# **Sample Long-Term Planning Template**

## **Overview**

* The Long-Term Planning template is intended to identify the specific intramural activities proposed for this year/term.
* The Long-Term Planning template can be used after gathering and reflecting on the student input collected about intramurals to help maintain a consistent approach throughout the school year.
* For each intramural offering, identify key planning details as outlined in the Long-Term Planning template.
* The template can be used as is, or questions can be added or revised to meet the school’s needs.

## **Planning Template**

Reflect on and identify the following planning details for each Intramural offering being planned.

Activity(ies): List the activities included in the space provided.

Intramural Leaders: List the intramural leaders (e.g., organizer, student leaders, teacher-supervisor, monitor) in the space provided.

Supervision:List the type(s) of teacher supervision required for the activity (e.g., constant visual, on site, in the area) in the space provided.

Safety:List the OPASSE Safety Standards needed to determine safety rules and procedures in the space provided.

Time of Activity:List when the activity will take place (e.g., before/after school, during recess, during lunch, other) in the space provided.

Duration:List the duration of the activity (e.g., how many days per week, how many weeks) in the space provided.

Setting:List the setting for the activity (e.g., gymnasium, outdoors, community facility, classroom, multipurpose space) in the space provided.

Format:List the format of the activity (e.g., open gym, one/multi-day event, structured league, club, other) in the space provided.

Focus:List the focus of the activity (e.g., personal accomplishments, cooperative, non-competitive, competitive, other) in the space provided.

Grouping:List how the participants will be grouped (e.g., by grade(s), by skill, open to all, other) in the space provided.

Equipment Needed:List the type of equipment required (e.g., type, amount needed, protective equipment) in the space provided.

Success Indicators:List how you will know the intramural program was successful (e.g., participation, fun, enjoyment, skill development) in the space provided.