



**INDIGENOUS SPORT COUNCIL (ALBERTA)**  
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MAY 2011

VOLUME 4 ISSUE 2

**Points of Interest**

**Celebrity Golf Fundraiser June 1, 2011**

**Time Management Ideas**

**2014 NAIG Host City Selected**

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**Celebrity Golf Fundraiser June 1, 2011**

The Celebrity Charity Golf Scramble will be held Wednesday June 1st, 2011 at the Country Hills Golf Club 1334 Country Hills Blvd NW Calgary, Alberta.

The entry fee for this event is \$1000.00 for a team of four players. **Registration deadline is May 25, 2010.** Maximum of 36 teams

Featured celebrities for this Tournament include

Jordin Tootoo, Nashville Predators

Carey Price, Montreal Canadiens

Arron Asham, Pittsburgh Penguins

Wacey Rabbit, Kontinental Hockey League

Tommy J Mueller, Actor, Blackstone

Shane Yellowbird, Country Singer

**All proceeds will go to one of our many programs that we offer; Run Jump Throw (ages 6 – 12), National Coaching Certification Program (N.C.C.P.), Aboriginal Coaching Clinics, Aboriginal Coaching Manuals (A.C.M.), Team Alberta – (Female & Male) National Aboriginal Hockey Championship (Bantam/Midget) North American Indigenous Games (N.A.I.G.) 2014 Canada.**

For more information and to register please contact our office at either 403-202-6539 or 780-585-3343

Ted Hodgson

Executive Director

403-202-6539

**Vitalize Conference 2011**

Vitalize, the Government of Alberta's premier training and development conference for non-profit and voluntary sector organizations is Shifting Gears and Changing Lanes in 2011.

Vitalize 2011 takes place Tuesday, June 14 and Wednesday, June 15 at the Shaw Conference Centre in Edmonton.

Your registration fee of \$185 includes an opening keynote, panel discussion and closing keynote presentation, a series of educational sessions on a wide variety of timely topics, amazing entertainment and

four conference meals (two lunches, one breakfast and one banquet dinner) and a conference kit bag.

Sessions include:

**Bridging the Gap** -provides direct advice to organizations on how to better engage today's volunteers.

**Top 10 Lessons Learned from 30 Years of Fund Development**

**Managing Conflict without Being Stung**

**Fraud Early Warning Signs: Is Someone Profiting from your organization**

**Riding the Wave of Change**

**Define your competencies, define your future**

To access the program and to register go to [www.vitalizeconference.ca](http://www.vitalizeconference.ca)



# Indigenous Sport Council (Alberta) Mandate and Board of Directors

## Mandate

To encourage and promote the physical, spiritual, and cultural health, and fitness of Indigenous Youth within the Province of Alberta;

To encourage, foster and develop emotional, mental, spiritual and physical well – being in Indigenous Youth in Alberta;

To encourage development of self-esteem, pride, dignity, confidence and self – discipline in Indigenous Youth;

To increase awareness and understanding of Indigenous peoples, their cultures and communities;

To encourage and promote Indigenous Youth to pursue higher levels of education;

To identify and promote indigenous community development through the implementation of leisure and recreation programming.

## Board of Directors

**Chair:** Ron Buffalo -Treaty

Six

**Vice Chair North:** Layne Gauchier, Métis Settlements of Alberta

**Vice Chair Central:** Holly Johnson—Rattlesnake, Treaty Six

**Vice Chair South:**

Jason Plain Eagle, Alberta Friendship Centres

**Secretary:**

TJ Roy, Métis Nation of Alberta

**Treaty Seven Representatives**

Charlton Weasel Head

**Métis Settlements of Alberta**

Hector Lamouche

**Treaty Eight**

Shelly Hamelin

## Congratulations and Upcoming Events

Congratulations to the Midget Girls and Boys Hockey Teams who participated at the 2011 National Aboriginal Hockey Championships. The Midget Girls finished 3rd in the competition.

Special thanks to the coaches:

Leiha Crier –Women’s Team

Bruce Littlechild –Men’s Team

Marcel Saulteaux—Men’s team

And the team management staff

### Female Team

Priscilla Swampy-General Manager,

Constance Saddleback-Trainer,

Clyde Goodswimmer, Assistant Coach,

### Male Team

Marty Wildman –General Manager

Jerome (Max) Yellowdirt – Trainer

Congratulations to the ACE Recreation Advisory Circle in the **ALEXIS NAKOTA SIOUX NATION** for the approval of their proposed Recreation Strategic Plan by the Band Council. The ACE Recreation Advisory Circle began their journey with the Recreation Plan last year by initiating a survey that went out to the general community about the recreation services and programming on the reserve. The survey was then followed by a strategic planning session in February facilitated by their ACE Coaches Sharon McFall and Lois Byers. This session resulted in a 5 year community-driven plan. This plan extended beyond competitive sports to ensure other recreational priorities in the community such as parks, facilities, programs

### NCAA Coaching Clinic & Players Camp

NAIT Athletics, 11762 – 106th Street, Edmonton, Alberta, T5G 2R1

Saturday and Sunday, May 28th and 29th

**COACHES CLINIC** – Saturday and Sunday from 10:00am – 12:30pm

**PLAYERS CAMP** – Saturday and Sunday from 1:00pm – 3:30pm for boys and girls ages 11-17 (split will be split into separate camps by age and skill level)

Registration is limited to 80 players. You must pre-register.

**For more information, or to register, please call David Munro at the Douglas College Sports Institute at 604-527- 5041 or e-mail munrod@douglas.bc.ca**

### Tom Newell Basketball Coaching Clinic & Players Camp

Centennial High School, 55 Sun Valley Blvd., Calgary, T2X 3W7

Saturday and Sunday, May 14th and 15th

**COACHES CLINIC** – Saturday and Sunday from 9:00am – 12:00pm

**PLAYERS CAMP** – Saturday and Sunday from 1:00pm – 4:00pm for boys and girls ages 11-17 (split will be split into separate camps by age and skill level)

Registration is limited to 80 players. You must pre-register.

**For more information, or to register, please call David Munro at the Douglas College Sports Institute at 604-527-5041 munrod@douglas.bc.ca**

# Volunteers Require the Same Protection as Regular Workers

*.The following article prepared by Volunteer Alberta appeared in the Spring 2011 Issue of Leisure Lines—A publication of Alberta Association of Recreation Facility Personnel..*

Volunteer effort is crucial for thousands of organizations across Alberta. Our province's culture and economy would look very different without the skill and enthusiasm of an estimated 1.4 million unpaid workers. Nearly 60% of Alberta non-profits have no paid staff, according to Volunteer Alberta. But free labour does not mean a free ride when it comes to workplace health and safety. Organizations must recognize that volunteers require the same protection as regular workers.

## **Is A Volunteer an Employee**

First of all, an organization must determine if a volunteer should be considered an employee. Daren Schweiger, an Alberta Occupational Health and Safety officer, says it's usually a straightforward question. "In Alberta, there are three conditions that must be met in order to establish a worker/employer relationship for volunteers," he says.

1. First, an organization must request a volunteer's participation.
2. Second, the organization must dictate the volunteer's activities.
3. And third, the volunteer must provide a service to the organization.

When these conditions are met, then volunteers are regarded as workers under the "Occupational Health & Safety Act."

## **Match Volunteers to the Right Task**

Most of our volunteers work directly with the public. Our first aid response teams, for example, work at events like hockey games, ball tournaments, and concerts and they provide a hands-on service to people who are injured or suddenly ill. We recognize there is an aspect of liability in their role, and we need to address this by ensuring each volunteer has been selected carefully – and that includes screening for legal issues – as well as by confirming their certifications, and providing specialized training tailored to their particular function.

"A volunteer is not doing it for the money; they're doing it because they want to help the community. They might not interpret what they are doing as work and may not acknowledge the risks the way a paid person would."

The volunteer selection process should be geared toward finding the right people for the right tasks. Interviewing each candidate to review their qualifications and to get an understanding of what they would like to be involved in is a good habit to get into. This gives everyone the same background on the person, and helps see where they would be a good match. Given the sensitive nature of some of the work and the responsibilities involved, they may not be a good match for some areas, for example first aid. "However, there are times when individuals are not accepted because they do not meet the criteria for the specific program they've applied for and

there isn't an alternative available."

## **Volunteer Safety Tips**

Orient volunteers to the workplace and safety practices.

Explain the nature of the tasks, potential hazards and provide written instructions. (e.g. Material Safety Data Sheets)

Provide and demonstrate personal safety equipment,

if required and insist it is used.

Assign tasks appropriate to each volunteer, based on that person's knowledge, training and experience.

Ensure each task is well defined, explained and demonstrated.

If at all possible, allow volunteers to choose an appropriate task for themselves.

Correct unsafe working behaviours immediately.

Encourage volunteers to ask questions and voice their concerns.

## **Training and Supervision**

While safety awareness and the proper attitude are crucial, training and supervision of volunteers cannot be overlooked. Volunteers must have proper supervision. Do not put a volunteer in a situation they are not comfortable with. Assign tasks that each person can perform safely.

Training should be available, resources should be available and you need to treat every volunteer function as a workplace function. The same rules apply to both. Whether you're getting paid or not, an injury hurts as much either way.

## GETTING STARTED ON THE RIGHT FOOT

“Nothing is so fatiguing as the eternal hanging on of an un-completed task.” —William James

1 It always helps to know where your time is going. So, keep track of how you spend your time for two weeks. Sound dull? Boring, maybe? So cut it down to a couple of days. Surprise! Most of your log will show you’re investing your time in people or things not really important to you or your goals.

2 Focus, focus, focus on STARTING tasks rather than finishing them. The greatest challenge is taking the first step and getting started. (Ah yes – doesn’t that feel good?)

3 Every day something unexpected is going to happen. Count on it! So, set aside some “Oops time!” Don’t let these emergencies disrupt the rest of your day. Plan for them, act on them and then get back to work.

4 Think on paper. Writing things down minimizes confusion and stress. Write down your goals, to-do lists, and even the problems that you’re working on. You’ll find putting things on paper usually clarifies the situation. Committing things to memory can be a waste of brain power, not to mention a poor storage device as well.

5 Categorize your To Do list into A, B, and C priorities. “A” priorities are the activities that are critical for your success. “B” priorities are important but not critical. “C” priorities would be nice to do if you get the time. Begin with your “A” priorities and work your way to the “nice to do” items.

6 Here’s a suggestion that will help everyone: create a “talk” file for your boss, subordinates, peers and even your customers. Unless it is a real emergency, wait until you have at least two items in the file before calling that person with your questions.

7 Get a spiral-bound notebook, date it, and keep all your notes in the book for future reference. Quit writing on loose papers or sticky notes that tend to get lost.

8 Try something new. Read (really) the instruction manual that came with your electronic organizer. Even better, try the manufacturer’s web site to find new software updates and releases that may further your productivity. Bet you will find several time management tools you haven’t used. Let the organizer do the work so you can spend less time organizing yourself.

9 Use only one time management system. Whether you choose an electronic or paper system, one consistent system will eliminate much wasted time spent searching for information.

10 Abracadabra! Take a speed-reading course. You could already be a lot further along in this book!

11 How about all those passwords? Tough to remember? Simplify your passwords and have a logical, easy to remember reason for selecting each. Trying to remember a password is frustrating and a total waste of time. You may want to select passwords that can be typed on the keyboard with one hand so your other hand is free.

12 Take a Saturday and devote two hours to reorganizing yourself. Take a fresh look at how you are organized and look for opportunities to improve. You will probably discover several areas where you can eliminate some personal time wasters simply by becoming a little better organized.

13 Create a “quiet time” for planning. Let everyone know your closed door means “do not disturb” unless there is an emergency...or someone in your family calls.

14 Throw things away! Yes, even those ticket stubs from the last football game. Ask yourself, “What is the worst thing that could happen if I throw this away?” Most of the time, you can live with your answer, so start filling that wastebasket!

15

15 Date stamp (ker-chunk) every item that hits your desk. This will help you decide when to file or throw away the paper.

(Cont’d on page 5)

## Time Management - [www.bankoftips.com](http://www.bankoftips.com)

16 If you get heartburn from throwing paper away, create a drawer or file to store your stuff for 90 days. If you have not used it within 90 days, you can safely throw those “keepers” away.

17 Still not comfortable — even after the 90 days? Then find the “office pack rat” and become their new best friend. Someone around the office has a copy of every memo and report from the past 10 years. Love that person — but throw your trash away.

18 Trust me on this, too! Most of all filed materials over a year old are never needed again. Archive the files and get them out of your way. If possible handle the paper only once and avoid the “I’ll just put it here for now” habit.

19 The key to paper management — KEEP IT MOVING! (Now, how simple can we get?) Move the paper to your out basket, your file, your “to read” folder or to your trash. Don’t let paper just sit.

20 Wait! Do these three things before you leave the office: (1) clear your desk, (2) plan tomorrow’s activities and (3) enter your next day’s to-do list in your organizer. Then go home. Planning the next day before you leave reduces stress and allows you to enjoy your time away from the office.

Your Work Space...Home Sweet Home  
What’s man’s best friend (besides the dog)?  
The wastebasket! – Business Week

21 Okay, listen up! Clear your desk...NOW! Despite what some people believe, a cluttered desk does not indicate genius. Au contraire! It signals confusion and creates stress. Even mini-clutter will grow and eventually fill every inch. Keep your desk clear of everything except your project du jour and your family picture.

22 Get rid of that paper! Shuffling and reshuffling paper from pile to pile or file to file wastes time and keeps you from focusing on what needs to get done. Find a gigantic wastebasket and fill it up. The larger the wastebasket, the more you will use it. Throwing things away then becomes an art. Enjoy!

23 Files should not be an obstacle course. Put your most often reviewed files at the front of the cabinet. Here is a test to see if your current filing system works. Within two minutes, can you retrieve any paper you need? Go. If you failed the test you are wasting time searching through your files.

24 Never clear off your desk by randomly throwing things in a drawer. Gotcha! You will eventually have to go through that drawer. Instead, create a logical system for storing these items in your desk.

25 A picture or two on your desk is probably not distracting, but limit pictures to a special few. The more pictures on your desk, the more distractions and interruptions you invite.

26 Organize your desktop! If you are right-handed, make sure the phone is located on the left side of your desk. You want to keep the right side of the desk (and your right hand) free to take notes. Just the opposite for lefties. Right-handed people should place the calculator on the right side of their desk. Ditto the above for southpaws, the proud but under-represented!

27 Avoid glass desktops. They glare and are hard to keep clean. You don’t need to spend valuable time wiping off fingerprints

28 If a report comes across your desk that you can’t use, notify the sender and ask to be deleted from distribution. The key question to ask is, “Would I pay for this report if I had to?” If not, get rid of it.

29 If you only use a few lines of a report, ask for a reformat, if possible. Four pages when you need four lines just doesn’t make sense — does it? “If you want to make an easy job seem mighty hard, just keep putting off doing it.”

Olin Miller

30 Now hear this! Never say “yes” without considering the time investment you are committing. Having the courage to say “no” to requests that are inappropriate or unnecessary could be your most effective time management tool!

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## Time Management - [www.bankoftips.com](http://www.bankoftips.com)

31 Take the time to understand the role of every department in your organization. This time invested up front will eliminate your “panic” when someone has an urgent request outside your department.

32 “Perfection paralysis” is expensive. Sometimes it is not worth the effort to make things “perfect.” Take a look at time costs involved and weigh these against the benefit of perfection. Many times second best in operation is better than first best on the drawing board.

33 Copy the world every time you send a memo? But, realistically, does “the world” really care? When writing a memo or sending an e-mail, only distribute to the people who really need to know the information. Some of “the world” feels obligated to respond and then everyone’s time is wasted.

34 Want to get your written point across — fast? Limit your sentences to fifteen words.

35 Are you really listening! Every time you say, “But I thought you said,” you might as well be saying, “I wasted all this time doing the wrong thing.” Listen, clarify, and make sure you understand the task before going forward. It is a good time investment for both parties.

36 Is it your job to pick up every ball that someone drops? Avoid this label at all costs! Think about it!

37 Don’t try to solve other people’s problems. You may be empathetic to their situation, but if you spend your time solving their problems, Surprise! Their next problem will become yours, too! The best thing you can do is help others learn how to solve their own problems.

39 When people arrive to interrupt, meet them at the door and talk outside your office. Letting them in may add minutes to the interruption.

40 Stand up! When someone shows up unannounced, keep standing until you decide if you want the conversation to continue. Standing is not comfortable for most people and the length of most interruptions is in direct proportion to the comfort level of the interrupter.

41 Signal the end of the time allotted by politely saying, “One more thing before you go.” Be respectful but take control. Remember that this is your office and you’re responsible for the time here.

42 Get rid of extra chairs in your office. You can always pull one from somewhere else if you need it.

43 Arrange your office so that your desk doesn’t face the door. People are less likely to interrupt if they can’t see your face.

44 Keep track of the origins of your interruptions. Don’t be surprised to find your biggest interrupter is your boss! After getting over the shock, sit down with your boss and see if you can find ways to decrease the number of interruptions so that you can be more productive.

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## 2014 North American Indigenous Games

On Friday May 13, 2011 the City of Regina , Saskatchewan, has been selected to host the 2014 North American Indigenous Games Other cities competing for the bid included London, Ontario and Halifax, Nova Scotia

2014 will be the first time the games have been hosted since the 2008 NAIG in Cowichan.