# **Sample Activity Planning Template**

## **Overview**

* The Activity Planning template is intended to help establish a consistent planning approach for each intramural activity and to help collate intramural information for a term or school year.
* Once an intramural activity has been selected, this template can be completed to support the planning of the intramural activity.
* The template can be used as is, or more questions can be added or revised to meet the school’s needs.

## **ACTIVITY PROFILE**

**Use the space provided to complete the following information.**

Activity name:

Activity description/purpose:

Organizing committee/group (List members):

Participants (e.g., grade(s), gender, skill, interest area):

Number of students able to participate (e.g., based on space, equipment, time):

How will you measure the success of the intramural activity?

## **STUDENT PARTICIPATION**

**Answer the following questions in the space provided.**

1. What supports/variations are needed to ensure every student can participate?
2. What other opportunities are provided to encourage students to participate in intramural activities (e.g., promotion, equipment setup/take down, officiating, scorekeeping, coaching)?
3. What practices/strategies can be used to engage students in the planning and implementation of activities (e.g., choice of equipment, variety of groupings, student input into activity variations)?
4. What opportunities are provided for participants to join/opt-in at different times during the intramural activities (e.g., providing new/different intramural opportunities throughout a term/semester, provide opportunities for students to join at different times during an intramural session)?

## **PLANNING**

**Use the space provided to complete the following information.**

Time:

(e.g., before school, during recess, during lunch, during nutrition breaks, after school, other)

Duration:

(e.g., start and end dates, frequency each week)

Setting:

(e.g., gymnasium, multipurpose room, classroom, outdoors, community facility, other)

Focus:

(e.g., cooperative, non-competitive, competitive, personal accomplishments, other)

What strategies can be used to encourage students and promote intramurals in a way that encourages every student to participate and feel safe and included?

## **EMOTIONAL AND PHYSICAL SAFETY**

**Answer the following questions in the space provided.**

1. Are the requirements of the OPASSE safety standards for the activity(ies) met? Select one of the following options:

* Yes
* No
* Unsure

1. How will the safety rules and procedures be communicated to participants and their parents/guardians (e.g., prior to the start of intramural activities, at the beginning of each day or activity, on walls for reference and reminders)?
2. What strategies can be used to help students experience positive social interactions with peers?

## **IMPLEMENTATION**

**Answer the following questions in the space provided.**

1. What roles and responsibilities are required for the organization, implementation, celebration, and evaluation of the intramural activities? Think about specific tasks, timelines, and who is responsible.

### Tasks/actions:

### Timelines:

### Who is responsible:

1. How many supervisors/monitors are needed, and what type of supervision is required for the intramural activity?
2. What equipment and materials are required for the intramural activities?

## **RECOGNITION**

**Answer the following questions in the space provided.**

1. How will the students who participate in the intramurals be acknowledged/ celebrated?
2. How will individual(s) who helped with the planning and implementation of the intramurals be acknowledged/celebrated?

## **EVALUATION**

**Answer the following questions in the space provided.**

1. How will the success of the intramural activity be measured?
2. Who will be asked to contribute to the evaluation of the intramural activity?