



STEP 3: TOOLS AND RESOURCES

ACTION PLAN SECONDARY SAMPLE

Here is a sample completed action plan, based on the Action Plan Template, for an intramural program at a secondary school.

What	Who / How
Target audience	Grade 9 students, to get them involved in the school community
Type of intramural	Invitational, a game that they have been playing in Health and Physical Education classes.
Format of activity	<ul style="list-style-type: none"> • There are eight Grade 9 classes; have 1 team per class. • Round robin, two pools of 4 teams, no elimination. • Points for team showing up each day of the tournament, number of team members active (up to 15 per team in 3 shifts), diversity of team members, teamwork, cooperation, and cheering on other teams.
Activity name	Crazy Wall Soccer ¹
Activity description	<ul style="list-style-type: none"> • The whole playing area is in bounds. Walls at each end are the goal up to the height of the end wall mats and the basketball side court lines. • Half the team plays in the field and the other half defends the whole wall goal area. • Each time either team scores a goal, members on both teams switch positions with their teammates; fielders become goalies and goalies become fielders. • Score is not tallied. • 2 officials are responsible for officiating the game and 2 officials are the scorers for the teams (based on the set criteria; see format of activity) using a scorer's checklist.

¹ CIRA Ontario. (1998). *Great Gator Games*. Ancaster, ON. For more CIRA games, visit <https://www.ciraontario.com/>



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	<ul style="list-style-type: none"> • All officials decide on winners at the end of the tournament. • Each team will be recognized for one participation quality.
Date(s) of the activity	<ul style="list-style-type: none"> • First and second week of October, Lunch on Monday, Wednesday, Friday. • Each pool plays 2 days. • Third Monday of October is Championship Monday taking the full lunchtime, and all teams play each other once. • Awards are given based on criteria from round robin play days.
Location of the activity	Gymnasium
Time of activity	<ul style="list-style-type: none"> • Second half of lunch 11:45–12:15 pm, two 15-minute games, 4 teams play per day. • First half consists of an open activity area in which participants can assemble and warm up with their teams.
Resources and materials <i>(supplies, equipment)</i>	<ul style="list-style-type: none"> • Indoor soccer balls, pinnies, whistles for officials, score checklists for officials, time clock for games.
Roles and responsibilities <i>(tasks and names)</i>	<ul style="list-style-type: none"> • Officials: 4 per day: Kate, John, Hamoun, and Justin • Time keeper, 2 per day: Rabia and Alessandro • Equipment managers and set-up, 2 per day: Cierre and Tristan • Promotion and advertising, 2 per event: Iyanat and Alex • Monitors of event for data, 4 per event: Asal, Keith, Anthony, and Pia • Recognition and acknowledgement, 3 per event: Johanna, Cyril, and Eleanor • Extra leaders: Kristin, Rapinder, Rumi, and Tasha



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Set-up requirements	Make sure wall mats are up on either end of the activity area and all other equipment is put away.
Supervision and safety requirements (<i>type, number of staff and student leaders</i>)	<ul style="list-style-type: none"> • We will use the Ontario Physical Activity Safety Standards in Education (OPASSE) to make sure we have the appropriate supervision in place for both staff and student leaders. • We will use the Ontario Physical Activity Safety Standards in Education (OPASSE) to create safety rules for the event based on usual soccer rules. • Make sure all students know the rules at the beginning of each day. • Spectators can watch but must be in the bleachers and must adhere to the same safety and participation criteria as participants.
Promotion and advertising	<ul style="list-style-type: none"> • Start advertising second week of September by visiting the Grade 9 Health and Physical Education classes. • Use the morning announcements in last week of September to remind classes. • Send a note to all Grade 9 Physical and Health Education educators reminding them to promote the event and help their class form a team.
Monitoring strategy	<ul style="list-style-type: none"> • Keep a record of all participants and demographics. • Survey the Grade 9 participants after the event, to gain feedback and determine what they liked and which activity they would like to see organized later during the year to keep them participating.



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Recognition and acknowledgement	<ul style="list-style-type: none">• Recognize each class on the announcements for their participation and their award at the end of the tournament.• Create a Crazy Soccer photo wall during the tournament.• Write an article for the monthly school newsletter on the website.• Send thank you notes to all staff who helped with supervision.
Alternative Plan	Use Tuesdays and Thursdays as makeup days if needed or continue tournament into the third week of October with the last Friday being Championship Day.