



Rec

Room!

Volume 4, Issue 3

PSP Community Recreation

February 2007

Winter Recreation (for all of us!)

Written By: S. Webster

You've made it through the holiday season and, looking back, it seems as though it passed in the blink of an eye! Some of us feel as though its time to hop a plane and head on a sunny vacation. Others just daydream about sandy beaches and warm weather. There is no doubt; the cold weather is upon us. We must accept and embrace the inevitable in our Canadian communities! That's the point of this edition of the Rec Room! We want to remind all of you (and ourselves too!) that its time to get out and play...

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We all love signing up for recreation courses and being active when the weather is warm. Course, day camp, and lesson registration is in high demand in the spring and summer when we all put on our brave faces and come out of winter hibernation mode.

At this point in the season, you've been in the office assessing registration for your winter programs, and you're already in full gear preparing for spring and summer course offerings. Don't forget to use this time of the year to connect with colleagues, share ideas, and to take a break from your own winter hibernation.

Get active this month. Create and enjoy your own winter wonderland! This February challenge yourselves to get out of the house (or the office for a day) and treat yourself to outdoor activities. Strap on your skates

and head out to the local rink, go public skating, or pack up the kids and your toboggan and find a hill.

Whether you head out for a day of skiing, or take an hour to build your own frosty the snowman, don't let the month pass you by without enjoying some recreational activities and a little hot chocolate!

As recreation practitioners, we all know how a bit of recreation in our lives goes a long way to help us get back into the swing of things at work.

Here's to safe and enjoyable recreational pursuits this February and throughout the year. And, to a successful year for all of you and our military community recreation programs across the country, in Europe, the United States and on deployed operations!

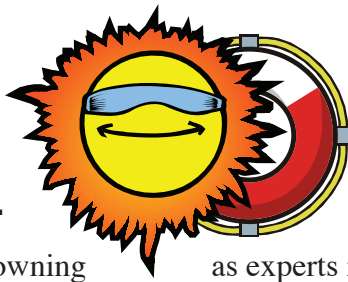


Photo credit: Maritime Forces Atlantic, Falls Lake Recreation Facility

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Looking Forward to Summer?

July 22nd is drowning prevention day.



National Drowning Prevention Day (NDPD) is held annually on the fourth Saturday of July. The event increases awareness, across Canada, of the

need for drowning prevention. It also aims to promote awareness of the Society's public advocacy role; to reinforce the identity of the Lifesaving Society

as experts in the field of drowning prevention; and to promote the Society's objectives.

Visit www.lifesaving.ca for more details.

Running Summer Day Camps or Learn to Swim Programs?

Why Not Give Them a High Five?

High Five is a quality assurance program designed to support the safety, well-being and healthy development of children in recreation and sports programs. Developed by Parks and Recreation Ontario (PRO), High Five

is being rolled out nationally in 2007 and aims to provide tolls, training, resources and education to practitioners, and parents on the important role recreation and sport programs can, and do, play in healthy child development and the need for a consistent standard of quality

in the delivery of these programs. For information on High Five visit: www.highfive.org



Looking to get more young people out on the links?



The annual "Take A Kid To The Course" Week, is taking place July 2nd-8th, 2007. For more details on this great initiative visit: www.kidsgolffree.ca



Photo credit: Corporal Robin Mugridge, Task Force Afghanistan Roto 1, Imagery Technician

National Recreation and Youth Services Team Welcomes New Member

Upon completion of her tour with the CFPSA Deployed Operations Team in Kandahar, Afghanistan, Johanne Thibault headed to Ottawa to begin her new role as the National Recreation and Youth Services Manager at CFPSA. Leaving behind her current position as the PSP Community Recreation Director in Valcartier, Johanne is a welcome addition to our team!. Please welcome Johanne as she begins this new challenge.

Johanne Thibault, Welfare Manager with CFPSA, Brigadier General David Fraser Regional Command South Commander and Maj General Doug Langton Chief Executive Officer, CFPSA. Speak about the impact Tim Hortons will have on troop morale.

Manage your stress – with help from Warren Shepell



By Kim Ann Charest, Manager Human Resources Policy and Planning, CFPSA, Ottawa, 613-996-4732, charest.kimann@cfpsa.com

WarrenShepell is CFPSA's Employee Assistance Provider (EAP). This organization offers confidential support services, including counselling and online resources, for dealing with challenges and crises that you and/or members of your family may be experiencing. Warren Shepell's Online Stress Management tool measures six factors of 'stressful experience'. These include: job disengagement, personal and social difficulties, work-life conflict, job overload, physical stress and intellectual stress.

By scanning your scores and reviewing the resources available to you in these six key areas, WarrenShepell can help you get back on track with regards to stress by pointing you in the right direction, towards setting goals and taking action to address the root causes of your stress. To gain access to Online Stress Management, call 1-800-387-4765 for service in English or 1-800-361-5676 for French service. Visit www.warrenshepell.com to learn more about all the ways you can benefit from this EAP program.

Reminder

Submissions for 2007/08 Canadian Military Community National Youth Model Enhancement Funds are due no later than **9 February 2007**.

Please forward all submissions to the National Youth Model Project Team by fax at **613-995-2425** or by mail at: **4210 Labelle Street Ottawa, ON K1A 0K2**

Funding announcements will be made prior to 31 March 2007.

Looking to advertise your March Break or Summer Day Camps? www.summer-daycamps.com offers a FREE on-line listing of day camps based on area code.

Links to winter activities:

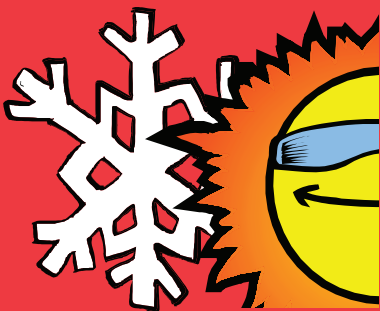
<http://www.fallslake.ca/photo/default.asp>

<http://www.pspesquimalt.ca/facserv/facil/wurtele.shtml>

<http://www.pspgagetown.nb.ca/RECClubs.html>

<http://www.winteractive.org/en/>

http://www.hc-sc.gc.ca/cps-spc/alt_formats/hecs-sesc/pdf/pubs/cons/winter.pdf



Communications Corner Email Etiquette

By Brigitte Smiley, Communications Manager, DComm, CFPSA Ottawa, 613-996-6393, smiley.brigitte@cfpsa.com

Email is a form of communication we all use every day, yet no one has ever sat us down and told us the "proper way" to use it.

Here are some tips for email etiquette that **Tracey Sangster**, Corporate Web Development Manager at CFPSA and I hope you will find handy enough to incorporate into your daily communications at work.

- 1. Be concise and to the point.**
If it's too long it won't be read.
- 2. Be professional, use proper spelling and grammar.**
Set up automatic spell check in Outlook.
- 3. Make it personal.**
Address the person by name, say hello and always include your signature block.
- 4. Never attach unnecessary files.**
If you must attach files keep them under 500kb and avoid adding a background image to your email.
- 5. Do not write in CAPITALS or use too many!!**
This is interpreted as yelling.
- 6. Read your email before sending and add the recipient's email address only once you are satisfied with your content.**
You only have to press "send" too early by accident to understand this.
- 7. Always include a meaningful subject line.**
This will allow you and the recipient to easily search for the email if the information contained is required at a later date.
- 8. Do not use email to discuss sensitive information.**
If you need to discuss sensitive information it is best to do this in person.
- 9. Do not over use "Reply to All".**
Never use this if your reply is going to point out a mistake that the sender made or to give suggestions for improvement.
- 10. Be polite.**
Last but not least, use your manners. Include "please" and "thank you" when you are asking for something, show the person that you appreciate their work.

The next edition

of the Rec Room! is due out in early summer 2007.



Submissions are always welcome. Please send them electronically to rooke.lara@cfpsa.com along with any pictures you might have. We welcome stories of any length.

NRYSM can be reached at:

613-995-7802 or
thibault.j@forces.gc.ca

NRYSM can be reached at:

613-992-4642 or
rooke.lara@cfpsa.com

PSP Community Recreation
4210 Labelle Street
Ottawa, ON K1A 0K2

Looking for ways to be more inclusive in your programming?

Get Active Now is an Ontario-based non-profit organization that aims to provide information and resources to individuals with disabilities looking to become more active or for those who support individuals with disabilities.

Inclusion is important, but for many the task of making programs and services more accessible seems rather daunting. Get Active Now provides resources that are easy to use and, in most cases free. Among these resources are:

The Get Active Now Equipment 3 Week Loan Program (gear bags chalk full of equipment geared towards children 0-14 and youth 14-29 complete with 'how to' cards)

Inclusion Fact Sheets

Downloadable Active Living

Posters

For more information visit: www.getactivenow.ca



Customer Relationship Management (CRM) Update

As part of the CRM strategy, Book King recreation software is in the midst of its roll-out. For comments, questions, or concerns please contact a CRM Team Member.

Brian Nolan, CRM Project Director
Luc Lafrance, IM/IT RM Project Manager
Marie DeMarbre,
CRM Standard Operating Procedures
and Accounting Back-office
Johanne Thibault, NRYSM

Got a success story you would like to share?

Why not submit it to *Apropos*—the staff of the NPF, CF newsletter. To submit, or for more information, contact Brigitte Smiley at:

smiley.brigitte@cfpsa.com

