

equitas

Centre international d'éducation aux droits humains
International Centre for Human Rights Education

Play It

Fair!



User Guide

A how-to guide for
integrating *Play it Fair!*
into your programs for children

THE J.W. McCONNELL
FAMILY FOUNDATION

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Play it Fair! is an Equitas - International Centre for Human Rights Education program, run in partnership with municipalities and hundreds of community-based organizations across Canada.

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For more information about Equitas and its programs for children and youth, please visit our website: www.equitas.org

For more ideas:

Using *Play it Fair!* should be fun, easy, and rewarding. If you have questions, comments or would like to pass along new ideas, please contact a member of the *Play it Fair!* team at pif@equitas.org. We are happy to share tips and more bright ideas from partners like you who have successfully integrated *Play it Fair!* in their programs. We look forward to hearing from you!

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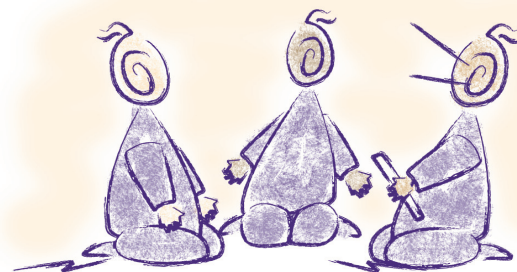
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Welcome to *Play it Fair!*

This User Guide is designed to help organizations that work with children (6-12 years old) integrate *Play it Fair!* into their existing programs. The Guide draws on best practices and lessons we have learned from people like you who use *Play it Fair!*. Whether this is your first time using *Play it Fair!* or you have been using it for a while and are ready to go further, this Guide offers the essential information you will need. It outlines key steps and provides practical tips and tools to help you and your team effectively 'plan', 'do' and 'review' the results of *Play it Fair!*. The Guide also includes lots of first-hand stories from organizations using *Play it Fair!* describing how the program has contributed to positive changes in the behaviours and attitudes of both children and staff. Using this Guide will ensure that you get the most out of *Play it Fair!* for your children, staff, and organization.

Contents of the Guide

Introduction

This section describes the goals and objectives of *Play it Fair!*. It explains the underlying approach of the program and illustrates the benefits of integrating *Play it Fair!* into your programs for children using examples from our partner organizations across Canada.

Play it Fair! in three easy steps

This section provides an overview of the three main steps for integrating *Play it Fair!* into your programs for children.

Step 1: Plan

This section outlines how to prepare for using *Play it Fair!*: get to know the Toolkit; decide if, how, and why *Play it Fair!* is right for your organization; and map out your *Play it Fair!* action plan.

Step 2: Do

This section explains what to do in order to start using *Play it Fair!*: train and coach your staff; integrate the approach into your programs; and share your activities with others in your organization and broader community.

Step 3: Review

This section describes how to evaluate the use of *Play it Fair!* within your programs in order to assess progress, identify successes and overcome challenges the next time around.

Going beyond the basics

This section provides ideas and strategies for taking *Play it Fair!* a step further, and reflecting on how to help your organization become more children's rights-friendly.

Useful tools

This section includes key tools for planning and evaluating the use of *Play it Fair!* in your programs.

USB key

This Guide includes a USB key of additional tools and materials; these materials are also available online at www.equitas.org.



“Play it Fair! means that I have an amazing tool to take with me throughout my life and help kids where I can. The benefits of this program are obvious as I look at the change in the behaviour of the kids in my program. I am excited to try to implement it within the community groups that I work with. I am happy to have been able to use such an amazing program to impact the lives of the kids in my program, and I can’t wait to use it wherever I can in my life. Thank you!”

Program leader

Getting started

Begin by doing a quick read-through of this Guide to get a general sense of the key steps, the recommended time frames and who needs to be involved to successfully integrate *Play it Fair!* into your current programs. As you start using *Play it Fair!*, come back to the relevant sections of the Guide for more detailed information and resources. We encourage you to be creative and where necessary adapt the information provided to best suit the reality and needs of your organization.

If you are new to *Play it Fair!*, please take a moment to view the *Play it Fair!* video included on the USB key accompanying this User Guide for an overview of the *Play it Fair!* program and a description of the underlying approach.



Introduction

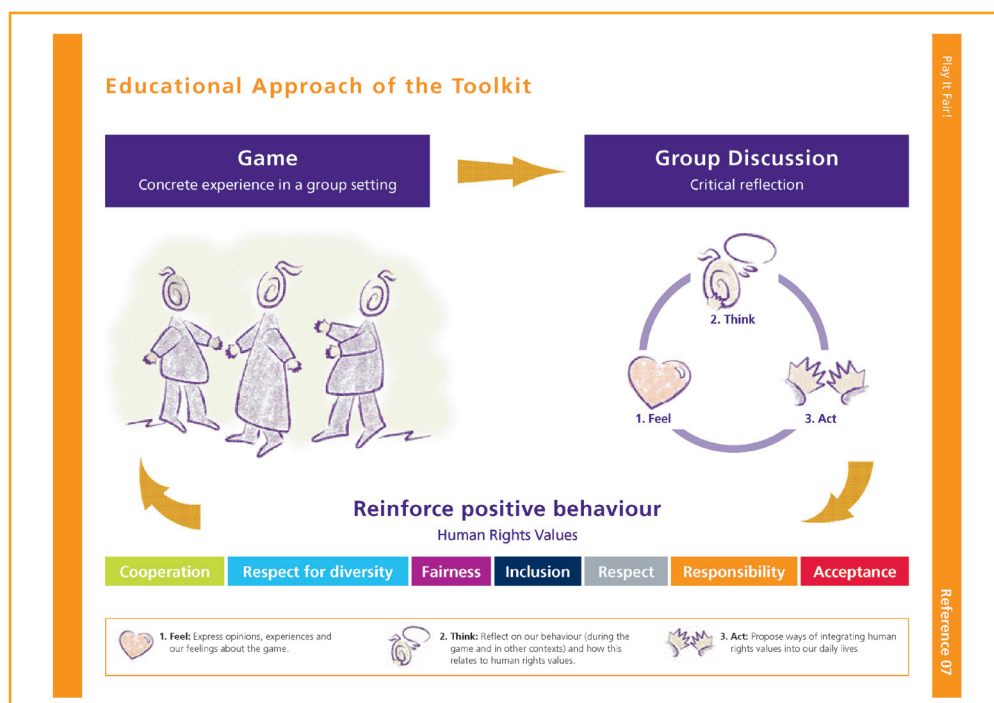
What is human rights education?

Human rights education is all learning that builds knowledge, skills, as well as attitudes and behaviours of human rights.

Human rights education enables people to better integrate human rights values such as respect, acceptance and inclusion into their daily lives. It encourages using human rights as a frame of reference in our relationships with others. It also encourages us to critically examine our own attitudes and behaviours and, ultimately, to transform them in order to advance peace, social harmony and respect for the rights of all.

What is *Play it Fair!*?

Play it Fair! is about promoting positive values, children's rights and participation through games. *Play it Fair!* is an innovative human rights education program being used in day camps and after-school programs across Canada to help children aged 6-12 and those working with them to promote positive values and address issues like discrimination, exclusion and bullying. Through training and participation in *Play it Fair!*, thousands of people working with children have gained the knowledge and skills to promote children's rights and participation as part of their existing programs for children. The educational approach behind *Play it Fair!* is about promoting positive values, children's rights and participation through games and discussions. Through participatory activities (i.e. games followed by group discussions), children learn about and practise human rights values such as inclusion, respect, respect for diversity, fairness, acceptance, responsibility and cooperation. Children make the link between how they feel, their actions and the impact they can have on others, while working together to identify things they can do to make their communities better places to live. *Play it Fair!* also contributes to children's healthy social development by reinforcing self-esteem and leadership skills as well as building children's capacity to solve their own conflicts through peaceful means.



Why use *Play it Fair!*?

It's fun, easy to use and makes a real difference in the lives of children!

The activities and approach behind *Play it Fair!* are fun, active, and engaging for children and staff. The *Play it Fair!* Toolkit includes over 80 activities to use with children. They are designed to address different needs and interests and don't require a lot of preparation.

It helps build skills to prevent conflicts among children!

Play it Fair! can be a way to set a positive tone and help children understand what sort of behaviour and attitudes are expected of them. Using activities from *Play it Fair!* helps children learn strategies to peacefully resolve conflicts, be more inclusive, and positively interact with each other.

It's an intervention tool!

Play it Fair! provides a positive way to intervene when problems such as bullying, violence, discrimination and exclusion arise. *Play it Fair!* provides ways to turn these problems into learning opportunities by involving all the children in discussing the impact of these behaviours and giving children the skills to come up with their own solutions. Children learn to take responsibility and ownership of their own solutions. This has a greater impact than when they are simply told what they 'should do'.

It promotes children's rights and participation!

Using *Play it Fair!* in your program is a positive step towards promoting children's rights and participation, respect for diversity, and peaceful conflict resolution in your organization and community.



Did you know that Article 42 of the Convention on the Rights of the Child (CRC) says that all children have the right to know their rights? A child-friendly version of the CRC can be found in the *Play it Fair!* Toolkit.

It helps improve group dynamics!

Integrating *Play it Fair!* into your programs can also help improve the group dynamics among staff and between staff and children. Staff members using *Play it Fair!* activities on a regular basis are likely to model positive values by showing leadership, better listening skills and increased engagement with children as well as colleagues.

It's designed to fit into your program!

Play it Fair! is designed to complement the programming you offer. It is a resource and a tool to support the work you are already doing and to strengthen your existing programs.

Why do our partners love *Play it Fair!*?

It promotes inclusion!

At a camp in Montreal, a group leader tried *Activity 7 - Exclusion by Numbers* and the children discussed how it felt to be alone. Afterwards, the group leader saw children including others more often while they played or ate lunch.

It promotes responsibility!

After doing *Activity 27 - The Race Against Anger* a few times, a group leader at a camp in Toronto told us how children started to intervene when others fought with each other. Children reminded each other to read the poster they had made together about how to calm down and avoid fighting.

It promotes collaboration among staff!

A coordinator at a camp in Winnipeg told us that group leaders are getting along better as a team since they started using *Play it Fair!*. Preparing the activities together has given them the opportunity to share different ways they could lead activities, spend more time together and reduce frustrations that sometimes arise within teams.

It addresses bullying!

A partner in New Brunswick told us about a boy who was bullying other children and a little girl in particular. The staff led activities about exclusion, like *Activity 24 - Inclusion... Exclusion ...* and the boy stopped bullying the little girl and other children in his group.

It teaches respect and listening skills!

An organization in Montreal described how they had problems getting children to listen. The staff decided to play *Activity 25 - The Noisiest Game in the World* and discussed why listening was important. After playing the games and participating in discussions, listening problems decreased considerably.

It improves team spirit!

A coordinator in Victoria wanted to address the lack of staff involvement and participation in the overall life of the camp. Staff were acting more like baby-sitters or supervisors, but doing activities from the *Play it Fair!* Toolkit allowed them to talk and see themselves differently. Being involved in *Play it Fair!* changed their role as camp leaders and they began to see themselves as positive role models for children.

It celebrates children's rights!

A community centre in Vancouver considers *Play it Fair!* an important part of their commitment to promoting children's rights within their community. They feature *Play it Fair!* in their program brochure for parents and in other promotional materials and host annual events to promote children's participation.





Play it Fair!
in three easy steps

Play it Fair! in three easy steps

This section outlines the three key steps for successfully using *Play it Fair!* in your work. The following is a summary of how to 'plan', 'do' and 'review' *Play it Fair!*. Each step is described in detail on the following pages of the Guide.

STEP 1: Plan!

- **Get to know the *Play it Fair!* Toolkit**

The *Play it Fair!* Toolkit is the cornerstone of the *Play it Fair!* program. This section provides an overview of the key components of the Toolkit and explains how to use it.

- **Decide if, how, and why *Play it Fair!* is right for you**

It is important to ensure that your organization has the commitment and capacity to integrate *Play it Fair!* into its programs with children and that it is meaningful and relevant to your work. In this section, you and your team will explore if and how *Play it Fair!* fits within your existing programs and set some goals for using it in your programs.

- **Map out your action plan**

They say planning is half the battle. This section identifies some key aspects of successful planning, like developing concrete strategies for using *Play it Fair!*, budgeting resources and scheduling training and evaluation.

STEP 2: Do!

- **Train your staff**

Staff development is a core element of the *Play it Fair!* program. This section describes how you can lead your team through a *Play it Fair!* training.

- **Support *Play it Fair!* in action**

This section explores ways to keep *Play it Fair!* running smoothly. It provides tips, tricks and tools shared by our partner organizations across Canada to help staff use *Play it Fair!*.

- **Share your good work**

This section discusses the value of sharing information about your work using *Play it Fair!* and provides easy ways to do this.



Play it Fair! in three easy steps

STEP 3: Review!

- **Evaluate the use of *Play it Fair!***

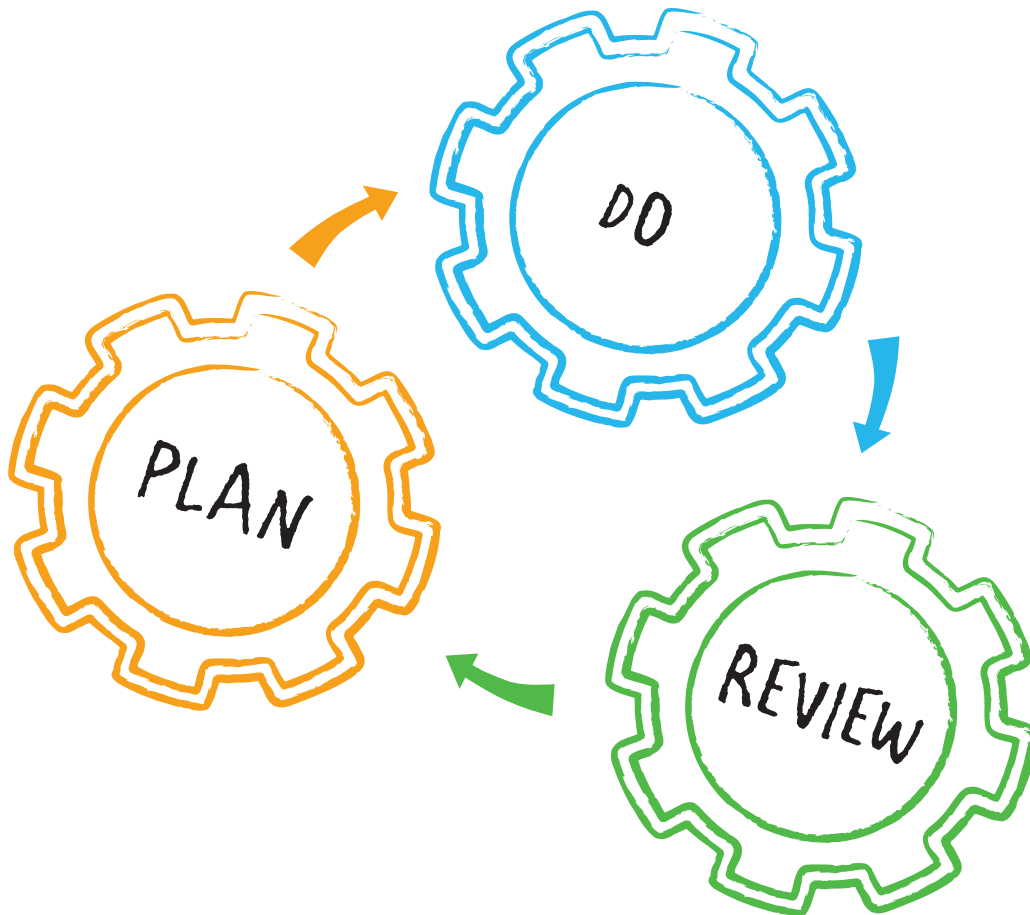
It is always a good idea to take a few minutes to consider how things are going within your program. This section explores some easy ways to evaluate how well *Play it Fair!* has been integrated by the staff and children and the impact it is having in your work.

- **Plan next steps**

Identifying the successes you have achieved as well as some of the challenges you have encountered will help you plan what to do the next time around. This section provides strategies for planning next steps for *Play it Fair!*.

- **Celebrate your success with your community**

Celebrating your successes is a great way to acknowledge the hard work of your team and reinforce the importance of promoting children's rights and positive values with the broader community. This section provides some examples of how to do this.





Step 1: Plan

Step 1: Plan

This section explains how to prepare for using *Play it Fair!*: get to know the *Play it Fair!* Toolkit; decide if, how, and why *Play it Fair!* is right for you; and map out your *Play it Fair!* action plan.

A. Get to know the *Play it Fair!* Toolkit

The *Play it Fair!* Toolkit is the cornerstone of the *Play it Fair!* program. The Toolkit is intended for:

- Children aged 6-12, to help them adopt positive human rights values in their attitudes and behaviours and to build self-esteem and leadership skills.
- People who work with children, to improve their ability to promote human rights values, children's participation and peaceful conflict resolution within their activities with children.

What are the values promoted by the Toolkit?

The human rights values promoted by the Toolkit are:

- Cooperation
- Respect
- Fairness
- Inclusion
- Respect for diversity
- Responsibility
- Acceptance

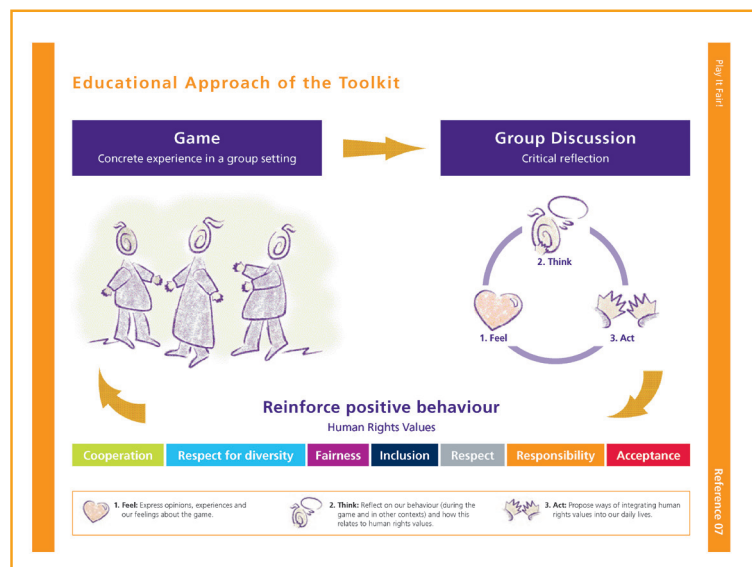
The Toolkit helps to reinforce positive values that are found in the Universal Declaration of Human Rights.



The Universal Declaration of Human Rights (UDHR) is the founding document of human rights. This document was adopted on December 10, 1948 by the United Nations and sets common standards of achievement in human rights all over the world. There is a child-friendly version of the UDHR in the *Play it Fair!* Toolkit.

How are the values promoted? The educational approach of *Play it Fair!*

The educational approach of *Play it Fair!* goes beyond simply transmitting knowledge and skills towards building an awareness of human rights values drawing on children's own experiences and encouraging critical reflection. During activities (i.e., a game followed by a group discussion), children are actively engaged in the learning process and have the opportunity to discover for themselves the importance of human rights and what this means in their everyday interactions with others.



Step 1: Plan

B. Decide if, how, and why *Play it Fair!* is right for you

The purpose of this step is to help determine if, how, and why *Play it Fair!* can be meaningful and relevant for your organization, staff and children. It will help you set your goals for using *Play it Fair!* in the work of your organization. Once you have read this section use Planning Tool 1: *Play it Fair!* Snapshot Survey and Planning Tool 2: Goals for *Play it Fair!* (found in the Useful tools section of this Guide) to help you.

What to do

Discuss *Play it Fair!* as a group

Invite a group of key individuals in your organization to determine how *Play it Fair!* can help strengthen your children's programming. This group may include some members of management as well as front-line staff. For some members of your organization who are new to *Play it Fair!*, the *Play it Fair!* video on the USB key can help you explain the approach and core components. Showcasing *Play it Fair!* as a fun and easy way to support your existing programs is important to generate enthusiasm and get the ball rolling. As a group:

1. Decide if, how, and why *Play it Fair!* is right for you

It is important to think about your context and decide if *Play it Fair!* is right for you. Use Planning Tool 1: *Play it Fair!* Snapshot Survey in the Useful tools section to assess the strengths and challenges of your program. This survey also provides a baseline against which to measure positive changes as a result of *Play it Fair!* over time. Then use the Goals for *Play it Fair!* planning tool (found in the Useful tools section) to help:

- make the links between *Play it Fair!* and your organization's mission and program priorities
- identify the strengths and challenges of your organization's work with children
- establish how *Play it Fair!* fits into your program
- summarize your discussion by deciding why *Play it Fair!* is right for you

2. Set your goals for *Play it Fair!*

If *Play it Fair!* is right for you, identify one or two goals for *Play it Fair!*. Goals are short, general statements that identify what you hope to accomplish as a result of using *Play it Fair!* in your programs for children. For example:

As a result of using *Play it Fair!* we hope to:

- **Goal 1** ... increase cooperation and inclusion among children and staff
... or
- **Goal 2** ... reduce bullying and conflicts among children and staff
... or
- **Goal 3** ... promote children's rights more actively in our programs



See some examples from our partners on page 18!

Step 1: Plan

Share the results of your discussion with senior management and staff

If you haven't already done so, make sure you share your goals and provide concrete reasons for using *Play it Fair!* in your program with the rest of the organization. Experience tells us that *Play it Fair!* is most successful when everyone in an organization is on board. It is important to get buy-in from staff and senior management so that you can commit the necessary time, resources and energy to the program. If you need additional support in promoting *Play it Fair!* to senior management, contact us at pif@equitas.org.

"Sometimes there are issues among children. We presented the Toolkit to our leaders as a tool for them, something to help them in their work. Now instead of just sending the coordinator to deal with an issue, our leaders have a tool to use to try and solve the problems as they arise."

Program director



Examples of goals for *Play it Fair!* from our partners

- The Boys and Girls Club of Winnipeg is using *Play it Fair!* as part of its Community School Investigators (CSI) Summer Learning Enrichment Program to help support learning opportunities for children during the summer.
- The Multicultural Association of Fredericton uses *Play it Fair!* with family groups and new immigrants as part of its settlement programs to promote positive values and open, inclusive dialogue.
- In 2011, the YMCA of Greater Halifax-Dartmouth used *Play it Fair!* daily during two weeks of after-school programming associated with the Atlantic Canada Games to help promote fair play and cooperation in sport. Their slogan was "Get in the Game, *Play it Fair!*"

"Unlike in the past, this year we did not have to call a single parent. Instead, the first step was to play a game, and if it didn't work, we'd call the parent. It worked so well we didn't need to make any calls!"

Program coordinator

Step 1: Plan




C. Map out your *Play it Fair!* action plan

Developing a clear action plan of how you will use *Play it Fair!* within your programs will help ensure that things run smoothly. It saves you time later by allowing you to schedule activities, involve the right people at the right time and help ensure that you won't be rushing to prepare materials when your program session is in full swing. Once you have read this section, use Planning Tool 3: *Play it Fair!* Action Plan (found in the Useful tools section of this Guide) to help you develop your plan.

What to do

Review your goals and identify specific strategies for reaching them

Ideally together with members of your team, validate your goals (identified in Part B) and develop strategies for implementing them. This will help provide your team with something concrete to work towards. Here are some examples of strategies for implementing the goals described in Part B.

<p> Goal: Increase cooperation and inclusion among children and staff</p>	<p>Strategy 1: Do <i>Play it Fair!</i> activities that promote cooperation and team-work during your sports or group recreation activities. See the Index by Values, Time and Activity Level in the Toolkit for activity suggestions.</p> <p> <i>Experience has shown that the more Play it Fair! activities you do, the more you will notice positive changes. To get the most from Play it Fair!, you should do three to five activities a week.</i></p> <p>Strategy 2: Choose a <i>Play it Fair!</i> value to promote each week and do a few <i>Play it Fair!</i> activities that focus on that value.</p> <p>Strategy 3: All children participate in three <i>Play it Fair!</i> activities per week. For example, every Friday, all the leaders choose three activities and mark them on their schedules for the coming week.</p>
<p> Goal: Reduce bullying and conflict among children and staff</p>	<p>Strategy 1: Increase your staff's ability to intervene when issues occur. Each week, choose a specific issue you want to address. See the Index by Issue in the Toolkit for activity suggestions. Allocate 10 minutes of staff meetings to <i>Play it Fair!</i> in order to discuss how the approach can be used to address these issues.</p> <p>Strategy 2: Program <i>Play it Fair!</i> time into your weekly schedule. For example: 4pm to 5pm every Tuesday and Thursday, the children participate in Toolkit activities that promote conflict resolution skills. Every Monday, the leaders prepare some activities to fit into these time slots.</p> <p>Strategy 3: Use <i>Play it Fair!</i> activities during transition periods to help provide more structure and opportunity for children to participate in a positive way. See the Index by Time and Activity Level in the toolkit for activity suggestions.</p>

Step 1: Plan



Goal:

Promote children's rights in our programs

Strategy 1:

Do at least three *Play it Fair!* activities that focus on children's rights during the program session.

Strategy 2:

Integrate *Play it Fair!* into your arts and crafts time by creating artwork that illustrates the values or children's rights.

Strategy 3:

Schedule a special event to celebrate children's rights such as a *Play it Fair!* Day. Equitas marks special *Play it Fair!* events twice a year on August 12 (International Youth Day) and November 20 (Universal Children's Day and Canada's National Child Day). Check out the Useful Tools section for more information about *Play it Fair!* Day and what you can do.



For more ideas see Reference 18 in the Toolkit, "Integrating Toolkit Activities into a Program"

Identify the resources you need

The main costs associated with implementing *Play it Fair!* are staff time to attend training, plan activities and evaluate the use of *Play it Fair!*. Other costs may include supplies needed for certain activities or for running *Play it Fair!* Days.

Once you have an idea of the resources you need:

- Prepare the key information such as estimated time required, materials needed, people who will be involved and potential costs.
- Determine where *Play it Fair!* related costs fit within your budget.
- Get approval for *Play it Fair!* related activities and costs. Giving your senior management plenty of notice is key.



Creating a *Play it Fair!* coordination team has proven to be extremely valuable in terms of practical support with organizing activities, additional human resources for training and supporting staff as well as overall support and encouragement for each other. Many of our partners have identified key members of staff to help coordinate *Play it Fair!* each season. This helps distribute responsibility and build leadership among staff.

Schedule your training, coaching and evaluation

Training and coaching for your staff, as well as evaluation are essential for using *Play it Fair!* successfully in your program. These are discussed in greater detail in subsequent sections of the Guide. At this point in your planning, it is important to:

- Schedule a *Play it Fair!* training for your staff. We recommend at least three to six hours for a training session. If you are not leading the training session it is important to be there to ensure staff buy-in. See [Step 2: Do](#), for more details on how to lead a *Play it Fair!* training.



If you haven't yourself been trained to use *Play it Fair!*, ensure you participate in an Equitas-led *Play it Fair!* training. Contact us at pif@equitas.org to register for the next training in your area.

Step 1: Plan

- Schedule time for coaching and support for your staff members. For example include *Play it Fair!* as an agenda item in your staff meetings or plan time to co-lead activities with staff who need support. See [Step 2: Do](#), for more examples on how to provide coaching and support for *Play it Fair!*.
- Plan special events like *Play it Fair!* Day to celebrate children's rights with the wider community.
- Schedule time to evaluate how everything is going. See [Step 3: Review](#), for more details to evaluate *Play it Fair!*.

Put these dates in your calendar. This will help ensure you have all the resources in place when they are needed.



Some of our partners make a special calendar dedicated to Play it Fair! activities and events. They say it's a great tool for assigning responsibilities and keeping everyone on track.

Formalize your commitment to using *Play it Fair!* through a Memorandum of Understanding (MOU) with Equitas.

Equitas is available to provide support to you and your organization through training, coaching and fund development. An MOU with Equitas is a great way to ensure ongoing partnership at an organizational level. If you are interested in formalizing the use of *Play it Fair!* in your programs send an email to pif@equitas.org.

Are we ready? A *Play it Fair!* planning checklist

- We have identified how *Play it Fair!* supports our organizational mission and program priorities.
- We know how *Play it Fair!* activities best fit within our existing programs and schedule.
- We have set goals and specific strategies for using *Play it Fair!*.
- We have everyone on board, including staff and senior management.
- We have determined dates for key activities (e.g., training, events, evaluation) and included them in our organizational/program calendar.
- We have the necessary budget for planned activities and training.
- We have all the materials and resources we need to run *Play it Fair!* activities (e.g., Toolkits, materials for activities, etc). If not, contact Equitas at pif@equitas.org



Step 2: Do

Step 2: Do

This section describes what is involved in order to use *Play it Fair!*: train your staff; support *Play it Fair!* in action; and share information about *Play it Fair!* with your organization and the broader community.

A. Train your staff

Training is an essential part of the *Play it Fair!* program. It is an opportunity for you and your staff to learn the basics about children's rights, discuss the importance of promoting values such as inclusion, non-discrimination and respect for diversity, and practice the *Play it Fair!* approach. As a result of training, your staff will be better equipped to promote positive values and proactively address issues such as bullying, discrimination or exclusion using practical tools and the *Play it Fair!* approach.

What to do

Prepare your *Play it Fair!* training

Once you have been trained in *Play it Fair!*, you have all that you need to pass this knowledge on. We know that it can be intimidating to train others, especially if you are new to *Play it Fair!*, but hundreds of people just like you have used the resources provided and delivered very successful trainings – you can do it too!

In order to prepare a *Play it Fair!* training, it is important to do the following:

- Invite a colleague or two to help prepare the training session and co-facilitate with you.
- Together, read through the sample training manuals and decide which training you will lead. There are two training manuals available on the USB key: a basic 3-hour training and a more comprehensive 1-day (6-hour) training. Within each manual you will find step-by-step instructions on how to facilitate the training for your staff.
- Schedule the time and date for your training, identify a location, invite your staff and prepare all the necessary materials. Try to plan your training just before or at the beginning of your program cycle.
- Keep your senior management informed about the training sessions. Invite them to participate!

It is important that training sessions are more than just sharing basic information about *Play it Fair!* It is a time to practise, discuss and reflect on the *Play it Fair!* approach. A basic *Play it Fair!* training session includes:

- A *Play it Fair!* activity to get know each other
- A discussion of the values of *Play it Fair!* and how they are linked to the values of your organization
- An explanation of the educational approach of *Play it Fair!*
- A presentation of the contents of the *Play it Fair!* Toolkit
- Information about children's rights
- An opportunity for staff to practise leading *Play it Fair!* activities and discussions
- An activity to help plan how to use *Play it Fair!* in your programs
- An evaluation of the training session

Step 2: Do

Train your team!

Play it Fair! trainings are participatory, fun and active opportunities to inspire your team, develop their skills and learn together about how to promote positive values and children's rights. Some of our partners use this opportunity to get to know their staff better, plan, and celebrate their work together. Order some pizza, take pictures and welcome people with music. It's easy to make the training something memorable for your team.

Equitas and the regional coordinators are here to support you if you need help with training. Contact us at pif@equitas.org

Are we ready? A *Play it Fair!* training checklist

- We have authorization from senior management to use staff time for training.
- We have reviewed the training manual and developed a schedule.
- If we are co-facilitating the training, we have identified who will do what.
- We have reserved a space for the training (big enough to run, jump, and lead large group activities).
- We have invited staff and confirmed attendance.
- We have the necessary materials for the training (e.g., flipchart paper, markers, post-it notes, masking tape, evaluation forms, photo release forms).
- We have prepared the necessary materials for the *Play it Fair!* activities we will use during the training.
- We have copies of the Toolkit for staff.
- We have planned a snack or lunch for participating staff.

“ Training is very important to help motivate people, to teach them the games and the skills needed to use the program. It also helps people to understand why you want them to use it. If you just hand them the Toolkit and tell them there are great games in here and just go with it, they wouldn't really understand why they are doing it, the meaning behind it or how it affects kids on a long-term basis. When you do the training and you get them to play and facilitate the games with other staff, they understand how important and powerful it is when you do the group discussions and talk about your experiences. The training is pivotal to the program.”

Program coordinator

Step 2: Do

B. Support *Play it Fair!* in action

Once you have trained your staff and your program is in full swing, it is important to provide time and space for *Play it Fair!* to take root in your organization. The following are strategies developed by our partners across Canada that help keep *Play it Fair!* running smoothly.

What to do

Make time in your schedule for *Play it Fair!*

- Add *Play it Fair!* as an agenda item to your regular staff meetings. Use this time to share strategies for leading discussions, discuss changes in children's attitudes or behaviours, or try new activities.
- Provide time for staff to choose activities, try out new ones and prepare the necessary materials. Preparation helps build confidence and encourages staff to do activities with the children.



Make a *Play it Fair!* Toolbox with the supplies for all your favourite activities.

- Plan *Play it Fair!* theme weeks around specific values. This is a great way to maintain enthusiasm within your team and among the children.
- Organize a special event, like *Play it Fair!* Day to celebrate children's rights.



Mark these dates on your calendar! August 12 (International Youth Day) and November 20 (Universal Children's Day) are two great occasions to organize a special *Play it Fair!* event celebrating children's rights in your community. For more information and great ideas about organizing a *Play it Fair!* Day, see the Useful tools section.

- Involve children in selecting *Play it Fair!* activities and facilitating them for each other. This works particularly well in leadership programs or in multi-age groups. Get parents involved by giving them a description of *Play it Fair!* and inviting them to participate in activities.

Make space in your organization for *Play it Fair!*

- Make sure you have enough copies of the *Play it Fair!* Toolkit or provide staff with individual copies of the activities.
- Keep the indexes of *Play it Fair!* accessible so staff can easily choose activities by age, value, issues, or time.
- Create a *Play it Fair!* calendar which shows the days you will try out new activities.
- Pick an 'Activity of the Week' and display it in the staff room or email everyone a copy of it.
- Put up posters around your organization about the values and about children's rights.
- Make a *Play it Fair!* wall for staff and children to provide comments about the activities.
- Share the message! Create buttons, camp t-shirts, or stickers about children's rights or positive values.

Step 2: Do

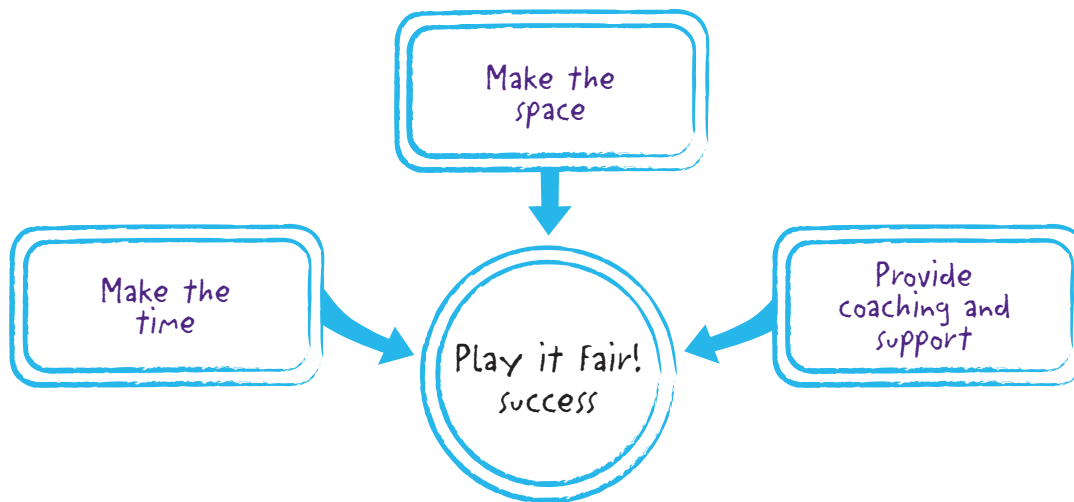
Provide regular coaching and support

It may take some staff a bit of time to feel confident leading activities and group discussions. Reassure them and let them know you appreciate their efforts and are there to support them. This will help troubleshoot and maintain enthusiasm for *Play it Fair!*.

- Lead an activity and model a group discussion with staff before they lead it with children themselves.
- Offer to co-lead an activity with a staff member.
- Encourage staff to share best practices, tips, and strategies for doing *Play it Fair!* activities. For example, ask everyone to share their 'success of the week' during a staff meeting.
- Designate a more experienced staff member as a *Play it Fair!* resource person for others.
- Start a *Play it Fair!* journal for staff to reflect on and give feedback about their experiences using the activities. This can inspire other staff and help you to monitor and provide appropriate support.
- Remember to ask your team how it's going on a regular basis.



For more ideas about how to help support your staff, take a look at Reference Sheets 08-13 in the Toolkit.



Are we ready? A *Play it Fair!* in action checklist

- We have included *Play it Fair!* activities in the program calendar.
- We have scheduled regular staff check-ins to try new activities, troubleshoot challenges and encourage staff.
- We have made copies of the *Play it Fair!* Toolkit accessible to all staff.
- We have prepared activity materials in advance.

Step 2: Do

C. Share your good work

Sharing what you are doing and the results you are achieving with *Play it Fair!* inside your organization will help gather support from your senior management, staff and parents and make them aware of the added value of your programs.

What to do

- Share your goals and how you're using *Play it Fair!* with parents and members of the wider community. This helps to promote your organization by highlighting your involvement with children's rights and participation.
- Update your senior management, staff and parents about the results you are seeing.
- Invite senior management, staff and parents to observe or participate in *Play it Fair!* activities.
- Collect photos, success stories, lessons learned to share with senior management, funders, the community, etc.

Want to share *Play it Fair!*?

Organizations across Canada have included a description of *Play it Fair!* in program brochures, websites, newsletters, postcards for parents and in their on-site display cases!

Here are different tools available to help you promote *Play it Fair!* within your organization and with the broader community:

- *Play it Fair!* Logo
- *Play it Fair!* Postcards
- *Play it Fair!* Bookmark
- *Play it Fair!* Button
- *Play it Fair!* Magnet
- *Play it Fair!* Video
- *Play it Fair!* Leaflet

Please contact us for more information on how to obtain these materials at pif@equitas.org



Step 3: Review

Step 3: Review

This section describes how to evaluate the use of *Play it Fair!* within your programs in order to assess progress, identify successes and overcome challenges the next time around. Once you have read this section, use Planning Tool 4: *Play it Fair!* Evaluation (found in the Useful tools section of this Guide) to help you develop your evaluation plan.

A. Evaluate the use of *Play it Fair!*

As you use *Play it Fair!*, it is important to step back from time to time and consider how things are going. Observing children in action, asking for feedback from staff, and reflecting with others on your achievements using *Play it Fair!* are easy ways to evaluate how well *Play it Fair!* has been integrated into your programs and the results it is achieving.

Learn and Improve!

Evaluation is an important part of the learning process. Reflecting on what did or did not work well with *Play it Fair!* will help identify good practices and improvements for using *Play it Fair!* in the future which will enable you to achieve better results.

Motivate and Empower!

Evaluation helps identify the progress you have made towards achieving your goals. Engaging everyone, including the children, involved in *Play it Fair!* is empowering and helps make them feel that they are an essential part of making *Play it Fair!* a success.

For your staff, knowing that their work has made a difference and their opinions matter are great sources of motivation.

Celebrate Success!

Evaluation helps showcase how your efforts have resulted in positive changes among children and staff as well as highlighting the great work you are doing.

What to do

Determine when you will evaluate

Evaluation should be done regularly during your program session; doing so helps troubleshoot and informs next steps. That being said, we know it may be difficult to do this at regular intervals, so we suggest that you plan to evaluate at least once at the end of your program session.

Step 3: Review

Identify what you will evaluate

It is a good idea to review the goals and strategies that you set at the beginning of your program session. This will help you ask the right questions when assessing the successes and challenges of *Play it Fair!*. Some questions you should address include:

- Did we meet the goals that we set at the beginning of the session?
- Is there a difference in the way children behave? If so, how?
- Is it easier for staff to address challenges they face (such as bullying or exclusion) because of *Play it Fair!*?
- How well did the training and coaching process go?
- Has using *Play it Fair!* changed the way we promote children's rights and participation?
- What could we improve next time?

Decide how you will evaluate

There are many different ways you can evaluate *Play it Fair!*. The following is a list of some of the most popular tools used by our partners. We recommend you use at least two of the following tools and include different perspectives (i.e., staff, children, parents and senior management) in order to capture the full impact of *Play it Fair!*.

Tools	Details
The <i>Play it Fair!</i> Snapshot Survey <i>Capture the before and after</i>	The <i>Play it Fair! Snapshot Survey</i> included in the Useful Tools section of this Guide is a quick and easy way to measure change over time. Invite your staff or senior management to fill out the survey before you begin to use <i>Play it Fair!</i> and after a few months. It is a great way to get a broad perspective on how things are going.
Observations <i>Take a closer look</i>	Plan certain times during your program session (e.g. once a month) to observe children during <i>Play it Fair!</i> activities. Use these moments to consider how children and staff are interacting together and to find out if staff need support leading activities. You can use also the <i>Play it Fair! Snapshot Survey</i> as an observation guide.
Organized debriefs <i>Listen carefully</i>	Organize a debrief meeting with your staff inviting everyone to share their impressions on using <i>Play it Fair!</i> . It is important to ask staff to give feedback on all aspects from training, coaching, leading activities and discussions, as well as sharing any changes they may have observed among children as a result of doing <i>Play it Fair!</i> activities. (<i>Here's a tip: Providing snacks and refreshments is a great source of motivation!</i>). The Useful Tools section of this Guide includes a number of participatory evaluation techniques you can use during your debrief, like <i>Questions under the chair</i> or <i>Bull's eye</i> .

Step 3: Review

Tools	Details
Questionnaires <i>Collect feedback</i>	Ask staff and senior management to fill out a questionnaire at the end of your program session to gather their impressions of how things went with <i>Play it Fair!</i> . Questionnaires are easy to administer and you can ask a variety of questions in a limited amount of time. The Heart, Head, Hands Questionnaire is included in the Useful Tools section as an example.
Journals <i>Write it down</i>	Keep a <i>Play it Fair!</i> journal to get feedback from staff and children. Many of our partners keep a community journal in the office for staff to record variations to activities, suggestions for group discussion, feedback from children, etc.
Suggestion Box <i>Ask around</i>	Provide space within the organization for children, staff, and parents to submit their ideas, reflections and suggestions regarding <i>Play it Fair!</i> . A suggestion box or a comment wall are great ways to gather opinions about <i>Play it Fair!</i> and other aspects of your program. Using the <i>Play it Fair!</i> Postcard in the Useful Tools section is another great way to collect feedback from children, staff or parents.

For more ideas on how to collect feedback from children, take a look at the group discussion variations provided on Reference Sheet 17 of the Toolkit. These are all great ways to find out how children feel about the values of *Play it Fair!*, what they have learned, and ideas they have for contributing to the organization.

B. Plan next steps

It is important to make sense of the feedback you have collected. Identifying successes you have achieved as well as some of the challenges you have encountered through *Play it Fair!* will help you plan next steps. It will also leave an important record of what you have accomplished with *Play it Fair!* each program session.

What to do

Discuss the feedback and make recommendations

Summarize the feedback and ask your team what you might do differently next time. Try to keep your original goals and strategies for reaching them in mind as you decide what to do. For example, ask yourselves:

- Do we need to do another training to reinforce the group discussions that follow the activities?
- Do we want to involve more people in planning?
- Do we want to insist that our staff do more activities per week?

Remember, *Play it Fair!* should be an organization-wide endeavour. Asking staff, senior management and children where appropriate to contribute their ideas for next steps is a good way to build ownership and motivation for *Play it Fair!* in the long run.

Step 3: Review

Integrate your recommendations into your next round of programming

You can record the recommendations in the **Play it Fair! Action Plan** tool in the Useful tools section. This can be the start of your next action plan.



Did you know? The Rotary Leadership Program, through the Youth Agencies Alliance (YAA) in Winnipeg, uses Play it Fair! with youth leaders so they themselves can lead activities with children. YAA was able to leverage its novel use of Play it Fair! to get support from the Winnipeg Community Foundation for this youth leadership program.

C. Celebrate with your community

Celebrate your success with your staff and reinforce the importance of promoting positive values and children's rights within your organization and your community. Share the results of your hard work with your community and with us at Equitas.

What to do

Define what success means to you

The results of your work will vary and they may not necessarily reflect the energy and commitment you put into using *Play it Fair!*. We believe that there are many different examples of success, so it is important to define what it means for you and your organization. At Equitas, we feel that any step in the right direction is something to celebrate.

For example:

- You may have observed that a handful of children are more inclusive as a result of participating in *Play it Fair!* activities
... success!
- A few members of staff have said that they are more committed to promoting children's rights
... success!
- You set out to play at least three activities a week and 75% of the time that is what happened
... success!
- A third of staff reported that they are more comfortable leading group discussions with children
... success!

In all four examples, your organization has demonstrated progress towards the overall goals of *Play it Fair!*. We encourage you to celebrate this progress and continue your great work.

Share your achievements

Here are some popular ways to share your results and progress with *Play it Fair!*

- Devote time in your final staff meeting to share success stories and suggestions for next steps
- Include key results and examples in a letter to family members at the end of a session

We love it when you share your results with us! When you send us your photographs, insights, and comments we can continue to adapt and improve the program and share your lessons learned, successes and good ideas with other *Play it Fair!* partner organizations.

Step 3: Review

Celebrate your successes with the community

- Hold a *Play it Fair!* party during your final staff meeting. Use this as an opportunity to do some favourite *Play it Fair!* activities, share results, and talk about next steps.
- Invite directors, family members, funders, or the public to a *Play it Fair!* Day. Choose a date like August 12 (International Youth Day) or November 20 (Universal Children's Day). Use this as an opportunity to share some results from your program session.

Are we ready? A *Play it Fair!* evaluation checklist

- We have made time in our schedule to evaluate *Play it Fair!*.
- We know what we will evaluate.
- We know how we will evaluate (i.e., we have identified the tools we will use).
- We have a plan to gather feedback from staff and children.
- We have a plan for sharing the results and next steps with staff, senior management, families, members of the community and Equitas.



Going beyond the basics

Going beyond the basics

Using *Play it Fair!* in your programs for children reflects a commitment from your organization to the principles and values of children's rights and participation. Some of you may be interested in going beyond the basics and building a more comprehensive vision for using *Play it Fair!*. If so, this section is for you!

Are you a children's rights-friendly organization?

Take *Play it Fair!* beyond the basics by reflecting on how your organization can be more children's rights-friendly. Consider how the principles and values of children's rights listed below can become embedded in all aspects of your organization – that is, in the relationships between and among children and staff, within the programs you offer, in the way your organization is managed and run, as well as how your organization promotes and supports children's rights in the community.

Four guiding principles of children's rights:

- Non-discrimination and equal opportunity
- Best interests of the child
- Right to life, survival and development
- Participation

Seven underlying values of children's rights:

- Cooperation
- Respect
- Fairness
- Inclusion
- Respect for diversity
- Responsibility
- Acceptance



For more information about the guiding principles and values of children's rights, check out Reference Sheets 02 and 06 of the *Play it Fair!* Toolkit.

Review the way you work

Use the four guiding principles and the seven underlying values of children's rights as a foundation for reviewing your internal policies and structures. The following are some ideas, based on examples from our partners across Canada.

- Update your hiring practices for new staff by integrating questions about children's rights into the interview process.
- Develop an accredited training component for staff that focuses on basic knowledge of children's rights and approaches to promoting them through *Play it Fair!*.
- Integrate children's rights and the values of *Play it Fair!* into the organization's mission.
- Include *Play it Fair!* or a children's rights focus in funding proposals to get support for programming.
- Build a positive atmosphere among staff and management by using *Play it Fair!* activities in staff meetings to highlight values of the *Play it Fair!* program.

Going beyond the basics

Identify the change together

Invite the broader community to a *Play it Fair!* planning meeting. Ask children, family members, staff and community members to identify the changes in line with children's rights and participation they want to see in the programs and in the community. Using **Activity 81 - Where I live** from the *Play it Fair!* Toolkit is an excellent way to identify how the principles and values of children's rights are promoted and protected by different actors in your community and what needs to change.

Reach out!

Involve children, family and other members of the community as much as possible. Let them know what your organization is doing to promote positive values, children's rights and participation. Here are some examples from our partners across Canada:

- Run an orientation session with family members to explain *Play it Fair!* and why it is an important part of the programs you offer.
- Include information about *Play it Fair!* in your program brochures.
- Publicize your great work through press releases and articles in local media.
- Promote *Play it Fair!* and children's rights on your organization's website.
- Organize community events that promote children's rights, such as annual *Play it Fair!* Days.

Additional Resources

Here are some helpful resources to consult when promoting children's rights-friendly spaces in your organization.

- UNICEF www.unicef.ca
- Save the Children www.savethechildren.ca
- Society for Children and Youth of BC www.scyofbc.org

"The games give the children the ability to express themselves, it shows them that their voice counts. I want to engage these children in ways that empower them to grow. I see the training and the Play it Fair! Toolkit as a way to help me do that."

Youth worker



Useful tools

Index of useful tools

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Planning Tool 1: *Play it Fair!* Snapshot Survey

Use the *Play it Fair!* Snapshot Survey to assess the strengths and challenges of your program. This survey also provides a baseline against which to measure positive changes as a result of *Play it Fair!* over time.

Read each of the statements below and put a ✓ in the box that best describes your situation.	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
1. Children include each other in activities and make sure that no one is left out.					
2. Children listen when staff or other children are talking.					
3. Children call each other by their correct names and avoid name calling.					
4. Children play and interact positively with peers from different religious, ethnic, other social groups, or abilities.					
5. Children work well together and cooperate.					
6. Children resolve conflicts peacefully (without fighting).					
7. Children take turns picking games or using favourite toys or books.					
8. Children are confident in sharing their opinions and suggestions with each other and staff.					
9. Children are aware of (some of) their rights.					
10. Staff are able to name (some of) the rights included in the Convention on the Rights of the Child.					
11. Staff are able to lead activities about children's rights and/or positive values.					
12. Staff are equipped to deal with conflict in a positive way.					
13. Staff take a leadership role around children's rights in the organization.					
14. Staff encourage the children to share their opinions.					
15. Staff make decisions that reflect children's opinions, when appropriate.					
16. Members of our organization work well as a team and treat each other with respect.					
17. Overall, the organization's environment reflects the principles and values of children's rights.					
18. The organization incorporates the principles and values of children's rights into its mission statement, programming, or promotional materials.					
19. Staff discuss how to promote children's rights and/or positive values on a regular basis.					
20. When appropriate, children's input is taken into consideration by decision-makers in the organization.					
21. The organization works with the local community to advocate for children's programs and policies that affect children.					

Planning Tool 2: Goals for *Play it Fair!*

To develop your goals for using *Play it Fair!* it is important to think about your context and decide how *Play it Fair!* is right for you. Make sure you have completed Planning Tool 1: *Play it Fair!* Snapshot Survey before you begin.

Our mission and program priorities are ...

Our strengths and challenges are ...

Refer back to your answers in Planning Tool 1: Play it Fair! Snapshot Survey

The programs we offer are ...

e.g., before and/or after-school care, summer camps, leadership programs

Play it Fair! is right for us because ...



Planning Tool 2: Goals for *Play it Fair!*

Based on your answers above determine your goal(s) for *Play it Fair!*

Our goal(s) for *Play it Fair!* are ...

Planning Tool 3: *Play it Fair!* Action Plan

Your *Play it Fair!* action plan will highlight the strategies, key dates, and resources needed to help achieve your overall goal(s) for using *Play it Fair!*.

Our **first** goal for *Play it Fair!* is ...

<i>Play it Fair!</i> Strategy 1:	Key dates <i>e.g., training dates, special Play it Fair! events, coaching meetings</i>	Resources needed <i>e.g., staff time, budget for extra materials, support from Equitas</i>
<i>Play it Fair!</i> Strategy 2:	Key dates	Resources needed

Our **second** goal for *Play it Fair!* is ...

<i>Play it Fair!</i> Strategy 1:	Key dates	Resources needed
<i>Play it Fair!</i> Strategy 2:	Key dates	Resources needed

Planning Tool 4: *Play it Fair!* Evaluation

Evaluation should be conducted before, during and after the program session. At each time you should identify what you will evaluate (what you want to learn) and how you will evaluate (who you will consult and the tools you will use). Use the table provided to help guide you.

When we need to evaluate	What do we want to learn	Who we will consult and what tools we will use
Before the program session Our key dates are ...	<i>e.g., How do children behave with each other?</i>	<i>e.g., Play it Fair! Snapshot Survey with staff</i>
During the program session Our key dates are ...	<i>e.g., Do staff need support with the activities? How are children engaging in the group discussions?</i>	<i>e.g., Play it Fair! postcard for staff and children</i>
End of the program session Our key dates are ...	<i>e.g., What were some of our successes this session? What should we do next time?</i>	<i>e.g., Heart, head, and hands questionnaire for staff and children</i>

Evaluation tools

The following are examples of effective evaluation tools to use with staff, children, or other members of your organization. They are participatory, fun to do, and can capture essential information in a short time frame. When using participatory techniques such as the ones below, it is important to record and analyze the answers people give. This information can help improve your programming.

A. Continuum

1. Hang three ropes across the wall. Write 'Agree' at one end of the three ropes and 'Disagree' at the other end.
2. Write three statements that reflect what you want to learn from the evaluation on large pieces of paper. For example:
 - The *Play it Fair!* activities we did contributed to achieving our goals
 - Using *Play it Fair!* was fun
 - I think we should use *Play it Fair!* next session
3. Tape a statement above each rope. Each rope then represents that statement.
4. Give three post-it notes to each participant. Everyone must "vote" according to whether they agree or disagree with each statement. Participants can nuance their responses by hanging their post-it notes wherever they want along the rope.
5. Ask participants to explain their answers and to give examples.
6. Record the ideas, insights and challenges on a large piece of paper that you will tape to the wall.



If you don't want to use rope and post-it notes, ask people to vote with their feet and stand along an imaginary line.

B. Bull's eye

1. Draw a large circle on a piece of material or flipchart with a bull's eye in the middle. Place it on the floor.
2. Ask participants to stand on the part of the circle that indicates how much they agree with a particular statement. The more they agree, the closer to the bull's eye they should stand.
3. Gather additional feedback from the group by asking questions such as:
 - *Play it Fair!* has helped address bullying and exclusion
 - I feel confident about leading *Play it Fair!* activities
 - I can see positive changes among the children as a result of *Play it Fair!*
 - I recommend we use *Play it Fair!* in our program next year
4. Go over the results and discuss changes to be made for the next time you decide to implement *Play it Fair!*.



If you would like, instead of voting with your feet, place the bull's eye on the wall and use different colour stickers for each statement you read.

C. Questions under the chair

1. Write the following 5 questions on post-it notes. Prepare enough post-it notes for all the participants. (Some people will receive the same questions.)
 - What did you like most about using *Play it Fair!*?
 - What did you like less about using *Play it Fair!*?
 - What would you recommend for the next session?
 - Complete the sentence: I would like to know more about...
 - Complete the sentence: I think that the activities were... because...
2. Before people enter the room for the debrief meeting, stick one question under each chair.
3. Ask each person, in turn, to find the question under their seat, read it out loud and to give an answer.
4. Use a flipchart to record responses, ideas, insights, and comments.

D. Ball toss

1. Ask the group to form a circle.
2. Throw a ball to one person and ask that person a question about *Play it Fair!*. The person who answers the question then throws the ball to someone else, while asking them the same question. The person who throws the ball always asks the question and the person who catches it answers. The activity continues until everyone has had a turn answering the question.
3. Do several rounds of the activity to ask different questions. For example:
 - Round 1: What did you like about using *Play it Fair!*?
 - Round 2: What did you dislike about using *Play it Fair!*?
 - Round 3: What are your recommendations for using *Play it Fair!* next time?
4. Use a flipchart to record responses, ideas, insights and comments.



Evaluation tools

E. Heart, head and hands questionnaire

1. Write down the following questions on a flipchart and ask participants to share three things that they got from *Play it Fair!* in terms of heart, head and hands.



- How did it feel to lead activities and group discussions?




- What new ideas, information, skills did you learn?



- What are some next steps we should take to better promote positive values and children's rights in our organization?


F. The *Play it Fair!* postcard

1. Create a postcard on which staff, family members, or children can write about *Play it Fair!*. On the postcard, start sentences to be completed. Here is an example you can use with staff or family members:

<p>Date:</p> <p>Dear:</p> <p><i>This summer, we did a lot of Play it Fair! activities.</i></p> <p><i>I really liked ...</i></p> <p><i>because ...</i></p> <p><i>I did not really enjoy ...</i></p> <p><i>because ...</i></p> <p><i>I would like to know more about ...</i></p> <p><i>I recommend for next time ...</i></p> <p>From:</p>	 <hr/> <hr/> <hr/> <hr/>
---	--

Evaluation tools

Here is an example you can use with children:

<p>Date</p> <p>Dear</p> <p>Here's a picture of what children's rights means to me</p> <p>From:</p>	 <hr/> <hr/> <hr/> <hr/>
--	--

2. Collect the postcards and summarize the main ideas to take into consideration for the next program sessions.

What is *Play it Fair!* Day?

Play it Fair! Day is a chance for the children and staff in your organization to participate in a special event together highlighting children's rights and participation by doing *Play it Fair!* activities; it is also a good opportunity to promote your organization by inviting parents, members of the community or local press to see what you are doing. *Play it Fair!* Day is often celebrated around August 12, International Youth Day or November 20, Universal Children's Day

Goals for the day

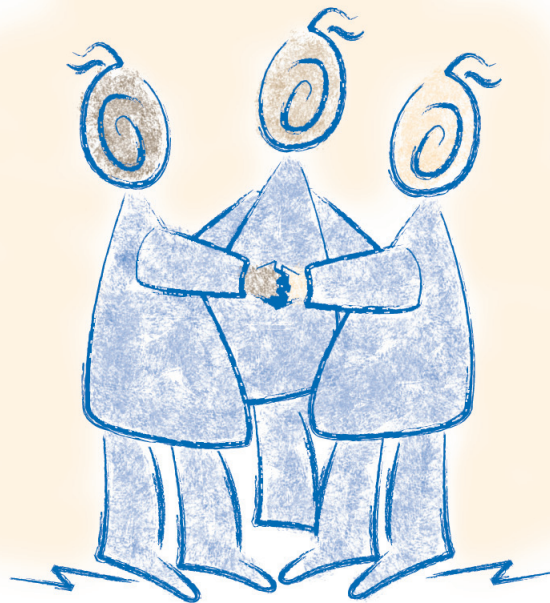
- To promote children's active participation and human rights values while having fun
- To promote children's rights and *Play it Fair!* in your local community
- To participate in a national event in support of children's rights

How can your organization get involved?

Getting involved in *Play it Fair!* Day is as simple as 1-2-3!

1. Read the *Play it Fair!* Day guide on the USB key
2. Decide which of the suggestions provided your organization will do and start planning
3. Host your *Play it Fair!* Day and have fun!

For more information about *Play it Fair!* Day or other *Play it Fair!* activities, please send us an email at pif@equitas.org or check out the website: www.equitas.org



What is included on the USB key?

This User Guide includes a USB key of electronic materials.

The following is a list of what you can find on the USB key.

- The complete *Play it Fair!* Toolkit
- A 3-hr Training Manual
- A 1-day Training Manual
- This User Guide
- *Play it Fair!* Video
- *Play it Fair!* Day Guide

