



# FUNTEAM

# FUN DAMENTALS

Part 1 – Roles and Responsibilities

## OUR MISSION

FunTeam aims to foster, through active leadership, the participation in sport for children, youth, and adults, in an atmosphere where enjoyment is maximized for all and the cost associated with equipment, facility use and participation is minimized.

## Why Should You Read This:

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





# FunTeam Alberta Roles and Responsibilities

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

Roles and Responsibilities are just that – they provide information to key volunteers who make up every successful FunTeam group in order to ensure and maintain a FunTeam experience that the families in their community will enjoy and actively promote at every FunTeam session. In all FunTeam sports, we have identified four roles that community members can consider when registering with a FunTeam group. The four roles that are important components of every FunTeam group include:

1. FunTeam Group Leader
2. FunTeam Coach
3. FunTeam Family Member
4. FunTeam Player

Participants should be aware of the various aspects of their involvement in FunTeam activities, including **Expectations** and **Opportunities**.

**Expectations** are defined as key aspects of a FunTeam activity that should be included and emphasized to all FunTeam members, as they are integral to optimizing every participant's FunTeam experience. These expectations help clarify what makes FunTeam unique and beneficial for all of our members in a variety of ways.

**Opportunities** are defined as ideas that our organization recommends that promote FunTeam principles, making the sporting experience enjoyable for all.





# FunTeam Group Manager

*“A good leader inspires people to have confidence in the leader, a great leader inspires people to have confidence in themselves.” - Eleanor Roosevelt*

## Role Definition:

FunTeam Group Leaders are community focused individuals who are committed to providing families with opportunities to participate in fun, affordable, family-oriented recreational activities within their community with the assistance of other like-minded families and volunteers. They are the guiding force behind the sporting initiative and work as a direct extension of the FunTeam Alberta organization, promoting established FunTeam principles and values.

## Role Responsibilities:

1. Actively seek out and organize the facilities, equipment, scheduling and promotion that a FunTeam group requires to play a FunTeam sport in their community. Group Leaders can use the [FunTeam Organizational Plan](#) to assist in the process of organizing a local FunTeam group.
2. Complete a FunTeam group registration following the information found in the FunTeam [Registration Policy](#) and the [Group Compliance Form](#).
3. Identify and orientate FunTeam Coaches and Assistants using the FunTeam Orientation Guide provided by FunTeam Alberta. This guide describes the values, goals and principles of the organization as well as what a Group Leader may expect in their role with the local FunTeam group.
4. Be the main community liaison with the FunTeam Alberta office to share information on any program updates, announcements and new provincial initiatives.
5. Following a budget template available through the FunTeam Alberta office, the Group Leader is responsible for keeping track of the overall finances of the local group. This information will be shared with the FunTeam Alberta office to ensure proper documentation and prevent any personal liability issues.

## Expectations:

1. New or small FunTeam groups may be organized so that the Group Leader can be responsible for many roles, including registration, facility scheduling, player communication, year-end events and budgeting. As the FunTeam groups increase in size, it is worthwhile for the Group Leader to recruit assistance from the volunteers and parents to take on specific responsibilities, including:
  - a. Assistant Group Leaders
  - b. Treasurer
  - c. Game Schedulers
  - d. Volunteer Coordinator
  - e. FunTeam Mentor organizer
  - f. Year end event planner
2. Use the resources in the FunTeam Group Operations Guide to assist in making decisions regarding all operational decisions for the local FunTeam group.
3. Participate in special FunTeam Alberta programs that promote the values and principles of FunTeam





- a. Monthly nominations for FunTeam Volunteers of the Month
- b. Annual Nominations for FunTeam Awards.
4. Contact the FunTeam Alberta office to share the details of any incidents or issues that the group may be experiencing that may require conflict resolution.

## Opportunities:

1. Apply for grants and funding provided by FunTeam Alberta to enhance local programming.
2. Attend annual FunTeam orientations/meetings by the FunTeam Alberta office as requested.



# FunTeam Coach

“Volunteers don't get paid, not because they're worthless, but because they're priceless.” -  
Sherry Anderson

## Role Definition:

FunTeam Coaches are volunteers who provide leadership and direction for FunTeam participants to have fun, develop physically, socially and cognitively, learn new skills and games and most importantly continue participating in sports throughout their childhood. FunTeam volunteers do not require any prior training or certification – just a passion for sports and a willingness to help develop a sense of community following FunTeam principles.

## Role Responsibilities:

1. Organize and lead FunTeam practice sessions with a focus on fun, inclusion and skill development.
2. Actively manage and supervise FunTeam games using the format outlined in the FunTeam Alberta FUNdamentals Outline Part 2 – Gameplay Essentials.
  - a. It is recommended that if the coach is comfortable being involved on the field of play, court or rink, they may be available if any players need assistance with injuries, rule clarification, creative game options, etc.
3. Support the involvement of FunTeam Young Mentors to assist players during FunTeam games.

## Expectations:

1. To abide by the FunTeam [Fairplay Codes for Coaches](#).
  - a. It is important that coaches lead by example, as players of a young age tend to be quite impressionable and learn from the actions of their coaches, both positive and negative.
2. To submit a completed Criminal Record Check with a Vulnerable Sector Check as per the FunTeam [Volunteer Policy](#).
3. Use the FunTeam [Coaches Guidebook](#) to educate themselves on how to be an effective coach, activity organizer and a role model for the young players on both teams.
4. Promote the FunTeam principles and values to players on both teams throughout the season.

## Opportunities:

1. Review FunTeam [Fairplay Codes for Players](#) with your group on a regular basis.
2. Participate in FunTeam Alberta programming that promotes organizational values and principles:
  - a. SPIRIT Jersey recipient selection
  - b. Monthly nominations for Volunteers of the Month





# FunTeam Family Member

*"I am thankful for all the blessings and talents I have been given, but most of all I am thankful for my loving and supportive family." - Olivia Holt*

## **Role Description:**

To provide support and encouragement as a role model towards your family members and FunTeam community in a way that you feel most comfortable.

## **Role Responsibilities:**

1. To be the online account holder for their children and register them for FunTeam programming on the FunTeam Alberta website.
  - a. FunTeam Alberta has provided tutorials on their [website](#) to assist with this process.
2. To promote FunTeam values and principles to their family members and display them when attending any FunTeam session.

## **Expectations:**

1. To abide by the FunTeam [Fairplay Codes for Parents](#).

## **Opportunities:**

1. Consider volunteering with the local FunTeam group in a role that you are comfortable with.
  - a. Registering as a volunteer can be done on the FunTeam Alberta website.
2. Consider volunteering as a Group Manager within your community and bring FunTeam programming to your community year-round with a different seasonal sport option.
3. Participate in FunTeam Alberta programming that promotes organizational values and principles:
  - a. Monthly nominations for [Volunteers of the Month](#)
  - b. Annual Nominations for [FunTeam Awards](#)
  - c. Bring a [FunTeam Young Leaders Program](#) to your community





# FunTeam Player

*"A trophy carries dust. Memories last forever." - Mary Lou Retton*

## **Role Description:**

A FunTeam Player enjoys sports and wants to have fun with their friends. They want to learn new skills, play games and always improve while also being active in the other aspects of life and community involvement.

## **Role Responsibilities:**

1. To enjoy the FunTeam experience
2. To focus on trying to improve their skills every session.
3. To communicate with their parents or the Group Manager if they aren't having fun.

## **Expectations:**

1. To abide by the FunTeam [Fairplay Codes for Participants](#).

## **Opportunities:**

1. To become a FunTeam mentor to younger FunTeam players in their community by assisting a FunTeam Coach with a younger team.

