



Becoming a HIGH FIVE[®] Trainer

APPLICATION AND CONTRACT



British Columbia Recreation and Parks Association is an authorized provider of resources and training.

HIGH FIVE[®] A quality standard of children's sport and recreation

Founded by Parks and Recreation Ontario

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BCRPA – HIGH FIVE® Trainer Application Form

This application will be reviewed to determine suitability for the role of trainer and to help adapt the Training Session to the needs of the candidates.

Course fee schedule:

Registered Organization	\$809 per person + \$115 for QUEST 2**
Non-Registered Organization	\$909 per person + \$140 for QUEST 2

Note: Trainers receive a branded HIGH FIVE shirt as part of their registration package. Catered lunch is included as part of the fee.

Course dates:

- ★ QUEST 2 – September 24**
- ★ Train the Trainer Course – September 25, 26 and 27th, 2019 (three days)

Course location:

- ★ Bonsor Recreation Complex: 6550 Bonsor Ave, Burnaby BC

***QUEST 2 is a pre-requisite and is offered preceding the Trainer course for those who have not taken the course.*

Once your application is reviewed & accepted, a registration form will be emailed to you

Below are the criteria that will be used to review your application:

- ★ Philosophical belief in the overall standard, mission and principles, as well as a demonstrated commitment to children.
- ★ Demonstrated experience in delivering training to one of HIGH FIVE®'s target audiences.
- ★ A post-secondary diploma or degree.
- ★ Knowledge of, and experience in, children's recreation and sport.
- ★ Experience in supervision of children's programs.
- ★ Excellent communication skills, creativity and interpersonal skills. Knowledge of child development.

Application deadlines are set four weeks before training dates to allow time for application review, selection and pre session preparation. Apply as early as possible!

To complete this application, you will have to provide:

- Contact information
- Attach your resume
- Summarize education and related experience
- Commitment to role
- Signed HIGH FIVE® Trainer Agreement

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1. CONTACT INFORMATION:

Applicant Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Employer/Facility Name: _____

Phone: (Work) _____ (Home) _____ (Cell) _____

Email: _____ Website: _____

**Please attach your resume to the application.*

Formal Education:

<input type="checkbox"/> Secondary	<input type="checkbox"/> College (diploma)	<input type="checkbox"/> University Degree	<input type="checkbox"/> Graduate Degree
<input type="checkbox"/> Other: _____			
Subject(s): _____			

Related Experience:

Role	Duration	Responsibilities

HIGH FIVE® Workshops Completed

Workshop	Date	Location
PHCD (Session 100)		
QUEST 2 (Session 200)		

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2. SUBJECT MATTER EXPERTISE

Please indicate other areas of expertise and experience you may bring to your role as a trainer:

- Aquatics
- Arts – Performance and/or Visual
- Disability/Mental Health
- Seniors
- Sport (Please specify): _____
- Other (Please specify): _____

3. COMMITMENT TO ROLE:

Please describe in point form your motivation to achieve HIGH FIVE[®] Trainer status. (ie. How many trainings you intend to run per year outside or inside your organization, what attracts you to being an ambassador for the HIGH FIVE[®] program, etc.) **please print clearly**

HIGH FIVE[®] Trainer Agreement

1 of 3 pages

Between _____ and HIGH FIVE[®] and British Columbia Recreation and Parks Association (BCRPA).

***** Please sign the last page of the agreement and **initial in boxes provided*******

1. Introduction

1.1. BCRPA is committed to leading the parks, recreation and culture sector in building and sustaining healthy active communities, including fostering economic and environmental sustainability. We inspire and support community leaders and practitioners through advocacy, communication, education, resources and other services.

The British Columbia Recreation and Parks Association is the Authorized Training Provider for British Columbia.

1.2. Parks and Recreation Ontario created the HIGH FIVE[®] program.

The HIGH FIVE[®] program was designed for the 6-12 age range. The objectives of the HIGH FIVE[®] program are described in the Mission Statement below:

The HIGH FIVE[®] framework is committed to assisting children along the path of healthy development by:

- ★ *Ensuring that recreation and sport practitioners develop a high level of knowledge and expertise in child development;*
- ★ *Helping parents to make informed choices;*
- ★ *Providing practitioners with tools for enhancing and maintaining a high level of program quality.*

1.3 Training is a key component of the HIGH FIVE[®] Program. HIGH FIVE[®] strives for excellence and consistency in the delivery of training.

1.4 HIGH FIVE[®] expects certified trainers to adhere to the articles of this agreement and to all of HIGH FIVE[®]'s guidelines and policies.

2. Roles of the Parties

2.1. HIGH FIVE[®]'s role is the:

- 2.1.1. Ongoing development of the program.
- 2.1.2. Coordination of aspects of implementation of the HIGH FIVE[®] program including administrative functions, consultation and peer support services, and information management.
- 2.1.3. Development and management of a training delivery system.
- 2.1.4. Production and distribution of all HIGH FIVE[®] products.

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- 2.2. The trainer's role is to:
 - 2.2.1. Deliver HIGH FIVE® training such that sessions meet the HIGH FIVE standard of excellence
 - 2.2.2. Self-educate on the topic of healthy child development and advocate for quality programs for children.
 - 2.2.3. Be an ambassador for the HIGH FIVE® Program
- 2.3. The BCRPA's role is to:
 - 2.3.1. The ongoing development and marketing of the program in British Columbia
 - 2.3.2. Quality control
 - 2.3.3. The co-ordination and implementation of administrative functions, marketing, consultation and peer support services.
 - 2.3.4. Trainer Support and supervision

3. Trainer Responsibilities

- 3.1. HIGH FIVE® Trainers have the responsibility to:
 - 3.1.1. Become acquainted with the policies and guidelines surrounding training, and abide by all articles.
 - 3.1.2. Ensure that learners have met the requirements for certification before certification is granted.
 - 3.1.3. Maintain the professionalism expected as a representative of HIGH FIVE® and BCRPA
 - 3.1.4. Devote the necessary time to prepare for particular duties as a trainer.
 - 3.1.5. Take all measures to protect the safety (emotional and physical) of learners in a HIGH FIVE® session
 - 3.1.6. Ensure that the HIGH FIVE® and BCRPA logo, and all the HIGH FIVE® materials used to promote and support sessions are obtained from the BCRPA office. Reproduction of the HIGH FIVE® logo or any of the materials is prohibited.
 - 3.1.7. Ensure adherence to the session format, design and content, as outlined in the Trainer materials.

4. Remuneration

- 4.1. For BCRPA hosted courses, the Trainer will invoice BCRPA \$300/course.
 4.2. Additional travel and accommodations expenses will be reimbursed over 80 km, but must be pre-approved.

5. Terms of Certification

5.1. The certification term is a one year probationary period where the potential trainer must:

- ✓ *Co-facilitate with a certified HIGH FIVE® Trainer who observes the Principles of Healthy Child Development (PHCD) session (Stream 1)*
- ✓ *Co-facilitate with a certified HIGH FIVE® Trainer who observes your HIGH FIVE® QUEST session (Stream 2)*
- ✓ *Complete a QUEST 2 observation and submit scores online (Stream 1 & 2)*
- ✓ *Communicate your stream to BCRPA (Stream 1 & 2)*

- 5.2. In order to become a certified HIGH FIVE® trainer, and to maintain certification, an individual must take personal responsibility for completing all aspects of certification.

I have read and understood the terms of this document. My signature below indicates that I will adhere to all the articles of this agreement. I understand that failure to adhere to any part of this agreement would void my certification as a HIGH FIVE® Trainer.

HIGH FIVE® Trainer Applicant

Strategic Initiatives Manager, BCRPA

Date: _____

Date: _____

Please send completed application and all supporting documentation to:

British Columbia Recreation and Parks Association
 301 - 470 Granville Street, Vancouver BC V6C 1V5
 Tel: 604-629-0965 Ext. 229 Fax: 604-629-2651
 Email: education@bcrpa.bc.ca