

## **Request for Applications – NCD Active 2010 Coordinator Position**

As part of its 2006-2007 funding from the Ontario Ministry of Health Promotion, Cross Country Ontario has received a grant of \$42,940 to fund a program within the National Capital District to introduce cross country skiing to children in Grades 6-8. A steering committee of NCD club representatives will consider applications for the Coordinator position and make a recommendation on hiring to CCO.

If you are interested in applying for the Program Coordinator position, please submit your application, in writing, to NCD Chair David Wilson ([wilson@johnstonbuchan.com](mailto:wilson@johnstonbuchan.com)), copied to CCO Administrator, Dorothy Lothian ([ccoadmin@sympatico.ca](mailto:ccoadmin@sympatico.ca)), **by no later than October 2, 2006**. Your application should explain your plans for implementing the Program consistent with the objectives and budget in the attached funding application by CCO, and your qualifications to act as Program Coordinator.

The Coordinator will:

- Work with the NCD steering committee, in consultation with CCO, to refine the approach to the implementation of the Program
- Contact individuals in other parts of the province who have been involved in similar programs
- Liaise with school boards in the NCD
- Develop a plan and detailed budget for the 2006-2007 season aimed at fulfilling the Program objectives set out in the CCO application
- Identify, work with and provide logistical support to the schools and NCD ski clubs that will participate in the Program
- Arrange for the acquisition, storage and maintenance of the ski equipment for the Program
- Coordinate the instruction of teachers and volunteers needed to assist in the running of the Program (the hiring of instructors will also be required)
- Coordinate an elementary schools ski event (Skifest) in March 2007
- Coordinate the public and media relations aspects of the program
- Report monthly to the NCD steering committee and the CCO Board
- Present the results of the program to the CCO Annual General Meeting in May 2007

The qualifications of the Coordinator will include:

- Experience in the development and coordination of instructional programs
- Experience with children in the target age group (Grades 6-8)
- Familiarity with schools within the NCD
- Cross country ski teaching experience (minimum CCC Community Coach level or equivalent)
- Strong communication and organizational skills

## **Cross Country Ontario Application– Active 2010 Participation**

### **1. Project Title: Ski-School in NCD**

### **2. Project Description:**

Our goal is to introduce and recruit elementary school children to the sport of cross country skiing by setting up a program in the greater metropolitan area of the city of Ottawa, whereby classes of grades 6-8 would spend a few hours skiing at the clubs of Kanata, Nakkertok, Orleans and/or West Carleton, several times a week in the cross country skiing season, during the months of January, February and March 2007. These clubs are located in our National Capital District (NCD). We would provide the equipment needed to ski: skis, bindings, boots and poles, for a class of 25-30 children aged from 11 to 14. We would also provide coaches to instruct the children in the basics of cross country skiing and to ensure the activity was conducted safely. The schools would provide the transportation and the teacher/supervisor.

We would conduct a coaches' workshop encompassing the first two levels of the NCCP program: Introduction to Community Coach and Community Coach, at the beginning of our season, to ensure that we have qualified coaches to teach the basic skills of cross country skiing and to ensure we have coaching personnel during the week day.

In March, we would hold an Elementary Schools Championship for the schools in the Ottawa region. Prior to this event, we would conduct an officials' training course to ensure we have adequately trained officials to run the competitive event during the school day.

We have several examples of similar and successful programs in Orangeville, Owen Sound and North Bay. We also have an Elementary School Championship run in Southern Ontario. We would hire a School-Ski coordinator from the Ottawa area to manage this program for us. She/he would have the above-mentioned programs and championship event on which to model the School-Ski in NCD program.

### **Part 2.**

This program meets the Ministry's objective of increased participation in sport and physical activity in Ontario schools by introducing school-age children of both sexes to a physical activity that is accessible, inexpensive and enjoyable. Exposing these children to the sport of cross country skiing through an outing within the school setting is possibly the only way we can reach these potential cross country skiers. If we can turn them on to cross country skiing, we can perhaps reach their parents and siblings as well.

Cross country skiing provides a wholesome, safe, physical activity that leads to an appreciation of the Canadian winter and the Canadian outdoors in wintertime. It involves aerobic exercise from the start, and provides a lifetime of learning the physical skills of cross country skiing and can lead to competitive and endurance challenges, as well as to a life-long, recreational pastime.

As the ski areas we are proposing to take these children to, are managed by non-profit clubs; we are introducing them to a resource in the Ottawa community infrastructure that they may not have been aware of.

### **3. Objectives and Outcomes**

1. To establish a school program of cross country skiing outings, partnered by the Ottawa area school boards and our clubs in the Ottawa region, that does not exist today, and once set up will be self-perpetuating.
2. To establish an elementary school championship in the National Capital District, that would provide an objective and a celebratory focus for the program of cross country skiing in the school system in the Ottawa region.
3. To increase the physical activity levels, especially in winter, for Ottawa area school children by recruiting them to the sport of cross country skiing.
4. To train coaches to instruct this age group and officials to put on a competitive event for them.

#### **Part 2.**

The objectives listed above will be measured against the following numerical outcomes:

1. The number of school boards (2) and clubs (3) participating.
2. The number of school children participating: (1000)
3. The number of skiing visits by individual schools to clubs: (40)
4. The number of coaches trained: (4)
5. The number of officials trained: (30)
6. The number of participants at the Elementary School Championships: (200)
7. The amount of press coverage generated.

### **4. Target Group**

**Region:** the National Capital District of Cross Country Ontario; specifically the greater city of Ottawa region encompassing our clubs of Kanata, Nakkertok , Orleans and West Carleton.

**Age Group:** our major target is elementary school children from grades 6-8, and through them to hook their parents and siblings.

Secondary targets are adults/university students interested in coaching this age group and

available during the week; and adults interested in acquiring the skills to enable them to put on competitive events for this age group, in other words: race officials.

## 5. Critical Path

You attached the following files for this question:

- Active 2010 2006 Critical Path.doc - 4. Critical Path

No response entered for this question.

## 6. Project Budget

1. Facilities: 2 clubs @ \$500 per club
2. Equipment: 2 clubs x 50 sets of skis, boots, bindings & poles @ \$200 per set
3. Training: Coaches manuals 4 x \$60.00, Coaches training facility @ \$200; Officials training facility @ \$200
4. Consultation Fees, Honoraria, Salaries: Honoraria for Coaches training and Officials training: 2 x \$400; Salary for Program Coordinator \$20,000.
5. Administration: Sundry expenses for telephone, supplies etc: \$500.

## 7. Reporting Requirements

You have NOT submitted anything for this question

## 8. Project Budget

Project Budget

|   |                          |
|---|--------------------------|
| REVENUE   | 2006 / 2007<br>Projected |
| PSO/MSO Earned Revenue                                  |                          |
| PSO/MSO Contribution (not earned revenue)               |                          |
| Private Sector Revenue                                  |                          |
| Government Revenue (e.g. municipal, Trillium, federal)  |                          |
| Ministry of Health Promotion Revenue (requested amount) | 42940.00                 |
| Other Revenue (specify below)                           |                          |
| Total Revenue   | 42940.00                 |
| EXPENDITURES  | 2006 / 2007<br>Projected |
| Materials   |                          |
| Travel  |                          |
| Accommodations  |                          |
| Facilities  | 1000.00                  |
| Printing, Communications                                |                          |
| Marketing, Advertising                                  |                          |
| Equipment   | 20000.00                 |
| Training  | 640.00                   |

|   |          |
|---|----------|
| Consultation Fees, Honorariums, Salaries (estimated allocation) | 20800.00 |
| Administration  | 500.00   |
| Other Costs (specify below)                                     |          |

|                    |          |
|--------------------|----------|
| Total Expenditures | 42940.00 |
|--------------------|----------|

NET POSITION

**CCO Application: Critical Path**

| Phase          | Task                              | Completion Date       | Responsibility                    | Oversight       |
|----------------|-----------------------------------|-----------------------|-----------------------------------|-----------------|
| Design         | hire coordinator                  | September 2006        | CCO Board                         |                 |
|                | research existing models          | October 2006          | Coordinator                       | CCO Board       |
|                | set up with Ottawa school boards  | December 2006         | Coordinator                       | CCO Board       |
|                | set up with NCD clubs             | December 2006         | Coordinator                       | CCO & NCD Board |
| Implementation | buy equipment and stock clubs     | December 2006         | Coordinator                       | CCO Board       |
|                | train coaches                     | December 2006         | Coaching Development Coordinator  | CCO Board       |
|                | run program                       |                       | Coordinator                       | CCO Board       |
|                | train officials                   | January to March 2007 | Officials Development Coordinator | CCO Board       |
|                | run Elementary Championship event | February 2007         | Coordinator                       | CCO Board       |
|                |                                   | March 2007            |                                   |                 |