

Forever...*in motion* - Roles and Responsibilities

Are you interested in hosting a **Forever...*in motion*** Leader training workshop? If so, below is a list of responsibilities for all stakeholders, including the host community, trainer, leader and the Saskatchewan Parks and Recreation Association (SPRA). To assist with the planning process, the fee structure and guidelines are also provided within this document.

Responsibilities of the host community:

- Contact SPRA with your request to host a **Forever...*in motion*** Leader training workshop
- Choose a date to host the workshop and secure a facility
- Arrange to have a **Forever...*in motion*** Trainer facilitate the workshop (SPRA can assist)
- Complete a contract with the **Forever...*in motion*** Trainer
 - Trainer facilitation fee can be negotiated with the trainer
 - It is not to exceed \$50.00/hour or \$1,000.00/20 hr workshop
 - Trainer mileage is to be paid by the Host Community at the current SPRA rate.
- Determine cost per participant. Things to consider include:
 - Facility rental costs
 - **Forever...*in motion*** Trainer facilitation fee
 - **Forever...*in motion*** Trainer mileage cost
 - Cost of manuals (payable to SPRA)
- Advertise the **Forever...*in motion*** workshop in a variety of media
 - (i.e. poster, newspaper, social media)
- Implement and support the **Forever...*in motion*** program in your community

Responsibilities of the **Forever...*in motion*** Trainer:

- Facilitates the **Forever...*in motion*** Leader workshop
- Provide Leaders with their results and feedback on the workshop
- Requests training materials from SPRA
- Complete administration forms and return them to SPRA within 1 week of training
- Continues to support Leaders as they administer programming

Responsibilities of the **Forever...*in motion*** Leader:

- Enthusiastically leads the **Forever...*in motion*** fitness program
- Ensures the program is safe and appropriate for all participants
- Completes all required administration forms
- Utilizes the **Forever...*in motion*** resources:
 - **Forever...*in motion*** Leader Training Manual and DVD
 - **Forever...*in motion*** Circuit Manual (available for purchase from SPRA)



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Responsibilities of SPRA:

- Coordinates the **Forever...in motion** Trainer workshops
- Supports trainers, leaders and host communities
- Processes all administration forms
- Records trainer and leaders status and host community information
- Provides manuals, resources and all necessary administration documents
- Continually evaluates the program and provides support to the overall initiative

Forever...in motion Program Fees for 2019-2020

Manuals	Fee	Payable To:
Leader Manual	\$30.00 + GST tax	SPRA
Circuit Manual	\$30.00 + GST tax	SPRA
Workshop Facilitation	Fee	Payable To:
Trainer to facilitate Forever...in <i>motion</i> Leader training	\$50.00/hr or \$1,000.00/20 hour workshop *Negotiable, but not to exceed this amount	Forever...in <i>motion</i> Trainer