



SUMMIT VOLLEY

CLUB HANDBOOK

**Play with heart, move with
purpose.**

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SAMPLE

Mission Statement

At Summit Volley, our mission is to cultivate a volleyball community where athletes move with purpose and play with heart. We are committed to developing skilled, confident, and resilient players through a team-first culture that values integrity, inclusivity, effort, and growth. By fostering a supportive environment rooted in respect and accountability, we aim to inspire athletes to reach their highest potential—on and off the court.

Vision

Our vision is to be a leading volleyball club known for shaping confident, compassionate, and skilled athletes through a culture of purpose, heart, and inclusivity. We aim to set the standard for team-first development by creating a supportive environment where every player feels valued, challenged, and inspired to reach their full potential—on the court and in life.

Values

- **Purpose:** We train and compete with intention, always striving for meaningful growth and progress.
- **Heart:** Passion fuels our play. We give our best effort and support one another through every challenge.
- **Inclusivity:** Everyone belongs. We create a welcoming and respectful environment where all athletes feel seen, supported, and empowered.
- **Integrity:** We act with honesty, fairness, and accountability on and off the court.
- **Growth:** We embrace challenges, learn from setbacks, and commit to continuous improvement as athletes and people.
- **Respect:** We treat teammates, opponents, coaches, and officials with dignity, kindness, and professionalism.

Organizational Structure

Summit Volley is a registered Not for Profit with the province of Ontario. We provide quality programming for our community and will always ensure that we are investing in our programs, athletes and club staff.

Equity, Diversity and Inclusion

As a core value, Summit Volleyball believe in and are committed to diversity, inclusion and gender equity among its athletes, coaches and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for athletes, coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all participants.

Board of Directors and Duties

President - The President is ultimately responsible for the Club. The role of the President is to oversee the running of the Club and its administration. This involves running Club meetings and ensuring effective management of the Board and its sub-committees.

Current President – Sally Spiker (summitpres@gmail.com)

Secretary/Registrar - The Club's Secretary controls the Club's administrative procedure. He/she is the main link between the Board and the Club's Members. The Secretary is the first point of contact an outsider has with the volleyball Club.

Current Secretary – Bill Bumper (summitregistrar@gmail.com)

Treasurer - responsible for maintaining all records and ensures dues are paid by all Members and the funds go toward the proper areas of the budget. They will also supply the Board with financial statements of the Club

Current Treasurer – Val Volley (summitpres@gmail.com)

Safe Sport Officer – Responsible for ensuring all Summit staff, coaches, volunteers, are screened and meet the OVA Eligibility Policy

Current Officer – Patty Passer (summitsafesport@gmail.com)

Committees

Grassroots & House League (minimum 3 members to a maximum of 5): assist with the delivery of our programming. This committee is headed by our TD.

Social/Fundraising Committee (minimum 3 members to a maximum of 5): assist with the delivery of our year end awards banquet, AGM and Winter Holiday Fundraising Social. This committee will be headed by our secretary.

Each of our committee's members will be selected on a yearly basis based on our membership year. We welcome all members of Summit Volley to apply. Application will be posted on the Summit Volley website along with deadlines and application requirements.

Summit Volley Teams

Summit Volley is committed to providing quality experiences for its members. We recognize that stretching resources, staff, and the time of our coaches and directors can negatively impact the service we provide. To ensure we maintain our standards, we will enter each season with a set number of teams, regardless of the number of athletes who may express interest during September tryouts.

These numbers are based on the previous season's participation, with a projected 5% growth and will be evaluated at the end of each season. Grass roots programming will be determined by our court space and available permit times

The team and grassroots program numbers for the 20XX–20XX season are as follows:

Fall House Leagues (7:00pm-8:15pm Ages 10-13) & (8:30pm to 9:45pm Ages 13-15)

Tuesday, Wednesday, and Thursday Night programs

48 Athletes per Session

OVA Competitive Teams Male

6v6 – 2 Team (Maximum Roster size of 12 athletes)

TLS – 2 Team (Maximum Roster size of 12 athletes)

15U – 1 Team (Maximum Roster size of 12 athletes)

16U – 1 Team (Maximum Roster size of 12 athletes)

OVA Competitive Teams Female

6v6 – 2 Team (Maximum Roster size of 12 athletes)

TLS – 2 Team (Maximum Roster size of 12 athletes)

15U – 2 Team (Maximum Roster size of 12 athletes)

16U – 2 Team (Maximum Roster size of 12 athletes)

17U – 1 Team (Maximum Roster size of 12 athletes)

Eligibility

Respect in Sport – Eligibility Requirement

The OVA requires that the Respect in Sport (RIS) module be completed by at least one parent or guardian for each athlete.

The OVA will audit the MRS accounts for completion, and athletes will not be permitted to participate in OVA tournaments if the RIS Module is not completed. There is a small fee to complete the course (\$12) and it will take approximately 1 hour to complete. It only needs to be

completed once, you can use your existing certificate number if you previously completed the RIS for another sport.

Keep your certificate number on file for future years and future sports.

Once completed, you must input your certificate number into your child's MRS profile. It should automatically carry forward year to year. If you completed this in a previous year, please login to MRS to verify.

More details on the RIS, and links to complete the module can be found on the OVA website at: <https://www.ontarivolleyball.org/respect-in-sport>

Age divisions:

The OVA has introduced an Early Contact Initiative (ECI) which applies to Summit's 6v6 and TLS age divisions. ECI is a set of rules geared toward assisting entry level players find the appropriate entry point along the OVA's competition pathway. This flexibility increases developmentally appropriate competition opportunities for younger players while providing the best experience possible for long term retention and success.

6v6 Division

This division features a 24-month age eligibility that allows athletes born September 1st, 20XX and younger to participate. However, athletes born between January 1st-August 31st, 20XX do have restrictions placed on their movement. These restrictions will be addressed with each athlete it may affect.

Traditional Limited-Specialized (TLS) Division

Athletes born September 1st, 20XX and younger are eligible for the TLS division. Athletes born between January 1st-August 31st, 20XX must complete an application stating their reasoning for playing in the TLS division prior to being eligible to compete (Application will be posted here August 1st). If Summit feels this application process is required for an athlete, it will be completed by the club and shared with the families prior to submission and

The OVA has produced an ECI Manual which is full of great information on skill development and the rules and regulations of the age divisions we encourage all our families participating in this age division to review this manual

[OVA ECI Manual](#)

At Summit Volley we prioritize athlete development, support the OVA's ECI program and follow the age eligibility guidelines outlined here:

For the 20XX-20XX Season the following birth years will be eligible for

Age Category	Chronological Age Class
6v6	Born 2013 or later
TLS	Born 2012 or later
15 & Under	Born 2011 or later
16 & Under	Born 2010 or later
17 & Under	Born 2009 or later
18 & Under	Born 2008 or later

Age Category	Extended Age Class
6v6	Born between January 1st, 2012, and December 31st, 2012
TLS	Born between September 1 st , 2011 – December 31, 2011 *January 1 st , 2011 – August 31 st , 2011 – Application Required*
15 & Under	Born between September 1 st , 2010, and December 31 st , 2010
16 & Under	Born between September 1 st , 2009, and December 31 st , 2009
17 & Under	Born between September 1 st , 2008, and December 31 st , 2008
18 & Under	Born between January 1 st , 2007, and December 31 st , 2007

Team Hierarchy & Composition

If there is more than one team in an age division, athletes will be placed based on their developmental needs. This may result in a “first” and “second” team structure, or in teams being split evenly, depending on what best supports athlete growth. Families will be informed of team placements on the OVA offer form after the tryout process and evaluations are complete.

At Summit Volley, athlete development is at the heart of everything we do. Placing athletes on teams according to their developmental needs ensures they are in an environment that challenges them appropriately while allowing them to build confidence and skills at their own pace. Whether this results in a “first” and “second” team or evenly split teams, our goal is always to create the best possible pathway for each athlete’s growth, both on and off the court.

OVA Tryout Window Policy and Summitt Volley

The OVA abides by a Tryout Window Policy. Clubs have flexibility to operate within this policy and meet their requirements in the way that works best for their individual circumstances, provided they are not circumventing any of the outlined rules.

All dates and tryout processes will be posted on our website.

Based on the current season's policy Summitt will be implementing the following:

20XX Re-Signing

Summitt will only apply re-signing to our 15U, 16U and 17U age categories. Our decision not to re-sign younger athletes doesn't reflect on an individual athlete, we understand that a lot of change and desire to follow different sporting paths happen in what we consider our entry level ages. We want young athletes to have freedom in the off season to explore sports and movement in any way they see fit.

Re-signing will not be capped. Coaches have the ability to re-sign a full roster of 12 athletes.

Open Commitment Period

As reflected in our values and mission statement, at Summitt we prioritize athlete development and we strongly feel that the Off season should be and off season, therefor Summitt Volley does not extend offers in the summer. We do offer summer camps and training sessions, these sessions are not mandatory and there will be no team selections at this time. Teams/athletes that have been re-signed may have optional team training sessions and S&C programming.

September Tryouts

This is where the action happens! Summitt volley will have tryouts in September for all remaining spots on team. Available roster spots will be posted on the website as well as on the OVA posting. All players must register as a Tryout Player with the OVA prior to attending any tryout.

Playing Time & Playing in Higher age Divisions

Playing Time

At Summit Volley, we believe that playing time is an important part of an athlete's development. Our approach is guided by three key principles:

- **Athlete Development** – Playing time decisions will always prioritize opportunities for skill growth, game experience, and confidence building. We aim to ensure all athletes are given meaningful court time that supports their progress.
- **Adherence to Playing Regulations** – All playing time will align with Ontario Volleyball Association (OVA) rules and regulations for each division, ensuring fair and consistent application across all teams.
- **Commitment and Attitude** – Effort, attendance, work ethic, sportsmanship, and a positive team-first mindset are important factors in determining playing time. Athletes who consistently demonstrate commitment to training, their teammates, and personal improvement will earn more opportunities to contribute on the court.

Outside of these guiding principles, and OVA fair play regulations, coaches will have the ultimate discretion in determining playing time. This allows them to consider the unique needs, dynamics, and goals of each match and team. Our goal is to balance competitive success with an environment where every athlete can learn, grow, and love the game.

Playing Up an Age Category as a Team or Individual

At Summit Volley, opportunities to play in a higher division or with a different team can provide valuable learning experience for athletes. To ensure these opportunities support both individual and team development, the following guidelines will apply:

Each team will enter the season with a schedule of 6 OVA events, 4 of age tournaments and 2 playing up events. The club will support an additional 2 events per team at an additional cost (these events will not be covered in the Club Fees). We want to be very cognizant of athlete burnout and overuse injury. With 6-8 events per season, we are in line with the LTD guidelines.

All decisions for an individual athlete entering a tournament in a higher division or laterally move between teams must be approved by the Club Director and relevant coaches as well as the athletes support group.

- Approval will be based on athlete readiness, team needs, and alignment with Ontario Volleyball Association (OVA) regulations.
- Playing up must not negatively impact the athlete's commitment to their primary team. This includes attending scheduled practices, games, and tournaments.
- Coaches will ensure the athlete's development and confidence remain priorities, and that they are not placed in situations beyond their readiness.

Club Fees, Finances and Sponsorship

Club Fees

Transparent and responsible financial management is essential to the success and sustainability of Summit Volley. The following section outlines the fees, payment schedules, and financial policies that ensure our programs remain accessible, equitable, and properly supported.

We believe in clear communication and accountability when it comes to financial matters. This section provides guidance on payment procedures, refund and withdrawal policies, fundraising expectations, and the Club's approach to financial assistance or hardship requests.

Every effort is made to keep these fees reasonable while maintaining the high quality of programs and services that our athletes and families expect.

Summit Volley is a registered Not-For-Profit Sport Organization with the Ontario Government.

Below are Summit Volley's Club Fee for the current season.

Team	Fees	Oct xx/xx	Nov XX/XX	Jan XX/XX	Mar xx/xx
6v6	\$0000.00	\$000.00	000.00	000.00	000.00
TLS	\$0000.00	000.00	000.00	000.00	000.00
15U	\$0000.00	000.00	000.00	000.00	000.00
16U	\$0000.00	000.00	000.00	000.00	000.00
17U	\$0000.00	000.00	000.00	000.00	000.00

All re-signed athletes are responsible for paying a \$000 deposit. This deposit will be deducted from the total fees and October payments will be adjusted. There are many factors that are taken into consideration when establishing yearly fees for the club season. The major factors include cost of facilities and the cost of tournaments and provincial championships fee on the expected cost of running the club each year. The fee that is paid goes toward covering the following:

- OVA registration fees (Club, Team and Coach membership)
- OVA tournament (6 in total) & Provincial Championship entry fees
- Coaches' Package (expenses for mileage, food, uniform & honourarium)
- Athlete Uniforms
- Gymnasium rental costs, permit fees
- Equipment: Volleyballs, carts, bags and gym equipment

- Summit Volley Banquet
- Supplies – First Aid Kits
- Coach and Volunteer Honorariums
- Insurance (Directors and Officers Insurance) & Accounting and Legal Costs
- Meetings
- Communication Tools: Constant Contact, SportsEngine
- Miscellaneous expenses
- Individual Athlete OVA Membership Fees must be paid directly to the OVA.

A basic breakdown of each team's expenses will be provided upon with each OVA offer to compete with Summit. Full team budgets will be provided in September.

Families with 2 or more children playing in the club will have a 10% discount per child. When your athlete is selected to represent one of our teams, payments can be made in full or in installments, payment due dates are outlined above. Summit accepts payments through our registration app or via e-transfer.

Fees do not cover any costs associated with player transportation, accommodation or food for tournaments.

Program Cancellation and Refunds

Summit Volley reserves the right to cancel any program, camp, clinic, lesson, or club team due to a lack of enrollment. A full refund will be provided.

All other refunds provided as per Summit Volley's refund Policy

House Leagues/Camps/Clinics

- Withdrawal two weeks prior to the start of program: A full refund will be provided (less \$0% administration fee)
- Withdrawal within two weeks of the start of program: 00% of registration fees will be refunded (less 0% admin fee). Should a replacement athlete be available a full refund will be provided (less the 0% admin fee)
- Withdrawal within 24 hours of the start of a program: no refunds will be provided.
- Withdrawal due to mid-program: no refunds will be provided.

Competitive Club Program

- Deposits collected from re-signed athletes are non-refundable.
- We do not provide refunds for Club athletes since the loss of an athlete cannot be easily replaced once all club athletes have committed to their team. Athletes are considered committed to their team once an offer form is returned.

- Should an athlete become injured and not be available to continue their season, Summit will not pursue the remainder of any amounts due. Confirmation of removal due to injury must be submitted to the President of Summit.
- Should an athlete request a release no refund will be provided on any fees paid and will be responsible for a pro-rated payment dependant on their date of request.

Non-Payment Management & Athlete Assistance

All club fees are due by the published payment deadlines. Members who do not meet payment deadlines will be notified by the Treasurer or Club Administrator within seven (7) days of the missed due date.

If payment is not received within fourteen (14) days, the athlete's participation in practices, games, or events may be temporarily suspended until the balance is paid or an approved payment plan is in place.

The Club recognizes that financial hardship can occur. Members having trouble meeting payments are encouraged to contact the Treasurer or President as soon as possible to discuss available options, including installment plans or assistance programs.

If fees remain unpaid after thirty (30) days with no communication or payment plan in place, the Club reserves the right to remove the athlete from the roster and may restrict future registration until the account is settled.

All discussions regarding member payments will remain confidential

Summit is committed to ensuring that financial barriers do not prevent athletes from participating in our programs. Each season, Summit allocates \$0,000 in financial assistance to support athletes and families who may require help with registration or program fees.

Assistance is limited and awarded based on need and available funds. Families interested in applying for support are encouraged to contact the Club President or Treasurer for more information on eligibility, the application process, and confidentiality measures.

All requests will be handled with sensitivity and discretion.

Additional funding is available through KidSport and Canadian Tire Jump Start Programs.

<https://jumpstart.canadiantire.ca/>

<https://kidsportcanada.ca/>

Sponsorship Opportunities

Summit Volley is proud to be part of a strong and vibrant community. Local partnerships and sponsorships play a vital role in helping us provide high-quality programs, keep participation costs manageable for families, and create memorable experiences for our athletes.

Sponsorship offers businesses and organizations the opportunity to connect with our membership, demonstrate community leadership, and promote their brand through youth sport. Whether supporting a single team or the entire club, sponsors directly contribute to the development of young athletes and the growth of volleyball in our region.

We welcome local businesses, organizations, and individuals to join our sponsorship program. Below are several sponsorship levels that outline contribution options, and the recognition sponsors receive in return. We are also happy to discuss customized sponsorship opportunities that best align with your business goals and community values.

LEVEL	CONTRIBUTION	Recognition and Benefits
Bronze	\$000 - \$000	<ul style="list-style-type: none"> - Logo on website sponsor page - Social Media post - Certificate of appreciation and/or team photo
Silver	\$000 - \$000	<ul style="list-style-type: none"> - All Bronze benefits - Logo included in Club Mailouts and Newsletters - Logo placement on Team Banner and promotional materials
Gold	\$0000 - \$0000	<ul style="list-style-type: none"> - All Silver Benefits - Company Logo on warm-ups and practice Jersey - Public recognition at events ant tournaments
Platinum	\$0000 +	<ul style="list-style-type: none"> - All Gold benefits - Option for co-branded event sponsorship (eg awards banquet, Summit Volley Tournament) - Prominent logo placement on home page - Dedicated social media features and press release

Interested sponsors can contact the Club's Treasurer to discuss available opportunities, recognition options, and how your support can make a difference in our athletes' development

Club Communications and Social Media

Summit uses a variety of platforms to share important updates, celebrate achievements, and highlight our athletes and teams. Official communication and announcements are posted on our website and Instagram account.

We encourage members, families, and supporters to follow our channels to stay informed about club news, events, and community highlights. Please remember that all online engagement should reflect the values and standards of our club—show respect, positivity, and good sportsmanship at all times when representing the club online

Newsletter

Our Constant Contact Newsletter goes out on December 1st, February 1st, April 1st and June 1st. You will have the option to add an email address to this mailing list. Our newsletter covers important and exciting news regarding the club, upcoming deadlines for the club and OVA and openings in house league programming. We try to limit these newsletter emails and closely adhere to the schedule above, but if something urgent comes up, we may not be able to wait until the next cycle. That said, we are mindful of keeping our posts to a minimum, we will never overload your inbox.

Team Communications

TeamSnap our communication tool for teams. It allows teams to post schedules, indicate attendance, communicate via email or chats, track assignments, upload files and pictures and much more.

TeamSnap can be accessed either on a desktop or on your mobile.

If you do not already have a TeamSnap account, you will be required to set one up when registering for tryouts. It is important that you keep your family contact information up to date. All athletes are required to have at least one parent/guardian listed with contact information. To protect our member's privacy, contact information is only viewable by administrators, coaches and managers. All communication should be completed via TeamSnap to ensure accountability.

Website

We post important public information on the Summit Volley website (www.summitvolley.ca). This is where you can learn about Summit Volley, find contact information and important policies and even purchase Summit Volley gear!

The only social media platform used by Summit Volley is Instagram – Our Instagram handle is @GoSummitVolley. Our social media policy outlines our rules and guidelines when using these platforms. You are welcome to tag and follow us in all your Summit Volley Posts. You can even send us photos to info@summitvolley.ca.

Social Media

The only social media platform used by Summit Volley is Instagram – Our Instagram handle is @GoSummitVolley.

At Summit Volley, we recognize the power of social media as a valuable tool for communication, connection, and celebration. Our online presence helps us share achievements, highlight team spirit, and strengthen our community. However, with this privilege comes responsibility.

All members of Summit Volley—including coaches, athletes, parents, friends, and family—are expected to uphold the club's values of integrity, respect, and inclusivity when engaging on social media. The same standards of conduct that apply within our gym extend to all digital platforms.

Summit Volley has a zero-tolerance policy for harassment, bullying, or any form of inappropriate online behavior. This includes posts, comments, or messages that may be harmful, disrespectful, or discriminatory. Additionally, there must be no direct or private communication between adults and minors through personal social media accounts or messaging apps.

By following these guidelines, we ensure that our online community remains a safe, positive, and uplifting space—one that reflects the values we demonstrate on the court every day. Our full social media policy can be found in our appendix.

Summit Volley Coaches

At Summit Volley, our athlete development mindset is rooted in teamwork, integrity, inclusivity, effort, and growth. We believe success is built through collective effort—where athletes, coaches, and families all contribute to creating a positive and supportive environment both on and off the court.

We are equally committed to developing coaches who share our values and uphold the highest standards of professionalism and care. All Summit Volley coaches meet, at minimum, the Ontario Volleyball Association (OVA) eligibility requirements and complete full screening every three years.

Each season begins with a Club Kickoff Meeting, where all coaches come together to regroup, align goals, and set the tone for the year ahead. We recognize the significant time and dedication

our coaches give to their teams and are proud to support them through financial compensation and resources. Head Coaches receive \$0,000 per season, and Assistant Coaches receive \$0,000 per season, in addition to coverage for travel and meal expenses. Coaches will also be allotted a \$000 coach development stipend.

All female teams will have at least one female coach in either a head or assistant role. We also provide Learn to Coach opportunities for students and former athletes who want to begin their coaching journey in a supportive and educational environment.

Together, our focus remains on developing athletes and coaches who play with heart, move with purpose, and grow through every experience.

Coach Expenses

Outlined below are the inclusions and limitations of eligible coach expenses. These expenses will be paid out to a maximum of 2 coaches per team for all age tournaments and all non-age tournaments:

- Food - \$00 for a full day (\$00 for breakfast, \$00 for lunch, \$00 for dinner)
- Mileage - \$0.00/km. Based on google maps. Where possible it is recommended that coaching staff car pool
- Parking fees incurred for practices at local facilities. (receipts required)
- Coaching development courses approved by the Club.
- Hotel expenses – Friday night hotels are covered when expected travel is over 3hrs or in the case of inclement weather. (receipts required)

There are no eligible expenses if tournaments take place in our home region.

All expenses will be covered for the Ontario Championships.

Safe Sport

Summit Volley is committed to all safe sport initiatives and prides itself on creating an inclusive and welcoming environment for all its athletes. Safe Sport education and policies are essential to creating a respectful, inclusive, and secure environment for all participants. They help ensure that athletes, coaches, officials, and volunteers understand their roles and responsibilities in preventing misconduct, recognizing inappropriate behavior, and promoting athlete well-being.

All Summit Coaches have completed their Safe Sport Training and strictly adhere to the Rule of 2. The Rule of Two states that there will always be two screened and safety-trained adults with a participant, especially a minor athlete, when in a potentially vulnerable situation. Athletes should never be one on one with a coach.

To ensure adherence to the 'Rule of Two', Summit will strive to ensure the following:

- teams or groups of athletes will always have coaches with them
 - Screened parents or other volunteers will be available in situations when two coaches cannot be present
- For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction
- These guidelines with parents and guardians and them to help identify situations,

All Summit practices and training opportunities are open. Parents are permitted to attend, however, to maintain a focused and respectful training environment, we ask that parents observe quietly and avoid coaching, instructing, or communicating with athletes during practice. This allows coaches to run effective sessions and helps athletes develop confidence and independence.

The rule of 2 also applies to communications. Any direct communication to an athlete should always include the athlete's support person(s) as well as members of the coaching team. Coaches will never contact athletes through their private social media accounts or contact athletes for personal reasons. Coaches are encouraged to use team snap for all communications of a non-sensitive manner.

We strongly encourage our athletes and parents to take time to learn about Safe Sport through Volleyball Canada's educational modules. You can find them here:

<https://www.safesportforyouth.org/>

Safe sport goes beyond the rule of two. We also have a strict policy when it comes to any type of bullying, hazing or maltreatment of athletes.

If bullying, hazing, or peer-to-peer maltreatment is reported or observed, the club may take steps such as speaking with the individuals involved, notifying parents or guardians, implementing temporary or permanent removal from practices or team activities, requiring education or behaviour-related training, or escalating the concern to the Ontario Volleyball Association or other appropriate authorities based on the severity of the situation. All actions are taken with the goal of ensuring athlete safety, addressing harmful behaviour, and maintaining a respectful team environment.

Competition Environment

We are also committed to creating health and respectful competition environment for our athletes. A healthy and respectful competition

A healthy and respectful competition environment is one where all participants feel safe, valued, and supported, and where the focus remains on fair play, development, and enjoyment of the sport. It prioritizes physical, emotional, and psychological safety, promotes integrity, and encourages positive and respectful interactions among athletes, coaches, officials, and

spectators. Coaches are trusted to make decisions that support learning and team growth, while parents and spectators model positivity, avoid criticism, and refrain from coaching from the sidelines. Differences are respected, inclusion is emphasized, and everyone works together to uphold conduct expectations, ensuring that competition remains a constructive and enjoyable experience for all.

Key Elements of this environment are:

- **Fair Play and Integrity** - Rules are followed consistently and respectfully & Officials are treated with courtesy, and their decisions are respected.
- **Respectful Interactions** - Athletes, coaches, and spectators communicate calmly and respectfully. Encouragement, not criticism, is the norm & opponents are treated as partners in competition, not enemies.
- **Development-Focused Coaching** - Decisions around playing time, strategy, and lineup are respected and not debated with coaches during or after games.
- **Positive Parent and Spectator Conduct** - Parents model composure and positivity. Cheering supports all athletes rather than targeting or intimidating others. Coaching from the sidelines is avoided.
- **Emotionally Regulated Competition** - Athletes are encouraged to manage emotions, celebrating respectfully, handling setbacks constructively, and showing sportsmanship at all times.
- **Shared Responsibility** - Everyone understands and upholds the club's and association's conduct policies.

OVA Purple Card Policy

The Purple Card is a sanctioning tool used in addition to yellow and red cards to address inappropriate behavior by spectators, parents, or non-participating members during Ontario Volleyball events. It helps maintain order, safety, and respect at matches.

- All sanctions are individual but linked to the affiliated team.
- Progressive discipline: repeated offenses = harsher sanctions.
- Serious misconduct can lead to immediate expulsion or ban without prior warning.
- Documentation and reporting are required for expulsions/ejections.

Any team who receives a purple card during an OVA will be responsible for paying any associated fines as outlined in the OVA Competitions Manual.

Team Culture

A positive team culture is the foundation of a successful and enjoyable sport experience. It promotes respect, trust, and teamwork—values that help athletes perform at their best and feel a sense of belonging.

Establishing clear rules and expectations is essential to building this environment. When everyone understands what behavior is acceptable and what is not, it reduces confusion, prevents conflict, and ensures fairness. Consistent standards also give athletes a sense of security and accountability, helping them learn discipline, responsibility, and respect for others.

At the beginning of the season coaches are responsible for filling out Summit’s communication form for our athlete’s support person(s), This form will outline the following information:

- Club Information
- Coaching staff contact details
- Age category playing rules
- Team objectives
- Practice schedule
- Competition Schedule (to date additions are permitted provided)
- Team rules, expectations and responsibilities (expectations with athletes and parents such as communication for missing practice, travel to competitions, etc. List your team rules regarding cell-phone use, staying at hotels, dress code etc).

Concussion Policy and Rowen’s Law

Rowan’s Law is Ontario’s concussion-safety legislation, created in memory of high-school rugby player Rowan Stringer, who died in 2013 from second-impact syndrome after multiple undiagnosed concussions. The law requires amateur sport organizations and schools to improve concussion awareness, prevention, and management by ensuring athletes (under 26), parents, coaches, trainers, and officials review annual concussion resources, sign a concussion code of conduct, and follow strict removal-from-sport and return-to-sport protocols. Anyone suspected of having a concussion must be taken out of play immediately and cannot return until medically cleared by a physician or nurse practitioner. The law aims to make youth sports safer, encourage informed decision-making, and reduce the risk of serious head injuries.

What does Rowen’s Law Mean?

Annual Review of Concussion Awareness Resources

All must review Ontario’s official concussion resources every year before participating. Links too all [Concussion resources](#).

Concussion Code of Conduct

Sport organizations must have a Code of Conduct outlining safe play, reporting expectations, and behaviors to reduce concussion risk.

All participants must acknowledge and agree to it before registering or volunteering, this is included in our OVA membership waiver acknowledgements

Removal-from-Sport Protocol

- Athletes must be removed immediately if a concussion is suspected.
- They cannot return on the same day.
- “When in doubt, sit them out” is the guiding principle.
- Each Summit team will have a Team Concussion Designate.

Return-to-Sport Protocol

OVA Concussion protocols will be in place and strictly followed.

Team Concussion Designates Responsibilities

Act as the First Point of Contact - Receives reports of suspected concussions from coaches, athletes, parents, or officials. Ensures communication is clear, timely, and documented.

Implement the Removal-From-Sport Protocol - Makes sure any athlete with a suspected concussion is immediately removed from play. Ensures the “when in doubt, sit them out” rule is followed. Supports coaches in handling the situation calmly and consistently.

Provide the Required Information to Parents/Athletes - Shares the organization’s concussion protocol. Provides the Ontario Concussion Awareness Resources if they haven’t already been reviewed. Gives the parent/athlete the *Suspected Concussion Form* or equivalent documentation.

Communicates With Coaches and Parents - Ensures everyone involved understands the athlete’s restrictions. Helps monitor that the athlete is not pressured to return too soon.

Summit will follow the OVA Concussion Policies and Procedures as outlined in their Policy. Please links in our appendix

Complaints and Dispute Resolution

Having a clear and fair complaints process is an important part of maintaining a positive and respectful club environment. It ensures that athletes, parents, coaches, and volunteers have a safe way to raise concerns and know that their voices will be heard. A consistent process helps the Club address issues promptly, fairly, and confidentially—supporting trust, safety, and a healthy team culture for everyone involve.

How to Address Concerns Regarding an Athletes Playing Time

At the beginning of each season parents will be presented with a Team Information document. The objective of this document is to provide you with all the information about your child's upcoming volleyball season and to make all expectations clear to everyone. Communication between parents and the coaching staff will be very important for everyone to enjoy a successful volleyball year and this document represents a first step in this direction. This document does outline each team's values and goal and can provide insight into the philosophy of the team and playing time decisions.

However, we understand that playing time can be an important topic for athletes and their families and may come into question at times. To promote constructive communication, personal growth, and a positive team environment, we follow these guidelines:

Athlete-Led Conversations

We believe in empowering our athletes to take ownership of their development. Whenever possible, the athlete should be the one to approach the coach to discuss playing time.

Parents are encouraged to support their athlete in preparing for the conversation, but the discussion itself should be led by the player.

All playing time conversations will take place in accordance with the Rule of Two, meaning at least two adults will be present during the discussion.

This protects both the athlete and the coach, and ensures transparency in all communications.

Conversations should focus on what the athlete can do to earn more opportunities, rather than on other players' playing time.

Questions like "What specific skills or habits can I improve to increase my court time?" are encouraged

24-Hour Rule

- Concerns about playing time will not be discussed immediately before, during, or directly after a game or tournament. Athletes (or parents, if necessary) should wait at least 24 hours before initiating a conversation. This allows time for reflection and ensures discussions happen in a calm, respectful manner.
- Any emails to coaches regarding playing time should be directed to their Summit Volley email address only (e.g. coachK@summitvolley.com) and should always include both the Head and Assistant Coach.
- Any in persons meetings will be followed up with a summary of the discussion within 24 hours.

Coaching decisions related to strategy, and game management cannot be submitted as a formal complaint as they are not considered a breach in our Code of Conduct. Our coaches are selected for their expertise and commitment to athlete development. They make decisions based on what is best for the long-term growth of the athletes and the team as a whole – goals that may not always be visible from a spectator’s perspective.

At Summit, we trust our coaches to execute plans that align with our club philosophy and developmental objectives.

General Complaints Process

If you have a complaint outside of a playing issue and you feel that it is something that cannot be addressed with contacting your coach or other Summit Volley leadership you have the option of submitting a formal complaint, this can be done by filling out our online complaint form.

For information on the OVA complaint process please click here:

<https://www.ontariovolleyball.org/discipline-and-complaints>

Athlete Release and Transfers

Our club encourages open communication and is committed to supporting athletes through any challenges they may encounter. If an issue arises, we ask that athletes and families speak with us first so we can work together toward a resolution before a release is considered. However, if a release request is ultimately made, Summit will honour that request in accordance with OVA policies. Please note that any departing athlete is responsible for all outstanding club fees to date, as outlined in our refund and cancellation policy.

Behaviour & Conduct

At Summit Volley, we are dedicated to creating a safe, inclusive, and positive environment where every athlete can thrive. Guided by our values of teamwork, respect, and inclusivity, we believe it is the responsibility of our entire Summit community—athletes, coaches, parents, siblings, and administrators—to uphold these standards. We ask all members to treat one another, as well as tournament organizers and referees, with respect, fairness, and courtesy. By moving with purpose and playing with heart, we build a culture where everyone feels valued. Any behavior that does not align with these expectations will result in appropriate corrective action.

In addition to the OVA code of conduct (COC) that ALL OVA members and participants are expected to uphold, additional standards are specific to our programming and help guide our

members through the season. Below are our policies and expectations for our Club Administration, Coaches, Athletes and Parents/Guardians and Club Supporters/Spectators.

Club Administration Behaviour Expectations

In addition to the OVA Code of Conduct all Summitt Volley Club Administrators have an obligation to the following:

Financial Responsibility:

- Handle club funds and resources transparently and responsibly.
- Maintain accurate records and documentation for all financial transactions.
- Avoid any personal gain or conflict of interest arising from club activities.
- Disclose any potential or perceived conflicts immediately to the board or president

Compliance and Accountability

- Follow all club policies, OVA regulations, and Safe Sport requirements.
- Ensure compliance with screening, insurance, and registration obligations.
- Report any suspected misconduct, rule violations, or unethical behaviour promptly.
- Cooperate fully with investigations or reviews.

Confidentiality and Privacy

- Protect confidential information, including athlete data, financial records, and personal contact details.
- Comply with privacy laws and OVA data protection requirements and Summitt Volley's Policies

Professionalism

- Act in the best interest of the club and its members at all times.
- Uphold the values and mission of the club and the Ontario Volleyball Association (OVA).
- Demonstrate honesty, fairness, and respect in all dealings with athletes, parents, coaches, officials, and volunteers.
- Avoid any behaviour that could discredit the club or the sport.

Respectful Conduct

- Treat all individuals with dignity and respect, regardless of gender, race, age, ability, background, or role.
- Model positive communication, even in difficult situations.
- Do not engage in bullying, harassment, or discrimination of any kind.

Coach Behaviour Expectations

In addition to the OVA Code of Conduct all Summitt Volley Coaches have an obligation to the following:

Commitment to Athlete Development

- Prioritize the well-being, safety, and holistic development of every athlete.
- Promote fair play, respect, and teamwork at all times.
- Provide a positive and inclusive environment that supports both performance and personal growth.
- Encourage effort, learning, and resilience over a win-at-all-costs mentality.

Professionalism, Safe Sport and Duty of Care

- Model appropriate language and conduct at all times – in person, online, and during competition.
- Recognize and respect boundaries between coach and athlete – never engage in inappropriate relationships or behaviour.
- Maintain appropriate supervision during all practices, games, and travel.
- Report any safety concerns, suspected abuse, or rule violations immediately.
- Avoid situations that could be misinterpreted as compromising athlete safety or well-being.
- Avoid conflicts of interest, including favoritism or self-promotion at the expense of the team.
- Respect confidentiality regarding athletes' personal and medical information.
- Refrain from substance use (alcohol, cannabis, etc.) before or during any coaching activity.
- Respect team property, facilities, and uniforms.
- Respect all playing venues and referees

Professional Development

- Maintain all required certifications (e.g., NCCP, Safe Sport, screening).
- Strive for ongoing learning – stay current on coaching methods, safety practices, and rule changes.
- Seek mentorship and feedback to improve coaching effectiveness.

Athlete Behaviour Expectations

In addition to the OVA Code of Conduct all Summitt Volley Athletes have an obligation to the following:

Commitment to Sport and Team

- **MOVE WITH PURPOSE** Give your best effort in practices and games.
- Be punctual, prepared, and ready to learn.
- Support your teammates – celebrate their successes and encourage them through challenges.

- Respect your coaches' decisions and follow team rules.
- Represent your club and the OVA with pride both on and off the court.

Respect and Sportsmanship

- Treat teammates, coaches, opponents, and Referees with respect.
- Play fair — follow the rules and the spirit of the game & accept decisions by officials
- Refrain from trash talk, bullying, or discriminatory behavior.
- Be gracious in victory and resilient in defeat.

Safe Sport and Personal Conduct

- Create a safe and inclusive environment for everyone & respect personal boundaries
- Do not engage in harassment, bullying, or hazing — online or in person.
- Report unsafe, unfair, or inappropriate behavior to a trusted adult or coach.
- Avoid drugs, alcohol, vaping, or other prohibited substances.

Communication and Representation

- Be mindful of social media posts — you are representing yourself, your team, and your club. Use positive and respectful language in person and online.
- Respect privacy of team members and never share confidential information or images without consent.

Responsibility and Accountability

- Own up to mistakes and learn from them.
- Respect team property, facilities, and uniforms.
- Understand that poor conduct can result in disciplinary action, including suspension or removal from the team.
- Be open to feedback from coaches and teammates.
- Strive for continuous improvement, both as an athlete and a person, set a positive example for others

Parent Behaviour Expectations

In addition to the OVA Code of Conduct and [Completing the Respect in Sport Modules](#) all Summitt Volley Parents have an obligation to the following:

Positive Support and Encouragement

- Cheer for all athletes, not just your own child.
- Celebrate effort and improvement, not just results.
- Avoid coaching from the sidelines — let the coaches coach.
- Always model composure and sportsmanship.

- Respect the authority and decisions of coaches and referees, even when you disagree.
- Refrain from arguing or confronting officials, coaches, or other parents during club activities
- Discuss concerns privately and respectfully with the appropriate club contact, following proper communication channels.

Commitment to a Positive Team Environment

- Refrain from gossip, negative talk, or criticism of athletes, coaches, or other parents.
- Promote inclusion, respect, and fair play.
- Help foster a sense of community within the team and club.

Safety and Well-being

- Prioritize your child’s physical and emotional well-being over winning.
- Ensure your child arrives prepared and on time for practices and competitions.
- Respect boundaries – avoid entering player areas or locker rooms without permission.
- Report any safety or conduct concerns to the appropriate club representative.

Communication and Conflict Resolution

- Follow the club’s communication policy for raising issues or concerns.
- Allow 24 hours before approaching a coach after a game or emotional situation (“24-hour rule”).
- Address issues calmly and constructively, seeking solutions rather than blame.

Online and Social Media Conduct

- Be respectful and responsible online.
- Do not post negative comments or photos about athletes, coaches, officials, or other parents.
- Celebrate positive team moments while protecting privacy and consent.

Important Links

OVA Competitions Links:

<https://www.ontariovolleyball.org/indoor-competitions>

OVA Ontario Championships Link:

<https://www.ontariovolleyball.org/ontario-championships>

OVA Early Contact Information and rules:

<https://www.ontariovolleyball.org/early-contact>

OVA Screening Policy & My Backcheck

<https://www.ontariovolleyball.org/screening>

OVA Tournament Information Pages

<https://www.ontariovolleyball.org/indoor-events-calendar>

OVA Third Party Intake Form

<https://www.ontariovolleyball.org/discipline-and-complaints>

Quick Reference Contact List

Club President -

Registrar -

General Info -

Anonymous Complaint Submissions -

Summit Website -

Instagram -

OVA general Info -

** Please refer to your team information sheet for all team specific contact info.

SAMPLE

Summit Volley

Athlete Code of Conduct



In addition to the OVA Code of Conduct all Summit Volley Athletes have an obligation to the following:

Commitment to Sport and Team

- MOVE WITH PURPOSE Give your best effort in practices and games.
- Be punctual, prepared, and ready to learn.
 - I have read and understand my Team expectations document.
- Support your teammates – celebrate their successes and encourage them through challenges.
- Respect your coaches' decisions and follow team rules.
- Represent your club and the OVA with pride both on and off the court.

Respect and Sportsmanship

- Treat teammates, coaches, opponents, and Referees with respect.
- Play fair – follow the rules and the spirit of the game & accept decisions by officials
- Refrain from trash talk, bullying, or discriminatory behavior.
- Be gracious in victory and resilient in defeat.

Safe Sport and Personal Conduct

- Create a safe and inclusive environment for everyone & respect personal boundaries
- Do not engage in harassment, bullying, or hazing – online or in person.
- Report unsafe, unfair, or inappropriate behavior to a trusted adult or coach.
- Avoid drugs, alcohol, vaping, or other prohibited substances.

Communication and Representation

- Be mindful of social media posts – you are representing yourself, your team, and your club. Use positive and respectful language in person and online.
- Respect privacy of team members and never share confidential information or images without consent.
- I understand a will abide by the 24 hour rule as outlined in the Summit Handbook

Responsibility and Accountability

- Own up to mistakes and learn from them.
- Respect team property, facilities, and uniforms.
- Understand that poor conduct can result in disciplinary action, including suspension or removal from the team.
- Be open to feedback from coaches and teammates.
- Strive for continuous improvement, both as an athlete and a person, set a positive example for others

I confirm that I have read and understand the expectations outlined in this Code of Conduct and agree to uphold the standards of the organization:

Athlete Information

Club Name:

Team Name

Athlete Signature:

Parent/Guardian

Signature:

Date:

Summit Volley

Parent Code of Conduct



In addition to the OVA Code of Conduct and [Completing the Respect in Sport Modules](#) all Summit Volley Parents have an obligation to the following:

Positive Support and Encouragement

- Cheer for all athletes, not just your own child.
- Celebrate effort and improvement, not just results.
- Avoid coaching from the sidelines – let the coaches coach.
- Always model composure and sportsmanship.
- Respect the authority and decisions of coaches and referees, even when you disagree.
- Refrain from arguing or confronting officials, coaches, or other parents during club activities
- Discuss concerns privately and respectfully with the appropriate club contact, following proper communication channels.
- I understand the Purple Card policy for all spectators at OVA events

Commitment to a Positive Team Environment

- Refrain from gossip, negative talk, or criticism of athletes, coaches, or other parents.
- Promote inclusion, respect, and fair play.
- Help foster a sense of community within the team and club.

Safety and Well-being

- Prioritize your child's physical and emotional well-being over winning.
- Ensure your child arrives prepared and on time for practices and competitions.
- Respect boundaries – avoid entering player areas or locker rooms without permission.
- Report any safety or conduct concerns to the appropriate club representative.
- Understand the importance of Rowen's Law and Concussion awareness and agree to Summits return to play policy and will respect the team concussion designate decisions at all times

Communication and Conflict Resolution

- Follow the club’s communication policy for raising issues or concerns.
- Allow 24 hours before approaching a coach after a game or emotional situation (“24-hour rule”).
- Address issues calmly and constructively, seeking solutions rather than blame.

Online and Social Media Conduct

- Be respectful and responsible online.
- Do not post negative comments or photos about athletes, coaches, officials, or other parents.
- Celebrate positive team moments while protecting privacy and consent.

I confirm that I have read and understand the expectations outlined in this Code of Conduct and agree to uphold the standards of the organization:

Parent Information

Club Name:

Team Name:

Athlete Name:

Parent Name:

Parent/Guardian

Signature:

Date:

Summit Volley

Coach Code of Conduct



In addition to the OVA Code of Conduct all Summit Volley Coaches have an obligation to the following:

Commitment to Athlete Development

- Prioritize the well-being, safety, and holistic development of every athlete.
- Promote fair play, respect, and teamwork at all times.
- Provide a positive and inclusive environment that supports both performance and personal growth.
- Encourage effort, learning, and resilience over a win-at-all-costs mentality.

Professionalism, Safe Sport and Duty of Care

- Model appropriate language and conduct at all times – in person, online, and during competition.
- Recognize and respect boundaries between coach and athlete – never engage in inappropriate relationships or behaviour.
- Maintain appropriate supervision during all practices, games, and travel.
- Report any safety concerns, suspected abuse, or rule violations immediately.
- Avoid situations that could be misinterpreted as compromising athlete safety or well-being.
- Be honest and transparent in all communications and decisions.
- Avoid conflicts of interest, including favoritism or self-promotion at the expense of the team.
- Respect confidentiality regarding athletes' personal and medical information.
- Refrain from substance use (alcohol, cannabis, etc.) before or during any coaching activity.
- Respect team property, facilities, and uniforms.
- Respect all playing venues and referees
- Will put the health and wellbeing of the athlete first.
- Strictly adhere to the Rule of 2 - Open & Observable Environments

Professional Development

- Maintain all required certifications (e.g., NCCP, Safe Sport, screening).
- Strive for ongoing learning – stay current on coaching methods, safety practices, and rule changes.
- Seek mentorship and feedback to improve coaching effectiveness.

I confirm that I have read and understand the expectations outlined in this Code of Conduct and agree to uphold the standards of the organization:

Coach Information

Club Name:

Team Name

Coach Name:

Signature:

Date:

SAMPLE



Summit Volley

Person in Authority Code of Conduct (Club Leader)

Club Administration Behaviour Expectations

In addition to the OVA Code of Conduct all Summit Volley Club Administrators have an obligation to the following:

Financial Responsibility:

- Handle club funds and resources transparently and responsibly.
- Maintain accurate records and documentation for all financial transactions.
- Avoid any personal gain or conflict of interest arising from club activities.
- Disclose any potential or perceived conflicts immediately to the board or president

Compliance and Accountability

- Follow all club policies, OVA regulations, and Safe Sport requirements.
- Ensure compliance with screening, insurance, and registration obligations.
- Report any suspected misconduct, rule violations, or unethical behaviour promptly.
- Cooperate fully with investigations or reviews.
- Adhere to ONCA and Not For Profit Laws in Ontario

Confidentiality and Privacy

- Protect confidential information, including athlete data, financial records, and personal contact details.
- Comply with privacy laws and OVA data protection requirements and Summit Volley's Policies

Professionalism

- Act in the best interest of the club and its members at all times.
- Uphold the values and mission of the club and the Ontario Volleyball Association (OVA).
- Demonstrate honesty, fairness, and respect in all dealings with athletes, parents, coaches, officials, and volunteers.
- Avoid any behaviour that could discredit the club or the sport.

Respectful Conduct

- Treat all individuals with dignity and respect, regardless of gender, race, age, ability, background, or role.
- Model positive communication, even in difficult situations.
- Do not engage in bullying, harassment, or discrimination of any kind.

Leader Information

Club Name

Leadership Position

Signature:

Date:

SAMPLE



Summit Volley

Head/Asst. Coach Contract TEMPLATE

Attention: _____

This letter (the “Agreement”) confirms your contracted services as a Head Coach with Summit Volley for the 2025-2026 Season. You will report to _____, Summit Volley Club President. This contract may be terminated at any time at the sole discretion of Summit Volley.

You will be a part of the head coach for the program _____. You agree to provide the following services and participate in the following activities as part of the delivery of Summit Volley Coaching Team:

Head Coach Responsibilities:

- Attend each scheduled practice.
- Plan and run structured, progressive practices.
- Support a collaborative relationship with Assistance coaches and Managers
- Complete a Parent Communication form with team expectations, rules and guidelines to distribute with official OVA offers
- Foster a positive, inclusive, and safe team environment.
- Model professionalism, punctuality, and ethical behaviour.
- Address conflict or performance issues in a professional manner while using Summit communications policy
- Attend 4 OVA tournaments and Provincial Championships
 - Additional tournaments expenses will not be covered by the Summit expense reimbursement plan
- Communicate schedules, arrival times, and team expectations.
- Manage athlete conduct and safety during all events and practices.
- Follow all club, OVA, and Volleyball Canada policies.
- Know and adhere to Rowan’s Law concussion protocols.
- Maintain up-to-date certifications (e.g., NCCP, Safe Sport).
- Report injuries, incidents, or Safe Sport concerns promptly.
- Ensure appropriate supervision before, during, and after activities.
- Ensure equipment is organized and maintained.
- Hold parent meetings and provide season expectations as needed
- Maintain transparent and consistent communication channels.

- Participate in club meetings, training sessions, and coach development.
- Collaborate with assistant coaches and club leadership.
- Facilitate transportation oversight (within policy limits).

Coach Honorarium

You will receive an honorarium of \$_____ for your services, which includes the planning and delivery of the 2025-2026 season. The honorarium will be paid out in two instalments. January 15th and April 30th. Coaches will also be provided with a \$300 development stipend for approved professional development opportunities.

Outlined below are the inclusions and limitations of eligible coach expenses. These expenses will be paid out to a maximum of 2 coaches per team for all age tournaments and all non-age tournaments:

- Food - \$00 for a full day (\$00 for breakfast, \$00 for lunch, \$0 for dinner)
- Mileage - \$0.00/km. Based on google maps. Where possible it is recommended that coaching staff car pool
- Parking fees incurred for practices at local facilities. (receipts required)
- Coaching development courses approved by the Club.
- Hotel expenses – Friday night hotels are covered when expected travel is over 3hrs or in the case of inclement weather. (receipts required)

There are no eligible expenses if tournaments take place in our home region.
All expenses will be covered for the Ontario Championships.

Signature Page

Team Name:

Coach Name:

Coach Signature:

Date:

Club Leader:

Club Leader Signature:

Date:

Summit Volley Parent Information Tool



PARENTS INFORMATION DOCUMENT

The objective of this document is to provide you with all the information about your upcoming volleyball season and to make all expectations clear for everyone. Communication between parents and the coaching staff will be very important for everyone to enjoy a successful volleyball year and this document represents a first step in this direction.

1. CLUB INFORMATION

Provide general information about the club such as the year it was established, number of teams and athletes, website and social media, etc.

Mission Statement

At Summit Volley, our mission is to cultivate a volleyball community where athletes move with purpose and play with heart. We are committed to developing skilled, confident, and resilient players through a team-first culture that values integrity, inclusivity, effort, and growth. By fostering a supportive environment rooted in respect and accountability, we aim to inspire athletes to reach their highest potential—on and off the court.

Vision

Our vision is to be a leading volleyball club known for shaping confident, compassionate, and high-performing athletes through a culture of purpose, heart, and inclusivity. We aim to set the standard for team-first development by creating a supportive environment where every player feels valued, challenged, and inspired to reach their full potential—on the court and in life.

CLUB CONTACT

List the names, functions and contact information of key club representatives such as the president, club contact, technical director, etc.

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TEAM COACHES

Provide information about the team's coaches such as name, contact information and level of certification. If the coach has a particular volleyball background that is worth mentioning, make sure to write it down here.

Head Coach:

Assistant Coach:

Assistant Coach:

VOLLEYBALL IN ONTARIO

The Ontario Volleyball Association is the governing body for volleyball in Ontario, which is the province with the largest number of volleyball players, coaches and referees in Canada. The OVA is an athlete-centered association where dedicated volunteers and professional staff provide leadership in the growth and development of volleyball for all Ontarians.

Visit the OVA website to learn more www.ontariovolleyball.org

The LTD model for volleyball in Ontario

Despite its growing popularity, volleyball is still a late-entry sport in Ontario, which means that children start playing it later. This creates a gap in the development of Ontario youth volleyball players when compared to the leading volleyball nations. The LTD guidelines were created to help bridge this gap and to help children develop the habits that will make them active for life.

The LTD model is based on the idea that excellence takes time and that there are sensitive periods when individuals are especially responsive to specific types of training. Here are a few key concepts of the LTD that will help you understand the different game formats and rules within OVA competitions.

Developmental Age: In contrast to chronological age, the developmental age relates to the biological maturation of everyone. Children don't hit puberty at the same time and therefore don't develop at the same rate. This has an impact on the development of volleyball skills.

Specialization: Volleyball is a very complex sport and requires athletes to master a wide variety of motor and technical skills before they can reach a high level. LTD recommends that specialization in volleyball does not happen until upper ages of competitions

Game Formats and Rules Based on LTAD

The OVA is committed to delivering a competition system that reflects the guiding principles of the Long Term Athlete Development model (LTD) through different game formats and adapted rules of the game. For all the LTD-based rules that apply to your age group in Ontario this season please review the OVA's [Youth Competitions Manual](#):

For more information, visit the [Volleyball Canada Development Model website](#)

4. SEASON PLAN

This is a crucial section where you can share your intentions and expectations with the parents of your players.

Team Values and Principles

These are your own values as a coach. Share your coaching philosophy and indicate how you will decide about playing time, captain, etc.

Team Objectives

Share your goals for the team this season. Indicate whether your goals are performance or result oriented. A performance goal relates to the development of your players and what skills, behavior and attitude they will demonstrate. A result goal relates to your ranking at a competition and focuses on winning. A combination of both types of goals is recommended.

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Periodization

Share your seasonal plan. The OVA strongly recommends you design a seasonal plan. Download a seasonal plan template [HERE](#). If you don't have a seasonal plan, explain how your team will meet the objectives listed above.

Practice Schedule

Provide all information pertaining to practice times, location, special training sessions, team functions and known cancelled practices, etc.

Competition Schedule

List all OVA tournaments, exhibition matches and tournaments, Ontario Championships and National Championships your team will attend. Include the reasons why you participate or don't participate in specific tournaments such as "play-up" or USA tournaments.

Rules, Roles and Responsibilities

Indicate your expectations with athletes and parents in regards to their behavior and responsibilities such as communication for missing a practice, travel to competitions, etc. List your team rules regarding cell-phone use, staying at hotels, dress code, code of conduct, etc. Be as clear and thorough as possible.

CLUB ADMINISTRATION

Indicate the administrative details pertaining to the fees for the season and what they cover, responsibilities of parents with registration, club processes, fundraising activities, etc.

Fee:

The registration fee includes:

The following is not included and will have to be paid by the parents:

Summit Volley Social Media and Communication Policy



Adapted from the Responsible Coaching Movement Website

Preamble

1. Communication can occur in person, through live virtual platforms like Teams or Zoom, and electronically via email, text, or on social media platforms like TeamSnap or a Facebook group.
2. Summit Volley recognizes that communication between all Participants should be guided by principles that ensure the safety of the Participants and that maintain and strengthen effective relationships.
3. Summit Volley strives to ensure that Participants are protected during electronic interactions with Persons of Authority and that they are not placed in a vulnerable situation. One-on-one electronic messaging is discouraged.

Definitions

4. Terms in this Policy are defined as follows:
 - a. **Electronic Communications** – Communication media that is primarily for connecting with other users without a content-sharing or social networking purpose. Electronic Communications includes email, text messaging (SMS), video sessions, virtual meeting platforms, and other similar applications.
 - b. **Interpersonal Communications** – Communication that occurs between two or more Participants within a communication medium, including between Participants and coaches or other Persons of Authority.
 - c. **Maltreatment** – Includes physical, psychological, and sexual maltreatment, as well as other types of misconduct such as neglect, grooming, and retaliation that are described in Summit Volley's *Code of Conduct and Ethics*, with definitions consistent with or exceeding those in the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)*.
 - d. **Participants** – Refers to all categories of individual members and/or registrants of Summit Volley who are subject to the policies of Summit Volley, as well as all people employed by, contracted by, or engaged in activities with Summit Volley. This includes, but is not limited to, employees, contractors, participants/athletes, coaches, instructors, officials, volunteers, managers, parents/ guardians, administrators, committee members, and directors and officers of the Board.
 - e. **Person of Authority** – A Participant who holds a position of authority within Summit Volley including, but not limited to, coaches, managers, support personnel, chaperones, directors, and officers.
 - f. **Power Imbalance** – A Power Imbalance may exist where a Participant (including, but not limited to, Persons of Authority) has supervisory, evaluative, a duty of care, or other authority over another Participant. Maltreatment can occur when this power is misused.
 - g. **Public Communications** – Communication that is or was posted publicly, such as through a Participant's social media account.
 - h. **Responsible Coaching Movement** – A call to action for Sport Organizations, parents/guardians, and coaches to enact responsible coaching across Canada – on and off the field of play. The Responsible Coaching Movement is comprised of three pillars: Background Screening, Rule of Two, and Ethics Training.
 - i. **Social Media** – Communication platforms that permit users to connect and create, access, and exchange user-generated content. Social media platforms include Facebook, Instagram, LinkedIn, TeamSnap, Twitter, WhatsApp, Snapchat, and other similar web-based or mobile-based internet applications.
 - j. **True Sport** – An approach to values-based sport that is underpinned by seven principles. When "Go For It, Play Fair, Respect Others, Keep It Fun, Stay Healthy, Include Everyone, and Give Back" are activated in sport environments, it leads to a good sport culture
 - k. **Vulnerable Person** – A child, youth, or adult who, because of their age, a disability or impairment, or other circumstances, whether temporary or permanent, is in a position of dependency on others, or is otherwise at greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

Principles

5. The following principles reflect Summit Volley's values and guide this Policy:
- a. Summit Volley is committed to the Responsible Coaching Movement and to making sport safer for everyone, particularly Vulnerable Participants.
 - b. Summit Volley is committed to the True Sport Principles and to ensuring that these principles are reflected by Persons of Authority who interact with Participants.
 - c. Conduct and behaviour that occur through Electronic Communications and Social Media – both public and personal – is subject to Summit Volley's and the OVA's *Code of Conduct and Ethics* and *Discipline and Complaints Policy*.
 - d. Regular communication is an important requirement for engaging Participants, keeping them informed, and creating effective and healthy relationships.
 - e. An open, observable, and justifiable sport participation environment facilitates healthy exchanges among Summit Volley and Participants. Within the context of Electronic Communications and Social Media use, this means:
 - **Open** – The preferred methods for communication between practices and competition should be documented and communicated at the beginning of the season, with clear expectations for behaviour consistent with the organization's *Code of Conduct and Ethics* and the professional standards expected of Persons of Authority. The schedule, purpose, and format of any virtual sessions should be available to parents/guardians and Summit Volley.
 - **Observable** – Ideally two trained and screened coaches should be present for any virtual sessions. Exchanges on social media should be "public" - private and one-on-one communication is discouraged. All electronic communications and interactions on social media should be logged or recorded, and regularly shared with parents/guardians and/or Summit Volley.
 - **Justifiable** – Communication should be necessary (time sensitive), administrative, and/or focus exclusively on supporting Participant engagement and development. Personal and closed/private communications between Participants and coaches or other Persons of Authority is discouraged.
 - f. Electronic Communications and Social Media must be used in ways that are appropriate for the context of the communication.

Guidelines

6. The following guidelines (Appendixes) have been developed to inform policy and practice:
- a) Leading Practices for Electronic Communications and Social Media Use
 - b) Guidelines and Consent Form for Persons of Authority
 - c) Guidelines and Consent Form for Participants
 - d) Guidelines and Consent Form for Parents/Guardians

Implementation Plan

7. An implementation plan has been developed to assist Summit Volley, its coaches, Participants, and parents/guardians to apply the guidelines described in this Policy.

Reporting Concerning Behaviour

8. An individual who believes Electronic Communications and/or Social Media activity is inappropriate or may violate Summit Volley's policies and procedures should report the matter as outlined in Summit Volley's *Discipline and Complaints Policy*.
9. Every person who has reasonable grounds to suspect that a Participant or Vulnerable Person is or may be subject to Maltreatment or abuse, including through Electronic Communications or Social Media use, must promptly report the suspicion and the information upon which it is based to local child protection services or the police.
10. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Participant from being subject to Summit Volley's *Discipline and Complaints Policy*.

Leading Practices for Electronic Communications and Social Media Use

The following leading practices should inform policy and procedure relating to communication between Persons of Authority and Participants, consistent with Summit Volley's *Electronic Communications and Social Media Use Policy*.

Consistent with the Responsible Coaching Movement, all communication should be **open, observable, and justifiable**. Communication should respect the formal nature of the relationships between Persons of Authority and Participants, and is subject to Summit Volley's *Code of Conduct and Ethics*.

- The means and associated expectations for how Summit Volley, coaches, and other Persons of Authority will communicate with Participants (and parents/guardians as appropriate) should be documented and communicated at the beginning of each season.
- Any Electronic Communications or Social Media interaction from Summit Volley, coaches, and Persons of Authority to Participants should be:
 - Necessary (time sensitive and/or specific to an athlete, and cannot be delayed until the next in-person meeting),
 - Administrative in nature (sharing a new Policy), and/or
 - Sport-specific (supporting Participant training and performance).
- When working with Vulnerable Participants communication should be directed to parents/guardians.
- If communicating directly with youth or other Vulnerable Participants, parents/guardians should be copied.
- Persons of Authority are discouraged from initiating personal and private Electronic Communications or Social Media activities with Participants. Contact initiated by Vulnerable Participants should be rejected and/or blocked.
- Use only Sport Organization-approved Social Media Platforms, and only for public communication; avoid private messaging.
- Use virtual platforms (Zoom, MS Teams) only for scheduled events that are approved by Summit Volley. A minimum of one trained coach and one screened adult (preferably coaches) is recommended to be in attendance. Sessions should be recorded.
- The use of disappearing content platforms or content (Snapchat, Instagram Stories, Facebook Stories) should be avoided.
- All Electronic Communications and Social Media activity between Persons of Authority and Participants should be recorded and shared regularly with Summit Volley and parent/guardian, and/or made available upon request.
- All Participants are expected to interact in a positive, professional manner consistent with Summit Volley's *Code of Conduct and Ethics*. All Participants should monitor their own Social Media content for consistency with the *Code of Conduct and Ethics*.
- Any Participant can choose not to engage with other Participants (including Persons of Authority) on Social Media. Participants should not be required to engage on Social Media platforms to access team or Sport Organization information.
- An individual who believes Electronic Communications and/or Social Media activity is inappropriate or may violate Summit Volley's policies and procedures should report the matter as outlined in Summit Volley's *Discipline and Complaints Policy*.
- Every person who has reasonable grounds to suspect that a Participant or Vulnerable Person is or may be subject to Maltreatment or abuse, including through Electronic Communications or Social Media use, must promptly report the suspicion and the information upon which it is based to local child protection services or the police.

Guidelines and Consent Form for Persons of Authority

- All Electronic Communications and Social Media use between Persons of Authority and Participants should be open, observable, and justifiable.
- At the beginning of the season, document the means and associated expectations for how you will communicate with Participants, and inform Participants and parents/guardians.
- Choosing not to engage with Participants on Social Media is an acceptable strategy. Be prepared to inform Participants (and/or parents/guardians) why you have chosen not to engage in this space. Be consistent in how you respond to "friend" or "follow" requests.
- If communicating via Social Media is necessary or preferred, consider creating a professional Social media account for use in your role with Summit Volley, separate from your personal account. Provide access to other Persons of Authority and to Summit Volley so the account is open and observable.
- Annually review and update the privacy settings on all Social Media accounts and across devices.

- Always model appropriate behaviour befitting your role and status in connection with Summit Volley. Whether for professional or personal use, all Electronic Communications and Social Media platforms should be considered “public” and permanent. Avoid emojis and language that could be misinterpreted.
- Participants or parents/guardians should not be required to engage on Social Media platforms to access information about your team or Sport Organization.
- Persons of Authority should not demand access to a Participant’s private posts on Twitter, Instagram, Facebook, or other Social Media platforms.
- Ensure parents/guardians are aware of any Electronic Communications or Social Media interactions with a Vulnerable Participant in their care.
- Be prepared to share logs or records of your communication history with Participants with Summit Volley and parents/guardians. Become familiar with methods to save and download messages on platforms in use:
 - [Transferring iPhone messages](#)
 - [Saving text messages iPhone and Android](#)
 - [Saving and printing Instagram messages](#)
 - [Saving Chat History \(WhatsApp\)](#)
- Selection decisions and other sensitive team business should be shared in-person meetings or through official Electronic Communications (email), rather than posting on social media.
- The use of disappearing content platforms and formats (Snapchat, Instagram Stories, Facebook Stories) is discouraged.
- Posting pictures or videos of Participants on your private Social Media accounts is discouraged. Consent must always be provided by Participants and parents/guardian, via Summit Volley.
- Never misrepresent yourself by using a fake name or fake profile on Social Media platforms.
- Avoid engaging Participants via Electronic Communications or Social Media while using any substances (alcohol, drugs).
- Avoid association with Facebook groups, Instagram accounts, Twitter feeds, or online communities with explicit sexual content or viewpoints that might offend or compromise your relationship with a Participant, their parents/guardians, or Summit Volley.
- If you believe Electronic Communications and/or Social Media activity is inappropriate or may violate Summit Volley’s policies and procedures, report the matter as outlined in Summit Volley’s *Discipline and Complaints Policy*.
- Persons of Authority who have reasonable grounds to suspect that a Participant or a Vulnerable Person is or may be subject to Maltreatment or abuse, including through Electronic Communications or Social Media use, must promptly report the suspicion and the information upon which it is based to local child protection services or the police.

Guidelines for Virtual Video Sessions

- Virtual video sessions should be open, observable, and justifiable.
- Inform Summit Volley that you intend to communicate with Participants via video session. If you intend to provide instruction or skills training, your organization may need to sanction the session and/or parents/guardians of Vulnerable Participants may need to sign an agreement or waiver.
- Virtual video sessions using platforms such as Zoom, MS Teams, Google Connect, Adobe, should be recorded to document the interaction and be held in an “open” environment. Summit Volley, the Participant, and/or parent/guardians as appropriate should be permitted to view the recording.
- Virtual video sessions with groups of Participants should be attended by at least two trained and screened adults (preferably coaches). One-on-one video sessions should be recorded with permission and/or attended by another adult and/or the Participant’s parent/guardian (when applicable). One-on-one video sessions with a Participant should not take place without a parent/guardian’s knowledge.
- Provide the agenda prior to the virtual video session, along with the behavioural expectations and professional standards for all Participants. If there are any breaches of professional standards during the session, they must be communicated to parents/guardians of Participants after the session.
- Ensure you are dressed appropriately and in a neutral location (avoid personal spaces such as bedrooms or bathrooms).

Name of Person of Authority (print): _____

Organization (print): _____

Date: _____

1. I understand that it is my responsibility to ensure that any communication that occurs on Electronic Communications and/or Social Media be open, observable, and justified.
2. I understand that it is my responsibility to log or record any communication that occurs on Electronic Communications and/or Social Media.
3. I understand that a Participant, parent/guardian, and/or Summit Volley may request that I cease communicating with the Participant on any Social Media platform.
4. I **UNDERSTAND AND AGREE** that I have read and understood the terms and conditions of this document, including the guidelines above, and that I have been provided with the *Electronic Communications and Social Media Use Policy*. I agree that I am signing this document voluntarily.

Signature of Person of Authority: _____

Guidelines and Consent Form for Participants

- All Electronic Communications and Social Media use between Persons of Authority and Participants should be open, observable, and justifiable.
- Familiarize yourself with the means and associated expectations for how team staff/volunteers will communicate with Participants, shared at the beginning of the season.
- Engaging on Social Media is your choice:
 - You are not required to follow or accept invitations from coaches, teammates, competitors, officials, or other Sport Organization Participants. You can also choose to block individuals from following you.
 - Talk to your coaches and parents/guardians about how you would like to communicate about your sport participation.
- Protect your privacy. Set and annually review your privacy settings across platforms and on all devices to restrict who can search for you and what private information other people can see.
 - Remember – Depending on your privacy settings, content posted or shared on Social Media is not private or anonymous, and is considered public communication. Content is also almost always permanent because individuals may take screenshots of your content before it is deleted.
- If you are under the age of 18, make sure your parent/guardian is aware of any Electronic Communications and/or Social Media interactions you have with your coach or other Persons of Authority.
- Model appropriate behaviour on Social Media befitting your status as a Participant within Summit Volley. Interactions on Social Media must respect Summit Volley's *Code of Conduct and Ethics*.
- If you attend or host a video session, ensure you are dressed appropriately and in a neutral location (avoid personal spaces such as bedrooms or bathrooms).
- Do not post content or pictures of, or alluding to, participation in illegal activities by yourself or others.
- Do not engage with coaches or other Persons of Authority on platforms with disappearing content (Snapchat, Instagram Stories, Facebook Stories).
- If you feel harassed or believe Electronic Communications and/or Social Media activity is inappropriate or may violate Summit Volley's policies and procedures, report the matter to your parent/guardian, your coach, and/or as outlined in Summit Volley's *Discipline and Complaints Policy*.
- Every Participant who has reasonable grounds to suspect that a Participant or Vulnerable Person is or may be subject to Maltreatment or abuse, including through Electronic Communications or Social Media use, must promptly report the suspicion and the information upon which it is based to local child protection services or the police.

Name of Participant (print): _____

Name of Parent/Guardian (if Participant is a Vulnerable Person) (print): _____

Date: _____

1. I understand that Electronic Communications and Social Media use with my coaches and other Person of Authority must be open, observable, and justified.
2. I understand that engagement on Social Media is not required as part of my membership in this team or Sport Organization.
3. I understand that I may request that my coaches and other Persons of Authority cease communicating with me via Electronic Communications or Social Media platform(s).
4. **I UNDERSTAND AND AGREE** that I have read and understood the terms and conditions of this document, including the guidelines above, and that I have been provided with the *Electronic Communications and Social Media Use Policy*. I agree that I am signing this document voluntarily.

Signature of Participant: _____

Signature of Parent/Guardian (if Participant is a Vulnerable Participant): _____

Guidelines and Consent Form for Parents / Guardians

- All Electronic Communications and Social Media use between Persons of Authority and Participants should be open, observable, and justifiable.
- Familiarize yourself with the means and associated expectations for how team staff/volunteers will communicate with Participants, shared at the beginning of the season.
- Consider that Participants may discuss personal and non-personal matters through Electronic Communications or Social Media rather than face-to-face. You can inform Persons of Authority that they are not permitted to contact the Participant in your care directly using Electronic Communications and/or on any (or a specific) Social Media platform.
- Participants joining video sessions (on Zoom, MS Teams) must dress appropriately and avoid personal spaces (bedrooms, bathrooms).
- Consider joining any Public Communication that occurs on a Social Media platform between a Person of Authority and the Participant in your care (tag a coach and your Participant on a sport-related Twitter thread or add a comment to an Instagram post).
- You can request copies of any Electronic Communications and/or Social Media interactions between a Person of Authority and the Participant in your care.
- You can request to be copied on all Electronic Communications between team staff/Summit Volley and the Participant in your care.
- An individual who believes Electronic Communications and/or Social Media activity is inappropriate or may violate Summit Volley's policies and procedures should report the matter as outlined in Summit Volley's *Discipline and Complaints Policy*.
- Every Parent/Guardian who has reasonable grounds to suspect that a Participant or Vulnerable Person is or may be subject to Maltreatment or abuse, including through Electronic Communications or Social Media use, must promptly report the suspicion and the information upon which it is based to local child protection services or the police.

Name of Participant (print): _____

Name of Parent/Guardian (print): _____

Date: _____

1. I, being the parent or legal guardian of a Participant/Vulnerable Person, hereby grant [insert names of Persons of Authority] (“Persons of Authority”) the permission to contact the Participant to support their participation and athletic development (not for personal purposes) as follows:

[insert nature of contact]

Sample 1: Through TeamSnap, email, and text for all types of communication, and through public posts on Instagram, Twitter, and Facebook.

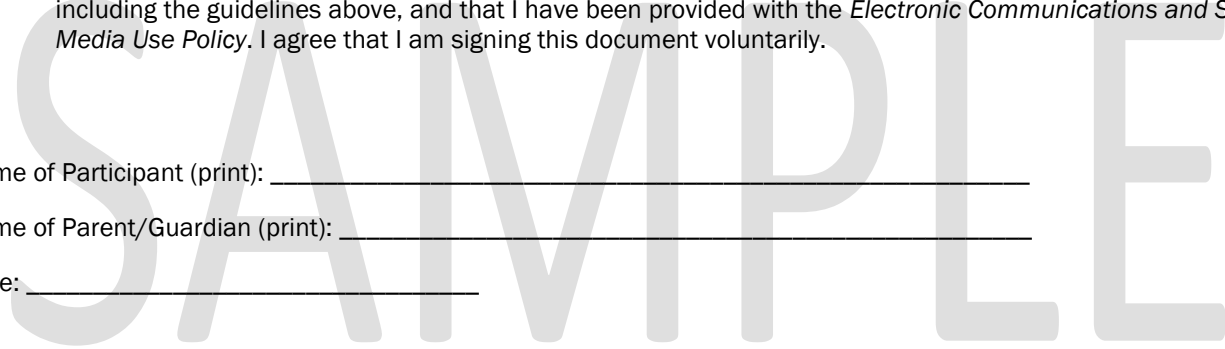
Sample 2: Through text, only in emergencies.

2. I understand that I may request to see a log or record of any communication that occurs via Electronic Communications and/or Social Media.
3. I understand that I may request at any time that the Person of Authority cease communicating with the Participant in my care via Electronic Communications and/or Social Media.
4. **I UNDERSTAND AND AGREE** that I have read and understood the terms and conditions of this document including the guidelines above, and that I have been provided with the *Electronic Communications and Social Media Use Policy*. I agree that I am signing this document voluntarily.

Name of Participant (print): _____

Name of Parent/Guardian (print): _____

Date: _____





Discipline and Complaints Policy

Summit Volley is committed to fairness, safety, and accountability. This Discipline & Complaints Policy outlines how concerns and misconduct will be managed to ensure a respectable environment for all participants.

Application of this Policy:

This policy applies to all members of Summit Volley, this includes club leaders and staff, coaches, team staff, volunteers, contractors, parent/guardians, and any individual representing Summit Volley.

This policy applies to conduct occurring during all club activity, online activities or through electronic communications related to club business. Outside club activities where the behaviour impacts on the club environment or participants

Definitions

Complainant – The individual submitting a complaint.

Respondent – The person whose conduct is the subject of the complaint.

Minor Infraction – Low-level or first-time misconduct typically resolved at the team or staff level.

Major Infraction – Serious misconduct and any violations of the UCCMS.

Discipline Committee – A minimum of 3 members of the club leadership to oversee formal complaints and investigations.

Appeals Panel - A minimum of 3 members of the club leadership to oversee the view who were not involved in the original decision.

Alignment

Summit Volleyball recognizes that Individuals are also OVA and Volleyball Canada members. Under the Reciprocation Policy, Summit Volley must share discipline decisions involving an Individual with the OVA and VC. Those organizations may choose to take additional action if they feel it is necessary.

The OVA may also take further action if it becomes aware that an Individual has been disciplined by Summit Volley.

Minor's Representative

Complaints may be brought for or against an Individual who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process. All communications, as applicable, must be directed to the Minor's representative.

Grounds for a Complaint

A complaint may be filed when an Individual is believed to have violated Summit Volley's Code of Conduct, the OVA Code of Conduct, or the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). All participants share a duty to report on behaviour that may compromise the safety, well-being, or integrity of athletes, coaches, volunteers, or the Club community.

Minor Infractions: Minor infractions generally involve lower-level behaviour that can often be addressed through education, reminders, or corrective action. Examples include:

- Disrespectful or inappropriate communication
- Repeated lateness or lack of preparedness
- Failure to follow team rules or practice expectations
- Minor unsportsmanlike behaviour
- First-time or unintentional breaches of the Code of Conduct
- Low-level conflict among participants
- Minor volunteer or administrative non-compliance

Multiple or repeated minor infractions may result in steeper sanctions, if the behaviour continues despite warnings, coaching, or corrective measures, or if the pattern negatively impacts the team or club environment.

Major Infractions

Major infractions are serious violations that require formal investigation

Examples include:

- Harassment, bullying, discrimination, or intimidation
- Emotional, physical, or sexual maltreatment
- Actions that violate the UCCMS
- Serious breaches of Safe Sport principles or Rowan's Law
- Abuse of authority, power imbalance, or boundary violations
- Violent behaviour or threats of harm
- Possession or use of illegal substances during club activities
- Deliberate damage to property or theft

Reporting a Complaint

Complaints should be submitted in writing, including:

- Name and contact information of complainant
- Description of the conduct
- Date(s), time(s), and location(s) of incident(s)
- Names of any witnesses
- Any relevant documentation

Complaints may be submitted to:

- Any Member of the board
- Any coaching staff
- Through Summit Volley's online complaint form

Anonymous complaints will be reviewed but may limit the Club's ability to fully investigate.

Complaint Screening

Upon receiving a complaint, the Club will:

1. Convene with the Discipline Committee
2. Confirm the complaint is within the Club's jurisdiction.
3. Determine whether the alleged conduct is minor or major.

4. Decide whether the issue can be addressed by the club or warrants a formal complaint submission through SDM and the OVA.
5. Once the complaint has been accepted the committee shall ask the complainant and the Respondent for either written or recorded oral submissions as well as any supporting documentation regarding the complaint or incident.
6. If the Respondent acknowledges the allegations in the complaint, or does not provide a response to the allegations,
7. The Discipline Chair will determine if a breach occurred, and, if so, it may apply one or more of the following sanctions
 - Verbal and/or written warnings
 - Verbal and/or written apologies
 - Mediation or facilitated discussion
 - Temporary removal from a practice or event
 - Suspension from team and/or club events
 - Removal of team/club privileges
 - Behaviour improvement plan
 - Other actions considered appropriate for the offence

The complainant and respondent will be notified of next steps within a reasonable timeframe (typically 5–10 business days).

Procedures for Major Infractions

Major infractions follow a **formal investigation process** and will be forwarded to Sport Dispute Management (SMD). SDM is a third-party service provider which manages all major infractions of UCCMS. Summit will seek guidance with the OVA if referral to external authorities (if required)

Appeals

Individuals may appeal decisions if:

- Proper procedures were not followed
- The decision was influenced by bias or conflict of interest
- New evidence becomes available

Appeals must be submitted within **10 business days** of receiving the decision.

Appeals will be handled by a separate Appeals Panel referred to Sport Dispute Management.

Confidentiality

All complaints, investigations, and decisions are handled confidentially to the greatest extent possible. Information will be shared only with those who need to know for the purpose of investigating and resolving the complaint.

Protection from Retaliation

No individual may be penalized or subjected to retaliation for filing a complaint in good faith. Retaliation is itself considered a serious infraction under this policy.



Summit Volley Financial Policy

Purpose

This Financial Policy outlines how the Club manages, protects, and reports its financial resources. The purpose is to ensure transparent and responsible financial practices, compliance with ONCA, clear roles and approvals for financial decisions and accountability to members, funders, and the community

Applicability

The below listed financial policies apply to Summit Volley's activities.

Policies

Bank Accounts

All accounts must be held in the Club's name and have at least **two signing authorities** are required on all accounts. No personal accounts may be used for Club funds

Signing Authority

Is identified as any two (2) of the following:

- Summit Volley President
- Summit Volley Treasurer
- Board or executive member

Two signatures required for all cheques and e-transfers above the approval threshold (e.g., \$1,000)

Spending Limits

Purchases or commitments over a defined amount (e.g., \$500-\$1,000) require Board approval. With exception of school permits.

No individual may authorize or approve their own expenses

Cash Handling

Cash use is discouraged and should be minimized. If cash is the only form of payment, it must be counted by two people, recorded and a receipt must be provided immediately. All cash must be deposited within 3-5 days

Budgeting

The Club will prepare an annual operating budget that outlines all expected revenues and expenses for the upcoming fiscal year. The budget must support the Club's strategic priorities, ensure financial sustainability, and reflect responsible use of member funds.

Once finalized, the draft budget will be presented to the Board for approval before the start of the new fiscal year. No spending may occur outside the approved budget unless prior authorization is granted by the Board. Throughout the year, actual financial performance will be monitored against the approved budget, and material variances will be reported to the Board with recommendations for adjustments, if needed.

Summit Volley may from time to time be required to adjust fund allocations to meet the changing needs of a particular program. The Executive Director is permitted to adjust line items within a program budget. Line adjustments

that create greater than a \$25k difference to the Net Contribution of a Program or in the Net Surplus/Deficit of the Association must be approved by the Board of Directors

Team Budgets

Team fees should reflect actual operating costs (tournaments, gym time, uniforms, coaching fees, equipment)

Team staff must follow the approved budget and report variances.

Financial Reporting

Annual Financial Statements

- Prepared at fiscal year-end
- Reviewed and approved by the Board
- Presented to members at the Annual General Meeting (AGM)

Independent Review or Audit

At the end of each fiscal year, the Club will prepare annual financial statements that provide a complete and accurate summary of its financial activities. These statements will be reviewed and approved by the Board before being presented to the membership at the Annual General Meeting (AGM). In accordance with ONCA requirements, the Club will obtain an independent audit each year, and the audited financial statements will be posted on the Club's website for member access.

Invoicing & Payment

All fees and charges issued by the Club must be processed through the Club's official invoicing system to ensure accuracy and transparency. Payment plans may be approved on a case-by-case basis to support families with financial need. Any delinquent accounts will follow the Club's standard collection process, which may include reminders, payment arrangements, and restricted participation if necessary.

Refunds

Refunds are issued only according to the Club's Refund Policy

Summit Volley reserves the right to cancel any program, camp, clinic, lesson, or club team due to a lack of enrollment. A full refund will be provided.

All other refunds provided as per Summit Volley's refund Policy

House Leagues/Camps/Clinics

- Withdrawal two weeks prior to the start of program: A full refund will be provided (less \$7% administration fee)
- Withdrawal within two weeks of the start of program: 50% of registration fees will be refunded (less 7% admin fee). Should a replacement athlete be available a full refund will be provided (less the 7% admin fee)
- Withdrawal within 24 hours of the start of a program: no refunds will be provided.
- Withdrawal mid-program: no refunds will be provided.

Competitive Club Program

- Deposits collected from re-signed athletes are non-refundable.
- We do not provide refund of fees paid for Club athletes since the loss of an athlete cannot be easily replaced once all club athletes have committed to their team. Summit will not pursue the remainder of any amounts due). Athletes are considered committed to their team once an offer form is returned.

- Should an athlete become injured and not be available to continue their season, Summit will not pursue the remainder of any amounts due. Confirmation of removal due to injury must be submitted to the President of Summit.
- Should an athlete request a release no refund will be provided on any fees paid and will be responsible for a pro-rated payment dependent on their date of request.

Expenses & Reimbursements

Purchase Rules

Purchases must align with the approved budget and proof of purchase (receipt or invoice) is required

Reimbursements

Must be submitted within 30 days of the expense with receipts and cannot exceed the approved amounts

Outlined below are the inclusions and limitations of eligible coach expenses. These expenses will be paid out to a maximum of 2 coaches per team for all age tournaments and all non-age tournaments:

- Food - \$70 for a full day (\$15 for breakfast, \$20 for lunch, \$35 for dinner)
- Mileage - \$0.23/km. Based on google maps. Where possible it is recommended that coaching staff car pool
- Parking fees incurred for practices at local facilities. (receipts required)
- Coaching development courses approved by the Club.
- Hotel expenses – Friday night hotels are covered when expected travel is over 3hrs or in the case of inclement weather. (receipts required)

There are no eligible expenses if tournaments take place in our home region.

All expenses will be covered for the Ontario Championships.

Conflict of Interest

Anyone involved in financial decisions must disclose potential conflicts and individuals may not approve payments to themselves or family members. Contracts and purchasing decisions must be impartial and competitive. Contracts for third-party service providers must obtain at least three competitive quotes before any commitment or contract is approved.

Summit Volley Expected Budget

Income								
Registrations								
Age Group	OVAVC Membership Fee Athlete Paid	Summit Club Fee	Hst	Total Fee wHST	# of Players	2team	Per team	
Female								
6v6G (2 Teams)	100.41	\$2,100.00	\$273.00	\$2,373.00	20	\$42,000.00	\$21,000.00	
TL5G (2 Teams)	100.41	\$2,100.00	\$273.00	\$2,373.00	20	\$42,000.00	\$21,000.00	
15UG (2 Teams)	100.41	\$2,200.00	\$286.00	\$2,486.00	20	\$44,000.00	\$22,000.00	
16UG (2 Teams)	100.41	\$2,200.00	\$286.00	\$2,486.00	20	\$44,000.00	\$22,000.00	
17UG (1 Team)	100.41	\$2,300.00	\$299.00	\$2,599.00	10	\$23,000.00	\$23,000.00	
Male								
6v6 (2 Teams)	100.41	\$2,100.00	\$273.00	\$2,373.00	20	\$42,000.00	\$21,000.00	
TL5B (2 Teams)	100.41	\$2,200.00	\$286.00	\$2,486.00	20	\$44,000.00	\$22,000.00	
15UB (1 Team)	100.41	\$2,200.00	\$286.00	\$2,486.00	10	\$22,000.00	\$22,000.00	
16UB (1 Team)	100.41	\$2,300.00	\$299.00	\$2,599.00	10	\$23,000.00	\$23,000.00	
Total Number of teams 15					Total Players	150	Total Fees	\$326,000.00
Expenses/ team								
						13 teams	2 teams	
Tournament Fees	\$ 400.00	\$425.00				\$ 1,600.00	\$ 1,700.00	
Ontario Championships	\$ 1,700.00	\$1,900.00				\$ 1,700.00	\$ 1,900.00	
Uniforms	\$ 350.00					\$ 350.00	\$ 700.00	
Coach Uniforms	\$ 200.00				2 coaches/ Team	\$ 400.00	\$ 400.00	
Coach Registration	\$ 100.41				2 coaches/team	\$ 200.82	\$ 200.82	
Coach Training	\$300.00				2 coaches/team	\$ 600.00	\$ 600.00	
Head Coach Stipend	\$2,000.00					\$ 2,000.00	\$ 2,000.00	
Asst. Coach Stipend	\$ 1,000.00					\$ 1,000.00	\$ 1,000.00	
Coach Expenses	\$ 1,000.00					\$ 1,000.00	\$ 1,000.00	
Coach Hotels	\$ 2,000.00					\$ 2,000.00	\$ 2,000.00	
Total Per Team						\$ 10,850.82	\$ 11,500.82	
13 team and 2 team total						\$ 141,060.66	\$ 23,001.64	
Total						\$	164,062.30	
GYM FEES								
							/Team	
French Board						\$ 8,000.00		
Private						\$ 6,000.00		
Catholic Board						\$ 8,420.00		
Rec Centre						\$ 5,000.00		
College						\$ 7,500.00		
Beach						\$ 2,000.00		
						\$ 36,920.00	\$ 2,461.33	Cost Per team
Balls	12 Ball/ Team @\$90/ ball for 15 Teams Every three years					\$ 16,000.00		
Equipment	First Aid bags \$200* 15					\$ 3,000.00		
Yearly Club Registration						\$ 500.00		
Club Directors and Officers Insurance						\$ 200.00		
Website hosting and Team Shop						\$ 2,500.00		
Office Supplies						\$ 3,000.00		
Legal Fees						\$ 3,000.00		
Accountant Fees - Annual						\$ 3,000.00		
AGM	Room Rental - Food etc					\$ 5,000.00		
Board Membership Fees	\$100.41* 5 Positions					\$ 502.50		
YE Banquet & Trophies						\$ 9,000.00		
Miscellaneous						\$ 5,000.00		
2 Part time Staff \$25,000						\$ 50,000.00		
S&C Training	Arnold works with 13 teams for 1 session/per week for 6 month and 2 teams for 2 session/week for 6 months					\$ 15,000.00		
Total						\$ 115,702.50		
Total Expenses						\$316,684.80	\$9,315.20	

Concussion Information and Links

[OVA Concussion Policy](#)

[Ontario's Rowen's Law Concussion Resources](#)

[Ontario Concussion Information](#)

[Medical Assessment Letter](#)

[Medical Clearance Letter](#)

SAMPLE