



## FUNTEAM GROUP ORGANIZATIONAL PLAN

Community/Group:

*This form is designed as a tool for groups just starting out to help organize a FunTeam season and think through different details that may be applicable. Please keep in mind while filling out this form that it is based on your community/groups needs and requirements will vary based on the size of your group.*

1) Who will be designated as the **GROUP MANAGER**? \_\_\_\_\_

2) How many **VOLUNTEERS** do you estimate you will need to help out? \_\_\_\_\_

List volunteer names below:

a. Group leaders/Coach(es): \_\_\_\_\_

b. Administration: \_\_\_\_\_

c. help with registration: \_\_\_\_\_

d. game scheduler: \_\_\_\_\_

e. help with phone calls: \_\_\_\_\_

f. other: \_\_\_\_\_

g. other: \_\_\_\_\_

3) Is it necessary for your group to have a **Board**? *Yes or no*

If so, who is the:

a. President: \_\_\_\_\_

b. Secretary: \_\_\_\_\_

c. Treasurer: \_\_\_\_\_

d. other: \_\_\_\_\_

4) Who will be in charge of **recruiting volunteers** and making sure they have the necessary paperwork completed? \_\_\_\_\_

5) Who will handle the **money** and be responsible for the FunTeam **Group Budget form** & ensuring it is submitted to the FunTeam office? It is good practice to have a couple people working together to handle the finances.

\_\_\_\_\_

6) Will your group hand in one cheque on behalf of all members or individual payments? *Yes or no* (Larger groups may find it necessary to set up a group bank account.)

7) Who will be responsible for placing the **jersey order** with the FunTeam office?

\_\_\_\_\_

8) Who will be responsible for **organizing the teams**?

\_\_\_\_\_

*\*Check out SUGGESTIONS FOR GROUP ACTIVITIES in the GROUP INFORMATION section of the Guidebook for ideas on different ways of randomly picking teams and keeping sessions fair.*

9) Will your group host a **REGISTRATION NIGHT** to register members? *Yes or no*

If yes, where: \_\_\_\_\_

10) Will your registration be in conjunction with a community information night? *Yes or no*  
If so, do you have to register for it? *Yes or no*

11) How will you let your community know about your group/registration?

\_\_\_\_\_  
\_\_\_\_\_  
*\*Posters to promote your group/registration are available upon request from the FunTeam office.*

12) FunTeam encourages groups to keep costs low by having activities take place outdoors however in certain parts of Alberta the climate does not always allow for this. Where will your activity take place?

Will it be indoors or outdoors?

- a. If it is indoors, have you booked the facility and taken into account costs associated with this? *Yes or no*

**LOCATION:** \_\_\_\_\_

**ADDITIONAL COSTS FOR EACH PARTICIPANT:** \$ \_\_\_\_\_

13) FunTeam is designed to be a manageable time commitment, most groups meet once each week for approximately 1 to 2 hours. When and how often will your activity take place?

\_\_\_\_\_

14) Most sessions usually lasts for 8 to 10 weeks. When will your sessions start and end?

\_\_\_\_\_

15) How will your sessions be organized to keep the focus on having fun?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16) How many participants do you estimate will be involved? \_\_\_\_\_

17) What type of equipment is required for your participants? \_\_\_\_\_

18) Who will be responsible for bringing group equipment to and from games?

\_\_\_\_\_

19) How did you first hear about FunTeam Alberta?

\_\_\_\_\_

***It is good practice to make a point at the beginning of each season to affirm to everyone that the purpose is for everyone to have a fun, enjoyable experience. Touch on FunTeam principles: Low cost, less competitive, family orientated, manageable time commitment, skilled development, complementary to organized sports, fair, safe & FUN and continue to reiterate this to members and volunteers throughout the season.***