

Hosting a Forever...in *motion* Leader Training

Are you interested in hosting a **Forever...in motion** Leader Training? If so, below is a list of responsibilities for the host organization, the trainer, the leader, and the Saskatchewan Parks and Recreation Association (SPRA). As well, you will find the fee structure and guidelines to assist in the planning process.

Responsibilities of the Host Organization

- 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 with this)
- Complete a contract with the **Forever...in motion** Trainer
 - Trainer facilitation fee can be negotiated with the trainer
 - It is not to exceed \$45.00/hour or \$900.00/20 hr workshop
 - Trainer mileage is to be paid by the Host Organization 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 the 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
- Ensure the completion of all required administration forms
- Returns all required administration forms to SPRA within one 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
- Ensure the program is safe and appropriate for all participants
- Ensures completion of all required administration forms
- Utilizes **Forever...in motion** resources:
 - **Forever...in motion** Leader Training Manual and DVD
 - **Forever...in motion** Circuit Manual (available for purchase from SPRA)

Responsibilities of the Saskatchewan Parks and Recreation Association

- Coordinates the **Forever...in motion** Trainer workshops
- Supports Trainers, Leaders, and Host Organizations
- Processes all administration forms
- Records Trainer and Leaders status, and Host Site information
- Provides manuals, resources and all necessary administration documents
- Continually evaluates program
- Provides support to the overall initiative

Forever...in motion Program Fees for 2015-2016

Manuals	Fee	Payable To:
Leader Manual	\$25.00 + tax	SPRA
Circuit Manual	\$20.00 + tax	SPRA
T-Shirt	\$10.00 + tax	SPRA
Workshop Facilitation	Fee	Payable To:
Trainer to facilitate Forever...in motion Leader Training	\$45.00/hr or \$900.00/20 hour workshop *Negotiable, but not to exceed this amount	Forever...in motion Trainer