

KIA RITE HOEA

Recreation
Aotearoa
Te Whai Oranga





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- 3 Setting objectives

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Kia ora and welcome to the *Kia Rite Hoes* guide.

This guide is a great resource for anyone organising community recreation, arts activities, programmes and events.

Kia Rite Hoes will help you put your ideas into action. There are planning sheets that provide you with an easy step-by-step plan, and training to help you turn your great ideas into reality.

Many thanks goes to all the community groups that assisted in putting *Kia Rite Hoes* together.

This guide was originally developed by Wellington City Council in 1998, partnered with Christchurch City Council several years later and has received a Recreation Aotearoa award for Outstanding Programme. This edition has been developed as a national resource by Recreation Aotearoa, Christchurch City Council, Skills Active and Aktive Auckland.

It is also designed to support learners of the Skills Active Community Recreation qualifications: <https://www.skillsactive.org.nz/our-qualifications/community-recreation/>

Please use, adapt and enjoy these resources for your own purpose

If you need any further information or training on the guide contact: info@nzrecreation.org.nz, or on Community Recreation qualifications contact info@skillsactive.org.nz.

Kia Rite Hoes – what’s in a name?

Kia Rite Hoes is the phrase that waka ama/canoe paddlers use and translates to ‘Get Ready... Paddle’. We have used it here as a metaphor to describe the purpose of this resource – to help you get your programme, event or activity ready to take off!

This title was originally gifted by Veronica Thompson is of of Morehu, Ngāti Kahungunu and Chinese descent. Kia Rite Hoes was originally used as the metaphorical translation of ‘Get Set Go’ but in these changing times and as te reo Māori is more and more a part of everyday language in Aotearoa/New Zealand we have embraced it as the primary title of our resource. Veronica also suggested the whakatauki/Māori proverbs that begin each new chapter.

Other headings and translations have been supplied by Katherine Reweti-Russell of Te Awa o Whanganui, Ngāti Raukawa and Ngāti Pākehā descent. Katherine works as an Industry Development Advisor - Māori and Community Recreation for Skills Aktive has also reviewed the guide to ensure that it reflects the bi-cultural nature of Aotearoa/New Zealand.



Whether your activity, programme, or event involves art, music, culture, sport, social or club events, this guide can help you with your planning. It includes:

THE PLANNING PROCESS

1. Dream it - Moehewatia
2. Plan it - Maherengia
3. Run it - Mahia
4. Review it – Arotakengia

CASE STUDIES

To see how others have turned their great ideas into reality, we talked with community leaders running events, activities or programmes. Their experiences and insights are included in the guide.

PLANNING SHEETS

There are planning sheets for you to fill in as you go – use these and you will have done most of the thinking and planning needed to be ready to run your activity, programme, or event.

FURTHER CONTACTS AND RESOURCES

The guide includes further contacts and resources to help you plan and network.

Manaaki whenua, Manaaki tangata, Haere whakamua
Care for the land, care for the people, go forward

This whakataukī embodies the idea that all is connected
and needs caring for if we are to thrive



PLANNING: THE PROCESS



DREAM IT – Moehewatia

- Who is the programme for?
- What do your potential participants want?
- Setting objectives

PLAN IT - Maherengia

- Programme content
- Resources
- Venue
- Equipment
- Timing
- Administration
- Inclusion and accessibility
- Managing staff and volunteers
- Technology
- Environmental sustainability
- Health and Safety
- Risk analysis management
- Contingency planning
- Promotion and Publicity
- Budget/funding
- Evaluation

RUN IT - Mahia

- Timeline and timetables
- Troubleshooting
- The big picture

REVIEW - Arotakengia

- How did it go?
- What could we do better next time?
- Reporting



DREAM IT

Moehewatia





So, you have a great idea for a recreation activity, programme, or event? Maybe:

- your art group would like to provide an on-line craft tutorial
- your sports club wants to run a skills workshop both face-to-face and online
- your Kura Kaupapa (Māori immersion school) wants to organize a kapa haka event
- your Residents' Association has noticed it's time for a community beach clean-up?

What should you do next? It would be useful for your organising group to clarify:

- Who is the activity, programme or event for (ie your potential participants)?
- What will participants want?
- What are your objectives?

WHO IS THE ACTIVITY, PROGRAMME, OR EVENT FOR?

Knowing the needs and values of your potential participants is an important step in planning a recreation activity, programme, or event. If you can answer most of the questions on the **Who is it for? – planning sheet 1**, you will have a good picture of who your potential participants are, and this will help you in your planning.

AHAKOA HE ITI, HE POUNAMU

*No matter how small,
it is precious*

"If you have a clear idea of what you're trying to do it's easier to convince others to come on board. The head of my church was blown away by the simple document I produced for organising our hangi and quiz night using the planning sheets that are included in the Kia Rite Hoea Guide."

CHARLES NOANOA
St Mathews Church



SEE Planning Sheet 1: Who is the activity, programme or event for?



CULTURAL AND EQUITY ISSUES

Are there any cultural and equity issues for your potential participants that you need to consider? Have you considered how to involve the local people and or Iwi? Are you getting good advice about who to involve? Groups that you might need to consider could be people of different ethnic backgrounds, gender, age and disabled people.

If you're not sure, approach leaders of the groups you want to work with to ask for advice. Spend time with them. Try to find out what things might encourage the group to come along. There may be ways of working with this group that you need to find out about. For example, some people prefer face-to-face meetings. Disabled people will need to know if their specific needs are going to be met such as physical accessibility or attitudes of staff.

WHAT DOES YOUR TARGET GROUP OR AUDIENCE WANT?

You probably have lots of great ideas about what could be done on your programme. However, at this point, knowing something about what your potential participants want is just as important. Answering the questions on **What does your target group or audience want? – planning sheet 2** will help to ensure you really are meeting a need in the community, and are planning an activity, programme or event that people will come to and support.

“We asked church members that were coming to the hangi what language they would like to have the karakia (prayer) in. They asked for five different languages representing all their cultures. Using other languages has become a practice for me. I've gone on to bring other languages into my church services. I've even used Polish and Serbian during holy communion.”

CHARLES NOANOA
St Mathews Church



SEE Planning Sheet 2: What does your target group or audience want?



CHECK OUT YOUR GREAT IDEA

At this stage it is useful to check out that your great idea really is a good one – it can save you a lot of time and money, not to mention heartache later.

Ways you could check your idea really is great

- Facebook poll or a Facebook post proposing your idea of activity/programme to gauge interest
- Tap into local community groups and pitch your idea
- Brainstorm or group discussion with potential participants
- Questionnaires using online survey tools
- Or best of all – co-design with your community.

1. BRAINSTORMING

Purpose: to get as many ideas as possible in a short amount of time.

Example: the name of your programme.

What you need:

- a space to meet (virtual or physical)
- more than one person
- large sheet of paper or a whiteboard and pen
- someone to lead the brainstorming and write down what is said
- a set period of time with a group – say 5–10 minutes.

The rules for brainstorming (state these clearly at the beginning):

- all ideas are welcome
- there is no need to explain ideas or justify them
- there is no discussion about ideas or whether they will work

When the brainstorm is finished, go through each of the ideas and talk about them. Are they realistic? Do they meet the needs you have identified?

Remember, weird and wacky contributions might spark off someone else's great idea!

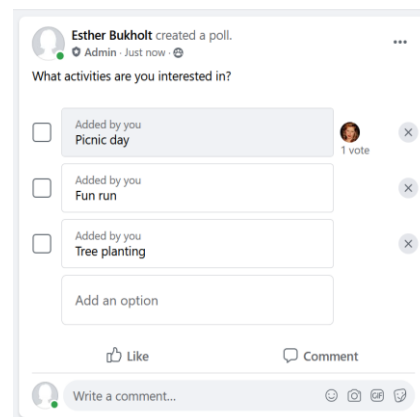
2. GROUP DISCUSSION

Purpose: to get a range of ideas and allow people equal time to share theirs.

Example: what activities to include in the programme you are planning.

What you need:

- a relaxed meeting places that suits the group
- a group leader or facilitator
- an agreed purpose for the meeting
- someone to write down what is said
- an agreed amount of time for the discussion.



"I checked with our Community Development Advisor and found out what was already going on with Neighborhood week".

"I had lots of conversations at the school gate (I'm a youth worker at the school) asking would you come, what would you like there; asking the kids."

MATTHEW MEEK
Riccarton Street Party