

2023-24



Application deadline: January 27, 2023



Saskatchewan
Parks and Recreation
Association

Regional Recreation Practitioner Pilot Program

FUNDED BY



Regional Recreation Practitioner (RRP) Pilot Program Criteria

Introduction

Collaboration is seen by many organizations as a necessary means to achieving organizational goals. The ability to work together with other like-minded organizations has led to many successes in our province and within the recreation industry.

Additionally, Saskatchewan Parks and Recreation Association (SPRA) understands the benefits of employing skilled recreation practitioners as a means of impacting the quality of life in all Saskatchewan communities. Specifically, the abilities of a skilled recreation practitioner can assist with planning and effective operation of community recreation services, facilities, parks, and events.

As a result, SPRA has created a pilot program to determine if regional collaboration is feasible and sustainable as it relates to the provision of recreation services. The Regional Recreation Practitioner (RRP) pilot program will provide financial assistance to hire a recreation practitioner to:

- Develop and enhance the recreation delivery system within a designated geographic area
- Enhance how recreation services are managed
- Improve recreation operations
- Support site leadership such as Municipal Councils, Recreation Boards, Board of Directors, etc.

Purpose

The RRP pilot program will provide support to a service area to employ a full-time recreation practitioner position who will be responsible for managing recreation services within a designated geographical area. A service area is considered a partnership of a minimum of three organizations including at least one urban or rural municipality or First Nation in a designated geographical area. SPRA will provide financial support over a two-year period to subsidize the recreation practitioner position and ongoing support for the practitioner and the successful sites.

Criteria

1. Partnership

A minimum of three partners are required to be eligible for selection in this pilot program. The requirements for each service area are that one of the partners needs to be a rural municipality, urban municipality, or a First Nation. The other two partners could be one of the three entities listed above or a different incorporated partner within the service area's recreation delivery system.

Ineligible partners - User groups such as local sports, culture and/or recreation organizations, regional organizations that serve a wider geographical area than the designated area identified by the service area and Provincial Associations will not be considered as a partner. Duplication of the same organization will also not be considered as a potential partner. An example of this would be a municipality applying as one partner and the Recreation Board legally formed by that municipality applying as another partner within the same application. Ineligible partners would include:



Regional Recreation Practitioner (RRP) Pilot Program Criteria

2

- Tribal Councils
- Sport, Culture and Recreation Districts
- Provincial Recreation Associations

Eligible partners - Examples of eligible partners could be:

- Regional Park Authority
- Friendship Center
- Community Association
- Individual members of Provincial Recreation Associations

Possible partners that are not listed here will be considered by SPRA if the service area can clearly articulate the possible partner's connection to recreation, their connection to the designated geographical area, their contribution to the position and the benefits they want to see.

All partners need to be an incorporated entity. This could be a registered non-profit organization, an organization formed by resolution of a Municipal Council or other.

Each partner will be required to provide a letter of support as part of the application.

It should be recognized that each partner does not need to contribute equally to the position or receive equal benefits, however a partnership that has those aspects clearly outlined and have a communication plan to continually talk about the position, highlight the successes, identify the challenges, and create solutions to address the challenges will be given more consideration.

2. Eligibility of the position

The intent of this program is to create a full-time recreation practitioner position that currently does not exist. Although the creation of recreation practitioner position within a staffed recreation department or similar will be considered, priority will be given to those service areas that are creating a new position within a system that currently does not employ a recreation practitioner.

3. Sustainability of the position

One of the most important learning gained through this pilot program is to understand if and how the recreation practitioner position could continue following the two-year term. Part of the application process will include an explanation from the service area how they plan to approach the long-term sustainability of the position, under the assumption that funding from SPRA will not exist beyond the two-year term.

4. Site's Responsibilities

- Hire a full-time recreation practitioner. As per the Saskatchewan Employment Act, a Full-Time Employee is any employee who works 30 hour or more per week. It is recommended that a recreation practitioner is a person who has graduated from a post-secondary educational institution with a degree or diploma in a field related to recreation



Regional Recreation Practitioner (RRP) Pilot Program Criteria

3

- Approve a Job Description
Preference will be given to a service area that has a job description or a framework for a job description already in place. The recreation practitioner's job description must relate to and address the goals that are contained within the Framework for Recreation in Canada 2015; Pathways to Wellbeing. That document can be found [here](#)

If the service area does not have a job description in place, SPRA can assist a partnership create a job description. A job description needs to be realistic for a position that works between 30 and 40 hour/week. With three partners within this service area all involved, this reality will have to be addressed

- Determine and identify one partner that will take on the lead financial responsibilities. This will include, but not limited to, completing payroll, and providing benefits (employment insurance, Workers Compensation, health, life and dental insurance, paid vacation, vehicle allowance, cell phone allowance)
- Provide adequate and appropriate office space and office equipment, including but not limited to a computer, internet access and a phone
- Provide the recreation practitioner with access to professional development and networking opportunities within the parks and recreation industry
- Determine one individual from one partner that will be the direct supervisor to the recreation practitioner
- Keep records of the activities and outcomes resulting from the recreation practitioner's activities and to provide those records to SPRA as per the follow-up requirements

5. Funding Available

SPRA will provide \$25,000 in year one of the project and \$25,000 in year two of the project to offset the salary of the recreation practitioner position.

Application Process and Deadlines

The application process for the RRP pilot program may be in two parts. The first part will be a written application. (See attached). The written application is due January 27, 2023. SPRA may include a site visit as part of the application process if deemed necessary after adjudicating the written applications.

The successful sites will be notified by March 15, 2023.

Follow-up Requirements

The successful applicant will be required to submit bi-annual payroll records and a report documenting an overview of the recreation practitioners' activities, an indication as to whether the service area's goals are or are not being met along with identifying any



Regional Recreation Practitioner (RRP) Pilot Program Criteria

4

trends or challenges related to the program and/or the position. Successful applicants will be provided with reporting templates.

Additional Information

For more information or to discuss this program, please contact Clint McConnell, SPRA Field Consultant by email cmccConnell@spra.sk.ca or phone at 306-554-8684.



Regional Recreation Practitioner (RRP) Pilot Program Application

Prior to completing the application, applicants are encouraged to review the program criteria. If you have questions or would like to discuss the application prior to submitting it, please contact Clint McConnell, SPRA Field Consultant at 306-554-8686 or by email at cmccConnell@spra.sk.ca.

A. Contact Information

Lead Contact

Name: _____
Site Partner represented: _____
Address: _____
Telephone: _____ Email: _____

Partner # 1

Name of Organization: _____
Point Person: _____
Address: _____
Telephone: _____ Email: _____

Partner #2

Name of Organization: _____
Point Person: _____
Address: _____
Telephone: _____ Email: _____

Partner #3

Name of Organization: _____
Point Person: _____
Address: _____
Telephone: _____ Email: _____

B. Partnership

I. **Designated Geographical Area**

Describe the geographical area that this partnership will serve for the purpose of this application. _____



Regional Recreation Practitioner (RRP) Pilot Program Application

II. History

Do the partners have a history of working together? _____

III. Letter of Support

Have you attached a Letter of Support from each partner? Y N

C. Benefits of Hiring a Recreation Practitioner

I. Why does the service area want to employ a recreation practitioner? What benefit is each partner expecting to receive or what are the goals each partner wants to achieve because of hiring a recreation practitioner? _____

D. Job Preparedness

I. Does the site have a job description for the recreation practitioner prepared? Y N

If YES, how does the job description relate to the Framework for Recreation in Canada? _____

E. Office Space/Office Equipment/Administration

I. Is there office space/equipment available for this position? Y N

If YES, where is the space and what type of equipment is available? _____

II. Administration

Has the service area determined who will perform and maintain payroll and records? _____

III. Do the partners have a plan to communicate with each other about the successes and challenges of employing a recreation practitioner? If so, please explain.



Regional Recreation Practitioner (RRP) Pilot Program Application

7

IV. Supervision

How will this position be supervised? Who is responsible for the supervision?
Where does the recreation practitioner fit within the organizational structure?

F. Professional Development

I. How will the service area commit to professional development for this position?

G. Sustainability

I. Do the partners have a plan for the sustainability of this position after the two-year funding from SPRA has ended? If so, what is the plan?

H. Budget

I. Prepare and attached a budget that includes the compensation for the recreation practitioner position, office costs, and professional development costs. Be sure to include the sources, including SPRA, that will be providing funds for the position.

I. Follow-up Requirements

The successful applicant will be required to submit bi-annual payroll records and a report documenting an overview of the recreation practitioners' activities, an indication as to whether the service area's goals are or are not being met along with identifying and trends or challenges related to the program and/or the position. Successful applicants will be provided with reporting templates.

Email completed applications to Clint McConnell, SPRA Consultant at cmcconnell@spra.sk.ca