

## Recreational Sports Programs

### CAS Action Plan

Jun-15

<b>Part 2: PROGRAM</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
2.5.3	Develop and post on website, 10 exercise and wellness videos	Fitness and Wellness Coordinator, Assistant Director of Programs	Jul-15	
2.8.2	Develop, implement and assess emergency scenarios with both full time and student staff	Coordinator of Outdoor and Aquatics, Assistant Director of Facilities	Feb-15	15-Feb

<b>Part 3: ORGANIZATION AND LEADERSHIP</b>				
3.1.2	Ensure current copies of Student Employee Manual and Risk Management Manual are available at the Welcome Desk, the Office Assistant Desk, and the Momentum Multi-purpose fields building.	Assistant Director of Facilities and Coordinator of Outdoor and Aquatics	Decemeber 20th, 2014	Dec-14
3.1.3	Ensure that the New Employee Orientation includes review of the Student Employee Manual and review of each position evaluation form	Assistant Director of Facilities and Coordinator of Outdoor and Aquatics, Administrative Assistant, Coordinator of Fitness and Wellness, Coordinator of Intramurals and Summer Camps, Coordinator of Facilities, Assistant Director of Programs, Operations Manager, Director of Rec Sports	1-Nov-14	Jan-15
3.4.5	Collect and analyze costs and funding sources for Point of Sale software and hardware, and online content module for student staff (Blackboard).	Director of Rec Sports, Assistant Director of Programs, Assistant Director of Facilities	Aug-15	Mar-15
3.4.6	Incorporate training scenarios for student employees that specifically address sexual harassment and bullying	Assistant Director of Facilities,	Aug-15	

<b>Part 4: HUMAN RESOURCES</b>				
4.1	The department will pursue hiring full time positions in the future consisting of a dietitian and two full time coordinators.	Director of Rec Sports	Aug-19	2 in works for Sept. 2015
4.8.4	Develop, implement and assess emergency scenarios with both full time and student staff	Coordinator of Outdoor and Aquatics, Assistant Director of Facilities	Feb-15	Feb-15

<b>Part 5: ETHICS</b>				
5.2	Include in student employee and departmental full-time staff manual, compliance with the university ethics standards.	Director of Rec Sports, Assistant Director of Facilities	Dec-14	Jan-15

<b>Part 6: LAW, POLICY, and GOVERNANCE</b>				
6.2.3	Incorporate training scenarios for student employees that specifically address sexual harassment and bullying	Assistant Director of Facilities,	Aug-15	

<b>Part 7: DIVERSITY, EQUITY, and ACCESS</b>				
7.3.10	Develop and post on website, 10 exercise and wellness videos	Fitness and Wellness Coordinator, Assistant Director of Programs	Jul-15	
7.6.1	Include diversity statement on website, student employee manual, departmental staff manual.	Assistant Director of Programs, Assistant Director of Facilities, Director	Dec-14	Jan-15

<b>Part 9: FINANCIAL RESOURCES</b>				
9.3	Continue to work with administration and SSC to complete the Momentum multi-purpose field project	Director, Assistant Director of Programs, Assistant Director of Facilities	2018	
9.4	As part of the departmental budget process, review distribution for: family fun day, sport clubs, fitness instructor wages, and outdoor programming.	Director, Assistant Director of Programs, Assistant Director of Facilities	Feb-15	Feb-15

<b>Part 10: TECHNOLOGY</b>				
10.1	Collect and analyze costs and funding sources for Point of Sale software and hardware, and online content module for student staff (Blackboard).	Director of Rec Sports, Assistant Director of Programs, Assistant Director of Facilities	Aug-15	Feb-15
10.4	Develop and post on website, 10 exercise and wellness videos	Fitness and Wellness Coordinator, Assistant Director of Programs	Jul-15	

10.6.3	Collect and analyze costs and funding sources for Point of Sale software and hardware, and online content module for student staff (Blackboard).	Director of Rec Sports, Assistant Director of Programs, Assistant Director of Facilities	Aug-15	Feb-15
10.8.1	Create technology policies and procedures for the student employee manual	Assistant Director of Facilities, Coordinator of Intramurals and Summer Camps	Dec-14	14-Jan

<b>Part 11: FACILITIES and EQUIPMENT</b>				
11.1.1	Complete Momentum multi-purpose fields project, execute referendum for funding for future facilities and equipment. Work with administration to secure sites for new facilities.	Director of Rec Sports	Aug-19	Successful referendum Feb. 2015; +
11.6	Continue to work with administration and SSC to complete the Momentum multi-purpose field project	Director, Assistant Director of Programs, Assistant Director of Facilities	2018	