

HIGH FIVE[®] Trainer Candidate Information Package

Introduction



Dear Potential HIGH FIVE[®] Trainer,

Parks and Recreation Ontario is pleased that you have an interest in becoming a HIGH FIVE[®] Trainer.

HIGH FIVE[®] is Canada's only quality standard for organizations providing recreation and sport programs for children aged 6 to 12. The success of each workshop is essential to meeting the objective of enhancing quality in recreation and sport programs for children.

To achieve success with HIGH FIVE[®], there needs to be a commitment to the principles and spirit of the standard. Please review this package, discuss and share it with others, and feel free to contact HIGH FIVE[®] with any questions that arise.

Be aware that **the appendices at the end of this resource provide detail and definitions.** This resource is divided into four sections, one section for each of four common questions that Trainer candidates frequently have:

SECTION 1

What is HIGH FIVE[®]? What are the basic principles and guidelines that I need to be committed to in order to become a Trainer with HIGH FIVE[®]?

SECTION 2

What will I be teaching as a Trainer with HIGH FIVE[®]?

SECTION 3

How do I become a certified Trainer, and what will I need to do to maintain my certification?

SECTION 4

If I've decided I want to become a Trainer, what do I do NOW?

APPENDICES

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Appendix C: Using the HIGH FIVE[®] QUEST

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SECTION 1

What is HIGH FIVE[®]?

What are the Principles that I will have to be committed to in order to become a Trainer with HIGH FIVE[®]?

The Issue is Quality for Children

Through sustained involvement in quality recreation and sport activities, all children aged 6 to 12 years are experiencing healthy development: this is the vision of HIGH FIVE[®].

Across Ontario, an estimated 2 million children are participating in recreation and sport activities of all kinds everyday. These programs include everything from camps to sport leagues, aquatics to arts. While children participate in these programs or activities, they are learning about everything from self-expression to cooperation to a healthy view of competition. These lessons help shape children's self-esteem, sense of self-worth and belonging, and form the foundation for them to develop into strong, contributing members of society. These are meaningful life lessons and they are not easy to impart. The HIGH FIVE[®] standard provides an answer to that teaching challenge.

HIGH FIVE[®] will achieve its objectives and will meet the highest standards of excellence with the guidance and support of individuals who share the same commitment to children. We are inviting people to be part of this important initiative that will influence children across Ontario.

HIGH FIVE[®] was first conceived in 1994 by Parks and Recreation Ontario (PRO), a not-for-profit organization representing the sector in Ontario. With the input of volunteers and expert practitioners representing a broad spectrum of different service organizations from across Ontario, PRO developed the necessary tools and resources for setting new and consistent standards of quality for programs across the province. PRO believed that healthy child development should be recognized as the constant and needed to be a priority in any program where children were the focus.

Recreation and sport practitioners agree that children come first in these programs. HIGH FIVE[®] has been designed to promote their safety, well being and healthy development.

Parents have a right to demand the best for their children – HIGH FIVE[®] is an answer to that demand for quality.

HIGH FIVE[®] would like to invite you to be a part of this important standard.

Assisting Children along the Path of Healthy Development

HIGH FIVE[®] is a quality assurance framework committed to assisting children along the path of healthy child development by:

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



1.3 Desired Outcomes for Children in Recreation and Sport

When children participate in recreational play, they develop physically, emotionally, socially and cognitively. What they learn at play provides a strong foundation that will help prepare them for future life experiences. All recreation and sport programs have a responsibility to provide activities and environments where children feel safe, welcome, competent, connected, empowered and special. To that end, children's recreation and sport programs must strive for excellence by taking into consideration the following broad objectives:

1. **To enable** children to develop as considerate, cooperative and caring individuals who show concern and respect for themselves, others and their communities.
2. **To help** children, when they are ready, to become competent in the areas that interest them most, by providing high quality leadership, hands-on and self directed learning and a healthy view of competition.
3. **To enable** children to be expressive and creative by encouraging them to use their imagination, to explore and to experiment.
4. **To provide** positive role models as well as opportunities for children to be leaders and role models for others.
5. **To provide** child-centered individual and group activities that are fun and enjoyable.
6. **To help** children achieve success in order to build their self-esteem and confidence, taking into account that they must be ready before they are challenged.
7. **To provide** children with the opportunity to develop relationships with non-parental adults and peers in a safe environment.
8. **To help** children learn and experience ideas and concepts such as responsibility, decision making, independence, problem solving, team building and self-management.
9. **To help** children learn how to use leisure time positively and develop a lifelong commitment to physical activity and healthy living.
10. **To provide** children with hands-on experience with nature so that they may understand and appreciate the natural world.
11. **To enrich** children's lives and help them develop new interests and skills by exposing them to a wide variety of diverse and stimulating experiences.
12. **To enable** children to feel a sense of emotional well-being, belonging and security.

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1.4 HIGH FIVE[®] Framework



The HIGH FIVE[®] Framework identifies four areas of organizational effectiveness – defined as modules – that are essential to the delivery of quality programs for children. Within each module, HIGH FIVE[®] provides a support system of specialized training, innovative tools and resources, and individualized coaching to help registered organizations move toward the goal of quality assurance and accreditation. The chart below details the Accreditation Framework.

Training and Development:

Ensures that leaders in recreation and sport develop expertise in child development.

Program Assessments:

Ensures the organization provides high quality recreation and sport programs from a healthy child development perspective.

Policies and Procedures:

Ensures the organization's policies and procedures support healthy child development.

Awareness of HIGH FIVE[®]

Ensures the organization promotes its commitment to healthy child development and the value of quality recreation and sport programs, both internally – within the organization, and externally – within the community.

A QUALITY FRAMEWORK for Healthy Child Development through Sport & Recreation



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1.5 HIGH FIVE[®] Modules



The HIGH FIVE[®] Framework consists of 4 Modules: Training and Development, Program Assessment, Policies and Procedures, and Awareness.

1. Training and Development

HIGH FIVE[®] offers a range of opportunities across the province. The primary workshops are listed below.

Principles of Healthy Child Development (PHCD)

Designed for people who give direct leadership to children across a broad spectrum of programs, this one-day, hands-on workshop focuses on principles of healthy child development and how to use those principles in the planning of a quality program. The workshop participants receive a copy of the *Principles of Healthy Child Development Workbook*.

Using the HIGH FIVE QUEST (QUEST 2)

Designed for Supervisors, this one-day workshop provides information on how to measure quality within sport and recreation programs using the Quality Experience Scanning Tool.

Becoming a HIGH FIVE[®] Trainer

This advanced 2.5 days workshop is designed as a *Train the Trainer* event for people who aspire to become HIGH FIVE[®] Trainers.

2. Program Assessment

The HIGH FIVE[®] QUEST (Quality Experience Scanning Tools) are designed to be used as part of a comprehensive approach that enables service providers to achieve continuous improvement over time. The QUEST Tools are well-balanced tools for assessing and improving the quality of children's developmental experiences in recreation and sport.

QUEST 2: Observing the Child's Experience

This Tool is designed to help the practitioner observe and assess the quality of a program from the perspective of healthy child development. Review questions focus on those elements that have the greatest impact on children including how they are treated, and how they interact with others.

1.5 HIGH FIVE[®] Modules

3. Policies and Procedures

The HIGH FIVE[®] QUEST (Quality Experience Scanning Tools) are designed to be used as part of a comprehensive approach that enables service providers to achieve continuous improvement over time. The QUEST Tools are well-balanced tools for assessing and improving the quality of children's developmental experiences in recreation and sport.

QUEST 1

A flexible Tool designed to be a self-administered review of your organization as a whole to determine the extent to which your organization has policies and procedures in place that support quality activities for children. Review categories include: safety, staff/volunteer qualifications, crisis management, and other related topics.

The QUEST 1 Guide to Policies and Procedures

A comprehensive kit containing the Guide to Policies and Procedures and the QUEST 1 Tool to Assess Policies and Procedures designed to guide organizations in assessing, creating and implementing policies and procedures that support healthy child development in recreation and sport.

4. Awareness

HIGH FIVE[®] educates parents, practitioners, and the general public about the important role sport and recreation programs can play in healthy child development, and the need for a consistent standard of quality in these programs. HIGH FIVE[®] develops relationships with other organizations that share our commitment to assisting children along the path of healthy child development.

FREE Parent Rack Card

This quarter of a page card provides parents with information on what to look for when choosing recreation and sport programs for their 6 to 12 year olds.

Posters

Available through HIGH FIVE[®]. Please contact HIGH FIVE[®] Ontario to order posters.

HIGH FIVE[®] Accreditation establishes the benchmark for excellence in children’s recreation and sport programming. To reach Accreditation, a Registered Organization must complete all 5 levels in each of the four modules of the quality framework.

HIGH FIVE[®] Accreditation Process

| Quality Framework Module | Training and Development | Program Assessments | Policies and Procedures | Awareness (Internal/External) |
|---|--|---|---|--|
| Achieve! Level 5 Quality Assurance | Accreditation Recognition for your continuous delivery of quality programs for children. | | | |
| Improve! Level 4 Quality Accountability and Preparation for Verification | Train 85% of staff in PHCD*. | Achieve 70% in QUEST 2 in: • 25% of general interest/camp programs and • 10% of aquatic programs.** | Achieve 70% in QUEST 1. | Promote involvement in HIGH FIVE [®] to the community. |
| Measure! Level 3 Quality Improvement | Train 60% of staff in PHCD*. | Conduct QUEST 2 assessments on 5% of all programs. | Complete QUEST 1 and enter results into database. | Display HIGH FIVE [®] literature and signage in facilities. |
| Learn! Level 2 Quality Awareness | Train 30% of staff in PHCD*. | Train and certify staff in QUEST 2. | Attend QUEST 1 Workshop. | Promote HIGH FIVE [®] to staff and volunteers. |
| OPTIONAL - Participate in the Implementation Planning Workshop. | | | | |
| Join Us! Level 1 - Become a Registered HIGH FIVE [®] Organization | | | | |

* PHCD = Principles of Healthy Child Development ** in accordance with Aquatic Specific Criteria

SECTION 2

What will I be teaching as a Trainer with HIGH FIVE[®]?

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2.1 HIGH FIVE[®] Workshops



At the *Becoming a HIGH FIVE[®] Trainer* workshop, Trainer candidates learn to deliver Stream 1 and 2 workshops as listed below. To be able to deliver a Stream 3 workshop,

| STREAM 1 | | TARGET AUDIENCE: Front Line Staff |
|--|--|--|
| Workshop 100 <i>Principles of Healthy Child Development (PHCD)</i> | Learner Outcomes <ul style="list-style-type: none"> Understand HIGH FIVE[®] and the Principles of healthy child development. Design an activity plan that enhances the development and success of children. Practice tips and skills that can be applied to build healthy relationships in all areas of programming for children. Recognize choices that can impact environments and spaces that foster healthy child development and self-esteem. Acknowledge the crucial role of front line leaders on the healthy development of children. | |
| Prerequisite None | | |
| Requirements 7.5 hours in-class | | |
| Learner Materials PHCD Workbook | | |
| STREAM 2 | | TARGET AUDIENCE: Supervisors |
| Workshop 200 <i>Using the HIGH FIVE[®] QUEST</i> | Learner Outcomes <ul style="list-style-type: none"> Understand HIGH FIVE[®] and the Principles of healthy child development. Gain qualifications in the use of three quality measurement tools for observing programs and reviewing policies and procedures. Practice observation of programs and policy review from the perspective of healthy child development. Acknowledge the crucial role of supervisors in setting the tone for healthy child development in an organization. | |
| Prerequisite PHCD | | |
| Requirements 8 hours in-class | | |
| Learner Materials QUEST Toolkit | | |
| STREAM 3 | | TARGET AUDIENCE: Coaches |
| Workshop 300 HIGH FIVE [®] Sport | Learner Outcomes <ul style="list-style-type: none"> Recognize the impact a coach can have on a child and to develop a coaching philosophy that is based in healthy child development. Learn how HIGH FIVE[®] Principles and Design Guidelines can help a coach take a child first approach. Explore the latest research on healthy child development and how to meet the developmental needs of athletes Learn strategies for dealing with common coaching dilemmas. | |
| Pre-requisite None | | |
| Requirements 5 hours in-class | | |
| Learner Materials Sport Workbook | | |



SECTION 3

How do I become a certified Trainer, and what will I need to do to maintain my certification?

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3.1 HIGH FIVE[®] Trainer Development: An Overview

JOIN

LEARN

MEASURE

IMPROVE

PRE REQUISITES...

Complete the *Principles of Healthy Child Development* and the *Using the HIGH FIVE[®] QUEST* workshops

Submit an application to demonstrate mandatory pre requisites

Complete all requirements of the *Becoming a HIGH FIVE[®] Trainer* workshop

CERTIFICATION *Within one year...*

Communicate your stream to HIGH FIVE[®]

Stream 1

Co-facilitate with a certified HIGH FIVE[®] Trainer who observes your *Principles of Healthy Child Development*

Stream 2

Co-facilitate with a certified HIGH FIVE[®] Trainer who observes your *HIGH FIVE[®] QUEST*

Stream 3

Take 1 day HIGH FIVE[®] Sport Trainer workshop

Co-facilitate with a certified HIGH FIVE[®] Sport Trainer who observes your *HIGH FIVE[®] Sport* workshop

Complete a *QUEST 2* observation and submit scores online

Remit your Trainer Certification Fee for upcoming two year period

RE-CERTIFICATION *Every two years...*

Stream 1

Deliver two PHCD workshops *OR* co-observe one new HIGH FIVE[®] Trainer delivering their first

Stream 2

Deliver one *QUEST* workshop *OR* observe one new HIGH FIVE[®] Trainer delivering their first

Stream 3

Deliver two Sport workshops *OR* observe one new HIGH FIVE[®] Trainer delivering their first

Ensure prompt and complete administration of training workshops

Complete a *QUEST 2* observation and submit scores online

Remit your Trainer Certification Fee with a Certification Summary Form

SECTION 4

If I've decided I want to become a Trainer, what do I do NOW?

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4.1 Application Steps

Review all aspects of this package carefully

You need to feel comfortable with all steps and stages of being a HIGH FIVE[®] Trainer. If you work with a Manager, that person will also need to be aware of the time commitment involved. Times listed below are approximate.

| | |
|---|----------------------------------|
| Application Preparation: | 2 hours |
| Preparation tasks for the Becoming a HIGH FIVE [®] Trainer workshop: | 5 hours |
| Becoming a HIGH FIVE [®] Trainer workshop and workshop homework: | 25 hours |
| Preparing for your first workshop (100/200): | 6 hours for each new workshop |
| Preparing for workshops (100/200) each time you conduct them: | 3 hours |
| Delivery of workshops | Dependent on workshop, frequency |
| Follow up and administration after workshops (100/200) are complete: | 1 hour |
| Meeting Re certification requirements | 1-2 days per year |

Complete HIGH FIVE[®] foundation workshops.

If you have not already done so, you will need to complete the following workshops:

- *The Principles of Healthy Child Development (Workshop 100)*
- *Using the HIGH FIVE[®] QUEST (Workshop 200)*

For more information about these workshops, call the HIGH FIVE[®] Ontario or visit our website at www.HIGHFIVE.org

Apply to become a Trainer candidate

1. Complete the application package (keep in mind the criteria for Trainer selection – see below).
2. Submit the completed application package and the two letters of reference to HIGH FIVE[®].

Your application will be reviewed on the basis of regional training needs and on how well you meet the following criteria:

- 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 six weeks before training dates to allow time for application review, selection and pre workshop preparation. Apply as early as possible!



4.2 Common Questions

WHO DO I CONTACT?

HIGH FIVE[®] Ontario
(t)416.426.7286
(f)416.426.7371
HIGHFIVE@prontario.org

WHAT IS THE COST?

The cost of the 20-hour workshop depends on two factors:

- The status of the organization sponsoring the trainer candidate.
- The level of support in the community for the trainer candidate: in other words, trainer candidates have been successful in soliciting contribution toward fees by local funders, service clubs, and other associations.

At full cost, with no Registered Organization benefits or funding, the workshop price is \$850 (plus HST). Call HIGH FIVE[®] to find out about opportunities to access the training at a lower cost.

WHAT ARE THE PREREQUISITE WORKSHOPS?

Please see list of upcoming workshops for dates and locations. Start and finish times for Training Credits are as follows:

Principles of Healthy Child Development (7.5hrs)
Using the HIGH FIVE[®] QUEST (8 hrs)

WHAT ARE THE UPCOMING TRAINING DATES & LOCATIONS?

Check out your Authorized Provider website at www.HIGHFIVE.org for upcoming training dates.

HOW LONG IS THE WORKSHOP?

Becoming a HIGH FIVE[®] Trainer 20 hours

WHAT ARE THE TERMS AND CONDITIONS?

The Trainer is invoiced for the workshop upon workshop completion. Interest is due on outstanding amounts over a 30 day period.

WHAT IF I CANCEL?

The following cancellation fees apply based on length of notice given as per the following schedule:

| | |
|---------------------------|--|
| 4+ weeks | full deposit credited to next available training |
| 15 working days | deposit (20%) forfeited |
| 10 working days | deposit plus 50% of training fee balance |
| less than 10 working days | full training fee |

Our Commitment to Children

The HIGH FIVE[®] standard is committed to supporting the healthy development of children in recreation and sport. Each stakeholder in the system has a role to play in fulfilling this commitment. Every organization and individual who signs an agreement with HIGH FIVE[®] National endorses and is committed to implementing the Commitment to Children Policy.

Environments for children must be:

- ☆ Secure, safe and stable
- ☆ Caring
- ☆ Stimulating
- ☆ Accessible
- ☆ Challenging
- ☆ Considerate of personal space needs and special needs
- ☆ Equipped with age, size and ability-appropriate equipment, furniture and materials
- ☆ Welcoming of diverse races, cultures and abilities.

Activities for children must:

- ☆ Allow for a combination of self-directed and leader-directed activities
- ☆ Provide children with opportunities for input, involvement and choice
- ☆ Reflect both assessed and expressed needs
- ☆ Provide opportunities for active participation and reflection
- ☆ Encourage co-operation and friendship
- ☆ Incorporate varied learning styles and developmental stages
- ☆ Recognize Uniqueness and encourage Mastery
- ☆ Value and incorporate cultural, racial and linguistic diversity.

Leaders must:

- ☆ Ensure all children are treated with respect, honesty and trust
- ☆ Recognize and accept children's individual needs and circumstances
- ☆ Employ positive behaviour management methods
- ☆ Help children value and celebrate diversity in the community
- ☆ Consistently model appropriate behaviour
- ☆ Continually evaluate the program and their leadership to ensure improvements and reflect changing needs.

Organizations must:

- ☆ Encourage and support the ongoing development of staff and volunteers with regard to their knowledge and understanding of healthy child development
- ☆ Ensure clear and on-going communication with parents and families
- ☆ Encourage participation and input from children and families
- ☆ Provide the organizational supports necessary to ensure that children feel Safe, welcome, competent, connected, empowered and special.

Principles of Healthy Child Development

This workshop provides a foundation of information about healthy child development, and helps participants to begin to consider how to implement the healthy child development information into their front line skills.

Profile – Primary Target

- Young people, average age between 15 – 24 years old.
- In a direct leadership role with children (camps, aquatics, skating, playgrounds, etc).
- Tend to be high school/university students.
- Possess limited formal knowledge about children.
- Tend to favour more interactive workshops, opportunities to do “hands-on” learning.
- Mix of male and female (tends to be more female).
- Possess some experience working with children.

Profile – Secondary Target

- May be older, with more experience working with children and more need for advanced learning on the topic.
- In a direct leadership role with children (instructional, after school).
- Possibly coaches.

Desired Outcomes

- Design an activity plan that enhances a child’s healthy development
- Build healthy relationships in all areas of programming for children
- Create environments and spaces that foster healthy child development

Training Content

- Introduction to the HIGH FIVE[®] standard, and overview of background information.
- Orientation on healthy child development; the Principles and their rationale.
- Looking at creating environments for healthy child development.
- Problem solving scenarios and an environmental design exercise.
- Understanding interactions and relationships that can impact a child’s experience in a sport and recreation program. Some may include: leader to child, parent to leader, leader to supervisor as well as looking at the relationships between the children in a program.

Using the HIGH FIVE[®] QUEST

The *Using the HIGH FIVE[®] QUEST* will provide training on the use of *QUEST 2*. It will qualify participants to conduct *QUEST 2* assessments within their organization and, in the future, to be peer reviewers.

Intended Audience

- Middle and/or senior managers, or any staff who supervises children's programs. Includes individuals who have responsibility for quality in children's programs, and/or who have influence on policy development pertaining to children's programs.
- Possess in-depth knowledge of policies and procedures.
- Some (limited) understanding of healthy child development
- May be part time or seasonal (e.g. Pool Managers – may be seasonal, but have similar responsibilities to full time staff; small organizations may not have full time staff)

Desired Outcomes

- Define HIGH FIVE[®] and apply the Principles of Healthy Child Development to their role as a supervisor
- Use *QUEST 2* and *3* quality measurement tools for observing and evaluating children's experiences in programs
- Acknowledge the crucial role of supervisors in setting the tone for healthy child development in an organization

Training Content

- Pre workshop package and assignment.
- Introduction to the HIGH FIVE[®] standard, and background overview.
- Orientation on healthy child development.
- Training on the use of the *QUEST 2*.
- Presentation of the HIGH FIVE[®] video, training videos and case studies.
- Opportunity to develop action plans, and form a Learner Partner Agreement.

HIGH FIVE[®] Sport

This workshop introduces coaches to the HIGH FIVE[®] Principles and Guidelines that help to ensure children are experiencing healthy child development within their sport programs. The workshop helps coaches to begin to consider how to implement ‘a child-first approach’ into their front line skills to ensure the mental, social, emotional wellbeing of children.

Potential Audience – #1

- Community Coaches
- In a direct leadership role with children (camps, leagues, clubs)
- Possess some experience working with children.
- Mix of male and female (tends to be more male).
- May have no previous training in the sport or programming for children.

Potential Audience – #2

- Competitive Coaches
- Have received some formal training in their sport (i.e. NCCP)
- May be older, with more experience working with children and more need for advanced learning on the topic.
- In a direct leadership role with children (club, league).

Desired Outcomes

- Recognize the impact a coach can have on a child and to develop a coaching philosophy that is based in healthy child development.
- Learn how HIGH FIVE[®] Principles and Design Guidelines can help a coach take a child first approach.
- Explore the latest research on healthy child development and how to meet the developmental needs of athletes.
- Learn strategies for dealing with common coaching dilemmas.

Training Content

- Introduction to the HIGH FIVE[®] standard, and overview of the vision and mission.
- Development of a coaching philosophy
- Orientation on middle childhood and the ages and stages of healthy child development
- Canadian Sport for Life as it relates to HIGH FIVE[®]
- The Principles and their rationale.
- Looking at creating environments for healthy child development.
- Coach Reflection Exercises
- Problem solving scenarios
- Understanding interactions and relationships that can impact a child’s experience in a sport program.

Becoming a HIGH FIVE[®] Trainer

Intended Audience

- Senior Managers of organizations, or individuals with extensive experience with training, children's programming and/or recreation and sport.
- Possess in-depth knowledge and understanding of the sector.
- Possess in-depth knowledge and understanding of the target audiences.
- Experienced in the field of training delivery.
- Highly committed to the program, its philosophy and the integrity of delivering training which meets the HIGH FIVE[®] standard of excellence.

Desired Outcomes

- Understand the Principles of healthy child development.
- Understand why the HIGH FIVE[®] standard was developed.
- Become familiar with the materials and activities for the foundation credit of Stream 1: the *Principles of Healthy Child Development*.
- Become familiar with the materials and activities for the foundation credit of Stream 2: *Using the HIGH FIVE[®] QUEST*.
- Understand the role of the Trainer in the delivery of the HIGH FIVE[®] standard.
- Have a plan of action to become ready to deliver HIGH FIVE[®] training workshops.

Training Content

- Pre-training assignment (using the QUEST, and reflection on personal experiences).
- Orientation of healthy child development.
- Overview of the training program design.
- Principles of adult learning.
- Experiential exercises in facilitation skills.
- Training on the use of the QUEST.
- Trainer candidates will be required to present portions of the training in a supportive environment, and receive feedback.