



Excerpt saved from
[https://www.gov.mb.ca/inr/publications/pubs/
recreation_directors_handbook_2008.pdf](https://www.gov.mb.ca/inr/publications/pubs/recreation_directors_handbook_2008.pdf)

Recreation Director's Handbook

A guide for recreation
delivery in Aboriginal
communities



2008

Manitoba 

ACKNOWLEDGEMENTS

The first manual published in 2002, was the result of Stew Sabiston and Garry Dixon working together to produce all the information. Then Sue Holloway, private consultant and facilitator, took the massive pile of information and transformed it into a very well-written comprehensive draft.

This manual was made possible from the work of Stew Sabiston, Faron Cook, Sue Holloway, and staff from Aboriginal and Northern Affairs.

We had many discussions and consultations and would like thank the following for their feedback:

- ◇ Culture, Heritage Tourism and Sport staff including: Roger Langlais, Jocelyn MacLeod, Wendy Stewart, Garry Dixon, David Bosiak, Wayne Huculak and Patrick Done.
- ◇ Sport Manitoba staff including: Ken Faulder, Rick Lambert and Patrick Kirby
- ◇ Manitoba Aboriginal Sport and Recreation Council staff
- ◇ Many of the recreation directors and leaders from the Aboriginal communities
- ◇ Karl Laubmann of the University College of the North for his advice on the design of the Medicine Wheel.

We would also like to thank everyone who submitted information to be used in this manual.

Published by: Manitoba Aboriginal and Northern Affairs

Date: June, 2008

Full document available at:

https://www.gov.mb.ca/inr/publications/pubs/recreation_directors_handbook_2008.pdf

Step 4- Develop a Plan

To help the program go off without a hitch, the recreation director must pay attention to detail. Develop a plan. An Activity Plan outlines the details of the program. If it were to be a weekly event, weekly activity plans would be developed. (See Appendix D)

Sample Activity Plan

Activity: Friday Fun Night

Date: October 17, 2008

Time: 7 p.m. to 12 p.m.

Leaders: Janice & Winston

Activity: - Murder Mystery Dinner

Intro to Characters (30 minutes)

Play out a couple of scenes (1 hour)

Dinner (30 minutes)

Complete (1 hour)

- Movie: Good mystery movie (2 hours)

Back Up Plan: leaders will not have roles, so if some characters don't show up they can take on role; have extra copies of rules and roles; Pictionary

Equipment Needed: napkins, plates, movie, TV, VCR, popcorn, salt, bowls, butter, game

Special Considerations: Send out invitations and characters early so people can figure out costumes and roles. Get confirmation early too. Order pizza by 7 p.m.. Set up hall by 6 p.m.

Exercise: Develop an activity plan for an upcoming event.

To ensure attention is given to all details and to eliminate last minute scrambling, it is helpful also to develop an Action Plan. This plan includes a list of all the tasks that need to be completed, when and by whom. (See Appendix E)

A. Tips in Action Planning

- ◇ Break down activities into manageable tasks.
- ◇ When assigning responsibilities, be careful not to overload one person.
- ◇ Spread timelines out over the full period of time.
- ◇ When calculating required resources, include both financial and human costs.
- ◇ Check the realism of the plan. Can the activities actually be accomplished as the plan describes?

Sample Action Plan

Activity: Friday Fun Night- October 17, 2008

Task	Date	Who
send out invites	Oct.4	Winston
confirm attendance	Oct. 10	Winston
buy supplies	Oct 13	Winston
set up hall	Oct 17	Janice & Winston
order pizza	Oct 17	Winston
pick up pizza	Oct 17	Winston
clean-up	Oct 18	Winston & Janice
call school to borrow VCR	Oct. 10	Janice
rent movie	Oct. 17	Janice
return movie	Oct. 18	Janice
pick-up VCR	Oct.17	Janice
return VCR	Oct. 20	Janice

Exercise: Develop an action plan for an upcoming event.

Additional Considerations

In addition to the specific planning tasks, the following details should also be considered.

Marketing

People need to be informed, educated, inspired, motivated, sometimes persuaded and often reminded to come to programs. Be timely and creative in your marketing. It is your motivational tool. It must be done in advance to make sure as many people as possible know what is going on. Refer to Marketing Section for more information.

Scheduling

Scheduling includes the length, days in the week and time of day programs are offered. Schedules need to fit the type of activity offered and the lifestyles of the participants. Consider whether they are working, going to school, taking care of children/siblings/grandparents etc. Recreation calendars can be developed according to a calendar year, monthly, weekly or daily.