

A Guide for
Indoor Coordinators



City of
Saskatoon

Community Development Branch

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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.

Indoor coordinators offer neighbourhood-based recreation programs at a reasonable cost. Programs are offered in elementary schools and other neighbourhood facilities (i.e., church halls). Really successful community association programming is accessible to many different ages and groups of community residents.

How do City of Saskatoon staff support your work?

The City of Saskatoon, Community Development Branch, works to support your important volunteer work.

We'll help you advertise the programs in the City of Saskatoon Leisure Guide. Our training workshops offer a chance to learn about new programs and network with other indoor coordinators in your area and from around the city. We also work to find qualified instructors for your programs.

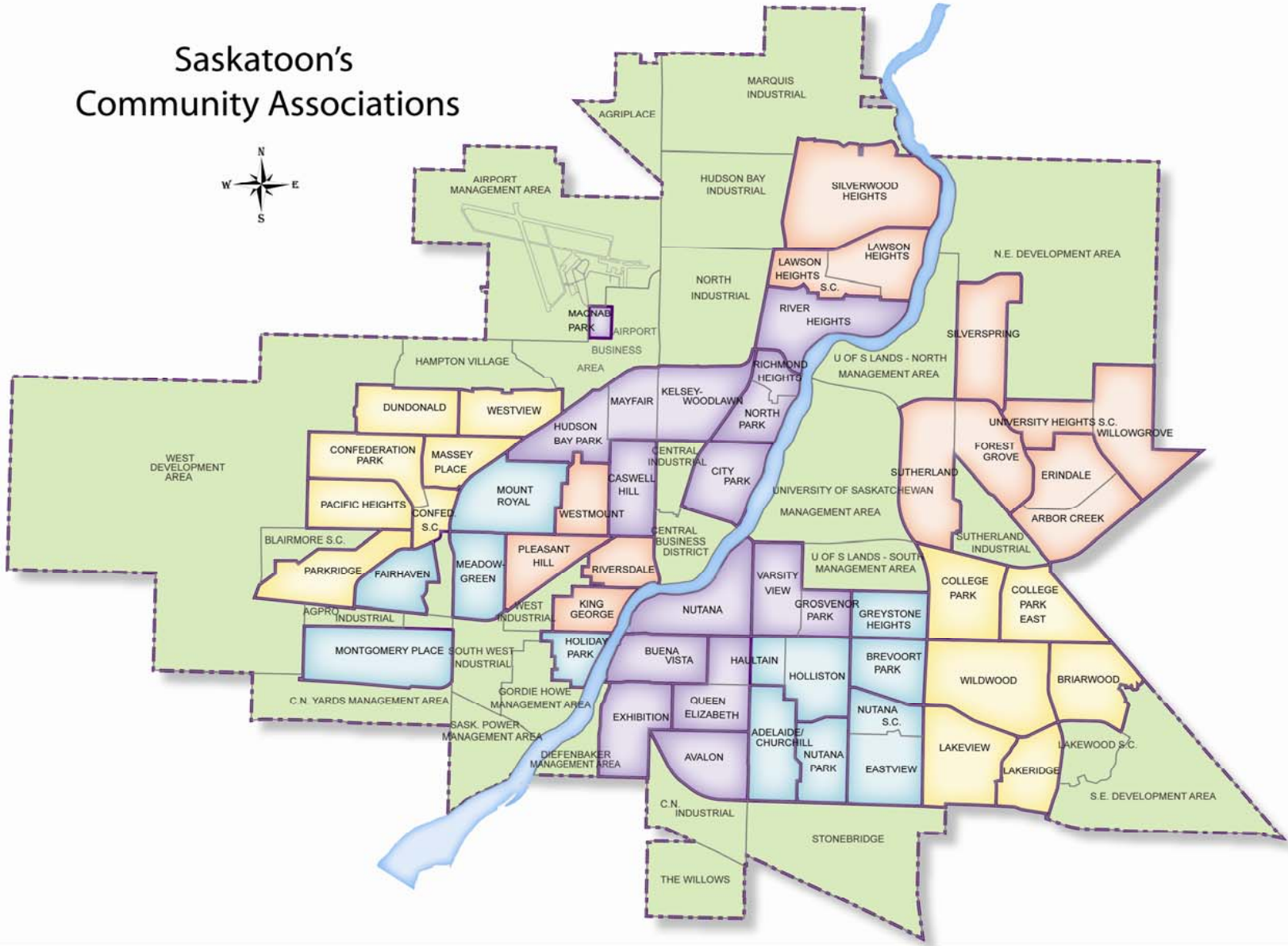
Call 975-3378 and you'll be referred to a staff person who will work to answer any questions you may have. Please feel free to contact the City of Saskatoon staff whose job it is to support neighbourhood programming. These people include your:

- **Community Consultant** - attends monthly Executive meetings, provides training and support and acts as a liaison person to help with municipal matters.
- **Recreation Program Coordinators** – provide children, youth, adult and Aboriginal programming support and resources to community associations, as well as, Smart Start programming for inactive adults.

Check out Saskatoon's
Community Associations
on the next page!

(Please note: Different colours on the map represent the 4 - 6 communities that each Community Consultant works with.)

Saskatoon's Community Associations



Neighbourhood Recreation Programs Make a Difference

The value of recreation and physical activity is generally viewed by all as a positive and essential part of a balanced lifestyle.

Community association recreation programs provide opportunities for sport, culture and recreation, but they also go beyond that to positively contribute to the quality of people's lives in other ways.

Your Programs are important for Children and Families

Community association recreation programs for pre-schoolers and young children offer children 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 while building a closer family bond.

Subsidized Programming makes a Difference

Your community programs are offered at rates that are affordable to most everyone: typically they cost less than other organizations' programs.

However, **financial assistance is available**, (from the City of Saskatoon's Cost as a Barrier program), for those who can't afford to pay community association registration fees. This means that accessible recreation programs can be offered close to home at affordable rates. If not for these opportunities, many residents would not engage in any recreation 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 (i.e., 4 different topics (belly dancing, drawing, photography, yoga) offered for 2 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 Language Centre on campus 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 of Saskatoon's Community Services Department (tel: 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 varies according to the time of year and the needs of your community. But, here are a few key duties that will require your attention and involvement:

- Attend your monthly Executive meetings and the Annual General meeting.
- Plan programs & book facilities
- Find and/or contact instructors
- Plan and organize the registration for fall and winter programs
- Make occasional visits to sites when the programs first start to check if all is going well for the instructor and residents. (This may take several hours.)
- Pay the instructors at the end of the programs.

* If you **share this position with another volunteer** indoor coordinator or with a small committee of 3 people, you can reduce your workload and time commitment. Several associations are fortunate to have at least 2 people volunteer for this position! (Do you have any friends, neighbours or appreciative program participants who might be willing to help out too?)

Orientation and Training:

You will receive training and support from the community association and/or President, previous Indoor Coordinators and the City of Saskatoon, Community Consultant.

Other learning opportunities will be provided by the Community Development Branch at:

- the bi-annual Volunteer Conference;
- one-on-one training with City program staff and/or your Community Consultant;
- training workshops for Community Association members; and
- annual Indoor Coordinator gear up.

The Skills Required: These would look Great on a Resume!

- Strong communications skills
- Efficient decision-making
- Excellent interpersonal skills
- Good organizational skills
- Keen problem-solving ability
- Attention to detail when planning and scheduling programs
- Ability to work well with a group and yet also succeed at independent work
- Ability to delegate

8 Essential Tasks

1. **Determine which programs to run** after considering what your fellow residents might enjoy, need and/or participate in. You can plan both fall and winter programs in May.
2. **Prepare a *Program Budget***: Just fill in the blanks on the form provided in chapter 4.
3. **Book the program facilities** with either the Public School Board, Catholic school principal or other community facilities.
4. **Hire instructors** and have them sign a contract. Help them become familiar with the facility. And, encourage them to contact you if any problems arise.
5. **Advertise the programs** in the Leisure Guide and community newsletters or websites.
6. **Coordinate a registration for the programs**: Have helpers staff the tables. Ask someone from your executive to sell memberships.
7. **Monitor the programs and solve any problems that may arise**: Is the attendance too low to cover your instructor costs? Inform the school of any cancellations so they know that the gym might be empty?
8. **Evaluate & Wrap-up the programs**. Pay your instructors. Will you want to offer this program again next year?

Give us a call at 975-3378.

**The City of Saskatoon has tools and resources
to assist you with each of these 8 tasks.**

Calendar of Taskspage 1/2

<p>March / April</p> <p>Fall/Winter Program Planning</p>	<ul style="list-style-type: none"> • receive a package with all necessary forms at the annual Indoor Coordinator Gear-up workshop. • plan your fall AND winter programs • prepare a <i>program budget</i> • present schedule for your programs, fees, & budget to the Executive • confirm current instructors/recruit instructors for fall program session • book school facilities needed for the fall’s (and perhaps the full year’s) programs • book facility for fall registration night(s)
<p>May</p>	<ul style="list-style-type: none"> • submit fall <i>Program Sheets</i> to Community Consultant to add to the Fall Leisure Guide (deadline to submit is early May)
<p>June/July</p>	<ul style="list-style-type: none"> • Have a great summer!
<p>August</p> <p>Fall Leisure Guide is distributed in mid-August</p>	<ul style="list-style-type: none"> • confirm fall instructors & contact them • confirm school facilities for fall programs • submit registration dates, program dates, fees, and program descriptions, etc., for your September community newsletter
<p>September</p> <p>Fall programs begin (mid-September)</p>	<ul style="list-style-type: none"> • coordinate fall program registration night(s) • recruit program contacts/helpers, parent supervisors. (You can add a line to your registration forms to recruit people.) • make a program enrolment list & give this to program contacts and instructors • contact instructors to confirm class enrolment, equipment, and supplies required • have instructors sign a contract
<p>October</p> <p>Winter Program Planning</p>	<ul style="list-style-type: none"> • decide winter programs (if not done in April) • prepare winter program budget • present program schedule, program fees, and a program budget to the Executive • confirm current instructors/recruit instructors for winter program session • book school facilities if not done in April • book facility for winter registration night(s) • submit winter <i>Program Sheets</i> to Community Consultant for Winter Leisure Guide (deadline to submit is early October)

Calendar of Tasks.....page 2/2

<p>November/December</p> <p>Winter Leisure Guide is distributed in mid-December.</p> <p>Fall Program Evaluation</p>	<ul style="list-style-type: none"> • fall program season ends • have instructors complete evaluation forms • participants complete evaluation forms • submit <i>Program Summary Form</i> indicating number of registrants. • confirm winter program instructors • confirm school facilities for winter • arrange instructor payment with Executive • pay instructors after receiving the <i>Instructor Contract Final Report</i> forms
<p>January</p> <p>Winter Programs begin (mid-January)</p>	<ul style="list-style-type: none"> • coordinate winter program registration • if possible, recruit parent volunteers to help with winter programs. (You can use your registration forms to recruit people). • contact instructors to confirm enrolment numbers, equipment, and supplies • order equipment and supplies if necessary • have instructors sign contracts • winter programs begin (mid-January)
<p>March/April</p> <p>Winter Program Evaluation</p>	<ul style="list-style-type: none"> • winter program season ends. • have instructors complete evaluation forms • participants complete evaluation forms • submit <i>Program Summary Form</i> to record the numbers of registrants- this is useful information for anyone planning the next year's programming. • pay instructors after receiving their completed <i>Instructor Contract Final Report</i> forms.

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Tips for Keeping (most) People Happy

The School Administration & Custodians

You'll find that it 'pays off' to establish a good relationship with the principals and caretakers. Both principals and caretakers should be given a *program schedule* that includes the place and time of activities in their schools. (Please see chapter 4.)

It's very important to let principals, caretakers and the School Boards know of any program cancellations or changes in schedules. They then will be able to use the gym/school for other activities. And, the school's evening caretaker will also know whom he/she should or should not let into the school.

Completing your Community Services *Program Sheets* can help you determine exactly what your facility needs will be. When planning your program schedule, talk to your soccer and/or basketball etc. 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 so appreciative. Sometimes community members, particularly those who aren't familiar with how 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 such as yoga or martial arts. It's 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 once their program is completed.

Other Organizations that use the school

In many neighbourhoods Cubs, Brownies etc., are active and also use 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 may be able to help or offer support.

Booking your 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 of Saskatoon has an arrangement with BOTH school boards that allows community associations free access to all elementary schools during certain hours, Monday-Friday.

To start your program season, at the spring **Indoor Coordinator Gear-up Workshop** you'll receive a package from the City of Saskatoon that includes Public School Board rental forms.

Public School Board

In Catholic schools, **the principal handles all rentals.**

Call 683-8218 to get a rental form from the Public School Board Rentals Clerk. Or you can go in person to the Facilities Department, Board of Education, 310 21st Street East South to pick up a form. You can fax them your completed form.

Rental forms must be received **at least 1 week before the scheduled activity**. However, fall program rental forms are due mid-June.

*Always try to let the principal and school custodian know of any program changes or cancellations.

Catholic School Board

In the Catholic School Board schools, **the principal, (or a staff member they delegate this task to), handles all facility rentals**. The principal must receive completed rental forms 1 week prior to the event. Again, the Fall/Winter program rental requests need to be arranged in the spring.

*Always try to let the principal and school custodian know of any program changes or cancellations.

FYI: Some indoor coordinators book the schools for their monthly Executive meetings, whereas other associations have another executive member do this.

School Board Regulations for Rentals

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 will arrange for renting groups to have access to the facility and equipment specified on the permit and will ensure that adequate security measures are followed.
5. All groups who use facilities will be issued permits by each of the school boards.
6. No fees shall be charged by the School Boards for any activity planned under the umbrella of the Community Association. If a community wishes to use the facilities on a weekend, an hourly rate is charged for a rental caretaker to be in the building. Those rental arrangements must be conducted between the group and rental administrator at the school board offices.
7. The school facility is made available to community organizations; however, the needs of the school shall take priority over community groups.

**Please take the time to read this page
from the Public School Board.**

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

**Or, that the use of school equipment
for your programs is at the discretion
of the principal?**

Booking City of Saskatoon Leisure Facilities

The City of Saskatoon operates these facility centres:

- Lakewood Civic Centre
- Lawson Civic Centre
- Cosmo Civic Centre
- Harry Bailey Aquatic Centre
- Saskatoon Field House
- Blairmore Suburban Centre
-

Phase 1 of the Blairmore Centre, on Saskatoon's West side, will open in the fall 2007 and will include 2 large gyms, 2 auxiliary gyms, a fitness room, and community rooms. The aquatic centre is scheduled to open in the fall of 2008.

Community Associations can rent activity space to offer programs, workshops, special events, etc. These activity spaces include:

- 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)
- 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. Space in the libraries can also be rented.

Call 975-3366 to book any City of Saskatoon Leisure Facility.

Tips for Registration Night

1. How to Get People Out

- charge late fees for people who don't register on this night
- combine registration with other groups' registration, e.g. Guides
- hold two different registration nights at two different schools
- promote it in school newsletters and on outdoor portable signage

2. How to cut down on the # of phone calls you receive

- offer a clear explanation about programs in association newsletters
- advertise the registration night well with portable signs, in the Leisure Guide, websites, and community association and school newsletters
- charge late fees

3. Some things that work...

- have another member of your Executive greet people as they come in and answer questions. (Perhaps this person could also work to recruit more volunteers?!)
- provide name tags and positions for people working registration so that if there are any questions they know whom to ask, e.g. soccer, ball
- try an express line for people paying with cash
- charge late registration fees to help persuade people to register on time
- It is important to 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 # of people registered in each program.

5. Memberships

- set up a special table for memberships.
- Some community association also sell memberships at residents' doors prior to registration night. Or, they hire and pay 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.

Please Consider these Legal & Tax Issues

Programs some community associations DON'T Offer:

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.

Receipts for Tax Purposes

The Government of Canada proposed in the 2006 Budget to introduce, effective January 1, 2007, a tax credit to promote physical fitness among children. This effects the type of receipt you give participants who register for your programs. Your receipt should include:

A receipt should contain the following information:

- 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
- Authorized signature.

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

For more information on the Children's Fitness Tax Credit please refer to:

Website: http://www.fin.gc.ca/activty/pubs/ctc_e.html

Or Email: fitnesscredit-creditconditionphysique@fin.gc.ca.

Phone: 1 800 622-6232 (toll free number)

Evaluating your Programs

It is important to evaluate how your programming is appreciated! With evaluation, you'll find answers to these important questions:

When you do evaluation, you'll find answers to these important questions
....

- Is it worthwhile and cost-effective to run the same program next season? How often have you offered a particular program?
- Has the program met its budgeted revenue this year?
- Do people appreciate and enjoy it?
- Is the content of interest to the participants?
- 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, cultural, etc.)?
- Is it being offered at the right time (day, time)?
- Did you have adequate equipment?

Your Executive would like, (and needs), to hear of any recommendations that result from your evaluation. **Your recommendations will have an impact on your association's budgeting and future planning.** Evaluation is important!

Two Forms to use for Evaluation

Please see the *Participant Evaluation form* on the following page.

1. Participant's Evaluation Form

- This form should be distributed about halfway through the program. **Please see the following two pages.**

2. Instructor's Program Evaluation Form

- This form gives your instructor a chance to offer feedback. Please see chapter 4 for a sample.
- **You may want to insist that instructors fill in this form PRIOR TO GETTING PAID.**

Participant's 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:

8. Was the time and/or length of the program suitable?
 Yes No

Comments:

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

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

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

Chapter 3

How to Pick the 'Right' 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, ethnicity, fitness level, socio economic status etc., affect what they like to do with their spare time and money.

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 23 to 29 for tip sheets on programs for target age groups

Refer to the Program Ideas pages on target groups on pages 24-31.

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's 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 appreciate? What didn't they like?

Research

Determine what resources are available (i.e., facilities, instructors, volunteers). City of Saskatoon staff can help you find instructors and tell you which programs are difficult to find instructors for.

Community feedback

Encourage community feedback and participation through community association newsletters, school newsletters, posters in libraries, churches and parenting classes, 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 (if you have time).

Try a City of Saskatoon 'canned program' Refer to page 33 for a list of activity plans available for you to use.

The City of Saskatoon, Community Initiatives Section has designed 'canned programs' based on successful trends, and in partnership with local sport and recreation organizations.

Each canned program has an '**activity plan**' that lists equipment requirements, costs to consider, instructor qualifications etc.

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

<i>Preschool</i>	<i>Children</i>	<i>Youth (tweens & teens)</i>
<i>Adults</i>	<i>Older Adults</i>	<i>Other: Special Interests Groups</i> <i>Family</i>

Reminder:

- Gather information on age, income, ethnicity, education levels, etc. from the Neighbourhood Profiles (available through your Community Consultant)
- Please refer to the Program Idea Tip Sheets, for target groups, on the following pages.
- Contact your Community Consultant for program design assistance.

Program Ideas for Preschoolers

Interests:

- Recreational Sport & Games: creative movement, recreational play
- Literary Arts: story-telling
- Performing Arts: dance, drama
- Visual Arts: variety of crafts

Successful Community Programs:

- Fun and Games Programs (opportunity for play)
- Sport ABCs
- Recreational Gymnastics (creative movement)
- Beginner's Dance (Jazz and Ballet)
- Recreational Soccer
- Blastball
- 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 (i.e. storytelling, finger games, puppets, music, singing, movement, tumbling, & crafts.)
- You may want to build in 10-15 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, community program etc. Look for those who have some formal education (i.e., Education or Kinesiology, Early Childhood Development).
- Class ratio should be 12 preschoolers with one instructor; it's a good idea to have at least 1 parent to help.
- Length of class should be 30 – 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 |
| • Crash mats | • Hoops |
| • Gym mats | • Boom box for music |

“My 5-year old daughter was thrilled when she first learned to do a summersault at her community association-run gymnastics class. Thank you!”

Parent of pre-school Participant

Program Ideas for Children (under 10 years)

Interests:

- Sports (e.g. gymnastics, swimming, baseball, basketball, golf, Tae Kwon Do, floor hockey, recreational soccer, recreational gymnastics)
- Games
- Literary Arts: library
- Physical Fitness
- Performing Arts: dance, drama
- Nature Appreciation

Source: 2005 City of Saskatoon Leisure Survey

Successful Community Programs:

- Sports: floor hockey, Tae Kwon Do, Baton Twirling, soccer, Sport ABC's, gymnastics- *Check with your association's insurance plan to see if you can offer this.*
- Arts: Variety Crafts, After School Clubs, Cooking
- Performing Arts: dance: Jazz, Hip Hop, Break Dancing, 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 possess 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, 2007

Program Ideas for Youth (10 – 18 years)

Interests:

- Performing Arts: movies, videos, television, music
- Physical Fitness: biking
- Sports: basketball, swimming, soccer, baseball
- Internet: e-mail, music
- Nature Appreciation: biking, outdoor activities, camping

Source: 2005 City of Saskatoon Leisure Survey

Successful Community Programs:

- Youth Nights, Girls on the Move, Guys on the Loose
- Sports: floor hockey, Tae Kwon Do, volleyball
- Self-Defence
- Babysitting
- Performing Arts: dance (Jazz, Hip Hop, Break Dancing)
- Visual Arts: sketching, art drawing

Special Considerations:

Youth have a need for:

- a positive recreation experience that adds to their sense of self worth
- an opportunity for socializing
- challenges for themselves and a certain amount of risk
- structured (i.e., instructor-led) activities and non-structured fun
- a sense of accomplishment
- feelings of being in control and being involved in decision making
- non-threatening environment
- non-competitive, cooperative kinds of activities –especially for females
- female-only activities for older females (15-16 years old)
- males tend to participate with any age group (e.g. 10-14 years)

Barriers:

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

Please see page 33 for details about running a youth centre.

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

Program Ideas for Adults (20-64 years)

Interests:

- Performing Arts: drama, dance
- Physical Fitness: aerobics, walking, yoga, pilates, golf
- Nature Appreciation
- Family Activities

Source: 2005 City of Saskatoon Leisure Survey

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:

Age group characteristics:

20-29 year olds:

- more likely to be post-secondary student with limited income. (You need to keep program costs reasonable.)
- more likely to be single, therefore advertise & mention bringing friends or having the chance to meet new people.

30-39 year olds:

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

40-64 year olds:

- more likely to have older children and therefore less need for child care provisions.
- adults are becoming 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 inactive adult who wants 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 plus)

Interests:

- Physical Fitness: e.g. walking, dance, low impact aerobics
- Sports: tennis, golf, lawn bowling, bowling
- Visual Arts: crafts, scrapbooking, needle work, art lessons
- Community Events: concerts, dancing, Christmas light tours, card games
- Lifeskills
- Nature Appreciation

Source: 2005 City of Saskatoon Leisure Survey

Successful Community Programs:

- Basic Computer Training for Seniors

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.
- Older adult's most common health concerns are arthritis and back problems. 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.



Program Ideas for Aboriginal People

Cree Word for “Let’s Play”

Interests:

Target Group	Ages	Interests
Children	7-9 years	All sports, hip-hop dancing, skateboarding, break-dancing, swimming, cultural activities, arts & crafts, tipi teachings, lacrosse
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/Metis 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, picking berries, feasts, round dance, pow wow, cultural camps, have them act as advisors/ use their input for Aboriginal programs

Source: Market Research and Analysis Conducted by Fast Consulting (2004)

Successful Community Programs:

- Pow Wow Song & Dance
- Me Ta We Tan Youth Centres

Program Ideas for Aboriginal People - continued

Special Considerations:

- Use Aboriginal leaders who have skills and knowledge of programming- Aboriginal people may be more likely to participate with other Aboriginal people & instructors
- Adults want family oriented programs or childcare availability
- Offer cultural programs that will attract all age groups
- Use word-of-mouth in the Aboriginal community for advertising, newsletter, radio
- Use traditional cultural people and Elders in your programs as this will create interest from the Aboriginal community
- Provide positive experiences, and understand the participants want to be with their friends and bring them along

Barriers to Participation

- Cost: provide free or low cost programs
- No childcare available during programs
- Not aware of the programs being offered
- Safety: Some parents do not send their children out after dark

**Check out the *Me Ta We Tan Resource Directory* and newsletter that are available at www.saskatoon.ca.
(Click on 'M' for Me Ta We Tan.)**

The Community Development Branch has an Aboriginal Programmer that can assist you in developing programs and promotional strategies to reach the Aboriginal people in your community. Call: 975-8486.

Or, contact your Community Consultant for more information.

Smart Start Programs Ideas for Inactive Adults

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 Branch 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 new, (as of 2006), **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,
- special considerations.

Successful Community Smart Start Programs:

- Belly Dancing
- Social Dance
- Aerobics
- Tennis
- Tai Chi
- Badminton
- Walking Club
- Boxercise
- Floor Hockey
- Volleyball
- 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 Participant’s Comments

Sample Activity Plan - Sport ABCs

Program Description:

The Saskatoon Sport Council has designed the Sport ABCs 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 & 3 – 5 year olds – 30 minute program, once per week for 8 weeks.

Parents & 6 – 9 year olds – 45 minutes program, once per week for 8 weeks.

Program Cost: Instructor Honorarium,
\$13.00 per class for eight weeks (2006 rate)

of Participants: 5-10 registrants

Facility Required: Gym or Multipurpose Room

Equipment Required: Small balls
(soft whiffle balls, tennis balls)- 1 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 of Saskatoon 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: All instructors are required to attend Sport ABC training. Please register instructors that you have recruited with the Saskatoon Sports Council at 975-0830.

Contact the Saskatoon Sports Council at 975-0830 or your Community Consultant for more information.



Would you like more Activity Plans?

Here's a complete list of available Activity Plans. Just check off the activity plans you'd like and your Community Consultant can get them to you.

General Programs:

- Aboriginal Cooking
- Aboriginal Crafts
- Aboriginal Games
- Babysitting Course
- Basketball
- Beading
- Blastball (baseball)
- Board Game Nights
- Break Dancing
- Card Making
- Cheerleading for beginners
- Cooking for Teens
- CPR - Level C
- Creative Drama
- Cree Language Classes
- Cultural Teachings & Stories
- Dinner and a Movie
- Drum Making
- Drumming & 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 & CPR
- Summer/Winter Carnival
- Teddy Bears' Picnic

Smart Start Programs:

- Aerobics***
- Badminton
- Belly Dancing
- Bowling
- Boxcercise***
- Curling
- Fencing
- Floor Hockey
- Golfing
- Home Fitness Workshops
- Skating
- Soccer
- Social Dance
- Stretch & Tone
- Tae Kwon Do***
- Tai Chi***
- Tennis
- Variety Sports
- Volleyball
- Walking Club
- Women's Self-Defense
- Yoga***

*** Instructors hard to find

Activity plans can help you plan a program. They include: a program description, objectives, costs, class format, facility requirements, materials needed, etc.

Interested in offering a drop-in Youth Centre?

Complete the *Girls on the Move/Youth Centre Form* in chapter 5 in May & staff can support your work.

The Community Development Branch supports community associations that choose to run programs for youth aged 10-18 years. If you are interested in offering a youth centre or Girls on the Move program, please complete the Youth Centre Form found in chapter 5 to indicate the level of assistance you'd like (i.e. funding, supplies, leader recruitment, training).

Here are 2 types of programs that work well:

1. Neighbourhood Youth Centres

These are drop in, co-ed programs for ages 10-18 years. You may want to focus your drop-in for ages 10-12 or 13-18. The drop-in is usually open 1 to 2 nights per week. Activities may include physical activity, crafts, special events or guest speakers, social activities etc.

2. Girls on the Move

This is a girls-only drop-in program for ages 10-14 years old. This is typically a 2-hour program that includes 1 hour of physical activity and 1 hour of social activity.

* Please note: The age 10-14 is a suggested target age, but the ages may be adapted to reflect the nature of the location and demographics of your neighbourhood.

If you're going to run a youth centre you'll need to:

- Have a community contact person- preferably a **Youth Coordinator** who enjoys working with youth and who has the necessary skills.
- Book the school space
- Find a place to store equipment and/or use the school's equipment
- Have petty cash (\$60-\$100/program) for additional supplies.
- Promote the program in your neighbourhood.
- Pay youth leaders (i.e. the recommended pay is \$13/hour (2006 rate)).
- You may want to hire 2 leaders if over 20 youth regularly attend.

For more information, please contact your Community Consultant.

Chapter 4

How to Work with Instructors

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How to Recruit Instructors

The Community Services Department can attempt to recruit instructors for you if you need this service.

City of
Saskatoon,
Community
Services can
**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?*'.

Please let us know if you've found your own instructors by indicating this on your *Program Sheets*.

Our **Instructor Placement Coordinator** looks closely at the *Program Sheets* and she/he will contact you with the names 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. Thank you.

What if you find your own instructors?

If you do find an instructor for a class for which you had asked us to find one, **please call our office ASAP (975-3378)**. 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. Or you may also receive a printed contract (with the name and time of the program) if you request this by marking 'P' in the *Program Summary* sheet where it states, 'Blank or Printed Contract?'.

To include on those important *Program Sheets*:

Please take the time to review the next page which outlines how much to pay instructors. When you fill in your *Program Sheet* we'd appreciate if **you could list how much you're planning to pay the instructors**. If you do not list it on the form, our **Instructor Placement Coordinator** will be informing potential instructors of their pay based on these honorarium guidelines.

If you have any questions about hiring or paying instructors **please call 975-3378** and we'd be happy to help you! We review and/or change payment rates every 2 years & we'll give you the most recent rates at our annual training.

Instructor Rate of Pay & Honorarium Guidelines

Honorarium Guidelines, (these \$ numbers are accurate for winter 2007 only), govern the criteria and rates of pay for City of Saskatoon recreation and fitness class contract instructors. Please keep your payment levels 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 (\$11.00/hour)

If your program requires the instructor to supervise participants and/or facilities and the instruction or direction provided is minimal, consider paying \$11.00/hour.

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, unstructured preschool programs, etc.)

2. Intermediate Category – Basic Level Instruction (\$13.00/hour)

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, gardening, etc.

3. Advanced Category – Technical Level Instruction (\$16.50/hr)

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'd teach/facilitate include: fitness classes (wet/aquatic and dry), dance, fitness consultation, gymnastics, exercise equipment orientation, etc.

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 than \$16.50/hr

There may be a demand for specialize programs (i.e. pilates/yoga lessons) that have minimal instructor fees set by professional organizations.

Paying your 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 of Saskatoon that may also be used to help pay for instructors.

As you know, everyone likes to be paid promptly. Your instructors need to be paid when they have taught all their classes and have ALSO filled in all the required paper work.

Before the program starts you'll need to 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.

Some paper work to go along with their pay...

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 your 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 (i.e. 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 the access to the program space (i.e. gym key etc.)
- outlined Community Association expectations of the instructor. Reviewed what the expectations are for program content, any statistics required (i.e. enrolment, attendance, etc.) 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 in the following pages.

It offers all that you'll need, including a contract.

Instructor Package

The following 5-page package is provided to the Indoor Coordinator, to issue to their instructor, by the City of Saskatoon, Community Services Department 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 his/her signature.
2. Discuss program content, class size, supplies and equipment required, etc., 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 (i.e., 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 honorarium. You are responsible for declaring this income on your income tax return. As well, **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	Oct 3	Oct 10	Oct 17	Oct 24	Oct 31	Nov 7	Nov 14	Nov 21	Nov 28	Dec 5	Dec 12				
	1. Participant's Name	✓	N	✓	A	✓	✓	N	✓	✓	✓	✓			
2. Participant's Name	✓	D	✓	✓	✓	✓	O	✓	✓	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.															

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: \$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.

More Important Details for Instructors to Consider

Public Liability

The Community Association's public liability insurance covers you for any liability while you are teaching the program.

Worker's Compensation

Fall and winter contract instructors are entitled to receive Worker's Compensation should personal injury occur while you are instructing a program.

Procedures to Follow for Workplace Injuries or Personal Damage

- 1. If an instructor gets injured while instructing a program, she/he must immediately report the injury to the Indoor Coordinator, who will in turn, contact their City of Saskatoon Community Consultant.**

The Indoor Coordinator must report this incident to their Community Consultant immediately.

- 2. If you accidentally break your glasses while performing your job:**
 - a) Repair the glasses and take the receipt (original copy) to the Indoor Coordinator who will pass it on to their Community Consultant.**

NOTES

Chapter 5

(Samples of) Some Forms to Fill In...

<i>Program Sheet- <u>Cover Page</u></i>	<i>48</i>
<i>Program Sheet Form</i>	<i>49</i>
<i>Program Schedule Form</i>	<i>50</i>
<i>Program Budget Form</i>	<i>51</i>
<i>Girls on the Move/Youth Centre Information Form</i>	<i>52</i>
<i>Program Summary Form.....</i>	<i>53</i>

Community Association Program Sheets 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: Bogelene Petracek (H): xxx-xxxx (W): _____
 Name of Contact No. 2: Kim Smith (H): xxx-xxxx (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? If yes, please indicate the cost:	<input type="checkbox"/> Yes \$_____/year per individual and/or \$_____/year per family	<input type="checkbox"/> No
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/Arbore Creek and/or Silver Spring Community Association. A \$20.00 late fee may be applied to late registrations. Please DON'T phone the schools.

Community Association Program Sheet Form

COMMUNITY ASSOCIATION:

Sutherland / Forest Grove
 (* means shared program)

SEASON & YEAR:

Fall 2006 / Winter 2007

PAGE 1 of 13

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 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 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 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 MetaWetan Youth Centre	6-14 yrs	Sutherland School	7-9 pm	T	Oct 3 - Nov 28	\$Free	18	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					\$13/hr	1, 2	
	W MetaWetan Youth Centre	6-14 yrs	Sutherland School	7-9 pm	T	Jan 23 - Mar 27	\$Free	18	9	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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 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	\$60.00	TBA	TBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					\$	1, 2	
	W						\$			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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.

Program Schedule Form

Facility: Your School

Room/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 Form

PROPOSED BUDGET									ACTUALS			
Program	Instructor Costs A	Facility Costs B	Cost of Materials C	Cost of Program (A + B + C) = D	Projected No. of Participants E	Recommended Cost/Participant (D/E) = F	Projected Revenue (E x F) = G	Projected Loss or Profit (G - D) = H	Actual Enrolment I	Actual Revenue (F x I) = J	Actual Expenditure K	Profit/Loss to CA (J - K) = L
Aerobics	\$16.50/hr x 9 wks	\$0	\$0	\$148.50 + 0 + 0 = \$148.50	20	\$35 ⁰⁰	\$700 ⁰⁰	\$551.50	22	\$770 ⁰⁰	\$16.50/hr x 12 wks = \$216 ⁰⁰	\$554 ⁰⁰
Floor Hockey	\$13/hr x 9 weeks x 1 leader	\$0	\$0	\$117 + 0 + 0 = \$117 ⁰⁰	10	\$15 ⁰⁰	\$150 ⁰⁰	\$33 ⁰⁰	15	\$225 ⁰⁰	\$117 + 0 + 0 = \$117.00	\$108 ⁰⁰
Move to Music	\$13/hr x 9 weeks x 1 leader	\$0	\$45	\$117 + 0 + 45 = \$162 ⁰⁰	20	\$15 ⁰⁰	\$300 ⁰⁰	\$138 ⁰⁰	15	\$225 ⁰⁰	\$117 + 0 + 30 = \$147.00	\$78 ⁰⁰
Youth Centre	\$13/hr x 2 leaders x 2 hrs x 2 wks	\$0	\$60	\$468 + 0 + 60 = \$528 ⁰⁰	30	Free	\$0	(\$528 ⁰⁰)	55	\$200 ⁰⁰	\$13/hr x 2 hrs x 2 leaders x 6 wks = \$416 ⁰⁰	(\$216 ⁰⁰)
TOTALS												\$524 ⁰⁰

Girls on the Move/Youth Centre Information Form



GIRLS ON THE MOVE/YOUTH CENTRE Program(s) Form

PROGRAM INFORMATION					
Program Name (check one):	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;">Youth Centre <input type="checkbox"/></td> <td style="width: 50%; padding: 2px;">MeTaWeTan Youth Centre <input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Girls on the Move <input type="checkbox"/></td> <td style="padding: 2px;">MeTaWeTan Girls on the Move <input type="checkbox"/></td> </tr> </table>	Youth Centre <input type="checkbox"/>	MeTaWeTan Youth Centre <input checked="" type="checkbox"/>	Girls on the Move <input type="checkbox"/>	MeTaWeTan Girls on the Move <input type="checkbox"/>
Youth Centre <input type="checkbox"/>	MeTaWeTan Youth Centre <input checked="" type="checkbox"/>				
Girls on the Move <input type="checkbox"/>	MeTaWeTan Girls on the Move <input type="checkbox"/>				
Fall Program Dates, Day and Time	<u>Oct 3 - Nov 28, 2007</u>				
Fall Cancelled Dates	<u>Oct 10, Nov 11</u>				
Winter Program Dates, Day and Time	<u>Jan 23 - Mar 27, 2008</u>				
Winter Cancelled Dates	<u>Feb 16, Feb 23</u>				
Facility/School	<u>Your School's Name</u>				
Advertise in the Leisure Guide	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>				
PROGRAM CONTACT INFORMATION					
Community Association	<u>Your Community Assoc.'s Name</u>				
Community Association Contact (does not have to be indoor coordinator)	<u>Your Name</u>				
Home Phone Number	<u>XXX-XXXX</u>				
Work Phone Number (optional)	_____				
Email (optional)	_____				
PROGRAM SUPPORT REQUEST					
<input checked="" type="checkbox"/> Program Resources	(e.g. bins containing markers, board games, pencils, etc.)				
<input checked="" type="checkbox"/> Recruit Leaders	Community Development Branch CANNOT be responsible for recruiting leaders for programs beginning before suggested program dates.				
<input checked="" type="checkbox"/> Train Leaders	Community Development Branch will train and pay the leaders directly for all time in training.				

revised Mar 2007

Program Summary Form

673004 Enrollment Form

Community Service
Community Development Branch
Program Summary Form

Page 2

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 40-64	Ages 65+	Registration Total	Age Category
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RIVERSDALE

Claudette Bear

Snack Time COOKING	9962	09/25/2006	3:15 pm	\$310 ⁰⁰	8	13					21	8-14 yrs
Men's Floor Hockey HOCKEY	9958	09/28/2006	7:00 pm	—				18	10		28	18 yrs & over
Floor Hockey HOCKEY	9965	09/27/2006	3:00 pm	\$150 ⁰⁰	7	14					21	8-14 yrs
Karaoke Club MUSIC	9959	09/27/2006	1:00 pm	—				6			6	Adult
Family Circle PRESENTATIONS & SPEAKING	9961	09/28/2006	2:45 pm	\$200 ⁰⁰	9	4					13	K-Adult
Beading VARIETY CRAFTS	9963	09/27/2006	3:15 pm	\$250 ⁰⁰		9		3			12	10 yrs & over
Disorganized Sports VARIETY SPORTS	9966	09/26/2006	3:00 pm	\$100 ⁰⁰		19					19	10-15 yrs
ME TA WE TAN Youth Centre YOUTH CLUB	9964	10/03/2006	6:30 pm	\$1300 ⁰⁰		18					18	10-18 yrs

Laureen Sawatsky

Step Class AEROBICS	9960	09/28/2006	6:00 pm	\$165 ⁰⁰				2	3		5	12 yrs & over
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TOTALS					24	77		29	13		143	
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NOTES