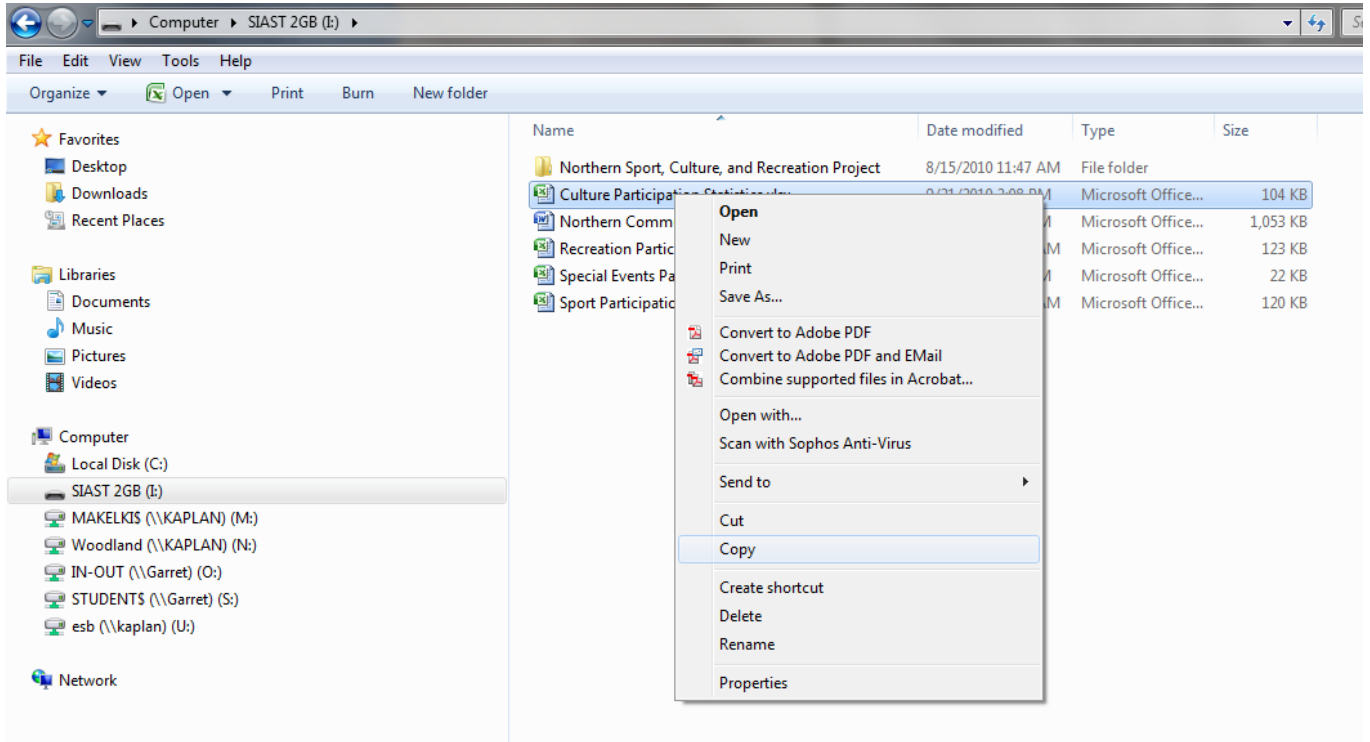
1. Open the file in Windows Explorer (right click the Start button ① and choose Open Windows Explorer ②).



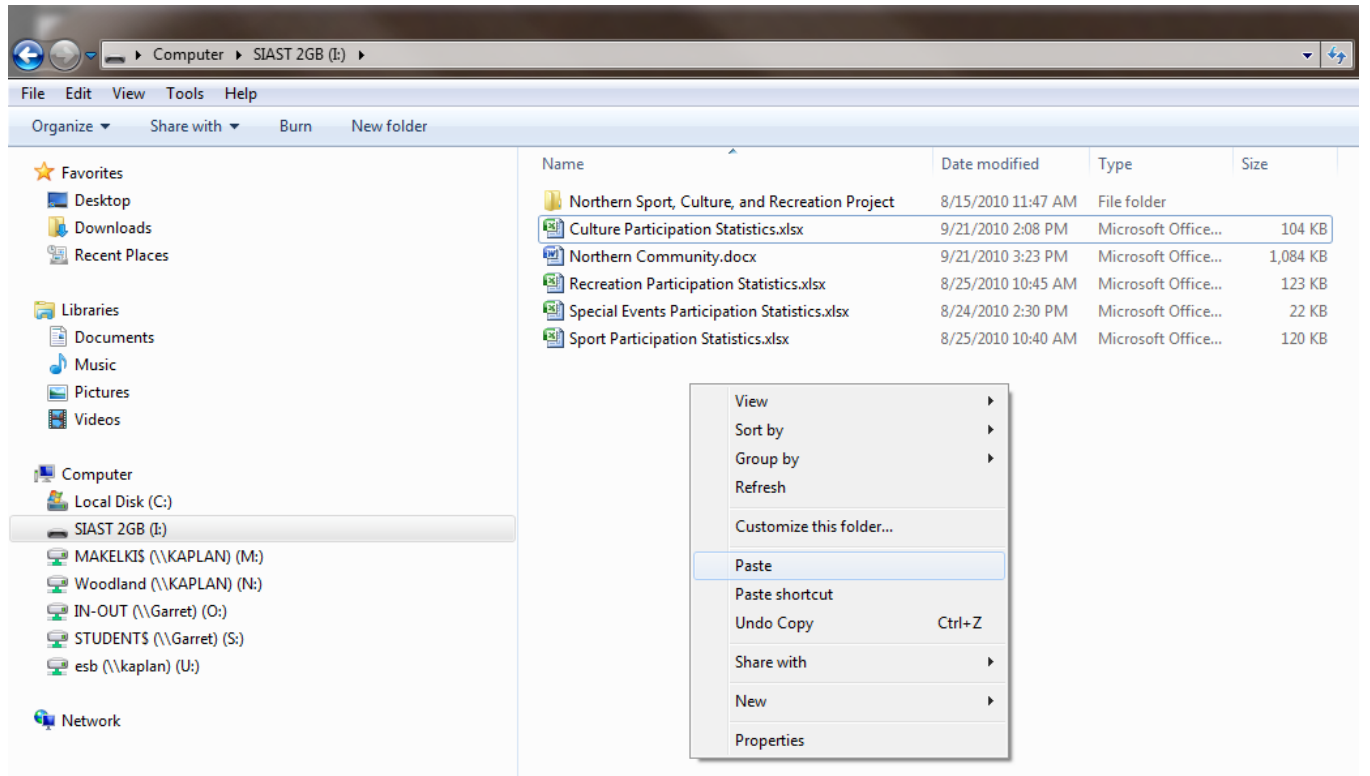
2. Navigate to the jump/flash drive (usually mapped as “E”):



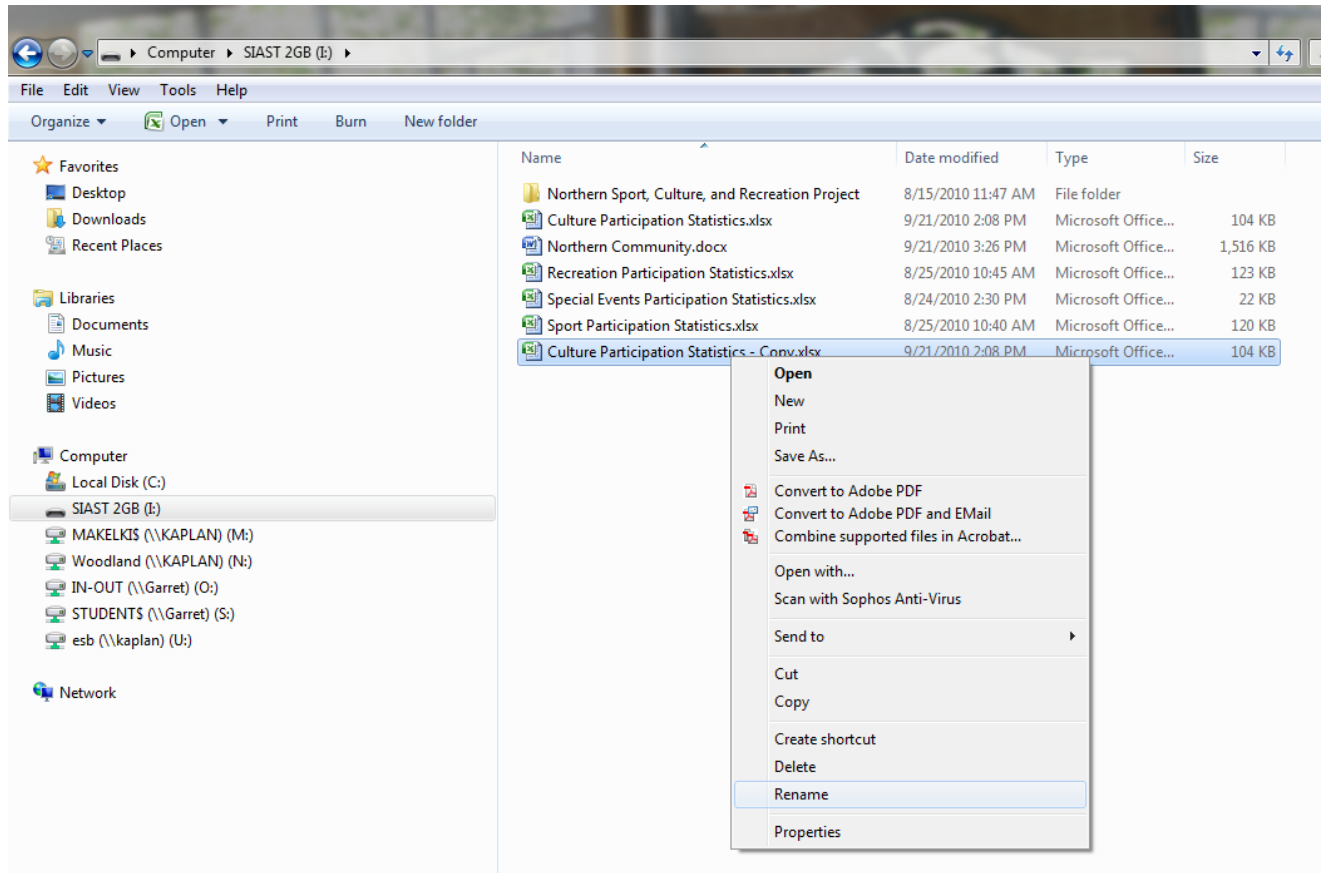
3. Right click on the first file “Culture Participation Statistics” and choose “Copy”:



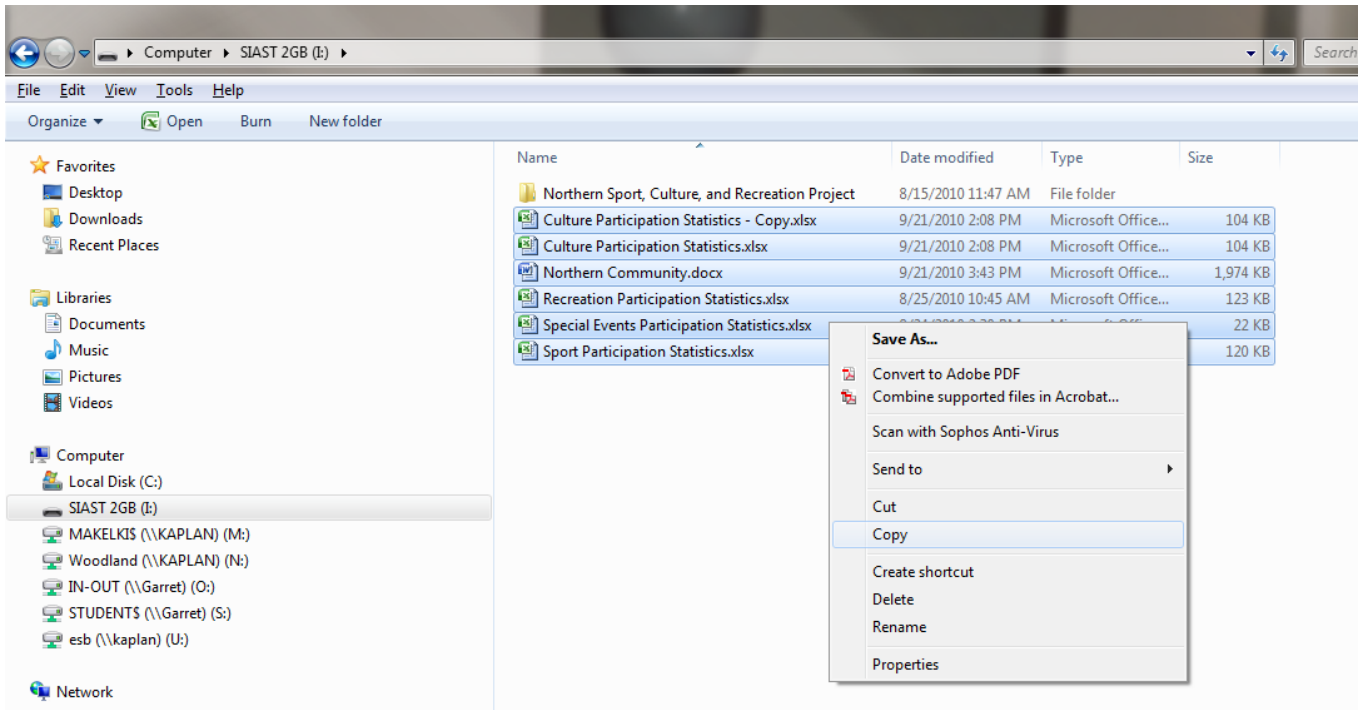
4. Right click on the white area in the right pane and choose paste:



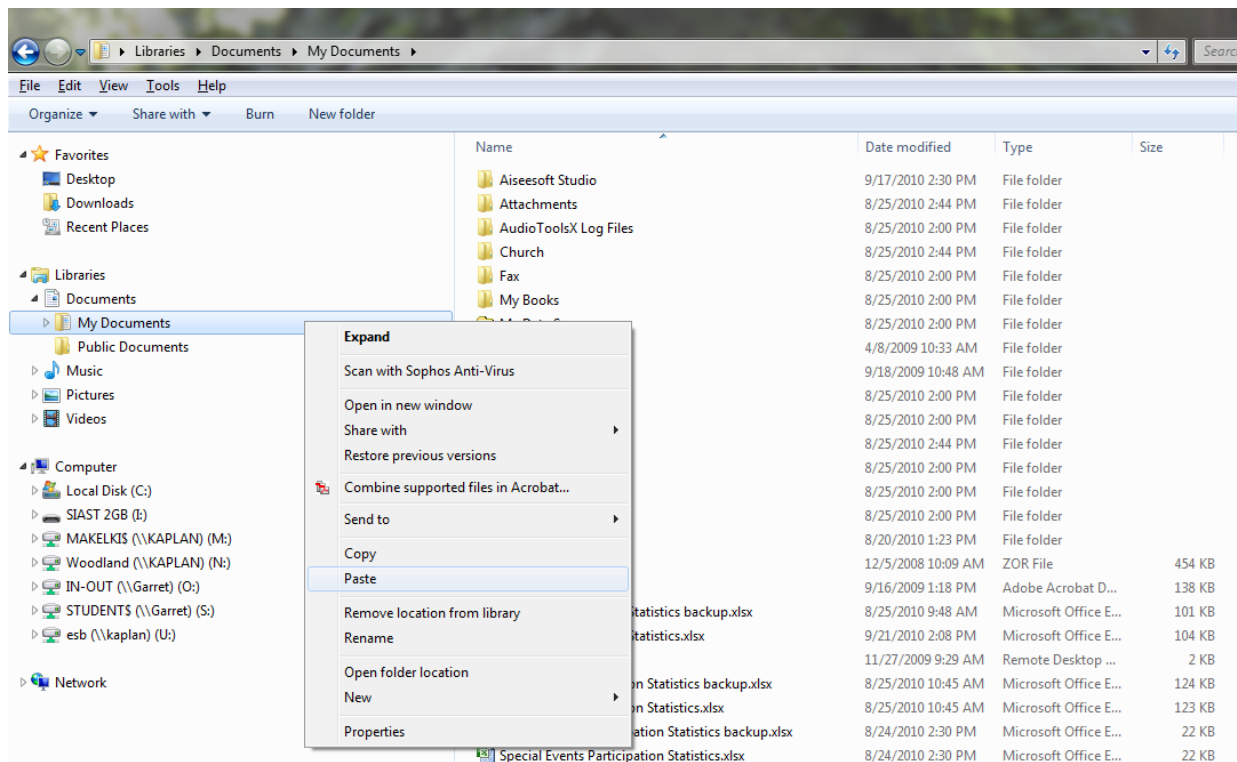
5. There will be a new file “Culture Participation Statistics – Copy.xlsx”; right click on it and choose rename:



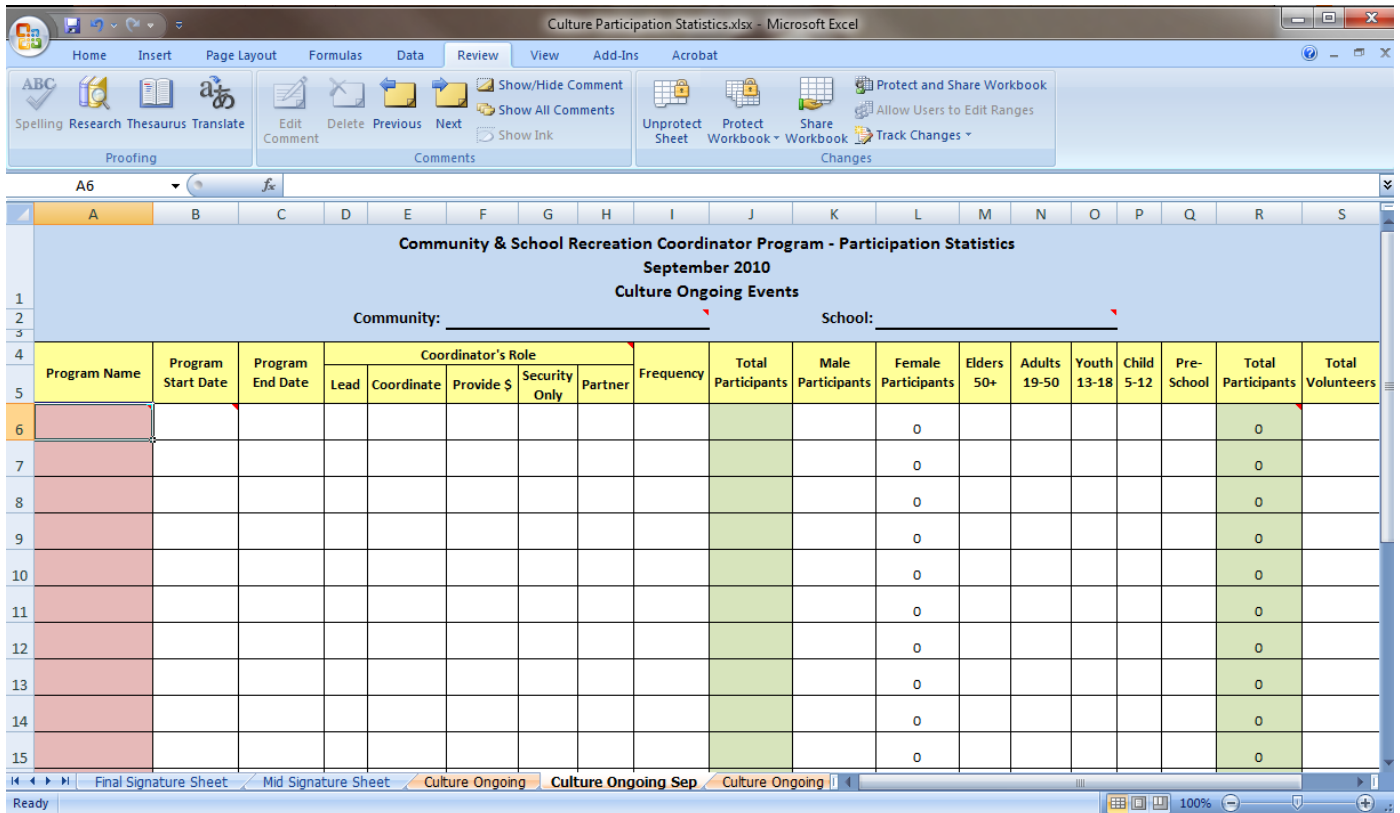
6. Select the word “Copy” and replace it with your community or school name. DO NOT change the extension.
7. You should repeat this process again and rename this second copy “Backup”. Periodically you should be sure to save your spreadsheet as the backup copy...perhaps once per week or once per month depending on the number of entries you have made.
8. Repeat this process with “Recreation...”, “Special Events...”, and “Culture...” so that you have your own versions and backup files of each spreadsheet.
9. Since jump/flash drives can be easily lost, it would be a good idea to backup the spreadsheet files onto the hard drive of the computer you use or to a separate flash drive. Select the first file “Culture...”, hold the shift key down and select the last file. Release the shift key, right click on the selected files and choose copy.



10. Navigate to the destination ... a second jump drive or perhaps “My Documents”. Right click on the destination and choose paste.



11. Once again, just like saving to the backup copy once per week or month, you should recopy the files to a second location once per week or month – depending upon frequency of use.
12. The directions for using the “Culture...”, “Recreation...”, and “Sport...” spreadsheets are identical; therefore, for this user guidelines, “Culture...” is used as the example. Open the “Culture...” file that you renamed to your school or community and examine it. The file consists of 15 worksheets comprising the Culture workbook. There is a sheet for each month, a rollup sheet named “Culture Ongoing” and two sheets devoted to reports: “Mid Signature Sheet” and “Final Signature Sheet”. Navigate to the “Culture Ongoing Sep” sheet.



13. Begin by entering the community name in cell F2 and the School Name in cell L2. You only need to enter these in September...the names will be automatically entered in the remaining months and on the ongoing sheet.
14. Enter the first program you run or offer in cell A6. Once you have put a program in a cell, you cannot reuse that cell in future months; for example, if you have four programs entered in September, rows 6-9 will be used for all the months and in October you would start entering programs in row 10 and so on for the remaining months of the year.
15. Enter the program start date in cell B6 as month/day/year using numbers. For example, September 16, 2010 would be 9/16/10. If the program ends in September enter the program end date in cell C6 in the format month/day/year. If it doesn't, enter the word

“ongoing”. In the month when the program actually ends, enter the end date in cell C6 of that month.

16. Enter what role the coordinator played in cells D6:H6. So that a count can be made of how many times you lead, coordinated, etc., enter the number “1” in the cells that describe the role you played. You can enter “1” in more than one cell for any program; for example, if the program was “Elder story telling” and you coordinated by arranging for the elders and provided money for the program by paying for coffee/juice and arranging transportation put “1” in both cells E6 and cell F6. You enter the coordinator’s role (s) in only the first month the program was offered.

17. Enter the frequency in cell I6, which is how many times that month the program was offered. If the same program is offered in other months, the frequency has to be entered separately for each month.

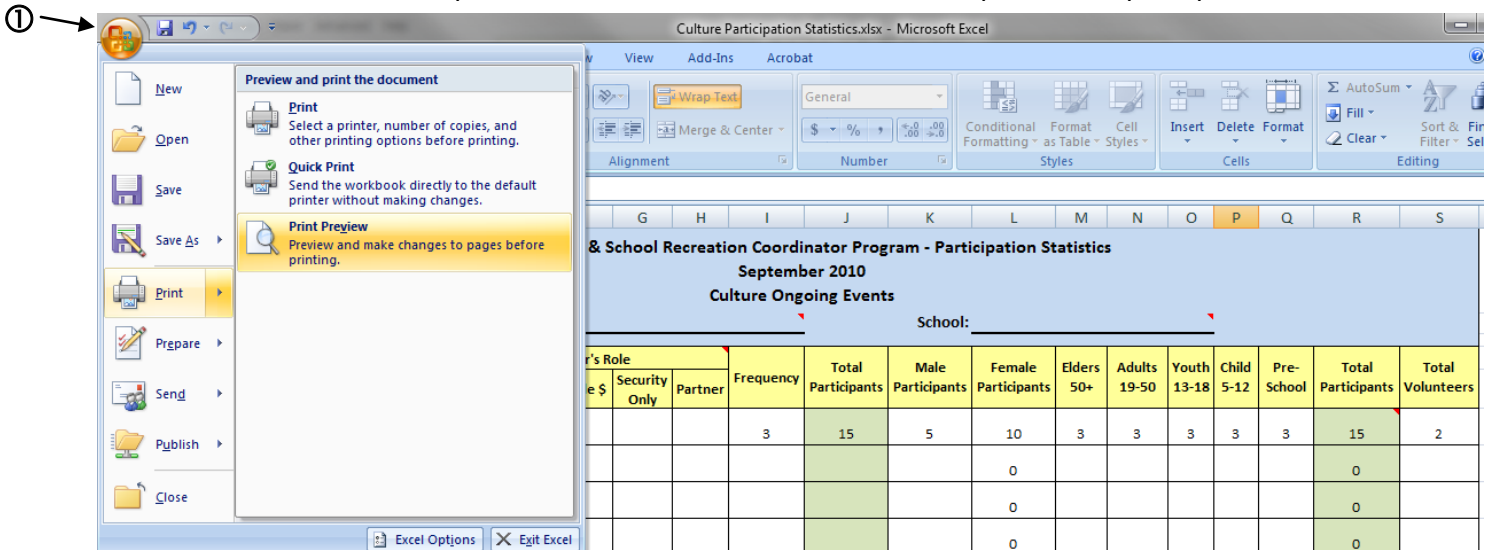
18. Enter the total participants in J6. You are asked to enter the number of male participants in K6. The number of female participants is already determined for you in L6 (since the male and female participants must add up to the total participants). If you try to enter a number in L6, you will see the following error which means the cell cannot be edited by you:

Program End Date	Coordinator's Role					Frequency	Total Participants	Male Participants	Female Participants	Elders 50+	Adults 19-50	Youth 13-18	Child 5-12	Pre-School	Total Participants	Total Volunteers
	Lead	Coordinate	Provide \$	Security Only	Partner											
ongoing		1	1			3	15	5	10						0	
									0						0	
															0	
															0	
															0	
															0	

19. Enter the age of the participants in cells M6:Q6 – the numbers entered will be summed in the total participants cell in R6. If the total in R6 does not equal the total in J6, the number will be in red font, indicating there is an error in the age groups’ cells. Check your entries and adjust as necessary.

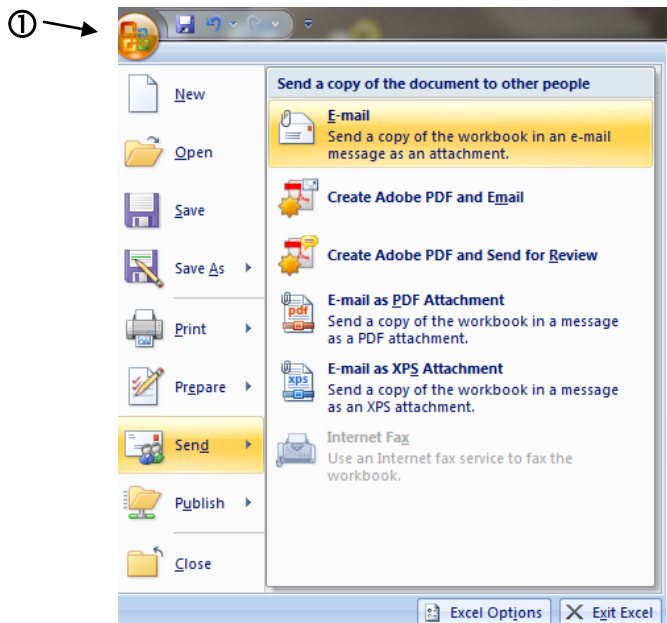
20. Enter the total volunteers that helped with the program offering in cell S6.

21. After September is entered, you can print the spreadsheet for your records and/or to fax it to the coordinator. To print, click on the office button ①, then print, then print preview:

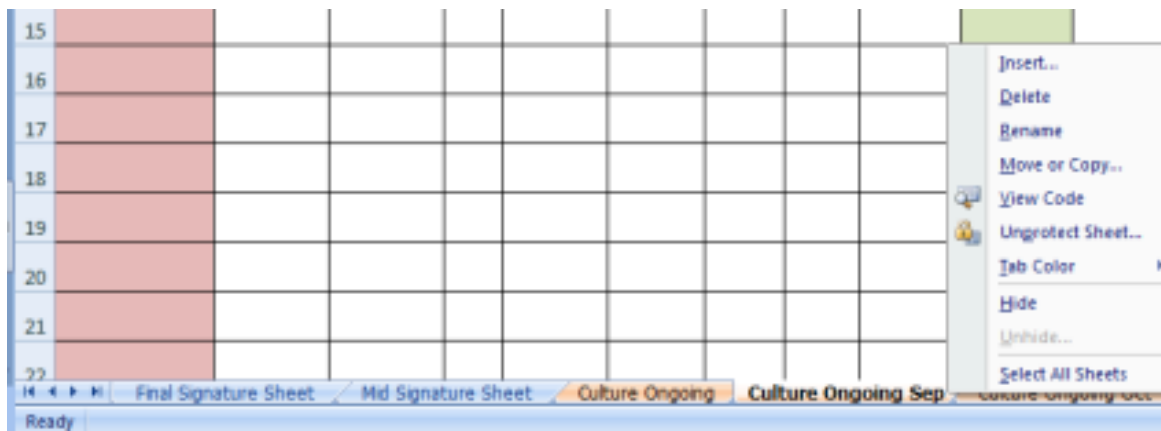


The spreadsheet is set up to print on one sheet of legal paper. Click Print if you are ready to send the document to the printer. Otherwise, choose Page Setup and change the settings to suit your needs.

22. Alternately, you could email the document. Open up your email program and attach the document. If you have Outlook on your workstation, you can click the office button ① and choose send, email. The email will automatically open with the workbook as an attachment.



23. After you no longer require the September worksheet, it is handy to hide it so that only those worksheets you have yet to complete are visible. Right click on the worksheet name and choose hide:



24. Move on to each month and enter any statistics for an ongoing program and any new programs started that month.

25. The Culture Ongoing worksheet provides rollup statistics – at least twice per year these stats are required to be submitted. Print the Mid Signature Sheet and have all the required signatures & dates completed. Fax the completed sheet with the printed Culture Ongoing sheet. You can and should also email the complete file but the signature sheet must have signatures on it! (so probably needs to be faxed). The Mid Signature sheet is due March 15, 2011; the Final Signature sheet is due September 15, 2011.

26. Prepare the Recreation... and Sport... workbooks the same way you completed the Culture ... workbook. Remember to submit them!

27. The Special Events workbook is different. It has only one sheet in which all the special events that occur throughout the year are recorded.

Community & School Recreation Coordinator Program - Participation Statistics Special Events																	
Community: _____										School: _____							
Program Name	Special Event Category	Program Dates	Coordinator's Role					Total Participants	Male Participants	Female Participants	Elders 50+	Adults 19-50	Youth 13-18	Child 5-12	Pre-School	Total Participants	Total Volunteers
			Lead	Coordinate	Provide \$	Security Only	Partner										
	Blank									0					0		
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28. Enter the Community in cell E3 and the school name in J3.

29. Enter the first program you offer in cell A6.

30. Click B6 and a drop down box appears. Choose the appropriate category of that Special Event – i.e. Culture, Recreation, or Sport.

31. Enter the date the program was held in C6 in month/day/year format; i.e. September 16, 2010 would be entered as 9/16/10.

32. Enter the role(s) the coordinator performed in D6:H6 by placing the number 1 in the appropriate cells. You may select more than one role.

33. Enter the total participants in I6 and the total male participants in J6. The number of female participants (K6) is determined for you by subtracting J6 from I6. If you try to enter a number in K6 you will get an error that it is not a cell you can edit.
34. Enter the number of participants in each age group category (L6:P6). The total number of participants is determined for you in Q6. If this number is not equal to the number you entered in I6, the number will be in a red font. If that is the case, recheck your numbers in the participant columns and correct the error(s).
35. Enter the number of total volunteers involved in the program in cell R6.
36. The sheet is set by default to print in landscape on 8 x 14 size paper. If this is not how you want it to print, you must go into page setup (under print preview) to change it. It was determined that 35 blanks would be sufficient to reflect a year of special events programming. If you need additional spaces, start a second workbook and rename it for your location with the number "2" and submit both workbooks (files) when requested.
37. Complete the Mid Signature (due March 11, 2011) and Final Signature (due September 15, 2011) Sheets as you did with the Culture..., Recreation..., and Sports... workbooks. Submit the signature sheet and the worksheet by fax and/or email.