



Community Recreation Handbook

For Northern Saskatchewan

ihcāwinisihk ohci athisithiniwak kā-wīchīwīcik ācimowasinahikan
hayorilaze sa tsi dihlise
ocīnāsa nanātohk kā otamiyohk masinahīkanis



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Full handbook available at:

[http://www.nscrd.com/uploads/document/files/
complete-handbook-en.pdf](http://www.nscrd.com/uploads/document/files/complete-handbook-en.pdf)

Written By

Flo Frank

for the Northern Sport, Culture and Recreation District

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About the Cover Page Artwork

Community recreation such as sports, culture, arts and other recreation events not only promotes a healthy lifestyle, but also indicates community pride, wellbeing and functioning. Well organized events and gatherings are a positive experience for everyone – organizers, participants, volunteers and other community members. The artwork on the cover depicts typical northern Saskatchewan community events from ski racing, dance groups and voyageur canoe paddling to cultural gatherings with traditional hand games. The activities are set on the background of the medicine wheel to emphasize year round community recreation as an important part of the holistic approach to wellbeing.

About the Artist

Miriam Körner is a writer, photographer and visual artist. Her fascination with the enchanting yet unforgiving North, its people and traditional life-styles is a common subject in her artwork. Miriam lives with her husband and 17 sled dogs near La Ronge, Saskatchewan.

About the Author

Flo Frank of Common Ground Consulting Inc. (Meacham, Saskatchewan) is the author of this handbook. She has worked and lived in northern Canada for most of her life (in part in Uranium City, Saskatchewan) and is respected internationally for her work in community development. One of her first jobs was Senior Recreation Director for The Department of Culture Youth and Recreation in Alberta, so she understands the sector very well. She has written over 30 community “How To” or self-help books, and she provides training and workshops on most of the topics in this handbook. Her love for the north, her respect for sport, culture and recreation and her down to earth - common sense approach is very evident in this handbook.

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“I think the handbook will be a very helpful guide for northern communities and especially new staff working in the recreation sector ... maybe it can even help with the high turnover. We need to have a more consistent structure and there are tools here to help us do that.”

Estelle Laliberte, Executive Director, Buffalo Narrows Friendship Centre

“This handbook looks like a fantastic resource with a great deal of useful information. I will be sure to use it and promote it to the many clients and communities I serve through SaskCulture Inc. The content will certainly assist communities in developing and maintaining sport, culture and recreation activities at a local and provincial level.”

Damon Badger Heit, Coordinator of First Nations & Métis Initiatives, SaskCulture Inc.

“It has a lot of information and good examples and stories that people in the north can relate to.”

Robert Yew, Canoe Lake Recreation Director

Permission and Use of Handbook Content

This handbook was developed over several months in 2009 and 2010 and released in October, 2010. The tools in this handbook come from a variety of sources with their permission, and credit is given on each tool where possible. The tools are intended for community organization's day-to-day use, and they may not be sold, mass produced, used in workshops by a professional paid trainer or distributed for profit without the permission of NSCRD – see contact information at the back of the handbook.

Credits and Thanks

The NSCRD would like to thank all the people who contributed to the development of this handbook. Special thanks to our members – the communities of northern Saskatchewan – for your quotes, stories, examples, and input into the handbook to make it yours – unique to the north and practical. Thank you to Marc L'Heureux for allowing us to use his northern photographs in this handbook.

We would also like to recognize the NSCRD staff working group as well as our contractor Flo Frank and her assistant Ley Ward for their genuine commitment to this handbook. To the Administration Centre Printing Services for the design and layout work. Finally, thank you to the Community Initiatives Fund for their funding which made this handbook possible.

Orientation Process Checklist

(Source: Flo Frank's Toolbox)

When new employees start a job, there are some basics to make sure they are well grounded in the work and feel welcome.

Task	Who	When
1. Welcome them – Help them get to know the job, the people and the work environment (a general orientation). Provide a background on sport, culture and recreation in the north and describe how the work is done. Leave lots of time for questions and answers.		
2. Provide assistance to fill our any forms that are required to get started, explain when and how reports are done, what is needed to get paid, and introduce them around to people in the office and any other key people.		
3. Help them get settled in their office or work space. Provide supplies that may be required. Include phone numbers for anyone that may be needed. If they are new to the building or town, show them where things are such as washrooms, coffee space, restaurants, etc.		
4. Identify and discuss current programs, projects, and up coming events. Include an overview of all related agencies and community services (use a directory or inventory if they exist). Talk about the northern approaches being used such as community development, the northern way and holistic values.		
5. Provide an overview or background about the communities they will be working in and give a good history of what has been taking place, as well as the protocols and dynamics (everything a new person should know).		
6. Discuss the new person's skills and interests and help them to connect to activities and work projects that use their expertise.		

Toolbox - 3. Staff and Personnel

Task	Who	When
7. Develop a work plan and show how their work is part of a bigger picture and where they fit into things. Help them to set priorities and concrete deliverables.		
8. Ask them if they have any questions and find ways for the new person to get connected with community agencies and other services – ways that they can let people get to know who they are and what they do.		
9. Help them to be part of the team – tell them when and where there will be meetings, partnerships and outline other important relationships in the communities.		
10. Discuss training and provide tools and other resources to do the job. Let them know what is expected and how the organization is going to support their skill development.		
Other things:		