

Forever...in *motion* Local Leader – Terms of Reference

Do you believe in the benefits of physical activity, are active and enjoy helping others? Why not volunteer as a leader? Anyone can become a **Forever...in motion** Local Leader! You can be of any age with no previous experience.

Role of Local Leaders:

- To lead a safe and appropriate exercise program for older adults
- To promote healthy physical activity among older adults
- To provide an opportunity for socialization for participants

Preferred qualifications for those wanting to become a **Forever...in motion** Local Leader include:

- Willing to participate in a 20 hour **Forever...in motion** Leader Training Workshop
- A sincere interest in being a peer leader for other older adults
- Willing to lead **Forever...in motion** classes
- Good listening, communication and leadership skills
- Enthusiastic and able to motivate others
- Demonstrates a personal commitment to an active lifestyle
- Training in First Aid and CPR, while not a requirement, is recommended

Forever...in *motion* - Leader Training Workshop:

- Potential leaders will be required to attend a 20 hour **Forever...in motion** Leader Training Workshop before they begin leading classes. This workshop will be led by an approved **Forever...in motion** trainer.
- There is a workshop fee to cover the costs of leader resources. This fee may be covered by the host community.

Resources and Continuing Education:

Leaders will be provided with the following information:

- The **Forever...in motion** Leader Training Manual with illustrations and written instructions for all of the approved exercises
- The **Forever...in motion** Leader Training DVD which demonstrates how to perform each of the approved exercises along with verbal instruction
- A handout on *Chronic Conditions and Exercise*
- Other relevant resources at the discretion of the Saskatchewan Parks and Recreation Association (SPRA) and the **Forever...in motion** trainer
- A quarterly **Forever...in motion** newsletter which includes a special Leaders section

Leaders will also be asked to participate in an annual Leaders Gathering where updated training and new information will be provided.



Safety Considerations:

- Leaders must be trained and only offer exercise programs that comply with the guidelines outlined in their training.
- Leaders must work with the host community to ensure the exercise area is accessible, well ventilated and free of trip/fall hazards.
- Leaders must work with the host community to ensure the exercise equipment is safe and well maintained.
- Leaders must work with the host community to ensure a safety plan is in place. This includes knowing locations of emergency exits, phones, first aid kits, who in the immediate area has First Aid or CPR training and a basic procedure to follow in case of illness or emergency.

Roles and Responsibilities of Stakeholders:

SPRA:

- Provide initial training for trainers
- Host regular **Forever...in motion** trainer meetings
- Ensure training resources are current and regularly updated
- Connect interested communities with a qualified **Forever...in motion** trainer
- Provide resource packages for each participant in Leader Training Workshops on a cost-recovery basis.

Forever...in motion Leader:

- Must attend the 20 hour **Forever...in motion** Leader Training Workshop
- Commits to offering classes in their community at least once per week for 30-60 minutes
- Commits to offering classes in their community for at least six (6) months following completion of training
- Must offer classes following the principles and format outlined in the Leader Training Workshop
- Works with the host community to provide a safe exercise class in a safe environment

Forever...in motion host community:

- Support Leaders financially to attend initial training and annual leader gatherings
- Provide a suitable facility for the exercise program
- Arrange to cover the cost of liability insurance for the Leader.
- Provide a contact person who the leader can approach for assistance to repair or replace equipment or discuss safety issues
- Coordinates marketing and advertising to promote the programs being offered
- Works with the leaders to ensure a safety plan is in place. This includes knowing locations of emergency exits, phones, first aid kits, who in the immediate area has First Aid or CPR training and a basic procedure to follow in case of illness or emergency.
- Ensures the Leader does not have out-of-pocket expenses as a result of their volunteer efforts