



FUNTEAM FUN^DAMENTALS

Part 2 – Group Operations

OUR MISSION

This document is a part of a series of documents that is designed to guide all FunTeam participants, families and volunteers through the expectations of what the FunTeam experience is all about, regardless of the sport!

Why Should You Read This:

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FunTeam Alberta Group Operations

FunTeam Alberta takes pride in providing sporting environments where participants, volunteers and families can expect activities to be fun, safe, less competitive, family-oriented and... did we say fun? And while our principles paint a pretty clear picture of what that can look like to our members, it is important that we help support that proposed model with clearly defined documentation that provides direction on how to effectively organize a true FunTeam experience.

Group Operations refers to the key components of the FunTeam experience when it comes to organizing a FunTeam group in your community. With the help of the FunTeam Alberta office, identifying these five aspects in the planning and execution of a FunTeam group will lead to a successful experience for FunTeam volunteers and families. These aspects of planning can direct the Group Manager and the volunteer group who have volunteered to perform the administrative duties related to organizing a FunTeam group. Following these organizational components will ensure a positive experience for all! These components are:

1. Administration
2. Registration
3. Volunteer and Family Orientation
4. Promotion
5. Game Structure

These five components involved in Group Operations are divided into **Expectations** and **Opportunities**.

Expectations can be defined as key aspects of a FunTeam activity that should be included and emphasized to all FunTeam members as integral components to ensuring an authentic FunTeam experience. These expectations help define what makes FunTeam and they benefit our members in a variety of ways.

Opportunities can be defined as ideas that our organization recommends to assist in further promoting the fundamental principles that makes FunTeam programming enjoyable for all.



Administration

Definition:

Defined by the organization's principles, FunTeam Alberta promotes a sporting experience that is affordable, complementary to family/life commitments and ensuring a manageable schedule. This information will guide Group Managers and volunteers through the steps needed to maintain a successful FunTeam group, with affordable and organized activities that are quite manageable from a scheduling standpoint.

A FunTeam Group Manager can use the [Group Organizational Plan](#) to assist in the planning process for the upcoming season.

Expectation:

1. FunTeam families will only be responsible for costs related to participation in activities. A FunTeam Group's registration fee for the season should be used to cover:
 - a. Facility rental for activities in the community
 - b. Group or participant equipment (as needed)

Why: The cost of participation should not be a barrier for sport, as fees can be minimized by watching the group budget carefully. Additional programming, player gifts, travel to play games, etc. is not required for young athletes to have fun playing sports.

2. FunTeam group activities should not exceed more than 2 times per week in order to easily accommodate the schedule and commitment of the registered players and volunteers.

Why: As a volunteer based organization, it is important that the commitment of being involved in a FunTeam activity does not prevent players and volunteers from enjoying other sporting activities, family time or to participate in other areas of interest.

3. Volunteering is a key component of FunTeam programs. Families should be encouraged to volunteer but there is no requirement to do so. Deposits required to ensure volunteer participation in activities or fundraising efforts are discouraged.

Why: FunTeam activities are designed to be enjoyable, less costly and inclusive, therefore any financial burden to pay for additional practices or games may put stress on families who are simply looking for an affordable, enjoyable experience for their child.

Opportunities:

1. Consider applying for FunTeam Alberta [Grants](#) to receive financial assistance that will help cover the costs of FunTeam activities and maintain low participant registration fees.



2. The FunTeam group can agree to include **OPTIONAL** fees for parents that may enhance the FunTeam experience. Examples include:
 - a. Tournaments
 - b. FunTeam jerseys/shirts/uniforms
 - c. Year end celebrations
3. Community Fundraising - FunTeam groups have the opportunity to consider small fundraising efforts to assist in keeping registration costs down or to consider optional activities. It is important to remember that the majority of effort in FunTeam should be to maximize the player experience without overwhelming volunteers with fundraising responsibilities.

Registration

“An individual can make a difference, but a team can make a miracle” - Doug Pederson

Definition:

FunTeam Alberta requires all groups, players and volunteers to be registered with the organization prior to the start of a FunTeam season. FunTeam Alberta is mandated to oversee program and member activity and as such, it is imperative that group registration is completed in a timely manner. Once group registration has been completed, members will benefit from being part of FunTeam Alberta, accessing funding opportunities, programming options, administrative support insurance coverage and lots of FUN.

Expectations:

1. Group Managers will adhere to the [FunTeam Alberta Registration Policy](#) and sign the [Group Compliance Form](#) on an annual basis.
2. All players and volunteers must register using the online system on the FunTeam Alberta website. This must be completed prior to any participation in FunTeam activities.
3. FunTeam families should only have to register once through the FunTeam Alberta registration system and not with third party systems.

Opportunities:

1. Once registered, FunTeam groups can apply for [FunTeam Alberta Grants](#) to assist with group operations and activities.
2. Consider hosting an in-person registration night to meet new FunTeam families, assist them with the registration process and explain the FunTeam Alberta principles.



Volunteer and Family Orientation

"Family is not an important thing, it is everything!" - Michael J Fox

Definition:

It is important that our FunTeam volunteers and families are aware of what they can expect from their commitment to help organize and run a FunTeam group. It is vital that they understand the importance of FunTeam values and principles and how they relate to long term sporting success. It is also necessary that our volunteers are given some education and training regarding their role in the FunTeam group. Understanding expectations allows volunteers and family members to successfully become an important component of child and player development.

Expectations:

1. After registration, FunTeam Families are welcomed to the FunTeam organization by the Group Manager with a parent meeting, email or telephone call. Families should also receive information outlining their upcoming season including a schedule, contact information, etc.
 - a. FunTeam families and volunteers are provided with [Fairplay Codes](#) to follow during FunTeam activities that align with our principles.
 - b. It should be communicated that at any time, Group Managers, volunteers and family members can contact the FunTeam Alberta office should any questions or concerns arise regarding the activities of a FunTeam group or how the FunTeam principles and values are being represented.
2. Volunteers will be given a copy of the FunTeam Alberta Volunteer Manual that outlines the expectations for their role.
3. Volunteers are given the [FunTeam Alberta Coaching Guide](#) to review and assist them in their new role.
 - a. Volunteer coaches can also use the Resources on the FunTeam Alberta website to help them be valuable additions to the community FunTeam activities.

Opportunities:

1. In the introductory email or meeting of volunteers and families, encourage them to read and sign off on the Fairplay Codes, ensuring that they understand them and agree to abide by them.
2. Use regular meetings and team events to reinforce the FunTeam values and principles using the information found in the Fairplay Codes.
3. Contact the FunTeam Alberta office or host seasonal Zoom meetings with your volunteers for support or to ask questions.



Promotion

"We are what we repeatedly do. Excellence, then, is not an act, but a habit." – Aristotle

Definition:

FunTeam Alberta recognizes the many number of sport organizations that are working to bring different opportunities to children and families across the province. As we strive to consistently reinforce our principles and values in sport, it is important that the FunTeam vision is present in group activities, promotions and communications at all times.

Expectations:

1. FunTeam groups will have the FunTeam Alberta logo located on their jersey/uniform.
 - a. If FunTeam groups are wearing non-FunTeam jerseys or shirts, it is an expectation that a FunTeam patch or sticker be applied to the jersey/helmet to identify the activity as truly a FunTeam activity.
2. Groups will recognize themselves as a "FunTeam" group in their name.
 - a. FunTeam groups should be named appropriately, including the FunTeam name
Example: "Athabasca FunTeam Baseball"
3. All social media and all other online presence must reference that the Group is a part of the FunTeam Alberta organization.
 - a. Local FunTeam group websites should include the FunTeam logo and a link to the FunTeam Alberta website.

Why: A consistent approach to reinforcing the FunTeam values and principles using logo and social media identification is important to develop and maintain a positive FunTeam profile in the community.

Opportunities:

1. Use the facilities available in the community to promote FunTeam activities, with message boards, community posts, etc.
 - a. Work with the FunTeam Alberta office to create appealing visual messaging for use in the community
2. Use online community sharing groups to distribute FunTeam information including registration dates, group activities, costs. etc.
 - a. The FunTeam Alberta office can help to provide appealing visual messaging for your use.
3. Use local media outlets to distribute FunTeam information including local group registration dates and contact information.



Game Management

"Do not let what you cannot do interfere with what you can do." - John Wooden

Definition:

FunTeam groups are encouraged to schedule scrimmages within their existing FunTeam group in the community. These local activities embody the FunTeam values and principles with spirited, less competitive sporting opportunities at a low cost and without the need for formal organization.

Expectations:

1. FunTeam groups are encouraged to play against other FunTeam groups but is not required.
 - a. Games outside of your community may require travel costs and less convenient activity scheduling.
 - b. FunTeam groups are discouraged from playing with non FunTeam organizations, as the goals and principles guiding these teams and associations may differ greatly from those of FunTeam Alberta.
 - c. In addition, only FunTeam groups are covered under the FunTeam Alberta insurance policy should a serious incident occur.
2. FunTeam activities do not require officials.
 - a. Volunteers are encouraged to manage the game if necessary.
 - b. Volunteer coaches can actively monitor games by being on the field, court or ice with the players, ensuring a smooth, safe activity experience for all.
 - c. FunTeam groups can encourage FunTeam players from older groups to assist the games involving younger teams.
3. FunTeam groups are not required to conform to specific age groups during games. It is more important to have players of similar skill levels play together, rather than specific age groups.
 - a. FunTeam coaches should use the [FunTeam FUN-damentals Part 3: Gameplay Essentials](#) (link) to organize the skill levels of each team to ensure that games are safe, fair and fun.
4. FunTeam is not a sports league. Standings are not kept and results are not recorded.
5. Tournaments can be organized and should operate with the spirit of FunTeam in mind. Standings will not be kept; winners will not be declared and scheduling will not be determined by game results. Tournaments should also be scheduled in order to not overextend players and/or families with busy schedules.

