

*A Guide for*  
**Indoor Coordinators**

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## Chapter 1

### What to Do?

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## Thank you!

Thank you for becoming an Indoor Coordinator! Your work is valued by your neighbours and community members. As an Indoor Coordinator you'll be directly involved with a variety of activities and people, and you'll see the results of your efforts as your neighbours get active.

Indoor Coordinators offer neighbourhood-based sports, culture, and recreation programs at a reasonable cost or no cost. Programs are offered in elementary schools and other neighbourhood facilities such as church halls. Community association programming is accessible to many different ages and groups of residents.

## The City of Saskatoon Supports Your Work

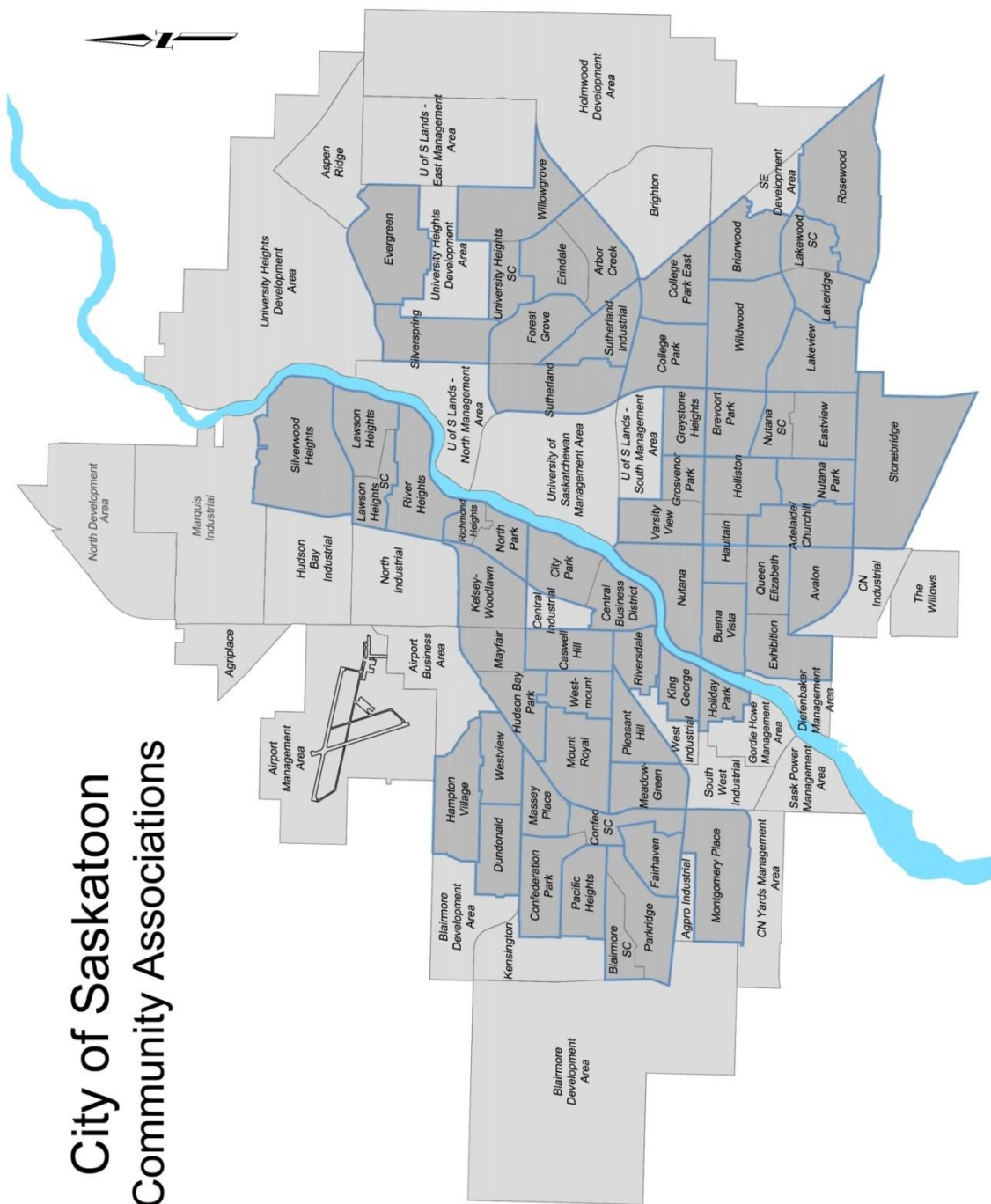
The City of Saskatoon (City), Community Development Division, works to support your important volunteer role. We'll help you advertise programs in the City of Saskatoon Leisure Guide (Leisure Guide). Training workshops will give you a chance to learn about new programs and to network with other Indoor Coordinators in your area and from around the city. We can also help to find qualified instructors for your programs.

**Call 306-975-3378** and you'll be referred to someone whose job it is to support neighbourhood programming. These people include your:

- **Community Consultant** - attends monthly Executive meetings, provides training and support, and acts as a liaison person to help with municipal matters; and
- **Instructor Placement Coordinator** - Your Community consultant can provide you with their contact information.

**Check out the City of Saskatoon  
Community Associations  
On the next page!**

City of Saskatoon  
Community Associations



## Neighbourhood Programs Make a Difference

The value of recreation and physical activity is seen as a positive and essential part of a balanced lifestyle. Community association programs provide opportunities for sport, culture, and recreation, and positively contribute to the quality of people's lives in other ways.

## Community Programs are Important for Children and Families

Community association programs for pre-schoolers and young children offer kids important social interaction as they learn positive ways to interact and play together. This can contribute to their self-esteem. Sport programs teach values, such as fair play and respect for opponents. Family-oriented programs provide opportunities for parents and children to play together to build a closer family bond.

## Subsidized Programming Makes a Difference

Community programs are affordable to almost everyone because they typically cost less than other organizations' and private sport business's programs. However, **financial assistance is available**, through Cost-as-a-Barrier (CAAB) funding given to the association from the City. This helps those who can't afford to pay community association registration fees. This means that programs can be offered close to home at affordable rates. If not for these opportunities, many residents would not engage in any recreational activity.

## Your volunteer work makes a meaningful difference for many people!

*"I volunteer as an  
Indoor Coordinator  
because I feel it's  
important for the well-  
being of our  
community."*

**Joni Onclin, Holliston,  
2006**

## Words from an Experienced Indoor Coordinator

Aside from having the satisfaction of helping in your community, being an Indoor Coordinator is a great way to develop a variety of skills that look great on a resume. **This position allows me to use my creative abilities and my problem solving skills while developing programs and getting to know my neighbours.**

First of all, my creative skills come into play when I try to imagine what types of programs will be popular. For our fall programs this year, I got my ideas for programs in a number of ways. At first, I sent out a message in our newsletter about programs that people in the area could teach or were interested in taking. Although that didn't receive much of a response, I did hear from one person who was interested in a specific program and who already had the contact information of an instructor.

Another idea came from one of my neighbours who suggested offering something for mothers and daughters. She also listed some things that she and her daughter might like to try. From there, I thought about how to structure it so that people would stay interested and that is partly where the format for our "Learn To" class came from; we offered four different topics (belly dancing, drawing, photography, and yoga) for two weeks each. I also thought about what had been popular last year, such as hip hop dance and yoga, and what I myself might like to do regularly such as a book club and walking.

Another thing I did was think about the various skills that my friends and acquaintances possess and then ask them if they would be interested in sharing those skills with people in the community. This solved both the challenge of thinking up a program and then the issue of finding an instructor for it. Other instructors have come from my contacts at work, asking former instructors for names or by contacting an organization that provides the course somewhere else in the city. For example, I found my hip hop dance instructor through the University of Saskatchewan Language Centre, and my yoga instructor through a completely unrelated phone conversation with a stranger. My best suggestion for finding instructors would be to keep your eyes peeled, keep your ear to the ground, and ask, ask, ask around! You can also call the City's Community Services Department at 306-975-3383, and they may be able to help you find instructors.

Without a doubt I have made a large number of contacts in our area and throughout the city. This is one of the best parts of being the Indoor Coordinator for your community association. Creative expression, interesting people, and skill development – what more could a person ask for in a volunteer job?

Written by: Shauna Tilbury, Indoor Coordinator for  
Adelaide Park/Churchill Community Association, 2006



## Time Commitment

The amount of time it will take you to do your volunteer work depends on the time of year and the needs of your community. As an Indoor Coordinator, your duties are to:

- attend your monthly Executive meetings and the annual general meeting;
- plan programs and book facilities (rent schools for programs);
- find and contact instructors to teach classes;
- plan/organize registration for fall and winter programs (September and January);
- make occasional visits to sites when the programs first start to check if all is going well for the instructor and residents; and
- pay the instructors at the end of the programs.

**Sharing this position with one or more volunteers, will reduce your workload and time commitment. Several associations are fortunate to have at least two people volunteer for this position. Get friends, neighbours, or appreciative program participants who can help you out. Maybe someone registered in the class can handle contracts and class evaluations.**

## Orientation and Training

You receive training and support from the community association and/or president, previous Indoor Coordinators, and your Community Consultant. Other learning opportunities will be provided by the Community Development Division including:

- One-on-one training with your Community Consultant;
- Training workshops for community association members; and
- Annual Indoor Coordinator workshop (held in the spring).

## Helpful Skills: These Look Great on a Resume!

- strong communications skills;
- efficient decision-making;
- excellent interpersonal skills;
- good organizational skills;
- attention to detail when planning and scheduling programs;
- ability to work well with a group and yet also succeed at independent work; and
- ability to delegate.

## 8 Indoor Coordinator Tasks

- 1. Determine which programs to run.** Consider what your neighbours might enjoy, need, and/or participate in. You can plan both fall and winter programs at the same time in the spring.
- 2. Prepare a program budget.** Just fill in the blanks on the form provided in Chapter 4. This helps you decide how much to charge residents and whether or not you will make a profit, break even, or lose money.
- 3. Book the program facilities** with the Public School Board, Catholic School Board, or another community facility.
- 4. Hire instructors** and have them sign a contract. Familiarize them with the facility and encourage them to contact you if problems arise.
- 5. Advertise programs** in the Leisure Guide, community newsletters, websites, Facebook pages, or the school newsletters.
- 6. Coordinate registration for the programs.** Have helpers staff the tables. Ask someone from your Executive to sell memberships or use online registration.
- 7. Monitor the programs and solve any problems that may arise.** Is the attendance too low to cover your instructor costs? Is the facility appropriate? Is the instructor good?
- 8. Evaluate and wrap-up the programs.** Pay your instructors promptly! Decide if you want to offer this program again next year.

**Give us a call at 306-975-3378.**

**The City has tools and resources  
to assist you with each of these tasks and more!**

## Calendar of Tasks

<b>March/April</b>  <b>Fall/winter program planning</b>	<ul style="list-style-type: none"> <li>• attend the Indoor Coordinator Workshop;</li> <li>• you will get a package from the COS with all the necessary forms to plan programming for the fall and winter;</li> <li>• prepare a program budget;</li> <li>• present your program plan to the Executive; and</li> <li>• confirm your current instructors and recruit new instructors for the fall programs.</li> </ul>
<b>May/June</b>	<ul style="list-style-type: none"> <li>• submit the leisure guide program sheets to the Community Consultant for the Fall Leisure Guide;</li> <li>• book the schools for fall programs;</li> <li>• book the school for registration night; and give the registration dates, programs fees, and program descriptions to the association newsletter and website coordinators, for the September community newsletter.</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• have a great summer!</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• confirm instructors for the fall; and</li> <li>• confirm school facilities for fall programs.</li> </ul>
<b>September/October</b>  <b>Fall programs begin</b>          <b>Winter program planning</b>	<ul style="list-style-type: none"> <li>• hold a registration night;</li> <li>• recruit program helpers, parent supervisors, and add a line to your registration forms to recruit instructors);</li> <li>• make program enrolment lists for instructors; and</li> <li>• contact instructors to confirm enrolment, equipment, the supplies needed, and to sign the contract.</li> </ul> <ul style="list-style-type: none"> <li>• decide the winter programs (if not done in spring);</li> <li>• prepare the winter program budget;</li> <li>• present the program schedule, fees, and budget to the Executive;</li> <li>• confirm the current instructors and, recruit new instructors for the winter program session;</li> <li>• book school facilities;</li> <li>• book the facility for the winter registration night(s); and</li> <li>• submit the winter program sheets to your Community Consultant for the Winter Leisure Guide.</li> </ul>

## Calendar of Tasks

<p><b>November/December</b></p> <p><b>Winter Leisure Guide is distributed in December.</b></p> <p><b>Fall program evaluation</b></p>	<ul style="list-style-type: none"> <li>• fall program season ends;</li> <li>• have instructors complete the evaluation forms;</li> <li>• have participants complete the evaluation forms;</li> <li>• submit the program summary form to the Community Consultant (including the number of registrants);</li> <li>• confirm the instructors for the winter programs.</li> <li>• confirm the school bookings for the winter programs; and</li> <li>• pay the instructors for the fall classes.</li> </ul>
<p><b>January</b></p> <p><b>Winter programs begin</b></p>	<ul style="list-style-type: none"> <li>• hold the winter program registration;</li> <li>• recruit parent volunteers to help with winter programs (you can use your registration forms to recruit people);</li> <li>• contact instructors to confirm enrolment, equipment, the supplies needed, and to sign the contract; and</li> <li>• winter programs begin (mid-January).</li> </ul>
<p><b>March/April</b></p> <p><b>Winter program evaluation</b></p>	<ul style="list-style-type: none"> <li>• winter program season ends;</li> <li>• instructors complete the evaluation forms;</li> <li>• participants complete the evaluation forms;</li> <li>• submit the program summary form to record the number of registrants. This is useful information for planning next year's programming; and</li> <li>• pay instructors after receiving their completed instructor contract final report forms.</li> </ul>

## Chapter 2

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## Tips for Keeping (Most) People Happy

### The School Administration and Custodians

You will want to establish a good relationship with the principals and caretakers at the schools you rent. The rental clerks from the school boards give the custodians the program schedules so they can open up the school doors for the attendees.

**It's very important to let the rental clerks know of any program cancellations or changes in your program schedules.** They can then use the gym or school for other activities. The school's evening caretaker will also know whom they should or should not let into the school.

Completing your Leisure Guide program sheets (or schedule) helps you determine exactly what your facility needs are. When planning your program schedule, talk to the soccer and/or basketball coordinators to determine their gym needs and what schedules Saskatoon Youth Soccer and Saskatoon Minor Basketball Association have set.

### The Participants

Most community residents are appreciative of the low cost and high value programs you offer, but there may be the occasional person who isn't. Sometimes community members, particularly those who aren't familiar with how the community associations work, may need to be informed that you are a part-time, unpaid **volunteer**.

If someone is acting in a disrespectful or threatening way, or they damage school property, you and your instructors can ask them to leave and not return. Your Executive may or may not decide to reimburse their registration fee.

### The Instructors

Reliable, qualified, and popular instructors are worth keeping. There is a city-wide shortage of qualified instructors for activities, so it is a good idea to occasionally call instructors to see if they are happy or if they are having any difficulties. Tell them they are appreciated and then ask when they are available for the following program session. Keep instructors happy by paying them immediately after the program is completed.

### Other Organizations that Use the School

In many neighbourhoods, other organizations may also book space at the schools. To avoid double bookings, consult with any of these groups before submitting rental agreements.

### And Yourself!

You're one of those exceptional people who volunteer. And like most volunteers, you're a busy person who gives a lot to others. If you find yourself confronted by disgruntled or difficult people, share your story with your Community Association Executive and/or Community Consultant. They can help, or offer support.

## Booking Facilities

### Applying for School Rentals

The Catholic and Public School Boards each have their own system for booking school space. The good news is that the City has an arrangement with both school boards that allows community associations free access to all elementary schools during after school hours, Monday to Friday.

**To start your program season, you'll receive a package from the City that includes Public School Board rental forms.**

### Public School Board

You can get a rental form from the Public School Board rentals clerk, online at [www.saskatoonpublicschools.ca](http://www.saskatoonpublicschools.ca) or you can go in person to the Board of Education Facilities Department at 310 21<sup>st</sup> Street East South. You can fax or email the completed form.

Rental forms must be received **at least one week before the scheduled activity**. However, fall program rental forms are due mid-June.

Again, make sure to cancel classes with each school board if you no longer need the booking.

### Catholic School Board

At the Catholic School Board, schools are booked via their online system at <https://ca.apm.activecommunities.com/gscsfacilityrental>

The fall/winter program rental requests need to be arranged in the spring, typically by June 15, on a first-come, first-served basis. Make sure to cancel classes with each school board if you no longer need the booking.

Note: Some Indoor Coordinators book the schools for their monthly Executive meetings, whereas other associations have another Executive member do this.

**Recruit a booking assistant to help you with the rentals and booking the monthly Executive meetings.**

## School Board Regulations for Rentals

Always refer to the rental contract for each school to ensure you are abiding by the contracts and can guide the instructors to do so as well.

### General Guidelines

1. Rental groups must leave the premises neat and tidy.
2. Rental groups must ensure adequate adult supervision of all activities.
3. Rental groups are held responsible for any thefts which may occur, as well as for breakage and damage beyond normal wear to the facility and equipment.
4. The Indoor Coordinator arranges for rental groups to have access to the facility and the equipment specified on the permit and will ensure that adequate security measures are followed.
5. All groups who use facilities are issued permits by each of the school boards.
6. No fees are charged by the school boards for any activity planned under the umbrella of the community association from Monday to Friday. If a community wishes to use the facilities on a weekend, an hourly rate is charged for a caretaker to be in the building. Those rental arrangements must be conducted between the group and the rental clerk at the school board offices.
7. The school facility is made available to community organizations, however, the needs of the school take priority over community groups.

**Please take the time to read the rental agreements when you get them.**

**Did you know that there is a rental fee if you want to use the school on the weekend?**

**Use of school equipment for your programs is at the discretion of the principal.**



## Booking City Leisure Facilities

The City does rent out Leisure facilities to groups, although, due to the cost, it is rare. The libraries will rent out rooms at no cost if the association is not charging for the program. The City operates the following facilities:

- Lakewood Civic Centre;
- Lawson Civic Centre;
- Cosmo Civic Centre;
- Harry Bailey Aquatic Centre;
- Saskatoon Field House;
- Shaw Centre; and
- Terry Fox Walking Track-Kinsmen Soccer Centre.

## Activity space Available at Leisure Facilities:

- meeting rooms;
- gymnasiums;
- craft rooms;
- fitness/dance studios;
- multipurpose rooms;
- theatre (150 seats);
- leisure wave pool;
- racquetball court;
- 200 metre running track;
- 50 metre swimming pool;
- diving tank;
- ice rinks (winter); and
- dry area floor (summer).

Community associations may want to come together with neighbouring communities to jointly book a facility. For example, you could book a family swim on Sunday evenings at Lakewood Civic Centre, or rent a multipurpose room for a dance program with other community associations.

**Call 975-3366 to book any City Leisure Facility.**

## Tips for Registration Night

### 1. How to Get People Out

- Charge late fees for people who don't register on this night or on time.
- Combine registration with other groups' registration, e.g. Girl Guides.
- Hold two different registration nights at two different schools.
- Promote it in school newsletters and on outdoor portable signage.
- Have online registration, and promote registration online, and on social media like Twitter and Facebook.

### 2. How to Cut Down on the Number of Phone Calls You Receive

- Don't publish your phone number, and open a generic email for the association where people can ask questions.
- Offer a clear explanation about programs in association newsletters.
- Advertise the registration night well with portable signs, in the Leisure Guide, on websites, and in community association and school newsletters.
- Charge late fees.
- Offer online registration.

### 3. Some Things that Work

- Have another member of your Executive greet people as they come in and answer questions. (Get this person to also promote volunteer opportunities with the association.)
- Provide name tags and positions for people working registration so that if there are any questions they know whom to ask, e.g. John Smith, Soccer.
- Try an express line for people paying with cash.
- Charge late registration fees to encourage people to register on time.
- Develop a policy for registration fee refunds if a class is cancelled or someone can't attend.

### 4. Maximum Enrolment Numbers for Programs

- Only print up enough registration forms for the maximum number of participants allowed for each program.
- Have someone keep track of the number of people registered in each program.

### 5. Memberships

- Set up a special table for memberships.
- Some community associations also sell memberships at residents' doors prior to registration night. Or they hire a group like the Brownies to go door-to-door to sell memberships.

**Change the colour of your membership cards every year for easier tracking.**

## Insurance and Liability

### What Does Your Community Association Insurance Cover?

Some community associations' insurance policies do not cover activities such as gymnastics and martial arts. Your Executive should consult your insurance policy to see if there are limitations to what will be covered. Also consider hiring instructors who are certified by Saskatchewan Parks and Recreation Association (SPRA) and/or who come with their own personal insurance coverage.

### Receipts for Tax Purposes

The Government of Canada offers a tax credit to promote physical fitness among children. This affects the type of receipt you give participants who register for your programs. Your receipt should include:

- organization's name and address;
- name of the eligible program or activity;
- total amount received, date received, and the amount that is eligible for the children's fitness tax credit;
- full name of the payer;
- name of the child and child's year of birth; and
- authorized signature.

Note: An authorized signature is not required for electronically generated receipts.

## Evaluating Your Programs

It is important to evaluate your programming because with evaluations, you'll find answers to these important questions:

- Is it worthwhile to the residents and requested?
- Will you offer it next season?
- Has the program met its budgeted revenue this year? Broken even?
- Do people appreciate and enjoy it?
- Are the people that you thought would like it taking part?
- Are there any gaps in the ages of participants?
- Are there programs for both men and women?
- What does the instructor think?
- Has attendance been consistent or has it gone up or down?
- Are you offering a balance between types of programs (such as physical, social, and cultural)?
- Is it being offered on the right day, and at the right time?
- Did you have adequate equipment?

Your Executive needs to hear recommendations that result from your evaluation. **Your recommendations have an impact on your association's budgeting and future planning.** Evaluation is important!

## Two Forms to Use for Evaluation (available in the forms section)

### 1. Participant's Evaluation Form

- This form should be distributed about halfway through the program.

### 2. Instructor's Program Evaluation Form

- This form gives your instructor a chance to offer feedback to you.
- **You may want to insist that instructors fill in this form PRIOR TO GETTING PAID.**

## Chapter 3

### How to Pick Programs for Your Community

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## How to Pick Programs for Your Community

Here are some tips to help you figure out which programs people will appreciate.

**Your Community Consultant has demographic info about your neighbourhood.** Your Community Consultant can give you a neighbourhood profile with statistics on how many children attend each school, average income, and ethnic make-up of your community. People's age, background, fitness level, and socioeconomic status affect what they like to do with their spare time and money. These profiles are also online at [www.saskatoon.ca](http://www.saskatoon.ca).

**Offer programs for each age group.** Consider the demographics in your community. If possible, try to offer programs for preschoolers, children, youth, adults, and seniors. Please read Pages 21 to 26 for tip sheets on programs for target age groups.

**Refer to the program ideas pages in this chapter.** Call your Community Consultant to learn about trends and interesting programs that are being offered throughout the city. They will put you in touch with program staff waiting to assist you in program planning.

**What worked before?** What was offered in the past in your community? Your Community Consultant can provide you with program summaries that list the programs offered, including registration numbers. As well, talk to previous Indoor Coordinators and Executive members.

**Evaluation form feedback.** Take a look at evaluation forms from previous program participants. What did they like? What did they dislike?

**Research.** Determine what resources are available (i.e., facilities, instructors, volunteers). City staff can help you find instructors and tell you which programs are difficult to find instructors for. Ask your Community Consultant for more details.

**Community feedback.** Encourage community feedback and participation through community association and school newsletters; posters in libraries, churches, and parenting classes; and at registration nights or community events. If low attendance has been a problem for your community, you may want to present your programs at a school assembly or conduct a community survey.

**Program Planning Sheet:** Jot down your program ideas for each category.

<i><b>Preschool</b></i>	<i><b>Children</b></i>	<i><b>Youth (Twens and Teens)</b></i>
<i><b>Adults</b></i>	<i><b>Older Adults</b></i>	<i><b>Other: Special Interests Groups or Family Activities</b></i>

**Reminder:**

- Gather information on age, income, and background from the Neighbourhood Profiles, available through your Community Consultant and the City website [www.saskatoon.ca](http://www.saskatoon.ca)
- Please refer to the program idea tip sheets for target groups on the following pages Contact your Community Consultant for help with programming ideas, and to find out what's happening around the City

## Program Ideas for Preschoolers

### Interests

- Fundamentals of movement, sport, and games: creative movement, recreational play
- Literary arts: storytelling, drawing
- Performing arts: dance, drama
- Visual Arts: variety of crafts

### Successful Community Programs

- Fun and games programs (opportunity for play)
- Sport ABC's
- Recreational gymnastics (creative movement)
- Beginner's dance (jazz and ballet)
- Recreational soccer
- Blast ball
- Arts

### Special Considerations

- Determine if you need parental involvement/support for the type of program.
- Include a variety of activities to keep their interest and attention in the program (e.g. storytelling, finger games, puppets, music, singing, movement, tumbling, and crafts).
- You may want to build in 10 to 15 minutes of unstructured playtime, especially if parents are involved and can help out.
- Instructors should have experience working with preschoolers in a day care setting, playground, or community program. Look for those who have some formal education (e.g. an education, kinesiology, or early childhood development degree).
- Class ratio should be no more than 12 preschoolers with one instructor; it's a good idea to have at least one parent to help and ask the instructor their preferences.
- Length of class should be 30 to 45 minutes and be offered prior to 7:30 p.m.

### Suggested Supplies/Equipment

- Craft materials
- Bean bags
- Balls (various sizes)
- Parachute
- Low balance beam or benches
- Ropes
- Hoops
- Gym mats
- Stereo for music



## Program Ideas for Children (Under 10 Years)

### Interests

- Sports (baseball, basketball, Tae Kwon Do, floor hockey, recreational soccer)
- Games
- Literary arts: library
- Physical fitness
- Performing arts: dance, drama
- Nature appreciation
- Building and engineering programs

### Successful Community Programs

- Sports: floor hockey, Tae Kwon Do, baton, soccer
- Arts: Variety crafts, after-school clubs, cooking
- Performing arts: dance, jazz, hip hop, breakdancing, hoop dancing

### Special Considerations

- Most important reason for participating is fun and enjoyment; second is to develop and practice skills.
- Their large muscles are more developed than the smaller muscles: activities that require smaller muscle groups may require more supervision and assistance.
- Young children are curious and want to learn. They also appreciate the chance to act on their own. Generally, children enjoy variety and most have the flexibility to try many different activities.
- Promote to parents through school newsletters, libraries, churches, and your community association newsletter.

### Possible Barriers

- Cost of the program
- Not aware of the program

***“My son really enjoyed playing soccer. He made new friends and certainly learned new skills and got a lot of exercise. Thanks for giving him a good introduction to sport!”***

**Participant’s parent**

## Program Ideas for Youth (10 to 17 Years)

### Interests

- Performing arts: movies, videos, television, music
- Physical fitness: biking, boot camp, yoga, Pilates, dance
- Sports: basketball, swimming, soccer, baseball
- Internet: email, music
- Nature appreciation: biking, outdoor activities, camping

### Successful Community Programs

- Youth nights, Girls on the Move, Guys on the Move
- Sports: floor hockey, Tae Kwon Do, volleyball, soccer, basketball
- Babysitting
- Performing arts: dance (jazz, hip hop, breakdancing)
- Visual arts: sketching, art drawing
- Engineering
- Yoga, hula hoop, boot camp

### Special Considerations

- A positive recreation experience adds to their sense of self-worth.
- These programs are an opportunity for socializing.
- Youth like to be challenged by things that require taking a certain amount of risk.
- Include both structured (instructor-led) activities and non-structured fun.
- Consider activities that give them a sense of accomplishment.
- Youth like to be in control and be involved in decision making.
- Ensure you offer a welcoming, non-threatening environment.
- Consider ways to offer non-competitive, cooperative kinds of activities – especially for females.
- Offer female-only activities for older females (15 to 16 years old).
- Males tend to participate with any age group.

### Barriers

- Cost of the program;
- Not aware of the program; and
- No one to go with.

**The Community Development Division program staff will help you plan a youth program specific to your neighbourhood's needs and interests. Call your Community Consultant for more information.**

## Program Ideas for Adults (18+)

### Interests

- Performing arts: drama, dance
- Physical fitness: aerobics, walking, yoga, Pilates, golf
- Nature appreciation
- Family activities

### Successful Community Programs

- Sports: volleyball, floor hockey, Tae Kwon Do, basketball, badminton
- Physical Fitness: aerobics, walking, yoga, Pilates, Smart Start Programs
- Performing arts: dance
- Visual arts: photography, watercolour painting, beading, sewing/knitting, making garden stepping stones
- Ethnic cooking

### Special Considerations

#### 18 to 29 year olds are:

- more likely to be post-secondary students with a limited income, so keep program costs reasonable and advertise Cost-as-a-Barrier funding. This age group is also
- more likely to be single; therefore, advertise and mention bringing friends or having the chance to meet new people.

#### 30 to 39 year olds are:

- more likely to have younger children, so consider offering children's program at the same time or offer childcare.

#### 40 to 64 year olds are:

- more likely to have older children and therefore less need for child care.
- more aware of the health and physical benefits they receive from having an active lifestyle, so the need for physical fitness programs is high. Please refer to the program page on Smart Start programs designed specifically for the adults beginning their fitness journey who want to become more active.

### Barriers

- Cost of activity.
- No one to go with.
- Lack of awareness about the programs.

***“I really liked my community association dance class for adults.  
I got to meet new neighbours and laugh together.  
And it was great having a class so close to home!”***

***Participant, 2007***

## Program Ideas for Older Adults (50 +)

### Interests

- Physical fitness: walking, dance, low-impact aerobics, yoga
- Sports: tennis, golf, lawn bowling, bowling
- Visual arts: crafts, scrapbooking, art lessons
- Community events: concerts, dancing, Christmas light tours
- Fall and slip education
- Nature appreciation

### Successful Community Programs

- Computer training
- Social media, and other useful “how to” classes, such as searching on a computer.

### Special Considerations

- They are more likely to participate in mid-morning or mid-afternoon programs during the weekdays as that is when they may have more energy.
- Their most important reason for participating is to keep physically active. The second motivation is for enjoyment.
- Common health concerns are arthritis and back problems, and programs may require special instruction or modified activity to address health conditions.
- Older adults value the social aspect of the program.
- Promote your programs at local malls on senior discount days, churches, senior high-rises, and libraries.

### Barriers

- Health problems/disabilities (65 years plus).
- Do not have necessary skills.
- Busy with other interests (family commitments/work).
- Cost of trying new activities.

**Community associations generally have not offered programs specifically targeted to seniors. But if your community has a high percentage of seniors and you would like to offer some programs, contact your Community Consultant for assistance.**

## Smart Start for Beginners (55+)

Smart Start programs are popular and encourage inactive adults to become more active. Through research, the Community Services Department has found that adults who are thinking about becoming more physically active would like to have more fitness opportunities in their own neighbourhood.

To help you select your physical activity programs, the Community Development Division has developed a Smart Start Resource Handbook containing program and promotional material. Contact your Community Consultant for ways to strengthen the Smart Start initiative in your neighbourhood.

Smart Start programs come with **activity plans**. The **Smart Start Resource Handbook** comes with a list of activity plans available which include:

- a class description;
- course objectives;
- class format;
- list of instructor qualifications;
- equipment/materials needed;
- costs to consider; and
- special considerations

## Successful Community Smart Start Programs:

- belly dancing
- tennis
- social dance
- tai chi
- boxercise
- badminton
- floor hockey
- walking club
- volleyball
- aerobics
- yoga

**For more information check out the Smart Start Resource Handbook!**

***“Instructors made the class fun!”***

***“Very good variety!”***

***“Love the reasonable rates!”***

***“Program was GREAT”***

**Smart Start Program Participants'  
Comments**

## Program Planning for Increasing Diversity

### Special Considerations

- Use leaders who have skills and knowledge of programming and are representative of the population you want to engage. People want to feel represented culturally.
- Hire leaders from all cultural groups and age demographics.
- Adults want family-oriented programs or childcare availability.
- Offer cultural programs that will attract all age groups.
- Use word-of-mouth in different cultural communities' advertising, including newsletters, radio, and social media.

### General Barriers to Participation

- Not feeling comfortable in a group setting that is not reflective of who someone is. If this is the case, check your diversity in programming and instructors.
- Cost. Provide free or low-cost programs.
- Host a “Try it” program, where people can drop-in and check out programs for free before they commit.
- No childcare available during programs.
- Not aware of the programs being offered.

**The Community Development Division  
has an Aboriginal Programmer that can  
assist you in developing programs and  
promotional strategies to reach the  
Aboriginal people in your community.  
Call 306-975-3378 for more information.**

**Or contact your Community Consultant  
for more information.**

## More Program Ideas

Also refer to the appendix for a list of “Community Activities from Around the World” for unique programs from different countries!

Target Group	Ages	Interests
Children	7-9 years	All sports, hip-hop dancing, skateboarding, breakdancing, cultural activities, arts and crafts, tipi teachings, lacrosse, cricket.
Girls (Tweens)	10-14 years	Volleyball, basketball, soccer, hockey, skating, drama dancing, swimming, self-defence, youth nights, art and crafts, cultural events, babysitting class, leadership classes, talking circles.
Boys (Tweens)	10-14 years	All sports, skateboarding, floor and ice hockey, drama, basketball, break dancing, swimming, hanging out, crafts, cultural events, talking circles.
Girls (Youth)	15-18 years	Youth Centres, drama, break dance/hip hop/pow wow dancing/Métis jigging, volleyball, basketball, dancing, crafts, leadership programs, life skills, socializing, field trips.
Boys (Youth)	15-18 years	Youth centres, all sports, hanging out with friends, organized sports, playing basketball outside in the parks, break dancing, swimming, cultural events, field trips.
Adults/Family	All ages	Adults like some sports activities such as swimming. Also, attending events with friends and family, family-oriented programs, cultural camps, sport events for the whole family.
Single Parents	All ages	Sports, recreation. Offer childcare/family-oriented programs.
Elders/Seniors	Over 65	Like to watch family events and be with their families. Cooking, feasts, and potlucks.

## Programs with Activity Plans

### General Programs

- Aboriginal cooking
- Aboriginal crafts
- Aboriginal games
- Babysitting course
- Basketball
- Beading
- Blastball (baseball for kinder sports)
- Board game nights
- Breakdancing
- Card making
- Cheerleading for beginners
- Cooking for teens
- CPR Level C
- Creative drama
- Cree language classes
- Cultural teachings and stories
- Dinner and a movie
- Drum making
- Drumming and singing
- Floor hockey
- Fun with music
- Hip hop
- Hoop dancing
- Karaoke night
- Learn to pow wow dance
- Learn to sew
- Leather mitts
- Little chefs
- Medicine bag making
- Métis jigging
- Moccasin making
- Modeling
- Nutrition courses
- Salsa dancing
- Scrapbooking
- Seasonal crafts
- Skating/tobogganing night
- Soccer
- Softball
- Standard first aid and CPR
- Summer/winter carnival
- Teddy Bears Picnic

### Smart Start Programs

- Aerobics
- Badminton
- Belly dancing
- Bowling
- Boxercise
- Curling
- Fencing
- Floor hockey
- Golfing
- Home fitness workshops
- Skating
- Soccer
- Social dance
- Stretch and tone
- Tae Kwon Do
- Tai chi
- Tennis
- Variety sports
- Volleyball
- Walking club
- Women's self-defence
- Yoga

**Activity plans can be helpful when offering a program for the first time. They include: a program description, objectives, costs, class format, facility requirements, and materials needed.**

**Ask your Community Consultant for the Activity Plan for any one of the programs listed on this page.**



## Sample Activity Plan: Sport ABCs

### Program Description:

The Saskatoon Sport Council has designed the Sport ABC's program to ensure young children have the most positive experience possible from sport. The focus of this program is on learning fundamental skills before entering into more competitive sports.

Children, with their parents, learn a variety of sport skills together through participating in fun activities that enhance agility, balance, and coordination. Parent enrolment with children is required.

### Time:

Parents and 3 to 5 year olds: 30-minute program, once per week for eight weeks.

Parents and 6 to 9 year olds: 45-minute program, once per week for eight weeks.

### Program Cost:

Instructor honorarium; please contact your Community Consultant for information about the rate of pay.

### Number of Participants:

5 to 10 registrants.

### Facility Required:

Gym or multipurpose room.

### Equipment Required:

Small balls

(soft whiffle balls, tennis balls). One per participant.

***“Sport ABC was an excellent introduction to sports for my toddler! We really had fun exercising together.”***

**Parent of a 4-year-old participant**

### Instructor Recruitment/Training

**Recruitment:** The City will recruit instructors for you if you indicate you'd like this on your program sheets. If you have recruited your own instructor, please list the instructor information in the spaces provided on those program sheets.

**Training:** There is Sport ABC training available with the Saskatoon Sports Council. There is also a binder and DVD available for your information.

Contact the Saskatoon Sports Council at 306-975-0830 for more information.

## Chapter 4

### How to Work with Instructors

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## How to Recruit Instructors

If you are unable to find an instructor, The Community Services Department will do their best to recruit instructors for you. If you'd like this support you'll need to let us know by marking this on your program summary sheet. Just mark an X under the column "CS to find Instructor?"

**City of Saskatoon, Community Services Department can help recruit instructors for you!**

The **Instructor Placement Coordinator** (IPC) looks closely at the program sheets and will contact you with the names of potential instructors once available and qualified instructors have been found. It is, however, your responsibility to contact the instructors prior to the start of the program.

You will be notified if there is difficulty recruiting an instructor. We appreciate your patience.

## What If You Find Your Own Instructors?

If you have asked the IPC to find an instructor for a class, and then find one yourself, **please tell us right away. Email [instructors@saskatoon.ca](mailto:instructors@saskatoon.ca) to let us know you no longer need an instructor. Also, if you cancel a class please notify our office.**

If you have found your own instructor, a blank contract is available for you to fill out. Let us know you need a contract by filling the option in on the program sheet you submit for the Leisure Guide.

**If you have any questions about hiring or paying instructors, please speak to your Community Consultant or call 306-975-3378 for help. We review recommended payment rates every two years and we'll give you the most recent rates at the annual Indoor Coordinator training.**

## Instructor Rate of Pay

Honorarium guidelines govern the criteria and rates of pay for City recreation and fitness class contract instructors. **Please contact your Community Consultant to get the most up to date rates of pay.**

It is best if your payment levels are consistent with the Community Services Department to avoid confusion and/or competition between community associations and instructors.

### Here's how to figure out what to pay your instructors:

Consider the category of the program (below), the certification, and/or the experience required to teach the program.

#### 1. Basic Category: Program Monitoring

This category is for programs that require the instructor to supervise participants and/or facilities. The instruction or direction provided is minimal. This category also applies to those who have been contracted as program assistants for intermediate and advanced programs (e.g. open gym supervision, drop-in sports, and unstructured preschool programs).

#### 2. Intermediate Category: Basic Level Instruction

Instructors in this category have general skills from experience or basic training. It is recommended that these instructors possess Standard First Aid and CPR Certification.

Intermediate instructors provide supervision and basic level instruction. Examples of programs they'd teach/facilitate include: Toddlers on the Move, "learn to" sports, youth leaders, cooking, babysitting course, drama, dance, computer basics, painting/drawing, photography, crafts, nutrition, and gardening.

#### 3. Advanced Category: Technical Level Instruction

These instructors are required to instruct specific technical skills based on their level of expertise and ability to impart specific skills to others. Examples of programs they would teach/facilitate include: fitness classes, dance, fitness consultation, gymnastics, and exercise equipment orientation.

These instructors may be required to have SPRA Fitness Certification or equivalent, Standard First Aid and CPR certification and/or Level 1 Gymnastics Certification.

#### 4. Specialty Category: Market Dictates Higher Rate

There may be a demand for specialized programs, such as Pilates or yoga lessons, that have minimal instructor fees set by professional organizations.

## Paying Instructors

Community Associations are responsible for paying their instructors. Part of the payment may come from the fees charged to participants, but your community association also receives an annual program grant from the City that may also be used to help pay for instructors.

Everyone likes to be paid promptly. Your instructors need to be paid when they have taught all their classes and have filled in all the required paper work.

Before the program starts, talk to each instructor about the details of their pay, and have them sign and review their service contract. You should also talk to your association treasurer as some associations require an invoice before issuing payment.

## Require Instructors to Submit Reports

The City of Saskatoon has developed an **Instructor Contract Final Report** form that includes a **Class Attendance Record** and **Instructor's Program Evaluation form**. (Please see the end of this chapter.) We recommend you have your instructors complete and submit **prior to issuing their payment**. This form acts as a good tracking system for you.

It is suggested you record the payment on the **Instructor Contract Final Report form** and that either the Indoor Coordinator or the treasurer keep this form as a record of payment. This may help you should there be any confusion with the instructor about pay.

**Instructors should  
complete:**

- . **Instructor Final  
Report**
- . **Class Attendance**
- . **Instructor Program  
Evaluation**

**before they are paid.**

## Working with Instructors

Clear face-to-face communication with your instructors is important so that you can get to know them a little bit. While they lead community association programs, instructors act like representatives of your organization. Good instructors are a treasure for your programs. You should contact each instructor at least one week prior to the beginning of the program.

### **At that first meeting, please make sure that you and your instructor have:**

- Reviewed and signed a contract. Carefully reread the dates, time, and location of the program.
- Considered program cancellation procedures. Who can cancel and for what reasons? And who calls the class list when a program is cancelled?
- Explained the instructor's rate of pay. Please make sure to emphasize the payment is for what is actually instructed and does not cover preparation time.
- Decided equipment requirements and reviewed where the equipment can be found.
- Figured out how to access to the program space. Do you need a gym key?
- Outlined community association expectations of the instructor. Reviewed what the expectations are for program content, whether statistics such as enrolment and attendance numbers are required, and any other details specific to that program.
- Organized who to call in case of emergency.
- Discussed payment arrangements.
- Reviewed the Instructor Package.

**Check out the comprehensive  
Instructor Package on the following pages.  
It offers all that you'll need, including a  
contract.**

## Instructor Package

The City of Saskatoon, Community Development Division, will give Indoor Coordinators the following five-page package to give to instructors for each program. Please review it.

### Instructors Should Consider the Following:

1. Carefully review your contract to make sure all the details are correct. Discuss any changes and verify the program start and end dates (the schedule may include cancelled dates due to holidays, school breaks, and special days). Sign your copy and return it to the Indoor Coordinator for their signature.
2. Discuss program content, class size, supplies, and equipment required with your Indoor Coordinator.
3. Before your program starts, please write up a brief outline of your program for the Indoor Coordinator. This information is helpful when the Indoor Coordinator is asked specific questions about the program.
4. Familiarize yourself with the facility where your classes are held. Locate the first aid kit, telephone, and emergency exits. Introduce yourself to the school custodian.
5. Please immediately report any difficulties you have to your Indoor Coordinator or Program Convenor (the community volunteer assigned to your program, if you have one).
6. Report any accidents, serious incidents or property damage that occurs during your class to your Indoor Coordinator within 24 hours.

**Please submit the signed *Instructor Contract Final Report* and *Instructor's Program Evaluation form* to your Indoor Coordinator at the end of the session. It is necessary to complete these forms for your contract payment.**

**A copy of each form is contained in this package. Taxes, EI, and CPP will not be deducted from your pay. You are responsible for declaring this income on your income tax return. T4 slips are not issued.**



# Service Contract for Community Association Instructors

## SERVICE CONTRACT

For Community Association

THIS AGREEMENT made this date Oct 3, 2007  
 BETWEEN Instructor's Name  
 (hereinafter called the "Contractor")  
 and  
 Community Association  
 (hereinafter called the "Association")

CONTRACTOR'S INFORMATION  
 Address: 789 Any Street  
 City: Saskatoon  
 Postal Code: S7S 4J3  
 Home Phone: 123-4567  
 Business Phone:

1. NATURE OF INSTRUCTION Floor Hockey
2. LOCATION  
 Instruction services to be provided at St. Volodymyr
3. TERM OF APPOINTMENT  
 The Contractor agrees to provide 9 hours of instruction (at a rate of \$13.00/hour)  
 or a flat rate of \$  
 during the period Oct 3 - Dec 12  
 DAY: Thursday TIME: 6:00pm - 7pm
4. PAYMENT  
 i) Are you a registrant for GST purposes? Yes ☒ No  
 If Yes, please state GST Registration No. \_\_\_\_\_  
 ii) In consideration of the Services to be rendered by the Contractor hereunder, the Association shall pay the Contractor \$ 117.00
5. SPECIAL CONDITIONS  
 i) Option to cancel this contract without obligation prior to commencement of the program on the basis of insufficient student enrollment rests with the Association.  
 ii) This contract may be terminated at any time by either party on seven days' notice provided in writing, and payment under the contract shall cease on the expiration of such notice.  
 iii) Contractor will be paid for actual hours of work if the Community Association cancels classes due to unforeseen circumstances (i.e. facility closure, inclement weather).

## CONTRACT TERMS

CONTRACTOR SHALL:

- ☒ Notify INDOOR COORDINATOR of Sutherland / Forest Grove at xxx-xxxx if Contractor will be unavoidably delayed or absent from a class early enough to inform class.
  - ☒ If a class is missed, it must either be made up on another date or money will be deducted on a pro-rated basis.
  - ☒ Remunerate any replacement.
  - ☒ Provide replacement instructors subject to Community Association approval.
  - ☒ Submit a signed contract final report/instructor's program evaluation to the Indoor Coordinator at the end of the session.
  - ☒ Record attendance on final report.
  - ☒ Submit, as requested, participant evaluation forms to the Indoor Coordinator.
  - ☒ Report immediately any accidents involving himself/herself or participants during the program.
  - ☒ In case of accident, please contact Indoor Coordinator.
  - ☒ Be responsible for ensuring that the program area is left neat and secure with equipment put away, doors locked and equipment returned to the office.
  - ☒ Contractor to have all purchases of supplies (if applicable approved by Indoor Coordinator) and submit receipts upon completion of program for reimbursement.
- Further conditions unique to the agreement:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor's Name  
 Contractor  
 WHITE COPY - CONTRACTOR

Indoor Coordinator's Name  
 Indoor Coordinator  
 YELLOW COPY - INDOOR COORDINATOR



# Class Attendance Record

## CLASS ATTENDANCE RECORD

CLASS NAME: Floor Hockey AGE GROUP: 6-8 yrs DAY: Thursday TIME: 6:00-7:00pm  
 SEASON: Winter 2007 DATE OF EACH CLASS

PARTICIPANT'S NAME AND PHONE NUMBER	DATE OF EACH CLASS											
	Oct 3	Oct 10	Oct 17	Oct 24	Oct 31	Nov 7	Nov 14	Nov 21	Nov 28	Dec 5	Dec 12	Dec 19
1. Participant's Name	✓	N	✓	A	✓	✓	N	✓	✓	✓	✓	✓
2. Participant's Name	✓	D	✓	✓	✓	✓	D	✓	✓	A	A	✓
3. Participant's Name	✓	C	✓	✓	✓	✓	C	✓	✓	✓	✓	✓
4. Participant's Name	✓	L	✓	✓	✓	✓	L	✓	✓	✓	✓	✓
5. Participant's Name	✓	A	✓	✓	✓	✓	A	✓	✓	✓	✓	✓
6. Participant's Name	✓	S	✓	✓	✓	✓	S	✓	✓	✓	✓	✓
7. Participant's Name	✓	S	✓	✓	✓	✓	S	✓	✓	✓	✓	✓
8. Participant's Name	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. Participant's Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. Participant's Name	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11.												
12.												
13.												
14.												
15.												

PAGE 1 of 1

## Instructor Contract Final Report

Instructors must complete this form and the **Class Attendance Record** and return them to the Indoor Coordinator to receive payment.

### INSTRUCTOR CONTRACT FINAL REPORT

NAME: Instructor's Name CLASS NAME: Floor Hockey  
 LOCATION: St. Volodymyr School  
 PROGRAM DATES: Oct 3 - Dec 12 DAY: Thursday TIME: 6:00-7:00pm

**\*\*Record Class Enrolment Below\*\***

1-4 yrs	5-9 yrs	10-14 yrs	15-19 yrs	20-39 yrs	40-64 yrs	65+	Total
	10						

**\*\*Record Your Days and Hours of Work Below\*\***

Date	Start Time	End Time	Total Hours
Oct 3	6pm	7pm	1hr
Oct 17	6pm	7pm	1hr
Oct 24	6pm	7pm	1hr
Oct 31	6pm	7pm	1hr
Nov 21	6pm	7pm	1hr
Nov 28	6pm	7pm	1hr
Dec 5	6pm	7pm	1hr
Dec 12	6pm	7pm	1hr

Total Days Worked: 8 days

Total Hours Worked: 8 hrs

Date: March 31/07

Instructor's Address and Postal Code:

789 Any Street S7S 4J3

Instructor's Signature:

Instructor's Name

Community Representative's Signature:

K. Smith

**To be filled out by Community Association only:**

Actual Number of Hours Worked:

8

Rate of Pay:

x

\$13.00

Total Amount Payable:

\$ \$104.00

Indoor Coordinator's Signature:

K. Smith

## Instructor's Program Evaluation (Sample)

### INSTRUCTOR'S PROGRAM EVALUATION

1. Did you feel you had the necessary information about the class(es) you were contracted to teach before the session began?  
Yes ☐ No ☐  
If not, what additional information did you require?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Did you feel the program day, length, time, fee, and/or content should be changed to better meet the needs of the participants?  
Yes ☐ No ☐  
Specify what needs to be changed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Was the location suitable?  
Yes ☐ No ☐  
If not, what did the location lack that the program required?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Were the supplies and equipment adequate for your program?  
Yes ☐ No ☐  
If not, what was lacking?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Please specify any participant comments or suggestions about the program that should be considered in future planning.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Please provide any additional comments you may have.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Chapter 5

### Leisure Guide and Other Forms

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## Leisure Guide Cover Page



COMMUNITY ASSOCIATION PROGRAM SHEETS COVER PAGE  
COMMUNITY DEVELOPMENT BRANCH

Please complete the entire form. The information from this form and the program sheets is used to advertise your programs in the *Leisure Guide* and to recruit instructors when requested.

Cover Page and Program Sheets are due to your Community Consultant on: May 19, 2006

Community Association: Sutherland/Forest Grove Name of Contact No. 1: Beglene Petracek (H): xxx-xxx-x (W):             
Name of Contact No. 2: Kim Smith (H): xxx-xxx-x (W):             
Name of Contact No. 3:            (H):            (W):           

Suggested Program Dates: These dates have been scheduled based on the Public and Catholic School calendars. Note that dates may differ for each specific school, please confirm with your principals.

FALL 2006	DATE RANGE	CATHOLIC SCHOOL CANCELLED DATES	CATHOLIC SCHOOL PROGRAM LENGTH	***PUBLIC SCHOOL CANCELLED DATES***	***PUBLIC SCHOOL PROGRAM LENGTH***
Monday	September 18 - November 27	October 9, November 13	9 weeks	October 9	10 weeks
Tuesday	September 19 - November 28	None	11 weeks	Unknown	11 weeks
Wednesday	September 20 - November 29	None	11 weeks	Unknown	11 weeks
Thursday	September 21 - November 30	None	11 weeks	Unknown	11 weeks
Friday	September 22 - December 1	September 22, October 13, December 1	8 weeks	Unknown	10 weeks
WINTER 2007	DATE RANGE	CATHOLIC SCHOOL CANCELLED DATES	CATHOLIC SCHOOL PROGRAM LENGTH	***PUBLIC SCHOOL CANCELLED DATES***	***PUBLIC SCHOOL PROGRAM LENGTH***
Monday	January 22 - April 2	January 29, February 12, March 12	8 weeks	February 12	10 weeks
Tuesday	January 23 - April 3	February 13	10 weeks	February 13	10 weeks
Wednesday	January 24 - April 4	February 14	10 weeks	February 14	10 weeks
Thursday	January 25 - April 5	February 15	10 weeks	February 15	10 weeks
Friday	January 19 - March 30	February 16	10 weeks	February 16	10 weeks

NOTE: The Instructor Placement Coordinator has difficulty placing instructors prior to these suggested program dates.

\*\*\*At the time of printing, the Public School Board had not confirmed the common dismissal dates. Please read your Public School packages carefully.\*\*\*

Community Registration:

January 10, 2007 7:00 - 8:30pm St. Volodymyr School 302 Kellough Rd  
January 15, 2007 6:30 - 7:30pm Sutherland School 1008 Egbert Ave  
Date Time Location Address

1. Is a membership required to participate in your programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the cost:	\$ <u>          </u> /year per individual	and/or \$ <u>          </u> /year per family
2. Do you honour other community association memberships?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Do you wish to have your name and home phone number published in the <i>Leisure Guide</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Information:

Please note (\*) indicates a joint program with Erindale/Arden Creek and/or Silver Spring Community Association. A \$20.00 late fee may be applied to late registrations. Please DON'T phone the schools.

## Leisure Guide Program List

COMMUNITY ASSOCIATION: Sutherland / Forest Glenore SEASON & YEAR: Fall 2006 / Winter 2007

(\* means shared program)

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Fall & Winter	Program Name	Age Group	Location	Time	Day	Start & End Dates Month/Day	Class Fee	Total Hrs	Total Days	CS to find instr?		Blank or Printed Contract?		List in LG?	Instructor Info: Name	Address	PC	Phone No.	Rate/ Hour or Flat Rate	CA Contact 1, 2, or 3
										<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B	P							
1. F	Move to Music	3 1/2 - 5 yrs	Holy Family School	6-6:45 pm	W	Sept 27 - Nov 22	\$15.00	6.75	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor's Name	789 Any St.	575 4J3	123-4567	\$13/hr	1, 2
W	Move to Music	3 1/2 - 5 yrs	Holy Family School	6-6:45 pm	W	Jan 24 - Mar 28	\$15.00	6.75	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor's Name	789 Any Street	575 4J3	123-4567	\$13/hr	1, 2
2. F	Metropolitan Youth Centre	6-14 yrs	Sutherland School	7-9 pm	T	Oct 3 - Nov 28	\$Free	18	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					\$13/hr	1, 2	
W	Metropolitan Youth Centre	6-14 yrs	Sutherland School	7-9 pm	T	Jan 23 - Mar 27	\$Free	18	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					\$13/hr	1, 2	
3. F	Floor Hockey**	6-8 yrs	St. Volodymyr School	6-7 pm	TH	Sept 28 - Nov 23	\$15.00	9	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor's Name	789 Any Street	575 4J3	123-4567	\$13/hr	1, 2	
W	Floor Hockey**	6-8 yrs	St. Volodymyr School	6-7 pm	TH	Jan 25 - Mar 29	\$15.00	9	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor's Name	789 Any Street	575 4J3	123-4567	\$13/hr	1, 2	
4. F	Kid's Cooking	7-9 yrs	St. Volodymyr School	6-7:15 pm	M	Sept 25 - Dec 4	\$30.00	11.25	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					\$13/hr	1, 2	
W	Kid's Cooking	7-9 yrs	St. Volodymyr School	6-7:15 pm	M	Jan 22 - Apr 16	\$30.00	11.25	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					\$13/hr	1, 2	
5. F	Under 6 Co-Ed Soccer	5-6 yrs	TBA	TBA	TBA	Sept 25 - Mar 30	\$40.00	TBA	TBA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					\$	1, 2	
W							\$			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					\$		

## CONTRACT INFORMATION:

- Blank contracts or Printed contracts for instructors placed by the community associations will be provided to the Indoor Coordinators upon request.
- Printed contracts will be issued to the Indoor Coordinators for all instructors placed by Community Services.
- When requesting Community Services to find an instructor please indicate, on the back of this form, the level of instruction required.

## Leisure Guide Introduction and Program Listings Guide

**Fixed introduction templates** have been created for Community Consultants to have their Community Associations submit information to the Leisure Guide. To ensure all Community Association listings are consistent through the Guide, the Association is to select the introduction template that most fits their Community Association and only replace the standard fields with their Association information **without abbreviations**.

### **A. STANDARD/AGM**

Program sign-up is/will follow the Annual General Meeting on [Type date(s) (i.e. Monday, September 10)]from [Click here and type time (i.e. 6:00-8:00 PM)]at [Click here and type location (i.e. St. Frances School-Gym), [Click here and type address (i.e. 2141 McPherson Ave)]. A non-refundable membership fee of [Click here and type fee amount per individual or family (i.e. \$10/individual or family)]per year is required to participate in programs and must be presented at the time of registration – or – No membership fee is required. A fee of [Click here and type dollar amount (i.e. \$10)]will apply to late registrations. Programs may change. Please consult the community association newsletter, face book page or visit [Click here and type web address w/out www. (i.e. lawsonheights.ca)]for final program details. [Click here and type CA Name & abbrev (i.e. Briarwood Community Association (BCA))]honours other community association memberships.

**MANDATORY (Fill in and add to the end of your listing to indicate that your CA offers cost-as-a-barrier assistance):**

In an effort to ensure everyone who wants to participate in a program can, the [Click here and type Community Association Name in full] offers cost-as-a-barrier assistance to those facing financial hardships. To inquire/apply, please contact [Click here and type first name]at [Click here and type phone number &/or email address]. All inquiries are kept confidential.

### **B. JOINT PROGRAMMING**

Program sign-up is [Click here and type date(s) (i.e. Wednesday, September 5)]from [Click here and type time (i.e. 6:30-7:30 PM)]at [Click here and type location (i.e. Silverwood School-Gym)], [Click here and type address (i.e. 610 Konihowski Road)]. A non-refundable membership fee of [Click here and type fee amount per individual or family (i.e. \$10/individual or family)]per year is required to participate in programs and must be presented at the time of registration. A fee of [Click here and type dollar amount (i.e. \$10)] will apply to late registrations. Please note (\*\*) indicates a joint program with [Click here and type partnering Community Association Name(s) in full]. Programs may change. Please consult the community association newsletter, facebook page or visit [Click here and type web address w/out www.]for final program details. [Click here and type Community Association Name in full]honours other community association memberships.



**MANDATORY (Fill in and add to the end of your listing to indicate that your CA offers cost-as-a-barrier assistance):**

In an effort to ensure everyone who wants to participate in a program can, the [Click here and type Community Association Name in full] offers cost-as-a-barrier assistance to those facing financial hardships. To inquire/apply, please contact [Click here and type first name] at [Click here and type phone number &/or email address]. All inquiries are kept confidential.

**C. NO PROGRAMMING LISTED OR ONLINE REGISTRATION**

Online program sign-up will begin [Click here and type date(s) (i.e. Monday, September 10)] and end [Click here and type date(s) (i.e. Monday, September 10)]. In person registration will be held on [Click here and type date(s) (i.e. Monday, September 10)] at [Click here and type location (i.e. St. Frances School-Gym)] [Click here and type address (i.e. 2141 McPherson Ave)]. Please visit our website at [Click here and type web address w/out www. (i.e. lawsonheights.ca)] or email [Click here and type email address] for the latest program information. A non-refundable membership fee of [Click here and type fee amount per individual or family (i.e. \$10/individual or family)] per year is required to participate in programs and must be presented at the time of registration. A fee of [Click here and type dollar amount (i.e. \$10)] will apply to late registrations. Programs may change. Please consult the community association newsletter, facebook page or visit [Click here and type web address w/out www.] for final program details. [Click here and type CA Name & abbrev (i.e. Briarwood Community Association (BCA))] honours other community association memberships.

**MANDATORY (Fill in and add to the end of your listing to indicate that your CA offers cost-as-a-barrier assistance):**

In an effort to ensure everyone who wants to participate in a program can, the [Click here and type Community Association Name in full] offers cost-as-a-barrier assistance to those facing financial hardships. To inquire/apply, please contact [Click here and type first name] at [Click here and type phone number &/or email address]. All inquiries are kept confidential.

**D. NO CHARGE NEIGHBOURHOOD PROGRAMS**

Program sign-up is at the first class of each program [Click here and type date(s) (i.e. Friday, September 14)] from [Click here and type time (i.e. 7:00-8:00 PM)] at [Click here and type location (i.e. Princess Alexandra Community School-Front Hallway)], [Click here and type address (i.e. 201 Ave H S)]. Our neighborhood residents participate in programs for no charge and out of area program participants may be charged a registration fee. Programs may change. Please consult the community association newsletter, facebook page or visit [Click here and type web address w/out www.] for final program details. [Click here and type Community Association Name in full] honours other community association memberships.



**E. PROGRAM LISTINGS: COMMON ACRONYM AND STANDARDS GUIDE**

Please use the following standard acronyms and abbreviations when describing your programs and information:

<b><i>Word</i></b>	<b><i>Standard</i></b>
The first time the CA Name is referenced in the description, it should be written out in full with the abbreviated version in parenthesis. Then the abbreviated version used after.	Example Community Association (XCA) <i>THEN</i> XCA
Boot camp, BootCamp, Bootcamp	Boot Camp
Co-Ed, Co-Education, etc.	Co-Ed
And	&
Phone number	306-xxx-xxxx
Me Ta We Tan	Mé Ta Wé Tán
Years	yrs
morning/afternoon, a.m./p.m.	AM/PM
Small Gym (no spaces before/after hyphen e.g. 'Any School-Sm Gym')	Sm Gym
Large Gym (no spaces before/after hyphen e.g. 'Any School-Lrg Gym')	Lrg Gym
To be announced or determined	TBA
Cost as a barrier / CAB	Cost-as-a-barrier

**F. TARGET AGE CATEGORIES**

In order to provide consistency for customers looking for programs within particular age categories, programs will be listed in the Leisure Guide under the following target age categories:

- Parent and Child - any program where parents are required to attend with their children
- Preschool - ages 0 - 5ish
- Children - ages 6 - 12ish
- Youth - ages 12 - 18ish
- Adult - ages 18 and up, including seniors
- All ages - family programs

You can still include the specific age range for individual programs.

## Program Schedule Template

Facility: Your SchoolRoom/Location: Small Gym

Time Slot	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:30-6:00 p.m.	School using space →						
6:00-6:30 p.m.			Move to Music ↓	Floor Hockey ↓			
6:30-7:00 p.m.			↓	↓			
7:00-7:30 p.m.		Youth Centre ↓			Karaoke Club ↓		
7:30-8:00 p.m.					↓		
8:00-8:30 p.m.	Aerobics ↓			Aerobics ↓			
8:30-9:00 p.m.	↓	↓		↓			
9:00-9:30 p.m.							
9:30-10:00 p.m.							

# Program Budget Template

[illegible]

# Program Summary Form Program Summary Form

Page 2

## 673004 Enrollment Form Community Service Community Development Branch Program Summary Form 06.FA

Enter the total number of participants registered in each program. Indicate cancelled programs by drawing a line through the program name and state reason for cancellation. Do not indicate registration for community sports that are registered under a minor sport group (e.g. soccer, basketball). The "Age Category" column indicates the age group for which each program was offered.

Program Description	Cost of Program to C.A.	Ages 01-04	Ages 05-09	Ages 10-14	Ages 15-19	Ages 20-39	Ages 40-54	Ages 55+	Registration Total	Age Category
<b>RIVERSDALE</b>										
<b>Claudette Bear</b>										
Snack Time COOKING	\$310 <sup>00</sup>	8	13						21	8-14 yrs
Men's Floor Hockey HOCKEY	—			18	10				28	18 yrs & over
Floor Hockey HOCKEY	\$150 <sup>00</sup>	7	14						21	8-14 yrs
Karate Club MUSIC	—			6					6	Adult
Family Circle PRESENTATIONS & SPEAKING	\$200 <sup>00</sup>	9	4						13	K-Adult
Beaded VARIETY CRAFTS	\$250 <sup>00</sup>		9	3					12	10 yrs & over
Disorganized Sports VARIETY SPORTS	\$100 <sup>00</sup>		19						19	10-15 yrs
ME TA WE TAN Youth Centre YOUTH CLUB	\$1300 <sup>00</sup>		18						18	10-18 yrs
<b>Laureen Sawatsky</b>										
Sleep Class AEROBICS	\$155 <sup>00</sup>			2	3				5	12 yrs & over
<b>TOTALS</b>		24	77	29	13				143	

## Participant Evaluation Form

Program Name: \_\_\_\_\_ Instructor: \_\_\_\_\_

Day & Time of Program: \_\_\_\_\_

Thank you for taking a few moments to answer the following questions. Your answers will help improve the quality of our service.

1. How did you find out about this program?
- ☐ Friend ☐ Leisure Guide
- ☐ Community newsletter ☐ other – please specify \_\_\_\_\_

2. Did you enjoy the program?
- ☐ Yes ☐ No
- What did you like about the program? What did you not enjoy?
- \_\_\_\_\_
- \_\_\_\_\_

3. Did the program meet your expectations?
- ☐ Yes ☐ No
- Comments:
- \_\_\_\_\_
- \_\_\_\_\_

4. Did you feel the instructor was well prepared?
- ☐ Yes ☐ No
- Comments:
- \_\_\_\_\_
- \_\_\_\_\_

5. Was the program fee reasonable?
- ☐ Yes ☐ No
- Comments:
- \_\_\_\_\_
- \_\_\_\_\_

6. Was the registration procedure convenient for you?
- ☐ Yes ☐ No
- Suggestions:
- \_\_\_\_\_
- \_\_\_\_\_

7. Did you feel the facility was appropriate?

☐ Yes

☐ No

Comments:

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8. Was the time and/or length of the program suitable?

☐ Yes

☐ No

Comments:

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9. Are there any programs you (or your family) are interested in that are not already offered? Please specify:

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10. Do you know anyone in the community who would be interested in teaching a program? If so, please list their name and phone number and the type of program.

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11. Are you interested in helping the Indoor Coordinator make sure that programs run smoothly? If so, please give your name and phone number.

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