

PLANNING

In Northern Saskatchewan

PROGRAM

**A Guide for Community Based
Sport, Culture & Recreation
Program Planning**

Developed by the Northern Sport, Culture & Recreation District Inc.

References: Manitoba Aboriginal and Northern Affairs, Aboriginal Community Recreation Resource Manual. 2002.



Introduction

Successful sport, culture and recreation programs don't just happen – they are planned. Program planning outlines what needs to be done, who does it, when it is done and where.

Program planning gives agencies, organizations, staff and volunteers confidence that they are making the most effective use of their time and resources.

Program planning also ensures that programs meet the needs of the community and that there will be minimal duplication of sport, culture and recreation programs and services. A strong planning process ensures cooperation and communication among agencies and organizations who share a mandate to provide sport, culture and recreation programs and services.

The following guide outlines the basic steps that can be followed within the 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 program planning process can be done together with agencies and organizations from the community with a sport, culture and recreation mandate. As well, the process can be followed by an individual agency or organization.

The following information covers the basic steps in the program planning process. This information is intended to be used as a guide to assist northern sport, culture and recreation organizations with their program planning process.

Facilitation support to assist agencies or organizations to follow this process is available from the Northern, Sport Culture and Recreation District.

There are 4 steps in this planning process...

STEP 1 – Determine Needs

STEP 2 – Generating Program Ideas

STEP 3 – Making Program Decisions

STEP 4 – Develop an Annual Program Plan & Budget

PROGRAM PLANNING



PROGRAM PLANNING

Step 1 - Determine Needs

For a program to be successful it must be needed by and interesting to those involved. The agencies or organizations with a sport, culture or recreation mandate must know the community – who's in it, what programs exist and what people want.

A. WHO ARE WE SERVING – A COMMUNITY PROFILE

Complete a community profile to get a clear picture of who makes up your community. The profile consists of a breakdown of the total population by age, gender and special needs. Most of the information you will need is available through your band/council office.

B. COMMUNITY INPUT - WHAT DO PEOPLE WANT TO DO?

Questionnaires, surveys, one – on – one discussion, public meetings, etc. are all ways to determine how the people in your community view sport, culture and recreation, what they are interested in and what they would like to see provided.

Remember:

- 👁️ Sometimes people only ask for what they know. Communities often need to be exposed to new program opportunities.
- 👁️ When gathering information, be sure all age groups, genders and people with special needs are included.
- 👁️ Avoid listening to the loudest voice

Samples and examples of questionnaires and surveys are available from the Northern Sport, Culture and Recreation District.

C. COMMUNITY PROGRAM PROFILE: WHAT PROGRAMS EXIST NOW? (OVER A ONE YEAR PERIOD)

The Community Programs Grid will provide a picture of what programs are occurring now. It breaks down the programs by age/target, gender, frequency and season, within program categories.

D. GAP ANALYSIS

Answer these questions after you have completed the Community Programs Grid.

What have you learned?

- 👁️ Are there gaps in the grid i.e. seasons or age groups with little or no programs?
- 👁️ Is there a balance between sport, culture and recreation programs?
- 👁️ Are programs appropriate for the positive development of community?
- 👁️ Are the programs making the best use of community members, resources and facilities?
- 👁️ Have special events been planned with partners in the community?
- 👁️ Are there any other observations?



Step 2 - Generating Program Ideas

A. TYPES OF ACTIVITIES

There are tons of activities you can choose from when developing your sport, culture and recreation programs.

There are also a wide range of ongoing and special program opportunities that are available for northern communities to access either from: The Northern Sport, Culture and Recreation District; Prince Albert Grand Council; Meadow Lake Tribal Council; or from provincial sport, culture and recreation organizations and agencies.

As well, be sure to ask what assistance is available to communities wishing to develop new sport, culture and recreation. Find out if there are funding or resource personnel that can support communities. Perhaps there is another northern community who has already successfully offered some of these programs and they can offer some helpful advice or assistance.

This is a sampling of program ideas

CULTURE

Astronomy

Sci Fi Camps

Cooking

Beading

Woodworking

Writing

Tufting

Collecting coins, hats, cards, stamps, rocks

Storytelling

Language classes

Radio productions

Writing

Bannock bake-offs

Potluck dinners

Drawing and sketching

Sewing and needlecraft knitting

Quilting, embroidery

Moccasin making

Weaving

Baskets

Tapestry weaving

Dance: Hip Hop, belly, jigging, ballet

Social Dances, square dances, formal dances, traditional dance, pow wows, round dance

Hand Games

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SPORT

Archery
Athletics (Track & Field)
Badminton
Baseball
Basketball
Bowling
Boxing
Broomball
Canoe
Curling
Cycling
Darts
Field Hockey
Football
Golf
Gymnastics
Hockey
Horseshoe
Judo
Karate
Lacrosse
Rifle
Ringette
Rowing
Sailing
Skating (Figure & Power)
Ski (including Cross Country)
Soccer
Softball
Amateur Speed Skating
Swimming
Table Tennis
TaeKwon-Do
Tennis
Triathlon
Volleyball
Water Ski
Weightlifting
Wrestling
Special Olympics Saskatchewan

Physical Activity Programs

Community Walking Programs
Poker Rallies
Northern Physical Activity Week
International Walk to School &
Everywhere Else Month
Workplace Physical Activity Challenges
Diabetes Wellness Relay

RECREATION

Camping/Outdoor living fire building
Map and compass work picnicking
Backpacking
Nature Oriented nature crafts
Tree/plant identification nature walks
Animal Tracking
Outdoor photography
Bird identification
Outdoor Sports hunting
Fishing
Boating
Hiking
Snowmobiling
Snowshoeing
White water kayaking/canoeing
Mountain climbing
Rock climbing
Reading
Book clubs
Reading to others
Speaking
Letter writing clubs
Poetry readings
Creative writing classes
Play writing
Parties
Party games
Pageants
Card parties
Scavenger hunts
Clubs
Drop-ins
Coffee houses
Seniors clubs, youth clubs

Family or Special Events

Holiday celebrations/parties
Fun Nights
Addictions Week
National Aboriginal Day
Canada Day



PROGRAM PLANNING

Step 3 - Making Program Decisions

A. REVIEW ORGANIZATIONS MANDATE

It is important to ensure that program decisions reflect the mandate of community agencies and organizations.

Some programs such as The Northern Community School and Recreation Coordinator Program (NC&SRCP) have purpose, goals and objectives clearly identified by the funding organization.

B. PRIORITIZE PROGRAM IDEAS USING COMMUNITY ASSETS

Decide which programs might best meet the needs of the community. These decisions should be based upon what was learned in Step 1 – the identification of needs. As well, consider the current assets and opportunities that exist within the community.

Following this discussion, choose the “top” program priorities. The group should agree on the programs that will be continued and determine what new programs will be initiated over the next year.

C. DECIDE WHICH PROGRAMS TO WHAT ROLE STAFF WILL PLAY

Each agency or organization will have its own process to follow to confirm program decisions. However, organizations and agencies with a sport, culture and recreation mandate should confirm:

- 👁️ What programs will **continue** to be offered independently;
- 👁️ What new or different programs will be **initiated**;
- 👁️ Which programs are other organizations willing to support in **partnership**;
- 👁️ What role will staff play to make the most effective use of their time, skills, and resources (lead, coordinate, or assist)

This information will form the foundation of a **community or interagency** sport, culture and recreation Annual Program Plan

Step 4 - Develop Plan & Budget

Each agency or organization will have its own specific format to follow in developing its annual sport, culture and recreation program plan. Annual program plans do not need to be detailed – but rather reflects the “road map” or general overview of programs to be initiated over the upcoming year. It is understood that other program opportunities will likely occur though out the year.

In some cases, such as the Northern Community & School Recreation Coordinator Program, annual program plans are a requirement of funding. An example of the Northern Community & School Recreation Coordinator Annual Program Plan template is provided as a sample.

WORKSHEET #1 - Community Profile

Enter in specific detail about the people in your community.

Age Grouping	Population Totals	Gender Male / Female		What do they want? Are there any Special Needs or Concerns?
		M	F	
0 – 4 years				
5 – 14 years				
15 – 19 years				
20 – 24 years				
25 – 44 years				
45 – 64 years				
65 + years				
TOTAL				

Additional Notes (i.e. Demographics; Target Groups):

Use a variety of methods to find out who is in your community and what they want (ie: Community Needs Survey)

WORKSHEET #2 – Community Programs Grid

Enter what programs exist in your community right now for each age group? (over a period of 1 year)

	SPORT (ie hockey, volleyball)	RECREATION (ie intellectual, physical activity, social)	CULTURE (ie. Creative, traditional, contemporary)	SPECIAL EVENTS
Pre-School 0-5 years				
Children 6-12 years				
Youth 13-19 years				
Young Adults 20-35 years				
Adults 36-60 years				
Elders/Seniors 61 years+				
Family/Community				

- Are there gaps in the grid i.e. seasons or age groups with little or no programs?
- Is there a balance between sport, culture and recreation programs?
- Are programs appropriate for the positive development of community?
- Are the programs making the best use of community members, resources and facilities?
- Have special events been planned with partners in the community?
- Are there any other observations?

New program initiatives should strive to fill the gaps and enhance what is already happening in the community.

WORKSHEET #3 – Prioritize Program Ideas using Community Assets

Enter specific details about the assets you have in your community that supports sport, culture & recreation.

Community Facilities What spaces are available for programming	Equipment -What type -Current Condition (usable?) -Adequate amount (y or n)	Recreation Leaders -Fitness -Trainers -Play Leaders	Culture Leaders -Elders -Traditional Crafts -Cooking -Dance/Music	Sport Leaders -Coaches -Officials -Past Athletes	Paid Staff/Partners -People that can help contribute (money, time, skills, etc.)	Financial Resources -NC&SRCP -Community Grant -Fundraising -Community allocated \$ for Recreation

When deciding on what programs to include in your plan ask these questions about each program:

- Is there access to adequate facilities/space to run the program? Are the facilities maintained and ready for use?
- Are there skilled leaders or instructors who live within or close to the community?
- Is there equipment available to support specific programs? Is it in decent shape? Is there enough?
- Are there partners in the community that can help run the program or enhance it?
- Are there financial resources available to support programs that need it?

If you answer 'no' to any of the above questions, you can still plan for it, but you will need to determine if there are any local or north wide resources that can be accessed to support those specific programs?

WORKSHEET #4 - Develop an Annual Program Plan

Select all existing and new programs to be facilitated this year (use additional sheets if needed).

ANNUAL PROGRAM PLAN											
Season	Suggested Start Month	Program Name	Participant Primary Target Group:			Focus:	Scope:	Partners:		CSRC Role:	Estimated Budget (\$)
			Age	Gender	Families Targeted (Y or N)	Sport, Culture, Rec., Leadership	Special Event/Ongoing	Local, North, Provincial	Name of Partners/ Role	Lead, Coordinate, Assist	

Strive for a BALANCED plan in all areas and REMEMBER to create NEW OPPORTUNITIES or ENHANCE existing programs, but be careful not to simply take over or assist with what is already happening.

WORKSHEET #5 - Develop a Budget (NC&SRCP example)

BUDGET - to be submitted with Annual Program Plan

Community:

School:

REVENUE

NC&SRCP Grant

€ -

Employer Contribution

NLSD #113 Sites add \$7,000

€ -

Other Revenue

\$ -

TOTAL REVENUE

€ -

EXPENDITURES

Coordinator(s) Salary

\$ -

Benefits

\$ -

CSRC Training and Professional Development

(minimum \$2,000.00 full time, double for Far North)

\$ -

Programming & Leadership Opportunity Expenses

(materials & supplies, equipment, leadership/skill development opportunities, etc)

\$ -

TOTAL EXPENDITURES

€ -

Balance Note: Revenue and Expenditures should match

\$ -

Steering Committee Chairperson Sig.

Supervisor/Program Manager Sig.

Community School Recreation Coordinator Sig.



Program Planning Checklist

Now that you have a plan in place use the following check list to get your programs started:

Program

- What is the program?
- How long it will run?
- When?
- Where?
- What equipment and supplies are needed?
- Who will be leading?
- Who does the paperwork?
- What are the costs?
- What kind of promotion will be used?
- What's the back-up plan?

People

- Recruit leaders.
- Recruit volunteers.
- Provide necessary training and information.
- Inform necessary people that program is happening.

Facility

- What facility is to be used?
- Who books the facility in advance?
- Who will open/lock facility?
- Who cleans up?
- What if something gets broken?
- Is there appropriate insurance?
- What if there is a fire?
- What if someone gets hurt?
- Is it available when needed?
- Is there enough space?
- Is it suitable space?

Equipment

- Gather equipment.
- Improvise with available resources.
- Borrow.
- Purchase.
- Determine a method to track equipment.
- Record equipment condition.
- Ensure it's available when needed.

Budget

- Prepare budget.
- Look at the costs for travel, equipment, meals, accommodations, facility rental, etc.
- Review funding resources including recreation budget, grants, donations, council, community organizations, fees.

Promotion

- Create and distribute flyers, posters, brochures, etc.
- Announce on radio, TV, school, band office, nursing station.
- Use word of mouth.
- Be sure to remove posters when event is over.

Miscellaneous

- Confirm flights when traveling or bringing instructors into the community.
- Determine who will meet visitors.
- Arrange visitor accommodation.

PROGRAM PLANNING