

Northern Community & School Recreation Coordinator Program



2018-19 ANNUAL AGREEMENT

This agreement made this _____ (day) of _____ (month), _____ (year).

BETWEEN Northern Sport, Culture and Recreation District Inc.
PO Box 1097
La Ronge, Saskatchewan S0J 1L0
(Hereinafter called "NSCRD")

AND

EMPLOYING ORGANIZATION:	
NAME ON CHEQUE: <i>(if different than above)</i>	
MAILING ADDRESS:	

(Note: the financial installments will be made out to the employing organization listed unless otherwise indicated, please print name accordingly)

(Hereinafter called the "**Employer**")

IN COLLABORATION WITH:

COMMUNITY & OR FIRST NATION:	
SCHOOL (OR SCHOOLS):	

WITNESSETH:

That the NSCRD, the Employer and the Community/School, in consideration of the premises and of the covenants and stipulations hereinafter mutually promise, covenants and agree one with the other as follows:

SECTION A: The Program

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 develop and facilitate the delivery of sport, culture and recreation programs, using the school and as a major asset of the community and in partnership with other community based organizations providing sport, culture and recreation programs, services and facilities.

COMMUNITY BASED PROGRAMS

- Programs that are accessible* to and benefit all members of the community and/or a target population as identified by the Steering Committee.
- Programs that take place in community settings and involve community members in the design and implementation.
- Programs that occur within or in the near vicinity of the community.
- Programs that are based on community needs; and build on partnership strengths with local organizations and individuals with interests in community programming.

**Accessibility considerations may include: Transportation, Affordability, Time Period, Location, Target Demographics, and Program Design*

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.

SECTION B: General Agreement Obligations - EMPLOYER

Employer of the CSRC

Representative Name:		Position:	
Phone:		Email:	

The Employer will be responsible:

- To provide payroll and human resource administration for the Community School Recreation Coordinator position and general financial administration for programs and activities.
- To provide financial and other administration or evaluative reports used to monitor the program as requested by the NSCRD. These reports will form the basis of the NSCRD submission to the funding agencies and program sponsors.
- To ensure the program is implemented.

Supervisor (Local Program Manager)

Name:		Position:	
Phone:		Email:	

The Supervisor will be responsible:

- To provide leadership and local management in the overall implementation of the NC&SRCP.
- To be well versed and ensure adherence to the purpose, objectives and requirements of the program.
- To ensure human resource practices are adhered to, in consultation with the Community Partner and on behalf of the employer.
- For the orientation of the CSRC to their respective work environment, staff, employment expectations and human resource procedures as per employer policies.
- To oversee and support the CSRC’s responsibilities to provide programs and services using community and school assets.
- To provide budget updates to the CSRC and Community Partner on an ongoing basis.
- To provide direct supervision to the CSRC including ongoing monitoring, feedback and formal / informal evaluations.
- To provide access to and encourage professional development training for CSRC’s.
- When available, attend and participate in the NC&SRCP training events. Note: Attendance at the NC&SRCP Fall Orientation is mandatory for all Supervisors.
- To ensure the provision of adequate workspace, office equipment (telephone, computer, internet access) and administrative supplies for the CSRC. Program funds cannot be used to cover costs of these admin requirements.

Community Partner

(If the Direct Supervisor is not a representative of the school – the Community Partner must be a School Partner)

Name:		Position:	
Phone:		Email:	

The Community Partner will be responsible:

- To provide leadership in the establishment, functioning and maintenance of the Steering Committee.
- To ensure meaningful community input into program management, planning and implementation.
- To provide guidance and support to the CSRC, as well as, linkages to community organizations and individuals, including: health care, law enforcement, social services, sport, recreation and cultural programmers/volunteers, parents, youth, elders etc.
- When available, attend and participate in the NC&SRCP training events.

Steering Committee

At a minimum, the Steering Committee will consist of the three individuals listed in this agreement; Supervisor, Community Partner and the Community & School Recreation Coordinator (CSRC). Collectively, these individuals form a core group of committed individuals to provide leadership, seek out resources, and make decisions regarding the role of the CSRC and implementation of the program. This core group may take an active role in recruiting others to get involved – to share ideas, experiences and offer unique strengths to the benefit of the committee.

The Steering Committee will responsible to:

- Establish a regular meeting schedule. It is recommended that the Steering Committee meet monthly to fulfill their mandate.
- Identify local needs and priority target groups through ongoing input systems unique to each community.
- Gather input from the community to create a community-based NC&SRCP Annual Program Plan – this is recommended to be achieved through an annual **Community Input Meeting**.

- Monitor and evaluate the progress of the Annual Program Plan and provide ongoing direction, support and intervention if required.
- Ensure the CSRC is adhering to the reporting requirements, purpose and objectives of the program.
- Approve the budget and expense of funds in accordance with the Annual Program Plan and community needs.
- Conduct a Self Evaluation of the NC&SRCP using the template provided by the NSCRD.
- Submit a Steering Committee Activity Form to the NSCRD after each Steering Committee meeting throughout the year.
- Collaborate on a Summer Program & Supervision Plan prior to the closure of school for summer holidays. Provisions may need to be made so that the CSRC continues to be supervised and have access to the school, equipment and program budgets all year long.

The Community & School Recreation Coordinator (CSRC)

Name:				Office Location:			
Office Phone:				Email:			
Weekly Schedule (office hours ie: 1 – 9 pm):	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

The CSRC will be responsible:

- To adhere to the purpose and objectives of the NC&SRCP.
- To participate in the required training sessions facilitated by the NSCRD and seek out other potential professional development opportunities.
- To gather input towards the creation of an Annual Program Plan. Ensure programs developed represent the benefits of sport, culture, and recreation and are based on the needs of the community.
- To facilitate the delivery of community-based sport, culture & recreation programs after-school, evenings and weekends based on the Annual Program Plan.
- To promote and communicate program plans to encourage participation of community members.
- To report to and work with the Steering Committee through regular meetings to develop, monitor, budget and evaluate all aspects of the program.
- To prepare monthly, interim and final reports for the Steering Committee and program funding agencies as required.
- To establish and maintain community partnerships. Work cooperatively with community members and organizations to encourage and enable them to design, lead and volunteer with programs.
- To recruit, coordinate, and recognize volunteers.
- To provide opportunities for leadership and skill development for community members.
- To maintain a full-time regular work schedule and record of hours worked, in concert with employer policies and as dictated by the program objectives and annual program plan. This must include the provision of programs and events outside of normal school hours and operating year.
- To complete daily records and program statistics and communicate regularly with NSCRD.
- **Major Events & Games** - In most cases, participation by the CSRC in major sport, culture & recreation events outside their respective community is not within the general scope of the CSRC position. The role of the CSRC in major events within their respective communities should be discussed and determined by the Steering Committee to ensure that standards of on-going programming are not sacrificed.

Any modification or changes to the individuals identified in this agreement must be communicated to the NSCRD in a timely manner.

SECTION C: Agreement Obligations - NSCRD

The NSCRD will be responsible for issuing instalments of program funds as outlined in Section D, to the Employer. The NSCRD will work co-operatively with the Employer, School and CSRC to ensure that it receives the necessary documentation of program activities and expenditures.

As part of the Northern Community & School Recreation Coordinator Program, the NSCRD on behalf of all stakeholders, will provide developmental and support services to the Employer, School, Community Steering Committee and CSRC particularly. This support may include:

- 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 meet with the Steering Committee. (every two months)
- Regular contact and consultation with the Community and School Recreation Coordinator. (monthly)

Participation in the NC&SRCP requires the following:

- Continued and available funding from global funding sources;
- The attainment of obligations outlined in this agreement and program guidelines;
- The completion and submission of required reporting documents in accordance with reporting timelines set out by the NSCRD;
- The continued adherence of the community and school to the purpose and objectives of the program;
- The successful completion of review and evaluation conducted by NSCRD and based on the program impact in community, capacity and accountability of program leaders, partners and organizations.

SECTION D: Funding and Contract

The Employing Organization will receive the following funding from the NSCRD for the 2018-19 program year.

Total Grant Eligibility per site:

\$52,100.00

(Half-time sites are eligible for 50% of the Total Grant amount)

Expenditure Guidelines in order of spending priority (NC&SRCP grant will be first payable):

- a. Wages as per the 2018-19 Salary Grid for Community & School Recreation Coordinator (or approved equivalent).
 - b. Benefits and remittance as per employer policy and the Saskatchewan Employment Act.
 - c. CSRC Training & Professional Development (recommended minimum) \$ 2,000.
 - d. Programming Supplies and Leadership Opportunities as per guidelines (the balance).
1. Funds will be issued in **two instalments**. The first half instalment will be provided to the Employer upon receipt of this signed agreement and follow-up of previous year program funding and reporting requirements (if applicable).
 2. The second instalment will be issued at the completion of the program year upon the receipt of all required program and financial reports.
 3. Site grants to approved communities and schools are based on the employment of a full-time Community & School Recreation Coordinator (CSRC) for the entire duration of this agreement. If a CSRC personnel vacancy occurs for a period longer than one month, the NSCRD shall reserve the right to withhold a portion of the grant funds reflective of the vacancy period.

SECTION E: Duration of Agreement

This Agreement shall remain in effect for the period extending from **September 1st, 2018 to August 31st, 2019.**

SECTION F: General Conditions

- Either party without cause may upon ninety (90) days written notice, terminate this Agreement. Termination with cause can occur immediately.
- The Employer shall not assign or transfer this Agreement to any other agency or person.
- All funds not expended as at the end of the program year (August 31st, 2019), and according to guidelines shall be returned by the Employer to the NSCRD.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the date first written above:

_____	_____	_____
Employer Representative	Signature	Position

_____	_____	_____
Supervisor	Signature	Position

_____	_____	_____
Community Partner	Signature	Position

AND

_____	_____	_____
NSCRD	Signature	Position

_____	_____	_____
Witness	Signature	Position

**Please note that the contact information provided in this agreement grants consent to the Northern Sport, Culture and Recreation District to send information including, but not limited to: program updates, training, funding info, newsletters and other relevant information via email, text or other electronic means. Individuals can unsubscribe from receiving such materials at any time.*

**Please submit completed form by September 30th to:
Northern Sport, Culture & Recreation District**

Central & Far North Service Area

Box 1097, La Ronge, SK S0J 1L0
Fax: (306) 425-4036

East Service Area

Box 580, Creighton, SK S0P 0A0
Fax: (306) 688-2123

West Service Area

Box 137, Canoe Narrows, SK S0M 0K0
Fax: (306) 829-4424