

# RHEAL Leader Program

*Rural Healthy Eating Active Living*



The RHEAL Leader program provides opportunities for physical activity and promotes active lifestyles in rural Yukon communities. These community programs don't replace recreation that is already going on, but encourage participation in a broader range of active recreation.

RHEAL Leader programs run between September and April and are offered at least once every week over a minimum of two months. Programs are led by a qualified, local individual.

The Recreation and Parks Association of the Yukon (RPAY) manages the RHEAL Leader program with funding from Yukon Government Sport and Recreation Branch. The program covers expenses such as an honorarium for the leader's time, materials, supplies, healthy snacks, and/or facility rental.

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For more information, contact:

Penny Sheardown, Active Living Coordinator  
Recreation and Parks Association of the Yukon

Email: [rpay@rpay.ca](mailto:rpay@rpay.ca)

Phone: 867-668-3010

Website: [www.rpay.ca](http://www.rpay.ca)



*~ Working Together to Build Active and Healthy Communities ~*

# How does the RHEAL Leader Program Work?



## 1. Plan and Apply

- Explore your program idea. Is there community interest? Does it fill a gap in existing programs? Do you have required training and/or certification?
- Prepare your application and budget. Identify where, who, how much, when, etc.
- Submit your application within the deadline.

## 2. Meet the Contract Terms

- Discuss your plans and budget with the Active Living Coordinator. Understand the terms of your contract.
- Provide required documents (certification, a criminal record check, a letter of community support).

## 3. Deliver the Program

- Prepare for and promote your program. Arrange facilities, advertise it, accept registrations.
- Offer at least one session per week for a minimum of 8 weeks. Include physical activity in every session.
- Track who participates. Take notes about your successes and challenges.
- Thank others in the community who supported your program.

## 4. Report on the Results

- Collect feedback from participants.
- Report on participation as well as what worked well and what you would change next time.
- Submit an invoice with receipts for actual expenses identified in your contract.

# RHEAL Leader Program Policies



## A RHEAL Leader Program...

- Expands rural community recreation with new or different opportunities
- Is welcoming, accessible, and inclusive
- Includes opportunities to be physically active and encourages an active lifestyle
- Does not restrict participation because of cost, equipment needs, or transportation
- Runs for at least 8 weeks between September and April
- Offers sessions at least once each week for a minimum of two months

## A RHEAL Leader...

- Has expertise and/or current certification to lead the program
  - Uses accepted risk management practices
  - In certain cases, has a current Standard First Aid/CPR C certificate and/or a Criminal Record Check on file with RPAY
  - Collects participant registrations that include (for adults) a photo release
  - Tracks the number of sessions and participants
  - Follows Canada's Food Guides when providing healthy snacks
- [www.canada.ca/en/health-canada/services/canada-food-guides.html](http://www.canada.ca/en/health-canada/services/canada-food-guides.html)

## Types of RHEAL Leaders

Community RHEAL Leaders offer programs to the community and may target groups such as pre-schoolers or older adults. Programs are offered at various times and locations between September and April.

Winter Active for Life (WAFL) RHEAL Leaders deliver programs designed to increase participation in outdoor winter activities such as snowshoeing and cross country skiing for residents of rural Yukon and First Nation communities.

After School (ASTP) RHEAL Leaders provide opportunities for children and youth to be physically active during the after school hours of 3:00 to 6:00 PM. Programs may be hosted by recreation departments, a non-profit group, a First Nation, or an individual.

# RHEAL Leader Program Application



## A RHEAL Leader Application...

Is submitted online at: <https://www.surveymonkey.com/r/leader-app> by the following deadlines:

1. Fall: either **September 15** (early-bird) or **October 31**
2. Winter/Spring: **January 15**

Can request funding up to \$3,000 per program for:

- Preparation, delivery and administrative time with justification and based on qualifications
- Materials, healthy snacks, supplies, facility, etc. with an explanation of need

Is NOT intended:

- For staffing costs related to ongoing roles or responsibilities
- To replace responsibilities of Yukon Sport Governing Bodies
- To enhance PE classes in schools

Will be reviewed within 2 weeks of the deadline and MAY be funded within one month

## The RHEAL Leader application will ask for details about:

- Your expertise and experience as a leader
- Your certification
- Your program details including title, goals, description, benefits to your participants and community, etc.
- The participant fee, if there is one
- Where it will be offered
- When it will run
- How many sessions you will deliver
- The number of participants you anticipate
- The projected program costs
- Local support for your program

## How are RHEAL Leaders funded?

- An individual enters into a “Contract” with RPAY. Subcontracting is not permitted.
- Individuals must provide a SIN or CRA Business Number and will receive a T4A.

OR

- An organization enters into a “Funding Agreement” with RPAY.
- An organization may be a non-profit organization, a municipality, a community association, a First Nation, a school, etc.
- Organizations ensure program leaders have required certification and are covered by the organization’s employment policies and insurance.

## What makes it likely your application will be funded?

- Your program is in rural Yukon or is for a marginalized population in Whitehorse.
- Your program increases physical activity and promotes a healthy lifestyle.
- Your program does not duplicate existing programs and has community support.
- The program is accessible and affordable for community members.
- The program leader is from the community and has the expertise and/or certification to deliver the program OR co-leads the program with another qualified leader.
- You do NOT have any outstanding reports or invoices due to RPAY.
- Required documents (e.g., certification, a criminal record check, a letter of community support) are available and submitted to RPAY.
- Program activities are not on RPAY’s insurance policy’s excluded list.

## RHEAL Leader Reporting

- Must be submitted within 15 days of the program’s end.
- Includes one or more invoices that identify time and expenses, and has receipts for expenses attached.

## RPAY Staff

- Provide support throughout the process.
- Answer your questions; contact Penny at 867-668-3010.
- Offer an online application form at:



<https://www.surveymonkey.com/r/leader-app>