

**Executive Handbook
of the
Health and Physical
Education Council**

The Alberta Teachers' Association

Revised 2015 01

Executive Member’s Handbook
(Revised June 2015)

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Introduction

The purpose of this handbook is to outline the Health and Physical Education Council's goals, activities, organization and policies in order to assist executive members in fulfilling their responsibilities.

Comments regarding the use, organization and contents of this handbook are welcome and should be directed to the Council's resolutions chairperson, who is to review and update the handbook on an annual basis.

Changes to this executive handbook are approved at executive meetings of the council. Changes to the constitution, however, require ratification by the members present at the annual general meeting of the council and by Provincial Executive Council of The Alberta Teachers' Association.

Revised June 2015

Part A

1.0 Vision Statement

Alberta teachers will provide quality instruction and programs in health and physical education to promote the development of healthy active lifestyles in students.

2.0 Mission Statement

The Health and Physical Education Council, as a professional organization of teachers, advocates for quality health and physical education programs and provides opportunities for professional growth and development of its members. HPEC is committed to providing leadership in creating healthy active school communities.

Part B Constitution

Constitution of the Health and Physical Education Council

1.0 NAME:

The name of this organization shall be the Health and Physical Education Council of The Alberta Teachers' Association.

2.0 OBJECTIVES OF THE COUNCIL:

The objects of this council shall be:

- 2.1 to improve curriculum, instruction and assessment in Health and Physical Education through increased knowledge, skills and understanding.
- 2.2 to develop, study and propose professional resources and responses to Health and Physical Education issues.
- 2.3 to ensure teachers have access to meaningful professional development opportunities that meet their needs throughout all stages of their career.
- 2.4 to enhance the expertise of members by promoting an understanding of current research to inform professional practice.
- 2.5 to liaise with other organizations that seek to promote healthy active lifestyles within school communities
- 2.6 to further the continuous development and evaluation of standards and guidelines within the profession for personnel, programs and facilities in health and physical education.
- 2.7 to facilitate broad-based, skilful participation in the planning and implementation of effective, collaborative, ongoing professional development.

3.0 **MEMBERSHIP:**

3.1 **Regular Membership**

Active members of the Alberta Teachers' Association, associate members who are ineligible for active membership, and life members of the Association as specified in ATA bylaws are eligible for regular membership in this council. All such members shall be entitled to full privileges of Council membership including the rights to vote and hold office.

3.2 **Life Membership**

Life members of the ATA, as specified in ATA bylaws, are eligible for life membership in the Council and are entitled to all the benefits and services of council membership except the right to vote and hold office.

3.3 **Student Membership**

Student members of the ATA as specified in ATA bylaws may join this council and shall be entitled to all benefits and services of council membership except the right to vote and hold office. There is no fee for student members of the Association to become student members of a specialist council.

3.4 **Honorary Membership**

Honorary members of the ATA, as specified in ATA bylaws, shall be entitled to all benefits and services of Council membership except the right to vote and hold office.

3.5 Membership in specialist councils is not available to those individuals who, under the *Teaching Profession Act* and the Teacher Membership Status Election Regulation, are eligible to make an election of membership and elect associate membership or non-membership in the Alberta Teachers' Association.

4.0 **SUBSCRIPTION SERVICE:**

Persons or organizations who are ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the Council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the Council, but does not provide membership in the council.

5.0 **FEES:**

Membership fees shall be established and may be changed by resolution at an annual general meeting of this council provided notice has been given 45 days in advance.

6.0 **OFFICERS:**

- 6.1 All officers of this council have the right to vote and must be regular members of this council.
- 6.2 The officers of this council shall be: the President, President-Elect, Past-President, three Vice-Presidents (VP⁽¹⁾, VP⁽²⁾ and VP⁽³⁾), Secretary, Treasurer.
- 6.3 Elections shall be held annually; even year elections will be held for the positions of Secretary, Vice-President⁽²⁾, and odd year elections will be held for the positions of President-Elect and Vice-President⁽¹⁾ and Vice-President⁽³⁾.
- 6.4 Upon completing a term of office or upon the election of a new President-Elect, the person holding the position of President-Elect office shall become President.
- 6.5 In the event that the position of President becomes vacant during a term of office, the Present-Elect shall become President and an election held at next Annual General Meeting to fill the vacant position of President-Elect for the remainder of the regular term of office.
- 6.6 The Treasurer shall be appointed by the Table Officers. This appointment shall be announced at the Annual General Meeting.
- 6.7 Officer positions shall be a maximum of a 2-year term.
- 6.8 Notwithstanding 6.5, if the position of Vice-President⁽¹⁾, Vice-President⁽³⁾ and/or Secretary should be vacant in an even year the position will be filled by election for a term of one year; if the position of Vice-President⁽²⁾ is vacant in an odd year the position will be filled by election for a term of one year.

7.0 **EXECUTIVE:**

- 7.1 The Table Officers shall consist of:
 - (a) The officers of the council.
 - (b) Representatives of the Provincial Executive Council of The Alberta Teachers' Association who shall be:
 - (i) A PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees.
 - (ii) A staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association and be a voting member of all council committees.

(c) and the Ever Active Schools Director who shall be a non-voting member of this council.

7.1.2 If during the term of office, positions become vacant, the table officers shall appoint replacements where required, to hold office until the next Annual General Meeting.

7.1.3 The table officers shall appoint the non-elected members of the executive.

7.1.4 The table officers shall appoint and be empowered to disband ad hoc committees as required.

7.2 Appointed Members of the Executive

The appointed members of the Executive shall be:

(a) Regional Representatives—These representatives shall be appointed for two year terms.

(b) Conference Chair(s)—These chair(s) shall be appointed for the duration of planning, delivery and conclusion of the conference business.

7.3 Liaison Representatives (as appointed by their organization)

(i) Alberta Education

(ii) Physical and Health Education Canada (PHEC)

(iii) Alberta Schools' Athletic Association (ASAA)

(iv) Alberta Teacher Educators in Physical Education (ATEPHE)

8. **SUSPENSION OR REMOVAL FROM OFFICE OF SPECIALIST COUNCIL OFFICERS:**

The following mechanism will be used by the Provincial Association to deal with the suspension or removal from office of a specialist council officer or to assume responsibility of the operation of a specialist council under certain circumstances.

8.1 Provincial Association Intervention—In this section,

(a) “investigated officer” means an officer of the specialist council whose conduct is under investigation pursuant to subsection 8.2;

(b) “investigator” is the individual appointed by the table officers pursuant to subsection 8.2;

(c) “specialist council officer” means the president, vice-president (president-elect), past president, secretary, treasurer (or secretary-treasurer) of a specialist council or any other officer appointed or elected by a specialist council;

- (d) “Provincial Executive Council” means the executive council as defined in section 11 of the *Teaching Profession Act*;
- (e) “table officers” means the Association’s officers as defined in Bylaw 37;
- (f) “executive secretary” means the chief executive officer of the Association or a person designated by the executive secretary; and
- (g) “staff officer” means a member of executive staff designated by the executive secretary.

8.2 Where the table officers have or receive information which leads them to believe that a specialist council officer:

- (a) has neglected their duties to the extent that the proper operation of the specialist council is being negatively affected;
 - (b) is mentally incapacitated,
 - (c) is engaging in corrupt practices,
 - (d) is engaging in financial malpractice, or
 - (e) has undertaken activities inconsistent with the principles and policies of the Alberta Teachers’ Association,
- the table officers may initiate an investigation into the conduct of a specialist council officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

8.3 In the course of the intervention under subsection 8.1, an investigated officer is entitled to have access to a staff officer for advice.

8.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question, and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.

8.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.

8.6 The investigated officer may appeal a suspension from office under subsection 8.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.

8.7 If an investigated officer appeals their suspension, then Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.

- 8.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 8.9 An investigated officer may, in the course of the investigation, submit the officer's resignation to the executive secretary.
- 8.10 Where an investigated officer resigns in accordance with subsection 8.9, the investigation shall be continued with the cooperation of the investigated local officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 8.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to:
- (a) answer any inquiries the investigator may have relating to the investigation;
 - (b) produce any records or other property in the investigated officer's possession or under their control that are or may be related in any way to the investigation;
 - (c) give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
 - (d) attend before the investigator for the purpose of complying with (a), (b), or (c) of this subsection.
- 8.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in their report to the table officers.
- 8.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 8.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- (a) remove the investigated officer from office;
 - (b) restrict the investigated officer's eligibility for office in the future;
 - (c) if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.

- 8.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this constitution.
- 8.16 The investigated officer may appeal the decision of the table officers under subsection 8.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 8.17 If an investigated officer appeals the decision of the table officers, then Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision if the decision of the table officers shall be confirmed, varied, or set aside.
- 8.18 In an appeal under subsection 8.7 or 8.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 8.19 Official Trustee—Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the specialist council, subject to any terms and conditions the Provincial Executive Council considers necessary:
- (a) when the specialist council fails to comply with the requirements of section 6;
 - (b) when the specialist council fails to comply with the requirements of section 9;
 - (c) when the Provincial Executive Council considers it in the interests of the Association to do so.
- 8.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.
- 8.21 An official trustee appointed under subsection 8.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.
- 8.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.
- 8.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

9.0 **MEETINGS:**

- 9.1 The Table Officers shall meet as required to conduct the business of the Council.
- 9.2 The Executive as a whole, shall meet at least two times per year to conduct the general affairs of the council.
- 9.3 This council shall hold an annual general meeting for which a 45 day notice will be provided and whose agenda shall provide for the topics outlined in Appendix D.

10.0 **QUORUM:**

(a) Annual General Meeting: The quorum for the annual general meeting shall be the members in attendance. (b) All Other Meetings: Quorum shall consist of a majority of voting members of executive or committee.

11.0 **ADVOCACY:**

Any representation, action or communication which this council wishes to make to any organization, government department, or other agency, shall be conducted through the Provincial Executive Council of The Alberta Teachers' Association.

12.0 **YEAR END REPORTS:**

This council shall submit annually, not later than August 31 an audited financial statement, a statement of assets and liabilities, an annual report of program and activities and a copy of the Council's current constitution to the Provincial Executive Council of the ATA.

13.0 **AMENDMENTS/NOTICE OF MOTION:**

After a 45 day Notice of Motion to amend the constitution has been communicated to each member, this constitution may be amended by a two thirds majority vote of the members present at any regular session of the Annual General Meeting of the Council, subject to ratification by the Provincial Executive Council of the ATA.

14.0 **TERM OF OFFICE:**

The term of office shall begin and terminate at the Annual General Meeting.

15.0 **REGULATIONS:**

The executive committee may make regulations consistent with this constitution to deal with forms and procedures for carrying out of this constitution and may amend such regulations as the executive deems necessary.

Amended by Provincial Executive Council 2005 04 07 (legislated membership changes)
Approved by Provincial Executive Council 2006 06 15 (membership categories)
Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)
Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)
Amended by Provincial Executive Council 2011 06 16–17
Amended at Annual General Meeting 2013 05 03
Approved by ATA Table Officers 2013 11 25
Amended by ATA Table Officers 2014 09 09
Amended by ATA Table Officers, 2015 05 25 (student membership fee change)

Part C Policy Regulations

1.0 Membership Fees

- 1.1 Regular and affiliate memberships will be assessed an annual fee of \$35 for membership in the Health and Physical Education Council.
Student memberships shall be at no cost to individuals who are in a pre-service teacher education program and are members of their student local or in the absence of a student local are student members of the Association.
Subscriptions to our regular publications are available at an annual cost of \$37.
Corporate memberships will be determined by Table Officers.

2.0 Conduct of Council Business – General Rules of Order

- 2.1 In general, the rules of order for meetings will follow those laid down by Robert's Rules of Order. (A summary can be found in the *Member's Handbook* of the ATA).

3.0 Election Procedures

- 3.1 Only regular and student members of the Health and Physical Education Council are eligible to vote.
Elections shall be held annually; even year elections will be held for the positions of Secretary (2 year term) and Vice President⁽²⁾ (2 year term) and on odd year elections be held for the position of Vice President⁽¹⁾ and ⁽³⁾ (2 year term) and President Elect (1 year term).
Each year nomination forms shall be circulated to all council members soliciting nominations for all the outgoing table officer positions as required. Nominations must be accompanied by a statement of acceptance written by the candidate and a completed nomination form.
The nominating committee shall be composed of the table officers and chaired by the president elect or past-president.
It shall be the duty of the Nominating Committee to solicit nominations from the general membership and to ensure that there is at least one nomination for each position. In the event that there is more than one nomination for a position, then a ballot will be prepared and distributed at the annual general meeting. If there are vacancies in the slate of officers and no nominations have been received at the time of the AGM, nominations will be accepted from the floor for the vacant positions only.
Completed nominations shall be received by the president elect or past president at least two weeks prior to the annual general meeting. Elections will occur at the annual general meeting.

4.0 Conference

- 4.1 The Annual Conference dates are set by the ATA and it is historically held during the first weekend in May.
- 4.2 Goals of the Annual Conference: To provide a provincial conference for health and physical educators that will offer sessions to increase knowledge and understanding of these fields. Additional goals include:

- (a) to cultivate a provincial image for physical and health education teachers.
 - (b) to provide information regarding current research to membership.
 - (c) to increase knowledge of current practices in physical and health education.
 - (d) to provide opportunities for members to grow professionally through participation in the conference program.
 - (e) to encourage face-to-face dialogue and interaction through the program.
 - (f) to foster interaction of students, teacher, teacher educators and colleagues in the discipline of physical education and related fields in health education.
 - (g) to be role models for the benefit of young teachers and students.
- 4.3 Conference Program Guidelines:
The following activities should be included in the conference program:
- (a) Annual General Meeting
 - (b) Robert Routledge Memorial Address
 - (c) Recognition of Past Presidents (Wine and Cheese Reception or the appropriate function)
 - (d) Awards Presentations
 - i. Distinguished Service Award
 - ii. Certificates of Commendation
 - iii. PHE Canada's Andy Anderson Young Professional Award
- 4.4 The Conference Chairperson(s)
It is strongly recommended that the conferences have at minimum two Conference Chairs. It is the duty of the conference chair(s) to liaise with the HPEC past-president. The detailed explanation and guidelines for the conference committee organization, job descriptions and guidelines are contained within the conference handbook which can be found on the HPEC website. The conference fee structure shall include a student rate (AGM 1985).
- 4.5 The HPEC Conference Handbook has been developed to guide conference chairs in the planning of program (also on the HPEC website).

5.0 Financial Procedures

- 5.1 Expenses:
All expenses must be claimed on a signed (necessary for auditing purposes) expense claim form and submitted to the treasurer with receipts.
Liaison representative organizations, with the exception of the ASAA, PHE Canada and ATEPHE representatives, are responsible for costs incurred when invited to attend executive meetings.
- 5.2 Travel:
- 5.2.1 Distance traveled cost will be paid for approved meetings, either table officer, executive or committee meetings. Travel claims and method of travel must be approved by the president in the case of executive meetings and the president elect in the case of committee meetings.
 - 5.2.2 Distance traveled as per Association guidelines.
 - 5.2.3 Committee and executive members are encouraged to travel in car pools or bus as opposed to air travel.
 - 5.2.4 In-city travel claims must be approved by the president.

- 5.3 Parking: HPEC will reimburse executive or committee members who must pay for parking while attending HPEC meetings.
- 5.4 Accommodation:
 - 5.4.1 Executive and committee members who must stay overnight while attending an out of town meeting will be reimbursed. Accommodation arrangements must be approved by the president. Members are welcome to share rooms with family members. If they notify the president beforehand, HPEC will cover up to the equivalent cost of the member staying at the designated HPEC accommodation.
- 5.5 Meals:
 - 5.5.1 Members will be reimbursed for meal expenses incurred while traveling to meetings or for meals arranged by committee chairpersons or the president. Meals taken during meetings will be paid for by the Treasurer. HPEC will not pay for any liquor expenses.
 - 5.5.2 A general guideline to observe (although not a specific limit) is \$15.00 breakfast, \$15.00 lunch, and \$15.00 dinner.
- 5.6 Administrative Expenses
 - 5.6.1 Postage:
 - (a) Executive and committee members will be reimbursed for postage due on mailings made to the executive and membership. Large mail outs (over 50) must be approved by the president before postage will be paid. Note: mail outs are made regularly from Barnett House and enclosures are allowed in these mail outs.
 - (b) RR's have a budget allocation for mailing costs. Vice President will approve expenses.
 - 5.6.2 Telephone Calls:
 - (a) Telephone expenses will be paid on approved executive business. Copies of your phone bill will be submitted with the HPEC calls circled. Long distance calls made on workshop and conference business are to be covered in their respective budgets.
 - 5.6.3 Secretarial Services:
 - (a) Members needing secretarial assistance are encouraged to try to make arrangements for gratis services.
 - (b) If a secretary is doing HPEC work for you, a gift (worth approximately \$20.00) would be appropriate at the end of the year. Approval should be received from the Treasurer before the purchase is made.
 - (c) If extensive secretarial services are required, and the president has approved it, payment should be made at the going rate.
 - 5.6.4 Child Care:
 - (a) If child care is required by executive or committee members acting on behalf of the council, HPEC will reimburse reasonable child care costs.
 - 5.6.5 Release Time
 - (a) Classroom teachers who are required by their chairperson or the president to attend a meeting during school time, may arrange for a substitute if internal arrangements cannot be made. Substitute arrangements must be approved by

the president. School districts should invoice the treasurer directly for reimbursement.

- (b) A maximum of four supply teaching days are provided to the president to assist him/her with his/her role and responsibilities throughout the year.
- 5.6.6 (a) Any outside groups requesting material to be included for mailing with our publications will be billed for the difference if the mailing charge is greater than the ordinary mailing charges.
- 5.6.7 Regional and Conference Bank Accounts
 - (a) HPEC requires that bank accounts opened by Regional Representative and/or Conference Committee require two individuals having signing authority and that these individuals be approved in advance by Table Officers.
- 5.6.8 Payments to Workshop Presenters
For accounting purposes, Regional Representatives are requested to provide the HPEC Treasurer with the full name, Social Insurance Numbers, phone number, and e-mail address of all workshop presenters who receive cash and/or gift certificates as payment for sessions/presentations.

6.0 AGM

HPEC will reimburse related costs of appointed and elected members of the executive to attend the Annual General Meeting.

- 6.1 Covered expenses shall include up to one night's accommodation and up to two nights if the AGM is more than 500 km away, up to two days of substitute cost, and kilometerage as per Association guidelines.

7.0 National/International Affiliations

- 7.1 After the same notice of motion that is required for amendments, to this constitution, this council, by a majority vote of those present at a regular session of an annual general meeting may:
 - (a) subject to approval by Provincial Executive Council, join or affiliate with national or international organization representing the same special interest; or
 - (b) cancel its membership or affiliation with a national or international organization.

8.0 Recognition of Outgoing Executive Members

- (a) Outgoing Executive members will be presented with an appropriate gift at the annual general meeting.
- (b) Outgoing President will be presented with a plaque at the annual general meeting.

9.0 Awards

Responsibilities: The awards committee (8.2.4), chaired by the past-president or president elect, is responsible for the selection and presentation of the awards (past-president). The Health and Physical Education Council recognizes outstanding contributions to health and physical education in the following manner:

- 9.1 Regional Representatives Certificates of Commendation (Nominations due January 15):
- (a) Regional representatives may nominate up to two people from their region who have made or are making an outstanding contribution to health and physical education. (The number of nominees may be increased at the discretion of the awards committee.) These nominees will be presented with a certificate of commendation at the Annual Conference and will also be featured on the HPEC website.
 - (b) A summary of citations and biographical data of those receiving the certificates are to be included in a booklet available for distribution at the conference award ceremony (past-president's duty).
- 9.2 Distinguished Service Awards (Nominations due January 15) (**See Appendix O** for nomination forms).
- 9.2.1 Description of the Award:
- (a) The award may be conferred annually.
 - (b) The award shall be ratified by the table officers.
 - (c) The award shall be announced and presented at the Annual Conference.
 - (d) The award shall be a plaque in the shape of the Province of Alberta, inscribed with the following:
 - HPEC Logo
 - Health and Physical Education Council of The Alberta Teachers' Association
 - Distinguished Service Award
 - Presented to (name of the recipient)
 - For Distinguished Service to Health and Physical Education in Alberta
 - Month, day, year.
- 9.2.2 Qualifications for Candidates:
- (a) The candidate must be a former or current member of the Health and Physical Education Council.
 - (b) The candidate shall have performed distinguished, meritorious and special service as a leader in the Health and Physical Education Council and/or in an area related to health and physical education in which he/she has made exemplary contributions.
- 9.2.3 Nomination Procedures:
- (a) The committee shall secure nominations for the Distinguished Service Award by:
 - i. advertising in the "Runner" and/or Newsletter and on the HPEC website.
 - ii. sending information forms to Council members with the "Runner" or newsletter prior to the nomination deadline, at least three months prior to presentation.
 - (b) All members of the Council are entitled to nominate persons for the award providing that they obtain letters of reference from two members of the Council.
 - (c) No nomination shall be considered by the committee unless accompanied by the nomination form appropriately documented and endorsed.

- (d) Completed nomination forms shall be received by the committee by January 15. (**See Appendix O**)
- 9.2.4 Selection Committee:
- (a) The past president or president elect shall act as chair of the Awards Committee.
 - (b) The Awards Committee shall be the Table Officers of the Health and Physical Education Council.
- 9.2.5 Selection Procedures:
- (a) Copies of the information on each nominated candidate shall be given to the committee members in advance of the selection meeting.
 - (b) Awards meeting to be completed during January executive Table Officer meeting when possible. A telephone conference shall be used in lieu of a meeting if a meeting is not feasible.
 - (c) The chair of the committee shall cast the deciding vote in case of a tie.
 - (d) The past president or president elect shall contact (in confidence) the **recipients** of the Distinguished Service Award.
- 9.2.6 Records:
- (a) The awards chairperson shall arrange for photographs of the recipient(s) for use in the “Runner”, for the archives and to be placed on HPEC website.
 - (b) A summary of citations and biographical data of those receiving the award shall be included in the post conference “Runner,” and to be placed on HPEC website.

10.0 Grants

- 10.1 Friends of HPEC Project Fund
The Friends of HPEC Special Project Fund is a trust which was established in honor of Don Williams' retirement. One or more grants for professional development projects are awarded at the annual conference. Donations will be welcomed! Contact the trustee Lois Vanderlee (403) 762-3174 (res) (**See Appendix K**).
- 10.2 HPEC Conference Pre-Service Teacher Grant (**see Appendix M**)
Up to four (4) education pre-service teachers, within the final two years of their Bachelor of Education programs with an interest in health or physical education, may be awarded the cost of registration plus \$200.00 to attend the annual Health and Physical Education Conference. The number of awards offered may vary from year to year dependent on the funds available.
- 10.3 HPEC PHE Canada Student Leadership Grant (**see Appendix Q**)
Up to four (4) education pre-service teachers from programs recognized by the Alberta Teachers' Association may be awarded a \$500 grant to cover registration and other costs related to attending the PHE Canada Student Leadership Conference (SLC). The number of awards offered may vary from year to year dependent on the funds available.
- 10.4 HPEC Membership Conference Grant (**see Appendix R**)
Up to three (3) HPEC members who are currently teaching (full or part time) in K–12 schools may be awarded a grant to cover registration and other costs related to attending the annual HPEC Conference. HPEC will reimburse successful applicants

the HPEC Conference registration fee and one day of substitute costs; this grant will not exceed \$700 per teacher. The number of awards offered may vary from year to year dependent on funds available.

11.0 Endorsement/Sponsorship

That the Health and Physical Education Council will undertake where possible, a review of related materials according to the following procedures:

- (a) Upon receipt of request for endorsements or review the secretary shall communicate the policy (**Appendix G**) to the originators of the request.
- (b) The table officers shall review the request and decide upon the level of support and/or endorsement if appropriate.
- (c) When appropriate, a review of the materials may be published in the newsletter or journal.
- (d) When appropriate, Alberta Education shall be advised that materials should be reviewed by the department.
- (e) The council will not endorse programs associated with fund raising or commercial materials but when approved by the executive, will support educationally sound materials or programs which further the goals and objectives of the council.

Appendix G contains detailed information relating to support and/or endorsement.

12.0 HPEC Special Projects Application Procedure

- 12.1 Purpose: To standardize the method for special project application.
- 12.2 Method: A step-by-step approach
- 12.3 After developing an outline of the special project concept, contact the HPEC president. Request that the proposal be placed on the agenda for the next executive work weekend (ie Thinker's).
 1. A typical outline may include:
 - a brief description including objectives
 - what type of support is requested (ie financial, mail, equipment, resources etc.)
 - a budget of your proposal
 - any other relevant information
 2. Request that a copy of the proposal be mailed through the secretary or president to each table officer.
 3. As arranged through the president, meet with the group which could provide the most input to your next project. For example, if a regional representative has a creative new idea, it might be best for all RR's to meet and share idea's suggestions.

In some cases, a general discussion of all executive members may be necessary.
 4. Supply the president with a motion for your project, to be included on the agenda for the executive meeting. Ensure that enough support material (handouts if necessary) is available for the entire voting executive.

13.0 Personal Information Protection Act

The *Personal Information Protection Act* (PIPA) governs the ATA's use and disclosure of personal information under ATA's custody and control. Specialist councils, as subgroups of the ATA, are required to abide by the ATA's privacy policy available on the website at www.teachers.ab.ca/privacy+policy. Questions regarding specific policies and practices, including event registrations and programming materials, may be directed to the ATA privacy officer at 780-447-9400 or 1-800-232-7208.

14.0 Ever Active Schools (EAS) Conference Support

The Health and Physical Education Council may provide funding in support of the Shaping the Future conference. Allocation of funds is subject to the Table Officers' approval of a motion put forward by the Executive Director of Ever Active Schools and will be contingent on the funds being available in the current year's HPEC budget.

15.0 HPEC Executive Professional Development Support to Attend the Ever Active Schools Annual Conference

To increase understanding of the Comprehensive School Health model, the Health and Physical Education Council will provide professional development support to appointed and elected members of the current executive, on a two-year rotational basis, to attend the annual Ever Active Schools Conference. Allocation of funds will be contingent on the funds being available in the current year's HPEC budget.

15.1 Rotation

Odd Years: North West, Central, Calgary, Greater Calgary, Central East, President, President Elect/Past President, Vice President⁽¹⁾, Vice President⁽³⁾, Comprehensive School Health Representative and Treasurer.

Even Years: South East, South West, Central West, North East, Edmonton, Greater Edmonton, Secretary, President, President Elect/Past President, Vice President⁽²⁾ and Comprehensive School Health Representative.

15.2 Conference support shall include:

- conference registration
- up to two days of substitute costs
- kilometrage as per Association guidelines
- up to two nights' accommodation and up to three nights if the conference is more than 500 km away.

15.3 Vacancies may be filled at the discretion of the table officers.

16.0 HPEC Executive Professional Development Support to Attend the Annual HPEC Conference

16.1 To support the attendance of the HPEC executive at the annual HPEC conference funding will be allocated to support the attendance of one individual per appointed and elected executive position. Allocation of funds will be contingent on the funds

being available in the current year's HPEC budget. Special requests may be made through Table Officers.

16.2 HPEC executive members attending the annual conference are to be in attendance at HPEC's AGM.

16.3 Conference funding shall include:

- conference registration
- up to two days per substitute costs
- distance traveled as per Association guidelines
- up to two nights' accommodation and up to three nights if the conference is more than 500 km away.

Part D Duties of Officers and Executive

1.0 President

- 1.1 Maintain liaison with the ATA head office, at Barnett House, the staff officer and PEC member assigned to the council.
- 1.2 Send copies of all correspondence with the ATA head office, at Barnett House, to the staff officer and PEC member assigned to the council.
- 1.3 Respond on behalf of the Council, to correspondence received.
- 1.4 Plan, organize and prepare an agenda, arrange notification of meetings to appropriate members and preside over the Thinker's conference, January meeting, annual general meeting, table officers and executive meetings.
- 1.5 Review and revise as required the 3 year plans for the Council and implement accordingly based on the objectives of the Council.
- 1.6 Arrange for the former and incoming executive members to meet to pass on information and receive files.
- 1.7 Where time is of the essence, appoint committees, representatives or act on behalf of the council.
- 1.8 Represent the Council (or arrange for an appropriate representative from the executive to do so) at functions as required.
- 1.9 Promote health and physical education in Alberta.
- 1.10 Familiarize the president-elect with duties to be assumed in the coming term of office.
- 1.11 Attend the Specialist Council Seminar, Professional Development Area Conference (PDAC), other ATA sponsored sessions.
- 1.12 Prepare a report of the year's activities to be presented at the annual general meeting.
- 1.13 Prepare and submit *Sprinter* as required.
- 1.14 Forward copies of final report, correspondence, pictures, minutes, etc., to the Council Historian.
- 1.15 Write a letter to superintendents of executive members, thanking them for their cooperation enabling executive members to fulfill their duties.
- 1.16 Liaise with teacher conventions, other specialist councils and provincial consortia.
 - (a) Provide update on HPEC initiatives for the year
 - (b) Provide update on HPEC executive contact information
- 1.17 Represent HPEC on the Council of Provinces and Territories.
- 1.18 Represent the Council at the annual Ever Active Schools Conference
- 1.19 Communicate regularly with EAS Director.
- 1.20 Schedule and attend two meetings a year with EAS Director, ATA Staff Advisor and ATA EAS Advisor.
- 1.21 In collaboration with EAS Director, lead special committees to advance the work of EAS and HPEC.
- 1.22 Chair scheduled committee meetings with EAS and HPEC.
- 1.23 Represent HPEC, or appoint a Table Officer Representative, when hiring a new EAS Director and key EAS leadership positions.

2.0 President-Elect/Past President

- 2.1 Accept this position with the knowledge that you will proceed to the position of president in the following year and serve as Past President following your two-year term as President.
- 2.2 Assist the president as required and act on his/her behalf in his/her absence.
- 2.3 Undertake any other Council duty as deemed necessary by the president.
- 2.4 Plan, organize and make the necessary preparations for the Thinkers Conference.
 - (a) Report and analyze the membership reports for all executive meetings
 - (b) Attend the ATA Summer Conference (as a President Elect)
- 2.5 Act as an advisor to the president and the Table Officers in general.
- 2.6 Indicate a call for nominations for elected positions, coordinate the election of same in accordance with council bylaws, and act as the Chief Returning Officer.
- 2.7 Initiate the call for distinguished service award(s) from the general membership and certificate of commendation(s) from regional representatives.
- 2.8 Chair the awards meeting with the table officers to determine the Distinguished Service awards recipient(s).
- 2.9 Arrange for the Alberta Plaque for the Distinguished Service award, a silver tray for the Robert Routledge Address presenter, and plaques for the outgoing president and annual conference co-chairs.
- 2.10 Encourage nominations for certificate of commendations from Regional Representative.
- 2.11 Coordinate the Distinguished Service Awards, Certificates of Commendation, HPEC executive pins, a plaque to the outgoing president and plaques to the annual conference co-chairs.
 - (a) Undertake any other Council duty deemed necessary by the president
 - (b) The names of the recipients of Certificates of Commendation, Distinguished Service and PHE Canada Andy Anderson Young Professional Award should be sent to the Historian for inclusion in current handbook and to Publication Editors for inclusion in appropriate publications.
- 2.12 Oversee HPEC Conference Pre-Service Teacher Award
- 2.13 Oversee the PHE Canada Student Leadership Conference Pre-Service Teacher Award

3.0 Vice-President⁽¹⁾ Communications

- 3.1 Serve as chair of the Communications Committee and facilitate the work to achieve this Committee's goal and specific objectives.
- 3.2 Undertake any other Council duty deemed necessary by the president.
- 3.3 Facilitate and communicate with the editors of the *Runner*, *Sprinter*, and any other Council publication.
- 3.4 Bring forth committee budget requests to Table Officers.
- 3.5 Coordinate, consolidate and submit committee members reports for HPEC executive meetings.

4.0 Vice-President⁽²⁾ Membership and Engagement Services

- 4.1 Serve as chair of the Membership Services and Engagement Committee and facilitate the work to achieve this Committee's goal and specific objectives.
- 4.2 Undertake any other Council duty deemed necessary by the president.
- 4.3 Oversee the compilation of Certificates of Commendation.
- 4.4 Bring forth committee budget requests to Table Officers.
- 4.5 Coordinate, consolidate and submit committee members reports for HPEC executive meetings.

5.0 Vice-President⁽³⁾ Pedagogy and Curriculum Leadership

- 5.1 Serve as chair of the Pedagogy and Curriculum Leadership Committee and facilitate the work to achieve this Committee's goal and specific objectives.
- 5.2 Undertake any other Council duty deemed necessary by the president.
- 5.3 Bring forth committee budget requests to Table Officers.
- 5.4 Coordinate, consolidate and submit committee members reports for HPEC executive meetings.

6.0 Secretary

- 6.1 Attend all meetings of the table officers, executive, annual general meeting and Thinker's Conference for the purpose of recording the meetings proceeding, and distribution of the same including the council historian. Minutes should have incorporated within their format, identification of "moved by," "motion and discussion" and "action by."
- 6.2 Respond to correspondence as directed by the president.
- 6.3 Record minutes of Table Officer and executive meetings and distribute in a timely fashion to the executive. File appropriately.
- 6.4 Maintain and distribute a current list of executive members including their addresses, telephone numbers, email, fax numbers and term complete day. Send updated executive lists to publications department, Barnett House, to update back cover of HPEC publications.
- 6.5 Ensure that new executive members of the council receive access to communication documents.
- 6.6 Ensure that a copy of the minutes of our annual general meeting, a current copy of our constitution, bylaws and Council Policy and Resolutions, and minutes of meetings specified by the president, is sent to the Professional Development Department of the ATA, at Barnett House.
- 6.7 Respond or forward each contact form submission from the HPEC website within a timely fashion.

7.0 Treasurer

- 7.1 Establish procedures to take charge of all monies received and/or collected by the Council.
- 7.2 Establish procedures to keep an accurate record of the financial affairs of the council for both the account held at Barnett House, and the current savings account.

- 7.3 Establish procedures to make the necessary disbursements of funds in accordance with the established policy and procedures.
- 7.4 Prepare a budget for the current fiscal year through collaboration with the executive.
- 7.5 Prepare fiscal statements to be presented at meeting when deemed necessary by the president.
- 7.6 Present an audited financial statement at the Annual General Meeting and to the ATA.
- 7.7 Work with the financial advisor to the Council to arrange the most effective methods of bookkeeping.
- 7.8 Maintain a current inventory of all Council assets.
- 7.9 Present HPEC Pre-Service Teacher and HPEC Member grant applicants at January Table Officer meeting.
- 7.10 Present Student Leadership Conference (SLC) grant applicants at Spring Table Officer meeting.

8.0 Regional Representatives

- 8.1 Promote health and physical education and the objectives of the Council through one or more professional development opportunities per annum. Regional representatives may access Ever Active Schools with assistance in this regard through membership.
 - 8.1.1 Encourage membership among teachers, college and university students, and staff in the region.
- 8.2 Attempt to establish contacts that will allow input to district teachers' conventions and professional days, with hopes of providing topics or speakers that would be of interest to health and physical educators.
- 8.3 Attend the Thinkers' Conference, Annual General Meeting and executive meetings.
- 8.4 Establish a contact list of individuals within your region to assist you in carrying out duties and responsibilities.
- 8.5 Liaise and convey needs and concerns of the region to the Vice President of Engagement and Member Services.
- 8.6 Prepare an annual action plan at Thinkers based on the needs of region including goals and projected costs.
- 8.7 Ensure that the financial matters of regional activities are handled according to the established HPEC policies and directed through the treasurer of the Council.
- 8.8 Prepare and submit an annual written report by the first of March to the Vice President of Engagement and Membership Services so that it may be incorporated with the annual general meeting mail-out.
- 8.9 Submit information to the Ever Active Schools regarding workshops and special events within region. Share EAS communications with regional contacts.
- 8.10 Recognize HPEC members within region who are making an outstanding contribution to the health and physical education by presenting them with a Certificate of Commendation at the annual conference. Complete a two paragraph write up about each Certificate of Commendation recipient and submit Word document to the Vice President of Membership Engagement and Services by January 15.
- 8.11 The Regional Representative position is a two year term. The application procedure is located on the HPEC website for new candidates. Before resigning, the Regional

- Representative will attempt to find individuals to apply for their position.
Note: Appointments of Regional Representatives require Table Officers ratification.
- 8.12 The Regional Representative position may be shared by up to two individuals. Funding will be allocated to support the attendance of one representative from each region at council sponsored events. Special funding requests may be made through Table Officers.
- 8.13 Provide an update to standing committee chair for each HPEC executive meeting.

9.0 Website

- 9.1 Establish and maintain relationships with website related service providers
- 9.2 Develop and maintain the ATA online services www.hpec.teachers.ab.ca website.
- 9.2.1 Maintain current HPEC membership information.
- 9.2.2 Grant permissions to the executive for the HPEC executive share-point file share.
- 9.3 Develop and maintain www.HPEC.ab.ca website
- 9.3.1 Post all HPEC approved materials.
- 9.3.2 Update all HPEC executive contact information.
- 9.3.3 Update website forms as required (Awards, Friends of HPEC, Executive Position Application, Call for Presenters etc.)
- 9.4 Assist annual conference committee in hosting HPEC conference website.
- 9.5 Provide an update to standing committee chair for each HPEC executive meeting.

10.0 Runner/Sprinter

- 10.1 Solicit pertinent materials and oversee the publication of the *Sprinter* and *Runner*.
- 10.1.1 A committee of non-executive HPEC members may be formed to contribute resources and materials for use in HPEC publications. Their responsibilities will be to find original articles for health and physical education in Alberta or obtain reprint rights of previously published articles if original articles are unavailable.
- 10.2 HPEC Publications Guideline (**Appendix I**)
- 10.2.1 Distribute draft copy to Table Officers
- 10.2.2 Send approved draft of the *Sprinter* and *Runner* to ATA contact.
- 10.2.3 Distribute the final copy of HPEC publications to the executive and council members.
- 10.3 Provide an update to standing committee chair for each HPEC executive meeting.

11.0 Social Media

- 11.1 Communicate (bi-weekly) approved HPEC information through social media means.
- 11.2 Investigate new social media mediums, and bring forward to the HPEC executive possible social media communication tools as related to council strategic planning objects.
- 11.3 Make social media connections to facilitate a mutual exchange of information between HPEC and other related organizations (i.e. ATA, EAS, PHE Canada, SPEA, OPHEA)

- 11.4 Provide an update to standing committee chair for each HPEC executive meeting.

12.0 Historian

- 12.1 Act as the keeper of the Council Constitution and Bylaws.
- 12.2 Advise the executive of departure from council policies and/or procedures.
- 12.3 Suggest appropriate revisions to policy as needed.
- 12.4 Record policy and/or changes for future handbook revision on an annual basis.
- 12.5 Provide an up-to-date digital copy of the handbook to the website and secretary.
- 12.6 Review minutes to ensure that changes to Handbook are accurately reflected in the HPEC minutes.
- 12.7 Review the current specific policies for the ATA and advise the executive, at the Thinkers conference, of policies that are related to health and /or physical education.
- 12.8 Review the proposed resolutions of ARA (Annual Representatives Assembly), and advise the executive at the Winter Meeting, of resolutions that have health and/or physical education implication.
- 12.9 Assist with the communication of issues for submission to locals or the Associations' Curriculum committee for consideration at ARA.
- 12.10 Develop a procedure for accurately tracking and archiving of Conference materials and appropriate historical documentation in accordance with ATA policy.
- 12.11 Submit names of Commendation, Distinguished Service, and PHEC Dr Andy Anderson Young Professional, HPEC Promoting School Wellness Award recipients to Handbook on an annual basis.
- 12.12 Ensure council records stored at Barnett House include the following
- (i) executive list,
 - (ii) financial records,
 - (iii) audited financial statements,
 - (iv) Minutes of Executive meetings,
 - (v) minutes of AGM,
 - (vi) noteworthy correspondence,
 - (vii) conference program,
 - (viii) award recipients and
 - (ix) journal publications.
- 12.13 Provide an update to standing committee chair for each HPEC executive meeting.

13.0 Comprehensive School Health Representative

- 13.1 Facilitate, gather and disseminate curriculum topics related to health education at HPEC executive meetings, Teachers' Convention, conferences, drive-in workshops, and at other specialist council conferences. (eg, EDS, CSA, CASA).
- 13.2 Liaise with RRs to promote HPEC.
- 13.3 Provide health curricular and comprehensive school health related articles/resources for each edition of HPEC publications (*Sprinter/Runner*).
- 13.4 Attend the Ever Active Schools annual conference, provide a post-conference report to the executive, submit a related article to the *Runner*.
- 13.5 Provide an update to standing committee chair for each HPEC executive meeting.

14.0 Liaison Representatives

The function of Liaison Representatives as referenced in Part B.7.3 is to provide a communication link between HPEC and the organization they represent. They provide written and verbal reports concerning their organization's activities and viewpoints, and they convey information regarding HPEC's viewpoints and activities to their organization. Liaison reps attend meetings as invited.

14.1 Executive Staff

Each year the Association names a member of the executive staff to the executive of each council. This ATA Staff Advisor is a regular voting member of the council executive with several specific functions to perform:

- (a) Liaise between the council and Barnett House in matters involving the printing and distribution of council materials including journals, newsletters, brochures, posters, etc, preparation of membership lists and financial arrangements. Facilitate copyright clearances. Vet publications re: policy, advertising, etc.
- (b) Advise on policy matters related to:
 - i. Council operation at the provincial and regional levels,
 - ii. Regulations and guidelines,
 - iii. Financial affairs,
 - iv. Recommendations and submissions to Provincial Executive Council,
 - v. Constitution.
- (c) Advise and assist in developing plans and selecting professional development activities for members.
- (d) Assist with the efficient, accurate and businesslike operation of the council in the conduct of elections, maintenance of complete and orderly records, correspondence, audits and the sale of publications.
- (e) Encourage and stimulate the council executive to provide high quality service to the council membership through continuous assessment of program and related activities.
- (f) Assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by the council.
- (g) Keep informed about all aspects of the council's operation and when necessary, recommend to the council on matters requiring attention.
- (h) Communicate to the council executive on a regular basis pertinent information about Association sponsored activities, Curriculum and Teacher Education and Certification Committee activities and Department of Education developments and decisions which may affect council operation.
- (i) Receive, review and submit with recommendations to the staff officer in charge of specialist councils any council submission directed to Provincial Executive Council.

14.2 Provincial Executive Council

Provincial Executive Council names one of its members for each specialist council, on an annual basis, to function as its liaison representative on the following matters:

- (a) Promotional – by becoming knowledgeable about the objectives, operation and program of the specialist council, the member is able to publicize its activities to prospective members and enhance its status among Alberta educators.
- (b) Facilitative – the presence of a Provincial Executive Council Liaison Representative at executive meetings of the specialist council provides an opportunity for mutually beneficial exchanges on matters requiring action or decision by the provincial body. When necessary, the specialist council's concerns and requests can be presented to Provincial Executive Council more effectively with the support of a Provincial Executive Liaison Representative.

The Provincial Executive Council Liaison Representative is expected to attend the annual conference if other commitments permit and may attend executive meetings if feasible. This member should be placed on the mailing list to receive the same notices and materials sent to members of the specialist council executive.

The Provincial Council Liaison Representative is non-voting and attends meetings of the specialist council at no expense to the council.

14.3 Ever Active Schools Director Responsibilities

- 14.3.1 To implement the annual Business Plan.
- 14.3.2 To provide an EAS update to Table Officers at each executive meeting.
- 14.3.3 To communicate regularly with the HPEC president to ensure HPEC is aware of all relevant aspects of the Ever Active Schools responsibilities and actions.
- 14.3.4 To assist in the development of the Ever Active Schools ongoing strategic and outcomes.
- 14.3.5 Communicate assessment/outcomes of plans, budgets, reports and annual funding proposals to HPEC Table Officers.
- 14.3.6 Liaise with government ministries, seek and secure funding to support the work of healthy school communities.
- 14.3.7 Liaise with the ATA EAS Advisor regularly.
- 14.3.8 Present the EAS Annual Report and annual Business Plan at the HPEC Thinkers meeting to the HPEC Executive.

15.0 Standing Committees

15.1 Standing Committee Chairpersons General Guidelines

- 15.1.1 Will have a Vice President as chair.
- 15.1.2 Prepare a report for meeting(s) as required evaluating the committee activities of the previous year and indicating the established goals for the upcoming year and their projected cost.
- 15.1.3 Ensure that the financial matters of the committee are handled according to the established HPEC policies.

15.2 Communication

- 15.2.1 Goal of the Communication Committee: To ensure an effective communication strategy for the Council and its membership.
- 15.2.2 Specific Objectives: the specific objectives of the communication committee will be determined through HPEC's three year Strategic Plan reviewed annually by the executive.
- 15.2.3 The committee will be populated with the following executive positions:
 - (a) Runner/Sprinter
 - (b) Website
 - (c) Social Media
 - (d) Historian
 - (e) Secretary

15.3 Member Services and Engagement

- 15.3.1 Goal of the Member Services and Engagement Committee include the following Objectives of the Council:
 - 2.3 to ensure teachers have access to meaningful professional development opportunities that meet their needs throughout all stages of their careers.
 - 2.7 to facilitate broad-based, skilful participation in the planning and implementation of effective, collaborative, ongoing professional development.
- 15.3.2 Specific Objectives: the specific objectives of the Member Services and Engagement Committee will be determined through HPEC's three year Strategic Plan reviewed annually by the executive.
- 15.3.3 The committee will be populated with the following executive positions:
 - (a) Regional Representatives

15.4 Leadership in Curriculum and Pedagogy

- 15.4.1 Goal of the Leadership in Curriculum and Pedagogy Committee include the following Objectives of the Council:
 - 2.1 to improve curriculum, instruction and assessment in Health and Physical Education through increased knowledge, skills and understanding.
 - 2.2 to develop, study and propose professional resources and responses to Health and Physical Education issues.
 - 2.4 to enhance the expertise of members by promoting an understanding of current research to inform professional practice.
 - 2.5 to liaise with other organizations that seek to promote healthy active lifestyles within school communities
 - 2.6 to further the continuous development and evaluation of standards and guidelines within the profession for personnel, programs and facilities in health and physical education.
- 15.4.2 Specific Objectives: the specific objectives of the Leadership in Curriculum and Pedagogy Committee will be determined through HPEC's three year Strategic Plan reviewed annually by the executive.

- 15.4.3 The Leadership in Curriculum and Pedagogy Committee will liaise with Conference Co-Chairs and/or Conference program committee.
- 15.4.4 The committee will be populated with the following executive positions:
 - (a) Comprehensive School Health Representative
 - (b) ATEPHE Liaison
 - (c) Alberta Education Liaison
 - (d) Elected or appointed HPEC executive members based on strategic planning needs
 - (e) Additional Liaison Representatives as needed
 - (f) Conference Co-Chairs

16.0 Position Papers

- 16.1 Purpose:

Position papers are designed to state or represent the Council's views and policies on problems or issues; they represent the policy of the council substantiated with appropriate rationale.
- 16.2 The position paper should include:
 - (a) An abstract
 - (b) Introduction
 - (c) Position
 - (d) Rationale
 - (e) Conclusion
 - (f) References
- 16.3 The educational concerns should be addressed within the introduction.

17.0 Ad Hoc Committees

- 17.1 Appointment: will be made by Table Officers as needed.
 - 17.1.1 Objectives and guidelines (including time lines and financial implication and procedures) shall be indicated by the table officers at the time that the AD HOC COMMITTEE is established.

Part E

APPENDIX A – HPEC Guiding Principles and Statement of Beliefs

Alberta Teacher's Association Policy 1.A.23:
A compulsory health and daily physical education program should exist from K through 12. [1975/80/85/88/98]

HPEC is committed to providing leadership in creating healthy active school communities.

HPEC believes that a well delivered health and physical education curricula supported by quality instruction can change health behaviours of children and youth K–12.

HPEC believes that health and physical education play a valued and vital role in providing a quality, balanced education for all children and youth in Alberta schools.

HPEC believes that all students in all grades in Alberta schools – should have the right and opportunity to experience sustained, vigorous physical activity through participation in quality daily physical education programs.

Wellness and Comprehensive School Health

HPEC believes that wellness is an outcome of quality health and physical education programs that develop the knowledge, skills and attitudes to assist students to make appropriate choices to live active, healthy lives.

HPEC believes that Comprehensive School Health is the framework for the delivery of quality health and physical education programs to promote and develop wellness in Alberta's children and youth.

Quality Daily Physical Education Programs

HPEC advocates that a quality Physical Education program

- provides opportunity for students to achieve the outcomes of the current program of studies
- has a balanced, planned and meaningful content which is sequentially – taught to all students throughout the entire school year
- is taught by professionally prepared physical education teachers, K–12
- focuses on the teaching of lifetime physical activities in a variety of environments
- provides students with a minimum of 30 continuous minutes of daily physical activity
- is learner-centred
- is success based

- is inclusive of and adapted for students with special needs
- is supported by services to teachers as well as adequate facilities, resources and equipment provided by local school officials, school boards and the Department of Education
- provides for equity (gender, culture, race, ability, etc) in all respects
- ensures the safety of all participants through the utilization of current safety guidelines
- provides for a balanced program (classroom instruction, intramurals, interscholastic)
- engages a variety of stakeholders in the creation of a healthy active school community

Quality Health Education Programs

HPEC advocates that a quality health program

- provides opportunity for students to achieve the outcomes of the current program of studies
- has a balanced, planned and meaningful content which is sequentially – taught to all students throughout the entire school year
- is taught by professionally prepared health education teachers, K–12
- is learner-centred
- is success based
- is inclusive of and adapted for students with special needs
- is supported by services to teachers as well as adequate facilities, resources and equipment provided by local school officials, school boards and the Department of Education
- provides for equity (gender, culture, race, ability, etc) in all respects
- engages a variety of stakeholders in the creation of a healthy active school community

Competition and the Role of Physical Education

HPEC advances the following position on competition and the role of Physical Education:

- Grade K to 3–no formalized competition
- Grades 4 to 6–intramurals and exhibition or informal competition only
- Grades 7 to 9–intramurals and interschool athletics to be limited to local or city level
- Grades 10 and up–intramurals and interschool athletics to culminate at the regional or provincial level.

General

HPEC believes that Physical Education 30 must be recognized as one of the subjects acceptable for entrance to post secondary education.

HPEC believes that the first consideration for career placement in Physical Education at the school level be restricted to the physical educator's expertise and not his or her athletic coaching proficiencies.

HPEC believes that the physical education teacher's primary responsibility is to teach the physical education curriculum. A physical education teacher may at his or her discretion contribute to the intramural and interscholastic program.

HPEC advocates that the staffing procedures for Physical Education in all secondary schools reflect the male to female student ratio and that there be at least one male and one female Physical Education teacher on every secondary school staff.

APPENDIX B – Support documents – (to be reviewed by the resolutions chair)

THE FOLLOWING POSITION PAPERS ARE ALSO GENERAL POLICY OF THE COUNCIL:

(available on the HPEC website)

- 1.0 How Do Your Athletes Travel? (1973) prepared by:
Roy Couchey
- 2.0 Athletic Competition and the School Age Child (1973) prepared by:
Myrna Empey
Ed Henderson
Marion Irwin
LeRoy Pelletier
- 3.0 The Role of Physical Education in Outdoor Education (1976) prepared by:
Warren Smith and Committee
- 4.0 Health Education in Alberta Schools (1977, revised, 1978) prepared by:
Arlene McGinn
Jo Brewer
- 5.0 Dance: Within the Context of Physical Education Programs in Alberta Schools (1978)
prepared by:
Pauline Albert
Kathy Newman
- 6.0 Position Paper on Curriculum in Physical Education (1978) prepared by: Ian
Kilpatrick
- 7.0 Physical Education for Alberta's Secondary Schools (1985) prepared by: Andrea
Borys
- 8.0 Time allocation for Physical Education Programs in Alberta Schools (1985) prepared
by: Linda Thompson
- 9.0 Integrating Handicapped Students In Physical Education (1986) prepared by: Dona
Goodwin
- 10.0 School Athletics (1987) prepared by: John Semkuley
- 11.0 Active Living (1997) prepared by: Sharin Adams, Bob Blanchette and Dan Garvey

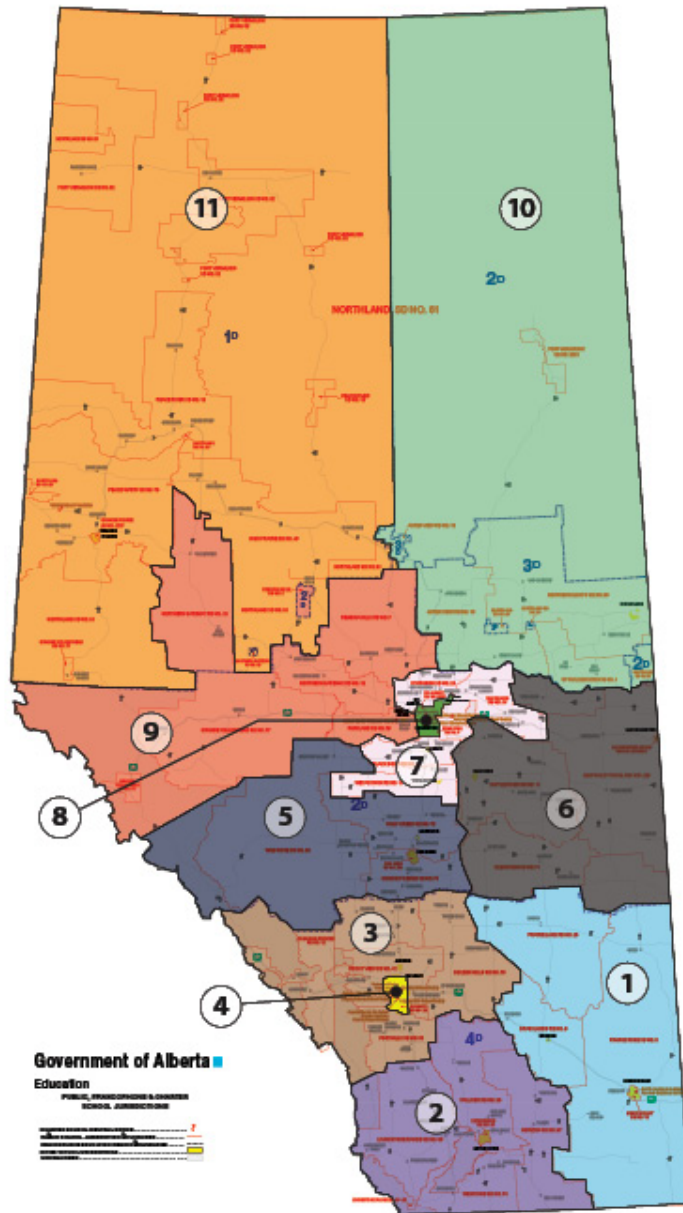
- 12.0 Comprehensive School Health: A Framework for Wellness in Alberta Schools (2009)
prepared by:
Sharin Adams, David Chorney, Doug Gleddie, Michael Podlosky, Karen Potts,
Heather Rootsart, Lois Vanderlee

Other Publications

- 1.0 Guidelines for the Planning and Design of Physical Education Facilities in Canada (1998) Dr. H. David Turkington, Mo MacKendrick, Angus Mackay.
- 2.0 Teaching Health and Physical Education in the Early Childhood Classroom (A joint publication with ECEC) Edited by Lorna Reid et al.
- 3.0 25 Years Together as Professionals in Health and Physical Education, A History of the Health and Physical Education Council of the ATA 1961 – 1986 prepared by: John Takahashi and Marion Irwin.
- 4.0 A Guide to the Planning of Physical Education Facilities in Alberta Schools (1969 – revised 1972).

APPENDIX C – HPEC Regional Representative Provincial Map

1.0 That health sessions be encouraged in all districts so the health representation is provided for Drive-In Workshops, Conferences and Thinkers' Conference.



HPEC Regional Representative Regions



HPEC Regional Representative Regions

1 SOUTHEAST

- Medicine Hat School District No. 76
- Medicine Hat Catholic Separate Regional Division No. 20
- Prairie Rose School Division No.8
- Prairie Land Regional Division No. 25
- Grasslands Regional Division No. 6

2 SOUTHWEST

- Palliser Regional Division
- Livingstone Range School Division
- Lethbridge School District
- Horizon School Division
- Westwind School Division
- Holy Spirit Roman Catholic Separate Regional Division

3 GREATER CALGARY

- Christ the Redeemer Catholic Separate Okotoks Regional Division
- Foothills School Division
- Rocky View School Division
- Canadian Rockies Regional Division
- Three Drums of Wheat

4 CALGARY

- Calgary Roman Catholic Separate School District
- Calgary School District

5 CENTRAL

- Red Deer Public School District
- Red Deer Catholic Regional Division
- Wolf Creek School Division
- Chinook's Edge School Division
- Wild Rose School Division

6 CENTRAL EAST

- Battle River Regional Division
- Buffalo Trail Public Schools Regional Division
- Clearview School Division
- East Central Alberta Catholic Separate Schools Regional Division
- Lloydminster Roman Catholic Separate School Division
- Lloydminster Public School Division

7 GREATER EDMONTON

- Black Gold Regional Division
- Wetaskiwin Regional Division
- Sturgeon School Division
- St. Albert Public School District
- St. Thomas Aquinas Roman Catholic Separate Regional Division
- Elk Island Public Schools Regional Division
- Elk Island Catholic Separate Regional Division
- Greater St. Albert Roman Catholic Separate School District

8 EDMONTON

- Edmonton School District
- Edmonton Catholic Separate School District

9 CENTRAL WEST

- Pembina Hills Regional Division
- Grande Yellowhead Public School Division
- Northern Gateway Regional Division
- Living Waters Catholic Regional Division
- Parkland School Division
- Evergreen Catholic Separate Regional Division

10 NORTHEAST

- Aspen View Public School Division
- Fort McMurray Public School District
- Fort McMurray Roman Catholic Separate School District
- Northern Lights School Division
- Lakeland Roman Catholic Separate School District No. 150
- St. Paul Education Regional Division

11 NORTHWEST

- Grande Prairie School District
- Grande Prairie Roman Catholic Separate School District
- Fort Vermilion School Division
- Northland School Division
- Peace Wapiti School Division
- Peace River School Division
- High Prairie School Division
- Holy Family Catholic Regional Division

APPENDIX D – Annual General Meeting

- 1.0 The executive of the Health and Physical Education Council shall forward to the membership at least 21 days prior to the annual general meeting, committee reports and a list of proposed resolutions and motions. It is important to note that Constitutional amendments require 45 days notice of motion and changes in affiliation with national or international special interest groups requires 30 days notice of motion to the membership, and must pass by a two thirds majority vote by those present at the AGM.
- 2.0 The Executive moves and seconds the resolutions at the general meeting. However, the individual or group sponsoring each resolution must be given the opportunity to open and close debate on the resolution.
- 3.0 The agenda for the annual general meeting shall include:
 - (a) Call to order (welcome and introduction – it is desirable to introduce the executive members).
 - (b) Consideration of the agenda.
 - (c) Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
 - (d) Presentation of the Annual Report from the Council’s President.
 - (e) Presentation of the Treasurer’s Annual Report which will include an audited financial statement for the preceding fiscal year and an annual budget.
 - (f) Presentation and approval of the revisions to the Executive Handbook of HPEC.
 - (g) Presentation of the previous conference annual report including an audited financial statement.
 - (h) Presentation of the Ever Active Schools report including and audited financial statement.
 - (i) Presentation of District Regional Representative reports.
 - (j) Presentation of Standing Committee reports.
 - (k) Presentation of Liaison reports.
 - (l) Notices of motion/Emergent Issues.
 - (m) Elections/Slate of Officers.

APPENDIX E – Table Officers and Executive Meetings

- 1.0 Reports to be presented at the meeting are to be submitted in electronic format seven days prior to executive meetings.
- 2.0 The agenda for Table Officer and Executive Meetings shall include:
 - (a) Call to order (welcome and introduction).
 - (b) Consideration of the agenda.
 - (c) Adoption of minutes from the preceding meeting.
 - (d) Business arising from the minutes
 - (e) Correspondence
 - (f) Financial Report
 - (g) Reports from the Table Officers
 - (h) Liaison Representatives' Reports.
 - (i) Regional Representatives' Reports.
 - (j) Committee Reports.
 - (k) New Business.

APPENDIX F – History Notes

- 1.0 Highlights of the Council History and Accomplishments
- 2.0 During its history, the Council's persistent lobbying and other involvements have had a great influence on improved curriculum and teaching performance in health and physical education.
- 3.0 The first business meeting of the Health and Physical Education Council was held on April 26, 1962 during the inaugural conference at Henry Wise Wood School in Calgary. The meeting adopted a constitution and elected a slate of officers with Randal White as president.
- 4.0 There have been periodic fee increases to the original general \$5.00 membership fee. In 1978 these fees were raised to \$7.50, in 1980 to \$10.00, in 1982 to \$20.00 and in 1998 to \$25.00. Corresponding Student fees were set at \$20.00, \$5.00, and \$10.00. Student fees were not increased in 1998.
- 5.0 Originally the officers of the Council consisted of president, president-elect, past-president, secretary, and treasurer. Four directors were also appointed. Two of the directors were to represent health and two were to represent physical education. To ensure rural representation, one of each category of director was to be drawn from rural school divisions or counties. The position of editor-in-chief was added to the executive at the second annual meeting to improve communications between the executive and the general membership. From the beginning, the executive council appointed a conference chairman. But it was not until 1968 that this became an executive position. Also in 1968, the directors were replaced by members at large appointed from the ASAA zones. Starting in 1981, these members were appointed on the basis of convention districts and they became known as District Representatives.

- In 1978, the position of second vice-president was added to the executive. Standing committees began to play an increasingly important role in the council and by 1980, standing committee chairpersons were part of the executive. The day to day business was carried on by the table officers and the general affairs of the council were tended to by the whole executive, meeting at least twice a year.
- 6.0 The annual conference has been an integral function of the council. Efforts have been made to rotate the conference location around the province. In 1988, HPEC and CAHPER joined together for their annual conference in Edmonton.
 - 7.0 The long term planning which has guided our executive, giving their work direction and purpose, took the form of five year plans which, due to rapid changes in our council, have evolved into three year plans.
 - 8.0 Position papers designed to state or express the Council's view and policies on problems or issues, have improved cohesiveness on various issues. The first position paper was presented in 1973.
 - 9.0 In 1971, the first "Thinkers' Conference", a meeting of members at large and the executive, was held. They were first held to improve communication between the executive and all areas of the province. They continue to fill this need as well as to provide a forum for generating new ideas.
 - 10.0 In 1972 the Conference Committee initiated the Robert Routledge Memorial Address in memory of Bob Routledge the second President of HPEC who was murdered while attending a meeting in Calgary.
 - 11.0 In 1973, the criteria for the Distinguished Service Award was accepted by the general membership.
 - 12.0 HPEC was partially influential in the formation of the Environmental and Outdoor Education Council and its position paper on outdoor education in 1976, influenced to some extent the directions taken by the new council.
 - 13.0 In 1982-83, a recognition program was instituted. Executive members leaving their positions on the executive were presented with an HPEC pin at an annual general meeting. As of 1997-98 the council chose to present mugs to departing executive members.
 - 14.0 Physical education has been stressed at the expense of health over the history of the council. However, the increased members resulting from the combined disciplines have led to increased support for health issues and health lobbies.
 - 15.0 HPEC has always felt that one of its duties was to provide inservice opportunities for its members. In 1976 LeRoy Pelletier of Calgary originated the Drive-In Workshop concept which, together with the annual conference, have been the chief council inservice vehicles for its members.

- 16.0 Through conferences, workshop and publications, the Council has kept its members conversant with current issues, research, new approaches in health and physical education as well as promoting their professional growth by providing for them the medium to exhibit their expertise.
- 17.0 In 1990, PEC received funding from Recreation Parks and Wildlife Foundation to form the “Schools Come Alive” project.
- 18.0 HPEC established the Don Williams Special Project Fund in 1991 in honour of Don William’s retirement. At Don’s request, the name was formerly changed to “Friends of HPEC” in 1996 to honour the retirement of his long-time friend LeRoy Pelletier and the contributions of many other HPEC’ers. In addition to Don and LeRoy, donations have been received in honour of other HPEC retirees. Members of HPEC can apply for grant money from this fund to assist with work that will promote the teaching of health and/or physical education in Alberta schools.
- 19.0 In 2000, HPEC receives funding from Alberta Learning, Alberta Community Development and Alberta Health and Wellness in support of the Ever Active Schools program. The mission of this project is to contribute to the healthy development of children and youth by fostering social and physical environments that support active living.
- 20.0 In January of 2002 HPEC adopted a new logo.
- 21.0 First International Conference held in Banff 2002.
- 22.0 HPEC launches new website in 2004 01.
- 23.0 As of September 2008 active members of the ATA are eligible to select a no-cost membership in the council of their choice.
- 24.0 In 2008 CAHPERD formally changed its name to PHE Canada (Physical Health Education Canada).
- 25.0 In September 2008 the SCA Project merges with Ever Active Schools. The SCA Project Coordinator becomes the EAS Education Coordinator.
- 26.0 Joint Conference with PHE Canada held in Banff in May of 2009. PHE Canada celebrates its 75th Anniversary at the Conference.
- 27.0 HPEC’s 50th Anniversary Conference “Elevate” held in Calgary at SAIT, 2011 05 05-07. Past and current executive invited to attend a “Meet and Greet” on Thursday, 2011 05 05 at Heritage Hall at SAIT.

Past Presidents

1962	Randal P. White	Calgary AB (deceased)
1963	Robert Routledge	Deceased
1964	John Semkuley	Calgary AB
1965	Dr. Herb McLachlin	Edmonton AB (deceased)
1966	Ken McKenna	Deceased
1967	Jim Donlevy	Okotoks AB
1968	Don Williams	Calgary AB
1969	Rolland Miles (Rollie)	Deceased
1970	Charles Rose (Chuck)	Calgary AB
1971	Roy Gouchey	St Albert AB
1972	LeRoy Pelletier	Calgary AB
1973	Marion Irwin	Edmonton AB (deceased)
1974	Nestor Kelba	Calgary AB
1975	Ed Henderson	Lethbridge AB
1976	John Mayell	Deceased
1977	Ian Kilpatrick	Calgary AB
1978	Dr Harry Hohol	Deceased
1979	Jim Paul	Calgary AB
1980	John Reid	High River AB
1981	Ann McKinnon	St Albert AB
1982	Pat Brand	West Vancouver BC
1983	Phil Carlton	Calgary AB
1984	Mary Ann Downing	Calgary AB
1985	Brian Erickson	High River AB
1986	Rollie Comeau	Ponoka AB
1987	Val Olekshy-Greenslade	Edmonton AB
1988	Bill Stillwell	Calgary AB
1989	Lynn Dyck	Calgary AB
1990	Lance Thierrien	Grande Prairie AB
1991	Dean Lindquist	Edson AB
1992	Ellen Hambrook	Edmonton AB
1993	Sharin Adams	Calgary AB
1994	Tony Makowski	Calgary AB
1995	Anne Paskevich	Calgary AB
1996	Kirk Bamford	Calgary AB
1997	Bob Blanchette	Calgary AB
1998	Lois Vanderlee	Banff AB
1999	Tracy Loder-Stephen	Edmonton AB
2000	Del Lomsnes	Red Deer AB
2001	Joy Taylor	Calgary AB
2002	Brian Mullally	Fort McMurray AB
2003	Dwayne Sheehan	Calgary AB
2004	Carrie Yanishewski	Spirit River AB
2005	Vince Spila	Bonnyville AB
2006	Shawn O'Neill	Calgary AB

2007	Glenn Wilson	St Albert AB
2008	Rob Willms	Red Deer AB
2009	Dean Rootsart	Edmonton AB
2010	Barb Young	Red Deer AB
2011	Brenda Bower	Medicine Hat AB
2012	Jessica Badzgon	Calgary AB
2013	Heather Rootasert	Edmonton, AB
2014	Sonia Sheehan	Calgary, AB
2015	Sonia Sheehan	Calgary, AB

Award Recipients

Certificates of Commendation

1983

Southwest Zone	Sharon Gibb	
South East Zone	Geoff Sutcliff	Bob Townsend
Palliser	Karen Bartsch	Susan Stuart
Calgary City	Martin Lundmark	
Red Deer	Dan Cooney	Bill Wotherspoon
Edmonton City	Hilary Hunt	Bruce Kirkland

1984

Southeast Zone	Brian Anjelic	Marg Kuntz
Calgary City	Len McDougall	Jim Sproule
Red Deer	Barb Young	Dick Hornby
Edmonton City	Andrea Borys	Wendae Grover
Mighty Peace	Bill Turnbull	

1985

Southeast Zone	Robert Grisonich	
Calgary City	Jay Pritchard	
Greater Edmonton	Doug Hoffman	Debbie Rowley
Jasper	Michael Szkorupa	Linda Szkorupa
Special Awards	Dr Mike Bullar	Carol Erickson

1986

Southeast Zone	Karen Kusler	Allan Bloomfield
Southwest Zone	Merri-Ann Ford	Max Zaugg
Calgary City	Susan Hall	Greg Lewis
Red Deer	Jane Wotherspoon	Nick Kohlman
Greater Edmonton	Charlotte Quelch	Micke O'Donnell
Northeast Zone	Brian Farrell	Gary Thomson
North Central	Dare Weir	Linda Wilkins
Mighty Peace	Irene Friesz	
Special Award	Laura Mann	

1987

Southeast Zone	Lenard Parker	Dennis Perrier
Calgary City	Pam Bothwell	Gerri Blake
Red Deer	Lorraine Oliphant	Maxine Dick
Greater Edmonton	Judy Zilinski	Sonia Fiadel
North East	Bernie Giacobbo	Maurice Richard
North Central	John Popko	Heather Tansem
Mighty Peace	Larry Walton	Arthur Mah
Special Award	Lynn Edwards	

1988

Southeast Zone	Bonnie Gilchrist		
Southwest Zone	Lloyd Yamagishi	Ted Major	
Palliser	Rob Bennington	George Gerlach	
Calgary City	Tony Makowski	Joy Taylor	
Central East	Cheryl Felt		
Red Deer	Kathy Christensen	Bob Stevenson	Gordon Brownlee
Greater Edmonton	Frank Felice	Audrey Gibson	
Northeast Zone	Pam Joslin	Jean Paul DeSaulniers	
North Central	Gordon Gerlauch	Irene Sproull	
Mighty Peace	Sheena Ress	David Harding	
Special Award	Larry Beauchamp	Donna Goodwin	

1989

Southeast Zone	Gordon Masson		
Southwest Zone	Ursula Murice		
Palliser	Anne Paskevich		
Calgary City	Christie Murphy	Carmen Roman	Leslie Lewis
Central East	Barry Dillon		
Red Deer	Myron Pearman	Bud Morrison	
Greater Edmonton	Susan Mitchell		
Northeast Zone	Wayne Magill		
North Central	Gerry Schwartz	Marg Thompson	
Mighty Peace	Ron Zimmer		
Special Award	Deanna Binder		

1990

Southeast	Rudi Tschritter	Barb Jakubowski	
Southwest	Brian Donaldson		
Palliser	Wendy Rodney		
Calgary City	Bob Craven	Peter Teppler	Theresa Maxwell
Central East	Gary Schielke		
Edmonton City			
Red Deer	Linda Holden		
Northeast	Paula Grant	Cathy Schneider	
North Central	Marg Schwartz		
Mighty Peace	Bev Ciura		
Special Awards	Lorna Read (Calgary)	Hajo Elsholz (Calgary)	

1991

Southeast			
Southwest			
Palliser	Murray Clarke	Ian Jones	
Calgary City			
Central East			
Edmonton City	Jamie Pallett		
Red Deer	Dwayne Donovan		
Northeast	Phil Meagher		
North Central			
Mighty Peace			

1992

Athabasca	Charlie Schrama	Gerry Breneman	
Southeast	Glen Magneson	Karen Thomas	
Southwest	Sherry Rohovie	Robert Bates	
Palliser	Rick Haines		
Calgary City	Nicole Goodwin-Webber	Marjolaine Campeau	Walter Kozak
Central East	Kerry Frizzel	Neil Johnson	
Greater Edmonton	Michelle Paradis	Don Zabloski	
Red Deer			
Northeast			
North Central	Daryl Tetz		
Mighty Peace	Laurie Marcy	George Pon	
Special Awards	Felicia Melnyk	Gary Buchinskas	

1993

Athabasca			
Southeast			
Southwest	Joy Brennan		
Palliser	Karen Harris	Myrna Pauls	
Calgary City	Marion McMullen		
Central East	Donna Shantz		
Greater Edmonton	Gina Vivone Vernon	Joanne Hunter	Mike Matsuba
Red Deer	Ken Van Loon	Kathleen Finnigan	
Northeast	Terry Brady	Brian Scott	
North Central	Dick Rigelhof	David Westacott	
Mighty Peace	Roger Clarke	David Pilger	
Lethbridge District	Kath Hnidan		
Special Awards			

1994

Athabasca	Brian Mullally		
Southwest	Khym Goslin	Patty McNally	
Palliser	Lois Vanderlee	Douglas Rodney	
Calgary	Patrick Loyer	Larry Clarke	Carla Christie-Hamilton
Central East	Carvel Skaret		
Greater Edmonton	John Iocchelli	Louise Juninville	
Red Deer	Rob Willms	Dennis Zukiwsky	
Northeast	Russel Reynolds	Greg Hollardson	
Mighty Peace	Brenda Valerio	Tom Landsman	
North Central	Irene Sproull	Helene Marchen	
Special Awards			

1995

Athabasca	Doug Nish	Darryl Smith	Mary Payne
Southwest	Craig Hillman	Inge Pot	
Southeast	Wes King-Hunter	James Williams	
Palliser	Wendy Filippetto	Wanda Vandervelden	
Calgary	Tom Brunt	Kent Lowry	Kevin Kaardal
Central East	Bob Allen	Hugh Forrester	Brad Wagner
Greater Edmonton	Diane Clarke	Andy MacGregor	Jerry Derewonko
Red Deer	Cal Coolen	Clint Saunders	Ann Rowberry
North East	Jim Publow	Nick Rawlake	
North Central	Russ Keating	Val Siemens	
Mighty Peace	Jo-Ann Stocki	Jim Telfer	

1996

Athabasca	Debbie O'Halloran	Sharleen Smith	
Calgary City	Kelly Webster	Marlene Doherty	Karen Dubeniuk
Greater Edmonton	Brenda Walsh-Smith	Don Briggs	
Mighty Peace	Wayne Mytrunec	Carrie Yanishewski	
North East	Larry Homeniuk	Henry Szldlyk	
Palliser	Virginia Gauthier		
Red Deer	Jock MacKenzie	Nancy Crysler	Terry Dortman
South West	Joey Shackelford	Lorell Zanolli	

1997

Athabasca	Mike Chaisson	Gerald Murphy	
Calgary City	Cathleen Gow		
	Phil Carlton	Carl Gratton	Deborah Witherspoon
Central East	John Blades		
Mighty Peace	Doug Luck	Darcy Younghans	
North Central	Daniel Auray	Catherine Roberts	Loretta Manning
Palliser	MJ Chursinoff	Jeff Mason	
Red Deer	Donna Cruden	Wendy Parker	Kevin Prediger
South East	Larry Knibbs	David Rozdeba	
South West	Dr Neil Little	Kelly Rypien	

1998

Athabasca	Rick Senft		
Calgary City	Linda Morrison	Jeff Nelner	
Central East	Gerald Prediger	Kevin Drader	
Greater Edmonton	Janice Roth	Bryan Anderson	Shawn Tshritter
Mighty Peace	Brian Hay		
North Central	A Shea	Frank Rayment	Jacki Ryan Weddel
	Cindy Andrews		
North East	Ken Pshyk	Brad Boychuk	
Palliser	Melvyn Wade		
Red Deer	Joanne Susut	Brent Wesley	Steve Latta
South East	Susan Feeney	Guy Chomistek	
South West	Robert Rodgers	Kevin Assenheimer	

1999

Athabasca	Kim Boehme	Kevin Dodsworth	
Calgary City	Stephen King		
Central East	Sherry Bratrud		
Greater Edmonton	Noreen Baker	Ron Kutney	Shawn Irwin
Mighty Peace	Evan Davies	Lynn Connell	Brad Harrop
North Central	Doug Eglinski	Stephen Lush	
North East	Adrian Kiss	Wayne Lewin	
Red Deer	Don Falk	Del Lomsnes	

2000

Athabasca	David Jaska		
Calgary City	Brian Pederson	Cindy Brock	Kathy Strother
Central East	Kerry Frissell		
Greater Edmonton	Marcie Syme	Ray Jorgesen	
Mighty Peace	Patti Nichol	Stan Neufeld	

North Central	Roger Nicholson	Roger Bouthillier	Dixon Ward
North East	Phyllis Jones	Maryanne Bushore	
Palliser	Brian Bienert		
Red Deer	Gregory Hall		
South East	Maurey Salmon	Karen Doze	
<u>2001</u>			
Athabasca	Brendan Toner	Ken Hackett	
Calgary City	Brenda Vickers	Jim Jenkyns	
Central East	Carol Brown		
Greater Edmonton	Brent Bradford	Irv Barros	
Mighty Peace	Jeff Sylvester	Allison Maxwell	
North Central	Randy Vandersteen	Marg Convey	
North East	Lori Hamel		
Palliser	Shane Stockwood	Mindy Sayers	Rob Maltzahn
Red Deer	Sandre Goheen	Marilyn Ganger	Susan Dillabough
South East	Scott Howes	Jim Hartley	
South West	Terry Hanna		
<u>2002</u>			
Athabasca	Trevor Reinhart		
Calgary City	Ralene Goldade	Wayne Meadows	Shawn O'Neill
Central East	Andy Lyster		
Greater Edmonton	Priscille Jong	Wendae Grover	
Mighty Peace	Bonnie Stelmach		
North Central	Ryan Chambers	Marge Jones	
North East	Syd Kuryliw	Keith Martin	
Palliser	Kate Scott		
Red Deer	Mike Hulyk	Marg Ramsey	
South East	Lyle Kennedy	Sue Fife	Jim Drefs
South West	Wayne Weitz		
<u>2003</u>			
Athabasca	Gerarda Germain		
Calgary City	Angus Gent	Jocelynn Vryenhoek	
Central East	Bob Charchum		
Greater Edmonton	Shana Turpin	Rashad Amer	
Mighty Peace	Candice Collins	Mike Lauzon	
North Central	Bonnie Bosworth		
North East	Troy Gratton	Jared Nichol	
Palliser	Andrew Nicholson		
Red Deer	Brad Anderson	Robert Lamy	Jacque Leedah
South East	Shelley Grisonich		
South West	Michael Hornberger	Garry Malmo	
<u>2004</u>			
Athabasca	Mike Simmons		
Calgary City	Johanne Dubuc	Tom Parker	
Central East	Shauna Lindahl		
Greater Edmonton	Michael Dorchak	Carmelina Shim	
Mighty Peace	David Bleile		

North Central	Glenn Wilson		
North East	Daryn Galatiuk		
Palliser	Jason Reid		
Red Deer	Mona Knudslien-Stock		
South East	Donna Schneider		
South West	Linda Balon-Smith	Craig Patton	John Seaman

2005

Athabasca	Tim Yakiwchuk
	Margo Wilson
Calgary City	Therese Wirch
Central East	Jayson Boyson
Palliser	Karyn Mitchell
	Sam Aiello
Greater Edmonton	Jane Legace
North Central	Angela Thompson
North East	Larry Godziuk
South East	Sue Feeney
South West	Dee Dee Delbello
	Dean Hawkins
Mighty Peace	Brad Harrop
Red Deer	(none)

2006

Calgary Region	Kelly Hackman	Shannon Miller
Central East	Shane Gau	Pat Findlay
Greater Edmonton	Doug Gleddie	
Mighty Peace	Kerry Wiebe	
North Central	Armando Carmona	
North East	Larry Homeniuk	
Palliser	Myrna Pauls	
Red Deer	Sharon Wright	
South East	Karen Kusler-Young	Derek Beck
South West	Grant Frier	

2007

Calgary Region	Christina Marlett	Paul Marlett
Central East	Cheryl Van Dornick	Gilles Daigle
Greater Edmonton	David Dunkin	Diane Clarke
Mighty Peace	Scott Randall	
North East	Jose Lapointe	Vince Spila
South West	Corey Van Oene	Peter Rajcic

2008

Calgary Region	Chris Shaw	
Central East	Dean Gau	Steve Searle
Greater Edmonton	Jodi Harding	Kristen Smyth
Mighty Peace	Cindy Clarkson	Don Woodman
North Central	Lynn Bonnah	Kim Lerbekmo
South East	Nathan Hodgson	

2009

Calgary Region	Sue Mills	Elisha Gordey	
Greater Edmonton	Kim Chaudhry	Jennifer Park	Corinne King
Mighty Peace	Teresa Sallis-Stewart		
North Central	Rick Mueller	Sara Herman	
Palliser	Wade Jarvis		
Red Deer	Jill Potts		
South East	Jason Duchscherer		
South West	Cory Gillespie		

2010

Calgary Region	Jessica Badzgon	Bev Robinson	
Greater Edmonton	Amanda Percy	Jessica Gillespie	
Mighty Peace	Wyatt Carrell		
North Central	Cheryl Hafso	Keith Szautner	Perry Kulmatyski
Palliser	Terry Roman		
Red Deer	Cori Bussard	Jackie Weddell	Matt Tillapaugh
South East	Shelley Gader	Ched Simmons	

2011

Calgary Region	Jennifer Wallace	Trish Hardy	
Greater Edmonton	Stephanie Malkin	Chris Douglas	
Mighty Peace	Grant Charles	Matthew Snider	
North Central	Diane Hill	Ian Steinke	Kyle Laughy
North East	Hank Smid		
Palliser	Simon Tessier		
Red Deer	Lynn Kuehn	Jonathan Mauro	
South West	Ask Diek		

2012

Calgary Region	Kenny Young	Dustin Turner	JoAnne MacGregor
Central East	Brad Burns	Mark Chanasyk	
Greater Edmonton	Kim Wyley	Julie Valdez	
Mighty Peace	Chris Trydal		
North Central	Scott Beck	Jim Glasgow	Tina McKinnon
	Christina MacKinnon		
North East	Shayne Midford		
Red Deer	Doug Sather	Dwayne Lalor	

2013

Calgary City	Sonia Sheehan	Renee Cangemi	
Central East	Kristy Brown		
Greater Edmonton	Kim Hordal	Theresa Lavelle	
Mighty Peace	Tanya Dechant		
North Central	Dan Potvin	Karen Potts	Ryan Reed
North East	Not Awarded		
Palliser	Jack Molyneux		
Red Deer	Dustin Deveraux		
South West	Annette Bright		

South East	Drew Loehndorf	Rob Grisonich	
<u>2014</u>			
Calgary	Nancy Jarvis	Heather Birss	Alison James
Central East	Christopher Reinhart		
Central West	Nathan McLachlan	Dean Fagnan	
Edmonton	Steve Klein	Brett Barron	
Mighty Peace			
North Central	Alex Zechel		
North East			
Palliser	Craig Jones		
Red Deer	Deanne Good		
South West	Darran Lorne		
South East	Not Awarded		
<u>2015</u>			
Calgary	Jennifer Wallace	Sarah Stempfle	
Greater Calgary			
Central	Dana Woroniuk	Jeff Clattenburg	
Central East	Jami Danko		
Central West			
Edmonton	Daniela Stabile		
Greater Edmonton	Allyson Fong	Marlene McQuesten	
South West	Mira Vanhala	Brett Nish	
South East			
North East			
North West			

Distinguished Service Award Recipients

1974	Ethel Cuts	Don Williams	
1975	Jo Brewer	Chuck Rose	
1976	Ruby Anderson	Roy Gouchey	
1977	Marion Irwin	Ken McKenna	
1978	Arlene McGinn	Jim Paul	
1979	Pat Brand	Nestor Kelba	LeRoy Pelletier
1980	Glen Claerhout	Elma Groves	
1981	Mary Ann Downing	Ed Henderson	
1982	John Mayell	Brick Ward	Bob Newfeld
1983	Doreen Ryan	Heather Worton	
1984	Ann McKinnon	Ian Kilpatrick	
1985	Malcolm Hughes	John Semkuley	Loretta Paterson
1986	Vivian Birchall		
	Margaret Kuntz Derbyshire	Andrea Borys	Phil Carlton
1987	Sharon Gibb	David Bean	
1988	Brian Erickson	Dan Cooney	
1989	Rollie Comeau	Brian D Scott	
1990	Lawrence King	Dr Gerry Glassford	
1991	Dr Colin Lumby	John Reid	
1992	Merri Ann Ford	Val Olekshy-Greenslade	
1993	Lynn Dyck	Eleanor Torjek	
1994	Wendae Grover	Roger Scott	
1995	Joy Taylor	Gerri Blake	
1996	Sharin Adams	Mary Ann Downing	Mike Hay
1997	Maureen Antoniuk	Barb Young	
1998	Dr Debbie Rowley	Debbie Yanota	
1999	Myron Pearman	Joanne Susut	
2000	Tom Brunt	Jack Jewitt	
2001	Lynn Edwards	Marg Schwartz	
2002	Irene Sproull	Lois Vanderlee	
2003	Del Lomnes	Barry Dillon	
2004	Brian Bienert		
2005	Rob Willms		
2006	Brian Mullally	Carvel Skaret	
2007	Don Zabloski	Lance Bard	
2008	Bethe Goldie		
2009	Michael Podlosky		
2010	Shelley Barthel	Dwayne Sheehan	
2011	Bev Robinson	Tracy Loder-Stephen	
2012	Susan Dillabough	Marlene Doherty	
2013	Donna Schneider		
2014	Jessica Badzgon		
2015	Dean Dootsaert		

Robert Routledge Memorial Address Speakers

1972	John Mayell	1994	Margaret Schwartz
1973	Marion Irwin	1995	Phil Carlton
1974	Murray Smith for Dr Maury Van Vilet	1996	Leigh Goldie
1975	Ethel Cuts	1997	Dan Cooney
1976	Dr Gerry Glassford	1998	Anne Paskevich
1977	Dr Don Newton	1999	Lois Vanderlee
1978	Dr Murray Smith	2000	Jay Pritchard
1979	Don Williams	2001	Val Olekshy
1980	Dr Arlene McGinn	2002	Dr Colin Lumby
1981	Elma Groves	2003	Rollie Comeau
1982	Bruce Shields	2004	Merri-Ann Ford
1983	Chuck Rose	2005	Phil Meagher
1984	Bob Stewart	2006	Brian Erickson
1985	Gary Bowie	2007	Sharin Adams
1986	Don Williams	2008	David Bleile
1987	Bob Neufeld	2009	Doug Gleddie
1988	Glenn Kirchner	2010	Del Lomsnes
1989	Ed Henderson	2011	Theresa Maxwell
1990	Mary Ann Downing	2012	Kerry Frissell
1991	Pat Brand	2013	Debbie Yanota
1992	Dr Gerry Glassford	2014	Deborah Rowley
1993	Roger Passmore	2015	Dr Nancy Melnychuk

PHE (formerly CAHPERD) Andy Anderson Young Professional Award

1986	Val Oleksy	2001	Maureen Napier-Ross
1987	Bryan Haines	2002	Shelley Constantin
1988	Carol Hall	2003	Brent Bradford
1989	Lance Therrien	2004	Wayne Meadows
1990	Ellen Hambrook	2005	Tammy Greidanus
1991	Deborah Rowley	2006	Shane Gau
1992	Dwayne Sheehan	2007	Kim Hordal
1993	Kevin Kaardal	2008	Paul Marlett
1994	Carolyn Crang	2009	Dan Robinson
1995	Tracy Loder	2010	Shannon Horricks
1996	Nicole Martens	2011	Sonia Sheehan
1997	Del Lomsnes	2012	Elisha O'Lain
1998	Glen Mack	2013	Not Awarded
1999	Ean Langille	2014	Julie Valdez-Bujas
2000	Heather Rootsart	2015	Chris Felon-MacDonald

HPEC Promoting School Wellness Award

2012	Cheryl Lafayette	Chris Peacocke
2013	Meghann Springett	
2014	Del Lomsnes	Marion McIlwraith

Conference Chairperson(s)

1962	Ran White	Henry Wise Wood High School, Calgary
1963	Jim Day	Banff School of Fine Arts
1964	Ernie Wynychuk	Jasper Place Composite High School, Edmonton
1965	Don Williams	Banff School of Fine Arts
1966	Chuck Rose	
1967	Bill Dymianiw	Holiday Inn, Calgary
1968	Rollie Miles	Capri Motel, Red Deer
1969	Bob Whitburn	Capri Motor Hotel, Red Deer
1970	Gerry Percy	Granada Motor Hotel, Red Deer
1971	Harry Thomas	Banff Springs Hotel
1972	Rex Beach	MacDonald Hotel, Edmonton
1973	Nestor Kelba	Banff Springs Hotel
1974	Ed Henderson	Holiday Inn, Lethbridge
1975	Bruce Shields	Mayfield Inn, Edmonton
1976	Jim Paul	Banff Centre
1977	John Reid	Chateau Lacombe, Edmonton
1978	Russ Grey	Capri Convention Centre, Red Deer
1979	Miriam Reid	Capri Centre, Red Deer
1980	Jim Withell	Capri Centre, Red Deer
1981	Wayne Rusling	El Rancho Motor Hotel, Lethbridge
1982	Bruce Kirkland/Marion Irwin	Terrace Inn, Edmonton
1983	LeRoy Pelletier	University of Calgary
1984	Rollie Comeau/Bill Wotherspoon	Red Deer
1985	Malcolm Hughes/Max Zaugg	El Rancho Motor Hotel, Lethbridge
1986	Val Olekshy/Susan Mitchell	University of Alberta, Edmonton (HPEC's 25 th Anniversary conference)
1987	Sheena Ness/Lance Therrien	Grande Prairie Inn, Grande Prairie
1988	Mary Ann Downing/Peter Lindsay	University of Alberta, Edmonton CAHPERD/HPEC 88' (joint conference)
1989	Diane Field/Rollie Petrowitsch	University of Calgary
1990	Rob Grisonich	Medicine Hat College
1991	Al Lutz/Barb Young	Red Deer Lodge
1992	Merri Ann Ford/Eleanor Torjek	University of Lethbridge
1993	Anne Paskevich	Banff Centre, Banff
1994	Deborah Rowley/Don Zabloski	Convention Inn South, J Percy Page High School Holy Trinity High School, Edmonton, AB
1995	Lynn Dyck/Mo Antoniuk	Mount Royal College, Calgary – HPEC/CIRA
1996	Nicole Martens/Beth Goldie/Brenda Valerio	Grande Prairie
1997	Del Lomsnes/Gord Ingles/Barb Young	Red Deer College, Red Deer – Joint conference with CAHPERD
1998	Marg Derbyshire/Deb Yanota/Rob Grisonich	Medicine Hat
1999	Ean Langille/Barry Dillon	Augustana University College, Camrose
2000	Sharin Adams/Theresa Maxwell/Joy Taylor	University of Calgary
2001	Ann Smithson/Jane Vallentyne	University of Alberta, Edmonton
2002	Marg Schwartz/Lois Vanderlee	Banff Centre, Banff CAHPERD/HPEC joint conference
2003	Barb Young/John Groenen	Red Deer, Notre Dame HS, Hunting Hills HS, Collicutt Centre

2004	Dean Hawkins	University of Lethbridge
2005	Brian Mullally/Michael Chaisson/Doug Nish	Fort McMurray
2006	Shelley Barthel/Maureen Napier-Ross/ Dwayne Sheehan	Mount Royal College, Calgary
2007	Lori Olson/Dean Rootsart/Heather Rootsart	J Percy Page High School/Holy Trinity High School, Edmonton
2008	Carrie Yanishewski/Cindy Clarkson	Grande Prairie
2009	Wayne Meadows	Banff Center; Banff Joint Conference with PHE Canada (75 th Anniversary PHEC)
2010	Susan Dillabough/Rob Willms	Red Deer, Hunting Hills HS, Collicutt Centre
2011	Jessica Badzgon/Joyce Sunada	SAIT Polytechic, Calgary (HPEC's 50 th Anniversary conference)
2012	Shane Gau/Brenda Holm	University of Alberta Augustana Campus, Camrose
2013	Brenda Bower/Marg Derbyshine/ Lee Woodward	Medicine Hat College
2014	Jodi Harding-Kuriger/Dean Rootsart/ Heather Rootsart	St Francis Xavier, Edmonton
2015	Jessica Badzgon/Doug Gleddie/ Jodi Harding-Kuriger	Banff Centre, Banff PHE Canada/HPEC Joint Conference
2016	Neil Ashworth	Grande Prairie

APPENDIX G – Level of Support and/or Endorsement by Health and Physical Education Council [HPEC]

HPEC should use the guidelines approved in principle, 1992 09 13 as a basis for deciding the level of support, if any, provided to a program/project proposal received from an outside agency.

<u>Level</u>	<u>HPEC Commitment</u>
1. Informal Support	1. (a) Motion of informal support (b) Encouragement (c) Verbal support if contacted (d) Executive communicate program/project to members when convenient
2. Support in Principle	2. Above except (a) plus (a) Motion of support in principle (b) Distribute written information on the program/project through district representatives at no additional cost to HPEC (c) Publicize program/project in the HPEC newsletter/journal (d) Act in an advisory capacity, if requested, as the program/project proceeds (e) See 3 (e) below
3. Endorsement	3. Above except (a) plus (a) Motion of official endorsement by HPEC (b) Access to the HPEC logo for inclusion on program/project materials (c) Distribution of program/project information with council mailing(s) (d) Include an article of support for the program/project in the newsletter/journal (e) Support in other appropriate ways providing there is no direct cost to HPEC (f) link to website
4. Partnership	4. Above except (a) plus (a) Motion to enter into a partnership with the program/project agency (b) Assign a table officer as HPEC liaison officer to the program/project (c) Provide direct financial support for the program/project to an amount approved by the HPEC executive (d) Enter cost-sharing agreements as approved by the HPEC executive (e) link to website

HPEC Endorsement/Support

Information obtained from answers to the following questions may be helpful to our council when we are asked to endorse or support the programs/projects of outside agencies. All questions may not apply to all situations.

1. What level of endorsement/support do you require from HPEC?
2. How does this program/project benefit children?
3. How does this program/project benefit teachers in Alberta schools?
4. How will this program/project improve health and/or physical education programs in Alberta schools?
5. For what age level is this program/project intended?
6. Approximately how many students in Alberta schools will be affected by this program/project?
7. How does this program/project support the concept of “active living”?
8. How does this program/project meet the individual needs of students?
9. How can this program be adapted to students with special needs?
10. Is the purpose of the program to identify and/or develop elite athletes?
11. How does this program/project reflect the philosophy of HPEC?
12. How does this program/project compliment the Program of Studies of Alberta Education?
13. What is the cost factor to students and/or schools?
14. Is fund-raising involved?
15. What are the long-range plans for this project?
16. What will be HPEC’s responsibilities in this program/project?
17. Is there a cost to HPEC associated with endorsement?
18. How will the program/project be administered?
19. How will the effectiveness of this program/project be evaluated?
20. What reporting procedures will be utilized to keep HPEC informed?
21. What are the benefits to the Health and Physical Education Council?
22. What are the benefits to yourself, your group or organization?
23. Are there similar programs/projects that meet the needs of students and or teachers?
24. Who else has been asked to endorse/support this program/project?

APPENDIX H – Contract for Speaker Services

Contract for Speaker Services

BETWEEN:

(the “Speaker”)

- and -

on behalf of
the Alberta Teachers’ Association
(the “Association”)

The Speaker and the Association hereby agree as follows:

1. The Speaker will attend and present a session lecture at _____
(event name)
_____ in _____, Alberta on
(location)
_____, 20____, (the “Event”).
(date)

2. Within a reasonable time prior to the Event, the Association will inform the Speaker of the specific location and time that the Speaker will be presenting his or her session(s).

3. The Speaker will provide a written description and title of the Speaker’s session(s) to the Association within a reasonable time prior to the Event, failing which the Association may create a title and description of the Speaker’s session(s) that they deem appropriate, and will not be held responsible for any inaccuracies that may result.

4. Any materials that the Speaker wishes to use in conjunction with his or her lecture, including photocopies and handouts, are the sole responsibility of the Speaker. The Association is not responsible for the costs of said materials, for postage and handling of materials mailed to session participants by the Speaker, or for any other materials that the Association has not expressly agreed to provide.

5. The Speaker must refrain from selling any materials or products or otherwise engaging in any promotional activity within the context of the lectures or sessions at which he or she is presenting.

6. The Speaker hereby authorizes his or her presentation at the Event to be recorded by audio or video, unless, within 14 days of signing this agreement, the Speaker informs the Association in writing to the contrary.

7. The Speaker will be open and agreeable to being interviewed by the media on the days when he or she is making his or her presentation at the Event, unless, within 14 days of signing this agreement, the Speaker informs the Association in writing to the contrary.

HONORARIUM

8. The Association:

- Will Not pay the Speaker any honorarium or other appearance fee in return for the Speaker's appearance at the Event.
- Will pay the Speaker the amount of \$_____ per session (+ GST if applicable).
- Will pay the Speaker the amount of \$_____ per day of required attendance at the Event (+ GST if applicable).
- Will pay the Speaker a flat fee of \$_____ (+ GST if applicable).

9. Goods and Services Tax (GST) charged by a Speaker who is being paid for attending the Event will be honoured only if the Speaker has provided a business registration number to the Association within a reasonable time prior to the event.

ACCOMMODATIONS

10. The Speaker:

- Will Not be provided with accommodation. All accommodations required by the Speaker in connection with his or her attendance at the Event will be the responsibility of the Speaker. The Association will not reimburse the Speaker in any way for costs incurred for said accommodations.
- Will Not be provided with accommodation. All accommodations required by the Speaker in connection with his or her attendance at the Event will be the responsibility of the Speaker. The Association will reimburse the Speaker pursuant to this agreement for the costs incurred for said accommodations, provided that the details of the accommodations are communicated to the Association in writing within 2 weeks prior to the Event and the Association expressly agrees that those accommodation arrangements are reasonable and acceptable.
- Will be provided with accommodation at _____,
_____, telephone _____

The Association will pre-arrange these accommodations for the Speaker. The Speaker must call the above-noted hotel no later than 48 hours prior to the date of the Speaker's first scheduled speaking engagement and confirm the pre-arranged accommodations. If the Speaker fails to confirm by this time, the accommodations may be cancelled at the sole discretion of the Association. Such cancellation will not affect any other term of this agreement.

11. Any costs of accommodation beyond those of the Speaker specifically are the responsibility and at the sole expense of the Speaker, unless otherwise arranged in writing with the Association.

MEALS

12. When the Association has not pre-arranged a meal for the Speaker, the Association will reimburse the Speaker for meals that the Speaker is required to purchase in connection with the Speaker's attendance at the Event. Reimbursement will be on the following per-meal basis only:

Breakfast:	maximum \$_____ (including GST and gratuities)
Lunch:	maximum \$_____ (including GST and gratuities)
Supper:	maximum \$_____ (including GST and gratuities)

13. The Association is not responsible for expenses incurred for the meals of any person other than the Speaker. Reimbursement will only be provided to the Speaker if the pertinent receipts are submitted to the Association with the Speaker Expense Claim Form by no later than 2 months after the Event.

TRAVEL ARRANGEMENTS

14. The Association will make any travel arrangements by air, bus or rail that are necessary for the Speaker to attend the Event, unless otherwise arranged between the parties.

15. Except as otherwise provided in this agreement, the Association will be responsible for the cost of air, bus or rail travel that has been arranged by the Association in order for the Speaker to attend the Event.

16. If the Speaker wishes to make his or her own travel arrangements, all details of those arrangements, including mode of travel and price, must be communicated to and authorized by the Association prior to the date of travel.

17. All air travel arranged by the Speaker must be in economy class.

18. In all circumstances, the Speaker is responsible for purchasing travel insurance if desired.

19. The Association will reimburse the Speaker for travel arrangements made by the Speaker and communicated to and authorized by the Association. However, the Association may refuse to reimburse the Speaker for:

- (a) any travel arrangements and associated costs which were not communicated to or authorized by the Association prior to the date of travel;
- (b) any travel arrangements made by the Speaker for which pertinent receipts have not been received by the Association by no later than 2 months after the Event;
- (c) any costs for kilometrage in excess of the air travel costs that would have been incurred had the Speaker flown to the location of the Event rather than driven.

20. If the Speaker has arranged with the Association to travel by car, the Association will reimburse the Speaker for kilometrage at a rate of \$_____ per kilometre, provided that the Speaker indicates to the

Association in writing by no later than 2 months after the Event the exact kilometrage for which they seek reimbursement. If the kilometrage reimbursement sought by the Speaker is unreasonable in the circumstances, the Association will have the discretion to reimburse the Speaker for the kilometrage that the Association deems to be reasonable.

21. The Association will reimburse the Speaker for taxi fares incurred by the Speaker in traveling:
 - (a) between his or her place of accommodation and the location of his or her speaking engagement, the airport or the bus/rail terminal;
 - (b) from his or her place of accommodation or from the location of his or her speaking engagement to any eatery, provided that meals for that particular day have not been pre-arranged by the Association;
 - (c) any other taxi fares that the Association deems necessary and reasonable in the circumstances.
22. Reimbursement will only be provided to the Speaker if the pertinent receipts are submitted to the Association with the Speaker Expense Claim Form by no later than 2 months after the Event. If the taxi fare reimbursement sought by the Speaker is unreasonable in the circumstances, the Association will have the discretion to reimburse the Speaker for the taxi fare that the Association deems to be reasonable, or to refuse reimbursement.

CANCELLATIONS

23. The Speaker may cancel his or her appearance at the Event without penalty, provided that:
 - (a) the Association receives written notice of such cancellation by no later than 60 days prior to the Speaker's first scheduled speaking engagement at the Event; or
 - (b) in the event that the Speaker's cancellation is by reason of illness or bereavement, the Association receives from the Speaker:
 - (i) written or verbal notice of such cancellation prior to the Speaker's first scheduled speaking engagement at the Event; and
 - (ii) satisfactory confirmation, within 2 months of the conclusion of the Event, that an illness or bereavement in fact existed which necessitated the Speaker's cancellation of his or her appearance at the Event.
24. If the Speaker cancels his or her appearance at the Event, but fails to do so in accordance with Clause 23 above:
 - (a) the Speaker will be responsible for the cost incurred by the Association to rent the room in which the Speaker was scheduled to speak, provided that the Association, upon having made reasonable efforts, is unable to arrange for an appropriate replacement speaker; and
 - (b) the Speaker will be responsible for all pre-arranged travel and/or accommodation costs (including any additional penalty costs), provided that the Association is unable, through reasonable efforts, to arrange for a replacement speaker to travel and stay in the Speaker's place or otherwise avoid these costs being incurred.

25. The Association shall communicate to the Speaker in writing by no later than 2 months after the conclusion of the Event all costs that the Speaker becomes responsible for as a result of his or her cancellation of their appearance at the Event.
26. Except as otherwise provided in this agreement, the Association will not be responsible for special, incidental or consequential damages in any circumstances, including circumstances arising from the Association's cancellation of the Event or the Speaker's session(s) for any reason or at any time whatsoever.
27. If the Association cancels the Event or the Speaker's session(s), the Association will be responsible for the pre-arranged travel and/or accommodation costs (including any additional penalty costs) of the Speaker that are associated with the Speaker's intended engagement at the Event, provided that neither of the parties is able, through reasonable efforts, to arrange for those costs to be avoided.
28. If the Association cancels the Event or the Speaker's session(s), the Association will not be responsible for payment of any honorarium or appearance fee that the Speaker would have received pursuant to this contract had the Event or session(s) not been cancelled.
29. If the Association cancels the Event or the Speaker's session(s), the Association may, in its discretion, compensate the Speaker for all or part of the costs that the Speaker incurred in preparation for the Event or otherwise. Such compensation by the Association will not be construed to be a waiver of the Association's rights under clause 26 of this agreement or otherwise estop them from relying on those rights.
30. Any monies payable between the parties, either for honorarium, reimbursement of expenses or otherwise, must be paid in full by no later than 2 months after the amount owing has been properly communicated to the other party pursuant to the terms of this agreement, and will not be paid at or before the Event.
31. This document represents the entirety of the agreement between the parties. There are no other representations, conditions or warranties.

Speaker:

Association:

Contact Information:

Contact Information:

Social Insurance Number

(mandatory for Canadian residents,
pursuant to Canada Revenue Agency
regulations)

Date

Date

The Alberta Teachers' Association requires the information contained on this form in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. For inquiries, objections or concerns about how the *Personal Information Protection Act* applies to your personal information, please refer to our privacy policy on the Alberta Teachers' Association website.

Contract for Exhibitor Services

TERMS AND CONDITIONS

1. The following terms and conditions form part of, and are to be read in conjunction with, the terms contained in the Application Form.
2. For the purpose of these provisions:
 - (a) "Exhibitor" means the party named as the exhibitor in the Application Form requesting exhibit space(s);
 - (b) "Association" means the _____
(*name of Convention Association/Specialist Council*)
of the Alberta Teachers' Association.
 - (c) "Event" means _____
_____ in _____, Alberta on
_____, 20 ____.
3. The Application Form must be returned to the Association by no later than _____ days prior to the first day of the Event.
4. Any Application Form that is returned to the Association which is not accompanied by a signed copy of these terms and conditions and a cheque for the full amount owing for the exhibit space(s) requested by the Exhibitor in the Application Form will be considered void.
5. Any cancellation by the Exhibitor must be done by notice in writing and received by the Association by no later than 90 days prior to the first day of the Event.
6. If the Exhibitor cancels its appearance, but does not do so in accordance with the procedure set out above, the monies that the Exhibitor paid to the Association for the exhibit space(s) will not be refundable.
7. Other than those items listed in the Application Form, the Association will not be responsible for the provision or cost of any materials, supplies or services used or required by the Exhibitor in connection with the exhibit space(s).
8. Except as otherwise provided in this agreement, the Association will not be responsible for any special, incidental or consequential damages in any circumstances, including circumstances arising from the Association's cancellation of the Event or the exhibit space(s) for any reason or at any time whatsoever.

9. The Association reserves the right to refuse any application for any reason up to 60 days prior to the first day of the Event, in which case the monies that the Exhibitor paid to the Association for the exhibit space(s) will be refunded to the Exhibitor by no later than 60 days after the Event.
10. The Association reserves the right to cancel the Exhibitor's exhibit(s) at any time before or during the Event, if, in the opinion of the Association, the exhibit is not an accurate reflection of the description of the exhibit(s) that the Exhibitor provided in the Application Form, in which case the monies that the Exhibitor paid to the Association for the exhibit space(s) will not be refundable.
11. If the Association cancels the Event or the Exhibitor's exhibit(s), the Association may, in its discretion, compensate the Exhibitor for all or part of the costs that the Exhibitor incurred in preparation for the Event or otherwise. Such compensation by the Association shall not be construed to be a waiver of the Association's rights under clause 3 of this disclaimer or otherwise estop them from relying on those rights.
12. By signing below, the Exhibitor acknowledges that it has read these terms and conditions in full and understands that they form part of the application and agreement for the provision of exhibit space at the Event.
13. The Exhibitor agrees to comply with applicable privacy legislation with respect to the personal information of any identifiable individuals. The Exhibitor also agrees that the Association may collect, use and disclose the Exhibitor's personal information to the extent necessary to carry out the purposes for which the parties are contracting.

(signature)

Exhibitor Name:

Address:

The Alberta Teachers' Association requires the information contained on this form in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. For inquiries, objections or concerns about how the *Personal Information Protection Act* applies to your personal information, please refer to our privacy policy on the Alberta Teachers' Association website.

2004 05 28

APPENDIX I – HPEC Publication Guidelines – DRAFT

All HPEC Publications:

- Reference www.hpec.ab.ca on the cover
- HPEC Logo to be included
- HPEC Directory

Runner: The Journal of the Health and Physical Education Council of the Alberta Teachers Association

- Winter Publication Date (minimum 45 days prior to HPEC AGM)

Combination of the Past Headings from *Runner* Table of Contents

Greetings and Reflections

- Editorial Message
- President Message
- Past President Message
- Reflections on Practice

Active Living

Health

Teaching PE

Use it Monday/Can I use it Monday?

Feature Teacher, Feature School

From the Runner Vault

Research

Resource Review

Coaching Form/Coaches Update

HPEC Updates

- Conference Update

Conference Award Winners (can provide a reference to website where full nomination can be posted if we want to minimize in the runner)

- Certificate of Commendation
- Robert Routledge Address
- Distinguished Service Award
- PHE Canada Young Professional

Be a Runner Contributor

- Reference to notices of motion for HPEC constitutional changes posted on the website. Notice of Motions to be included if the time frame allows.
- Reference to vacant positions and Executive Application form posted on the website. Vacant Positions to be included if the Time Frame Allows.

e-Sprinter: Newsletter of the Health and Physical Education Council of the Alberta Teachers Association

Fall

Presidents Message

Professional Development Opportunities

- Funding (HPEC Grants)
- Shaping the Future Dates and Location
- HPEC Conference Dates and Location

Awards and Nomination information

- HPEC Promoting Wellness Award
- Certificates of Commendation
- Distinguished Service Award
- PHE Canada Dr. Andy Anderson Young Professional Award

Information about HPEC Strategic Plan (Summary/Highlights for the current year(if thinkers is in the Fall, could change if Thinkers/Strategic Planning Meeting is moved)

Spring

Promoting School Wellness Award Winner

Conference Award Winners (Brief, Photo's if available)

- Certificate of Commendation
- Robert Routledge Address
- Distinguished Service Award
- PHE Canada Young Professional
- HPEC Grant Recipients

Conference Highlights and resource reference

APPENDIX J – Protection of Personal Information

From time to time, individuals and organizations contact the ATA and request access to member information. The Association will not release this information but the material may be forwarded by us to the member(s) concerned.

Please be diligent in safeguarding the personal information of your members. With respect to the *Personal Information Protection Act*, do not disclose personal information about your members without their permission. For example, if your council receives a request from an individual or organization for mailing addresses or other contact information in order to forward material to council members, do not provide your membership list. If appropriate, your council may choose to include the material in a mailing to your members.

Monthly specialist council membership reports are provided only to selected council executive members. Before responding to requests for membership information from anyone else, the Association requires written authorization from the council president, noting specifically how the information will be used.

If you have questions, please contact Gaylene Schreiber or Margaret Shane by telephone at 780-447-9400 (1-800-232-7208 toll free) or by e-mail at <gaylene.schreiber@ata.ab.ca> or <margaret.shane@ata.ab.ca>. The Association's privacy policy is available in detail on the website at <www.ata.ab.ca>.

Data Security and Privacy Compliance

Council executives must be vigilant when addressing security and privacy compliance. The Association requires specific actions be taken to ensure that all personal information in the custody and under the control of your council is protected through:

1. Password protecting all data devices including laptops, desktops, blackberries, personal organizers, and portable drives such as memory sticks;
2. Installing data encryption software on all portable devices; and
3. Eradicating all data on all computers (laptop or desktop) sold by your council prior to delivery.

A Note on Data-eradication

Hitting the “delete” key only removes the shortcuts to data making it invisible to the user but leaving it intact on the hard drive. Unauthorized users can recover deleted data very easily with readily available and inexpensive software. Once the data is recovered it can be exploited. When repurposing a computer for any reason, you must first securely eradicate the hard drive data using disk overwriting (disk-wiping) software through a reputable computer service provider. Record of the disk-wiping service must be secured from the service provider and retained. Reformatting is not enough. Reformatting a hard drive will destroy the data structure and complicate the recovery process. Nevertheless, recovery of the original data on a reformatted drive is still possible to an increasing set of tech savvy thieves who employ very sophisticated data recovery software or by sending the drive to a computer forensics recovery firm.

Consent for Use of Photographers

Express Consent: a photo consent form should be completed 1) in advance of taking any non-member's photo for any reason; and 2) in advance of any posed photographs. This form is not meant for use at large meetings or events.

APPENDIX K – Friends of HPEC

Friends of HPEC

HPEC established the Don Williams Special Project Fund in 1991 in honour of Don Williams' retirement. At Don's request, the name was formally changed to Friends of HPEC in 1996 to honour the retirement of his longtime friend LeRoy Pelletier and the contributions of many other HPEC members. In addition to Don and LeRoy, donations have been received to acknowledge the following people:

Sharin Adams	Barry Dillon	Neil Johnston	Brian Scott
Kirk Bamford	Mary Ann Downing	Nestor Kelba	Roger Scott
David Bean	Lynn Dyck	Lawrence King	Keith Shaw
Bryan Bienert	Myrna Empey	Dr Colin Lumby	Carvel Skaret
Dr Andrea Borys	Brian Erickson	Al Lutz	Linda Thompson
Terry Brady	Merri-Ann Ford	John Mayell	Dr Jan Valance
Dave Brosh*	Dr Gerry Glassford	Ken McKenna*	Ran White*
Tom Brunt	Wendae Grover	Ann McKinnon	Barb Young
Rollie Comeau	Rick Haines	Dean McMullen	
Dan Cooney	Mike Hay	Rollie Miles*	
Marg Dervyshire	Marion Irwin*	Dr Chuck Rose	

*deceased

Following are two forms; one for the grant application and the second for donations.



Friends of HPEC

GRANT APPLICATION FORM

HPEC Members are encouraged to apply for grant funding to assist with work on projects that will promote the teaching of Health and Physical Education in Alberta schools.

Please complete the following form and send it along with pertinent supporting documents to Lois Vanderlee at the address listed below. Projects such as writing or researching articles for the Runner, developing and delivering workshops for teachers in our province, or developing resources for teacher use in Health or Physical Education will be considered.

- Applicants must be members in good standing of the Health and Physical Education Council.
- To qualify for a grant from Friends of HPEC your activity/project must provide direct benefit to teachers and students in Alberta schools.
- Two grants of \$500.00 are available for awards in each calendar year.
- Grants will be presented at the Annual General Meeting at the annual HPEC Conference.
- Once a grant is approved, a complete report of the activity or project and a copy of any print material produced must be provided to the trustees.

NAME OF APPLICANT: _____

ADDRESS: _____

City/Town: _____ Province: _____

Postal Code: _____ email: _____

Please forward this form, along with supporting documents to Lois Vanderlee at the following address:

Lois Vanderlee
Trustee for Friends of HPEC
PO Box 358
Banff, AB T1L 1A5
Lois.vanderlee@crps.ca



Friends of HPEC

What are the objectives of the project? Explain what will be achieved through the project and how it will benefit teachers and students in Alberta.

Provide a detailed plan for how the project will be carried out.

Note: Once a grant is approved, a report of the project and a copy of any print materials must be provided to HPEC before the funds will be awarded.

Signature

Date

DONATION FORM/INVOICE



To make a donation to the **Friends of HPEC Professional Development Fund**, please complete this form and send it along with your payment to one of the trustees. Your donation may be in any amount and may be given in honour or in memory of a colleague in our profession, if you wish.

Name of Donor: _____

Street Address: _____

City/Town: _____ **Province:** _____ **Postal Code:** _____

Phone Number: _____ **Res:** _____ **Bus:** _____

Amount of Donation: \$ _____

If you wish, your donation may be made to recognize one or more people who made significant contributions to health and/or physical education. Please indicate the appropriate information below:

I wish to make this donation in honour of
 in memory of

(first and last name of person to be recognized)

Payment may be sent in the form of a personal cheque or money order payable to Friends of HPEC.

A receipt will be issued. Please send this form, along with your payment to the trustee indicated. Please contact Lois if you have any questions.

Lois Vanderlee
PO Box 358 Banff AB T1L 1A5

Phone: 403-762-3174
E-mail: lvanderlee@crps.ab.ca

APPENDIX L – Schools Come Alive History

Schools Come Alive

A Special Project of the Health and Physical Education Council (HPEC)
of the Alberta Teachers' Association (ATA)

History Notes

Compiled by Sharin Adams – SCA Liaison to HPEC
September, 2008

- ❖ October 1989 - The Health and Physical Education Council (HPEC) submits a proposal for *Schools Come Alive*, A Leisure Lifestyle Special Project, to Alberta's Recreation, Parks and Wildlife Foundation (RPW). This pilot project, designed by HPEC in cooperation with RPW, would promote awareness and provide the skills necessary for students to make choices for a present and future healthy, active lifestyle. An assistant to the HPEC executive would be hired as full-time staff to coordinate, implement and help evaluate the project under the direction of the HPEC Executive. This assistant would personally service 100 Alberta schools accepting the RPW's *Success in Fitness* indoor billboards, which promote fitness and health.
- ❖ June, 1990 – HPEC advertises in the ATA News for a Special Project Coordinator to oversee the *Schools Come Alive* (SCA) Project and to present workshops that would facilitate teacher needs in promoting healthy, active lifestyles of students in 100 pilot schools in Alberta.
- ❖ August 1990 – Margaret Schwartz of Morinville, Alberta, a University of Alberta graduate and physical education specialist, is hired as the Project Coordinator for SCA. The SCA office is housed in the ATA's Barnett House in Edmonton. Lynn Dyck, HPEC Past President serves as the Chairperson of the SCA Committee to liaise between HPEC and RPW. Also on the committee are Mary Ann Downing, HPEC Past President, and Sharin Adams, member of the HPEC Executive.
- ❖ February 1991 – HPEC submits a summary report to RPW which highlights the accomplishments of the pilot project between April 1990 and January 1991 and makes the following recommendation: that HPEC establish an ongoing relationship with the RPW Foundation as long as they both share the same mandate to improve and promote the active lifestyles of Albertans. This recommendation is accepted by RPW and a three-year funding agreement, to be reviewed annually, is developed.
- ❖ October 1991 – SCA publishes its first newsletter, *ACTIVE*, Volume 1 Number 1, with news and updates regarding Active Living in Alberta schools. The newsletter is distributed to all schools through the ATA mailbag. The new SCA Logo appears in the masthead of the newsletter. In the newsletter, the following SCA workshops are advertised and available to all schools in Alberta: "A.C.T.I.V.E., Cowabunga, Dudes" and "Help! I'm Stuck in the Classroom".
- ❖ June 1992 – SCA produces copies of the resource binder entitled *Active Living Helps Your School Come Alive* and distributes it to 1300 Alberta schools.
- ❖ September 1993 – Wendae Grover becomes SCA's RPW Foundation Liaison to the HPEC Executive.
- ❖ January 1994 – SCA hosts its first weekend workshop to train Active Living leaders and HPEC's Quality Daily Physical Education (QDPE) leaders in Alberta. The workshop includes information and resources for QDPE, Active Living and CAHPERD and CIRA's Canadian Active living Challenge (CALC).
- ❖ January 1994 – SCA hosts an Educational Strategy Meeting on *How to Make Physical Education and Physical Activity a Priority in Alberta Schools*. Funding is provided by CAHPERD as part of their commitment to Health Canada to increase physical activity levels of Canadian children and youth.
- ❖ April 1994 – RPW restructures and becomes the Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF) and continues to provide funding for the SCA Project.
- ❖ September 1994 – Sharin Adams, HPEC Past President, becomes SCA's RPW Foundation Liaison to the HPEC Executive.
- ❖ November 1994 – The SCA Strategic Plan highlights the mission statement: *Schools Come Alive is committed to increasing awareness and implementation of the Active Living concept in Alberta schools through education, resources and leadership in a coordinated and effective manner*. The plan includes goals in Education, Resources, Networking and Provincial Coordination.
- ❖ January 1995 - QDPE (CAHPERD), CIRA and Health Canada provide funding to SCA to bring the Active Living leaders and QDPE leaders together annually for training.
- ❖ January 1995 – On behalf of the Active Living Alliance for Canadians, SCA provides training for teachers to utilize the *Moving to Inclusion* resources.

- ❖ September 1995 – SCA Project Coordinator, Marg Schwartz, is appointed the ATA’s representative on the Provincial Coordinating Committee on Heart Health and the Canadian Intramural Recreation’s (CIRA) *Health in Perspective* program.
- ❖ March 1995 – The draft Strategic Plan of Educational Strategy on *How to Make Physical Education and Physical Activity a Priority in Alberta Schools* is compiled and distributed by SCA to active living stakeholders and agencies in Alberta and Canada.
- ❖ March 1995 – At the national CAHPERD conference, SCA, along with CIRA, trains leaders and presents resources to deliver the *Canadian Active Living Challenge*.
- ❖ September 1995 – SCA presents the following workshops available for the 1995-96 school year: “Living with Exercise, Canadian Active Living Challenge, From Couch Potato to Hot Tomato, Help! I’m Stuck in the Classroom, Cowbunga, Dudes!, Stress-Busters, Energize, Omnikin Ball, Creating Healthy Schools, Canadian Active Living Challenge, Moving to Inclusion” and “Changing Philosophies Toward Extracurricular Involvement for Students”.
- ❖ January 1996 – SCA Project Coordinator, Marg Schwartz, is appointed Chair of the Alberta Coalition for School Health (ACSH).
- ❖ May 1996 – Working with the Alberta Coalition for School Health (ACSH), SCA is successful in encouraging the Alberta Medical Association (AMA) to agree to display and distribute HPEC’s QDPE brochure, in doctors’ offices across Alberta.
- ❖ September 1997 – The SCA Mission Statement is revised: *Schools Come Alive is dedicated to providing education and resources to the people within Alberta’s school Communities to ensure that lifelong physical activity is valued and integrated into daily life.* Workshops “K-12 PE Assessment” and “Getting Girls Involved” are added to the SCA repertoire.
- ❖ January 1998 – SCA is included as a member agency of ASRPWF’s Active Lifestyle Portfolio
- ❖ April 1998 – SCA supports and presents at ACSH’s *Healthy Kids Learn Better* forum held in Calgary and provides *Healthy Kids Learn Better* workshops at provincial and national conferences and at the AAHPERD state conference in Idaho.
- ❖ May 1998 – SCA begins working with the Alberta Center for Injury Control and Research (ACICR) to coordinate the development and adoption of *Safety Guidelines for Physical Activity in Alberta Schools*.
- ❖ Summer 1998 - SCA is contracted by Alberta Education to coordinate the development and implementation of the *Physical Education On-Line* interactive teacher website
- ❖ September 1998 – SCA develops a website www.incentre.net/hpec to increase awareness of the SCA project and to provide resources, workshop information and links in support of healthy active lifestyles.
- ❖ March 1999 - SCA receives Diabetes Strategy Funding from Health Canada for 18 months to support two projects. In one project, SCA works with the AISI coordinator for the Holy Family Catholic School Division in Peace River to provide resources and professional development in support of their existing *Healthy Bodies, Healthy Minds* project. The second project occurs in Battle River School Division where a part-time coordinator is hired to provide support for healthy active lifestyles in schools and to coordinate community resources within the school division.
- ❖ May 1999 – SCA and the ACICR launch the *Alberta Guidelines for Physical Activity in Alberta Schools*. Alberta Education hosts two symposiums inviting Superintendents from across Alberta to attend information sessions related to the resource. Over 100 *Safety Guidelines* workshops are held over the next 18 months.
- ❖ June 1999 - Alberta Education provides further contract funding to SCA to complete the *Physical Education On-line* website.
- ❖ September 1999 – The SCA Project Coordinator serves as a Member at Large on the Curriculum Advisory Committee for the new Alberta physical education curriculum.
- ❖ September 1999 – SCA and the provincial committee revised the K-12 Physical Education and K-9 Health & Life Skills Programs of Study.
- ❖ September 1999 - SCA launches the pilot program, *Ever Active Schools* in 30 Alberta schools. The program provides further leadership, support and encouragement for active living initiatives in schools. The program is membership-based and promotes the four E’s of a *Comprehensive School Health* model: EDUCATION, EVERYWHERE, EVERYONE, and ENVIRONMENT to encourage students to live happily Ever Active
- ❖ March 2000 – SCA Project Coordinator, Marg Schwarz, is seconded by Alberta Learning three days a week from March 1 – June 30, 2000 to help to complete the *Physical Education Guide to Implementation*. Heather Rootsart is seconded to SCA for two days a week to help to oversee the SCA Project and the Ever Active Schools Program.
- ❖ September 2000 – SCA revamps its website and changes the url: www.schoolscomealive.org
- ❖ January 2001 – SCA adopts a revised mission statement: *Schools Come Alive provides education and resources, which focus on increasing physical activity and promoting healthy active lifestyles in Alberta school communities.* For the first time, a Vision Statement is included in the SCA Business Plan: *Schools Come Alive works*

cooperatively with Alberta schools to help create an active healthy school community. In active healthy schools, the benefits of active living are known and valued. Everyone has equal opportunity to participate regularly in physical activity. Physical activity programs are safe, offer choice and encourage success for all. Instruction is provided by knowledgeable and skilled teachers who utilize positive practices to create a desire to participate. Alberta schools come Alive!

- ❖ January 2001 – With funding from Alberta Community Development, Alberta Health and Wellness and Alberta Learning, HPEC launches the Ever Active Schools Program to support and recognize active living programs in Alberta schools. Marg Schwartz becomes the Project Coordinator for HPEC’s Ever Active Schools (EAS) Program.
- ❖ January 2001 – Diane Clark becomes the interim Project Coordinator for SCA. SCA and Ever Active Schools share resources and office space in the ATA’s Barnett House.
- ❖ September 2001 – Diane Clark becomes the Project Coordinator for SCA. Workshop offerings include: “Planning for Quality Learning Experiences, Evaluating, Assessing & Communicating Physical Education Programs, Hip Hop Hoorah!, Let’s Go Surf’n Now, Heart and Sole, New Games!, Run, Jump, Throw....a Playday, Back to the Basics in Movement, Team Building Activities, No Gym, No Problem!, Fair Play and Respect, From Couch Potato to Hot Tomato, Omnikin Ball and More!” and “The New K-9 Health and Life Skills Program”. SCA receives a grant from Alberta Education to support the implementation of the Run, Jump, and Throw and Away we go! resource during the 2001 Track and Field Games.
- ❖ January 2002 – SCA and EAS collaborate with Alberta Learning to produce *Physical Education Resource Guide K-12* and to finalize *Physical Education On-Line* in support of the new K-12 Physical Education Program of Studies. An *Administrator’s Guide to the Physical Education Program of Studies* is also developed.
- ❖ May 2002 – SCA becomes a member of the Steering Committee and major contributor to the *SummerActive* Program. SCA is contracted by Alberta Community Development to coordinate the school packages and promote the events of *SummerActive*.
- ❖ June 2002 – SCA partners with other agencies to present *Go Girl 2002*, a variety of sport, recreation and active living events in Edmonton for girls ages 12 – 17.
- ❖ September 2002 – Lois Vanderlee is appointed as the Ever Active Schools Program Liaison to the HPEC Executive.
- ❖ September 2002 – SCA revises its Mission Statement: *Schools Come Alive provides leadership through inservices, resource development and collaborative partnerships in order to improve healthy active lifestyles in Alberta schools*. SCA offers the workshop “The ABCD’s of Physical Education” in support of the implementation of the new physical education Program of Studies. Funding for the development and delivery of this workshop was provided through a grant from Alberta Education to Alberta Regional Professional Development Consortia (ARPDC) who partnered with SCA. As a partner in adult learning and support for Alberta teachers, collaborating with ARPDC has provided the opportunity for SCA to develop and deliver new workshop and resources to teachers and administrators. Partnerships such as the one with ARPDC support the profile of SCA, improve programs, services and resources to meet the needs of all our stakeholders.
- ❖ January 2003 – Distribution of 2600 *ACTIVE* Newsletters to HPEC members and Alberta schools. New SCA workshops: “K-9 Health and Life Skills Program”, Hip Hop II, Physical Activity Guides for Children and Youth” and “Alternative Environments: Playground, Outdoor Activities, Special Events”. Funding for the development and delivery of the K-9 Health and Life Skills workshop was provided through a grant from Alberta Education to ARPDC who partnered with SCA.
- ❖ September 2003 – Shelley Constantin becomes the SCA Project Coordinator. Dean Hengel becomes the EAS Provincial Director. Both projects relocate from Barnett House to the Percy Page Center on Groat Road in Edmonton. Fourteen workshops are promoted by SCA. New workshops include “Making Sense of Comprehensive School Health, EverActive – Forever Healthy, Fitness Frenzy” and “Assessment Antics”.
- ❖ October 2003 – SCA creates monthly “Activity Calendars” to provide ideas for classroom teachers to integrate physical activity into other subject areas and throughout the school community. Funding for the development and delivery of these calendars was provided through a grant from Alberta Education to ARPDC who partnered with SCA.
- ❖ October 2003 – SCA creates a *Curriculum Facilitators Resource Manual* which includes facilitator’s notes and participant handouts for four workshops in support of Alberta’s K – 9 Health and Life Skills Program of Studies. Funding for the development of this resource guide was provided through a grant from Alberta Education to ARPDC who partnered with SCA. As a result of the funding for these facilitator resources, SCA was able to provide them online as downloadable pdf files making them more accessible to teachers and administrators across the province.
- ❖ November 2003 – SCA partners with the City of Edmonton, ASRPWF, Be Fit for Life Network and Alberta Milk to host the third annual *Go Girl* event in Edmonton.

- ❖ November 2003 – HPEC initiates an Employee Performance Review Policy to provide annual performance reviews of the SCA Project Coordinator and EAS Provincial Director based on self-assessment and peer reviews. The reviews and a report are to be completed by the appropriate project liaison executive prior to the HPEC Annual General Meeting.
- ❖ January 2004 – SCA and EAS are contracted by Health Canada to develop, in collaboration with key active living and healthy eating partners, the 2004 *SummerActive* School Resource Guide.
- ❖ February 2004 – The SCA website is revamped and includes on-line access to the monthly “Activity Calendars” and SCA workshop handouts.
- ❖ June 2004 – SCA is contracted by the Alberta Regional Professional Development Consortia (ARPDC) to assist in the development of a coordinated implementation plan and professional development for Alberta Learning’s Daily Physical Activity Initiative (DPA).
- ❖ September 2004 – Doug Gleddie becomes the EAS Provincial Director.
- ❖ November 2004 – SCA partners with the City of Edmonton, ASRPWF, In Motion Network, Be Fit for Life Network and Alberta Milk to provide the fourth annual *Go Girl* event in Edmonton.
- ❖ November 2004 – SCA and EAS are contracted by ASRPWF to support the development of the 2005 *SummerActive* Resource Guide in collaboration with a variety of health and physical activity organizations.
- ❖ January 2005 – SCA hosts a one-day facilitator-training workshop in Edmonton. Participants are introduced to the DPA resources available to schools and are trained to deliver the “Creating a Desire to Participate” workshop to support the implementation of DPA. Funding for the development and delivery of this workshop was provided through a grant from Alberta Education to ARPDC who partnered with SCA.
- ❖ April 2005 – SCA and EAS are contracted by ASRPWF to coordinate the May 5 launch of the *SummerActive* campaign in Alberta.
- ❖ June 2005 – SCA completes 197 workshops in 2004-05. SCA has attended DPA Advisory Committee meetings, coordinated and facilitated workshop sessions in each of the six regional consortium and has offered a one-day SCA workshop to every school jurisdiction in Alberta. 33 out of 62 school jurisdictions requested a “District Day” of professional development with SCA. Funding for the development and delivery of these workshops was provided through a grant from Alberta Education to ARPDC who partnered with SCA.
- ❖ June 2005 – SCA revises the mission and vision statements: Mission – *Schools Come Alive provided leadership through workshops, resource development and collaborative partnerships to increase physical activity opportunities and promote healthy choices in Alberta school communities.* Vision – *All teachers and administrators in Alberta implement quality health and physical education programs.*
- ❖ September 2005 – SCA offers the following new workshops in support of the DPA Initiative: “Daily Physical Activity for the Elementary Generalist Teacher, The DPA School Handbook Comes Alive, Motivating the Masses, Promising Practices for Implementing Daily Physical Activity, Assessment Antics” and “The Amazing Race for School Communities”.
- ❖ September 2005 - SCA hosts a two-day training workshop in Edmonton for 25 facilitators from across the province. The facilitators will deliver workshops to support the implementation of DPA, physical education and health education programs. The names of the facilitators are shared with the Executive Directors of each Regional Consortium. Funding for the development and delivery of this workshop was provided through a grant from Alberta Education to ARPDC who partnered with SCA.
- ❖ October 2005 – SCA partners with a variety of agencies to host the fifth annual *Go Girl* event in Edmonton. SCA coordinated the school mail out, group leaders and volunteered during the event. 100 girls aged 12 – 17 attended the event.
- ❖ November 2005 – SCA and EAS are contracted to support the development of the *Healthy Active School Communities* Resource in support of the 2006 *SummerActive* campaign.
- ❖ November 2005 – SCA hosts a one-day facilitator-training workshop in Grande Prairie to support the implementation of DPA. Funding for the development and delivery of this workshop was provided through Alberta Education to ARPDC who partnered with SCA.
- ❖ January 2006 – June 2006 – SCA delivers 119 workshops to 2419 participants in support of quality physical and health education programs and the DPA initiative in the 2005 - 2006 school year. There are 20,166 visits to the SCA website during the year with 30% being repeat visitors. 11,500 resources are downloaded from the website. Alberta Education funds ARPDC, who partnered with SCA to develop and deliver these workshops.
- ❖ March 2006 – The SCA contract with ARPDC, to support the implementation of DPA in Alberta schools, is extended until December 2006.
- ❖ June 2006 – SCA and EAS collaborate to produce posters that profile the timetables of Alberta schools that have implemented daily physical education.
- ❖ November 2006 – The SCA DPA contract with ARPDC is extended until June 2007.

- ❖ December 2006 – SCA Project Coordinator Shelley (Constantin) Barthel takes a Maternity Leave from SCA.
- ❖ January 2007 – Susan Yakulic becomes the Replacement Project Coordinator for SCA.
- ❖ June 2007 – SCA adopts revised Mission and Vision statements: Mission – *Schools Come Alive provides leadership and expertise to support the implementation and development of quality health and physical education programs and wellness initiatives in Alberta school communities.* Vision: *All Alberta teachers and administrators offer programs and model behaviors that allow all school-aged children and youth to participate in and demonstrate an enduring passion for healthy active living,*
- ❖ June 2007 – Tracy Lockwood becomes the SCA Program Manager.
- ❖ September 2007 – SCA offers the following new workshops, “Beyond One Size Fits All (Differentiated Instruction), Assessment for Learning in Physical Education” and “So, You Have to Teach Health...” and creates new Facilitator resource guides for “DPA for the Classroom Teacher” and “Assessment for Learning in Physical Education”. Alberta Education funds ARPDC, who partnered with SCA to develop and deliver these workshops and create the Facilitator resource guides.
- ❖ December 2007 – SCA and EAS receive a grant from Alberta Active Living and Healthy Eating Federal Strategy to promote healthy active school communities in First Nations Treaty Six schools.
- ❖ April 2008 – SCA is contracted by Alberta Education to produce educational and support resources for DPA including topic-specific booklets to be inserted into the Alberta Education DPA Handbook.
- ❖ May 2008 – SCA is contracted to create the physical activity portion of the combined *SummerActive/WinterActive* resource
- ❖ June 2008 – SCA receives a grant from ARPDC to deliver assessment and differentiated instruction workshops in support of the implementation of DPA during the 2008 – 2009 school year.
- ❖ June 2008 – SCA receives a Healthy Active School Community Award from Alberta Health and Wellness.
- ❖ June 2008 – SCA completes 98 workshops in the 2007 – 2008 school year.
- ❖ September 2008 – SCA merges with the Ever Active Schools Program (EAS). SCA Program Manager, Tracy Lockwood, becomes the Education Coordinator for the Ever Active Schools Program. New workshops being offered include “Dynamic DPA!”, “Interactive Health: A Resource Toolbox for Health Teachers”, “Beyond One Size Fits All: Differentiated Instruction in Physical Education”, “Considering a School Nutrition Makeover? Bite Off What You Can Chew!”, “Heart Health – Support for Outcomes B & D”, “Hitting the Target: Assessment For Learning in Physical Education”, “Mental Wellness: Part of Your Healthy School Community”, “Recipe Card Lesson Plans”. Alberta Education funds ARPDC, who partnered with SCA to develop and deliver the Heart Health workshop.

APPENDIX M – HPEC Conference Pre-service Teacher Grant Criteria and Application Form

Grant Award

- Sponsorship of up to four (4) education pre-service teachers from education programs recognized by the association (Alberta Teachers' Association).
- A \$500 grant per student will be given to assist in covering costs related to attending the HPEC conference; receipts must be submitted to the HPEC treasurer. The grant will include HPEC conference student registration and \$200 to assist in covering costs related to attending the HPEC conference; receipts must be submitted to the HPEC treasurer.
- Allocation of funds will be contingent on the funds being available in the current years (year's) HPEC budget.

Eligibility

- Full time student/pre-service teacher in their final two years of a BEd program with an interest in health or physical education.
- HPEC member and a member of their ATA student local.
- Secondary or elementary school focus.
- Award winners must be present at the HPEC Annual General Meeting (AGM) to receive their award.

Application Procedure

- Student to complete (online) application form which requests name, institution, contact information and response to an open-ended question:
How do you feel (your) attendance at this conference will impact your teaching practice?
- Students are to apply for the HPEC Conference Pre-Service Teacher Award by completing the award application on the HPEC website (www.hpec.ab.ca) by January 15.

Award Presentation

- Successful recipients will be notified by **February 15**.
- Awards to be presented to the pre-service teachers at the AGM at the HPEC conference.
- Names of recipients will be published in *Runner* and minutes of AGM.

HPEC Conference Pre-Service Teacher Grant Recipients:

2015

Kimberely Bates, University of Lethbridge; Emily Upfold, University of Alberta; Amanda Beekman, University of Alberta and Jennifer Le, University of Calgary

Student Application for the Grant

**Complete this nomination form.
Submit your application to your teacher educator/instructor.**

Grant

- Includes student registration fee for the conference and up to \$200.00 to cover expenses.
- Number of awards offered to vary from year to year dependent on funds available and nature of programs being offered at the institutions.

Eligibility

- Full time student/pre-service teacher in their final two years of a B.ED program with physical education declared as major or minor area of study.
- Secondary or elementary school focus.
- Award winners must be present at the HPEC AGM to receive their award.

Name:

Institution:

Degree Program:

Year of Program:

Mailing Address:

Email:

Phone number:

Name and email address of your teacher educator/instructor:

Please respond to the following question. Attach pages as required but limit your response to fewer than 200 words.

How do you feel (your) attendance at this conference will impact your teaching practice?

Nominations must be submitted through the online application form (www.hpec.ab.ca) by January 15. Awards will be presented to the pre-service teachers at the Conference AGM.

APPENDIX N – HPEC Awards Presented at the Annual Conference
(Past President's Responsibility)

The Distinguished Service Awards, Conference Co-Chair and President plaques and the Robert Routledge Memorial Address silver tray are ordered from The *Winners Circle* in Calgary. They have the council logo and the specs for each of the awards. Also, they will send a mock-up of the engraving on each award so that it can be checked for accuracy (spelling of award winner names, working on the award, etc) before they complete the order. They will bill the HPEC treasurer so will require the billing address of the current Treasurer.

Winners Circle Trophies
3519 – 14 St SW
Calgary, AB 403-243-2484

Distinguished Service Awards (2 maximum):

*Health and Physical Education Council of
The Alberta Teachers' Association
Presented to
(name of recipient)
for Distinguished Service to
Health and Physical Education
In Alberta
(month, day, year)*

Current President's Plaque:

*Health and Physical Education Council of
The Alberta Teachers' Association
Presented To
(name of current President)
In Recognition of Your
Leadership as HPEC President
(Year eg. 2002-2003)*

Current Conference Chair/Cochairs:

*Health and Physical Education Council of
The Alberta Teachers' Association
Presented To
(name of conference Chair or Cochair)
In Appreciation of Your
Dedicated Service As The
Conference Chair (or) Co-chair
("Conference Theme")
(dates eg. May 5-7, year)*

Robert Routledge Memorial Address Silver Tray:

*Presented To
(name of Presenter)
In Appreciation for
Presenting the
Robert Routledge Memorial Address
HPEC Conference
(Theme of Conference)
(month, day, year)
(location of conference eg. Lethbridge, Alberta)*

HPEC Certificates of Commendation:

A blank pdf version of the Certificate of Commendation is available on the HPEC Website.

The Past President will purchase a simple frame for each of the certificates and have the names of each award winner printed on the certificate, either by hand or by computer.

The Past President, in cooperation with the Vice President, will ensure that information regarding each Certificate of Commendation winner will appear in the Conference Program Booklet or in a separate booklet distributed to conference delegates prior to the presentation of the awards at the annual conference.

The Robert Routledge Memorial Address
Presented at HPEC's Annual Conference (First Address - 1972)

The HPEC Annual Conference Planning Committee chooses the person who will be asked to present the Robert Routledge Memorial Address. The address is normally twenty to thirty minutes in length and can be on any current health and physical education topic chosen by the presenter. Conference Planning Committees are asked to schedule the address for a time when the majority of conference participants are in attendance and to ensure that the venue where the address is being presented has a good sound system and where possible, good acoustics. To be selected to present the Robert Routledge Memorial Address is regarded as a great honor and privilege.

Robert Routledge

Robert (Bob) Routledge was an outstanding leader and contributor in the early development of the Health and Physical Education Council, which was founded in 1962.

Bob Routledge, a native Albertan, was born in 1915 and was educated in a one-room rural school. He attended Camrose Normal School from 1933-1934. He taught in a one-room school until 1939 when he became the Provincial Supervisor of the Canadian Youth Training Plan. This later became The Alberta Department of Youth.

He left to serve in World War II where he became a navigator for the Royal Canadian Air Force. He was later awarded the Air Force Cross for Distinguished Service.

After returning to Canada, he obtained a Physical Education Degree from The University of Alberta. He taught in the Edmonton Public School District, became the Physical Education Department Head at Victoria Composite High School in Edmonton and in 1958, became the Supervisor of Physical Education for Edmonton Public Schools. In 1967, Bob was appointed Assistant Professor in the Faculty of Education at his alma mater, the University of Alberta.

Bob had many professional interests and was highly respected by the physical education community in the province. His contributions to curricular and extracurricular programs have had a profound effect in Alberta and throughout Canada. He played an important role in the founding of the Health and Physical Education Council (1962) and in 1963, became the Council's second president. He was instrumental in initiating and working on HPEC's first *Facilities Guide* and had a great deal of influence on the design of gymnasiums and playing fields, particularly in the city of Edmonton. As well, he was instrumental in the establishment of the Alberta Schools' Athletic Association and the Canadian Federation of High School Athletic Associations. In 1969, Bob was elected a national vice-president of the Canadian Association for Health, Physical Education and Recreation (CAHPER), now known as CAHPERD or the Canadian Association for Health, Physical Education, Recreation and Dance.

Bob believed passionately in the beneficial effects to youth of quality physical education, intramural and athletics programs. He sought to involve as many boys and girls as possible in sports programs, stressing courtesy and sportsmanship above winning, considering first the health, fitness, intellectual and emotional growth of the participants. His profound interest in his students was reflected in the high quality of his daily work that was directed towards maximizing participation in sport and providing quality intramural programs at all levels of education. His models for intramural programs are embodiments of his enlightened philosophy of education and life and have been implemented throughout Canada.

The Physical Education community was shattered by Bob's untimely death in the spring of 1970. While attending an ASAA meeting in Calgary, Bob was stabbed to death in an act of random violence. The Robert Routledge Memorial Address was initiated in 1972 to honor the tremendous contributions Bob made to our Council and to health and physical education throughout Alberta and Canada. His long-time friend and colleague, John Mayell, who was the Supervisor of Physical Education for the Calgary Board of Education, presented the first address.

Cost of silver tray – covered by HPEC and ordered by past president/president elect.

Any additional costs associated to the address are to be covered by the Conference Committee.

APPENDIX O – Nomination Forms

Distinguished Service Award Nomination Form

The selection committee will consider the names and information contained herein confidential. The candidate must be, or have been, a member of the Health and Physical Education Council of the Alberta Teachers' Association.

For distinguished service to physical education and/or health education in Alberta through leadership as a citizen, I nominate:

Name: _____

Address: _____

1. I endorse the nomination of the candidate named above:

Name: _____ Position: _____

The nominator must submit a one page write up detailing the following information: HPEC involvement, school/district/provincial/national contributions, committee/professional development contributions, curricular/classroom contributions, and personal qualities/career highlights/outstanding achievements.

2. Letter of reference from the following persons are enclosed:

Name: _____ Position: _____

Address: _____

Name: _____ Position: _____

Address: _____

In the event that the committee requires additional information, please print your name and address below. Only Health and Physical Education Council Members may nominate persons for the award.

Name/Address: _____

Please complete the application form online by January 15.

Certificate of Commendation Nomination Form

(Please print or type information) Submission Deadline: January 15th

Name of Nominee: _____

Nominee's HPEC Region: _____

Nominee's Position: _____

Nominee's School: _____

Nominee's Address (Business): _____

Postal Code: _____

Nominee's Telephone (Business): _____

Nominee's Telephone (Home): _____

Nominee's E-mail: _____

Name of Principal: _____

Name of Superintendent: _____

School District/Board: _____

School District/Board Address: _____

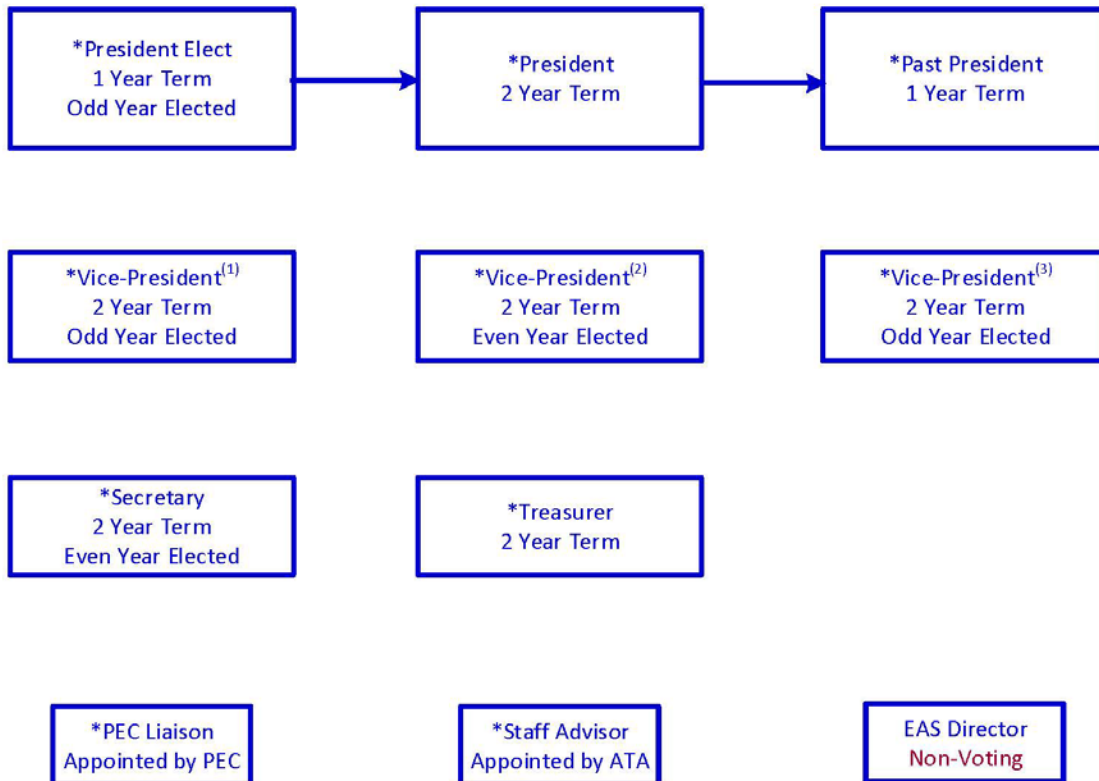
Postal Code: _____

Name of Nominator: _____

Date: _____

Please submit a two paragraph write up that includes the following: HPEC involvement, Committee/Professional Development Contributions, School/District Contributions, Classroom/Curricular Contributions, Personal Qualities, Career Highlights and Outstanding Achievements.

APPENDIX P - EXECUTIVE ORGANIZATION—Flow Chart



***Table Officers:** President, Past President, President-Elect, Vice-President(s) Secretary Treasurer, PEC Liaison and Staff Advisor

HPEC Officers: President, Past President, President-Elect, Vice-President(s) Secretary and Treasurer

Executive Committee: President, Past President, President-Elect, Vice-President(s) Secretary, Treasurer, ATA Staff Advisor, PEC Liaison, Regional Representatives, Conference Chair(s), EAS Director and Liaison Representatives (Alberta Education, PHEC, ASAA, ATEPHE)

APPENDIX Q – HPEC PHE Canada Student Leadership Conference (SLC) Grant Criteria and Application Form

Grant

- Sponsorship of education pre-service teachers from education programs recognized by the Alberta Teachers' Association (ATA).
- A \$500 grant per student; receipts for registration and other costs related to attending the PHE Canada Student Leadership Conference (SLC) must be submitted to the HPEC treasurer upon return from the conference.
- Allocation of funds will be contingent on the funds being available in the current year's HPEC budget.
- The number of students to be sponsored will be a maximum of four (4) students.

Eligibility

- Full time student/pre-service teacher who is in their second year or later of a BEd program with an interest in health or physical education.
- HPEC member and a member of their ATA student local.
- Secondary or elementary school focus.
- Grant recipients submit an article for the HPEC *Runner* to the treasurer within one month of the SLC.

Application Procedure

- Student to complete online application form which requests name, institution, contact information and response to an open-ended question (in 250 words or less):
How do you feel your attendance at this conference will impact your teaching practice?
- Students are to apply for the HPEC Grant for the PHE Canada Student Leadership Conference by completing this application by April 15.

Grant Presentation

- Grant recipients will receive notification by May 15.
- Grant to be presented to the pre-service teachers upon completion and submission of their article and submissions of receipts.
- Names of recipients will be published in HPEC *Runner*.

Student Application for the Grant

Nomination Form is completed electronically through the council website @ <http://hpec.ab.ca/phe-canada-student-leadership-conference-grant>

Name	
Institution	
Degree Program	
Year of Program	
ATA Student Local Membership No	
HPEC Member	
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Mailing Address	
Email	
Phone Number	
Name of Education Instructor	
Email of Education Instructor	
<p>In 250 words or less, <i>How do you feel your attendance at this conference will impact your teaching practice?</i></p>	

APPENDIX R – HPEC Membership Conference Grant

Grant

- The purpose of the HPEC Membership Conference Grant is to provide financial aid to HPEC members to support their attendance at the annual HPEC conference.
- The grant supports up to three (3) HPEC members who are currently teaching (full or part-time) in K–12 schools.
- HPEC will reimburse successful applicants the HPEC Conference registration fee and one day of substitute costs; this grant will not exceed \$700 per teacher. A HPEC conference registration receipt and an invoice issued by the applicant's school for substitute costs must be submitted to the HPEC treasurer for reimbursement.
- Allocation of funds will be contingent on the funds being available in the current year's HPEC budget.

Eligibility

- Full or part time teacher currently employed in an Alberta Teachers Association recognized school.
- Current HPEC member.
- The successful applicants must submit an activity write-up (practical game(s), new ideas and/or activities) for publication in the HPEC *Runner*.

Application Procedure

- Teachers are to complete online application form on the HPEC website (www.hpec.ab.ca) by **January 15**. The form requests teacher name, school, and contact information.
- All applications will be reviewed by the HPEC Table Officers.

Grant Presentation

- Successful recipients will be notified by **February 15**.

HPEC CONFERENCE TEACHER GRANT APPLICATION

Complete and submit this application form online.

Grant

- Sponsorship of up to three (3) K–12 teachers.
- The grant will cover the conference registration fee and one day substitute cost; receipts for registration and substitute costs must be submitted to the HPEC treasurer.
- Allocation of funds will be contingent on the funds being available in the current year's HPEC budget.

Eligibility

- Full or part time teacher.
- HPEC member.
- Secondary or elementary school focus.

Name:

School:

Teaching Assignment:

Email address:

Phone number:

ATA Number

HPEC Member: Yes or No

Leadership and Experience in the field of Physical Education:

Rationale for application and benefits from participation in this Conference:

How do you plan to share your knowledge and experience with your colleagues?

Online application form on the HPEC website (www.hpec.ab.ca) must be received by January 15.

Successful recipients will be notified by **February 15.**

HPEC CONFERENCE TEACHER GRANT RECIPIENTS

2015

James Coghill; Miranda Menard and Shana Fairbank

