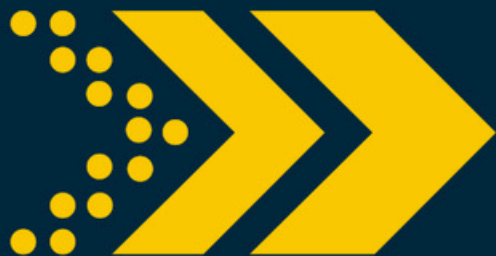

**90 DAYS
TO EXCELLENCE**
STAFF PLAYBOOK



REGION 14
REGION 14
REGION 14

MISSION

To lead every coach and athlete
into a growing relationship with
Jesus Christ and His Church.

VISION

To see the world transformed by
Jesus Christ through the influence
of coaches and athletes.



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

90 DAYS TO EXCELLENCE - CHECKLIST

NAME: _____ HIRE DATE: _____

☐ Admin. Assistant ☐ Ambassador ☐ Associate ☐ Director ☐ Intern ☐ Representative

Raising support? ☐ Yes ☐ No

DAY 1 - SUPERVISOR DISCUSSIONS

FCA is divided into **Divisions, Regions**, then **Areas**.

- ☐ FCA is worldwide.
 - US & Canada Divisions and Regions
 - International Divisions and Regions

Each U.S. region has been assigned a continent/country. Florida is paired with Latin America South and the Caribbean Islands.

- ☐ The U.S. and Canada make up North America Global.
- ☐ The U.S. is divided into 14 Regions.
 - Carolinas Region – North Carolina, South Carolina
 - Florida Region – Florida
 - Georgia Region – Georgia
 - Great Lakes Region – Indiana, Michigan, Ohio, West Virginia
 - Mid-Atlantic Region – Delaware, Maryland, New Jersey, Pennsylvania, Virginia
 - Midwest Region – Illinois, Iowa, Kansas, Missouri, Nebraska
 - Northeast Region – Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont
 - Northland Region – Minnesota, North Dakota, South Dakota, Wisconsin
 - Pacific Northwest Region – Alaska, Idaho, Montana, Oregon, Washington
 - Pacific Southwest Region – California, Hawaii, Nevada
 - Rockies Region – Arizona, Colorado, New Mexico, Utah, Wyoming
 - Southeast Central Region – Alabama, Kentucky, Mississippi, Tennessee
 - Southwest Region – Arkansas, Louisiana, Oklahoma
 - Texas Region – Texas
- ☐ The **Florida Region** is divided into **9 Areas**. Each area is overseen by a Multi-Area Director (MAD).
- ☐ Each **MAD area** is color coordinated for the region/state map as well as the Latin America South map.



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90



WHERE ARE WE?

FCA has aligned and assigned the U.S. Regions with an International Region to serve the ministry through praying, giving and going. The map illustrates this global alignment through corresponding colors.



NORTH AMERICA GLOBAL with Divisional and Regional Vice Presidents

UNITED STATES & CANADA

- NORTHLAND** Bob Wiedemann
- MIDWEST** Brian Goodin
- GREAT LAKES** Chris Bulek
- NORTHEAST** Kristi Cule
- MID-ATLANTIC** Nathan Bliss
- PACIFIC NORTHWEST** Chris Rich
- SOUTHWEST** Ryan Johnston
- SOUTHEAST CENTRAL** Robert Green
- CAROLINAS** Kim Williams
- GEORGIA** Randy Bruno
- FLORIDA** Jason Bernick
- PACIFIC SOUTHWEST** Colin Sinclair
- ROCKIES** Sarah Gackle
- TEXAS** Todd Ruwergartner
- Kentia Mark**

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INTERNATIONAL DIVISIONS with Divisional and Regional Vice Presidents

- WEST** Julio Gomez
- CARIBBEAN**
- LATIN AMERICA NORTH**
- LATIN AMERICA SOUTH**
- BRAZIL**
- NORTH** Andriy Kozlov
- EURASIA**
- NORDIC**
- NORTH EUROPE** James Kitchen
- SOUTH EUROPE**
- SOUTH** Silas Mullis
- WEST AFRICA**
- EAST AFRICA** Moses Mager
- SOUTHERN AFRICA**
- SOUTHWEST ASIA** TBD
- SOUTHERN ASIA**
- MIDDLE EAST**
- WESTERN ASIA**
- EAST** Jin Kang
- EAST ASIA**
- SOUTHEAST ASIA** William Chang
- SOUTH PACIFIC**
- GREAT EAST**



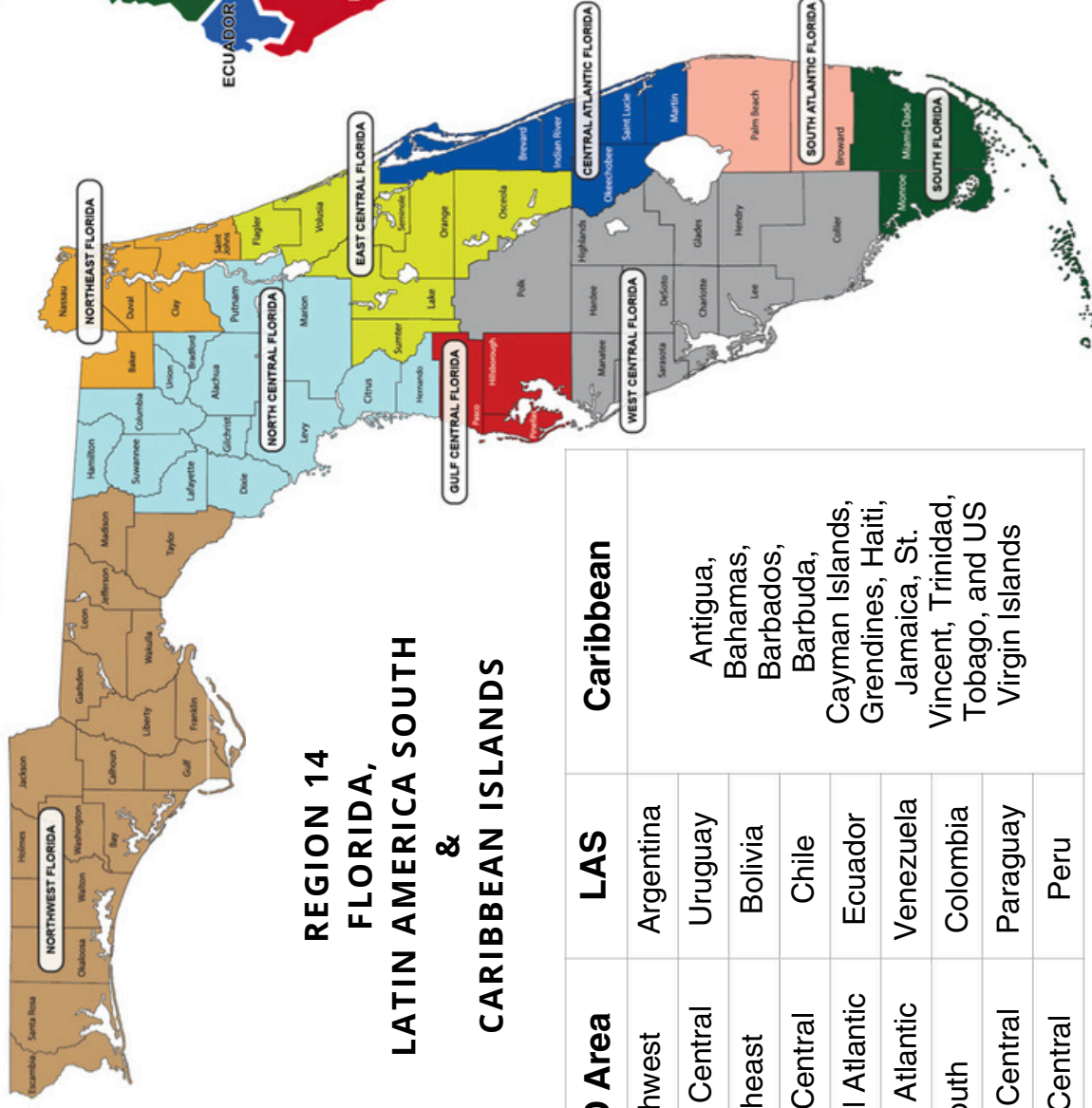


REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

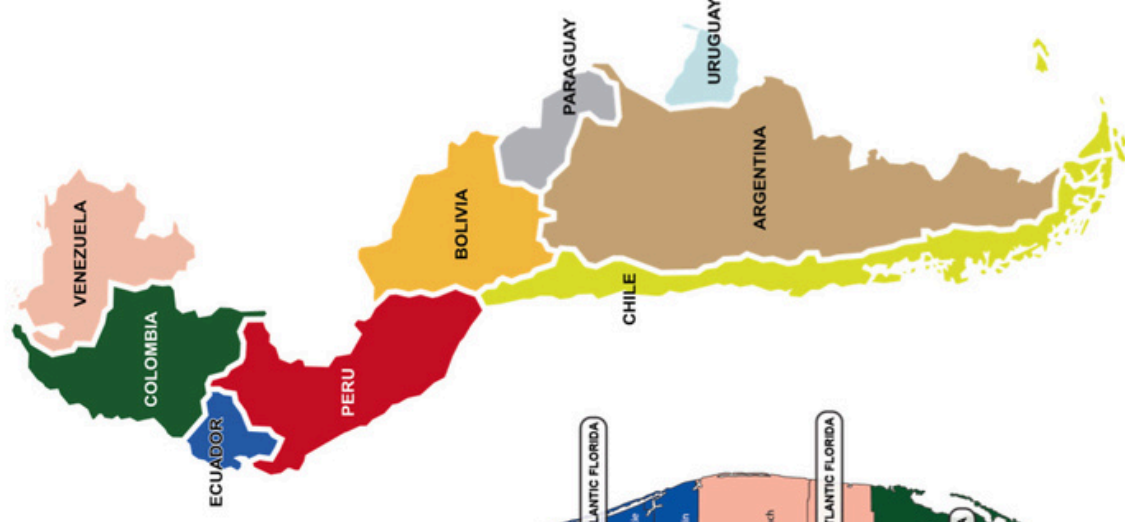
30-60-90

FLORIDA



REGION 14 FLORIDA, LATIN AMERICA SOUTH & CARIBBEAN ISLANDS

LATIN AMERICA SOUTH



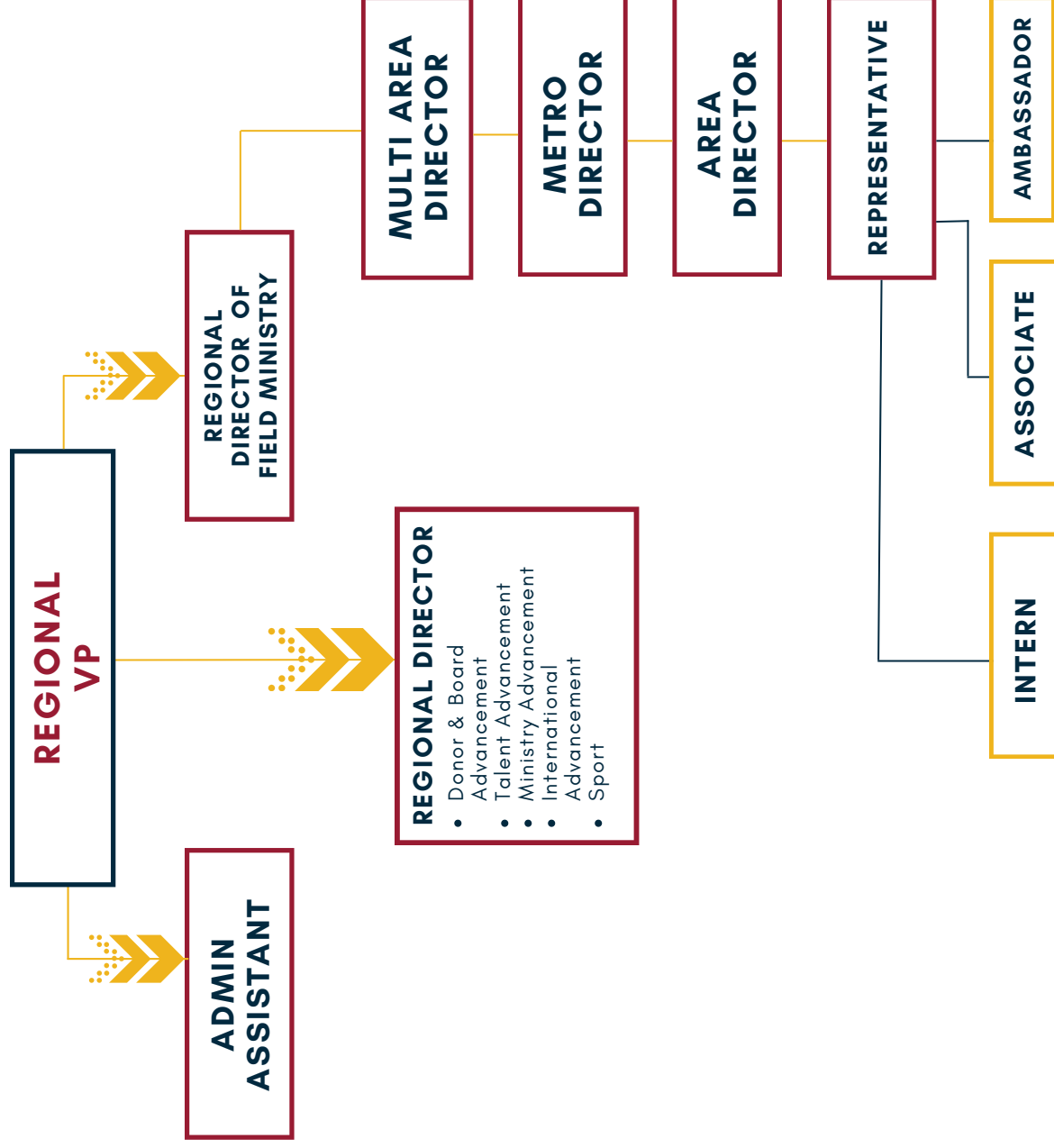
MAD Area	LAS	Caribbean
Northwest	Argentina	Antigua, Bahamas, Barbados, Barbuda, Cayman Islands, Grenadines, Haiti, Jamaica, St. Vincent, Trinidad, Tobago, and US Virgin Islands
North Central	Uruguay	
Northeast	Bolivia	
East Central	Chile	
Central Atlantic	Ecuador	
South Atlantic	Venezuela	
South	Colombia	
West Central	Paraguay	
Gulf Central	Peru	



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90





REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

REGIONAL DIRECTORS

REGIONAL DIRECTOR OF DONOR AND BOARD ADVANCEMENT

This key role assists the Regional Vice President in training and development of our “First Team” – the local board. This RD will work with directors across the region in training and development of major donors (TLA), other ministry partners, and funding programs.

REGIONAL DIRECTOR OF INTERNATIONAL ADVANCEMENT

This key role assists the Regional Vice President to connect and mobilize our staff, board members, and volunteers in the United States with Latin America South using the Pray, Give, Go needs communicated by our key international leaders.

REGIONAL DIRECTOR OF MINISTRY ADVANCEMENT

This key role assists the Regional Vice President with aligning the regional ministry with the E3 Discipleship, 360 Coach, FCA Sports, etc. while training and coordinating local staff with the FCA mission and strategy.

REGIONAL DIRECTOR OF TALENT ADVANCEMENT

This key role assists the Regional Vice President in multiplying ministry by supporting our staff in recruiting, hiring, training, and retaining the high performance of staff members.

REGIONAL DIRECTOR OF SPORT

This key role assists the Regional Vice President in leading coaches and athletes into a growing relationship with Jesus Christ through FCA Sports. I work across various environments, including high schools, colleges, pro and elite levels, action sports, motocross, outdoor sports, and all-abilities programs. My approach is to stay focused on our mission, create consistent systems for growth, and regularly assess progress to identify areas for improvement. My aim is to help both athletes and coaches thrive in their sports while deepening their faith and connection to the church.

REGIONAL DIRECTOR OF FIELD MINISTRY

This key role assists the Regional Vice President through developing and leading the Field Ministry staff. The RD of Field Ministry will help create unity and synergy among the Regional Leadership Team. The RD of Field Ministry models the FCA values of Integrity, Serving, Teamwork and Excellence.



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

90 DAYS TO EXCELLENCE - CHECKLIST

DAY 1: CONTINUED BY ADMIN/SUPERVISOR - ONGOING

Scouting Report

- ☐ Weekly - Read the FCA Organizational Scouting Report (every Monday morning)
 - ☐ Receiving? If not, email Support Services (SupportServices@fca.org) asking to be added to the Scouting Report email distribution list
- ☐ Monthly - read Region 14 Scouting Report from Jason Bernick, Regional Vice President. If not receiving, email Lori Riesen (lriesen@fca.org) asking to be added to the Region 14 Scouting Report email distribution list

In-Person & Zoom Meetings

- ☐ Accept Region 14/MAD Area/Local meetings via calendar on computer and mobile device
 - ☐ Weekly
 - ☐ Bi-Monthly
 - ☐ Monthly
 - ☐ Quarterly

myFCA Donation page

- ☐ Refer to *Knowledge* tab in TeamNet for instructions on how to update your photo

Donor Engagement

- ☐ Communicate with your supervisor and his/her local admin, prior to sending/posting
 - Video Communications
 - Newsletter
 - Social Media Posts
 - The 7 Touch Points (refer to *Knowledge* tab in TeamNet)

FCAOne

- ☐ Review Home Team Tracker
- ☐ How-to Pull Financial Reports
 - One-time Contributions
 - AMP - Automatic Monthly Partner (Home Team)
 - RFP - Recurring Funding Partner
 - Monthly/Quarterly/Annually



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

90 DAYS TO EXCELLENCE - CHECKLIST

DAY 1 - 7: CONTINUED BY ADMIN/SUPERVISOR - ONGOING

Download on Computer:

- ☐ www.dropbox.com
- ☐ zoom.us
- ☐ WhatsApp
- ☐ Microsoft Excel
- ☐ Microsoft Outlook
- Microsoft Teams (optional)*
- ☐ Microsoft Word
- Microsoft OneNote (optional)*
- Microsoft PowerPoint (optional)*

Admin

- ☐ Add new staff to local shared Dropbox folder

Create FCA Outlook Email Signature (contact Support Services to create for you)

- ☐ Computer
- ☐ Mobile

- ☐ **FCA U** (aka FCA University; training modules) See TeamNet for hyperlink
 - Microsoft login example: Username - jdoe@fca.org, password - enter your FCA password

- ☐ Complete **E3 Overview Training** within 45 days of hire date
 - Familiarize yourself with fca.org/E3

- ☐ Complete **360 Coach** within 45 days of hire date

- ☐ Complete **Fundamentals**
 - Found in FCA University

- ☐ Complete **Technology Orientation** within 45 days of hire date

- ☐ Add **FCA (Support Center)** - located in Kansas City, MO) phone number (1-800-289-0909), mailing address, and hours to your contacts

- ☐ Email admin your FCA Polo preference of Men's or Women's, and size (S, M, L, XL, 1XL, 2XL, 3XL)

- ☐ Share calendar (see Share Calendar section)

Download Mobile Apps:

- ☐ Dropbox
- Zoom (optional)*
- ☐ WhatsApp
- Microsoft Excel (optional)*
- Microsoft Outlook (optional)*
- Microsoft Teams (optional)*
- Microsoft Word (optional)*
- Microsoft OneNote (optional)*
- Microsoft Planner (optional)*
- ☐ Databasics (expense reports)



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

90 DAYS TO EXCELLENCE - CHECKLIST

DAY 1 – 7: CONTINUED BY ADMIN/SUPERVISOR – ONGOING (CONT'D)

Schedule time with your supervisor to discuss:

- ☐ Donor Communication Plan (see previous checklist section)

Staff currently raising support

- ☐ Budget App overview budget.fca.org/Login.aspx
 - Review *Knowledge* tab found in TeamNet
 - Home Team Coaching
- ☐ **Vehicle Allowance** (when applicable) – see *Knowledge* tab found in TeamNet
- ☐ **FCA Purchases - Databasics**
 - ☐ How to Submit an Expense Report for Reimbursement
 - ☐ How to Submit a Vendor Payment
 - Review *Knowledge* tab found in TeamNet
- ☐ Admin – order name tag (optional)

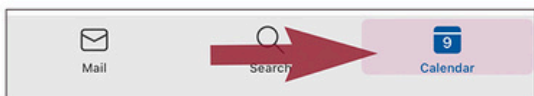


90 DAYS TO EXCELLENCE - CHECKLIST

DAY 1-7: CONTINUED BY ADMIN/SUPERVISOR - ONGOING (CONT'D)

- ☐ **Sharing your Outlook Calendar with your supervisor via Outlook mobile app:**
(admin - check with your supervisor if you are to share your calendar)

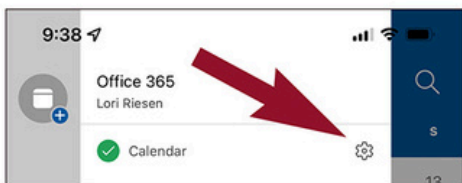
1. Click on Calendar



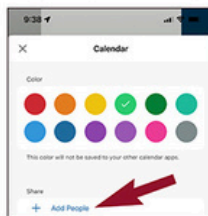
2. Click the icon next to the month



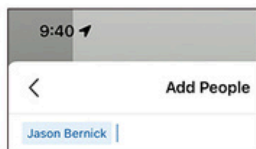
3. Click the icon (sprocket) next to "Calendar"



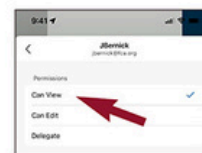
4. Click + Add People



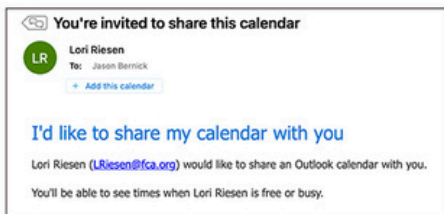
5. Type Supervisor's email address



6. Verify "Can View All Details" is the selected option, then click the Check Mark. This will send an email to your supervisor



7. Your supervisor will receive an email and will need to "Accept and add this calendar" to his/her calendar



- ☐ **Admin** - verify with supervisor that he/she has received the email and "Accept and add this calendar". If you have admin Outlook privileges with your supervisor, you may not be able to accept on his behalf.



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

90 DAYS TO EXCELLENCE - CHECKLIST

DAY 1 - 7: CONTINUED BY ADMIN/SUPERVISOR - ONGOING (CONT'D)

- ☐ **FCA TEAMNET (BOOKMARK WEBPAGE)** teamnet.fca.org
 - Login example: Username: *jdoe* Password: *enter your FCA password*

- ☐ **KNOWLEDGE (FOUND IN TEAMNET)**
 - The go-to before calling the support center

- ☐ **MLA(s)**
 - Inquiry, Approve, Reassign
Login example: Username: *jdoe* Password: *enter your FCA password*

Good morning _____,

It was a pleasure speaking with you on the phone earlier. Per our conversation, anyone desiring to volunteer with FCA and serve as a Ministry Leader, we ask that they complete a Ministry Leader Application (MLA). I have heard from others that it takes about 30 minutes to complete and is best done at a computer. If you have any questions, please let me know.

mla.fca.org

- ☐ **FCA RESOURCES**

- no log in required

- ☐ **DATABASICS**

- Expense Reports, Vendor Payments; see *Knowledge* tab found in TeamNet for Expense Category list
Microsoft login example: Username: jdoe@fca.org Password: enter your FCA password
 - Submit Expense Report twice a month (1-15 and 16-31), or after a certain \$\$ amount
 - NOTE: ONE Expense Report with MULTIPLE receipts for reimbursement
 - Refer to *Knowledge* article: Expense Policy
 - Refer to *Knowledge* article: Account Guide
 - ONE report with ONE receipt for Vendor Payments. There is a fee associated with processing each report

- ☐ **CANVA PRO**

*FCA Templates provided with Canva Pro account, monthly charged to your org.

- Marketing, themed logos, business cards, etc.
- See section - Donor Engagement Expectations



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

90 DAYS TO EXCELLENCE - CHECKLIST

☐ **FCA EMPLOYEE HANDBOOK**

- ☐ FCA Communications
- ☐ Youth Protection
- ☐ Technology and Digital Communications
- ☐ Conducting yourself on social media

☐ **ADP HOURLY STAFF**

- ☐ ADP website can be found in TeamNet
- ☐ See TeamNet for downloading mobile app (optional)
- ☐ Hours must be submitted no later than the 15th of each month
 - workforcenow.adp.com



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

***WHEN APPLICABLE**

FIRST 30 DAYS REVIEW

DAY 1 - MEMORABLE MOMENTS - INTRODUCTION (BOARD/EXISTING STAFF/MINISTRY PARTNERS)

- ☐ Introduction via Email/Social media/**at scheduled board meeting*
 - ☐ **Face to Face* (schools/donors/partners/volunteers)
- ☐ Lunch with Supervisor
- ☐ FCA Gear

DAYS 2-30 - MINISTRY ALIGNMENT

- ☐ Administrative Support (ADP) HOW TO USE
- ☐ Attend New Staff Welcome Call
- ☐ Schedule Necessary Meetings (week 1)
- ☐ FCA Ministry Calendar - 9am, 12pm, 3pm - 4 days p/week (Staff Meetings/Admin Call/Trainings/Events)
- ☐ Complete E3 Overview
- ☐ Complete 360 Coach
- ☐ Complete Ministry Plan with Supervisor
- ☐ Complete Technology Overview
- ☐ Begin Fundamentals (to be completed within 90 days)
- ☐ Begin "Christian Beliefs" by Wayne Grudem (to be completed within 90 days)
- ☐ **Schedule Training Camp at the Support Center*
- ☐ **Schedule Funding/Budget Meeting with Supervisor*
- ☐ **Schedule Weekly Time with Admin*
- ☐ **Schedule Director Development Training*
- ☐ Review & Affirm Christian Community Statement with Supervisor
- ☐ Review & Affirm Local FCA Ministry Footprint

MINISTRY SHADOWING - "SEE THE MINISTRY"

- ☐ Peer to Peer - 2 Weeks in the Field with Supervisor/Reps
 - ☐ Coordinate Personal/Peer Ministry Calendar (scheduled visits)
 - ☐ Observing Field Ministry/Meeting Mobilized Volunteers/Meeting with Campus Administration/Meeting & Learning about Church Partners
- ☐ Administration/Back Office
 - ☐ Mobilized Volunteer Onboarding Process (Ministry Leader Application - MLA/Orientations)
 - ☐ Local Website Orientation
 - ☐ Review & Affirm Digital Engagement Agreement



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

*WHEN APPLICABLE

DAYS 31-60

DEFINE MINISTRY FOOTPRINT

- ☐ Formal Introduction to **Administration** of assigned campuses
- ☐ Formal Introduction to **Church Partners/Key Mobilized Volunteers**
- ☐ Formal Introduction to ***Community Ministry Partners**

FUNDING THE MINISTRY

- ☐ Review Home Team Tracker
- ☐ Review Home Team Coaching
- ☐ Review Current Donor Relations
 - ☐ Develop Donor Onboarding Process **pre/post bootcamp*
 - Develop Communication Plan (Acknowledge/Educate/Invite – A.E.I.)
 - Quarterly Rhythm
- ☐ Develop Donor Acquisition Plan **set daily/weekly expectations*
 - ☐ 2-3 weekly meetings (New Donors)
 - ☐ Engage Current Donors for New Donor Referrals
- ☐ Review Budget & Fund Balance Forecast with your supervisor

BUILD VOLUNTEER CORE TEAM

- ☐ Engage your Sphere of Influence
- ☐ Cast Vision (Advising Board Member/Director(s))

FIELD MINISTRY OVERVIEW & OBJECTIVES

- ☐ Tier System (weekly review)
- ☐ Schedule & Complete Strategy Meeting(s) with Church Partners/Key Mobilized Volunteers
- ☐ Schedule Field Ministry Calendar
- ☐ Huddle Certification
- ☐ Implement Grab Your Cleats
 - ☐ Marketing Schedule & Process (Flyers/Announcements/Social Media, etc.)
 - ☐ Launch Sequence **follow ministry method calendar*

DIRECTOR(S) MEETING – DAY 60

- ☐ Review **Ministry Game Plan**
- ☐ Vision 61-90 – What to Expect & Vision Casting
 - Funding
 - Ministry
 - Peer to Peer Mentoring/Shadowing



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

30-60-90

***WHEN APPLICABLE**

DAYS 61-90

FULLY FUNDING THE MINISTRY

- ☐ *Evaluate Current Funding Partners with Supervisor
- ☐ *Evaluate & Adjust Donor Onboarding/Communication Plan
- ☐ *Donor Development letter/email/call/face to face visits

FIELD MINISTRY

- ☐ Measure the Ministry
 - ☐ Personally Evaluate Volunteer Relationships
 - ☐ Personally Evaluate Ministry Footprint (implementation of GYC/Tier System Strategy)

90 DAY DIRECTOR(S) MEETING PREP *staff members to submit prior to 90-day meeting

- ☐ Prepare for your 90-day Review With Your Supervisor: Ministry and Funding

DIRECTOR(S) MEETING – DAY 90

- ☐ Evaluation – Review **Ministry Game Plan**
- ☐ **Training** Camp – discuss with your supervisor a planned date to attend Training Camp. Training Camp must be completed within the first two years of hire for field staff.





REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES



REGION 14

FELLOWSHIP OF CHRISTIAN ATHLETES

