



Group Registration Information – 2017/18

To better facilitate the Group Registration process, we have put together an information package that will walk you through registering your group for a new season of low cost and less-competitive sports!

GROUP MANAGER REGISTRATION CHECK-LIST

Please ensure that you have completed the following steps and submitted the necessary documents into the FunTeam office:

- ❑ **New FunTeam Groups only:** [Group Organizational Plan](#)
 - Complete & provide the FunTeam office with a copy
- ❑ **Group Registration:**
 - *Groups using Paper Registration* - Groups that plan on manually registering their members using paper forms, complete and forward [Group Registration Form](#) before your season starts
 - *Groups using Online Registration* – Complete Activity Setup online
- ❑ **Group Budget Form**
 - Complete & provide the FunTeam office with a copy
- ❑ **Member Registration:**
 - *Paper Registration* – Forward copies of completed [FunTeam Membership Forms](#) to the FunTeam office
 - *Online Registration* – Ensure members are registered online and confirm with FunTeam that your groups online registration is complete
- ❑ **Fair Play Codes**
 - *Paper Registration* - confirm with the FunTeam office that the codes have been completed by members, parents & volunteers (coaches)
 - *Online Registration* – Members that register online are required to complete the codes in order to register so there is no need to confirm with the FunTeam office
- ❑ **Volunteer Registration:**
 - Make sure volunteers have registered online or have completed a [FunTeam Volunteer Application](#) and have been added to the [Volunteer Checklist](#)
 - Make sure required volunteers have up to date Criminal Record Checks (CRC)
 - If a CRC comes back unclear please have volunteer complete an abstract as per Policy #2 – [FunTeam Volunteer Policies & Procedures](#)
 - Forward the Volunteer Checklist and completed CRC to the FunTeam office
- ❑ **Jerseys & T-shirts**
 - If your group is requiring jerseys or t-shirts please complete the [Jersey Order Form](#) and/or [T-shirt Order Form](#) & provide to the FunTeam office
- ❑ **Payment**
 - Collect payment for FunTeam membership fees (including jerseys & t-shirts) and forward to the FunTeam office
 - Please note that FunTeam does not accept credit cards
- ❑ **FunTeam Survey**
 - Complete the FunTeam survey at the end of the season - a link to an online survey will be emailed to you at the end of your season.

SUPPORT/RESOURCES

Did you know that your FunTeam group has all of the following at your fingertips?

- FunTeam Newsletter** - post upcoming events, registration information, recognize outstanding members/volunteers and more!
Please note the deadlines for submissions to the newsletter as follows:
2017
 - Fall deadline: September 8, 2017 Issue date: September 22, 2017
 - Winter deadline: November 24, 2017 Issue date: December 8, 2017**2018**
 - Spring deadline: March 2, 2018 Issue date: March 16, 2018
 - Summer deadline: June 8, 2018 Issue date: June 22, 2018
- Online resources:** [FunTeam Handbooks](#), [Guidebooks](#), [Safety Guidelines](#), [Fair Play Codes](#), [Policies & Procedures](#), [Helpful Documents Section](#) (including membership forms, incident report form, certificate of insurance request form, etc.) are available on the FunTeam website.
- Hard copies of the Handbooks, Guidebooks, and Fair Play Codes are available upon request
- [FunTeam Grants](#) – financial support to plan your next event, purchase equipment, help with membership fees, etc.
- [FunTeam's \\$1,000 Double the Fun Contest](#) – see more details on page 4
- Customizable FunTeam registration posters for your group
- FunTeam brochures, posters & letterhead
- FunTeam banner for registration nights
- FunTeam logo for use on promotional materials
- First aid kits (available upon request)
- [FunTeam Awards](#) - Nominate & encourage your members to nominate fellow participants & volunteers (annual deadline – January 31)
- [FunTeam Group Leaders Facebook Group](#) - Join to connect with other members & groups
- Like the [FunTeam Alberta Facebook Page](#) to keep up with current opportunities and news
- [FunTeam Events Calendar](#) – promote your next FunTeam event on the FunTeam website. Contact the FunTeam office with event details including dates & times.
- [Google Map](#) with current FunTeam groups including contact info where available
- [Media Outlets](#) in Alberta

MEMBERSHIP FEES

Annual FunTeam Membership	\$10/participant
FunTeam Jersey	\$15
FunTeam T-shirt	\$10

Upon registration, FunTeam memberships are valid for one year. Participants may participate in as many FunTeam/RecTeam activities/sports as they want for one membership fee between those dates.

FUNTEAM ALBERTA INSURANCE POLICY INFORMATION

FunTeam acts as an umbrella organization. Upon registering with FunTeam Alberta, members are covered under our \$5 million Commercial General Liability Insurance Policy. This policy covers legal liability for bodily injury to, or damage to property of others such as spectators, passers-by, property owners, and others resulting from your activities. In addition, legal liability for injury to participants is covered in most cases. This policy is for the legal protection of all members of FunTeam: participants, volunteers, and employees.

It is important to emphasize that FunTeam's **liability insurance is different from accident insurance**. For example, if a registered member of FunTeam was accidentally tripped and injured during a FunTeam activity, our policy would not cover their medical expenses. However, if the injured individual was to take legal action against another player, the group leader or our organization, our policy would provide liability protection. Those participants who wish to carry additional insurance should consider work or school insurance options available in their community.

When an incident/injury occurs please complete a [FunTeam Incident Report Form](#) and forward a copy to the FunTeam Alberta office.

VOLUNTEER PROCEDURES & POSITIONS

[VOLUNTEER POLICIES & PROCEDURES HANDBOOK](#)

[VOLUNTEER POSITIONS](#)

Criminal Record Checks

To ensure the safety of our members, volunteers who are in a leadership position and who have direct contact with children or manage the finances of the group must complete a criminal record check including the vulnerable sector. Compliance with this agreement is a condition of participation with FunTeam.

FunTeam will provide Group Managers with a letter that will allow the fee for the criminal record check to be waived. It is your responsibility to ensure that this document is used only for the purposes of FunTeam. Please mail copies of all criminal record checks to the FunTeam office. A criminal record check must be completed **every three years**. Criminal record checks should be submitted in a timely manner at the **BEGINNING** of each season.

ONLINE REGISTRATION

Members and volunteers can access this system at www.funteamalberta.com under the **REGISTER** heading.

LOGIN & PASSWORDS:

If you registered your FunTeam group online last year use the same login information. If you're not sure what your password is please [contact](#) the FunTeam office. I encourage you to explore the site and get comfortable with it prior to your registration. REMEMBER the login and

password you use to access your group activity is solely for managing your group; you will not be able to access your family's registration using it. You have a different login and password for your personal account, one that you created. If you forgot your personal information fill in your email address on the [sign in page](#) to have it emailed to you.

ACTIVITY SETUP:

FunTeam has begun the setup for your activity. Once you've logged in you can complete and finalize the setup by clicking on 'Set up new activities'. Select your group, activity (2017/18 activity) and then update the information as required. Press SAVE and you're all set. Upon registering, members will have access to all the information you just inputted.

STEP BY STEP GUIDES: (Found under the REGISTER heading.)

[Member Registration Guide](#)

Helps members register for memberships and activities.

[Group Registration Guide](#)

Helps Groups set up FunTeam activities.

BENEFITS:

- Reports: you can compile reports (in excel & PDF format) that include all of your members' information. Customize the reports in excel to fit your group's needs.
- Members are required to fill in all necessary information upon registering so no more running around trying to track down missing info or signatures.
- Members can now register from the comfort of their homes and you have the option of collecting fees at a registration night or at the first session, whatever works best for your group
- Receipts: members can print their own receipts for FunTeam membership fees.

MEMBERSHIP RENEWAL:

All members who are renewing simply need to renew their membership and then sign up for their activity. Help with how to do this can be found in the [Member Registration Guide](#) under Helpful Tips.

PAYMENT:

At the moment we are not accepting payment online. Please collect fees from members and send in to the FunTeam office.

DOUBLE THE FUN CONTEST

- Any new or existing FunTeam group that offers 2 or more FunTeam activities from September 1, 2017 - August 31, 2018 will be eligible to win \$1,000 to enhance their FunTeam programs (equipment, facility costs, memberships, yearend party, etc).
- One FunTeam group will be awarded a **grand prize of \$1,000.**
- All other eligible groups will receive \$100!
- FunTeam Activities include starting up a new sport or hosting a FunTeam Event: FunTeam Family Try-athlon, FunTeam Mini Try-athlon or RecTeam Event
- Any member, parent, participant or volunteer of a group can start up the additional activity
- FunTeam will randomly choose a winner from all the eligible groups
- Contest Draw Date: September 1, 2018
- Please see [full contest rules & details](#) to see if your FunTeam group is eligible

SHIPPING POLICIES

- Due to the high costs of continuous shipping, FunTeam Alberta would like to limit the number of shipments per group to **three** per season.
- FunTeam's primary shipping method is Canada Post. Please let the FunTeam office know if you have a shipping preference (i.e. Greyhound).
- Where possible, groups that are within close proximity to the FunTeam office, will make arrangements for drop off or pick up.

FUNTEAM ALBERTA AWARDS

Every year FunTeam Alberta honours one very special volunteer with the [Randy Gregg Volunteer Award](#), named after our President and founder Randy Gregg. This award recognizes a FunTeam volunteer who has exemplified the principles of FunTeam Alberta. The recipient is someone who has displayed leadership, sportsmanship and dedication to supporting youth in their community.

FunTeam also awards a FunTeam participant with the [Nicky Sereda Outstanding Participant Award](#) to a member who has demonstrated exceptional dedication to the principles of FunTeam Alberta. The recipient is someone who has displayed sportsmanship and cooperation while being a strong role model for their peers.

Nominations will be accepted from any FunTeam Alberta member. Please remind your membership about these awards and to nominate. We strongly encourage Group Managers and Leaders to nominate members for these awards as a lot of hard work and valuable contributions to the welfare and benefit of your FunTeam groups is put in by people in your groups and deserves to be recognized.

Once completed submit [nomination forms](#) to the [FunTeam office](#). The deadline for nominations for the 2017 Awards is **January 31, 2018**.

CONTACT INFORMATION

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