



Physical Activity Programs

H.E.A.L.T.H.Y.
Pledge Program

Facilitator Training Guide

Goal of the Physical Activity Programs Pledge: to create a school environment that offers all students opportunities to engage in physical activity programs before, during, and/or after school.

Role of the Physical Activity (PA) Facilitator: to provide in-person support by leading and overseeing students as they participate in the activity(ies).

Physical Activity Programs Supervisor(s):

Name: _____

Name: _____

Name: _____

Name: _____

Please contact the school office as early as possible if your availability changes on the day of your scheduled time: 905-_____

A Day in the Life of the PA Facilitator

1. Arrive at the school on the assigned date and time (suggested 5 - 10 minutes early).
2. Sign in at the main office in the visitor log book and put on your visitor sticker. Check if there has been a room/location change for the activity.
3. Unlock/pick up equipment from office/general storage area (this will vary, check with the Supervisor if you're not sure).
4. Set up activity area (outdoor or indoor) time permitting following the Activity Menu Guidelines. All activities are designed to require minimal to no set up which can be done by students as they arrive. If you have time, it may be helpful to do a small amount of set up (e.g. laying out yoga mats, placing nets on opposite ends of the field etc.).
5. Record the number of students before the activity session starts.
6. Record the number of students who participated in the activity on the attendance sheet or electronically using the link provided (via email). Don't forget to account for anyone who joined late.
7. Lead activity following the Activity Menu Guidelines. (The first time you meet as a group, consider doing an ice breaker as a warm up before starting the activity).
8. After the activity is finished, tidy up any equipment used and return to its designated area.
9. Bring attendance sheet to the office to be stored (if applicable). If using the electronic link, please complete your entry by the end of the school day.
10. Sign out in visitor log book.

Monitoring Attendance

If you are monitoring attendance electronically, remember to record the number of students that attended the session by the end of the day. The school Public Health Nurse will email you a link and you can submit the following information:

- Date of the activity session
- Number of students that attended the activity session

This will take approximately one minute to complete and you can access the link on your mobile, tablet or computer. You can also complete a paper attendance sheet and deliver the completed sheet to the office.

Communication Tips

- **Tell your story:** Introduce yourself and describe your reasons for being a PA facilitator and your interest in physical activity.
- **Share your energy:** Share your excitement about your role and the activity.
- **Know your audience:** Understand the participants before and during the activity. Be sensitive to their needs for a positive, fun experience. Over time, try to get to know the students' names.
- **Use assertive communication:** Be self-assured and ready to adapt to unanticipated events. Use an assertive verbal and nonverbal communication style for solutions. Demonstrate sincerity and self-confidence. Speak with a respectful tone of voice. Be direct and to the point. Smile!

“Nothing you wear is more important than your smile”

Tips for Making Fair Teams for your Activity

- Decide how many groups you need, then count off around the room – “one”, “two”, “three”, etc. Each number becomes a group.
- Group students by the first letter of their name. For example, group students whose name starts with A-F, G-L, M-R, S-Z.

Safety Considerations

Facility/Activity Space

- Assess that the facility and/or playground is safe to use and that the activity area is free of hazards and obstacles (e.g. wet floors, icy patch of ground/grass).

Equipment

- Only use equipment that is safe and in proper working condition (e.g. not broken or bent, balls are fully inflated, no sharp loose ends).
- Equipment must be appropriate for the size, age, skill and ability level of the participants.

Personal Safety

- Appropriate clothing must be worn (according to weather conditions).
- Appropriate running shoes that are securely fastened should be worn.
- No long or dangling jewellery should be worn during the activity.
- Tie back long hair (recommended).
- Encourage participants to take water breaks as needed and remind them to drink water before, during and after physical activity. Remind them to bring water bottles to the next session!

Please alert the PA Supervisor, who will be present during activity, in the following situations:

- An injury occurs
- A medical emergency occurs (e.g. anaphylaxis, asthma attack, seizure)
- A disagreement or aggressive physical contact occurs between students (it's not your responsibility to intervene!)
- You suspect a student is being bullied
- A student with a disability would like to participate in the activity (it may be required to have the student's support worker attend the session along with the student)

For all other general inquiries, please contact:

School Public Health Nurse (PHN): _____

Email: _____@peelregion.ca Phone number: 905-791-7800, Ext: _____