



NORTHERN

Sport, Culture & Recreation District

NORTHERN COMMUNITY & SCHOOL RECREATION COORDINATOR PROGRAM

2011-2012 Program Overview and Guidelines

Updated: October, 2011

A Program in Partnership with; Northern Municipal Communities, First Nations Communities, Community Sport, Culture and Recreation Organizations; and Schools; and Northern Education Divisions and First Nations Education Authorities; and The Northern Sport, Culture and Recreation District (NSCRD)

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



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Attachments

- NC&SRCP 2011-2014 Logic Model
- 2009-10 NC&SRCP Operations Report
- NC&SRCP Contact List

WELCOME

This C&SRCP Overview and resource information has been developed to assist Community School Recreation Coordinators (CSRCs), Employers, Direct Supervisors and Steering Committee members with information that will support them as they work to meet the goals and objective of this program in their community.

Ongoing training and education opportunities will be available throughout the year. As well, The Northern Sport, Culture and District (NSCRD) staff is available on an ongoing basis to provide assistance and support.

Community Relation Coordinators are available to attend regular steering committee meetings and to provide ongoing and “hands on support” to CSRC’s, program supervisors and steering committee members.

The Program Manager for the Northern Community & School Recreation Coordinator Program is responsible for the overall management of the program. The Program manger is available to work individually with CSRCs and communities to assist and support them in the development of this Program.

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PURPOSE

The purpose of the Northern Community & School Recreation Coordinator Program (NC&SRCP) is to enhance the quality of life for northerners through the provision of community based sport, culture and recreation programs after school, in the evenings, on weekends and at community and school special events. Community & School Recreation Coordinators (CSRC's) are employed to facilitate the delivery of sport, culture and recreation programs, using the school as a major asset of the community and in partnership with other community based organizations providing sport, culture and recreation programs, services and facilities.

OBJECTIVES

1. To **increase participation opportunities** by providing sport, culture and recreation programs after school, in the evenings and on weekends, school holidays and at community and school special events;
2. To **ensure community direction and support** through the development of a community based steering committee;
3. To **establish partnerships** by sharing information and resources between schools and community organizations who share the mandate to provide community sport, culture and recreation programs;
4. To **recruit, retain and support** the community & school recreation coordinator through the provision of a positive work environment coupled with ongoing supervision, training and education support;
5. To **increase the number of volunteers** that assist with the management and coordination of sport, culture and recreation programs and services;
6. To increase community capacity by **providing skill development and leadership development opportunities** to members of the community;
7. To **promote sport, culture and recreation** programs as a positive wellness alternative and an important foundation for quality family life and community spirit.

BACKGROUND

The Community School Recreation Coordinator Program was first implemented during the 1996/97 school year, growing to six schools by the 2002/03 school year. The program was funded through the Saskatchewan Lotteries Trust Fund (SLTF) and the Northern Recreation Coordinating Committee (NRCC) managed it in partnership with Saskatchewan Culture, Youth and Recreation and Saskatchewan Learning.

The program is only offered in Northern Saskatchewan. With the introduction of additional resources for the period of 2003 to 2006, under the Aboriginal Participation Initiative, through the Community Initiatives Fund (CIF), coupled with the continuation of the SLTF support, the program was redesigned. Schools, education authorities, and school divisions were challenged to develop a community plan and apply for support to meet the objectives of the redeveloped program. While the program was expanding through CIF support, Sask Sport Inc. identified an Anonymous Donor who provided support for two additional sites. The program managed by the Northern Recreation Committee (NRCC), established an adjudication process and schools were selected to begin implementation September 1, 2003.

In April, 2006 through the signing of the Saskatchewan Lotteries license agreement, the Saskatchewan Lotteries Trust Fund was provided funding to continue the program, effective from September 1, 2006 to August 31, 2009. As well, the Anonymous Donor indicated ongoing support for 2 full time program sites. All northern Saskatchewan school divisions and education authorities, schools, municipal and band councils and organizations with a sport culture and recreation mandate, such as Friendship Centers, were invited to determine if there was a need for this program in their community. If so, community organizations were invited to submit a Notice of Intent that identified who was best positioned to manage, to lead and to supervise the program. An adjudication committee formed by the Northern Sport, Culture and Recreation District reviewed the notices in July, 2006 and forwarded their recommendation to the Saskatchewan Lotteries Trust Committee. The program was oversubscribed and not all communities were approved due to funding limitations. Twenty five sites received approval for the program. This included a total of 19 full time and 6 half time CSRC positions. The Northern Sport, Culture and Recreation District entered into an annual agreement with the northern school divisions, education authorities or alternate employer organizations that had been identified as the lead agency within the Notice of Intent submissions.

In 2009, the Saskatchewan Lotteries Trust Fund approved the Northern, Sport Culture and Recreation District's application to continue to manage the NC&SRC Program from September 1, 2009 to August 31, 2011. All existing NC&SRCP were invited to review their program and to determine if they wished to continue and to recommit to the objectives of the program. The completion of the Recommitment Form resulted in a process of community partners, previously involved in the approved sites, to undertake and to examine the program and their involvement.

Funding from the Anonymous Donor was not available for the 2010 – 2011 program year. In September 2010, the Saskatchewan Lotteries Trust Fund approved a funding upgrade to ensure the continuation of 21.5 sites in 2010 – 2011 and approved sustained funding for 2011- 2012. The Trust only funds two years in advance, however the expectation is that the NC&SRCP will continue to fund the program. The NSCRD will continue to seek funding from the Anonymous Donor.

PROCESS & IMPORTANT DATES

Reporting Requirement*	Due Date/Time Frame
2010-11 Final Participant Statistics	September 15, 2011
Annual Recommitment Form	September 30, 2011
High Five Quest Program Evaluation – 1st Assessment	September 30, 2011
2010-11 Financial Report	November 30, 2011
2011-12 Annual Agreement	Fall 2011 (following recommitment process)
2011-12 Annual Program Plan	December 15, 2011
Mid Term Statistics	March 15, 2012
High Five Quest Program Evaluation – 2nd Assessment	May 1, 2012
2011-12 Final Participant Statistics	September 15, 2012

*Templates for most reporting requirements can be downloaded from on the NSCRD website at www.nscrd.com

The Northern Sport Culture and Recreation District will make every effort to support communities and schools in their efforts to meet the goals and objectives of the program. This support includes but is not limited to;

- Consultative support to assist the community on the development of community based plans and the development of the program.
- Education and training opportunities.
- Technical program support – linking the community to sport, culture and recreation programs and opportunities available from regional, north wide and provincial levels.
- Regular contact and meetings with the Community Steering Committee. (every two months)
- Regular contact and consultation with the Community and School Recreation Coordinator. (monthly)

The success of this program is left in the hands of the community. Those communities that have identified the need for the Northern Community & School Recreation Coordinator Program will be required to provide local management & supervision of the CSRC and the program.

ELIGIBILITY

Community Organizations and Schools located within communities located within the geographic area encompassed by the Northern Saskatchewan Administration District are eligible to participate in the Northern Community & School Recreation Coordinator Program.

Eligible Community Organizations are:

- The School Division or First Nation Education Authority through individual schools;
- The Northern Municipal recreation organization or First Nations recreation authority.
- A registered non profit organization with a sport, culture and recreation mandate such as a Friendship Centre.
- The program will be managed through an annual contract between the Northern Sport, Culture and Recreation District and the employer of the CSRC. i.e. school divisions, First Nations education authorities or alternate organization as determined by the community.

Approved NC&SRCP sites as of October, 2011

#	COMMUNITY	SCHOOL	EMPLOYER	DIVISION	STATUS
1	Air Ronge	Gordon Denny	Northern Lights School Division #113	NLSD #113	Full Time
2	Beauval	Valley View	Northern Lights School Division #113	NLSD #113	Full Time
3	Cumberland House	Charlebois	Northern Lights School Division #113	NLSD #113	Full Time
4	Green Lake	St. Pascal	Northern Lights School Division #113	NLSD #113	Full Time
5	La Ronge	Churchill High	Northern Lights School Division #113	NLSD #113	Full Time
6	La Ronge	PreCam Elementry	Northern Lights School Division #113	NLSD #113	Full Time
7	Pinehouse	Minahik Waskahigan	Northern Lights School Division #113	NLSD #113	Full Time
8	Sandy Bay	Hector Thiboutot	Northern Lights School Division #113	NLSD #113	Full Time
9	Buffalo Narrows	Twin Lakes	Northern Lights School Division #113	NLSD #113	Full Time
10	La Loche	La Loche Community	Northern Lights School Division #113	NLSD #113	Full Time
11	Timber Bay	Timber Bay	Northern Hamlet of Timber Bay	NLSD #113	Half Time
12	Creighton	Community School	Creighton School Division #111	CDS #111	Full Time
13	Ile a la Crosse	Rossignol	Ile a la Crosse School Division #112	LLRIB	Full Time
14	Air Ronge	Bell's Point	Lac La Ronge Indian Band-Education	LLRIB	Full Time
15	Air Ronge	Sen. Myles Venne	Lac La Ronge Indian Band-Education	LLRIB	Full Time
16	Hall Lake	Sally Ross	Lac La Ronge Indian Band-Education	LLRIB	Full Time
17	Stanley Mission	Keethanow	Stanley Mission Band	SMB	Full Time
18	Fond du Lac	Fr. Gamache	Fond du Lac First Nation	DFDN	Full Time
19	Southend	Reindeer Lake	Peter Ballantyne Cree Nation- Southend	PBCN	Full Time
20	Canoe Narrows	Canoe Lake Mikisiw	Canoe Lake Cree Nation	CLCN	Full Time
21	Dillon	BR Dene Nation	Buffalo River Dene Nation	BRDN	Full Time
22	Deschambault	Pwatinahk Collegiate Kitapiskew School	Peter Ballantyne Cree Nation – Deschambault	PBCN	Full Time

NEW PROGRAM SITES

If a community or school does not have the will or the capacity to meet the objectives of the NC&SRC Program by addressing and meeting the obligations of the annual contract, they will be given the opportunity to voluntarily step out or they may be required by the NSCRD to no longer participate in the program.

When this happens, it opens the opportunity for communities and schools who have previously indicated a desire to participate in the program, to enter into discussions with the NSCRD to determine how the key leadership roles and functions of the program would best be met locally. This may result in new program sites coming on board with the program. ***The invitation for communities and schools to participate in the program is an open and ongoing process.*** Funding is available to sustain 21.5 Northern Community and School Recreation Coordinator Program sites in 2011-12.

AVAILABLE FUNDING

The individual site grants have increased to \$42,400 for full time sites and to \$21,200 for half time sites. Note: Northern Lights School Division #113 contributes an additional \$7,000 to support program and training expenses in all sites where they are the employer. All sites engaged in the program at the end of the 2010-11 program year are eligible to continue.

The grant is designed to support:

- a) The wages and benefits of the CSRCs, based upon the Northern Sport, Culture and Recreation District salary grid;
- b) Education and training expenditures for CSRCs, minimum \$2000 at full time sites and minimum \$1,000 at half time sites and;
- c) Consumable program supplies and leadership opportunities associated with NC&SRCP programs.

ANNUAL RECOMMITMENT PROCESS

To ensure that partners at each site have an opportunity to examine the program and respective responsibilities, the NSCRD requires that they confirm their intention to continue through completion of an **Annual Recombitment Form**. To complete this form, a review by the school, community organizations and the steering committee must occur to determine if the program is still required in the community; and if it is being managed in a manner that maximizes each other's strengths and assets.

Why an Annual Recombitment Process?

- Community engagement in the development and implementation of this program reflects the intent for community and schools to work together to strengthen programming through partnerships at the community level.
- The process offers the opportunity for the school and community organizations to jointly examine the purpose and objectives of the program and to determine if they are important objectives for their community and school. If so, they will establish partnerships that will identify if the school or a community based organization is best positioned to lead particular or all elements of the program.
- Schools, who wish to participate in the program, will be required to engage the community by identifying its community partners and working with them to manage the program.
- If a community organization sees merit in the program objectives, they must initiate contact with their school and the school division or band education authority as well as other community partners to determine if they wish to participate in the program and again, to determine how they will manage the program.
- In order for a community to secure this program, the school must be a partner.
- The degree to which the community and school determine how they will meet the program objectives will be a major factor in the approval process.

ANNUAL AGREEMENT & FINANCIAL REPORTING

At the end of each program year, employer organizations will be responsible to provide a **Financial Report** that summarizes all financial expenditures that occurred from September 1st to August 31st of the program year. Additional detail, such as the general ledger/expense listings and/or receipts may be requested to support of the financial report. Please note that any unspent funds at the end of the program year must be returned to the NSCRD.

Following the financial closure of the previous year and the completion of the annual recommitment process; the NSCRD will be prepared to enter into the **Annual Agreement** with the respective community and school (division). This contractual agreement clearly outlines and provides assurance by all partners to undertake the roles and responsibilities required to meet the objectives of this program,

EDUCATION & TRAINING

North Wide CSRC Training (Mandatory for all CSRCs):

It is recommended that a minimum of \$2000.00 be set aside from the C&SRCP grant to cover costs associated for CSRCs to attend training and education events. Typically, the Northern Sport, Culture and Recreation District will host a minimum of 3 specific CSRC training events (October, February, May) that will be mandatory for all CSRC's to attend. In such cases the travel, meals and accommodation expenses must be charged back to the local C&SRCP budget.

Often CSRCs are encouraged to bring along their direct supervisors, a steering committee member or a sport, culture and recreation volunteer or co-worker.

Note: Education and training opportunities are directly targeted to the CSRC. However, communities are encouraged to consider the sponsorship of community leaders or volunteers to attend sport, culture and recreation education and training workshops or certification courses. Particularly if the participant will return back to the community to undertake a leadership or volunteer role in program development i.e. coaching, instructing or leading programs. Funds to support this type of expenditure should be accessed from the program component of the NC&SRC Program budget.

ELIGIBLE EXPENSE OF FUNDING

Salary & Benefits

1. Funds should be used to cover the cost of wages for a full-time CSRC as per the NSCRD Personnel Salary Grid (exception: NLSD #113 sites) and benefits as per the employer human resource policies.

CSRC Training and Professional Development

1. Staff training funds should be used to increase the skills and ability of the CSRC to provide effective programming.
2. It is recommended that a minimum of \$2000.00 be set aside from the grant to cover costs associated with training and participation in training sessions. A minimum of \$1000.00 should be set aside in the case of half time sites.
3. Use of funds from the grant for training is primarily intended to cover expenses for short term training events and workshops such as the training sessions administered by the NSCRD for the CSRCs, as well as, leadership courses such as coaching certification clinics and participation in conferences related to sport, culture and recreation where no other funding exists.
4. Eligible expenses for attendance at such training could include travel accommodations, meals and registration costs. The purchase of materials such as manuals and books to assist the CSRC in providing programming are also valid expenses.
5. Training funds from the grant cannot be used for out of province travel and activities.
6. The cost use of distance education to enhance training can be considered as an eligible expense.
7. Formal certification opportunities should be sought out and based on the results of a formally conducted training needs assessment.

Programming Funds

1. Programming funds should be used to maximize the benefits of participation in the activities planned and coordinated by the CSRC.
2. Fixed equipment purchases are discouraged. Funds should be used to cover the cost of consumable materials and supplies that are consumed in the conduct of the program or event. Such materials include arts and craft supplies, food and other consumables for group activities such as canoe trips and cultural camps. Equipment, which is not fixed can be considered in the context that it will be consumed during the normal conduct of the activity (i.e. floor hockey sticks).
3. Programming funds can be used to support leadership training and education opportunities (i.e. registration, travel, accommodation expenses) that will develop local leaders and result in increased capacity within the community to offer “community based” sport, culture and recreation programming.
4. Programming funds cannot be used to purchase uniforms, personal items such as sweatbands and hats, membership fees, nor prizes such as trophies, plaques, gifts, and cash awards.
5. Programming funds can be used to support travel **within** the community or in the near vicinity of the community to maximize participation for the greatest number of targeted participants. They cannot be used for out of province travel or activities, nor accommodations or meals while travelling to an activity or out of province.

PERSONNEL SALARY GRIDS

Community & School Recreation Coordinator Position

Purpose

The CSRC personnel grids were developed to provide consistent salary grids that include criteria for fair and consistent hiring and salary increases throughout northern Saskatchewan.

Background and Description

- Effective September 1, 2011, the salary range and grid has been increased by 3%.
- The Northern Lights School Division has developed and adopted their own salary grid effective September 1, 2008.
- Benefits provided to the CSRC staff are the responsibility of the employer. They should include: Employment Insurance (EI), Canada Pension Plan (CPP), Health, and Registered Retirement Savings Program (RRSP).
- The CSRC personnel positions would be hired to start at the entry level (meeting the minimum qualifications). If the individual wishes to negotiate their starting salary at a higher step due to their experience, below is a guideline for placement within the grid based on their experience.
- The CSRC personnel would move up a step with each year of employment (and thus receive a salary increment), upon successful completion of their performance appraisal (evaluation) in relation to their job description.
- Upon completion of the steps, it is recommended that the consumer price index (cost of living) be used for annual salary increases if any project funding room remains or additional resources have been secured.

Qualifications

The minimum qualifications for the position of Community School Recreation Coordinator are a two year diploma in recreation, leisure studies or equivalent. Note: If these qualifications cannot be met through the recruitment of personnel, the second grid will be used.

SALARY GRID 1 - to be used when the CSRC meets minimum qualifications (two year diploma in recreation, leisure studies or equivalent)

Steps	0	1	2	3	4	5
Annual Salary	\$31,622	\$34,153	\$36,681	\$39,211	\$41,741	\$44,269

SALARY GRID 2 – to be used when the CSRC does not meet the minimum qualifications

Steps	0	1	2	3	4	5
Annual Salary	\$25,307	\$27,320	\$29,354	\$31,369	\$33,393	\$35,532

Guidelines for initial placement within the grid:

Step 0: Initial hire, one year or less of directly related experience

Step 1: Must have more than one year of directly related experience

Step 2: Must have more than 3 years of directly related experience

Step 3: Should have more than 5 years of directly related experience

EMPLOYERS

Roles and Responsibilities

- Payroll and benefits administration for the CRSC position according to protocols established by this program and in keeping with that organization's hiring practices and human resource policies.
- Financial administration for the program.
- Financial reporting to the NSCRD.

MANAGERS/DIRECT SUPERVISORS

Roles and Responsibilities

- Must be well versed on the purpose and the objectives of the program
- Responsible for advertising, interviewing and recommending hiring of the CSRC on behalf of the Steering Committee and employer.
- Oversee and support the CSRC's responsibilities to provide programs and services using all community and school assets.
- Using NSCRD frameworks and in cooperation with the employer, establish programming budgets, employment expectations, etc. for the CSRC.
- Providing direct supervision to the CSRC including ongoing monitoring, feedback and evaluation.
- Providing access to and encouraging professional development training for CSRC's, utilizing funds provided for the NC&SRCP.
- Ensure the provision of workspace and office equipment for the CSRC.*

** Program funds cannot be used to cover costs of these requirements*

COMMUNITY & SCHOOL RECREATION COORDINATORS

Roles and Responsibilities

- Use the school as a major asset of the community, develop and organize sport, culture and recreation programs and services that link school to community, for the benefit of the entire community.
- Offer programs after school, in evenings and on weekends, school holidays, and at community and school special events. Programs will be offered for the full calendar year.
- Work with the Steering Committee in developing an annual plan for the local community, sport, culture and recreation programs. The program should ensure community wide benefits, including leadership and community capacity building programs. (Mandatory requirement)
- Provide program reports to Steering Committee and forward to the NSCRD per reporting requirements. Reports are to include details on but are not limited to the following:
 - ✓ Number of sport, culture or recreation program opportunities and numbers of participants in programs.
 - ✓ Describe and differentiate the scope of programs organized on a community-wide basis vs. programs organized for school-aged children, only.
 - ✓ Ages, gender, etc. of participants.
 - ✓ Parental involvement in schools.
 - ✓ Numbers of leaders and volunteers trained or assisting with programs.
 - ✓ Types of 'professional development' and leadership training undertaken.
 - ✓ Anecdotal evidence that supports success of initiatives.
- Participate in professional development opportunities. Mandatory sessions will be communicated as developed and as per budget guidelines \$2,000 should be targeted for professional development.

COMMUNITY STEERING COMMITTEE

Roles and Responsibilities

- An Individual (as identified in the Recommitment Form) is responsible for leading the development a Community Steering Committee that will monitor and evaluate the progress of the program and provide ongoing direction and intervention if it is required.
- The Community Steering Committee will advise and work with the CSRC. This committee should include the partner organizations noted on the Annual Recommitment Form
- The Community Steering Committee is responsible for advertising, interviewing and hiring of the CSRC using guideline documents as established by the NSCRD and in keeping with overall program principles and the employers human resource and hiring policies.
- The Community Steering Committee establishes employment expectations, programming budgets and financial management processes for the CSRC, using NSCRD guideline documents and in keeping with overall program principles and employer policies.
- The Community Steering Committee establishes a regular meeting schedule and evaluates local needs and priorities using existing or conducting targeted needs assessments.
- The Community Steering Committee works with the CSRC to develop an annual plan for local community sport, culture and recreation programs. The programs should ensure community-wide benefits, including leadership and community capacity building programs. Programs developed must be in line with the overall program objectives including any north wide or targeted initiatives.

Membership

- 6-8 community members with a desire to work towards meeting the program objectives for their community. This may include the school principal or staff, community health care workers, law enforcement people, social services people, sport, recreation and cultural programmers/volunteers, elders etc.
- Employer participation as steering committee members should be limited.

Meetings

- It is recommended that the steering committee meet every couple of months to fulfill their mandate.

Note

It is a key objective of the overall program to ensure meaningful community member input into the programs and events. If another community or school based organization or committee can fulfill the Steering Committee mandate then a new committee may not necessary.

Program Managers/Supervisors are encouraged to provide budget updates to their CSRC and Steering Committee on an ongoing basis. The CSRC and the Steering committee should have easy access to updated financial reports that clearly outline the current level of spending that has occurred to date. This will enable the expense of funds in accordance with the Annual Program Plan and Budget and with the ongoing approval of the Steering Committee.

Note: Any portion of the program grant that is not expended by August 31, 2012 must be returned to the Northern Sport, Culture and Recreation District.

ANNUAL PROGRAM PLAN & BUDGET

The Submission of an **Annual Program Plan & Budget** is a requirement of continued funding for all Northern Community & School Recreation Coordinator sites. The Annual Program Plan does not need to be detailed – but rather reflects the “road map” or general overview of what programs will be initiated over the upcoming year. Annual Program Plans are meant to be flexible and will no doubt be adjusted throughout the year. An example of the Northern Community & School Recreation Coordinator Annual Program Plan template is attached.

The **NC&SRCP Budget** is tied directly to and designed to reflect the financial requirements detailed in the Annual Program Plan. The Steering Committee should refer to the Annual Program Plan and Budget at each meeting to monitor progress and make changes if necessary.

The Northern Sport, Culture and Recreation District has developed a 6 step program planning process. These steps will work for all community organizations with a sport, culture and recreation mandate such as recreation boards, Friendship Centers or the Northern Community & School Recreation Coordinator Program.

The 6 steps of program planning are:

- | | |
|--------|---------------------------|
| Step 1 | Determine Needs |
| Step 2 | Determine what exists now |
| Step 3 | Make Program Decisions |
| Step 4 | Select Program Design |
| Step 5 | Implement Programs |
| Step 6 | Evaluate Programs |

***Food for thought** – a document is not a plan (it is a recording of a process of planning). A real plan lives in the minds and hearts of real people.

* Four Worlds Centre for Development Learning

NOTE: ASSISTANCE IS AVAILABLE FROM THE NORTHERN SPORT, CULTURE AND RECREATION DISTRICT TO HELP COMMUNITIES AND SCHOOLS TO DEVELOP THEIR ANNUAL PROGRAM PLAN.

STATISTICS & RECORD KEEPING

The purpose of the CSRC Statistical Records is to determine:

- The total number of sport, culture and recreation programs associated with the Community School Recreation Coordinator Program.
(Programs are defined as activities that occur on an ongoing basis such as floor hockey, drop in gym nights or craft nights etc.) .
- The total number of Sport, Culture and Recreation special events associated with the Community School Recreation Coordinator Program.
- The total number of program and event participants
- The ages and gender of participants
- Number of leaders or volunteers trained or assisting with events

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.

Generally, sport could 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.

Mid Term and Final Year End Program Stats

Every CSRC will be required to submit their program statistics two times per year.

The **Mid Term Program Stats** will cover all statistics from programs that occurred from September 15, 2011 to February 29, 2012. The reports are due on March 15, 2012.

The **Final Year End Participant Stats** will cover all statistics from programs that occurred from September 1, 2011 to August 31, 2012. The reports are due no later than September 15, 2012.

There is one master statistics sheet for each of the following program categories: Sport, Culture, Recreation and Special Events. Simply transfer the total information that has been collected from daily, weekly and monthly onto the electronic template at the mid-way and at the end of the program year.

This information will be compiled into the final NC&SRC Program Report for all NC&SRC sites.

Note: It is the collection of this data that provides the funding organizations with the information they require to determine whether or not they will continue to support the Community and School Recreation Coordinator Program. **The collection of this information is critical to the continuation of the program.**

Daily, Weekly & Monthly 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.

Activity Description Reports

Activity Description Reports provide more in-depth information related to the planning, implementation and evaluation of the sport, culture and recreation programs that are offered in conjunction with the Community & School Recreation Coordinator Program.

By addressing the questions outlined on these reports, each of the 6 stages of program planning will be reviewed; determining community needs, determining what exists now and what are the gaps, making program decisions, selecting program design, implementing and evaluating the program.

CSRCs are encouraged to provide daily, weekly & monthly records and activity description reports to their supervisor and Steering Committee on an on ongoing basis. The documents are for the use of the CSRC and the Community Steering Committee, the NSCRD does not require their submission.

HIGH FIVE®

HIGH FIVE® is a quality assurance training standard that provides recreation program staff and supervisors with knowledge and skills to implement quality and developmentally appropriate programming to children ages 6-12. Through HIGH FIVE® training courses, front line recreation, sport and after school leaders learn how to incorporate the Principles of Healthy Childhood Development into their everyday programming.

All CSRC are encouraged to seek out and participate in HIGH FIVE training courses. A minimum of two **Quest 2 Program Assessments** are required from all NC&SRCP sites each program year.

Using the QUEST tool, CSRCs will be able to observe their programs and assess to what extent:

- Children are treated in a manner that supports Healthy Childhood Development
- Leaders model positive leadership attributes and encourage positive peer interaction.
- Children are supervised in a manner that ensures safety at all times.
- Program planning, environment, equipment and material are developmentally appropriate and supportive of children.

If locally there is no one trained to administer the QUEST tool, the NSCRD Community Relations Coordinators are available to conduct Quest 2 Program Assessments at their respective sites.