



YOUNG LEADERS PROGRAM

Mentor/Supervisor Package

FunTeam Alberta's vision is to see youth and adults in every Alberta community participating in sport or activities in an atmosphere of fun, co-operation and fair play.



Table of Contents

	Page #
Introduction.....	2
Program Goals and Requirements.....	3
Roles.....	4
Program Checklists.....	5,6
Young Leader List.....	7
Video Guidelines and Expectations.....	8
Final Report Expectations.....	9
Program Plan.....	10,11
Session Planning Sheet.....	12
Example Session Plan.....	13
Waiver.....	14



A message from our President Randy Gregg:

FunTeam is designed to bring sport and recreation into neighbourhoods and communities through complimentary programming with a belief in less competitive and family oriented opportunities for kids. There should be a focus on fun while developing physical literacy and sport related skills. There aren't tryouts; everyone is included.

The Young Leaders Program started in 2014 with the purpose of bringing the vision and values of FunTeam Alberta into schools across the province. We believe that developing leadership qualities in our younger demographic will only better prepare them for their future and engaging with kids and students in their community through sport is a great way to accomplish this.

“On behalf of the Board of FunTeam Alberta, I am pleased that schools across the province will once again have the opportunity to be involved in the FunTeam Young Leaders Program. We are excited that the Young Leaders program will not only provide great sport and recreational opportunities for young Albertans, but it is also a great springboard for the development of future leaders in our community. Sport is a reflection of society, so a program that empowers young people to become contributing members of their communities is something that we should all be proud of. Let's all help to make a difference for the young people around us! “Just play it”

Dr. Randy Gregg

President of FunTeam Alberta



PROGRAM GOALS

- ❖ To identify and empower prospective young leaders by giving them the opportunity to operate in positions of leadership with younger children.
- ❖ To offer complimentary programming promoting physical activity designed and run by these Young Leaders to elementary aged children, assisted needs populations, or other groups that can benefit.
- ❖ To expand FunTeam initiatives promoting our nine [principles](#) of sport throughout communities in Alberta.
- ❖ To offer financial assistance to school programming for their participation in this program in the form of a *\$1000 honorarium.

**** Successful programs can receive “UP TO” \$1000 for meeting the program requirements and completing the program by the standards laid out by this Guidebook and after review by the FunTeam Alberta staff and Board of Director’s.***

PROGRAM REQUIREMENTS

1. An adult Mentor Supervisor (usually, but not limited, to a teacher or other mentor) to help guide Young Leaders through the planning, implementation and day-to-day routine of the program.
2. The entire program commitment is approximately 2-3 months.
3. The Young Leaders must design and plan a program that lasts a **minimum** of 4 weeks but consists of **8 sessions**.
4. The Program must run (but is not limited to) once a week.
5. Each session should be no longer than an hour. But also should be a minimum half hour.
6. Designated time for Young Leaders to plan and organize each session.
7. Three meetings (phone meetings are acceptable) will be set up with FunTeam Alberta staff over the duration of the program.
8. Session Planning sheets will be completed and submitted to the FunTeam office. One must be submitted for each session completed. They will assist the leaders in planning and reflecting throughout the course of the experience.
9. Group completion of an online survey once the sessions have been completed (this will be sent out by the FunTeam office once the program has finished).
10. Mentor Supervisor will be required to complete one of two final projects. Either a full report documenting the experience or creating a short video of the experience.
11. The honorarium will be issued to the school/or association once every aspect of the program is completed.

Each school/group can organize the program to meet certain goals or needs within their population. We want to promote program flexibility whenever possible.



THE ROLE OF THE MENTOR SUPERVISOR

1. Main point of contact with FunTeam Alberta office staff.
2. Take care of the administrative tasks of the program as expected by FunTeam Alberta.
3. Liase with the school/group to ensure that the program is able to operate effectively ie: tentative scheduling with all parties involved, facility availability, equipment needs.
4. Recruit potential Young Leaders for the program; provide details and information regarding what the program is all about.
5. Guide the Young Leaders through the tasks and schedule of the program.
6. Available for each session to provide adult supervision should anything occur or have plan in place for parental supervision.

REMEMBER: the Supervisor is there to oversee the operations of the program. The Young Leaders are the ones responsible for leading the sessions, demonstrating skills and drills, and explaining games. Of course you are there to help them if at any point they are struggling.

YOUNG LEADERS IN YOUR COMMUNITY

1. Young Leaders are students in higher grades that are willing to take on a leadership role and lead younger students in games and activities that develop physical literacy skills with a focus on having fun.
2. Young Leaders will organize and run a **4 week, 8 session (minimum)** program that works with younger students in their school, neighboring school, or their community.
3. Will act as a role model for participants exemplifying FunTeam's vision and principles.
4. To work cooperatively and keep communication open with fellow Young Leaders and Mentor Supervisor.



Use these checklists as a resource to make sure that your program is running as it should. We recommend printing this off to track as the program progresses. Any sheets that are mentioned in the checklist are available in the appendices of this Guidebook.

Checklist: Before you Begin

- Supervisor
 - a. Who is going to oversee the Young Leaders as they run the program? They are a resource in case anything should happen during the sessions. The mentor keeps in contact with the Funteam office.
- Participants for the program
 - a. How do you plan on promoting the program?
 - b. Do you need to register participants?
 - c. How many participants can the leaders handle?
- Program Plan completed and submitted
- Complete Young Leader List
- Waiver signed by **ALL** participants of the program
 - a. These have to be signed in order for FunTeam to use the video and any photos on our website and social media platforms.
- Set up a meeting with FunTeam Alberta Staff
 - a. Receive t-shirts, whistles, and clipboards.
 - b. Hand in forms if needed.
 - c. Review program plan, ask any questions, and take care of any concerns.

Checklist: During the Program

- Complete a Session Planning Form for each day that you run the program.
 - a. Set aside time each week for the leaders to get together and plan out what each session will look like so everyone is prepared.
- Think about the video that you need to make if this is the final project you have selected.
 - a. Please see the Video Production Guidelines for any questions you may have.
 - b. Take pictures, videos of each session. The video shouldn't just be of one day.
 - c. Remember, only participants that had their Photo Waiver and Release forms signed can be in the video.
- Set up a school visit for the FunTeam Alberta staff to come and view the program (if possible).



- a. Allows us to see firsthand if the program is meeting FunTeam Alberta expectations.
 - b. Offer any help or ideas if necessary.
 - c. Schools located outside of Edmonton will need to set up a phone meeting.
- Connect with FunTeam!
- a. Shout outs on Twitter, Instagram, and Facebook (if the school has these platforms) allows both parties to promote the program.



*The basis of this program is that you get to have **FUN** with these students, teaching them physical literacy skills, forming relationships with them and help them build on their existing relationships with their classmates. Remember, they're just kids. Put yourselves in their shoes and plan for what they would want to do so they can be involved at all times.*

Checklist: Wrapping Up

- All Session Planning forms submitted
- Video or Final Report submitted
 - a. Please see the Guidelines for the video and report for any questions you may have.
 - b. Contact the FunTeam Alberta staff if you have any issues.
- Complete the Online Group Survey
 - a. Special Projects Coordinator will send a link to you.
 - b. This will be completed by the Mentor and the Young Leaders together.
- Receive Completion Certificates and Letters of Recognition
 - a. These are for the Young Leaders.
- Receive Honorarium
 - a. May be mailed out upon completion of program.
 - b. May be received in person during Final meeting.
- Set up Final FunTeam Alberta staff meeting
 - a. Mentor and FunTeam staff meet. This may be done over the phone.
 - b. Review the program with feedback from both parties to improve overall experience for future programs.



Young Leader List

Please complete the list below with the names of the Young Leaders and their shirt size for to allow for the FunTeam office to complete the t-shirt order and the letters of recognition and certificates.

Name:	Shirt Size:

Would your Young Leaders Program like to hand out medals to the participants after the program has been completed? If so how many will you need?



VIDEO GUIDELINES AND EXPECTATIONS

As a part of the requirements for completing the Young Leaders Program, you have the option to submit a short video highlighting your experience **OR** a completed a final report summarizing the experience and providing FunTeam Alberta feedback with how the program went. Below are the guideline and expectations for completing the video.

We want you to be as creative as possible when designing the video. So let your creative juices fly! Videos that meet these expectations and requirements will be posted on our website and shared through our social media.

1. All Young Leaders and participants (kids that the Young Leaders are mentoring) must have their waiver release forms signed to be able to be included in the production of the video.
2. When you are ready to submit the video we need the whole movie file sent to us. We cannot just have a YouTube link sent. Should you need assistance with this, please let the FunTeam office know.
3. The video should only be 3-5 minutes long to properly capture the experience.

Below are some guidelines to follow when making the video. Though they are not mandatory, we have found that this general structure makes for a very enjoyable video. This should be something that you are proud to show at a school assembly, a group function, team meeting, or post to your own social media accounts.

1. Film/take pictures of more than just one session.
2. Include the planning stages that your Young Leaders went through to develop the program
3. Some before and after comparisons to how the sessions were organized, enjoyed, and how the program evolved week-to-week.
4. Testimonial interviews with the mentor teacher, the Young Leaders, Principal, parents, the kids themselves, etc.
5. Capture the final day/windup party session.
6. We also recommend getting students involved in making the video!

These are just guidelines but the most important takeaway is that it should be fun for everyone involved. Happy filming!



Young Leaders Program Final Report

As a part of the requirements for completing the Young Leaders Program, you have the option to submit a short video highlighting your experience **OR** a completed a final report summarizing the experience and providing FunTeam Alberta feedback with how the program went. Below are the guidelines and expectations for completing the report.

We want you to be honest and detailed when writing this report. Your feedback will be used to improve this program and shape the future of the Young Leaders Program.

1. What was your main goal with starting a Young Leaders Program and why did you want to get involved with FunTeam Alberta.
2. What were some of the positive experiences that came out of the program? What was the most memorable experience over the course of the program?
3. What were the biggest challenges that you faced during the duration of the Program?
4. How much time did you put into the program? Was it a lot of work and were the requirements asked of the program appropriate for the way the program is designed?
5. Did you feel supported by the FunTeam staff? Is there anything that they could have done better or provided to the program?
6. How did you incorporate the Principles of FunTeam Alberta into your weekly sessions and in the program overall?
7. How can FunTeam Alberta further improve this program?

There is not a specific format for this report. We believe that as a participating member you believe in the goals and principles of the program and of FunTeam Alberta. Therefore providing us with detailed answers to the questions above will help improve our Young Leaders Program.

If you have any questions please feel free to contact the FunTeam office.



FunTeam Young Leaders Program Plan

This form is designed as a tool for young leaders to help organize a FunTeam Young Leaders Program and think through different details that may be applicable. Please keep in mind while filling out this form that it is based on your group's needs and requirements. If at any time you need assistance with a question please check back to the Guidebook's Program Checklists or contact the FunTeam office.

1. Who will provide adult supervision for all of the sessions? (*mentor, staff member at the school, parent of one of the participants, supervisor, etc.*)?

Name(s): _____

Role with school or group: _____

Email: _____ Phone: _____

2. What **ACTIVITY(s)** have you chosen?

3. Where will your activity take place? Will it be indoors or outdoors?

4. **Timeline:**

When will your program start **AND** end? _____

When and how often will your activity take place? _____

5. How will students know they can participate in the activities Young Leaders are organizing?

Is the group of participants pre-determined? If so why this group/grade:

If not, how will you promote this program to students to get involved? _____

6. How many participants do you estimate will be involved? _____

7. Will your Program complete a Video or Final Report? (please circle)



8. Please indicate who the honorarium should be made out to:

9. How will your sessions be organized to keep the focus on having fun?

10. How will you incorporate the principles of FunTeam Alberta in to your sessions?

11. How will you promote the Young Leader Program and FunTeam Alberta within your community?

It is good practice to make a point at the beginning of each season to affirm to everyone involved that the purpose is for everyone to have a fun, enjoyable experience. Continue to reiterate this to Young Leaders and Participants throughout the sessions.

As the Mentor Supervisor for this Young Leaders Program I agree to follow the program to the above mentioned details and will work with FunTeam Alberta staff to complete the program to the standards set by this Program Plan.

Supervisor Name: _____ **Date:** _____

Supervisor Signature: _____

As Principal/Manager I authorize the participation of those involved with the FunTeam Young Leaders Program and fully support the involvement of the school staff, students and FunTeam Alberta representatives in completing it.

Principal/Manager Name: _____ **Date:** _____

Principal/Manager Signature: _____



FunTeam Young Leaders Program Session Planning

Session #: _____

Date: _____

Mentor: _____

Leaders: _____

Session Start time: _____

Session End time: _____

What were the goals for this session? What will you do to reach these goals?

Warm-up activity:

Main activities/sport:

Cool down:

Did you meet your pre-assessed goals for the session? What was effective in reaching these goals? If you didn't how will you work to make sure these goals differ or are attained next session:

Use the back of the page to include diagrams as needed.



SAMPLE LESSON PLAN OF FYLP SESSION:

Typical Day Running a Session (30 min – 1 hour session w/25 participants):

- Prepare lesson plan the day before and bring it to the session
- Arrive beforehand to set up for the day
- Session starts & children get settled
- Hand out nametags (optional)
- 5 lap warm-up followed by a warm up activity (i.e. game of tag)
- Some sort of race/drill (optional)
- Last 30 minutes play a game
- Wait until parents pick up their children
- Schedules may need to be adjusted as you go

Session:	Activity/sport:	Description:
Session 1	Intros/Sit in a circle (5 minutes)	Introductions & ground rules. (Say your name and favorite sport/game - this will help everyone get to know each other. It will also help grow an understanding of the participant's interests, incorporating some of them into the program).
	Warm up activity: _____ (5-10 minutes)	Go over the rules then let them play.
	Sport Drill <i>(optional)</i> (Manage time as needed)	Get the kids concentrated on the game they are going to play. Help with skill development; help them familiarize sort specific movements.
	Sport /Game: _____ (20-30 minutes)	Go over the rules, divide into teams and then let them play.
	Cool down (5 minutes)	Wrap up with stretches, organized laps



FunTeam Alberta Young Leaders Program Waiver

PLEASE READ CAREFULLY

ATTENTION PARENT OR GUARDIAN

Your son/daughter has the opportunity to participate in the FunTeam Young Leaders Program at _____ . They participate in **8 activity based sessions (minimum)**, organized and run by the school's/organization's Young Leaders, under adult supervision. The sessions will be filled with a variety of fun and non-competitive games with a focus on leadership, physical literacy, and skill development. The program will run over the course of a couple months and will take place a minimum of once a week.

Participant's Name: _____

I hereby consent to the above-named student participating in a FunTeam Alberta Young Leaders Program at _____
(insert school/group name)

I understand that:

1. Risks may arise out of participation in sport and recreational activities, associated with the Young Leaders Program and I agree that my son/daughters School, the Elementary School placement, community group, or recreation group, nor FunTeam Alberta shall be liable for personal injury, or property loss.
2. Their school, the Elementary School placement, organizing association/group or FunTeam Alberta shall not be responsible for the student's transportation to and from the school should.
3. The participant will be expected to:
 - a. Conform to FunTeam guidelines and school/organization rules and regulations.
 - b. Accept direction and feedback from authorized supervising parents, staff, and the Young Leaders.
4. Students may be withdrawn from the Young Leaders Program by notice to FunTeam Alberta.

Signature of Parent/Guardian if participant is under the age of 18:

Date: _____

By checking this box I consent to the publication by FunTeam Alberta of any materials to its website or social media containing my son/daughters name or picture. If the box is not checked it will not prevent participation in the program.