



Health and Physical
Education Council

Handbook for Executive Members

2018/19



The Alberta
Teachers' Association



Executive Member's Handbook

(Revised May 2018)

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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 May 2018

PART A | HPEC VISION AND MISSION STATEMENTS

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 | HPEC CONSTITUTION

Constitution of the Health and Physical Education Council

1. **NAME:**

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

2. **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. **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. **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. **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. **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: President, President-Elect/Past-President, three Vice-Presidents (VP⁽¹⁾, VP⁽²⁾ and VP⁽³⁾), Secretary and Treasurer.
- 6.3 Elections shall be held annually; even year elections will be held for the positions of Secretary and Vice-President⁽²⁾, and odd year elections will be held for the positions of President-Elect, 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 President-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. Officers may stand for re-election.
- 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. **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) Standing Committee Members—These representatives shall be appointed for two year terms.
- (c) 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 of Health and 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 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. **MATERNITY, PARENTAL AND ADOPTION LEAVE:**

- 9.1 Executive and committee members who request a leave of absence for maternity, parental and/or adoption leave shall be granted this leave by the executive for up to one year or the end of their term, whichever occurs first.
- 9.2 The executive may opt to fill the role in an acting capacity in accordance with the established procedures for that role.
- 9.3 Any benefit, access or privilege associated with the position is suspended during the period of leave and shall be reinstated once the member resumes their position, except for contractual obligations with respect to a seconded position.
- 9.4 This leave is not contingent on any decisions made with respect to a leave of absence from employment.

10. **MEETINGS:**

- 10.1 The Table Officers shall meet as required to conduct the business of the Council.
- 10.2 The Executive as a whole, shall meet at least two times per year to conduct the general affairs of the council.
- 10.3 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.

11. **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.

12. **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.

13. **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.

14. **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.

15. **TERM OF OFFICE:**

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

16. **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)
Amended by Provincial Executive Council 2017 04 07 (maternity, parental and adoption leave)
Amended at Annual General Meeting 2018 05 05
Approved by ATA Table Officers 2018 05 31

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PART C | HPEC POLICY REGULATION

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.
- 1.2 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.
- 1.3 Subscriptions to our regular publications are available at an annual cost of \$37.
- 1.4 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 members of the Health and Physical Education Council are eligible to vote.
- 3.2 Elections shall be held annually; even year elections will be held for the positions of Secretary (two year term) and Vice-President⁽²⁾ (two year term) and on odd year elections be held for the position of Vice-President⁽¹⁾ and ⁽³⁾ (two year term) and President-Elect (one year term).
- 3.3 Each year nomination forms shall be available to all council members on the HPEC website soliciting nominations for the outgoing table officer positions as required.
- 3.4 The Nominating Committee shall be composed of the Table Officers and chaired by the President-Elect/Past-President.
- 3.5 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.
- 3.6 Completed nominations shall be received by the President-Elect/Past-President at least two weeks prior to the Annual General Meeting. Elections will occur at the Annual General Meeting.

- 3.7 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.
- 3.8 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.

4.0 APPOINTMENT PROCEDURES

- 4.1 **Advertisement of HPEC Executive Positions**—HPEC executive appointed positions shall be posted on the HPEC website on the Available Executive Position page in the operational school year of the term expiration and a minimum of six months prior to the term expiration month.
- 4.2 **Application for HPEC Appointed Executive Positions**—Individuals may apply for HPEC appointed executive positions through the online application form available to the public on the www.hpec.ab.ca webpage.
- 4.3 All HPEC appointed HPEC positions terms of service shall follow the following procedures:
 - 4.3.1 The two-year HPEC executive appointed position terms shall be considered completed upon the first day of the indicated month the term completion.
 - 4.3.2 The two-year HPEC executive appointed positions deadline for submission of an application for reappointment or a notice of resignation shall be the first day of the month one month prior to the stated term completion month.
 - 4.3.3 In the case of indicated resignation from an HPEC appointed executive position it as requested that the individual currently in the appointed HPEC executive position make efforts to find a suitable replacement.
 - 4.3.4 In the case of resignation from an HPEC appointed executive position it as asked that the individual currently in the appointed HPEC executive position mentor their successor into the position for a minimum of two months.
 - 4.3.5 All appointed executive positions consist of a two-year terms. In the case of co-held positions each individual will accept a two-year term from the date of their appointment.
 - 4.3.6 In the case of co-held HPEC Regional Representative executive positions HPEC financial supports are provided to one individual per HPEC executive position.

4.4 Appointment Procedures for HPEC Executive Appointed Positions

- 4.4.1 Applications for HPEC appointed executive positions will be forwarded for subsequent actions to the President with the exception of Regional Representative Positions.
- 4.4.2 Applications for HPEC Regional Representatives will be forwarded for subsequent actions to the Vice President of Member Engagement and Services.
- 4.4.3 Regional Representatives executive positions may be appointed as an individual Regional Representative or a team of two Co-Regional Representatives.

4.5 Appointment Procedures for HPEC executive Standing Committee Positions

- 4.5.1 Upon the receipt of an executive application for a vacant HPEC Standing Committee position the President is to:
 - (a) follow-up to attain and check the candidate's references'
 - (b) communicate with the HPEC Table Officer including the executive application form, information provided by the applicant's references and a motion to appoint the individual to the HPEC executive position for a two year term and
 - (c) communicate with the applicant to indicate the outcome of the application.

4.6 Appointment Procedures for HPEC Executive Regional Representative Positions

- 4.6.1 Upon the receipt of an executive application for a *vacant* HPEC Regional Representative position the Vice President of Member Services is to:
 - (a) follow-up to attain and check the candidate's reference
 - (b) communicate with the HPEC Table Officer including the executive application form, information provided by the applicant's references and a motion to appoint the individual to the HPEC executive position for a two year term and
 - (c) follow up with the applicant to indicate the outcome of the application copied to the President.
- 4.6.2 Upon the receipt of an executive application form for the position of Regional Representative for a region *with a current Regional Representative* the Vice President to Member Engagement and Services is to:
 - (a) communicate with the current Regional Representative informing them of the executive position application
 - (b) receive an endorsement of the applicant by the current Regional Representative in the case of desired Co-Regional Representative is desired
 - (c) follow-up to attain and check the candidates references.

- (d) communication with the HPEC Table Officer including the executive application form, information provided by the applicant's references and a motion to appoint the individual to the Regional Representative Position and
- (e) follow-up with the applicant to indicate the outcome of the application copied to the President and the Co-Regional Representative.

5.0 RECOGNITION OF OUTGOING EXECUTIVE MEMBERS

- 5.1 Outgoing Executive members will be presented with an appropriate gift at the Annual General Meeting or at the end of their term.
- 5.2 The outgoing President will be presented with a plaque at the Annual General Meeting upon completion of their term.

6.0 FINANCIAL PROCEDURES

6.1 Expenses:

- 6.1.1 HPEC funding will be provided for the attendance at HPEC sponsored meetings and events for one individual per HPEC position with the exception of two Conference Co-Chairs. Special requests may be made through Table Officers.
- 6.1.2 All expenses must be claimed on a signed (necessary for auditing purposes) expense claim form and submitted to the treasurer with *receipts* within three months of the incurred expense or by the end of the fiscal year (June 30) which ever comes first.

6.2 Executive Meetings:

- 6.2.1 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.
- 6.2.2 HPEC will reimburse related costs of appointed and elected members of the executive to attend Table Officers and Executive meetings.
- 6.2.3 HPEC will reimburse related costs of appointed and elected members of the executive to attend the Annual General Meeting (AGM).
 - (a) If the AGM is less than 500 km away covered expenses may include up to one night's accommodation, one days of sub costs and kilometerage as per Association guidelines.
 - (b) If the AGM is more than 500 km away covered expenses may include up to two night's accommodation, up to two days sub costs and kilometerage as per Association guidelines.

6.3 Travel:

- 6.3.1 Kilometerage traveled as per Association guidelines.
- 6.3.2 Distance traveled cost will be paid for approved meetings, either Table Officer, Executive or Committee meetings.
- 6.3.3 Travel claims and method of travel must be approved by the President in the case of executive meetings and the Vice-President acting as standing committee chair in the case of committee meetings.
- 6.3.4 Committee and executive members are encouraged to select the most economical means of travel (for example, car rental, carpooling or bus).
- 6.3.5 In-city travel claims must be approved by the President.

6.4 Parking:

- 6.4.1 HPEC will reimburse executive or committee members who must pay for parking while attending HPEC meetings.

6.5 Accommodation:

- 6.5.1 Executive and committee members who must stay overnight while attending an out of town meeting will be reimbursed based on double occupancy.
- 6.5.2 Accommodation arrangements must be approved by the President.
- 6.5.3 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.

6.6 Meals:

- 6.6.1 Members will be reimbursed for meal expenses incurred while traveling to meetings or for meals arranged by committee chairpersons or the President.
- 6.6.2 Meals taken during meetings will be paid for by the Treasurer.
- 6.6.3 HPEC will not pay for any liquor expenses.
- 6.6.4 A general guideline to observe (although not a specific limit) is \$15.00 breakfast, \$15.00 lunch, and \$15.00 dinner. Receipts must be submitted.

6.7 Administrative Expenses

6.7.1 Postage:

- (a) Executive and committee members will be reimbursed for postage due on mailings made to the executive and membership.
- (b) Large mail-outs (over 50) must be approved by the Table Officers before postage will be paid. **Note:** mail-outs are made regularly from Barnett House and enclosures are allowed in these mail outs.

6.7.2 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.

6.7.3 Secretarial Services:

- (a) Members needing secretarial assistance are encouraged to try to make arrangements for gratis services.
- (b) If a Secretary is completing HPEC work for an executive member, 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.

6.8 Child Care:

- 6.8.1 If child care is required by executive or committee members acting on behalf of the council, HPEC will reimburse reasonable child care costs.

6.9 Release Time:

- 6.9.1 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.
- 6.9.2 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.

6.10 Payments to Presenters:

- 6.10.1 For accounting purposes, presenters are required to provide the HPEC Treasurer with their full name, Social Insurance Number, phone number, and e-mail address if they receive payment for sessions/presentations.

7.0 HPEC ANNUAL CONFERENCE

- 7.1 The Annual Conference dates are set by the ATA and it is historically held during the first weekend in May.
- 7.2 The goal of the Annual Conference is 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.

7.3 Conference Program Guidelines:

The following activities should be included in the conference program:

- (a) Annual General Meeting (to be scheduled on the Friday of the conference)
- (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

7.4 The Conference Chairperson(s)

- 7.4.1 It is strongly recommended that the conferences have at minimum two Conference Chairs.
- 7.4.2 It is the duty of the Conference Chair(s) to liaise with the HPEC President-Elect/Past-President.
- 7.4.3 The conference fee structure shall include a student rate (AGM 1985).
- 7.4.4 Conference Chairperson duties can be found in Section D, 14.0 Duties of Officers and Executive, in the HPEC Handbook.

7.5 HPEC Conference Handbook

- 7.5.1 The HPEC Conference Handbook has been developed to guide Conference Chairs in the planning of the conference. The detailed explanation and guidelines for the conference committee organization, job descriptions and guidelines are contained within the conference handbook which can be found with the HPEC Secretary.

8.0 HPEC EXECUTIVE PROFESSIONAL DEVELOPMENT SUPPORT

- 8.1 HPEC provides Professional Development support to aid executive members in the execution of their roles and to recognize the volunteer efforts of the executive. This Conference Support will be provided as outlined in this section.
 - 8.1.1 Executive members must have completed a minimum of 6 months of service to HPEC prior to receiving HPEC Professional Development Support, with the exception of the ATA Summer Conference.
 - 8.1.2 HPEC Conference Support will be provided to HPEC Executive Members who have fulfilled their executive position duties up to the date of the event as outlined in the HPEC Handbook Section D. This includes attendance at the HPEC January Executive Meeting, the HPEC Annual General Meeting and the HPEC Thinker's Conference.
 - 8.1.3 HPEC executive members are asked to serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS recognized conference that HPEC has provided funding to attend.
 - 8.1.4 Special requests may be made through Table Officers in the instance of extenuating circumstance.
- 8.2 **To Attend the Annual HPEC Conference**
 - 8.2.1 In addition to the support provided for executive members to attend the HPEC AGM, HPEC will 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.
 - 8.2.2 HPEC executive members attending the annual conference are to be in attendance at HPEC's AGM to receive reimbursement.
 - 8.2.3 Special requests may be made through Table Officers.
 - 8.2.4 Conference funding may include:
 - (a) early bird conference registration
 - (b) one nights' accommodation
 - 8.2.5 Support to Attend the HPEC Annual General Meeting scheduled Friday of the HPEC conference includes:
 - (a) If the AGM is less than 500 km away
 - i. up to one night's accommodations
 - ii. one days substitute costs
 - iii. kilometerage as per Association guidelines
 - (b) If the AGM is more than 500 km away
 - i. up to two nights accommodations
 - ii. up to two days of substitute cost
 - iii. kilometerage as per Association guidelines

8.3 To Attend the Ever Active Schools Annual Conference

- 8.3.1 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.
- 8.32 **Rotation:**
- (a) Odd Years: North West, Central, Calgary, Greater Calgary, Central East, President, President-Elect/Past-President, Vice-President⁽¹⁾, Vice-President⁽³⁾ and Treasurer.
 - (b) Even Years: South East, South West, Central West, North East, Edmonton, Greater Edmonton, Secretary, President, Vice-President⁽²⁾ and Comprehensive School Health Representative.
 - (c) Vacancies may be filled at the discretion of the Table Officers.
- 8.3.3 Conference support will include up to \$700.00 per HPEC executive position. Expenses covered for reimbursement may include:
- (a) conference registration
 - (b) substitute costs
 - (c) kilometrage as per Association guidelines
 - (d) accommodation

8.4 To Attend the ATA Summer Conference

- 8.4.1 HPEC will supplement the funding for attendance at the summer conference for ATA sponsored delegates to a maximum of \$500.00.
- 8.4.2 HPEC will sponsor the attendance of up to two (2) Conference Chairs at Summer Conference up to a maximum of the ATA sponsored amount plus \$500.00.

9.0 AWARDS

The Health and Physical Education Council recognizes outstanding contributions to health and physical education in the following manner:

9.1 Regional Representatives Certificate of Commendation (Nominations due February 15):

- 9.1.1 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 through the submission on the award recipient and a two paragraph write up of the individuals contributions to the Vice-President of

Member Engagement and Services. (The number of nominees may be increased at the discretion of the awards committee.)

- 9.1.2 These nominees will be presented with a certificate of commendation at the Annual Conference and will also be featured on the HPEC website.
- 9.1.3 A summary of Certificate of Commendation award recipients and biographical data will be provided by the Vice-President of Member Engagement and Services to be published on the HPEC website and/or included in a booklet available for distribution at the conference award ceremony.
- 9.1.4 Application forms are available on the HPEC website, archived in **Appendix | Awards**.

9.2 Distinguished Service Awards (Nominations due January 15)

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 inscribed with the following:
 - i. HPEC Logo
 - ii. Health and Physical Education Council of The Alberta Teachers' Association
 - iii. Distinguished Service Award
 - iv. Presented to (name of the recipient)
 - v. For Distinguished Service to Health and Physical Education in Alberta
 - vi. 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.

9.2.4 Application forms are available on the HPEC website, archived in **Appendix | Awards.**

9.2.5 **Selection Committee:**

- (a) The awards committee, chaired by the President-Elect/Past-President, is responsible for the selection and presentation of the awards.
- (b) The President-Elect/Past-President shall act as chair of the Awards Committee.
- (c) The Awards Committee shall be the Table Officers of the Health and Physical Education Council.

9.2.6 **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 President-Elect/Past-President shall contact the recipient's current/last principal for a reference check prior to contacting (in confidence) the recipient(s) of the Distinguished Service Award.

9.2.7 **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 Responsibilities:

- 10.1.1 The Grants Committee, chaired by the President-Elect/Past-President, is responsible for the selection and presentation of the grants.

10.2 Nomination forms are available on the HPEC website. Archived copies can be found in **Appendix | Grants**.

10.3 Friends of HPEC Project Fund:

- 10.3.1 The Friends of HPEC Special Project Fund is a trust, which was established in honor of Don Williams' retirement. The fund supports up to two professional development projects per annum and recipients are recognized at the annual HPEC conference. This fund is supporter through donation.

10.4 HPEC Conference Grant, Membership:

- 10.4.1 Up to three HPEC members who are currently teaching (full or part time) in K–12 schools may be awarded a grant to cover the cost of registration and one day of substitute costs related to attend the annual Health and Physical Education Conference. HPEC will reimburse successful applicants of the HPEC Conference. This grant will not exceed \$700 per teacher. The number of awards offered may vary from year to year dependent on funds available.

10.5 HPEC Conference Grant, Pre-Service Teacher(s):

Up to four 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 to support their attendance of the annual Health and Physical Education Conference (supported with receipts). The number of awards offered may vary from year to year dependent on the funds available.

10.6 HPEC PHE Canada Student Leadership Grant:

Up to four 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.

11.0 HPEC SPECIAL PROJECTS APPLICATION PROCEDURE

- 11.1 The HPEC member proposing the special project will develop a concept outline of the project.

- 11.2 After developing an outline of the special project concept, contact the HPEC President and request that the proposal be placed on the agenda for the next executive meeting.
 - 11.2.1 A typical outline may include:
 - (a) a brief description including objectives
 - (b) what type of support is requested (ie financial, mail, equipment, resources etc)
 - (c) a budget of your proposal
 - (d) any other relevant information
 - 11.2.2 Request that a copy of the proposal be mailed through the Secretary or President to each table officer.
 - 11.2.3 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 Regional Representatives to meet and share idea's suggestions.
 - 11.2.4 In some cases, a general discussion of all executive members may be necessary.
 - 11.2.5 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.

12.0 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 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.
- (f) **Appendix | Level of Support and/or Endorsement by HPEC** contains detailed information relating to support and/or endorsement.

13.0 NATIONAL/INTERNATIONAL AFFILIATIONS

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.

14.0 *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.

PART D | DUTIES OF HPEC OFFICERS AND EXECUTIVE

1.0 PRESIDENT

1.1 Position Details—The President Position:

- 1.1.1 Is an elected position (as President-Elect).
- 1.1.2 Consists of a four-year term. One year as President-Elect preceded by two years as President preceded by one year as Past President.
- 1.1.3 Is a member of the HPEC Table Officers.
- 1.1.4 May chose membership in an HPEC standing committee dependant upon interest and need.

1.2 Duties of All Executive Members:

- 1.2.1 Promote Health and Physical Education in Alberta.
- 1.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 1.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 1.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 1.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

1.3 ATA Responsibilities:

- 1.3.1 Maintain liaison with the ATA head office, at Barnett House, the staff officer and PEC member assigned to the council.
- 1.3.2 Send copies of all correspondence with the ATA head office, at Barnett House, to the staff officer and PEC member assigned to the council.
- 1.3.3 Attend the Specialist Council Seminar (ie, PETS), Professional Development Area Conference (PDAC), ATA Summer Conference and other ATA sponsored sessions or appoint an HPEC representative as required.
- 1.3.4 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.
- 1.3.5 Prepare a report of the year's activities to be presented to the executive and submitted to the ATA upon the ATA indicated deadline.

1.4 HPEC Executive Facilitation:

- 1.4.1 Mentor the President-Elect regarding the responsibilities to be assumed in the coming term of office.

- 1.4.2 Arrange for the former and incoming Table Officers members to meet to pass on information and receive files.
 - 1.4.3 Plan, organize and prepare an agenda, arrange notification of meetings to appropriate members and preside over the meetings of the Table Officers, HPEC Executive, Annual General Meeting and Thinker's Conference.
 - 1.4.4 Facilitate revisions to HPEC policy as required.
 - 1.4.5 Summit approve HPEC handbook revision to the ATA for publication and provide the Secretary and the website with received updated handbook file.
 - 1.4.6 Review and revise as required the three-year plans for the Council and implement accordingly based on the objectives of the Council.
 - 1.4.7 Take action on HPEC executive position application forms submitted via the HPEC website for all HPEC executive appointed positions with the exception of Regional Representatives (which fall under the duties of the Vice President of Member Engagement and Services).
 - 1.4.8 Write a letter to superintendents and supervisors (i.e. principals) of executive members, thanking them for their cooperation in enabling executive members to fulfill their duties.
 - 1.4.9 Recognize HPEC executive who have completed a term of service on the HPEC executive at the annual AGM.
 - 1.4.10 Where time is of the essence, appoint committees and representatives.
- 1.5 Maintain a collaborative working relationship with Ever Active Schools:**
- 1.5.1 Communicate regularly with EAS Director.
 - 1.5.2 Attend the EAS Steering Committee meetings.
 - 1.5.3 Represent the Council at the annual Ever Active Schools Conference.
 - 1.5.4 Schedule and attend meetings as required with EAS Director, ATA Staff Advisor and ATA EAS Advisor.
 - 1.5.5 Represent HPEC, or appoint a Table Officer Representative, when hiring a new EAS Director and key EAS leadership positions.
- 1.6 Act on behalf of HPEC:**
- 1.6.1 Respond to correspondence received.
 - 1.6.2 Represent the Council (or arrange for an appropriate representative from the executive to do so) at functions as required.
 - 1.6.3 Represent HPEC on the Council of Provinces and Territories (CoPT).

2.0 PRESIDENT-ELECT/PAST-PRESIDENT

2.1 Position Details—The President-Elect/Past-President Position:

- 2.1.1 Is an elected position.
- 2.1.2 Consists of a four-year term. One year as President-Elect preceded by two years as President preceded by one year as Past President.
- 2.1.3 Is a member of the HPEC Table Officers.
- 2.1.4 May chose membership in an HPEC standing committee dependant upon interest and need.

2.2 Duties of All Executive Members:

- 2.2.1 Promote Health and Physical Education in Alberta.
- 2.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 2.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 2.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 2.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend(for further details refer to Part C Section 8.0).

2.3 HPEC Executive Facilitation:

- 2.3.1 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.
- 2.3.2 Act as an advisor to the President, undertake any Council duty as deemed necessary and act on his/her behalf in his/her absence to become familiar with the responsibilities to be assumed in the coming term of office as President.
- 2.3.3 Plan, organize and make the necessary preparations for the Thinkers meeting as President-Elect.
- 2.3.4 Analyze the membership reports for all executive meetings.

2.4. Act as Nominations Chair:

- 2.4.1 Indicate a call for nominations for elected positions
- 2.4.2 Coordinate the election of elected positions in accordance with council bylaws
- 2.4.3 Act as the Chief Returning Officer.

2.5. Act as Awards Chair:

- 2.5.1 Initiate the call for distinguished service award(s) from the general membership and Certificate of Commendation(s) from Vice-President Member Services.
- 2.5.2 Chair the awards meeting with the Table Officers to determine the Distinguished Service awards recipient(s). Contact the Distinguished Service award recipient(s) current/last principal for a reference check.
- 2.5.3 Arrange for the Plaque for Distinguished Service award, a silver tray for the Robert Routledge Address presenter, Certificate of Commendation framed certificates, HPEC executive pins, and plaques for the outgoing President in the second year of their presidential term and annual conference co-chairs.
- 2.5.4 Coordinate the Distinguished Service Awards, Certificates of Commendation, HPEC executive pins, a plaque to the outgoing President in the second year of their presidential term and plaques to the annual conference co-chairs.
- 2.5.5 Submit the names of the recipients of Certificate of Commendations, Distinguished Service, Robert Routledge Address, and PHE Canada Andy Anderson Young Professional to the Website/ Social Media and Secretary for acknowledgement on the HPEC website, the Vice-President Communications and Editor of the Runner/Sprinter for inclusion in the appropriate publications and include the current years recipients in the HPEC handbook.
- 2.5.6 Liaise with PHE Canada Liaison regarding the PHE Canada Dr Andy Anderson Young Professional Award to ensure the award is prepared and ready for presentation at the annual HPEC conference

2.6. Act as Grants Chair:

- 2.6.1 Oversee HPEC Grants in aided by the Treasurer
- 2.6.2 Oversee the Friends of HPEC Portfolio
 - (a) Take action regarding Friends of HPEC grant applications.
 - (b) Submitting names of retirees to the HPEC executive for donations to the Friends of HPEC account.
 - (c) Notify and recognize (with a letter) the inducted Friends of HPEC.

2.7. Act as Conference Liaison:

- 2.7.1 Liaise with Conference Chairperson(s) regarding HPEC Conference planning.
- 2.7.2 Provide mentorship to conference chairperson(s) in conference planning (theme, facility, budget, program, awards, social theme).
- 2.7.3 Be familiar with HPEC Conference handbook.
- 2.7.4 Receive agendas and minutes from all conference meetings.

- 2.7.5 Receive HPEC Conference handbook recommendations of updates from the Conference Chairperson(s) and with HPEC Table Officer input update conference handbook as necessary.
- 2.7.6 Provide HPEC Secretary with updated conference handbook after each conference cycle.

3.0 VICE-PRESIDENT⁽¹⁾ COMMUNICATIONS

3.1 Position Details—Vice-President Communications Position:

- 3.1.2 Is an elected position.
- 3.1.2 Consists of a two-year term.
- 3.1.3 Is a member of the HPEC Table Officers.
- 3.1.4 Is the chair of the Communications Committee.

3.2 Duties of All Executive Members:

- 3.2.1 Promote Health and Physical Education in Alberta.
- 3.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 3.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 3.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 3.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

3.3. HPEC Executive Business Facilitation:

- 3.3.1 Undertake Council duties deemed necessary by the President.
- 3.3.2 Collaborate with Vice-Presidents of the other HPEC Standing Committees.

3.4 Serve as Chair of the Communications Standing Committee and Facilitate the Work to Achieve this Committee's Goal and Specific Objectives:

- 3.4.1 Assist Committee members with the understanding of their Roles and Responsibilities as outlined in the HPEC handbook
- 3.4.2 Arrange for the former and incoming Committee members to pass on information and receive files.
- 3.4.3 Create a working agenda for the Committee for each HPEC meeting.
- 3.4.4 Facilitate the development of the Committee Strategic Plan at the annual executive strategic planning meeting.

- 3.4.5 Oversee the implementation of the Committee strategic plan and take action when required to aid in attainment of strategic planning actions.
 - 3.4.6 Facilitate the process of updating and revising the Committee Strategic Plan at each HPEC meeting
 - 3.4.7 Update and submit current Communication Committee Strategic Plan to the Secretary prior to each HPEC meeting.
 - 3.4.8 Bring forth Committee budget requests to Table Officers.
 - 3.4.9 Approve Committee member budgets as required and approve the spending of committee funds.
 - 3.4.10 Oversee the submission of Committee members reports for HPEC executive meetings.
- 3.5. Facilitate Communication Committee Member Duties:**
- 3.5.1 Communicate regularly with the editor(s) of Runner and any other Council publication.
 - 3.5.2 Communicate regularly and assist the Website and Social Media standing committee member.
 - 3.5.3 Prepare and submit e-Sprinter as required (see HPEC Publication Guidelines Appendix for e-Sprinter Template).
 - 3.5.4 Coordinate informational email updates to be sent to the HPEC membership via the HPEC website.

4.0 VICE-PRESIDENT⁽²⁾ MEMBERSHIP AND ENGAGEMENT SERVICES

- 4.1 Position Details—Vice-President Membership and Engagement Position:**
- 4.1.2 Is an elected position.
 - 4.1.2 Consists of a two-year term.
 - 4.1.3 Is a member of the HPEC Table Officers.
 - 4.1.4 Is the chair of the Member Engagement and Services Committee.
- 4.2 Duties of All Executive Members:**
- 4.2.1 Promote Health and Physical Education in Alberta.
 - 4.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 4.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
 - 4.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.

- 4.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).
- 4.3. **HPEC Executive Business Facilitation:**
 - 4.3.1 Undertake Council duties deemed necessary by the President.
 - 4.3.2 Collaborate with Vice-Presidents of the other HPEC Standing Committees.
- 4.4. **Serve as Chair of the Membership Engagement and Services Standing Committee and Facilitate the Work to Achieve this Committee's Goal and Specific Objectives:**
 - 4.4.1 Assist Committee members with the understanding of their Roles and Responsibilities outlined in the HPEC handbook.
 - 4.4.2 Arrange for the former and incoming Committee members to pass on information and receive files.
 - 4.4.3 Create a working agenda for the Committee for each HPEC meeting.
 - 4.4.4 Facilitate the development of the Committee Strategic Plan at the annual executive strategic planning meeting.
 - 4.4.5 Oversee the implementation of the Committee strategic plan and take action when required to aid in attainment of strategic planning actions.
 - 4.4.6 Facilitate the process of updating and revising the Committee Strategic Plan at each HPEC meeting
 - 4.4.7 Submit current updated Committee Strategic Plan to the Secretary prior to each HPEC meeting.
 - 4.4.8 Bring forth Committee budget requests to Table Officers.
 - 4.4.9 Approve Committee member budgets as required and approve the spending of committee funds.
 - 4.4.10 Oversee the submission of Committee members reports for HPEC executive meetings.
- 4.5. **Facilitate Member Engagement and Services Committee Member Duties:**
 - 4.5.1 Take action on HPEC executive position application forms submitted via the HPEC website for HPEC executive Regional Representative appointed positions.
 - 4.5.2 Encourage nominations for Certificate of Commendation from Regional Representatives.
 - 4.5.3 Oversee the compilation of Certificates of Commendation and submit the Certificate of Commendation Award information to the President-Elect/Past President.
 - 4.5.4 Oversee and stock HPEC promotional materials including the HPEC promotional kits.

5.0 VICE-PRESIDENT⁽³⁾ LEADERSHIP IN CURRICULUM AND PEDAGOGY

5.1 Position Details—Vice-President Leadership in Curriculum and Pedagogy:

- 5.1.2 Is an elected position.
- 5.1.2 Consists of a two-year term.
- 5.1.3 Is a member of the HPEC Table Officers.
- 5.1.4 Is the chair of the Leadership in Curriculum and Pedagogy Committee.

5.2 Duties of All Executive Members:

- 5.2.1 Promote Health and Physical Education in Alberta.
- 5.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 5.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 5.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 5.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

5.3. HPEC Executive Business Facilitation:

- 5.3.1 Undertake Council duties deemed necessary by the President.
- 5.3.2 Collaborate with Vice-Presidents of the other HPEC Standing Committees.

5.4. Serve as Chair of the Leadership in Curriculum and Pedagogy Standing Committee and Facilitate the Work to Achieve this Committee's Goal and Specific Objectives:

- 5.4.1 Assist Committee members with the understanding of their Roles and Responsibilities outlined in the HPEC handbook.
- 5.4.2 Arrange for the former and incoming Committee members to pass on information and receive files.
- 5.4.3 Create a working agenda for the Committee for each HPEC meeting.
- 5.4.4 Facilitate the development of the Committee Strategic Plan at the annual executive strategic planning meeting.
- 5.4.5 Oversee the implementation of the Committee strategic plan and take action when required to aid in attainment of strategic planning actions.
- 5.4.6 Facilitate the process of updating and revising the Committee Strategic Plan at each HPEC meeting
- 5.4.7 Submit current updated Committee Strategic Plan to the Secretary prior to each HPEC meeting.

- 5.4.8 Bring forth Committee budget requests to Table Officers.
 - 5.4.9 Approve Committee member budgets as required and approve the spending of committee funds.
 - 5.4.10 Oversee the submission of Committee members reports for HPEC executive meetings.
- 5.5. Facilitate Leadership in Curriculum and Pedagogy Committee Member Duties:**
- 5.5.1 Communicate with ATA professional development coordinator and all other liaisons.
 - 5.5.2 Liaise with teacher conventions, other specialist councils and Alberta Regional Consortia
 - (a) Provide update on HPEC initiatives for the year
 - (b) Provide update on HPEC executive contact information

6.0 SECRETARY

- 6.1 Position Details—The Secretary Position:**
- 6.1.2 Is an elected position.
 - 6.1.2 Consists of a two-year term.
 - 6.1.3 Is a member of the HPEC Table Officers.
 - 6.1.4 Is the chair of the Communications Committee.
- 6.2 Duties of All Executive Members:**
- 6.2.1 Promote Health and Physical Education in Alberta.
 - 6.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
 - 6.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
 - 6.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
 - 6.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).
- 6.3 HPEC Executive Business Facilitation:**
- 6.3.1 Attend all meetings of the Table Officers, HPEC Executive, Annual General Meeting and Thinker's Conference for the purpose of recording the meetings proceeding, and distribution of the same. Minutes should have incorporated within their format, identification of "Motions" (yellow), "Action Items" (red), "Tabled Items" (blue) and "Handbook Revision"

(green). At the conclusion of the minutes compile a list of motions, action items and tabled items.

- 6.3.2 Maintain a record of electronic motions.
- 6.3.3 Ensure that a copy of the minutes of our Annual General Meeting, a current copy of our constitution, bylaws and Council Policy and Resolutions, minutes of meetings specified by the President, and HPEC files are sent to the Professional Development Department of the ATA, at Barnett House for archive.
- 6.3.4 Respond or forward each contact form submission from the HPEC website within a timely fashion.
- 6.3.5 Respond to correspondence as directed by the President.

6.4 Maintain HPEC Documents

- 6.4.1 Maintain the HPEC file storage system and ensure that new executive members of the council receive access. to HPEC documents.
- 6.4.2 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.
- 6.4.3 Maintain the HPEC calendar.
- 6.4.4 Maintain a list of HPEC Past-Presidents.
- 6.4.5 Maintain the most up-to-date copy of the Conference Handbook.
- 6.4.6 Maintain the most up-to-date copy of the HPEC Handbook. Review minutes to ensure that changes to Handbook are accurately reflected in the HPEC minutes.
- 6.4.7 Maintain the most up-to-date copies of each the HPEC Strategic Plans for each HPEC Standing Committee.
- 6.4.8 Maintain a list of the names of Certificate of Commendation, Distinguished Service and PHE Canada Dr Andy Anderson Young Professional Award recipients on an annual basis within the handbook once received from Past-President/President-Elect post conference.

7.0 TREASURER

7.1 Position Details—The Treasurer Position:

- 7.1.2 Is an elected position.
- 7.1.2 Consists of a two-year term.
- 7.1.3 Is a member of the HPEC Table Officers.
- 7.1.4 May chose membership in an HPEC standing committee dependant upon interest and need.

7.2 Duties of All Executive Members:

- 7.2.1 Promote Health and Physical Education in Alberta.
- 7.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 7.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 7.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 7.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

7.3 HPEC Executive Business Facilitation:

- 7.3.1 Obtain and become familiar with the ATA Treasurer's Handbook.
- 7.3.2 Establish procedures to take charge of all monies received and/or collected by the Council.
- 7.3.3 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.
- 7.3.4 Establish procedures to make the necessary disbursements of funds in accordance with the established policy and procedures.
- 7.3.5 Prepare a budget for the current fiscal year through collaboration with the executive.
- 7.3.6 Prepare fiscal statements to be presented at meeting when deemed necessary by the President.
- 7.3.7 Present an audited financial statement at the Annual General Meeting and to the ATA.
- 7.3.8 Work with the financial advisor to the Council to arrange the most effective methods of bookkeeping.
- 7.3.9 Maintain a current inventory of all Council assets.

7.4 Aid in Awarding HPEC Grants:

- 7.4.1 Oversee the HPEC Conference Pre-Service Teacher Grant, the HPEC Member Grant and the Student Leadership Conference (SLC) Grant.
- 7.4.2 Present HPEC Pre-Service Teacher and HPEC Member grant applicants at January Table Officer meeting.
- 7.4.3 Present Student Leadership Conference (SLC) grant applicants at Spring Table Officer meeting.

7.4.4 Take action to award the grant funds according to the outlined grant criteria.

7.5. Serve as Conference Treasurer.

8.0 REGIONAL REPRESENTATIVES

8.1 Position Details—The Regional Representatives Position:

- 8.1.1 May be shared by up to two individuals.
- 8.1.2 Are appointed for two-year terms.
- 8.1.3 Are members of the Member Engagement and Services Committee.
- 8.1.4 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.
- 8.1.5 Are asked to attempt to find individuals to apply for their position prior to resigning. Note: Appointments of Regional Representatives require Table Officers ratification.

8.2 Duties of All HPEC Executive Members:

- 8.2.1 Promote Health and Physical Education in Alberta.
- 8.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 8.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 8.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 8.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

8.3. Executive Business Facilitation:

- 8.3.1 Liaise with and convey needs and concerns of the region to the Vice-President of Engagement and Member Services
- 8.3.2 Support the development of Member Engagement for Strategic Plan and carry out assigned actions.
- 8.3.3 Prepare and submit an annual written report to the Vice-President of Member Engagement and Services by the first of March to be incorporated with the Standing Committee Report for the Annual General Meeting.

8.4. Regional Action Plans Development and Implementation:

- 8.4.1 Prepare an annual action plan and detailed budget at the Thinkers Strategic Planning meeting based on the needs of region.

- 8.4.2 Seek approval of expenditure of HPEC funds from the Vice-President of Engagement and Member Services and ensure that the financial matters of regional activities are handled according to the established HPEC policies and directed through the treasurer of the Council.
- 8.4.3 Provide an update regarding regional action plans actions and progress to standing committee chair prior to each HPEC executive meeting.
- 8.5 **Establish Relationships and Contacts Within the HPEC Region:**
 - 8.5.1 Establish contacts that will allow input to HPEC regions district teachers' conventions and professional days, with hopes of providing topics or speakers that would be of interest to health and physical educators.
 - 8.5.2 Establish relationships and contacts within your region which will aid in the support of HPEC members within your region. For example Ever Active Schools Staff, Alberta Health Services (AHS) Health Promotion Coordinators (HPC), Be Fit for Life local offices, ATA Locals etc.
 - 8.5.3 Establish a relationship with school board Health/Physical Education/Wellness/CSH/Athletics specialist and/or consultants within the HPEC region. Identify:
 - (a) How the contact may help your distribute HPEC information within your region adhering to CASL
 - (b) Policies and procedures school board follow (for example restricted activities, service providers etc.)
 - (c) Priorities and goals of the school board(s) related to Health and Physical Education to help inform Professional Development offerings.
- 8.6 **Professional Development Opportunities:**
 - 8.6.1 Promote health and physical education and the objectives of the Council through one or more professional development opportunities per annum. Examples include regional workshops, provision of sessions at teachers' conventions or collaboration with EAS. Regional Representatives may access Ever Active Schools with assistance
 - 8.6.2 Submit information regarding workshops and regional special events to the HPEC, HPEC Secretary to distribute to the HPEC executive, the HPEC Webmaster and Social Media and Ever Active Schools.
- 8.7 **Certificates of Commendation**
 - 8.7.1 Identify regional recipients and compose 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 February 15.

- 8.7.2 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.

9.0 WEBSITE AND SOCIAL MEDIA

9.1 Position Details—The Secretary Position:

- 9.1.2 Is an elected position.
- 9.1.2 Consists of a two-year term.
- 9.1.3 Is a member of the HPEC executive as a Standing Committee Member.
- 9.1.4 Is a member of the Communications Committee.

9.2 Duties of All HPEC Executive Members:

- 9.2.1 Promote Health and Physical Education in Alberta.
- 9.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 9.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 9.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 9.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

9.3 Executive Business Facilitation:

- 9.3.1 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 9.3.2 Ensure all HPEC online activity follows HPEC's mission, vision, objectives and the Guiding Principles and Statement of Belief of HPEC (See Part A, B and Appendix | HPEC Guide Principles and Statement of Beliefs).

9.4. Website Duties:

- 9.4.1 Establish and maintain relationships with website related service providers
- 9.4.2 Develop and maintain www.HPEC.ab.ca website and populate with HPEC approved materials.
- 9.4.3 Update all HPEC executive contact information on the HPEC website.
- 9.4.4 Update website forms as required (Awards, Friends of HPEC, Executive Position Application, Call for Presenters etc)
- 9.4.5 Update available HPEC Executive elected and Appointed Positions bi-annually (August and February) on the HPEC website.

- 9.4.6 Website in hosting HPEC conference website.
- 9.4.7 Provide an update to standing committee chair for each HPEC executive meeting.
- 9.5 **Social Media Duties:**
 - 9.5.1 Communicate (bi-weekly) approved HPEC information through social media means.
 - 9.5.2 Investigate new social media mediums, and bring forward to the HPEC executive possible social media communication tools as related to council strategic planning objects.
 - 9.5.3 Make social media connections to facilitate a mutual exchange of information between HPEC and other related organizations (ie, ATA, EAS, PHE Canada, SPEA, OPHEA)
 - 9.5.4 Submit a report to the HPEC secretary Provide an update to standing committee chair for each HPEC executive meeting.
- 9.6 Serve as the website/social media conference committee chair.

10.0 RUNNER

10.1 Position Details—The Runner Position:

- 10.1.2 Is an elected position.
- 10.1.2 Is a two-year term.
- 10.1.3 Is a member of the HPEC executive as a Standing Committee Member.
- 10.1.4 Is a member of the Communications Committee.

10.2 Duties of All HPEC Executive Members:

- 10.2.1 Promote Health and Physical Education in Alberta.
- 10.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 10.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 10.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 10.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

10.3 HPEC Editor Duties:

- 10.3.1 Act as an advisor to the Vice-President Communications regarding ATA publication guidelines and process.
- 10.3.2 Obtain and become familiar with the ATA Editor's Handbook.
- 10.3.3 Solicit pertinent materials and oversee the publication of *Runner*.
- 10.3.4 Review HPEC Publications Guideline (Appendix | HPEC Publication Guidelines)
- 10.3.5 Distribute draft copy of the *Runner* to Table Officers
- 10.3.6 Send approved draft of the *Runner* to ATA contact.
- 10.3.7 Distribute the final copy of HPEC publications to the executive and council members.
- 10.3.8 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.
- 10.3.9 Provide an update to standing committee chair for each HPEC executive meeting.

11.0 COMPREHENSIVE SCHOOL HEALTH REPRESENTATIVE

11.1 Position Details—The Comprehensive School Health Representative Position:

- 11.1.1 Is an appointed position.
- 11.1.2 Is a two-year term.
- 11.1.3 Is a member of the HPEC executive as a Standing Committee Member.
- 11.1.4 Is a member of the Leadership in Curriculum and Pedagogy Committee.

11.2 Duties of All HPEC Executive Members:

- 11.2.1 Promote Health and Physical Education in Alberta.
- 11.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 11.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 11.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.
- 11.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference for which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

- 11.3 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).
- 11.4 Liaise with Regional Representatives to promote HPEC.
- 11.5 Provide health curricular and comprehensive school health related articles/resources for each edition of HPEC publications (*Sprinter/Runner*).
- 11.6 Attend the Ever Active Schools conference in the even year rotation, provide a post-conference report to the executive, and submit a related article to the *Runner*.
- 11.7 Facilitate HPEC executive involvement at the Ever Active Schools annual conference.
- 11.8 Provide an update to standing committee chair for each HPEC executive meeting.

12.0 CONFERENCE CHAIRPERSON

12.1 Position Details—The Conference Chairperson Position:

- 12.1.1 Is an appointed position.
- 12.1.2 Term is the time needed to plan for the conference, implement the conference and present the final report from the conference to the HPEC executive. Conference Chairperson(s) meet during HPEC executive meetings with the past year's conference chairperson(s) for mentoring purposes.
- 12.1.3 Is a member of the HPEC Executive as a Standing Committee member.
- 12.1.4 Is a member of the Leadership in Curriculum and Pedagogy Committee.
- 12.1.5 HPEC recommends that two individuals work together and serve as Conference Co-Chairpersons.
- 12.1.6 HPEC Table Officer approval is needed if any changes are made to the Conference Co-Chairpersons.

12.2. Duties of all HPEC Executive:

- 12.2.1 Promote Health and Physical Education in Alberta.
- 12.2.2 Encourage membership among teachers, college and university students, and staff in Alberta.
- 12.2.3 Attend all meetings of the HPEC Executive, Annual General Meeting and Thinker's Conference.
- 12.2.4 Submit a report for each HPEC executive meeting as per the HPEC Secretaries direction.

- 12.2.5 Serve in available volunteer roles and/or apply to present a session at any HPEC and/or EAS conference which HPEC has provided funding to attend (for further details refer to Part C Section 8.0).

12.3 HPEC Conference Organization

- 12.3.1 Attend HPEC Conference the year prior to chairing HPEC Conference.
- 12.3.2 Attend the ATA Summer Conference as Conference Chairperson(s) one or two years prior to conference year. This is dependent on available space at the ATA Summer Conference and HPEC funding available to cover the costs for any conference co-chairs attending beyond the two ATA Summer Conference spots supported by the ATA (one conference chair and one President are supported annually by the ATA).
- 12.3.3 Obtain and follow a copy of the ATA Handbook for Conference Directors of Specialist Councils
- 12.3.4 Obtain and follow a copy of the HPEC Conference Handbook from the HPEC Secretary.
- 12.3.5 Name conference committee chairs as outlined in the conference handbook.

12.4 Liaise with the HPEC Table Officers via the President-Elect/Past President:

- 12.4.1 Communicate with President-Elect/Past-President regarding conference theme, site/facility, budget, program, awards, and social theme as Table Officer Approval is required.
- 12.4.2 Ensure approval of facility contract, keynote contract, and other legally binding contracts with the ATA staff officer.
- 12.4.3 Advise and Update the President-Elect/Past-President of the conference planning timeline.
- 12.4.4 Send copies of all meeting agendas and minutes to the HPEC Past-President/President-Elect and the ATA Staff Advisor.

12.5 Conference Follow-Up

- 12.5.1 Compile conference committee reports in the final conference report to be presented at the next HPEC executive meeting following conference.
- 12.5.2 Communicate with the Past-President/President-Elect to determine the procedure to provide conference materials to the HPEC for the archiving.
- 12.5.3 Provide recommendations for updates to the conference handbook and submit conference handbook recommendations to the President-Elect/Past-President after conference completion.

13.0 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.

13.1 Executive Staff

- 13.1.1 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:
- 13.1.2 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.
- 13.1.3 Advise on policy matters related to:
 - (a) departure from council and ATA policies and/or procedures
 - (b) Council operation at the provincial and regional levels,
 - (c) Regulations and guidelines,
 - (d) Financial affairs,
 - (e) Recommendations and submissions to Provincial Executive Council,
 - (f) Constitution.
- 13.1.4 Inform the President of proposed resolutions of ARA (Annual Representatives Assembly) that have health and/or physical education implication for the Winter meeting
- 13.1.5 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.
- 13.1.6 Advise and assist in developing plans and selecting professional development activities for members.
- 13.1.7 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.
- 13.1.8 Encourage and stimulate the council executive to provide high quality service to the council membership through continuous assessment of program and related activities.
- 13.1.9 Assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by the council.

- 13.1.10 Keep informed about all aspects of the council's operation and when necessary, recommend to the council on matters requiring attention.
- 13.1.11 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.
- 13.1.12 Receive, review and submit with recommendations to the staff officer in charge of specialist councils any council submission directed to Provincial Executive Council.

13.2 Provincial Executive Council

- 13.2.1 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.
- 13.2.2 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.
- 13.2.3 The Provincial Council Liaison Representative is non-voting and attends meetings of the specialist council at no expense to the council.

14.0 EVER ACTIVE SCHOOLS DIRECTOR RESPONSIBILITIES

14.1 Responsibilities

- 14.1.1 To implement the annual Business Plan.
- 14.1.2 To provide an EAS update to Table Officers at each executive meeting.

- 14.1.3 To communicate regularly with the HPEC President to ensure HPEC is aware of all relevant aspects of the Ever Active Schools responsibilities and actions.
- 14.1.4 To assist in the development of the Ever Active Schools ongoing strategic and outcomes.
- 14.1.5 Communicate assessment/outcomes of plans, budgets, reports and annual funding proposals to HPEC Table Officers.
- 14.1.6 Liaise with government ministries, seek and secure funding to support the work of healthy school communities.
- 14.1.7 Liaise with the ATA EAS Advisor regularly.
- 14.1.8 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 Committees are struck to carry out the work of HPEC.

15.2 Communication

- 15.2.1 Will have a Vice-President as chair.
- 15.2.2 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 Will have a Vice-President as chair.
- 15.3.2 Goal of the Member Services and Engagement Committee include the following Objectives of the Council:
 - (a) 2.3 to ensure teachers have access to meaningful professional development opportunities that meet their needs throughout all stages of their careers.

- (b) 2.7 to facilitate broad-based, skillful participation in the planning and implementation of effective, collaborative, ongoing professional development.

15.3.3 **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.

15.3.4 The committee will be populated with the following executive positions:

- (a) Regional Representatives
- (b) Elected HPEC executive members based on strategic plan needs
- (c) Liaison Representatives as needed/required.

15.4 Leadership in Curriculum and Pedagogy

15.4.1 Will have a Vice-President as chair.

15.4.2 Goal of the Leadership in Curriculum and Pedagogy Committee include the following Objectives of the Council:

- (a) 2.1 to improve curriculum, instruction and assessment in Health and Physical Education through increased knowledge, skills and understanding.
- (b) 2.2 to develop, study and propose professional resources and responses to Health and Physical Education issues.
- (c) 2.4 to enhance the expertise of members by promoting an understanding of current research to inform professional practice.
- (d) 2.5 to liaise with other organizations that seek to promote healthy active lifestyles within school communities
- (e) 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.

15.4.3 **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.

15.4.4 The Leadership in Curriculum and Pedagogy Committee will liaise with Conference Co-Chairs and/or Conference program committee.

15.4.5 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 | APPENDICIES

APPENDIX | 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.

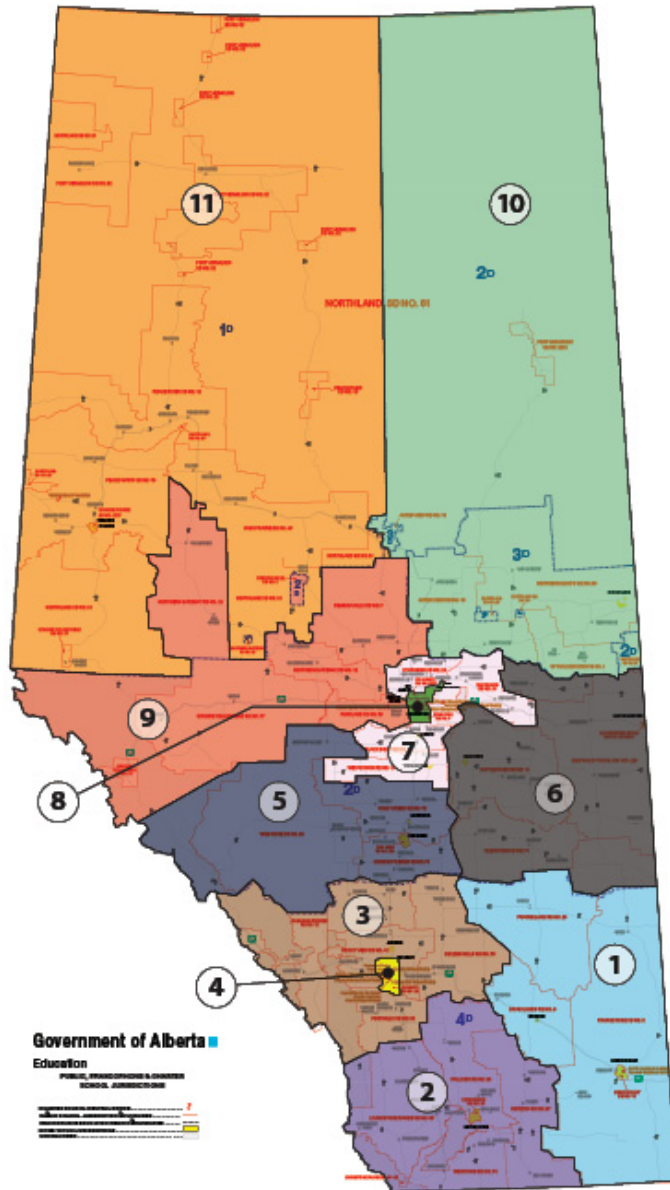
HPEC believes that the first consideration for career placement in Physical Education at the school level be restricted to the physical educator's expertise and not his or her athletic coaching proficiencies.

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 | HPEC REGIONAL 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

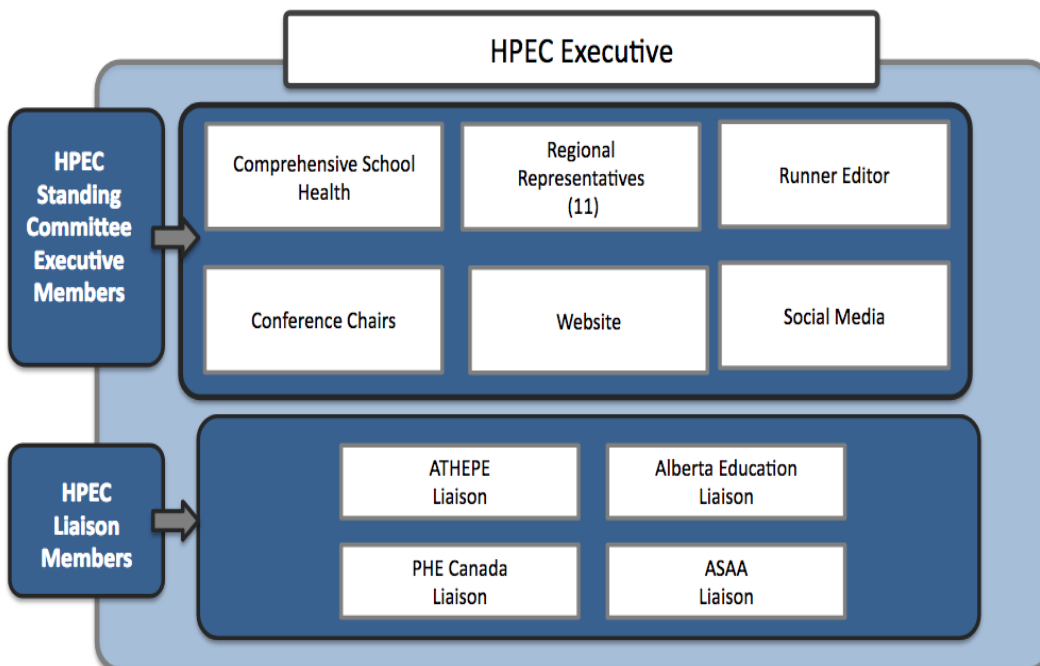
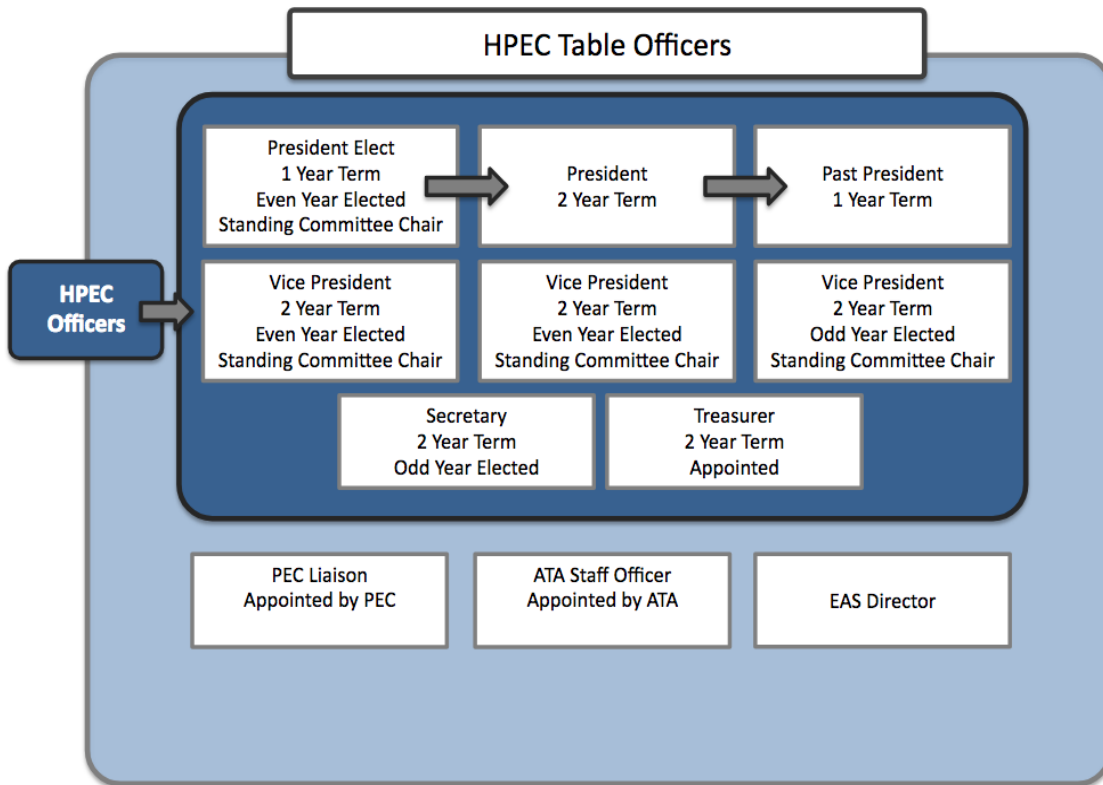
10 NORTHEAST

- 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 | HPEC EXECUTIVE ORGANIZATIONAL FLOW CHART



APPENDIX | HPEC STANDING COMMITTEES

Communication

The Goal of the Communication Committee is to ensure an effective communication strategy for the Council and it's membership.

Specific Objectives—The specific objectives of the communication committee will be determined through HPEC's three year Strategic Plan reviewed annually by the executive.

The committee will be populated with the following executive positions:

- Website and Social Media
- Runner
- Secretary

Leadership in Curriculum & Pedagogy

Goals of the Leadership in Curriculum and Pedagogy Committee from the 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

Specific Objectives—The specific objectives of the leadership in Curriculum and Pedagogy will be determined through HPEC's three year Strategic Plan reviewed annually by the executive.

The committee will be populated with the following executive positions:

Comprehensive School Health
Conference Chairs

Members Services

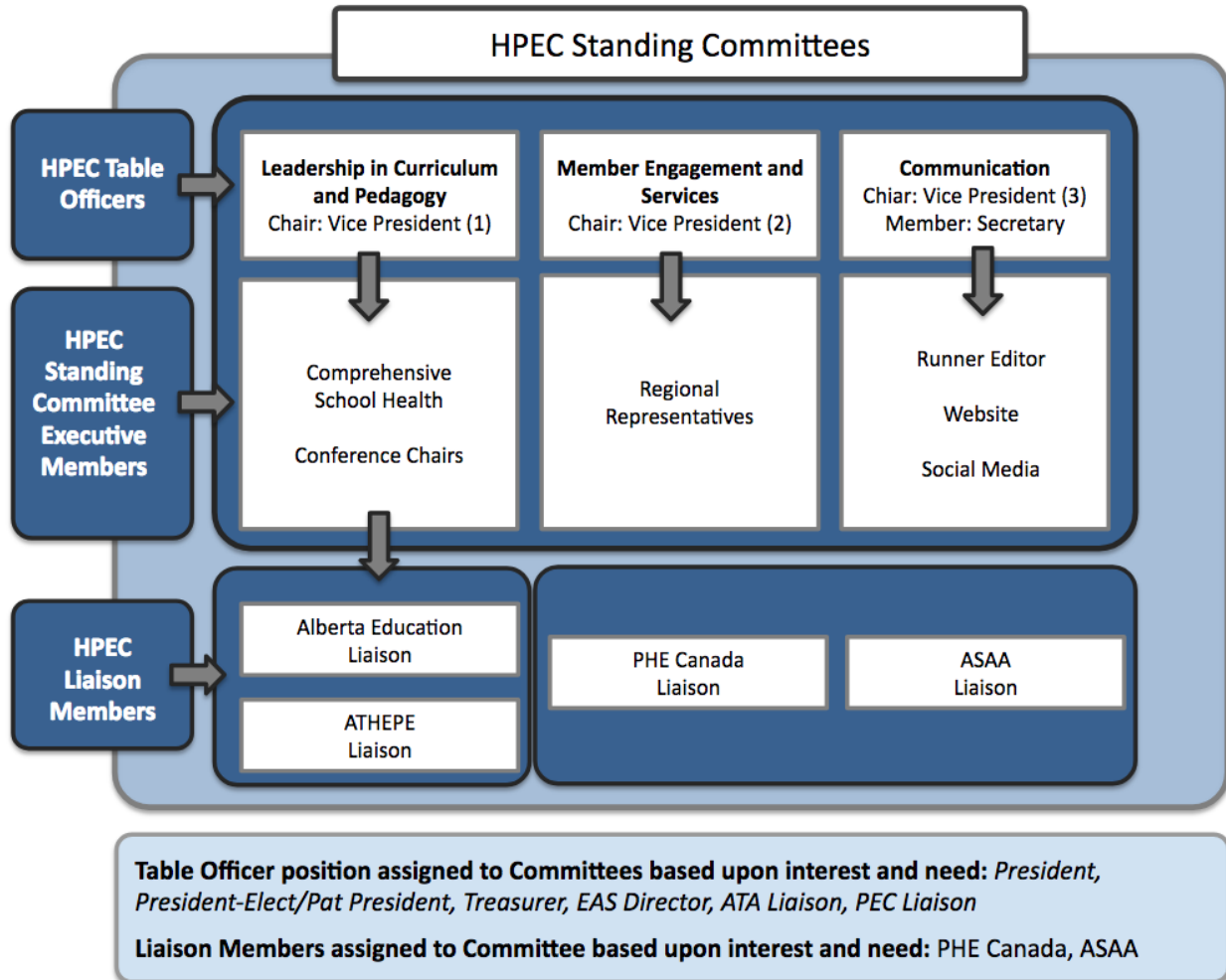
Goals of the Member Services Committee from the Objectives of the Council:

- 2.3 to ensure teachers have access to meaningful professional development of their career.
- 2.7 to facilitate broad-based, skilful participation in the planning and implementation of effective, collaborative, ongoing professional development.

Specific Objectives—The specific objectives of the member services committee will be determined through HPEC's three year Strategic Plan reviewed annually by the executive.

The committee will be populated with the following executive positions:

Regional Representatives



APPENDIX | 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 | 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 | HPEC PUBLICATION GUIDELINES

1.0 All HPEC Publications Include:

- 1.1 Reference www.hpec.ab.ca on the cover
- 1.2 HPEC Logo to be included
- 1.3 HPEC Directory
- 1.4 Reference to notices of motion for HPEC constitutional changes posted on the website. Notice of Motions to be included if the time frame allows.
- 1.5 Reference to vacant positions and Executive Application form posted on the website. Vacant Positions to be included if the Time Frame Allows.

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

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

3.0 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*, can be included in the *e-Sprinter*)
 - Certificate of Commendation
 - Robert Routledge Address
 - Distinguished Service Award
 - PHE Canada Young Professional

3.1 Be a *Runner* Contributor

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

4.1 Fall *e-Sprinter* Template

- HPEC Logo
- Table of Contents
- HPEC President Message
- HPEC Conference Information - thank you for attending last year's conference and information for the upcoming conference
- Previous Year's HPEC Award Winner Recognition (Distinguished Service, Dr Andy Anderson Young Professional, Certificate of Commendations, Robert Routledge Address)
- Apply for HPEC Grants - Deadline January 15
- HPEC Blog Highlight
- Upcoming HPEC Drive in Workshops
- HPEC Executive in the Spotlight/ Resources for HPEC members
- Important HPEC Links: HPEC website, HPEC member sign up through the ATA, HPEC Twitter, HPEC Facebook, HPEC Mailing list
- HPEC Committee Updates
 - Communication Committee
 - Membership Services Committee
 - Pedagogy and Leadership Committee
- Alberta Education Update

4.2 Winter *e-Sprinter* Template (Jan/Feb):

- HPEC Logo
- Table of Contents
- HPEC President Message
- Notices of Motion for HPEC AGM
- HPEC Conference Information including HPEC AGM
- HPEC Grant Recipients (Pre-Service Teacher, HPEC membership, ATA Educational Trust)
- HPEC Blog Highlight
- Upcoming HPEC Drive in Workshops
- HPEC Executive in the Spotlight/ Resources for HPEC members
- Important HPEC Links: HPEC website, HPEC member sign up through the ATA, HPEC Twitter, HPEC Facebook, HPEC Mailing list
- HPEC Committee Updates
 - Communication Committee
 - Membership Services Committee
 - Pedagogy and Leadership Committee
- Alberta Education Update

APPENDIX | HPEC POSITION PAPERS

(available on the HPEC website)

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

- 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 and 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 and Jo Brewer
- 5.0 ***Dance: Within the Context of Physical Education Programs in Alberta Schools*** (1978)
prepared by: Pauline Albert and 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 and 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 | LEVEL OF SUPPORT AND/OR ENDORSEMENT BY 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.

LEVEL	HPEC COMMITMENT
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 | AWARDS | OVERVIEW

HPEC AWARDS PRESENTED AT THE ANNUAL CONFERENCE

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 Street 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/ Co-chairs:

*Health and Physical Education
Council of
The Alberta Teachers' Association
Presented To
(name of conference Chair or
Co-chair)
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)*

APPENDIX | AWARDS | CERTIFICATE OF COMMENDATION

HPEC | CERTIFICATES OF COMMENDATION

Application Deadline: February 15

Description

The Health and Physical Education Council recognizes up to two HPEC members per [region](#) each year who make outstanding contributions to Health and/or Physical Education with a Certificate of Commendation. To nominate an HPEC member in your region please submit the form below. This form will be forwarded to your [HPEC Regional Representative](#) for consideration.

Eligibility

A nominee must be:

- a member of The Alberta Teachers' Association.
- a member of The Health and Physical Education Council (HPEC).

Recognition

Each award winner will receive a Certificate of Commendation and the recipient's name will appear in the HPEC Conference Program Booklet which is distributed to conference delegates and listed on the HPEC website.

NOMINATION FORM <i>This application form can be found online (www.hpec.ab.ca).</i>	
Note: Once submitted, this form will be forwarded to your HPEC Regional Representative for consideration.	
Please provide some basic information about the nominee .	
First Name and Last Name*	
School Jurisdiction and School Name*	
School Address*	
City/Town/Province*	
Postal Code*	
Phone*	
Email*	
ATA Member*	<input type="checkbox"/> Yes <input type="checkbox"/> No
HPEC Member*	<input type="checkbox"/> Yes <input type="checkbox"/> No
HPEC Region*	
Please provide some basic information about the nominee's supervisor .	
First Name and Last Name*	
Phone Number*	
Email*	
Please provide some basic information about the nominator .	
First Name and Last Name*	
Phone Number*	
Email*	
Please respond to the following questions in the field(s) below.	
Will the nominee be attending this year's HPEC conference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please complete the following to provide background information about the involvement of your nominee related to their contributions to Health and Physical Education in the province of Alberta.</p> <p>Examples of contributions should include—HPEC involvement, Committee or Professional Development Contributions, School/District Contributions, Classroom/Curricular Contributions, Personal Qualities, Career Highlights and Outstanding Achievements.</p> <p>Approximately 250 words.</p>	

APPENDIX | AWARDS | DISTINGUISHED SERVICE

HPEC | DISTINGUISHED SERVICE AWARD

Application Deadline: January 15

Description

The purpose of this award is to recognize individuals who have performed distinguished, meritorious, and special service as a leader in the field of health and/or physical education. Only Health and Physical Education Council Members may nominate persons for the award. The selection committee will consider the names and information contained herein confidential.

Eligibility

A nominee must be:

- or have been, a member of The Alberta Teachers' Association (ATA).
- or have been, a member of The Health and Physical Education Council (HPEC).
- present at the Annual HPEC Conference to receive their award.

Recognition

Award recipients will receive a Plaque and their name will appear in the HPEC Conference Program Booklet which is distributed to conference delegates and listed on the HPEC website.

NOMINATION FORM <i>This application form can be found online (www.hpec.ab.ca).</i>	
Please provide some basic information about the nominee .	
First Name and Last Name*	
Address*	
City/Town/Province*	
Postal Code*	
Phone*	
Email*	
ATA Member*	<input type="checkbox"/> Yes <input type="checkbox"/> No
HPEC Member*	<input type="checkbox"/> Yes <input type="checkbox"/> No
HPEC Region*	
Please provide some basic information about the nominator .	
First Name and Last Name*	
Email*	
Phone*	
Please provide some basic information about the reference . Letter attached.	
First Name and Last Name*	
Email*	
Phone*	
Please provide some basic information about the reference . Letter attached.	
First Name and Last Name*	
Email*	
Position*	
Please respond to the following questions in the field(s) below.	
Will the nominee be attending this year's HPEC conference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please complete the following to provide background information about the involvement of your nominee related to their contributions to Health and Physical Education in the province of Alberta.</p> <p>Examples should included: HPEC involvement, school/district/provincial/national contributions, committee/professional development contributions, curricular/classroom contributions, and personal qualities/career highlights/outstanding achievement.</p> <p>Approximately 250 words.</p>	

APPENDIX | AWARDS | ROBERT ROUTLEDGE MEMORIAL ADDRESS

HPEC | 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 President-Elect/Past-President.

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

APPENDIX | AWARDS | RECIPIENTS

HPEC | DISTINGUISHED SERVICE AWARD

1974 Ethel Cuts and Don Williams
1975 Jo Brewer and Chuck Rose
1976 Ruby Anderson and Roy Gouchey
1977 Marion Irwin and Ken McKenna
1978 Arlene McGinn and Jim Paul
1979 Pat Brand, Nestor Kelba and LeRoy Pelletier
1980 Glen Claerhout and Elma Grove
1981 Mary Ann Downing and Ed Henderson
1982 John Mayell, Brick Ward and Bob Newfeld
1983 Doreen Ryan and Heather Wort
1984 Ann McKinnon and Ian Kilpatric
1985 Malcolm Hughes, John Semkuley and Loretta Paterson
1986 Vivian Birchall, Margaret Kuntz Derbyshire, Andrea Borys and Phil Carlton
1987 Sharon Gibb and David Bean
1988 Brian Erickson and Dan Cooney
1989 Rollie Comeau and Brian D Scott
1990 Lawrence King and Dr Gerry Glassford
1991 Dr Colin Lumby and John Reid
1992 Merri Ann Ford and Val Olekshy-Greenslade
1993 Lynn Dyck and Eleanor Torjek
1994 Wendae Grover and Roger Scott
1995 Joy Taylor and Gerri Blake
1996 Sharin Adams, Mary Ann Downing and Mike Hay
1997 Maureen Antoniuk and Barb Young
1998 Dr Debbie Rowley and Debbie Yanota
1999 Myron Pearman and Joanne Susut
2000 Tom Brunt and Jack Jewitt
2001 Lynn Edwards and Marg Schwartz
2002 Irene Sproull and Lois Vanderle
2003 Del Lomnes and Barry Dillon
2004 Brian Bienert
2005 Rob Willms
2006 Brian Mullally and Carvel Skaret

HPEC | DISTINGUISHED SERVICE AWARD

2007 | Don Zabloski and Lance Bard

2008 | Bethe Goldie

2009 | Michael Podlosky

2010 | Shelley Barthel and Dwayne Sheehan

2011 | Bev Robinson and Tracy Loder-Stephen

2012 | Susan Dillabough and Marlene Doherty

2013 | Donna Schneider

2014 | Jessica Badzgon

2015 | Dean Rootsaert

2016 | Gary Muennich and Nicole Martens

2017 | Heather Rootsaert

2018 | Mark Yurick

2019 |

HPEC | ROBERT ROUTLEDGE MEMORIAL ADDRESS

1972 John Mayell	2000 Jay Pritchard
1973 Marion Irwin	2001 Val Olekshy
1974 Murray Smith, Dr Maury Van Vilet	2002 Dr Colin Lumby
1975 Ethel Cuts	2003 Rollie Comeau
1976 Dr Gerry Glassford	2004 Merri-Ann Ford
1977 Dr Don Newton	2005 Phil Meagher
1978 Dr Murray Smith	2006 Brian Erickson
1979 Don Williams	2007 Sharin Adams
	2008 David Bleile
	2009 Doug Gleddie
1980 Dr Arlene McGinn	2010 Del Lomsnes
1981 Elma Groves	2011 Theresa Maxwell
1982 Bruce Shields	2012 Kerry Frissell
1983 Chuck Rose	2013 Debbie Yanota
1984 Bob Stewart	2014 Deborah Rowley
1985 Gary Bowie	2015 Dr Nancy Melnychuk
1986 Don Williams	2016 Bethe Goldie
1987 Bob Neufeld	2017 Allen Shea
1988 Glenn Kirchner	2018 Joyce Sunada
1989 Ed Henderson	
1990 Mary Ann Downing	
1991 Pat Brand	
1992 Dr Gerry Glassford	
1993 Roger Passmore	
1994 Margaret Schwartz	
1995 Phil Carlton	
1996 Leigh Goldie	
1997 Dan Cooney	
1998 Anne Paskevich	
1999 Lois Vanderlee	

PHE CANADA | ANDY ANDERSON YOUNG PROFESSIONAL AWARD

1986 Val Oleksy	2000 Heather Rootsart
1987 Bryan Haines	2001 Maureen Napier-Ross
1988 Carol Hall	2002 Shelley Constantin
1989 Lance Therrien	2003 Brent Bradford
	2004 Wayne Meadows
	2005 Tammy Greidanus
	2006 Shane Gau
	2007 Kim Hordal
	2008 Paul Marlett
	2009 Dan Robinson
1990 Ellen Hambrook	2010 Shannon Horricks
1991 Deborah Rowley	2011 Sonia Sheehan
1992 Dwayne Sheehan	2012 Elisha O'Lain
1993 Kevin Kaardal	2013 Not Awarded
1994 Carolyn Crang	2014 Julie Valdez-Bujas
1995 Tracy Loder	2015 Chris Fenlon-MacDonald
1996 Nicole Martens	2016 Jodi Harding-Kuriger
1997 Del Lomsnes	2017 Collin Dillon
1998 Glen Mack	2018 Jonathan Mauro
1999 Ean Langille	

HPEC | PROMOTING SCHOOL WELLNESS AWARD

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

HPEC | CERTIFICATE OF COMMENDATION

1983

Calgary City | Martin Lundmark
 Edmonton City | Hilary Hunt and Bruce Kirkland
 Palliser | Karen Bartsch and Susan Stuart
 Red Deer | Dan Cooney and Bill Wotherspoon
 Southeast Zone | Geoff Sutcliffe and Bob Townsend
 Southwest Zone | Sharon Gibb

1984

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

1985

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

1986

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

HPEC | CERTIFICATE OF COMMENDATION

1987

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

1988

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

1989

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

HPEC | CERTIFICATE OF COMMENDATION

1990

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

1991

Edmonton City | Jamie Pallett
 Northeast | Phil Meagher
 Palliser | Murray Clarke and Ian Jones
 Red Deer | Dwayne Donovan

1992

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

HPEC | CERTIFICATE OF COMMENDATION

1993

Calgary City | Marion McMullen

Central East | Donna Shantz

Greater Edmonton | Gina Vivone Vernon, Joanne Hunter and Mike Matsuba

Lethbridge District | Kath Hnidan

Mighty Peace | Roger Clarke and David Pilger

North Central | Dick Rigelhof and David Westacott

Northeast | Terry Brady and Brian Scott

Palliser | Karen Harris and Myrna Pauls

Red Deer | Ken Van Loon and Kathleen Finnigan

Southwest | Joy Brennan

1994

Athabasca | Brian Mullally

Calgary | Patrick Loyer, Larry Clarke and Carla Christie-Hamilton

Central East | Carvel Skaret

Greater Edmonton | John Iocchelli and Louise Juninville

Mighty Peace | Brenda Valerio and Tom Landsman

North Central | Irene Sproull and Helene Marchen

Northeast | Russel Reynolds and Greg Hollardson

Palliser | Lois Vanderlee and Douglas Rodney

Red Deer | Rob Willms and Dennis Zukiwsky

Southwest | Khym Goslin and Patty McNally

1995

Athabasca | Doug Nish, Darryl Smith and Mary Payne

Calgary | Tom Brunt, Kent Lowry and Kevin Kaardal

Central East | Bob Allen, Hugh Forrester and Brad Wagner

Greater Edmonton | Diane Clarke, Andy MacGregor and Jerry Derewonko

Mighty Peace | Jo-Ann Stocki and Jim Telfer

North Central | Russ Keating and Val Siemens

Northeast | Jim Publow and Nick Rawlake

Palliser | Wendy Filippetto and Wanda Vandervelden

Red Deer | Cal Coolen, Clint Saunders & Ann Rowberry

Southwest | Craig Hillman and Inge Pot

Southeast | Wes King-Hunter and James Williams

HPEC | CERTIFICATE OF COMMENDATION

1996

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

1997

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

1998

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

HPEC | CERTIFICATE OF COMMENDATION

1999

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

2000

Athabasca | David Jaska
 Calgary City | Brian Pederson, Cindy Brock and Kathy Strother
 Central East | Kerry Frissell
 Greater Edmonton | Marcie Syme and Ray Jorgesen
 Mighty Peace | Patti Nichol and Stan Neufeld
 North Central | Roger Nicholson, Roger Bouthillier and Dixon Ward
 Northeast | Phyllis Jones and Maryanne Bushore
 Palliser | Brian Bienert
 Red Deer | Gregory Hall
 Southeast | Maurey Salmon and Karen Doze

2001

Athabasca | Brendan Toner and Ken Hackett
 Calgary City | Brenda Vickers and Jim Jenkyns
 Central East | Carol Brown
 Greater Edmonton | Brent Bradford and Irv Barros
 Mighty Peace | Jeff Sylvester and Allison Maxwell
 North Central | Randy Vandersteen and Marg Convey
 Northeast | Lori Hamel
 Palliser | Shane Stockwood, Mindy Sayers and Rob Maltzahn
 Red Deer | Sandre Goheen, Marilyn Ganger and Susan Dillabough
 Southeast | Scott Howes and Jim Hartley
 Southwest | Terry Hanna

HPEC | CERTIFICATE OF COMMENDATION

2002

Athabasca | Trevor Reinhart
 Calgary City | Ralene Goldade, Wayne Meadows and Shawn O'Neill
 Central East | Andy Lyster
 Greater Edmonton | Priscille Jong and Wendae Grover
 Mighty Peace | Bonnie Stelmach
 North Central | Ryan Chambers and Marge Jones
 Northeast | Syd Kuryliw and Keith Martin
 Palliser | Kate Scott
 Red Deer | Mike Hulyk and Marg Ramsey
 Southeast | Lyle Kennedy, Sue Fife and Jim Drefs
 Southwest | Wayne Weitz

2003

Athabasca | Gerarda Germain
 Calgary City | Angus Gent and Jocelynn Vryenhoek
 Central East | Bob Charchum
 Greater Edmonton | Shana Turpin and Rashad Amer
 Mighty Peace | Candice Collins and Mike Lauzon
 North Central | Bonnie Bosworth
 Northeast | Troy Gratton and Jared Nichol
 Palliser | Andrew Nicholson
 Red Deer | Brad Anderson, Robert Lamy and Jacquie Leedahl
 Southeast | Shelley Grisonich
 Southwest | Michael Hornberger and Garry Malmo

2004

Athabasca | Mike Simmons
 Calgary City | Johanne Dubuc and Tom Parker
 Central East | Shauna Lindahl
 Greater Edmonton | Michael Dorchak and Carmelina Shim
 Mighty Peace | David Bleile
 North Central | Glenn Wilson
 Northeast | Daryn Galatiuk
 Palliser | Jason Reid
 Red Deer | Mona Knudslien-Stock
 Southeast | Donna Schneider
 Southwest | Linda Balon-Smith, Craig Patton and John Seaman

HPEC | CERTIFICATE OF COMMENDATION

2005

Athabasca | Tim Yakiwchuk and Margo Wilson
 Calgary City | Therese Wirch
 Central East | Jayson Boyson
 Palliser | Karyn Mitchell and Sam Aiello
 Greater Edmonton | Jane Legace
 Mighty Peace | Brad Harrop
 North Central | Angela Thompson
 Northeast | Larry Godziuk
 Southeast | Sue Feeney
 Southwest | Dee Dee Delbello and Dean Hawkins

2006

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

2007

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

2008

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

HPEC | CERTIFICATE OF COMMENDATION

2009

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

2010

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

2011

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

2012

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

HPEC | CERTIFICATE OF COMMENDATION

2013

Calgary City | Sonia Sheehan and Renee Cangemi
 Central East | Kristy Brown
 Greater Edmonton | Kim Hordal and Theresa Lavelle
 Mighty Peace | Tanya Dechant
 North Central | Dan Potvin, Karen Potts and Ryan Reed
 Palliser | Jack Molyneux
 Red Deer | Dustin Deveraux
 Southeast | Drew Loehndorf and Rob Grisonich
 Southwest | Annette Bright

2014

Calgary | Nancy Jarvis, Heather Birss and Alison James
 Central East | Christopher Reinhart
 Central West | Nathan McLachlan and Dean Fagnan
 Edmonton | Steve Klein and Brett Barron
 North Central | Alex Zechel
 Palliser | Craig Jones
 Red Deer | Deanne Good
 Southwest | Darran Lorne

2015

Calgary | Jennifer Wallace and Sarah Stempfle
 Central | Dana Woroniuk and Jeff Clattenburg
 Central East | Jami Danko
 Edmonton | Daniela Stabile
 Greater Edmonton | Allyson Fong and Marlene McQuesten
 Southwest | Mira Vanhala and Brett Nish

2016

Calgary | Sherri Anwender
 Edmonton | Brett Barron
 Northwest | Erin Martins, Troy Sandboe and Curtis Hodge

HPEC | CERTIFICATE OF COMMENDATION

2017

Calgary | Lisa Taylor, Don Marchuk
Central East | Richard Dupre
Central West | Roger Redman
Edmonton | Philippe Chaylt and Janay Bazin
Greater Edmonton | Jennifer Foster
Northwest | Leslie Griffin and Nichole Sander
Southeast | Chad Watson

2018

Calgary | Andrina Boyles, Jennifer Schoenberger
Central West | Amy Wesolowsky, Timmery Welsh
Edmonton | Michael Topping, Colette Tercier
Greater Calgary | Kendra Harper
Greater Edmonton | David van den Bijgaat, Kylie Rott
Northeast | Tina Skakun
Northwest | Cameron Macmillan
Southwest | Aaron Becking

APPENDIX | GRANTS | FRIENDS OF HPEC GRANT

HPEC | FRIENDS OF HPEC GRANT

Application Deadline - Ongoing

Description

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.

The purpose of the HPEC Friends of H'PEC Grant is to provide financial support for up to two grants of \$500.00 each year to assist with work on projects that will promote the teaching of Health and Physical Education in Alberta schools. This includes, but is not limited to, 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.

Eligibility

An applicant must be:

- a member of the Alberta Teachers' Association (ATA).
- a member of the Health and Physical Education Council (HPEC).
- present at the HPEC Annual General Meeting (AGM) to receive their grant.

Recognition

Applicants will provide a complete report of the project and a copy of any print material produced must be provided.

APPLICATION FORM | *This application form can be found online (www.hpec.ab.ca).*

Please provide some basic information about the **applicant**.

First Name and Last Name*

School Address*

City/Town/Province*

Postal Code*

School Phone*

Email*

ATA Member*

☐ Yes ☐ No

HPEC Member*

☐ Yes ☐ No

HPEC Region*

Please respond to the following questions in the field(s) below.

Q1. 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.

Q2. Please provide a detailed project plan.

DONATION FORM

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. 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 the President-Elect/Past-President if you have any questions.

Name (First and Last):

Address:

City/Town:

Province:

Postal Code:

Phone Number:

Email:

Donation Amount:

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

APPENDIX | | FRIENDS OF HPEC HONOREES

HPEC FRIENDS OF HPEC		
DONATIONS HAVE BEEN RECEIVED TO ACKNOWLEDGE THE FOLLOWING PEOPLE (LISTED ALPHABETICALLY):		
SHARIN ADAMS	MYRNA EMPEY	ANN MCKINNON
KIRK BAMFORD	BRIAN ERICKSON	DEAN MCMULLEN
DAVID BEAN	MERRI-ANN FORD	ROLLIE MILES
BRYAN BIENERT	DR GERRY GLASSFORD	MYRNA PAULS
LYNN BONNAH	WENDAE GROVER	BEV ROBINSON
DR ANDREA BORYS	RICK HAINES	DR CHUCK ROSE
TERRY BRADY	MIKE HAY	BRIAN SCOTT
DAVE BROSH	MARION IRWIN	ROGER SCOTT
TOM BRUNT	NEIL JOHNSTON	KEITH SHAW
ROLLIE COMEAU	NESTOR KELBA	CARVEL SKARET
DAN COONEY	LAWRENCE KING	LINDA
MARG DERVYSHIRE	DR COLIN LUMBY	THOMPSON
BARRY DILLON	AL LUTZ	DR JAN VALANCE
MARY ANN DOWNING	JOHN MAYELL	RAN WHITE
LYNN DYCK	KEN MCKENNA	BARB YOUNG

APPENDIX | GRANTS | HPEC CONFERENCE MEMBERSHIP GRANT

HPEC | HPEC CONFERENCE GRANT, MEMBERSHIP

Application Deadline: January 15

Description

The purpose of this grant is to provide financial support up to a maximum of three HPEC members to attend the Annual HPEC Conference. This grant will not exceed \$700.00 per teacher. This shall include one registration fee and one day of substitute costs. An 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

An applicant must be:

- a member of the Alberta Teachers Association (ATA).
- a member of the Health and Physical Education Council (HPEC).
- present at the HPEC Annual General Meeting (AGM) to receive their grant.

Recognition

All applications will be reviewed by the HPEC Table Officers and successful recipients will be notified by February 15. Successful candidates will be required to submit an activity write-up (practical game(s), new ideas and/or activities) for publication in the HPEC *Runner* upon returning from the conference.

APPLICATION FORM | *This application form can be found online (www.hpec.ab.ca).*

Please provide some basic information about the **candidate**.

First Name and Last Name*

School Address*

City/Town/Province*

Postal Code*

Phone*

Email*

ATA Member*

☐ Yes ☐ No

HPEC Member*

☐ Yes ☐ No

HPEC Region*

Please respond to the following questions in the field(s) below.

Q1. What leadership and experience do you have in the field of Physical Education?

Q2. What is your rationale for this application and benefits from participation?

Q3. How do you plan to share your knowledge and experience with your colleagues?

APPENDIX | GRANTS | HPEC CONFERENCE PRE-SERVICE TEACHER GRANT

HPEC | CONFERENCE GRANT, PRE-SERVICE TEACHER

Application Deadline: January 15

Description

The purpose of this grant is to provide financial support up to a maximum of four pre-service teachers to attend the Annual HPEC Conference. This grant includes a conference registration up to \$200.00 to cover expenses. Applicants must submit receipts for registration and other costs related to attending 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.

Eligibility

An applicant must be:

- from an education program recognized by the Alberta Teachers' Association.
- a full-time pre-service teacher in their final two years of a BEd program with an interest in health or physical education.
- a member of an Alberta Teachers' Association (ATA) Student Local.
- a member of the Health and Physical Education Council (HPEC).
- present at the HPEC Annual General Meeting (AGM) to receive their grant.

Recognition

Successful recipients will be notified by February 15. Awards will be presented to the recipients at the AGM at the Annual HPEC Conference and names of recipients will be published minutes of AGM as well as in *The Runner*.

APPLICATION FORM | *This application form can be found online (www.hpec.ab.ca).*

Please provide some basic information about the **applicant**.

First Name and Last Name*

Address*

City/Town/Province*

Postal Code*

Phone*

Email*

ATA Member*

☐ Yes ☐ No

HPEC Member*

☐ Yes ☐ No

HPEC Region*

Please provide some basic information about your **reference**.

First Name and Last Name*

Institution and/or School*

Phone*

Email*

Please respond to the following questions.

Post Secondary Institution*

Degree Program*

Year of Program*

Q1. How do you feel (your) attendance at this conference will impact your teaching practice?

APPENDIX | GRANTS | PHE CANADA STUDENT LEADERSHIP CONFERENCE GRANT

HPEC | PHE CANADA STUDENT LEADERSHIP CONFERENCE GRANT

Application Deadline: April 15

Description

The purpose of this grant is to provide financial support up to a maximum of four pre-service teachers to attend the PHE Canada Student Leadership Conference. This grant will not exceed \$500.00 per student and must include receipts for registration and other costs related to attending 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.

Eligibility

An applicant must be:

- from a education program recognized by the Alberta Teachers Association (ATA).
- a member of the Alberta Teachers' Association (ATA) Student Local.
- a member of the Health and Physical Education Council (HPEC).
- a 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.

Recognition

All applications will be reviewed by the HPEC Table Officers and successful recipients will be notified by May 15. Names of each of the recipients will be published in the HPEC *Runner*. Applicants must submit an article for the HPEC *Runner* to the treasurer within one month of having attended the Student Leadership Conference.

APPLICATION FORM | *This application form can be found online (www.hpec.ab.ca).*

Please provide some basic information about the **applicant**.

First Name and Last Name*

Address*

City/Town/Province*

Postal Code*

Phone*

Email*

ATA Member Student Local*

☐ Yes ☐ No

HPEC Member*

☐ Yes ☐ No

HPEC Region*

Please respond to the following questions in the field(s) below.

Post Secondary Institution*

Degree Program*

Year of Program*

Q1. How do you feel your attendance at this conference will impact your teaching practice?

APPENDIX | GRANTS | RECIPIENTS

HPEC | CONFERENCE PRE-SERVICE TEACHER GRANT

2015 | Kimberley Bates (University of Lethbridge); Emily Upfold (University of Alberta); Amanda Beekman (University of Alberta); and Jennifer Le (University of Calgary)

2016 | Andrew Fitzgerald, Brittany Paulson, Hayley Zabolotniuk, Delanie Allen

2017 | Molly Balhorn, Danielle Steele, Cathleen Timlick

2018 | Arvin Tonolet, Hajnal Kiss

HPEC | MEMBERSHIP CONFERENCE GRANT

2015 | James Coghill, Shana Fairbank and Miranda Menard

2016 | Kris Horb, Charlene Saunders, Suzanne Beckett

2017 | Timmery Welsh, Kathleen Zalasky, Toni Craig, Mitch Walnman, Alicia Kudryk

2018 | Darren Hall, Brent Lendvay, Nelda Chilboyko, Theresa O'Neill

APPENDIX | HPEC 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

APPENDIX | HPEC PAST-PRESIDENTS (continued)

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 Rootsaert	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
2016	Elisha O'Lain	Calgary, AB
2017	Elisha O'Lain	Calgary, AB

APPENDIX | HPEC 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	
1966	Chuck Rose	Banff School of Fine Arts
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

APPENDIX | HPEC CONFERENCE CHAIRPERSON(S) (continued)

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

APPENDIX | HPEC CONFERENCE CHAIRPERSON(S) (continued)

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 Polytechnic, 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 Leslie Griffin Andrew Boylan Chris Watson Collin Dillon	Grande Prairie
2017	Jodi Harding-Kuriger Jonathan Mauro	Jasper Park Lodge, Jasper HPEC/GEOEC Joint
2018	Sonia Sheehan Dwayne Sheehan	Mount Royal University, Calgary

APPENDIX | 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.

APPENDIX |

Schools Come Alive History and Ever Active Schools History

Schools Come Alive (SCA)

**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.8888
- ❖ **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.
- ❖ **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 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.
- ❖ **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.
- ❖ **September 2000**—EAS Vision: Alberta students live healthy, active lifestyles.
EAS Mission: The Ever Active Schools Program in partnership with Alberta school communities will contribute to the development of healthy children and youth by fostering social and physical environments that support active living.
- ❖ **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 (ARPD) who partnered with SCA. As a partner in adult learning and support for Alberta teachers, collaborating with ARPD has provided the opportunity for SCA to develop and deliver new workshop and resources to teachers and administrators. Partnerships such as the one with ARPD 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 ARPD 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 ARPD 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 ARPD 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.
- ❖ **May 2004**—121 member schools 63 applying for membership
- ❖ **June 2004**—SCA is contracted by the Alberta Regional Professional Development Consortia (ARPD) 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 ARPD 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 ARPD 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 ARPD 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.
- ❖ **September 2006**—EAS adopts a new vision: Alberta students live, learn and play in healthy active school communities.⁴ Healthy Active School Symposia (HASS) across the province of Alberta promoting student leadership.
Thirty-eight presentation/workshops with 2115 participants. 100 per cent of member schools report that EAS has made a difference at their school
- ❖ **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.
- ❖ **September 2008**—Ever Active schools opens offices in the south at Mount Royal College.
- ❖ **September 2008**—Ever Active Schools and Schools Come Alive merger.
 - Healthy Active School Symposia events: 11 locations
 - 151 schools, 413 adults and 444 students.
 - 181 presentations/workshops and 5,542 participants.
 - 550 contacts on the Communications list.
 - 2,500 Newsletter distributions.
 - 59,780 website visits.
 - 162 member schools and 123 associate schools.
- ❖ **January 2010**—Shaping the Future conference held at West Edmonton Mall – 180 delegates
- ❖ **May 2010**—Ever Active Schools celebrates its 10th anniversary at the HPEC Conference in Red Deer.
 - Healthy Active School Symposia events: 11 locations, 166 schools.
 - 228 presentation/workshops.
 - 7,552 participants.
 - 79,073 Website visits.
 - 195 Member school and 143 Associate members.
- ❖ **September 2010**—EAS offices move to University of Calgary.
- ❖ **January 2011**—Shaping the Future Conference moves to Kananaskis–227 delegates
- ❖ **June 2014**—Vision: All Alberta students belong to healthy school communities that enable optimal health and learning.
 - Mission: To provide provincial leadership that promotes and supports healthy, active school communities through a comprehensive school health approach.
- ❖ **May 2015**—HPEC liaison position is removed from the HPEC executive. EAS director to be the direct link to the Health and Physical Education Council.
- ❖ **June 2015**—EAS celebrates 15 years of success!
 - Ever Active Schools has successfully engaged 920 school communities in Alberta, with a growth of over 682 from 2010. Through learning opportunities, communication and collaborative events, Ever Active Schools connects with all 61 jurisdictions in the province.

APPENDIX | 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.

APPENDIX | 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 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 | CASL PROTOCOLS FOR SPECIALIST COUNCILS

1.0 What is a Commercial Electronic Message (CEM) and What is Not.

CEM is about a fee or service or a promotion/prize. It is electronic (paper is fine). It involves messages that are "pushed", so emails and direct messaging from Twitter or Facebook. Note that general Tweets are OK as long as they are under # not @person (unless you have that person's explicit permission, such as your keynote speaker).

2.0 Consent

Sending CEM to your members is fine as long as the disclaimer is attached. "Cold Calls" – sending CEM emails to non-members should **not** happen. Obtain their consent by sending emails inviting them to join the Council, visit the website, find out what great PD opportunities and networking possibilities you offer and sign up to receive notices.

3.0 One List and Only One List

The concern with multiple lists is if a person requests to unsubscribe, but they get more from somebody else, that is where we are vulnerable. ***There must be only one list!***

4.0 Disclaimer on CEM

Any CEM can be sent to any member as long as the ATA disclaimer is provided. DO NOT put the disclaimer on non CEM because teachers cannot be led to believe they can unsubscribe from everything Only the CASL Secretary may use the ATA disclaimer. ATA – they can only unsubscribe from CEM from your Council or local. ***Be sure to send out at least one non CEM a year.***

APPENDIX | 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.

Consent for Collection, Use and Disclosure of Personal Information



Name of person: _____

(Please print)

- ☐ I am the person named above.
- ☐ I am the parent or guardian of the person named above.

I understand that my personal information or that of my child or ward in the form of (Check all that apply):

- ☐ video footage (moving images)
- ☐ audio
- ☐ photographs or other likenesses (still images)
- ☐ name or other identifying information
- ☐ Other: _____ (please specify)

Will be collected by the Health and Physical Education Council (HPEC) of The Alberta Teachers' Association for the purposes of (Check all that apply):

- ☐ Uploading to public online video services (i.e. YouTube)
- ☐ Online public publication to World Wide Web (Internet) sites
- ☐ Public broadcast or exhibition
- ☐ Digital distribution (i.e. DVDs, electronic file transfer, thumb drive)
- ☐ Print publications for public distribution
- ☐ Other: _____ (please specify)

for the purposes of providing demonstrations, educational and teacher professional development content, documenting and promoting HPEC events, communicating with members and the general public respecting HPEC's activities and projects.

My signature below indicates that I consent to the above-described collection, use and disclosure of my personal information or that of my child or ward for the stated purposes.

I understand that the privacy officer of The Alberta Teachers' Association is available to answer any questions I may have regarding the collection, use, and disclosure of these photographic images. The Privacy Officer can be reached at 780-447-9429.

Signed: _____ Phone: (optional) _____

Today's date: _____

