

## NEW CLUB APPLICATION PROCESS

To protect the growth of Ontario Volleyball's membership and in consideration of existing clubs, the following minimum standards have been established for new member club applications.

APPLICATION INCLUDES:	FIRST YEAR OBLIGATIONS
Step 1: Application received by Ontario Volleyball through, including five-year goals and agreement form; Step 2: OVA Staff Advisory Group review	<ul style="list-style-type: none"> <li>➔ Complete the one time \$500.00 application fee</li> <li>➔ One-year probation to be reviewed at the end of the first season;</li> <li>➔ All Ontario Volleyball policies and procedures are met.</li> </ul>

New club applications will be taken during the month of June preceding the start of the next indoor season. Applications, reviews and interviews (if required) will be completed during this time to prepare any successful club for affiliation starting in August. Applications will not be accepted or approved during any other time during the calendar year.

For an application to be considered, all application questions must be completed in full and all corresponding documents attached. Once these submissions have been reviewed an interview maybe required. All submissions will be forwarded to the Provincial Advisory Council (PAC) for final review.

This application process is for any Club who want to participate in OVA indoor tournaments.

### FEES

- New member clubs - \$500

### Application Overview:

- Complete the Questionnaire/Application form
- Sign an agreement to abide by all OVA policies, including, but not limited to:
  - Follow OVA's volunteer screening policy
  - OVA's insurance requirements
  - Fair Play Policies
  - Coach and Volunteer registration requirements
  - Concussion policy
- Pay the full club application fee
- Interview (if deemed necessary)

**APPLICATION**

Complete the OVA New Club Application with as much detail as possible. All completed applications must be sent to Carrie Campbell Manager of Indoor Programs at Ontario Volleyball, ([ccampbell@ontariovolleyball.org](mailto:ccampbell@ontariovolleyball.org)). The five-year plan for all new applicants is crucial to the application process.

**General:**

1. Provide a brief overview of your volleyball experience/what got you into volleyball? (playing/coaching/officiating) \_\_\_\_\_  
\_\_\_\_\_
2. Have you been a member of any other OVA club in the past five years? Y / N
  - a. If yes, what clubs? \_\_\_\_\_
  - b. If yes, why did you leave? \_\_\_\_\_
  - c. If no, why do you want to be a member? \_\_\_\_\_
3. Have you contacted any other local member club to see if they would be interested in working with you to provide programs? Y / N
  - a. If yes, please provide a list of the clubs you have contacted (Club Name, Name Contact Name, Date) \_\_\_\_\_
4. If a club exists in your community, how will you manage recruiting of players or coaches between clubs? \_\_\_\_\_  
\_\_\_\_\_
5. What percentage of your first-year membership will be existing OVA members vs new members? \_\_\_\_\_

**Constitution, Policies and Practices:**

1. Club mission statement (i.e., a statement reflecting your club's overall program mission)  
\_\_\_\_\_  
\_\_\_\_\_
2. Club's first-year goals? (What does your club wish to accomplish in its first year?)  
\_\_\_\_\_  
\_\_\_\_\_
3. Clubs five-years goals? (What does your club wish to accomplish in its first five years?)  
\_\_\_\_\_  
\_\_\_\_\_
4. Name your year one executive members and their positions (a minimum of three specific people).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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 Toronto, ON M3B 2R7  
 info@ontariovolleyball.org  
 1-800-372-1568

5. Please provide a copy of your clubs NFP certificate
6. Please provide minutes of your clubs most recent meeting and a link to them if they are posted on the Club's website
7. Provide a copy of your Club's:
  - a. Logo
  - b. Financial Policy (Include operating budget)
  - c. Cancellation/refund policy
  - d. Athlete Contracts
  - e. Parent Contracts/Communication Plan
  - f. Club Handbook
  - g. Code of Conducts for the following
    - i. Coaches
    - ii. Club Administrators
    - iii. Athletes
    - iv. Parents
    - v. Team Staff
  - h. Complaints/Dispute Resolution policy
  - i. Playing Time/Fair Play policy
  - j. Return to Play policy
  - k. Social Media Policy
  - l. OVA's Respect in Sport Program for Parents
8. Please provide the following links:
  - a. Instagram account \_\_\_\_\_
  - b. Facebook account \_\_\_\_\_
  - c. Twitter account \_\_\_\_\_
  - d. Website address \_\_\_\_\_

**Volleyball Programming:**

9. Does your club have coach and parent Canadian Sport for Life (CS4L) or long-term athlete development (LTAD) training? Y / N
10. What age categories will you target in year one? \_\_\_\_\_
11. Will your club offer a house league during your first year? Will you be offering any additional program outside Youth Indoor Competitions? (i.e., adult leagues, sitting volleyball, beach volleyball etc.)? \_\_\_\_\_
12. Will you have access to a Level 3 Coach as a technical director for your club? Y / N
13. Please provide an outline of your coach development plan.

**Club Review Committee**

The Club Review Committee representatives will review all the documentation and consider the following criteria before rendering a recommendation.

1. Does the OVA know of any outstanding issues pertaining to the listed club and executives with any local member clubs? Y / N  
 \_\_\_\_\_  
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2. Does the OVA know of any outstanding issues pertaining to the listed club with any local board of officials? Y / N

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3. Does the OVA feel this club would be better suited aligning with an existing member club in the community? Y / N

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4. Did the club's mission statement align with OVA's mission? Y / N

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5. Does your region have any additional information regarding this club that should be considered in its review? Y / N

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