

2023-24



Overview and Guidelines

A Program in Partnership with; Northern Municipal Communities, First Nations Communities, Community Sport, Culture and Recreation Organizations; Schools; Northern Education Divisions; First Nations Education Authorities; and The Northern Sport, Culture and Recreation District (NSCRD).
Funded by the Saskatchewan Lotteries Trust Fund



Welcome to the Northern Community & School Recreation Coordinator Program. This guide is intended to provide you with descriptions of the major elements and requirements of the program, the tools and resources available to assist communities and schools with its implementation.

BACKGROUND

The Northern 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 has continued to grow and evolve over the years. Today, 21.5 sites are funded to participate in the Northern Community & School Recreation Coordinator Program through the Saskatchewan Lotteries Trust Fund (SLTF).

NORTHERN SPORT, CULTURE & RECREATION DISTRICT

The Northern Sport Culture and Recreation District will make 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 in 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. (Monthly - 10 per year)
- Regular contact and consultation with the Community and School Recreation Coordinator.

The success of this program is the responsibility of the community. Participating communities will be required to provide effective local management & supervision of the CSRC and 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 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.

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NSCRD staff are available to attend regular steering committee meetings and to provide ongoing and technical support to CSRC's, program supervisors and community partners.

TEMPLATES, TOOLS & VIDEOS

A variety of tools, templates and samples of best practices commonly used throughout NC&SRCP are available and can be utilized to assist the development of the program in participating communities. Resources can be found in the NSCRD publication, ***Community Recreation Handbook for Northern Saskatchewan*** or through our variety of social media outlets listed below.

Northern Sport, Culture and Recreation District web site: www.nscrd.com

Facebook Page [Northern Sport, Culture & Recreation District](#)

YouTube Channel <https://www.youtube.com/user/NSCRD2013/videos>

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

ELIGIBILITY

Community Organizations and Schools 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 either:

- 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.

Schools, who wish to participate in the program, will be required to engage the community by identifying its community partners and work with them to manage the program. Community Organizations, who wish to participate in the program, must initiate contact with their school and the school division or band education authority, while identifying community partners who will work with them to manage the program. For a community to secure this program, the school must be a partner.

NEW PROGRAM SITES

A community or school must have the potential for program impact, accountability and capacity to meet the objectives of the NC&SRCP and obligations of the annual agreement. **The invitation for communities and schools to apply to participate in the program is based on program vacancy and available funding.** An application process is used to determine selection into the program when space is available.

AVAILABLE FUNDING

The individual site grants have increased to \$56,200 for full time sites.

Note: Northern Lights School Division #113 formally contributes an additional \$7,000 for full time sites, to support program (\$5000) and training (\$2000) expenses in all sites where they are the employer.

The NC&SRCP grant is designed to support (in order of priority):

- a) The wages, remittance and benefits of the CSRCs, based upon the Northern Sport, Culture and Recreation District salary grid (or approved equivalent);
- b) Education and training expenditures for CSRCs, recommended minimum \$3000 and;
- c) Consumable program supplies and leadership expenditures associated with the NC&SRCP and within expenditure guidelines.

See Program Technology Expense Eligibility Memo (May 8, 2020) regarding the eligible expense of a laptop or other portable digital device for the CSRC position.

FINANCIAL REPORTING

At the end of each program year, employer organizations are 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.**

Funding Installments

1. Funds will be issued in two installments. The **first half installment** will be provided to the Employer upon receipt of this signed agreement and follow-up of outstanding reporting requirements (if applicable).
2. The **second installment** will be issued at the completion of the program year upon the receipt of all required program and financial reports (within six months of end of program year).
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.

ANNUAL CONTRACTUAL AGREEMENT

For sites invited to continue in the program, the opportunity to examine the program leaders and respective responsibilities through completion of an **Annual Contractual Agreement** will occur. 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. The Annual Agreement must be signed before the first installment of the grant is released.

PROGRAM WARNINGS

Continuation of funding from program stakeholders is dependent on the achievement of the purpose and objectives of the NC&SRCP by participating communities. In order to maintain funding for the program NSCRD must review all participating communities' commitment to meet program objectives and requirements. A mid-term evaluation will occur and may result in a program warning being issued and, in some instances, program termination if warranted.

ANNUAL SELF-EVALUATION

The **Annual Self-Evaluation** is intended to provide a framework for Steering Committees to reflect and discuss the overall impact of the program. This evaluation aims to provide a current state summary, and outline agreed upon actions for improvement.

Either party without cause may upon thirty (30) days written notice, terminate this Agreement. Termination with cause can occur immediately.

HIRING A COMMUNITY & SCHOOL RECREATION COORDINATOR

The human resource policies of the identified employing organization should be used for hiring a Community and School Recreation Coordinator, in consort with provincial labour standards. Please see the tools section for additional resources that can be used to complement your existing human resource policies and practices.

It is important for the Steering Committee to clearly communicate the expectations they have for the CSRC in all aspects of their position. The Supervisor plays a key role in aligning the expectations of the Steering Committee with the policies of the employer to provide clear and consistent messaging to the CSRC.

TRAINING

Mandatory Trainings

Typically, the NSCRD host a variety of specific CSRC training events. Specific training opportunities will be identified as mandatory and a condition of funding for all CSRC's to attend. This year's training events are to be determined.

All costs associated with mandatory training opportunities including travel, meals and accommodation expenses for the CSRC are to be charged back to the local NC&SRCP budget. CSRCs are encouraged to invite their direct supervisor and/or community partner or program leaders to attend training opportunities.

EXPENSE OF FUNDING

CSRC 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 or approved equivalent and benefits as per the employer human resource policies.

CSRC Training and Professional Development

1. 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 be budgeted from the grant (may be higher depending on location) to cover costs associated with training and participation in training sessions.
3. Funds are intended to cover expenses for short term training events and workshops administered by the NSCRD, leadership courses such as certification clinics and participation in conferences related to sport, culture and recreation where no other funding exists.
4. Formal certification opportunities should be sought out and based on the results of a formally conducted training needs assessment between the CSRC and employer (including distance education opportunities).

Programming Supply and Leadership Expenditures

1. Programming funds should be used to maximize the benefits of participation in the community-based activities planned and coordinated by the CSRC.
2. Funds should be used to cover the cost of consumable materials and supplies that are used up in the delivery 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 consumed during the normal conduct of the activity is considered eligible.
3. Fixed and capital equipment purchases are not eligible.
Fixed and capital equipment generally includes, i) furniture, fixtures, built-in or facility operational equipment; ii) equipment that is expected to last longer than a year; iii) equipment that is not consumed/used up by a program. If the item is over (\$500) five-hundred dollars, in most cases it should be considered fixed equipment.
4. Funds can be used to retain the skills and expertise of organizations or individuals providing specialized instruction for the purpose of providing community-based programs.
5. Funds can be used to support leadership training opportunities for community members that will result in increased capacity within the community to offer community-based sport, culture and recreation programming.
6. Funds for transportation to increase accessibility and maximize participation in community-based programs where no other funding exists is eligible:
 - a. To support travel **within** the community or in the near vicinity of the community is eligible.
 - b. Funds **cannot** be used for out of province travel or activities.
7. 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.
8. Funds **cannot** be used to directly compensate Steering Committee members to fulfill their role and function on the committee.
9. Funds **cannot** be used to provide workspace, office equipment, or administrative supplies for the CSRC.

ELIGIBLE Expense Examples	NOT ELIGIBLE Expense Examples
<ul style="list-style-type: none"> <input type="checkbox"/> Sports equipment & supplies – volleyballs, floor hockey sticks, skates, baseballs, gloves, etc. <input type="checkbox"/> Recreation equipment & supplies – fitness mats, fitness videos, board games, speed stack equipment, manuals/resource books, etc. <input type="checkbox"/> Culture equipment & supplies – art supplies, beads, leather, paddles, crafts, music, etc. <input type="checkbox"/> Promotion of programs – special event posters/brochures, radio ads, newspaper ads, etc. <input type="checkbox"/> Instructors/ Community Leaders Fees & Travel – music instructor, swimming instructor, sport development clinic instructors, fitness professionals, drama workshops, artists fees, cooks, elder teachings, officials & coaching clinic instructors, summer playground leaders, etc. <input type="checkbox"/> Food – program snacks, traditional feast, steering committee meeting, food preparation, expenses related to hunting/gathering of food for community-based program, etc. <input type="checkbox"/> In-town transportation - expenses tied back to community-based program delivery and participation in or in the near-vicinity of the community (ie: culture camps, neighboring community partnered activity). <input type="checkbox"/> Out-of-town transportation for leadership, professional development or training opportunities – mileage, accommodation and registration fees for CSRC, steering committee and/or community partners to attend (ie: NSCRD trainings, leadership conferences, certification clinics, sport-culture-recreation related workshops, Sask Sport, SPRA or SaskCulture Annual Conference) <input type="checkbox"/> Entertainment fees and equipment rentals – music bands, youth conferences, sound equipment rental for talent shows, DJ dances, etc <input type="checkbox"/> PPE / Sanitation supplies needed for the safe facilitation of programs. 	<ul style="list-style-type: none"> <input type="checkbox"/> Out of province travel or activities <input type="checkbox"/> Personal items – uniforms, hats, etc. <input type="checkbox"/> Membership fees <input type="checkbox"/> Prizes – trophies, medals, plaques, gifts and cash awards. <input type="checkbox"/> Alcohol/Drugs <input type="checkbox"/> Steering Committee honorariums <input type="checkbox"/> Administrative equipment – workspace fixtures, office equipment, computer, telephone, etc. <input type="checkbox"/> Administrative costs – percentages (ie: 10% off the top), utilities, facility maintenance, office space rent, etc. <input type="checkbox"/> Capital or Fixed Equipment – volleyball poles, snowmobile, desk, signage, treadmill, etc. <input type="checkbox"/> Wages & Benefits for CSRC – paid for time spent during travel outside the community including: school-based programs, major events, celebrations/gatherings or leagues* (ie: chaperoning, concerts, team try-outs, field trips/excursions, team games, leagues, etc.).

Making Budget Decisions

(A 'yes' answer to all the below questions should determine an eligible expense):

The Steering Committee should have the discussion and decide if purchases fit within the program guidelines. It is important to ensure that the purchases are tied back to community needs and are linked to the Annual Program Plan. Use the following questions to discuss and decide on program purchases throughout the year:

- Is the purchase linked to specific program in the annual plan?
- Is the purchase consumable? Will it be used up or have to be replaced as a result of a program?
- Does the purchase fit within the overall budget?
- Does the purchase fit within the expenditure guidelines of the NC&SRCP?

COMMUNITY & SCHOOL RECREATION COORDINATOR SALARY GRIDS

Purpose

The CSRC personnel salary grids were developed to provide consistent scales of pay that include criteria for fair and equitable starting and incremental increases in salaries throughout northern Saskatchewan.

Guiding Principles

1. While each site is unique in the operationalization of the program, the core competencies and minimum job requirements are the same for every Community & School Recreation Coordinator position. Therefore, the minimum compensation levels of every position should be consistent across the program.
2. The salary, remittance (as per SK Employment Standards), benefits (as per employer HR policies) and trainings (as per NSCRD mandate) are required program expenses; therefore, are fully expendable through the annual site grant amount.
3. Programming expense amounts at each site will fluctuate based on the balance from the above expenses and available contributions from other sources. In kind contribution of facilities, equipment and administration expenses provided by the school and community ensure that a minimum level of programming will occur irrespective of the amount of available programming dollars.
4. The performance evaluation process is the responsibility of the employer working in consultation with the direct supervisor and steering committee. Upon successful completion of an annual performance evaluation, CSRCs are eligible for an incremental (step) increase in salary within the grid and available grant funding. The goals of a performance evaluation are:

To promote cohesion between the program goals and individual objectives;

To clarify expectations between the employer and employee; and

To enhance cooperative planning and continual growth and development.

Qualifications and Placement

1. The recommended qualification for the position of Community & School Recreation Coordinator is a two-year diploma in recreation and community development or equivalent. If this qualification cannot be met, a combination of secondary education, competencies and experiences (as per the job description) should be used.
2. New hires for CSRC personnel positions start at the entry level step 0. The employer and employee may negotiate a starting salary at a higher step due to education, skills or experience. Movement on the grid occurs on an annual basis, corresponding with the start of a new program year (September 1st).
3. The grids are design for CSRC personnel to move up a step each program year (and thus receive a salary increment), upon successful completion of a performance evaluation based on their job description and available grant funding.
4. Upon completion of all steps on the grid and pending financial availability, it is recommended that cost of living allowance (COLA %) be used for annual salary increases. Increases beyond the grid and/or grant amount are at the discretion and responsibility of the employer.

2023-24 Salary Grid

Meets minimum education qualification: 2-year diploma in recreation and community development or equivalent.

Steps	0	1	2	3	4
CSRC Annual Salary	\$37,709.89	\$40,142.30	\$41,057.15	\$44,094.61	\$47,137.91

EMPLOYERS

Roles and Responsibilities

- 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.

DIRECT SUPERVISOR (Local Program Manager)

Roles and Responsibilities

- 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. Note: Program funds may not be used to cover costs of these admin requirements.

COMMUNITY PARTNER

Roles and Responsibilities

- To ensure meaningful community input into the implementation of the program.
- To work collaboratively with the Supervisor to ensure community needs are considered in management decisions about the program (ie: CSRC work schedule).
- To assist with the development of the Annual Program Plan and Budget.
- To take a lead role to ensure there is a process for gathering community input and that it is reflected in the final program plan.
- To contribute to the timely completion of required program reports.
- To provide guidance and support to the CSRC specifically around engaging the community (ie: joint calendars, available community assets, recruitment of community volunteers, etc.)
- Provide 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.

COMMUNITY & SCHOOL RECREATION COORDINATOR

Roles and Responsibilities

- To strive to achieve to the purpose and objectives of the NC&SRCP.
- To facilitate the delivery of community-based sport, culture & recreation programs after-school, evenings and weekends based on the Annual Program Plan.

- 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 promote and communicate program plans to encourage participation of community members.
- To report to and work with the Supervisor, Community Partner and 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.

Out of Community Programs

The purpose of the NC&SRCP is to enhance the quality of life for northerners through the provision of community-based programs (see definition of community-based on pg. 4). The following programs are prevalent and valued in the north, however, direct participation by the CSRC is not in alignment with their role and the funding provided through the grant.

MAJOR EVENTS & GAMES

Participation by the CSRC in major sport, culture & recreation events outside their respective community is not within the general scope of the CSRC position. Major events and games are defined as: occurring outside of the local geographic area; are usually multi-day programs; are designed and implemented by agencies beyond local in scope; are participatory in nature; require chaperone's; and do not contain an educational or training component (ie: multi-sport games/ try-outs, festivals, religious gatherings).

The role of the CSRC in major events that are within their respective community or nearby traditional lands should be discussed and determined by the Steering Committee to ensure that standards of on-going programming are not sacrificed.

SCHOOL BASED: OUT OF COMMUNITY PROGRAMS

Participation by the CSRC in school based: out of community programs is not within the general scope of the CSRC position. School based programs are defined as: accessible and targeted to the needs of students, teachers and school staff; school administration is solely responsible for the decisions, design and implementation of the activity; curriculum based; under the umbrella of agencies that limit participation to school affiliation (ie: SHAA interschool league, class field trips, school team games).

COACHING

In most cases, coaching of sport teams in established leagues or organizations is not within the general scope of the CSRC position. Established sport leagues and organizations generally support high performance sport and have barriers to participation (ie: fees, skill-based selection); involve travel outside the community; and require high commitment levels that challenge the achievement of the program objective - to facilitate developmental sport, culture and recreation programs through a balanced, accessible, community based annual program plan. Participation in such a role should be discussed and determined by the Steering Committee to ensure that standards of on-going programming are not sacrificed.

INTER-COMMUNITY SPORT LEAGUES & ORGANIZATION MEETINGS

Participation by the CSRC in inter-community sport leagues and organization meetings is not within the general scope of the CSRC position. Inter-community sport leagues are defined as: sport specific; team based; competitive; requires a coach; limited participation based on transportation capacity; regular travel to nearby communities for a designated sport season.

As such, the CSRC should refrain from participation in programs that require out of community travel (with the exception of travel for leadership, professional development, educational or training opportunities). Should the CSRC have a self-interest in participating - he/she may request and coordinate personal time off with their respective employer, as per their employment policies. Please note, the appropriate tracking of such HR data may be requested by NSCRD to affirm compliance with program guidelines.

If directed by the Steering Committee, here are some examples of how CSRCs may support their community's participation in programs that occur outside of the community:

- Promotion - targeted sharing of information; social media; posters; recruitment of participants
- Coordination - coordinate of practices; identify of coaches/ chaperone's; facilitate use of vehicle and driver
- Equipment and Space - provision of equipment; schedule practice facility
- Training and Development - host certification/ leadership opportunities that support the development of the program

COMMUNITY STEERING COMMITTEE

At a minimum, the Steering Committee will consist of four individuals listed in the annual contractual agreement: Supervisor, Community Partner and the Community & School Recreation Coordinator (CSRC). The fourth individual shall be the Northern Sport Culture & Recreation District (NSCRD) Community Relations Coordinator. 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.

Roles and Responsibilities

- Establish a regular meeting schedule. It is recommended that the Committee meet monthly to fulfill their mandate. The NSCRD Community Relations Coordinator will be responsible to lead these meetings as per schedule.
- 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 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.

STEERING COMMITTEE



1

SUPERVISOR

To be well versed on the objectives of the program and be responsible for the local management and supervision of the CSRC. To ensure human resource practices are adhered to, in consultation with the Community Partner and on behalf of the employer.

2

COMMUNITY SCHOOL RECREATION COORDINATOR

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.

3

COMMUNITY PARTNER

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.

4

NSCRD COMMUNITY RELATIONS COORDINATOR

PROGRAM TARGETS

Programs delivered and facilitated by the CSRC should ensure community wide benefits including sport, culture, recreation leadership and community capacity building opportunities. The Steering Committee may choose to target programs to a specific demographic, facility or focus because of perceived gaps or under-utilized assets in the community. While this reflection of community needs is encouraged, there are minimum standards of programming that each community and CSRC should strive to achieve.

Community & School Recreation Coordinators are encouraged to set goals for themselves and work towards their achievement. Targets should be discussed and decided upon by the local Steering Committee. Knowing that all communities and CSRCs are unique, review the Program Targets tool to help guide program planning for the year.

REPORTING & RECORD KEEPING

Program records should include all sport, culture and recreation programs; training and leadership opportunities that the CSRC has been associated with. Including programs in which the CSRC has played a part in organizing, supervising, participating, coordinating, delivering or supporting via the budget.

It is very important that the CSRC keeps daily records that reflect information on all persons who participate in programs associated with the NC&SRCP. It is the collection of this data that provides the funding organizations with the information they require to ensure continued to support the Northern Community and School Recreation Coordinator Program. **The collection of this information is critical to the continuation of the program.** All reporting documents and templates are available on our website nscrd.com.

APPS Online Reporting Tool

The Annual Program Plan, Budget and Program Statistics are to be reported and recorded using the new NC&SRCP Online Tool (APPS). To access this tool, CSRCs are given a username and password specific to their community & school. CSRCs will need access to a computer and internet to access this tool. NSCRD staff are available to assist new CSRCs with the completion of their reports where necessary.

Go to apps.nscrd.com Username & Password: *provided by NSCRD*

Annual Program Plan & Budget

The Northern Sport, Culture and Recreation District can facilitate a **Program Planning Workshop** that will assist Steering Committees to develop their Annual Program Plans. The workshop is mandatory for all new program sites, and available upon request from all sites.

Calendars and Promotional Material

Throughout the year NSCRD will request CSRC program calendars and other media used to promote programs locally. This information may be shared in the form of success stories in northern and provincial publication.

Review the following Reporting Calendar for details on what documents are required to be submitted and when.

CSRC ROLE

COMMUNITY & SCHOOL RECREATION COORDINATOR



WORK HOURS

Maintain a fulltime work schedule based on employer policies, program objectives and annual plan. Hours should reflect programming in the afterschool time period, evenings and weekends.

- Record hours on timesheet
- Be punctual
- Post office hours and contact info on calendar
- Schedule days off well in advance
- Create daily and weekly schedules
- Know your roles and responsibilities



GATHER INPUT

Gather input toward the creation of an annual program plan and record and report participant data.

- Record stats on all programs
- Community Needs Survey
- Suggestion Box
- Participant Evaluation Forms
- Community Input Meeting
- Planning Session
- Ask questions

PROMOTION

Promote sport, culture and recreation.

- Ensure programs are balanced!
- Track inventory of equipment & supplies
- Facebook and social media
- Be a role model 'walk the talk'
- School announcements
- Posters
- Newsletters
- Calendar
- Word of mouth
- Bulletin Board
- TV Scroll/Radio
- Talk to the kids, do classroom presentations
- Speak at assemblies and band/ council meetings



PARTNERSHIPS

Establish and maintain community partnerships.

- Attend interagency meetings
- Talk to others who run programs, what can you do better together?
- Contribute to special community and school events
- Ask partners to promote your programs, create joint program schedules



VOLUNTEERS

Recruit, coordinate and recognize volunteers

- Host a volunteer appreciation lunch
- Include them in workshops & trainings
- Send out surveys to get volunteers
- Create a volunteer inventory
- ASK for help
- Make sure you explain exactly what you need help with and thank them after
- Make their experience FUN
- Use their strengths
- Get students and youth involved in leadership roles



TRAINING

Participate in NSCRD trainings and other professional development opportunities.

- Attend trainings, be on time
- Seek out training opportunities
- Network with other CSRCs
- Join NSCRD Facebook and check website regularly
- Set goals for yourself, share them with your supervisor and steering committee

Provide opportunities for leadership and skill development for community members.

- Host leadership clinics/ workshops
- Communicate training opportunities to those you think might be interested



STEERING COMMITTEE

Report to and work with the Steering Committee.

- Participate in regular meetings
- Provide a monthly written report and calendar
- Review annual program plan at each meeting
- Assist in organizing meeting logistics if needed
- Ask your committee for what you need
- Communicate regularly
- Invite members to volunteer or participate in programs
- Celebrate successes with results (ie: stats, reports, etc.)



FACILITATE

Facilitate the delivery of community-based sport, culture & recreation programs after-school, evenings and weekends.

- Create schedules based on annual plan
- Be consistent, professional & punctual
- If it doesn't work the first time, try again
- Make use of all community assets
- Offer a variety of activities (S, C, R, L)
- Discover community needs
- Promote your programs well
- Develop new and exciting opportunities
- Don't take over the role of volunteers/ teachers
- Have some structured & play programs
- Know what you have for program funds & maximize your budget for impact
- Help participants overcome barriers (transportation, free, food, etc.)
- Know the expectations/procedures for using facilities (ie: security, clean up, etc.)



PROGRAM TARGETS



SEASON

- Facilitate at least 4 new programs starting each season.
- Facilitate at least 2 themed programs during a holiday or break.
- Ensure at least 50% of summer programs occur outside.
- Facilitate at least 5 outdoor programs during the Winter.



PARTNERSHIPS

- Partner with local agencies for 5 community or school special events.
- Partner and create a joint community calendar for the summer months.
- Partner on 1 program each month in an underused community facility / space.
- Partner with at least 1 Provincial sport, culture or recreation association to host a program in your community.



PROGRAMS

- Minimum of 30 unique programs implemented throughout the year.
- Use 1 new method of promoting your programs in the community.
- Submit at least 1 program success with pictures to NSCRD.
- Spend entire budget on program listed on Annual Program Plan.
- Facilitate at least 80% of the programs originally planned.



TARGET GROUP

- 70% of programs delivered to primary target age group.
- At least 1 program per month designed specifically for families.
- At least 1 program per month targeting "those who don't participate".
- Have participants complete an evaluation form after 5 different programs.



LEADERS

- Recruit at least 3 youth leaders to volunteer with a program.
- Use the skills of at least 6 different community members to instruct or lead programs.
- Assist at least 1 community leader to attend an outside training opportunity.
- Host 1 volunteer recognition program (partner up if needed).
- Create a volunteer inventory list for your community.



CSRC ROLE

- Coordinate 50% of programs.
- Lead 30% of programs.
- Assist 20% of programs.
- Find and attend 1 training opportunity that will improve the work you do.
- Link at least 2 community members or groups to a sport, culture or recreation opportunity or grant.



FOCUS / SCOPE

- Balance # of programs focus between sport, culture, recreation and leadership.
- Host 1 training, skill or leadership development opportunity.
- Develop 2 new Sport; 2 new Culture; and 2 new Recreation programs that are not currently offered in the community.
- Find and use equipment or supplies in a program that you found in the back of a storage room.
- Facilitate at least 2 different ongoing programs each day worked.
- Facilitate at least 1 structured program each day worked.
- Facilitate at least 1 special event per month.



PROGRAM DESIGN

- Pick 2 programs to provide transportation for participants who live far away.
- Design 2 programs where food or healthy snacks are provided.
- Ensure most, if not all programs are free of charge
- Facilitate at least 1 program each day with 30min of vigorous physical activity.
- 60% of programs are cooperative vs competitive in nature.



PARTICIPANTS

- Recruit at least 1 new participant per session (or week).
- 40% of the total community population participate in special events.
- Average 10 to 30 participants per session.
- Facilitate at least 1 program that involves elders or pre-school per month.



REPORTING & IN PERSON TRAINING CALENDAR

Sept 1 – Dec 31, 2023

- Sept 30 *DUE:* Annual Contractual Agreement
DUE: End of Prev. Year Financial
- Oct 15 *DUE:* Annual Program Plan
- Oct 24-25 Fall Orientation in La Ronge
- Dec 5-6 High Five Training in La Ronge
- Dec 15 *DUE:* Fall Stats



Jan 1 – Aug 30, 2024

- Mar 15 *DUE:* Mid-term Financial
DUE: Winter Stats
High Five Mid-term Review
- Mar 30 **Warning Letters** issued to sites not meeting criteria
- May 14-15 Spring Training in Prince Albert
- May 31 *DUE:* Annual Self-Evaluations
Summer Program Plan & Supervisor Confirmed
- June 15 *DUE:* Spring Stats
- JULY Annual Agreement Evaluations by NSCRD
- July/August Learn 2 Train Training
- Aug 30 *DUE:* High Five Quest 2 Completed
DUE: Summer/Final Stats

FUNDED BY



SASK LOTTERIES

