



Saskatchewan
Parks and Recreation
Association

Recreation
An investment for life

SPRA Conference and Annual General Meeting Bid to Host 2017, 2018 and 2019

Date: October, 2015

Supported by:



SPRA Conference and Annual General Meeting - Bid to Host

Background

The Saskatchewan Parks and Recreation Association (SPRA) would like to take this opportunity to invite Communities to explore the possibilities of hosting a SPRA Conference and Annual General Meeting in the upcoming years, 2017, 2018 and 2019. Included in this document is information and requirements of a Community to host this Annual Event. If more information is required please be advised that a complete and thorough Conference Planning Manual is available for anyone interested in hosting an upcoming SPRA Conference and Annual General Meeting.

Introduction

The Saskatchewan Parks and Recreation Association (SPRA) recognizes the value and benefit of hosting a high caliber Conference on an annual basis. The Annual Conference, together with the Annual General Meeting, is planned and presented through a partnership between SPRA and a Host Community/District.

The SPRA Board of Directors articulates that the purpose of the SPRA Annual Conference is to:

- Provide education and professional development opportunities for SPRA members
- Advocate on behalf of the organization and the sector
- Inform SPRA members of the programs and services provided by SPRA
- Provide opportunities for professional and personal information sharing

This purpose is clarified further through the objectives for the Annual Conference which are to:

- Provide an educational forum and opportunities for delegates to discuss issues and trends in parks and recreation field
 - Create a time for fellowship and networking amongst delegates
 - Provide an annual stage for recognition of outstanding people in the Saskatchewan parks and recreation field and to acknowledge achievements in the field over the past year in Saskatchewan
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Conference Planning Overview

To provide an integrated approach to the SPRA Conference planning and delivery, the Host Committee and SPRA will support each other in the following areas that are critical to success:

1. **Program** – To assemble a high quality Conference program that reflects current trends and is relevant to those attending the Conference (i.e. Keynote speaker(s), concurrent sessions and workshops, network opportunities).
2. **Promotion/Publicity** – To develop marketing strategies that promote this event as a showcase for the field of parks and recreation in the Province and to attract delegates from the field and from other sectors and markets.
3. **Sponsorship and Trade Show** – To secure sponsorships to support a balanced or profitable budget and to assemble a high quality Trade Show that will attract and meet the needs of exhibitors and delegates.
4. **Local Hosting** – To provide local expertise and input in the program, marketing, sponsorship, Trade Show and critical success areas, as well as to plan and deliver social/entertainment events that contribute to an overall positive Conference experience.

SPRA Conference Program Development Committee

Annually, SPRA will establish a Conference Program Development Committee consisting of two (2) members of the SPRA Board of Directors, the Host Committee Chairperson and staff members from each SPRA Division. This Committee is responsible for:

- Identifying trends and issues in the recreation sector that directly relate to the SPRA strategic plan. From this, the Committee will determine potential Conference themes and streams based on current trends and issues affecting the field, advocacy targets established by SPRA and training and education opportunities targeted for specific membership categories
 - Recommending three (3) to four (4) theme options and potential concurrent session streams for the Conference
 - Establishing the agenda for the SPRA Board member meetings
 - Assisting the Host Committee in the identification of potential Keynote speakers and concurrent session presenters
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Conference Host Committee

Purpose

The Host Committee, consisting of Conference Chairperson and all Subcommittee Chairpersons, is responsible to SPRA, through the SPRA Liaison. Meeting on a regular basis, this Committee ensures that effective communication occurs between the various Subcommittees and makes decisions related to the overall planning, implementing and evaluating of the Conference.

Composition

1. Chairperson (may be co-chair) - identified by October of the year prior to hosting.
2. Subcommittee Chairpersons (one chairperson per Subcommittee) - secured by November of year prior to hosting.
3. SPRA Liaison - acts as conduit between all SPRA staff and the Conference Host Committee. Refer to the Conference Organizational Flow Chart for clarity.
4. SPRA Field Consultant – provides an additional link between SPRA and Host Committee if they are in place within the area and seen as necessary by SPRA.

Specific Responsibilities

1. Review the Conference purpose and objectives as indicated in the Introduction of this Manual.
 2. Attend a meeting with the SPRA Board of Directors - Conference Program Development Committee.
 3. Secure Subcommittee chairpersons who are responsible to recruit volunteers to serve on each Subcommittee.
 4. Follow the Conference Planning Manual to determine responsibilities and tasks of the Host Committee, SPRA staff, and each Subcommittee.
 5. Clarify the responsibilities and tasks, including decision-making authority, of each Chairperson, Subcommittee and Conference-associated SPRA staff members. Confirm and adhere to timelines for completion of specific responsibilities and tasks.
 6. Select Conference theme and concurrent session streams from options provided by the Conference Program Development Committee.
 7. Approve the following and submit to SPRA for final approval:
 - Conference budget proposal
 - Conference Program plan, including Keynote speaker(s)
 - Preferred Conference/Host Committee logo
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Host Committee Chairperson Job Description

Role

To direct the planning, implementing and evaluating of the SPRA Annual Conference and AGM.

Responsible to

The Host Committee and acts as the Host Committee representative.

Duties

1. Appoint the Conference Subcommittee chairpersons.
 2. Oversee the appointment of Subcommittee members within the established structure.
 3. Serve as a member of the Conference Program Development Committee.
 4. Ensure that SPRA's policies and procedures in regards to protocol are adhered to in all Conference matters. Seek clarification from SPRA Liaison when uncertain.
 5. Review and present each of the following to the SPRA for approval:
 - a. Selected theme and streams
 - b. Budget proposal
 - c. Conference program
 - d. Conference logo
 - e. Sponsorship for banquet and luncheons
 6. Monitor the Conference budget.
 7. Sign all Contracts (i.e. Keynote speaker(s), facilities) related to Host Committee areas of responsibility.
 8. Coordinate all planning within established timelines.
 9. Provide progress reports, including budget reports, to the SPRA Liaison.
 10. Review Conference registration form to ensure Host Committee details/plans are correct.
 11. Call and chair meetings of the Host Committee. Ensure minutes are recorded and distributed.
 12. Coordinate the on-site delivery of the Conference.
 13. Compile and submit a final Conference Report complete with a financial statement to the SPRA Liaison. Submit within four (4) weeks after Conference.
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14. Ensure Subcommittee's needs and concerns are addressed through regular and timely communication with the SPRA Liaison.

Conference Planning Subcommittees

Seven (7) Subcommittees serve to provide focused leadership and action regarding the areas that are identified as being critical to the success of the Conference. These Subcommittees are as follows:

Subcommittees	Recommended Number of Members
Finance/Registration	3 – Chairperson plus 2 members
Program/Education/Evaluation	4 – Chairperson, Lead for each of the 3 streams
Publicity/Promotion	4 – Chairperson plus 3 members
Sponsorship	3 – Chairperson plus 2 members
Facility/Operations/Audio Visual	5 – Chairperson plus 4 members
Social/Entertainment	7 – Chairperson plus 6 members
Trade Show	5 – Chairperson plus 4 members

Subcommittee Chairpersons Job Description

Role

Is to oversee the planning, implementing and evaluating of the assigned Subcommittee areas of responsibility and ensure effective communication with all members of the Host Committee

Responsible to

The Host Committee and the Conference Chairperson

Duties

1. Attend SPRA Conference Orientation meeting in December.
2. Secure Subcommittee members by January prior to hosting the Conference.
3. Represent Subcommittee on the Host Committee and attend all Host Committee meetings, providing Subcommittee reports for communication and/or approval.
4. Prepare Subcommittee meeting agendas, chair Subcommittee meetings and ensure minutes are accurately recorded and distributed.

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5. Encourage Subcommittee members to propose and pursue new alternatives and to use their creativity, while fostering financial restraint.
 6. Ensure Subcommittee adherence to identified timelines in all Subcommittee matters. Chairpersons are asked to keep a record of their respective committee's time involvement in conference planning and to share this information in the Subcommittee's final report.
 7. Ensure Subcommittee adherence to relevant SPRA guidelines, communicating with identified SPRA staff member as required for clarification, support and/or direction.
 8. Ensure a Subcommittee action with timelines checklist is established and followed.
 9. Monitor the completion of identified Subcommittee responsibilities and tasks during the planning, implementing and evaluating stages of the Subcommittee work.
 10. Communicate with other Subcommittee chairpersons as required (i.e. share timelines and deadlines to ensure that all cross-committee and SPRA deadlines are met).
 11. Submit required documents/details (i.e. proposed Subcommittee budget, required facility space, Conference registration requirements) to relevant Subcommittee Chairpersons.
 12. Monitor Subcommittee budget.
 13. Submit a Subcommittee evaluation report, recommendations and/or final budget to the Conference Chairperson within three (3) weeks following the Conference.
 14. If possible, serve as a mentor for the next year's counterpart to provide orientation (i.e. summary reports, meeting agendas).
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SPRA Staff Involvement with the Conference

SPRA is committed to supporting the Host Committee in the planning, implementing and evaluating of the Annual Conference. Members of SPRA will own sole responsibility for completing some tasks associated with hosting the Annual Conference and AGM. For example, SPRA staff will be responsible for the planning and implementing of the business portion of the AGM, including the Election of the Board of Directors, as well as many components of the President's/Minister's Luncheon as well as the SPRA Round Table and the SPRA Board of Directors Meetings. This occurs for areas of the Conference where specific logistics are more easily managed by people who are directly involved on a regular basis. Additionally, the SPRA staff members serve in supporting roles for the Conference Host Committee and Subcommittees in many components of planning, implementing and evaluating the Annual Conference.

SPRA Staff Roles and Responsibilities

1. **SPRA Liaison** - SPRA will appoint one (1) staff member to be the liaison between SPRA and the Host Committee. This staff member will be a member of the Host Committee, serving as a resource and providing guidance to assist the Host Committee with planning, implementing and evaluating a successful SPRA Annual Conference. This staff member will also provide regular and ongoing communication to SPRA in regards to Host Committee plans and the supports needed. Additionally, the SPRA Liaison will make decisions on behalf of SPRA when appropriate and will present information to SPRA management as required for approval. At the conclusion of the Conference, the SPRA Liaison will assist the Host Committee in a SWOT (Strengths/Weaknesses/Opportunities/Threats) Analysis focused on the Conference planning, implementing and evaluating processes.
 2. **SPRA Field Consultant** - the Field Consultant from the Host District will serve on the Host Committee, working directly with one (1) or more Subcommittees as required. This person will also assist with communication between the Host Committee and SPRA in the absence of the SPRA Liaison.
 3. **SPRA Staff:**
 - Consultants - Communication Information Resources (CIR) - assist the Host Committee and the Publicity/Promotion Subcommittee with promoting the Conference through the media and social media outlets and inform the different media of topics of interest at the Conference such as the Keynote speaker(s), theme/streams and other events. Develop Conference promotional materials including the conference brochure and postcard. Serve as the lead for the Awards Banquet and prepare speeches and scripts for the Conference.
 - Consultant - Leadership and Evaluation - meet with and assist the Host Committee and the Program/Education/Evaluation Subcommittee in creating and implementing effective and efficient evaluation tools, to provide valuable feedback to the Host Committee and SPRA from the delegates that attended the event.
 - Administration – assist the Host Committee and Subcommittees by producing and managing online registration process, distributing the Conference Program, providing weekly reports on attendance numbers and in other areas as required.
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4. Financials

A base support grant of \$5,000 will be made available to the Host Committee to support the development of the Conference. The Host Committee is responsible for all expenses associated with the Conference, including any deficit incurred from hosting the Conference. Any deficit incurred will be shared on a 50/50 basis between SPRA and the Host Community and it is understood that SPRA will provide a maximum of \$1,500 to offset any deficit. Any profit from the hosting of the Conference will be shared on the basis of 75% to the Host Community and 25% to SPRA.

Additional funding up to a maximum of \$10,000 to specifically support the educational component of the Conference may be made available to the Host Committee based on an application and evaluation process established by SPRA.

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**The Bid to Host should be received by the provincial office of the SPRA by May 1, the year prior to the Conference for which the bid applies (i.e. 18 months in advance).
A suitable host will be chosen or sought after this date.**

Host Community:

Host Committee Chair:

Proposed Conference Dates:

Preferred Conference Dates: October 19-21, 2017, October 18-20, 2018, October 17-19, 2019

Note: The SPRA Conference and Annual General Meeting are traditionally hosted the second or third weekend in October (based on timing of the Thanksgiving weekend). A proposed change from these options will be considered by the SPRA Board of Directors based on the Host Committee's community-based rationale to host on a different weekend in October. The rationale for a change of date must be included in the Bid to Host. These dates also allow no conflict to occur between Alberta Recreation and Parks Conference and the Saskatchewan Parks and Recreation Conference.

Identify proposed Host Committee members:

Describe Host Committee members past experiences in hosting conferences and trade shows?

Describe the capacity to provide staff and volunteer resources to support the Conference without impacting the Conference budget (i.e. staff time should not be expensed to the Conference budget):

Describe any unique/innovative resources, networks and partnerships that will be accessed for this Conference:

Confirm that site criteria can be met by providing details on the following:

- ☐ 1. A facility to accommodate approximately 250 delegates for keynote presentation(s).
Details:
 - ☐ 2. Conference space to accommodate a minimum of three (3) breakout rooms that can hold 50 - 100 people for each of the three (3) concurrent sessions.
Note: If the Host Committee wants the program to vary from the Conference Program Schedule, it must state so in the Bid to Host and seek approval from SPRA.
Details:
 - ☐ 3. Facility to accommodate up to 400 people for a sit-down meal, stages, audio-visual equipment and props for the SPRA Awards Banquet.
Details:
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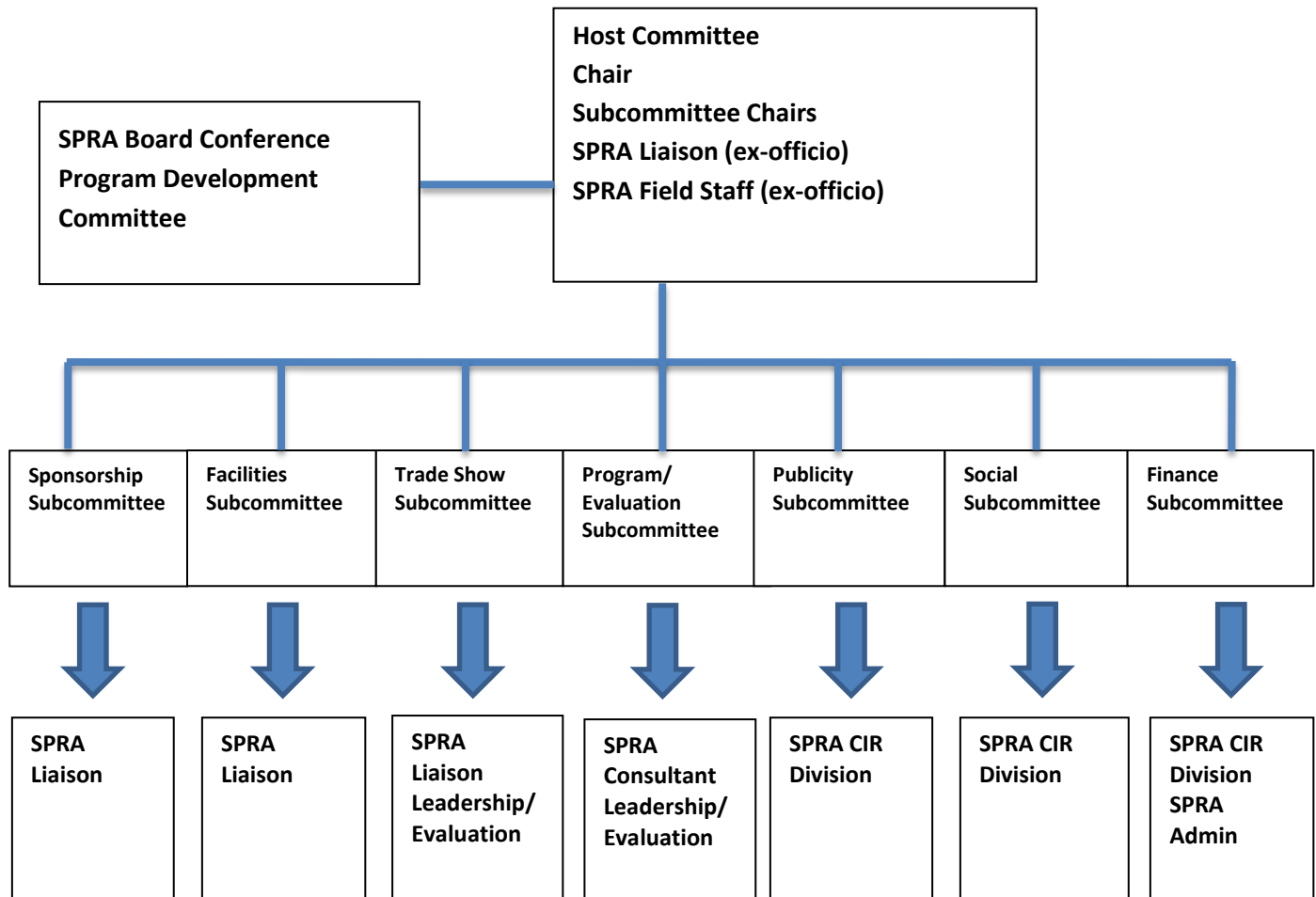
- ☐ 4. Food services available to efficiently provide all required meals for up to 400 people.
Details:
- If 400 is not attainable, please advise the maximum seating capacity for your venue to accommodate the Awards Banquet:
 - Identify if it will be a ☐ buffet service or a ☐ seated served service and if there would be any variances in the seating capacities:
- ☐ 5. A Facility to accommodate up to 250 people for a sit-down meal, stages, audio visual equipment and props for the President's/Minister's Luncheon.
Details:
- ☐ 6. Social space to accommodate up to 90 people for the Wine and Cheese Reception associated with the Awards Banquet.
Details:
- ☐ 7. Exhibit space in the same building as Conference meeting space. The space must accommodate a minimum of thirty 8' x 10' exhibit booths.
Details:
- ☐ 8. A separate Board Room, to accommodate approximately twelve people, for the SPRA Board of Directors Board meetings on the Wednesday, immediately before the Conference and on the Saturday immediately following the Conference. Cost of meeting room to be paid by SPRA.
Details:
- ☐ 9. A small locked room in which SPRA information can be stored.
Details:
- ☐ 10. Separate Presenter's Lounge, to accommodate presenters throughout the Conference.
Details:
- ☐ 11. Sufficient hotel/motel accommodations for up to 250 people (i.e. delegates, SPRA staff, presenters).
Details:

Date of submission: _____

Signature of Host Committee Chair:

Conference Organizational Flow Chart

Conference Organizational Flow Chart



Lines of Authority



Lines of Communication



Suggested SPRA Conference Planning Timelines

Suggested SPRA Conference Planning Timelines

November

- SPRA Conference Program Development Committee meeting to establish Conference theme and stream options (Host Committee Chairperson is a member of this Committee)
- Host Committee Chairperson recruits Subcommittee Chairpersons

December

- SPRA leads Conference Orientation Meeting with Host Committee/Subcommittee Chairpersons
- First Host Committee meeting to review evaluation and format of previous SPRA Annual Conferences
- Initiate search to secure a Conference facility/hotel/food services

January

- Develop budget and present to SPRA
- Open bank account
- Finalize Conference facility/hotel/food services contract(s) - Host Committee tour of facilities
- All Subcommittees begin meeting and follow responsibilities/tasks as identified in the Conference Planning Manual
- Host Committee meeting

February

- SPRA grant of \$5,000 provided to the Host Committee
- Submit First Conference Promotion for inclusion in DIRECTION magazine (Deadline is February 1st)
- Finalize theme, streams and Keynote speaker(s)
- Committee meetings

March

- Finalize concurrent session presenters contracts
- Update budget and determine if Additional Funding of \$10,000 will be requested from SPRA (Deadline is April 15)
- Committee meetings

April

- Complete all details for Conference Program and Registration
 - Compile list of Audio Visual requirements and begin process to secure equipment
 - Committee meetings
 - Conference Program and Registration information submitted for inclusion in DIRECTION magazine (Deadline is May 1)
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Suggested SPRA Conference Planning Timelines

May

- Finalize Conference Registration process
- Develop Conference Evaluation Forms with support from the SPRA Consultant – Leadership and Evaluation
- All Conference Program and Registration printing/online development completed
- Committee meetings

June

- Conference Program and Registration information distributed
- DIRECTION magazine includes Conference Program and Registration information
- Trade Show communication with potential exhibitors begins
- Committee meetings

July/August

September

- Update budget
- Finalize Trade Show exhibitors and set-up plans
- Monitor Registration to inform Conference Planning details
- Last promotion in DIRECTION magazine
- Committee meetings - Review of Host Committee/Subcommittee responsibilities/tasks to ensure all details have been addressed

October

- Finalize Registration
- Final run through of Conference Implementation Plan
- Final meeting with facility to confirm all requirements
- Final confirmation that all Subcommittee responsibilities/tasks have been completed

November

- Planning Committee Conference Evaluation meeting
- Complete and submit Host Committee/Subcommittee/financial final reports
- Close bank account