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# ***Closing***





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This handbook was developed with not just the present but also the future in mind – the future of northern Saskatchewan and the future of sport, culture and recreation in our communities. Many northerners have contributed a great deal of personal time and effort to make sure that sport, culture and recreation opportunities are available. A lot of this volunteer time is spent on gravel roads driving youth to tournaments, or fundraising, attending meetings and doing whatever is needed to make sure that good things happen. Each person makes a positive difference and the more skills and tools we have to volunteer or to do our work, the brighter the future looks. And our future keeps getting brighter and brighter.

Use this handbook as a starting place and research other places and sites (like the ones listed in this handbook), but most of all talk to each other. Community workers of all types (not just Recreation Directors) say that they are often too busy to stay connected with their peers. We know that it is personal connection that helps to keep our spirits up, our tools updated and our lessons well shared. It's what holds us together when times get tough, and it helps us to celebrate when things go well.

Take the time to call, e-mail or even visit someone each day to keep the momentum going and the north well connected. It is this type of connection and the relationships that follow that makes the north unique with positive outcomes in every community. Elders and youth say that their communities are the most important things in their lives, and they love all the activities and opportunities that are offered through sport, culture and recreation. They say it builds pride, confidence and a sense of belonging. These are the very things that make the north home – it doesn't get better than that!

Keep up the good work, and thank you from all the people in all our communities across the north. It's the volunteers and front line workers who make the difference each and every day. And, of course, every day leads to every year and then to every decade. That's the legacy we are hoping for – generation after generation of happy, well connected and very competent community workers in sport, culture and recreation and through all of our efforts, healthier, happier people and communities across the north.

“We have always considered our success in terms of long-term, life-long change. We had one example, however, of a young man turning his life around over the few months of this program. As he got more involved in our activities, he became less interested in smoking dope and drinking. He started showing up at school and realized that he likes that too! We always knew these programs could change lives, but it's a welcome surprise to see it happen so fast!” – Ben McIntyre School Ski Club, Youth and Family Activity Program, Uranium City

The changes we see in our communities, families and the people we work with are very significant. It's because we keep learning together and sharing what we know – this handbook is one piece of the puzzle, but like any puzzle you have to keep working with it to get the whole picture done.

Thanks to all the folks involved with the NSCRD for creating this handbook and for being there everyday with their pieces of the puzzle and for encouraging everyone else to bring theirs.

**For more information, or your comments or feedback on the Community Recreation Handbook, please contact us at the numbers/addresses on the right.**

**We would also appreciate your feedback on the Community Recreation Handbook.**

## Feedback Form

How long have you had this handbook?

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How many times have you used the handbook?

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What have you found most useful in the handbook?

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Is there anything missing you would like to see added to this handbook?

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Please note any other comments or suggestions you have about this handbook.

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***Please fax to: (306) 425-4036  
Thank you for your feedback!***

## Contact Us...

Our Main Office  
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**Or visit our web site at:**

[www.nscrd.com](http://www.nscrd.com)

## Our Vision

We envision that all residents in Northern Saskatchewan will value sport, culture and recreation as essential and that all individuals have access to diverse sport, culture and recreation opportunities and; sport, culture and recreation is recognized for its contribution and enhancement of the economic, capacity building and social well being for people and communities in the north.

## Our Mission

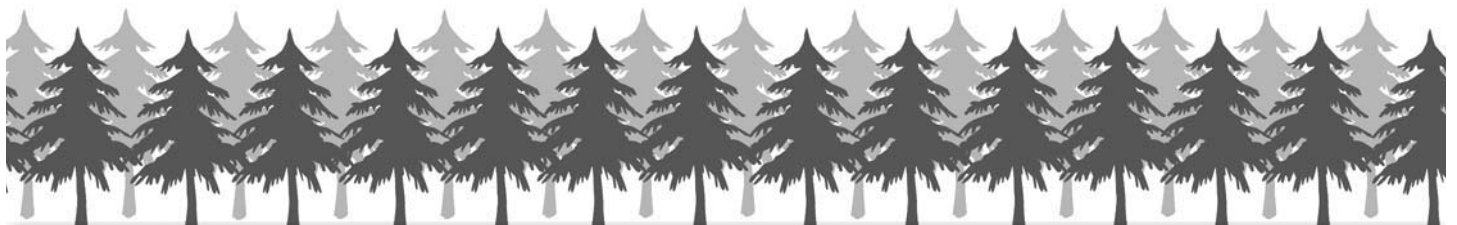
To facilitate and foster the development and delivery of sport, culture, recreation and leadership programs and services which are responsible to and benefit people and communities in the north.



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## ***Additional Information and Good Websites***





The following is a list of useful and interesting websites and links that will provide more information on the topics in this handbook.

### General Links

- Manitoba Recreation Director's Handbook – a Guide for Recreation Delivery in Aboriginal Communities - MB 2008 at: [http://www.northernlinks.org/pdf/RecreationHandbook\\_2008.pdf](http://www.northernlinks.org/pdf/RecreationHandbook_2008.pdf)
- Saskatchewan Parks & Recreation Association and the Resource Centre for Sport, Culture and Recreation at: <http://www.spra.sk.ca/information>  
For more links to information related to sport, culture and recreation.
- Saskatchewan Aboriginal Resources for Sport, Culture and Recreation at: <http://www.saskaboriginalresources.ca>  
For Community Resource Guide, Lessons Learned: Recruiting, Training and Retaining Aboriginal Volunteers at Sport Events.
- Leisure Information Network at: <http://lin.ca>
- Sask Sport Inc. Online Volunteer Training Centre at: <http://www.ovtc.sk.ca>
- SaskCulture Inc. Cultural Resources Netfile at: [http://www.saskculture.sk.ca/cultural\\_resources/NetFile.htm](http://www.saskculture.sk.ca/cultural_resources/NetFile.htm)  
For cultural and organizational development resources.
- Saskatchewan in motion at: <http://www.saskatchewaninmotion.ca>
- Saskatchewan Arts Board at: <http://www.artsboard.sk.ca>
- Show Us Your North at: <http://suyn.artsboard.sk.ca>
- Saskatchewan Association of Recreation Professionals at: <http://www.sarp-online.ca>
- Municipal Capacity Development Program: <http://www.municipalcapacity.ca/>

### Links and Resources Related to the Handbook Sections

Developed by:  
Saskatchewan Parks and Recreation Association  
Information and Research Services

### Community Involvement

#### Online Resources

The Saskatchewan Parks and Recreation Association, Recreation Information Portal connects you to articles, resources and websites on topics such as community development, bylaws, risk management and leadership.

<http://www.spra.sk.ca/information/recresources>

Building Community Vitality: A Leadership Toolkit from Community Foundations of Canada –  
<http://www.cfc-fcc.ca/building-community-vitality/>

Frank, Flo and Smith, Anne. 1999. The Community Development Handbook: A Tool to Build Community Capacity. Human Resource Development Canada. Available at:  
[http://www.servicecanada.gc.ca/eng/epb/sid/cia/comm\\_deve/cdhbooke.pdf](http://www.servicecanada.gc.ca/eng/epb/sid/cia/comm_deve/cdhbooke.pdf)

Active, Creative and Engaged Communities – <http://acecommunities.ca/>

Municipal Capacity Development Program – <http://municipalcapacity.ca/>

### Organizing and Governance

#### Online Resources

The Saskatchewan Parks and Recreation Association, Recreation Information Portal connects you to articles, resources and websites on topics such as governance, community development, bylaws, risk management and leadership.

<http://www.spra.sk.ca/information/recresources>

Bazan, Stan. 2006. Improving board meetings: 3 steps for success. Canton, MI: Nonprofit World. Available at: <http://www.spra.sk.ca/bjeu>

Sample Bylaws of Viscount Recreation Association. Available from the Government of Saskatchewan, Justice and Attorney General at:  
<http://www.justice.gov.sk.ca/Default.aspx?DN=0aea7a5a-0553-4548-9ff4-41137842ae18>

United Way-Board Development. Available at:  
<http://www.boarddevelopment.org/en/1/default.aspx>

### Print Resources

Pealow, James and Humphrey, Sandi L. 2004. Best practices and tools for not-for-profit boards. Toronto, ON: Canadian Society of Association Executives.

Volunteer Branch of the British Columbia Recreation and Parks Association (n.d). A manual for parks and recreation commission and board members. Richmond, B.C.: British Columbia Recreation and Parks Association.

### Staff

#### Online Resources

Matthew, Maureen. 2007. Human resources manual for recreation organizations in Saskatchewan: template. INNOVA Learning, 2005. Available at:

[http://www.saskculture.sk.ca/cultural\\_resources/HR\\_Employees/HR\\_Policy\\_Template.pdf](http://www.saskculture.sk.ca/cultural_resources/HR_Employees/HR_Policy_Template.pdf)

The Learning Coalition – Human Resource Planning Tool. Available at:

<http://www.workinculture.ca/information/documents/HRPlanningToolrev.pdf>

Human Resource Toolkit – HR Council for the Voluntary and Non-profit Sector. Available at:

<http://hrcouncil.ca/hr-toolkit/home.cfm>

Canadian Parks/Recreation Association. (1997). The Benefits Catalogue. Ontario: Bonanza Printing and Copying Centre, Inc. Edginton, C., Hansen, C., Edginton, C. (1992).

Leisure Programming – Concepts, Trends and Professional Practice. Dubuques, Iowa: WMC. Brown Communications, Inc. Russel, R. (1982).

Planning Programs in Recreation. St. Louis, Missouri: CV Mosby Company.

[http://www.edukits.ca/aboriginal/sports/teachers/senior\\_naig.htm](http://www.edukits.ca/aboriginal/sports/teachers/senior_naig.htm)

### Volunteers

#### Online Resources

Sask. Sport Online Training Centre. [www.ovtc.sk.ca](http://www.ovtc.sk.ca)

Energize – Ideas for Volunteer Recognition. Available at: <http://www.energizeinc.com/ideas.html>

Volunteer Canada-Recognition Helpful Hints. Available at:

<http://volunteer.ca/en/volcan/vol-management/hints>

### Print Resources

Graff, Linda L. 2005. Best of all: the quick reference guide to effective volunteer involvement. Dundas, ON: L. Graff and Associates.

## Youth

### Online Resources

Search Institute – 40 Developmental Assets:  
<http://www.search-institute.org/developmental-assets>

Motivate Canada: <http://www.motivatecanada.ca/en/activate>

### Print Resources

Lockhart, Donna. 2005. The Youth Volunteer Audit: best practices for engaging YOUTH as volunteers. Ennismore, ON: Rethink Group.

Witt, Peter A., Crompton, John L. 2002. Best practices in youth development in public park and recreation settings. Ashburn, VA: Division of Professional Services, National Recreation and Park Association

## Partnerships

### Online Resources

Building Community Vitality: A Leadership Toolkit from Community Foundations of Canada –  
<http://www.cfc-fcc.ca/building-community-vitality/>

Frank, Flo, and Smith, Anne. 2000. The Partnership Handbook. Human Resource Development Canada. Available at:  
[http://www.servicecanada.gc.ca/eng/epb/sid/cia/partnership/partnerhb\\_e.pdf](http://www.servicecanada.gc.ca/eng/epb/sid/cia/partnership/partnerhb_e.pdf)

### Print Resources

Parks and Recreation Ontario. 1996. Building Strategic Alliances: A Workshop for Potential Community Partners. North York, ON: Parks and Recreation Ontario.

### Effective Programming/Balance

#### Online Resources

Davis, Lyle. 1990. Question Bank: a compendium of survey questions for recreation practitioners. Wolfville, N.S.: Recreation Resource Centre of Nova Scotia. Available at: <http://lin.ca/resource-details/1847>

#### Print Resources

Altschuld, James W., and Witkin, Belle Ruth. 2000. From needs assessment to action: transforming needs into solution strategies. Thousand Oaks, CA: Sage Publications.

Saskatchewan Parks and Recreation Association. 2008. Leisure Services in Saskatchewan. Regina, SK: Saskatchewan Parks and Recreation Association.

### Planning

#### Online Resources

The Saskatchewan Parks and Recreation Association, Volunteer and Nonprofit Management Information Portal connects you to articles, resources and websites on topics such as financial management, strategic planning, human resources, board governance, marketing and communication and strategic planning. <http://www.spra.sk.ca/information/volunteermgmt>

#### Print Resources

Allison, Michael and Kaye, Jude. 2005. Strategic planning for nonprofit organizations: a practical guide and workbook. Hoboken, NJ: Wiley.

Saskatchewan Parks and Recreation Association. 2006. Outcomes based programming: measuring program impact: a handbook for S.P.R.A. member organizations. Regina, SK: Saskatchewan Parks and Recreation Association.

### Communication

#### Online Resources

The Saskatchewan Parks and Recreation Association, Volunteer and Nonprofit Management Information Portal connects you to articles, resources and websites on topics such as marketing and communication. <http://www.spra.sk.ca/information/volunteermgmt>

CIVICUS Communications and Media Toolkits. Available at:  
<http://www.civicus.org/toolkits/communications-and-media>

### Research and Advocacy

#### Online Resources

Saskatchewan Parks and Recreation Association: Advocacy Toolkit.

The Tool Kit guides communities and organizations through the creation of key advocacy mediums, including the media advisory, the public service announcement, the media release and the advocacy letter. Samples of each media are also provided.

<http://www.spra.sk.ca/advocacy/tools>

The Federal-Provincial/Territorial Advisory Committee on Fitness and Recreation. (2000). National Recreation Roundtable on Aboriginal/Indigenous Peoples Final Report.

<http://www.lin.ca>

#### Research and Trends

SPRA updates on an ongoing basis, providing links to current research in the recreation field.

<http://www.spra.sk.ca/information/trends>

### Fundraising

#### Online Resources

An updated list of funding opportunities from SPRA and corporate, foundation or other sources.

<http://www.spra.sk.ca/funding>

The Saskatchewan Parks and Recreation Association, Grants and Fundraising Information Portal connects you to articles, resources and websites relating to grant writing, fundraising and sponsorship. <http://www.spra.sk.ca/information/grantsandfund>

Non-Profit Guides: Grant-Writing Tools for Non-Profit Organizations. Available at:

[http://www.npguides.org/guide/full\\_proposal.htm](http://www.npguides.org/guide/full_proposal.htm)

### Financial Management and Budgeting

#### Online Resources

The Saskatchewan Parks and Recreation Association, Volunteer and Nonprofit Management Information Portal connects you to more articles, resources and websites on financial management. <http://www.spra.sk.ca/information/volunteermgmt>

#### Print Resources

McLaughlin, Thomas A. 2009. Streetsmart financial basics for nonprofit managers. Hoboken, NJ: John Wiley & Sons.

### Facilities

#### Online Resources

The Saskatchewan Parks and Recreation Association, Parks and Facilities Information Portal connects you to articles, resources and websites on topics like maintenance and planning for facilities such as playgrounds, ice rinks and pools. <http://www.spra.sk.ca/parksandfacilities>

Canadian Recreation Facilities Council. <http://www.crfc.ca/>

Canadian Playground Safety Institute. <http://www.cpra.ca/main.php?action=cms.trainCpsiSchedule>

Ontario Recreation Facilities Association. <http://www.orfa.com/index.html>