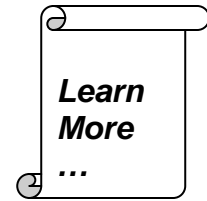


Other Considerations



Planning Process

Detailed planning is the process of determining who will do what, when, where, how and why, and at what cost. While you are concentrating on the actions that need to be performed, ensure that you also think about how you will monitor performance.

A good plan will:

- State the current situation
- Have a clear aim
- Use the resources available
- Detail the tasks to be carried out, whose responsibility they are, and their priorities and deadlines

Leadership Training

Your proposal may be focused on training leaders for your area. Leaders may be needed to run activity programs but... they may also be needed to help organize your community around physical activity. Quality leaders help to ensure a positive environment for all. Whether the leader is a volunteer or a staff, they need to have the appropriate training to be able to properly assess and use equipment as well as ensure the safety, comfort, and enjoyment of all involved. *Fitness New Brunswick* can provide you with more information. Visit their website at www.fitnessnb.ca or contact them at 1-888-790-1411.

Here are two examples of tools that a leader may need:

Liability and Insurance

Personal liability protection for leaders and insurance coverage for participants needs to be *investigated and secured*. For example, projects that involve active participation in prescribed physical opportunities such as fitness classes need to have this secured. Insurance for facilities and travel, if used, may also be required. Projects such as community wide challenges that involve participation in physical opportunities that are not prescribed likely do not require coverage.

Risks of Physical Activity/Consent Forms

For proposals where there will be structured programming offered to participants (e.g., fitness classes) a registration procedure will be needed. This will need to include:

- a request for relevant medical information
- permission to participate from anyone under the age of consent
- notification of any inherent risk to the participant

One example: A **Par-Q** test is a standard test that is recommended for anyone who is new to physical activity or who is planning on becoming more physically active.