

Scorpions Youth Volleyball Club



Club Handbook

Version 1.1

Oct 6, 2025

Purpose	4
Club Information	4
Scorpions Mission.....	4
Scorpions Constitution & Bylaws	4
Board of Directors	5
Who to Contact.....	5
OVA Resource Links	6
Pre-season Information	7
Registration on MRS - Try Out Player	7
How to Determine Age Groups.....	7
Team Start-up Information	8
Team Resources	8
Parent Reps.....	8
Team Apps.....	8
Parent Meeting	8
Parent Respect in Sport	9
MRS - Players.....	9
Uniform Fitting Day.....	9
Tournament Registrations.....	10
OVA Tournaments.....	10
Non-OVA Tournaments - Canada.....	10
US Tournaments.....	10
POLICY: Travel to the United States for Competition.....	11
Purpose.....	11
Club Position.....	11
Team Decisions.....	11
Families' Choice.....	11
Policy Review.....	11
OVA Ontario Championships 2026.....	12
National Championships 2026.....	12
In-Season Information	13
Scorpions Concussion Bylaw	13
Codes of Conduct	13
OVA SafeSport Person in Authority Policy	13
Discipline Policy	13
POLICY: Discipline and Complaints.....	14
1. Purpose.....	14
2. Scope.....	14
3. Behavioral Expectations.....	14
3.1 Athletes.....	14
3.2 Coaches.....	14
3.3 Parents and Guardians.....	15
4. Disciplinary Process.....	15

4.1 Minor Infractions.....	15
4.2 Major Infractions.....	15
5. Complaints Policy.....	15
5.1 General Complaint Guidelines.....	15
6. Complaints About Coaching Staff.....	16
6.1 What Is a Valid Coaching Complaint?.....	16
6.2 Reporting Procedure.....	16
7. Confidentiality and Retaliation.....	17
8. Recordkeeping.....	17
9. Contact Information.....	17
POLICY: Club Financial.....	18
1. Purpose.....	18
2. Competitive Club Fees and Operating Costs.....	18
Club Fee Payment Schedule:.....	18
3.1 Competitive Team Additional Expenses.....	18
4. Development, Camp, Beach and Other Programs.....	19
5. Financial Management.....	19
6. Refund Policy.....	19
7. Non-Payment Policy.....	20
8. Expense Payments.....	20
9. Pro-Rating of Fees.....	20
10. Agreement.....	21
Contact Information.....	21
Coaches' Honorariums and Expenses.....	22
POLICY: Coaching Honorariums & Coach Mentoring.....	23
1. Purpose.....	23
2. Team Honorariums.....	23
3. Mentoring Coaches.....	24
4. Accountability and Review.....	24
5. Policy Updates.....	25
Coach Tournament Expenses - Own Age OVA Events.....	26
Coaches' tournament expenses Playing Up OVA Events/ Invitationals.....	26
Team Sponsorship/Fundraising.....	26
POLICY: Team Fundraising Financial.....	27
1. Purpose.....	27
2. Definitions.....	27
3. Budget and Banking.....	27
4. Sponsorship.....	28
Use of Funds.....	28
5. Fundraising.....	29
6. Financial Management.....	29
7. Expense Payments.....	30
8. Agreement.....	30

Contact Information.....	30
Private Training.....	31
POLICY: Private Training by Coaches.....	32
Purpose.....	32
Social Media.....	33
Logo & Spirit Wear.....	33
POLICY: Social Media and Communication.....	34
1. Purpose.....	34
2. General Guidelines.....	34
3. Privacy and Consent.....	34
4. Content Guidelines.....	34
5. Account Management.....	35
7. Best Practices.....	35
8. Text/Email Communications.....	35
POLICY: Privacy.....	37
Personal Information Protection Policy.....	37
Contact Information.....	38
Scorpions Bursary Program.....	39
Appendix A - Coaches Code of Conduct.....	40
Appendix B - Player Code of Conduct.....	41
Appendix C - Parent/Guardian Code of Conduct.....	42
Appendix D - Administrator Code of Conduct.....	43
Appendix E: New to Volleyball Glossary of Terms.....	45
Version control log:.....	46

Purpose

This document will serve as a north star for all individuals associated with the Scorpions Volleyball Competitive Teams, it contains the following types of information:

1. General information - this document contains useful details, links to external information (ie. OVA policies and resources), contact information, useful examples, etc
2. Policies - all policies relevant to the club are contained in this document. Policies will be reviewed annually (unless otherwise stated) and form the basis for how the club runs
3. Codes of conduct - are included as Appendices and should be reviewed and signed for all those associated with the club at the start of the season based on their role
4. The document is organized into the following sections for ease of navigation: Club information, Pre-season information, Team Start-up Information, In-Season Information
5. This is a living document and information will be added as needed, a change log is provided at the end of the document to record these changes for future reference

The Coaches Handbook contains information specific to coaches and is maintained as a separate document. The Coaches Handbook focuses on information where coaches have sole responsibility or ownership.

Club Information

Scorpions Mission

The Club will promote a healthy active lifestyle and good sportsmanship for the youth of the City of Cambridge, Ontario and surrounding area by teaching them the sport of volleyball.

In providing both indoor and beach programs to local athletes, the Club will endeavour to protect and promote the mutual interest of its players by fostering goodwill and sportsmanship in its athletes as they strive to be the best they can be both on and off the court. The Club will ensure that it does so in a safe, fun, affordable and encouraging environment for all involved.

We follow and support the **Volleyball Canada Long Term Athlete Development (LTAD) Program.**

Scorpions Constitution & Bylaws

The Bylaws that govern our club and are listed on the Scorpions website on the [Governance](#) page.

Board of Directors

President Julie McCombe president@scorpionsvolleyball.ca	Uniform / Equipment Coordinator Tharen Tapuska uniform@scorpionsvolleyball.ca
Treasurer Tanya Freitas treasurer@scorpionsvolleyball.ca	CDN Registrar & Vice President Rosanne Lapierre registrar@scorpionsvolleyball.ca
Secretary Jackee Colquhoun secretaryt@scorpionsvolleyball.ca	US Registrar Karen Omand registrar@scorpionsvolleyball.ca
Development Coordinator Christa Schubert /Nicole Detlor scorpionsdevregistrar@gmail.com	Social Media Coordinator Sandy Warner scorpionsvb.media@gmail.com
Sponsorship/Fundraising Co-ordinator Tammy Ball sponsorship@scorpionsvolleyball.ca	

Who to Contact

Jerseys / Spirit Wear – uniform@scorpionsvolleyball.ca

OVA Tournament Registration – registrar@scorpionsvolleyball.ca

Sponsorship / Fundraising Questions – sponsorship@scorpionsvolleyball.ca

Social Media Posts – scorpionsvb.media@gmail.com

Development Program Questions – scorpionsdevregistrar@gmail.com

General Inquiries – info@scorpionsvolleyball.ca

OVA Resource Links

[Youth Competitions Manual & Registration Deadlines 2025-2026](#)

[Early Contact Initiative Manual 2025-2026](#)

[Youth Competition Calendar 2025-2026](#)

[What's new 2025-2026](#)

[Long Term Athlete Development](#)

Pre-season Information

Registration on MRS - Try Out Player

All new and returning Players and Coaches will need to register in the [MRS system](#) as a try out player before attending any try outs. Your verification email from OVA will be required when attending try outs. This is a requirement of the OVA to ensure compliance with provincial concussion legislation (Rowan's Law) and to sign off on the online waivers of liability prior to participating in any OVA related activities. <https://www.ontariovolleyball.org/club-tryouts>

How to Determine Age Groups

Your child will play in the age group that matches the age they will turn *during the calendar year* of the second half of the season (ie. 2025/2026 age in 2026).

- **Example 1:** A child born on **February 18, 2010** will play **16U** for the 2025/2026 season, since they will turn 16 in **February 2026**.
- **Exception:** If an athlete's birthday falls between **September 1 and December 31**, they may choose to play in either the standard age group (as described above) **or** the age group **one year younger**.
 - **Example 2:** A child born on **October 22, 2009** could play **17U** (standard) or **16U** for the 2025/2026 season.

Team Start-up Information

Team Resources

Parent Reps

All teams must have two (2) parent reps. The parent reps ease the administration burden on the coaches. Parent reps must be in good standing with the club. Responsibilities of the parent reps include, but not limited to the following:

- Fundraising – collecting funds and paying team expenses outside of sponsorships (must have two reps to manage funds in a team bank account) - see Fundraising and Sponsorship Financial Policy
- Sourcing hotels for away tournaments
- Registration for invitational tournaments
- Potluck lunch organization (if applicable)
- Organizing team bonding activities

Parent reps are supported by the Board and the team coaches.

Note: this role does carry responsibilities that can impact the entire team, if additional parent reps are needed, consider sharing the duties among several parents. The parent reps are responsible for financial management and should be capable of keeping accurate and complete records that provide transparency to the other parents on the team at all times. Parent reps are bound by Scorpions Volleyball policies and this handbook - they should have a thorough understanding of expectations outlined. The board reserves the right to remove a parent rep from this role.

Team Apps

We encourage the use of a team app. This helps with scheduling etc. This is a great job for parent reps to manage for your team. Note that since coaches have ultimate responsibility for the team, they must be included in all Team App discussion groups - this ensures transparency for all decision-making.

Ex: [Heja](#) and [Band](#) - both free and user friendly

Parent Meeting

The first team meeting should include as many guardians/parents and athletes as possible in order to review the code of conduct and provide all information firsthand. This meeting is led by the coach with support from the parent representatives.

Topics for First Team Meeting (Suggested Agenda):

- **Code of Conduct** – Review for both parents and players.
- **Membership Requirements** – Athletes must upgrade and pay for their OVA membership in MRS; Respect in Sport certificate number must be entered. New players must complete the Respect in Sport modules (information provided by the Registrar will also be reviewed on uniform fitting day).
- **Parent Representatives** – Select two parent reps to assist with administrative tasks and act

as liaisons between parents and coaches. Concerns regarding **administrative tasks** are to be brought to the parent reps, not directly to coaches. *****Note: Parent reps are not assistant coaches or Team Managers*****

- **Fundraising** – A transparent ledger must be kept of all funds collected from each family and shared with all team families (see Team Fundraising/Sponsorship Financial Policy).
 - **Season Expectations** – Attendance, conduct, and commitment for both practices and tournaments.
 - **Coaching Philosophy** – Share coach’s approach and expectations with the team.
 - **Tournaments** –
 - OVA tournaments (overview and expectations).
 - Nationals (discussion on participation and planning).
 - “Playing Up” in OVA events – fees are **not** included in team fees.
 - U.S. tournaments – see statement on US tournaments below.
- Registration and Uniform fitting day - MANDATORY

Remember – registration and coaches’ expenses for all non-OVA tournaments, playing an OVA tournament in an older age group and Nationals are **NOT** covered by the team fees. These expenses need to be addressed at the beginning of the season. If a team decides to attend Nationals, a parent rep must complete the registration as the Club Registrars do not register teams for this event. A complete budget must be provided to all families at the start of the season so they understand the complete picture.

Parent Respect in Sport

Parents must complete respect in sport training if they are new to OVA volleyball or have not completed the course in the past. This is a requirement of athlete participation in OVA tournaments. The club registrar will verify that all parents have completed this course at the start of the season.

[Respect in Sports](#)

MRS - Players

Athletes **MUST** register on MRS as an indoor player membership prior to competing in any OVA delivered event.

Each player must have an up-to-date MRS account. Coaches, please relay this information to your parents, parent rep and players once they are signed. The club is not responsible for payment of their membership, nor is it included in their registration fee. For the younger teams, this is new for the parents.

***Very important**; when a player creates an account on MRS; Gmail addresses are advised as this will permit families to register more than one athlete to their accounts and **NO UNDERSCORES** are permitted in the email address.

Uniform Fitting Day

Uniform Fitting Day will be scheduled at the beginning of the season. The schedule and location will be communicated to coaches and signed athletes. It is **mandatory** for all athletes to attend. Jersey numbers are to be determined prior to Uniform Day. Each athlete will receive two (2) jerseys included in the fees. Teams may choose if they want sleeveless, short sleeved or long sleeved (girls only) jerseys. This must be communicated by the coach to the uniform coordinator by the deadline specified by the uniform coordinator. If not specified, girls' teams will receive one (1) long-sleeve jersey and one (1) short-sleeve jersey. Boys' teams will receive either two (2) short-sleeve jerseys (15U and under) or two (2) sleeveless jerseys (16U and up).

Tournament Registrations

OVA Tournaments

Unless notification is provided to the Registrar, teams will be registered for their own age OVA tournaments and Ontario Provincial Championships. These tournament fees are included in the athlete fees.

Playing up an age category is not included in club fees. Registrar must be notified within two weeks of the registration deadline in order for teams to be registered. Fees for these tournaments are to be paid out of any team sponsorship funds. If there are no sponsorship funds, parents are expected to pay the fee. Parent reps are to submit the fee to the treasurer.

Non-OVA Tournaments - Canada

All invitational tournaments (non-OVA) are the full responsibility of the team. The coach or parent rep will be required to email the tournament director to confirm your registration. Payment can be made directly from your team or if payment is required from the club, email the treasurer with the necessary documents. The team is then to either reimburse the club or funds will be taken from sponsorship funds.

US Tournaments

The Scorpions Volleyball Club will not be participating in, sanctioning or organizing tournaments in the United States at this time. This decision is based on concerns about the current political and social climate and our commitment to ensuring all athletes have equal opportunities to participate. Teams are expected to plan their schedules within Canada. Families who choose to attend US events independently do so outside of club programming and without club insurance or support. This policy will be reviewed quarterly by the Board of Directors. See below for the complete policy.

POLICY: Travel to the United States for Competition

Effective Date: August 26, 2025

Approved: Scorpions Board of Directors

Version: 1

Reason for Change: New policy

Purpose

The Scorpions Volleyball Club is committed to providing safe, inclusive, and accessible opportunities for all athletes. This policy outlines the club's position on travel to the United States for volleyball competition, taking into account the current political and social climate, as well as the impact on families.

Club Position

At this time, the Scorpions Volleyball Club will not participate in competitions held in the United States. This decision is based on the following considerations:

1. **Political Landscape** – The current political and social environment in the US may create challenges and uncertainties that are beyond the club's control. The club will not place athletes in situations that are unsafe or risky.
2. **Equity & Inclusion** – The club strives to ensure that all athletes can participate fully in team activities. US travel may limit opportunities for some athletes due to passport/visa, socio-economic or other personal considerations.

Team Decisions

- Teams are expected to plan their competitive schedules within Ontario (and, where appropriate, Canada).
- Requests for cross-border competition will not be approved by the club under this policy.
- Coaches are asked to respect this position and prioritize Canadian-based opportunities that align with our development goals and values.

Families' Choice

Families may have different views regarding travel to the US. However, the Scorpions Volleyball Club will not sanction, fund, or organize US-based tournaments at this time. Families who independently pursue US events do so outside of Scorpions Volleyball Club programming and without club affiliation or insurance coverage.

Policy Review

This policy will be **reviewed periodically** by the Board of Directors to reflect any changes in the political or social landscape, as well as the needs of our athletes and families.

OVA Ontario Championships 2026

Ontario Championships 2026 will be held in Toronto at the Enercare Centre April 16th - 25th 2026.

April 16-18 15UG/17UG & TLSB/17UB

April 19-21 6v6G/TLSG & 15UB

April 23-25 16UG/18UG & 6v6B/16UB/18UB

Exact waves (morning or afternoon) will be released later in the season.

National Championships 2026

The [National Championships](#) are hosted by Volleyball Canada. As this tournament is outside the season, the Registrar **WILL NOT** register teams and it is therefore the coach or parent rep's responsibility. Please note the registration times/deadlines as the registration opening is often midday. National Championships registration fees are not covered by athlete fees and are the team's sole responsibility.

There may also be different [coaching requirements for Volleyball Canada](#). Coaches are responsible for ensuring they have all the required coaching courses for this tournament.

In-Season Information

Scorpions Concussion Bylaw

The club recognizes the importance of managing a concussion injury. Remember that it is always the responsibility of the physician to diagnose the injury.

The club will ensure that all coaches complete:

1. [Making Headway](#)
2. Follow [OVA Concussion Policy](#).
3. Adhere to [Rowan's Law](#).

Concussion Designate

A Designate is required at practices and at tournaments. Please ensure coaches and two (2) parents are identified as a designated person - see definition below:

As per the OVA: Designated Person: An Individual who has completed the Concussion Awareness Resources within the last twelve months and must remove athletes from the field of play when a concussion is suspected. The designate is also required to receive confirmation from the parent/guardian of medical clearance from a physician or nurse practitioner before the athlete can return to unrestricted training, practice, or competition.

Codes of Conduct

Scorpions have four (4) codes of conduct that must be signed by all coaches, players, board members and parents/guardians prior to the first practice:

- Scorpions – Coaches Code of Conduct Appendix A
- Scorpions – Player Code of Conduct Appendix B
- Scorpions – Parent/Guardian Code of Conduct Appendix C
- Scorpions - Administrator Code of Conduct Appendix D

OVA SafeSport Person in Authority Policy

All coaches must follow the [OVA Person in Authority](#) which includes amongst other things the [Rule of Two](#) and prevention of harassment, discrimination and abuse of athletes. The Coaching Association of Canada course is located on their website: [Safe Sport Training](#)

Discipline Policy

Any violations of our Coaches, Players or Parents Codes of Conduct will be directed to the president@scorpionsvolleyball.ca. Depending on the seriousness of the issue a discipline committee may be formed by the president. Interviews will be conducted, and the committee and board will approve of the action taken.

POLICY: Discipline and Complaints

Scorpions Youth Volleyball Club

Effective Date: September 1, 2025

Approved By: Scorpions Youth Volleyball Club Board of Directors

Version: 1

Reason for Change: New policy document

Applies to: All members

1. Purpose

This policy outlines the behavioral expectations for all members of Scorpions Youth Volleyball Club (SYVC), including athletes, coaches, staff, and families. It also provides clear procedures for addressing disciplinary issues and handling complaints, including concerns about coaching. Our aim is to ensure a respectful, safe, and development-focused environment for all participants.

2. Scope

This policy applies to all individuals participating in or attending any club activities, including:

- Players
- Coaches and assistant coaches
- Parents and guardians
- Club administrators and staff
- Volunteers and spectators

Applies to all club settings: practices, games, tournaments, travel, team events, and digital/online interactions.

3. Behavioral Expectations

3.1 Athletes

Athletes are expected to follow the Athletes Code of Conduct:

- Show respect to coaches, teammates, parents, board of directors, referees, and opponents.
- Attend club activities, practices and games on time and with a positive attitude.
- Refrain from bullying, hazing, or inappropriate behavior (in person or online).
- Play with integrity and uphold good sportsmanship.

3.2 Coaches

Coaches are expected to follow the Coaches Code of Conduct:

- Create a positive, developmentally appropriate environment.
- Communicate clearly and constructively with players and families.
- Act professionally and ethically at all times.

- Follow all club policies, as well as those of governing bodies (e.g., OVA).

3.3 Parents and Guardians

Parents/Guardians are expected to follow the Parents/Guardians Code of Conduct:

- Support their child's participation in a positive and respectful manner.
- Refrain from coaching from the sidelines or interfering with practices or games.
- Communicate concerns through proper channels (see Section 6).
- Abide by the club's 24-hour rule: wait at least 24 hours after a game or practice before raising non-urgent concerns.
- Be respectful in all communications with coaches, staff, volunteers, and other families.
- Parent Reps have additional responsibilities and are expected to follow all policies and guidelines included in the Club Handbook as well as act in a way that is ethical at all times.

4. Disciplinary Process

4.1 Minor Infractions

Examples: tardiness, missing practice without notice, talking back, unsportsmanlike conduct

Progressive Steps:

1. **Verbal Warning** from coach or staff with athlete
2. **Parent/Guardian Notification**
3. **Written Warning** and meeting with President if behavior continues
4. **Temporary Suspension** (from practice, games or tournaments)

4.2 Major Infractions

Examples: bullying, threats, fighting, repeated defiance, substance use, discrimination

Process:

1. Immediate removal from activity (if needed for safety)
2. Written report submitted to the Club President by the coach within 24 hours
3. Investigation and interviews as needed
4. Board of Directors makes a disciplinary decision
5. **Consequences may include:**
 - Game or season suspension
 - Probation
 - Permanent dismissal (no refund - see Club Financial Policy)

5. Complaints Policy

5.1 General Complaint Guidelines

We encourage concerns to be addressed constructively and through proper channels. Complaints can be made by players, parents, coaches, or staff.

Step 1 – Informal Resolution:

- Address the issue directly and respectfully with the individual involved, if appropriate.

Step 2 – Formal Complaint:

- Submit a written complaint to the Club President.
- Include relevant, specific details: names, dates, issue summary.

Step 3 – Investigation and Resolution:

- The Club President or proxy will respond within **3 business days**.
- An investigation may involve meetings with those involved.
- A resolution will be issued within **10 business days** if possible.

Step 4 – Appeal Process (if applicable):

- If not satisfied, a written request for review may be submitted to the Board of Directors.
- Final decision is binding.

6. Complaints About Coaching Staff

Concerns about coaching staff will be taken seriously and must follow these steps:

6.1 What Is a Valid Coaching Complaint?

Examples:

- Consistent negative behavior toward a player (e.g., yelling, favoritism)
- Lack of communication or disrespectful communication
- Unsafe training methods
- Inappropriate conduct or boundary violations
- Vindictive behaviour impacting the team or an athlete

Note: Coaching decisions such as playing time, team roles, or strategy are at the discretion of the coach and not typically grounds for complaint unless handled with clear bias or misconduct.

6.2 Reporting Procedure

1. **Wait 24 hours** before contacting the coach about non-urgent matters (24-Hour Rule).
2. **Send a respectful email or request a meeting** to address the concern. Be specific in the email so the coach is able to understand the request and be prepared for the meeting.
3. If the issue is unresolved or serious, **submit a written complaint** to the Club President.

4. The Club President will assess and investigate, including discussions with the coach.
5. Appropriate steps will be taken, which may include coaching support, mediation, or disciplinary action. This outcome may not be communicated with the complainant - but the status of the complaint will be shared.

7. Confidentiality and Retaliation

- All complaints and disciplinary matters will be handled confidentially to the extent possible.
- Retaliation against any player, parent, or coach for raising a concern will not be tolerated and may lead to disciplinary action.

8. Recordkeeping

The club will maintain secure records of:

- Disciplinary actions
- Formal complaints
- Investigations and resolutions

These records are kept private and shared only with relevant club officials.

9. Contact Information

For complaints or disciplinary matters, contact:

Club President: Julie McCombe

Email: president@scorpionsvolleyball.ca

POLICY: Club Financial

Scorpions Youth Volleyball Club

Effective Date: September 1, 2025

Approved By: Scorpions Youth Volleyball Club Board of Directors

Version: 1

Reason for Change: New policy document

Applies to: All members

1. Purpose

This policy is intended to provide transparency and clarity regarding financial responsibilities for all participants and families involved in Scorpions Youth Volleyball Club. It covers club competitive fees, development fees, team-specific expenses, financial procedures, refund policies, and consequences of non-payment.

2. Competitive Club Fees and Operating Costs

Club fees are assessed to cover the administrative and operational costs of running the club. These may include, but are not limited to:

- Facility rental and maintenance
- Equipment and uniforms
- Coaching staff compensation and training
- Insurance and registration fees (e.g., OVA)
- Technology, scheduling systems, and website maintenance
- Administrative support and staff

Club Fee Payment Schedule:

- Families are required to pay club fees once they register with the club at the start of the season. The registration process allows families to choose an installment plan (monthly or quarterly).
- All fees must be paid in full no later than March 1st of the season year.
- Athletes who are re-signed to the club as per the OVA policy are not required to provide a deposit.
- As per the OVA Tryout policy, athletes who receive an open commitment are required to pay a non-refundable deposit, this will be deducted from their fees.

3.1 Competitive Team Additional Expenses

In addition to club-wide fees, each team may incur additional expenses that are shared among team members. These are the responsibility of the individual team to manage - usually by the Parent Reps. It is expected that each team makes a budget for any additional expenses associated with the season to allow families to plan ahead and provide information at the end of the season regarding any funds remaining. These expenses may include:

- Non OVA Tournament entry fees
- OVA Tournament Fees in older age group
- Coach travel expenses (transportation, lodging, meals) for tournaments outside of OVA
- Team bonding events or apparel (e.g., practice shirts, activities)
- Strength and conditioning or other gym fees
- Travel accommodations (for individual team members)

Parent Reps are expected to communicate additional expense estimates with all team parents at the beginning of the season in the team budget. Estimates are subject to change based on tournament schedules or unforeseen costs. Parent Reps may collect and manage team funds separately from club fees, under oversight from the team members. The Club Board of Directors does not have oversight to these expenses and can not take any responsibility.

For fundraising and sponsorship information see Team Fundraising Financial Policy.

4. Development, Camp, Beach and Other Programs

These fees are assessed to cover the administrative and operational costs of running the programs. These may include, but are not limited to:

- Facility rental and maintenance
- Equipment and uniforms
- Coaching staff compensation and training
- Insurance and registration fees
- Technology, scheduling systems, and website maintenance
- Administrative support and staff

Program Fee Payment Schedule:

- All fees associated with these programs are typically due up front.
- In the case of cancellation prior to the start of the program, a refund can be offered, less a 20% administrative fee (to cover processing costs), subject to guidelines for registration. For cancellations after program start, see Prorating section below.
- All fees must be paid in full by the designated due date(s) typically tied to registration.

5. Financial Management

All club and team financial matters are overseen by the Club Treasurer. The club maintains records of all payments, balances, and transactions for sponsorship. Financial communications (invoices, reminders, updates) will be sent via email or using the Sports Engine app or a designated club management platform.

6. Refund Policy

The following refund policy applies to all participants:

- **Non-refundable deposit:** Required upon acceptance of an open commitment to a competitive team, subject to the terms outlined in the OVA tryout policy.
- **Voluntary withdrawal:** If a player voluntarily leaves the club or team after the start of the season or session, no refunds will be issued for club or team fees already paid.
- **Injury or medical withdrawal:** Partial refunds or prorated fees may be considered upon receipt of a physician's note and at the discretion of the Club Board of Directors.
- **Club-initiated withdrawal:** If a player is removed from the program due to conduct violations, OVA ineligibility, or non-compliance with club policies, no refunds will be issued.

7. Non-Payment Policy

Timely payment is required to ensure a player's eligibility and participation.

If a payment is missed:

- Players with accounts more than 30 days past-due may be subject to **suspension from practices, matches, or tournaments** until the account is brought current.
- Accounts more than 60 days overdue may result in removal from the team.

Families experiencing financial hardship are encouraged to contact the Club Treasurer **before** payment deadlines to discuss payment plans or financial aid options, if available. Our goal is for every athlete to be able to play.

8. Expense Payments

Timely submission of any expenses is required to ensure financial stability of the club.

If an approved expense is incurred on behalf of the club:

- Completion of an expense report for reimbursement should be made within one month of the expense. It is critical that all documents and receipts be provided.
- Use Sports Engine to submit expenses, please include all receipts for any expenses. If any deviations are required from this process, please reach out to the Club Treasurer for an exemption
- Exemptions to the current expense payment process will be at the discretion of the Club Treasurer, if they are unable to reach an agreement, the Club Board of Directors will determine the outcome.

9. Pro-Rating of Fees

Pro-rating of fees may be considered in the following circumstances:

- **Late start** (e.g., joining after the season begins): Club and/or team fees may be adjusted based on the remaining schedule.

- **Injury/Medical withdrawal:** Partial credit or refund may be issued based on the timing of withdrawal.
- **Mid-season transfer or departure:** Pro-rating is at the sole discretion of the Club Board of Directors and is not guaranteed.

No pro-rating will be provided due to:

- Missed practices or tournaments for personal travel or scheduling conflicts
Player suspensions due to disciplinary issues
- Temporary absences, other than the reasons stated previously
- Athletes deciding to leave a program after it has begun, other than the reasons stated previously (camp, development, etc)

10. Agreement

By enrolling in Scorpions Youth Volleyball Club, families agree to abide by the terms outlined in this Financial Policy. Any deviations must be approved in writing by the Club Board of Directors.

Contact Information

For questions or concerns regarding payments or financial matters, please contact:

Club Treasurer: Tanya Freitas

Email: treasurer@scorpionsvolleyball.ca

Coaches' Honorariums and Expenses

Scorpions Youth Volleyball Club Inc. offers an honorarium to cover expenses such as traveling to practices and tournaments for coaches. Honorariums will be paid in two (2) installments (December and April). Each team is given a budget of \$5,000 for honorariums (\$2,500.00 per term) to be divided amongst the coaches. This should be discussed between the coaches and communicated to the Treasurer by December 1 (term 1) and April 1 (term 2).

Suggested Splits:

- 1 HC/1 AC 65%/35%
- 1 HC/2 AC 60%/20%/20%
- 1 HC/3 AC 55%/15%/15%/15%

POLICY: Coaching Honorariums & Coach Mentoring

Scorpions Youth Volleyball Club

Effective Date: September 1, 2025

Applies To: All Coaches, Assistant Coaches, and Staff

Approved By: Scorpions Youth Volleyball Club Board of Directors

Version: 1

Reason for Change: New policy document

Applies to: Coaches, Board of Directors

1. Purpose

This policy outlines the expectations and structure for distributing coaching honorariums within Scorpions Youth Volleyball Club, including guidelines for when mentoring coaches may be assigned and compensated. The goal is to ensure transparency, fairness, and consistency across all teams and coaching levels.

2. Team Honorariums

2.1 Eligibility

- Head and assistant coaches are eligible for a **seasonal honorarium** as outlined in their offer letter. Teams are provided with a lump sum honorarium amount to be divided amongst the coaching staff. Team budgets are based on honorariums for one head coach and one assistant coach. If additional coaching staff are requested, approval by the Club Board of Directors is required before the start of the season. Teams are expected to divide the honorarium lump sum amongst any additional coaching staff.
- Individuals supporting the team without prior approval or without the required skill set will do so on a voluntary basis.
- Honorariums are set by the Club Board of Directors and may reflect additional club tasks or skill sets of coaches.
- *****NOTE: It is not appropriate for parents to provide an honorarium to coaches outside of that discussed in this policy - aside from the potential bias and conflict of interest that could be interpreted, team funds raised are not intended for this purpose*****

2.2 Payment Schedule

- Honorariums are paid:
 - In two installments - in December and May by cheque to each coach
 - (note a valid SIN and home address must be provided in order to receive the coaching honorarium).
- Payment is contingent upon fulfillment of coaching responsibilities and compliance with club policies.

2.3 Missed Commitments

- Honorariums may be prorated or withheld if a coach:

- Missed practices/games without prior approval
- Fails to meet expectations outlined in the Coaches Offer Letter
- Violates the club's Coach Code of Conduct
- Leaves their role during the season for any reason
- Decisions regarding prorating or withholding honorariums will be at the discretion of the Club Board of Directors

3. Mentoring Coaches

Mentoring roles may be assigned to support newer or less experienced coaches, ensuring quality instruction and consistency across the club.

3.1 When Mentoring is Appropriate

A mentoring coach may be assigned when:

- A new or first-year coach is leading a team independently
- A team is struggling with structure, planning, or player development
- A coach requests support or guidance
- Club leadership deems that additional oversight is in the best interest of the team

3.2 Mentorship Expectations

- Mentoring coaches must:
 - Attend designated practices (typically 1–2 per week)
 - Provide support in planning practices and game strategy
 - Offer feedback and model positive coaching behavior
 - Communicate regularly with the mentee and Board of Directors

3.3 Compensation for Mentors

- Mentors may receive a **modest honorarium** based on:
 - Frequency of support provided
 - Time commitment (e.g., weekly vs. occasional)
 - Impact of mentorship on team and coach performance
- Mentorship honorariums must be **approved in advance** by the Club Board of Directors.

4. Accountability and Review

- All honorarium and mentoring decisions are subject to periodic review by the Club Board of Directors.
- Coaches receiving honorariums or mentoring support may be asked to complete a short end-of-season self-evaluation.
- Any concerns about honorarium distribution or mentoring should be brought to the Club Board of Directors for resolution.

5. Policy Updates

This policy may be updated annually or as needed based on the evolving needs of the club and coaching staff.

Contact:

For questions about this policy, please contact:

Club Treasurer: Tanya Freitas

treasurer@scorpionsvolleyball.ca

Coach Tournament Expenses - Own Age OVA Events

Coaches who do not have a child on the team – No travel reimbursement will be provided if the tournament location is within 130 km of our official address - 107 Queen Street E, Cambridge.

If a team is required to travel more than 130 km one way (from our address) for an OVA event, the club will reimburse mileage at the prescribed CRA rate per kilometer for kilometers over 130 km. *For example, if you have an OVA tournament that is 150 km each way, the club will reimburse you 40km at the CRA prescribed rate (20 km/trip).*

Hotel and meal expenses for coaches are to be paid for by the team. This can be out of pocket, through fundraising, or sponsorships. Meals are a maximum of \$20.00 per meal and no alcohol.

Coaches with a child(ren) on the team – No travel reimbursement will be made.

Coaches' tournament expenses Playing Up OVA Events/

Invitationals

No travel reimbursement will be provided by the club if the tournament is a non-OVA event or an OVA event (playing up) not of your own age category.

Mileage/hotel will be the responsibility of the team (parents). These potential expenses should be discussed with parents at the start of the season at the first team meeting.

******Please note that it is expected that coaches carpool and share hotel rooms wherever possible.******

To submit expenses, please complete the [Expense Report](#) in SportsEngine. Cheques are generally done semi-monthly (mid-month and end of the month). For expenses to be paid by team fundraising or directly by parents, receipts and documentation of travel must be provided and saved so they are available for review by all team parents/guardians.

Team Sponsorship/Fundraising

The following information can be found on our website:

- Sponsorship Tiers
- Sponsorship Letter

Please remember that this is a youth volleyball club therefore we do not accept alcohol, cannabis, cigarette, or firearms sponsors. Raffles of these types of products are also not allowed.

Sponsors can use this [Sponsorship Form](#) to register their sponsorship, make payment and upload their logo. However, if the Sponsor must pay by cheque, the bank requires that they be made payable to our legal name: **Scorpions Youth Volleyball Club Inc.** and a copy of the logo should be emailed to our Sponsorship/Fundraising Coordinator at sponsorship@scorpionsvolleyball.ca.

It should also be noted that sponsorship/fundraising funds cannot be used to reimburse coaches/teams for the following expenses:

- Lost wages
- Coaches' gifts

POLICY: Team Fundraising Financial

Scorpions Volleyball Club

Effective Date: September 11, 2025

Approved by: Scorpions Youth Volleyball Club Board of Directors

Version: 1

Reason for Change: New policy document

Applies to: Parents, Coaches

1. Purpose

This policy is intended to provide transparency and clarity regarding financial responsibilities for Parent Reps and families involved in Scorpions Youth Volleyball Club Team fundraising activities. It covers responsibilities and expectations. The most important focus is on transparency and clear communication.

2. Definitions

- **Sponsorship Funds:** Financial or in-kind contributions from businesses or individuals provided in exchange for advertising or recognition.
- **Fundraising Funds:** Money raised by team efforts (e.g., car washes, raffles, bake sales, etc.) typically organized by players, parents, and parent reps.

3. Budget and Banking

Initial Budget

If any additional activities beyond those covered by club fees are planned for the team, at the start of the season a budget is expected to be provided to the coaches, parents and guardians by the Parent Reps. This budget may include estimates for any additional tournaments, activities and the costs of travel etc for coaches (for tournaments not included in the club fees). This budget is expected to give coaches, parents and guardians a full picture of any additional costs associated with the season.

*****Note: it is important to have agreement with parents regarding these additional costs - please consider the influence of coaches when having these conversations to ensure parents do not feel unnecessary pressure.***** As well, estimates for sponsorship or fundraising income will help parents understand any additional costs that they will be responsible for outside of the standard fees from the club.

[Example Team Fundraising Tracking](#)

For a google sheet version of this document please email treasurer@scorpionsvolleyball.ca

Banking

To ensure transparency of funds it is expected that a minimum of two parents are involved with any activities associated with the team funds. Teams expecting to do fundraising must open a team bank account such as through YNCU or Libro and both Parent Reps must have access. An account through Libro allows for a secondary approval on all transactions, including e-transfers. A letter from

the club will be required by the financial institution. This can be requested by email to the treasurer@scorpionsvolleyball.ca.

Mid-Season budget

It is expected that a mid-season budget be provided to the team before January 1st. The Treasurer will provide a statement of sponsorship and expenses to each team by December 15th to use in their mid-season budget update. The mid-season budget should clearly include any updates to estimated costs and an update on fundraising/sponsorship monies. Any changes to the budget for tournaments etc. can be included in this updated budget. Statements of sponsorship are also available upon request from the treasurer at any time.

End of Year Financial Statement

Parent Reps will provide an end of year financial statement within one month of the end of the season (where end of season is defined as the last tournament, either OVA or Nationals) to all team parents/guardians and the club Treasurer. The Treasurer will provide a summary of all sponsorship money and expenses paid through these funds to each team within two weeks of the end of the season. If additional expenses are incurred after this date, this timeline may be delayed (i.e. end of year party), and this should be communicated to the Treasurer as soon as possible.

This statement will include a complete picture of sponsorship, fundraising and expenses. It is expected that all funds either from sponsorship or fundraising be spent on the team by the end of the season. *****Note: the team does not exist after the season is complete and it would be a misappropriation of funds for them to be spent on any other organization or activity.*****

4. Sponsorship

Teams will refer potential sponsors to the club website where payment can be made through Sports Engine. If an organization would prefer to pay by cheque, please reach out to the Club Treasurer. Sponsorship funds will be deposited into the Club's general account and tracked per team. Cheque must be made out to our legal name: **Scorpions Youth Volleyball Club Inc.**

Sponsors are also asked to upload their company logo and it will be displayed on the website according to the sponsorship tiers: [Scorpions Sponsorships](#)

Funds may only be used for approved team-related expenses (e.g., additional tournament fees, spiritwear, equipment, coach travel expenses). The Club Treasurer will manage disbursements and provide financial reports to Parent Reps based on the details in the budget section of this policy.

Sponsorship Letter if requested by employers: [Sponsorship Letter](#)

Use of Funds

Teams may submit an expense by completing the Sports Engine Expense Report form: [Expense Report](#). The Treasurer will reimburse from the team's sponsorship funds by issuing a cheque and will contact the recipient. All expenditures must align with Club guidelines as outlined in this handbook.

It is best practice for sponsorship funds to be spent before fundraising funds are used. The sponsorship funds cannot be dispersed at the end of the season if they are not spent.

Funds (from either sponsorship or fundraising) may **not** be used for alcohol, or non-team-related purchases. No funds shall be distributed as cash gifts or stipends to players, coaches, or parents unless explicitly approved by the Club Board of Directors.

Note: If a team does not completely spend their sponsorship money during the season these funds will be reallocated to either the Scorpions Bursary fund or Fees Assistance Fund. When enough funds are collected additional bursaries/subsidies will be offered in the subsequent year. Additional bursaries and subsidies will be awarded by an unbiased subcommittee of the SYVC Board of Directors.

5. Fundraising

Fundraising proceeds must be used to benefit the team as a whole (not individual players), such as team bonding, travel costs, team meals, or supplemental gear.

If an external funding source (ie. Flipgive) has been used, these funds should be cashed out well before the end of the season and included with the fundraising money. *Note: for 25/26 season the club strongly discourages the use of FlipGive to fundraise due to non-payment of funds in the past season.

Receipts will be maintained for all expenses in a location accessible by Parent Reps and coaches, a shared google drive is a great tool for this (scanned digital copies are acceptable). **Any expenses paid to parents, coaches or otherwise must have receipts and all funds fully accounted for. Spending funds on anything other than the budget provided to the parents must be agreed to by all parents on the team (these funds belong to the entire team).**

In the event that any fundraising funds remain at the end of the season (this should be strongly avoided), they can be divided evenly between the athletes to cover any additional costs the families have incurred during the season. This should be clearly communicated to the team within the same timeframe as the final budget being provided.

Although fundraising funds are team-managed, the Club reserves the right to audit or request review of financial records if concerns arise.

Note: it is up to the team to determine how they would like to assign funds from fundraising, and this must be decided at the start of the season. Most commonly, fundraising is used directly for team costs and all athletes benefit equally. If a decision is made for fundraising to be divided based on participation this must be clearly stated in writing at the start of the season with agreement from all team parents/guardians and the coaches with expectations outlined in writing.

6. Financial Management

All club and team financial matters are overseen by the Club Treasurer. The club maintains records of all payments, balances, and transactions for sponsorship. Financial communications (invoices,

reminders, updates) will be sent via email or using the Sports Engine app or a designated club management platform.

Concerns/Complaints

Fundraising falls outside club financial oversight and is managed by the Parent Reps. Any concerns or complaints should be addressed with the Parent Reps first, if resolution is not possible, then the coach should be involved. Finally the Club President should be contacted if a resolution can not be found. To ensure appropriate awareness, coaches and assistant coaches should be included in any discussions regarding fundraising (including on the team communication app).

7. Expense Payments

Timely submission of any expenses is required to ensure financial stability of the club.

If an approved expense is incurred on behalf of the team to be paid through sponsorship:

- Completion of an expense report for reimbursement should be made within one month of the expense. It is critical that all documents be provided.
- Use Sports Engine to submit expenses, please include all receipts for any approved expenses. If any deviations are required from this process, please reach out to the Club Treasurer for an exemption
- Exemptions to the current expense payment process will be at the discretion of the Club Treasurer, if they are unable to reach an agreement, the Board of Directors will determine the outcome.
- Expenses will be reimbursed by cheque. Cheques will either be mailed to the address on file or a pickup will be arranged.
- Reimbursement cheques are issued on a semi monthly basis.

8. Agreement

By agreeing to serve as Parent Reps for the a team within the Scorpions Youth Volleyball Club, Parent Reps agree to abide by the terms outlined in this Policy. Any deviations must be approved in writing by the Club Board of Directors. Parents/guardians of athletes should review this policy to understand the expectations of funds raised.

Contact Information

For questions or concerns regarding payments or financial matters, please contact:

Club Treasurer: Tanya Freitas

Email: treasurer@scorpionsvolleyball.ca

Private Training

Coaches are not permitted to conduct paid private training with club athletes in the same age group they are coaching, as this presents a potential conflict of interest in team selection. Club equipment, facilities, and insurance may not be used for any private training purposes.

POLICY: Private Training by Coaches

Effective Date: August 27, 2025

Approved by: Scorpions Youth Volleyball Board of Directors

Version: 1

Reason for Change: New policy document

Applied to: Coaches, Athletes, Parents

Purpose

The purpose of this policy is to protect the integrity of team selection, avoid potential conflicts of interest, and ensure that club resources are used appropriately.

Policy Statement

- Coaches of the Scorpions Volleyball Club are **not permitted to offer or conduct private training sessions for payment with athletes from within the age group of the team they are coaching.**
- This restriction is in place to prevent any real or perceived conflict of interest in the team selection process. Paid private training could create an expectation on the part of an athlete or family that participation guarantees a roster spot on a specific team, which is not the case.
- Coaches may not use **club-owned equipment, facilities booked under the club, or the club's insurance coverage** for private training purposes.
- Any private coaching or training conducted outside the club environment is considered a **personal arrangement**, and the Scorpions Volleyball Club assumes no responsibility or liability.

Compliance

- Failure to comply with this policy may result in disciplinary action, up to and including removal from a coaching position within the club.

Acknowledgement

By agreeing to coach with the Scorpions Volleyball Club, all coaches acknowledge and agree to abide by this policy.

Social Media

The club wants to promote all teams on our social media. Email all photos, videos to our social media coordinator at scorpionsvb.media@gmail.com so we can post them on our website and social media. Please remember that it is not only medals that should be showcased, but all great efforts!

Teams may choose to create their own instagram account. Coaches must ensure that they have the password access to this account throughout the season and at the end of the season. Please send your team's social media account information to the social media coordinator at the beginning of the season. This way the club account can follow your team and repost content.

Please remember to always be professional and respectful while on social media as you are representing the club and adhere to our social media policy, Appendix D.

Websites: <http://scorpionsvolleyball.ca> and <http://scorpionsbeach.ca>

Facebook - <https://www.facebook.com/scorpionsvolleyballca>

Instagram - <http://www.instagram.com/scorpionsvolleyball/>

Logo & Spirit Wear

The following are the only approved logos to be displayed on any Scorpions related materials, social media or spirit wear.



If you would like a png copy of the logo, please contact our social media coordinator at scorpionsvb.media@gmail.com.

We have engaged All Team Sports for our spirit wear. Items can be purchased directly from [All Team Sports](#). There is also a link to All Team Sports via our website.

POLICY: Social Media and Communication

Effective Date: August 27, 2025

Approved by: Scorpions Youth Volleyball Board of Directors

Version: 1

Reason for Change: New policy document

Applies To: Coaches, Parents, Athletes, Volunteers, and Club Representatives managing or contributing to official club or team social media accounts (primarily Instagram)

1. Purpose

To ensure that all social media activity reflects the values of our club, protects the privacy of our athletes, and promotes a positive, respectful online presence.

2. General Guidelines

- Be Positive and Respectful: Posts should uplift, celebrate, and support our athletes, coaches, and community.
- No Bullying or Negative Comments: Do not post or allow comments that are offensive, discriminatory, or critical of players, coaches, referees, or other teams. Do not post content that is embarrassing to another club or to another player.
- Stay On Brand: Use the club's official logo, colors, and hashtags consistently. Avoid posting unrelated content. Do not use AI generated logos, please use the club approved versions.
- Communication: Social media such as Instagram, SnapChat, TikTok etc should **not** be used as a means of communication between coaches, athletes, parents or other members of the Scorpions Youth Volleyball Club (SYVC). Where possible, communication should be kept in the team app or by email. If an athlete or parent reaches out to a coach via social media, the coach will direct them to the appropriate email address.

3. Privacy and Consent

- Parental Consent Required: All guardians/athletes sign a photo release agreement when they register with the club. This includes social media, but if an athlete or parent has explicitly asked not to have themselves posted, please respect this request.
- No Tagging Minors: Do not tag players under 18 in posts or stories unless explicit permission is given. Some athletes may tag the team/club in posts or stories and it is encouraged to repost these if they comply with this policy.
- Avoid Personal Info: Never share full names, addresses, school names, or other identifying information of players.

4. Content Guidelines

- Game Highlights & Team Spirit: Share photos, scores, and fun moments that showcase teamwork and sportsmanship.
- Behind-the-Scenes: Training clips, team bonding, and volunteer shoutouts are encouraged.
- No Injuries or Sensitive Moments: Do not post content showing injuries, emotional distress, or disciplinary actions.

- Music: Music with explicit lyrics should be avoided. This is simplest when not using songs with the E (explicit) symbol. Portions of songs without explicit lyrics can also be used, if reviewed carefully.
- When posting a team win, please be accurate, if the team won a gold in division 4 tier 3 include that information in the post.

5. Account Management

- Designated Admins Only: Only approved parents or volunteers may post. Admins must be briefed on this policy. Athletes should not be creating posts for team accounts.
- No Personal Opinions: Avoid political, religious, or controversial topics. The account represents the club, not individuals.
- Monitor Comments: Account admins must regularly check and moderate comments to maintain a safe and respectful environment, removing comments if necessary.
- Account status: Team accounts login and password should be reset to the head coach or social media coordinator at the end of the season. To ensure a smooth transition this should be done prior to the last event of the season (although the person managing the social media can stay logged in).
- Account following: Follow accounts relevant to the club and the team. Decide with the coach if the team players should be followed by the account (but keep in mind they will all need to be unfollowed at the end of the season).
- Collaboration: When posting content, use the collaboration function in Instagram to enable the official Scorpions Volleyball account to reshare. Tag @ovaupdates when appropriate. When at events use the hashtags requested by the host (this may support the tourism association at the host location).
- Please ensure you have sent your team's social media address to the club's Social Media Coordinator at the beginning of the season so that the club account can follow your team and share your posts/stories/reels when desired.
- Report Concerns Promptly: If you see inappropriate content or behavior, notify the Club President or Club Social Media Coordinator immediately.
- Violations May Result In: Removal of posting privileges, or further action depending on the severity in alignment with the club Code of Conduct.

7. Best Practices

- Use Instagram Stories for quick updates and fun moments.
- Use Reels for highlights or creative content.

8. Text/Email Communications

- If it is necessary for a coach or staff member to send a direct text message (using the team app) or email to a player, the following guidelines must be followed:
 - A parent (or guardian) must be copied.
 - It must be signed so it is clear as to whom or what organization is sending the message. Just using the number or email address for identification is not sufficient.
 - It should be non-personal and for the purpose of communicating information about team activities.
 - It will never include or contain offensive, sexual or inappropriate language or photos.

- The time of day and the number of messages sent should be strongly considered.
 - The club will maintain a record of every coach's current cell number and email accounts.
- If a player needs to text or email a coach or staff member, the following guidelines must be followed:
 - A parent (or guardian) must be copied.
 - It should be sent only with information regarding the organization or team or Club activities.
- Social media should not be used for direct messaging between coaches, players and parents. Email or the team app should be used.

For questions or concerns regarding social media matters, please contact:

Club President: Julie McCombe

Email: president@scorpionsvolleyball.ca

POLICY: Privacy

Effective Date: August 27, 2025

Approved by: Scorpions Youth Volleyball Board of Directors

Version: 1

Reason for Change: New policy document

Applies To: Coaches, Parents, Athletes, Volunteers, and Club Representatives managing or contributing to official club or team social media accounts (primarily Instagram)

Personal Information Protection Policy

Scorpions Youth Volleyball Club (SYVC) is committed to safeguarding the personal information entrusted to us by our Members. This privacy statement outlines the practices we follow in protecting personal information.

This privacy statement applies to SYVC and to any person providing services on our behalf. A copy of this privacy statement is provided to any Member on request.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, home address and phone number, age, sex, marital or family status, an identifying number, financial information, educational history, etc.

What personal information do we collect?

We collect only the personal information that we need for the purposes of providing services to our Members, including personal information needed for communication, promotion, and risk management.

We normally collect Member information directly from our Members. We may collect your information from other persons with your consent or as authorized by law.

We inform our Members, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a Member volunteers information for an obvious purpose (Ex. producing a credit card to pay a Membership fee when the information will be used only to process the payment).

How do we safeguard personal information?

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with SYVC. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible. In some cases, we may ask for a written request for correction.

We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.

Contact Information

For questions or concerns regarding any collection, use or disclosure of personal information, please contact:

Club President: Julie McCombe

Email: president@scorpionsvolleyball.ca

Scorpions Bursary Program

During the summer between seasons Scorpions Volleyball will announce an opportunity for our 18U players headed to post-secondary education to apply for a bursary. Applicants must have played with Scorpions Volleyball for a minimum of two years prior to applying, be in good standing with the club and have played in the prior season. Winners will be selected based on academic and volleyball accomplishments. A committee of minimum three members of the board will review all applications and choose the winners. The number of bursaries offered each year will be determined by the board of directors, depending on the club's financial position and the number of 18U teams that season. The winner will be announced publicly on Scorpions Social Media channels. The winners will be paid by cheque in accordance with Club Financial Policy.

Appendix A - Coaches Code of Conduct

Scorpions Volleyball Coaches Code of Conduct

- Must ensure all members of the coaching staff follow and enforce codes of conduct including rules and regulations as put forth by Volleyball Canada, the Ontario Volleyball Association and the Scorpions Youth Volleyball Club Inc. This includes but is not limited to the OVA Rule of Two policy.
- Will treat all participants in a manner that promotes fairness, integrity and mutual respect.
- Must refrain from making comments or gestures that are disrespectful, offensive, abusive, racist or sexist in any way.
- Will set a fine example for all children and be a role model for participants on and off the court.
- Will promote and enforce all safety regulations to protect the health and welfare of all participants.
- Verify to the best of your ability that all players are healthy and physically fit prior to allowing them on the court.
- Will remember that children are involved in volleyball for the fun and enjoyment of the game. Players must learn how to win or lose with dignity and respect for all participants.
- Will promote teamwork and encourage all players to have confidence in themselves through effective coaching techniques and positive reinforcement.
- Must remember that all players need and deserve their fair share of court time to improve and develop volleyball skills.
- Must be reasonable when scheduling extra games or practices, remembering that players have other interests and obligations.
- Will teach participants to play fair and respect the rules of the game, opponents and officials.
- Will strive to ensure that all players get equal instruction, guidance and support.
- Must ensure that no player is subjected to harassment or abuse as a result of a poor performance or mistakes made during a practice or game.
- Will obtain necessary training and certification to upgrade and improve coaching skills and knowledge.
- Will work in cooperation with SYVC staff, volunteers and board members to provide a fun and safe environment that is free of harassment or abuse.
- Failure to comply with this code of conduct will result in disciplinary action.

Appendix B - Player Code of Conduct

Scorpions Youth Volleyball Club

Athlete Code of Conduct

The Scorpions Youth Volleyball Club (SYVC) is committed to providing you with a positive and rewarding volleyball experience. By agreeing to these rules herein, you commit to supporting and respecting your teammates, coaches, and volunteers. You also agree and understand playing on a Club team within SYVC will require dedication and a certain amount of time.

- I understand that I am expected to attend all training sessions, games, tournaments, and all other Club activities
- I understand I am expected to arrive on time for all team related activities
- I understand I must show dedication to my team and provide my full attention to my team during practices, games, and anything else Club related.
- I understand I must respect the Club, Club coaches, players, officials, volunteers, staff and administrators of SYVC.
- I understand that I will represent SYVC in a positive and respectful manner
- I understand that bullying of any kind, including online bullying, will not be tolerated and may result in my dismissal from the team.
- I will not use my cell phone during practice and game times. I will respect my coach's decision regarding cell phone usage during tournaments.
- I understand that I must report any injury or illness to my coach before any competition or training session.
- I understand that any complaints must first be communicated to the coach or assistant coach, and if not satisfied I must then communicate to the Technical Director and/or the Board of Directors. Such communication will be done away from other players/ parents and in an appropriate facility.
- I have read and understood the SYVC social media policy and will abide by these guidelines.

Appendix C - Parent/Guardian Code of Conduct

Family Code of Conduct

I will respect all coaches, players, parents, opponents, game officials, volunteers and the Scorpions Board Members. The Scorpions Youth Volleyball Club (SYVC) enforces a zero tolerance policy towards situations of harassment or abuse directed against coaches, players, parents, opponents, game officials and the Scorpions Board Members.

I will let all participants play for the fun of the game and will not interfere in my child or any other child's fun.

If I need to speak with the coaching staff regarding my child's play after a tournament or practice, I will wait 24 hours before asking the coach for a meeting.

I will encourage my child to play by the rules and to enjoy the game.

I will recognize that every member of the Scorpions Youth Volleyball Club is a volunteer. I will help and encourage all volunteers whenever possible to allow them to work to the best of their abilities.

I will recognize and applaud good play by my child as well as their teammates and opponents.

I will not embarrass my child by yelling at coaches, players, parents, opponents, game officials or Scorpions Board members. I will display and encourage a positive attitude at all times, as I know my child will benefit from my positive attitude towards the game and all its participants.

I will pay the required Club and OVA fees on schedule or arrange alternative schedules with the Club to fit my financial situation.

Appendix D - Administrator Code of Conduct

Scorpions Youth Volleyball Club

Club Administrator Code of Conduct and Contract

Purpose

The purpose of this policy is to outline the expected standards of conduct for all individuals serving in administrative roles within Scorpions Youth Volleyball Club. Administrators play a vital role in the successful operation of the club and must uphold the club's mission, values, and commitment to excellence in youth development and sportsmanship.

Scope

This Code of Conduct applies to all paid and volunteer club administrators, including but not limited to:

- Club directors
- Program coordinators
- Team managers
- Scheduling and logistics personnel
- Registration and finance staff
- Communications and marketing representatives

Administrator Responsibilities

Club administrators agree to:

1. **Act in the Best Interest of the Athletes and the Club**
 - a. Prioritize athlete welfare, development, and safety.
 - b. Promote an inclusive, supportive, and respectful environment.
2. **Maintain Professionalism**
 - a. Conduct themselves with integrity, honesty, and fairness.
 - b. Refrain from engaging in gossip, favoritism, or conflicts of interest.
3. **Respect Confidentiality**
 - a. Protect the privacy of players, families, and staff.
 - b. Handle personal information (e.g., contact details, payment data) securely and only for authorized purposes.
4. **Ensure Clear and Timely Communication**
 - a. Respond promptly and respectfully to inquiries from families, coaches, and external partners.
 - b. Disseminate accurate information and updates in a consistent manner.
5. **Support Club Operations**

- a. Fulfill assigned administrative duties accurately and on time.
 - b. Assist in the planning and execution of events, tryouts, tournaments, and travel logistics as needed.
6. **Uphold Financial Integrity**
- a. Follow club financial procedures and policies.
 - b. Ensure transparency in billing, refunds, sponsorships, and fundraising activities.
7. **Promote a Positive Club Culture**
- a. Encourage teamwork, collaboration, and mutual respect among staff, players, and parents.
 - b. Report any misconduct, bullying, or policy violations to the Club Director.
8. **Comply with Governing Body Standards**
- a. Adhere to all applicable regulations from organizations such as OVA, or other governing bodies.

Prohibited Conduct

The following actions are strictly prohibited and may result in immediate disciplinary action or removal from the role:

- Discrimination, harassment, or abuse of any kind.
- Misuse of club funds or resources.
- Unauthorized sharing of confidential information.
- Use of club position for personal gain.
- Any behavior that undermines the club’s mission or reputation.

Acknowledgment and Agreement

I, the undersigned, acknowledge that I have read and understand the Scorpions Youth Volleyball Club Administrator Code of Conduct. I agree to uphold these standards and understand that failure to comply may result in disciplinary action, including termination of my position with the club.

Administrator Name: _____

Signature: _____

Date: _____

Club Director Name: _____

Signature: _____

Date: _____

Appendix E: New to Volleyball Glossary of Terms

Club - refers to Scorpions Youth Volleyball Club

CRA - Canada Revenue Agency

MRS - OVA portal for athletes and teams <https://mrs.ontariovolleyball.org/Account/Login>

Nationals - Youth National Volleyball annual tournament featuring teams from across Canada (held in locations across Canada) <https://volleyball.ca/en/competitions/2025-youth-nationals>

OVA - Ontario Volleyball Association - oversees club volleyball for the provinces

TLSE or TLSE - designed for younger players (typically under 15) who play a modified game to focus on all-around skills rather than specializing in specific positions

