



Date: August 08, 2011

To: **Community & School Recreation Coordinators  
CSRC Direct Supervisors**

CC: Education Divisions/Authorities  
Steering Committee representatives

From: Margaret Duncombe  
NC&SRC Program Manager  
Northern Sport, Culture, and Recreation District

Re: Northern Community and School Recreation Coordinator Program (NC&SRCP)

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I trust that everyone has enjoyed the summer. Hopefully, you have taken the time to enjoy some sport, culture, recreation or physical activities for you!

The following important information is for all persons who are returning to the NC&SRC Program and to those who have recently accepted new roles related to this program.

**2010 – 2011 NC&SRC Program:**

- The 2010 – 2011 program year will be complete as of August 31, 2011.
- Funds not expended by this date must be returned to the Northern Sport, Culture and Recreation District.
- The Final Program Participant Report is due on September 15, 2011. Please use the excel report format, found on [www.nscrd.com](http://www.nscrd.com), to complete the year end stats and e-mail or fax directly to your Community Relations Coordinator (CRC) . Do not hesitate to call upon your CRC for any help along the way.
- A 2010 – 2011 Financial Report will be forwarded to all site managers and is due no later than November 30, 2011.
- Those sites who have not received the 2010-2011 second payment will do so upon the submission of their final participant and financial reports.

**2011 – 2012 NC&SRC Program:**

- As of September 1, the site grant will be increased to \$42,400 for full time sites (from \$41,200) and to \$21,200 (from \$20,600) for half time sites.
- The number of sites, 21.5, will remain the same. Continued participation by sites will depend upon their adherence to the objectives of the program.
- The recommended north wide CSRC salary grid has been increased by 3%. The updated salary grid is attached. *Note: Some school divisions, education authorities or independent*

*organizations have established their own salary grid based upon their specific employment policies.*

- The Northern Sport, Culture and Recreation District will enter into an annual contract with the lead organization for the upcoming program year. The first payment will then be processed.
- Mandatory training for all CSRCs will take place on October 26, 27, and 28, 2011. Program partners, supervisors and steering committee members are encouraged to attend. Detailed information and registration forms will be forwarded in the future.

### **High Five:**

Over 30 Community and School Recreation Coordinators along with some direct supervisors and NSCRD staff and even a couple of funders, participated in a HIGH FIVE Principles of Health Childhood Development course held in La Ronge in June, 2011. All participants were certified by HIGH FIVE to go back to their communities and access the quality of their programs. Each CSRC site is now required to assess one program this spring/ summer and do it again in 2012.

**All CSRC sites must complete a minimum of one HIGH FIVE Quest 2 assessment by September 30, 2011.** Please contact your Community Relations Coordinator (CRC) if you need help in doing the assessment or entering the results onto the HIGH FIVE web site. Note: If the CSRC has not been High Five certified, your Community Relations Coordinator will visit your site and ensure the assessment happens. This is a mandatory condition of ongoing funding.

### **New Program Manager:**

The Northern Sport, Culture and Recreation District (NSCRD) is pleased to welcome Brandy Smart as the Program Manager for the Northern Community and School Recreation Coordinator Program (NC&SRCP).

Brandy is passionate about sport, culture and recreation and is very pleased to be working with Northern communities and schools with the Northern Communities and Schools Program. Brandy started in her new position as of August 2, 2011. Margaret Duncombe will be working with Brandy over the next couple of months. Brandy will be working from the new NSCRD satellite office located in Prince Albert. Brandy can be reached at 1 (306) 922-2004 or [bsmart@nscrd.com](mailto:bsmart@nscrd.com).

### **Keep in touch:**

The Northern Sport, Culture and Recreation District looks forward to working together with all participating schools and community organizations through the Northern Community and School Recreation Coordinator Program. We appreciate your endeavours to make the lives of your community and school members better through the provision of sport, culture and recreation programs in your community.

Please contact us with any issues or concerns. As well, please advise us of any changes related to CSRCs, program employers, managers, supervisors or the steering committee members.