



CLUB CHECKLIST FOR SAFE SPORT 2024-2025

The intention of this checklist is to support clubs to deliver safe volleyball in BC. Clubs should review and tailor this checklist to meet their own specific requirements.

SCREENING REQUIREMENTS

- Review [VBC's Screening Policy](#) for information about screening requirements for different roles.
- Develop and adopt a Club Screening Policy.
- Identify all Persons In Authority at your club to include: Board directors, Coaches, Staff, Program Coordinators, any volunteers or positions working with youth
- Ensure that Volleyball BC's Persons In Authority Check is complete for Board, Coaches, Officials and others:
 - Criminal Record Check (every 3 years)
 - Screening Disclosure Form (every 1 year)
 - CAC Safe Sport Module (every 3 years or when updated)**Clubs and Persons In Authority are not covered by Volleyball BC insurance until they have completed the screening checks outlined above.**

Contact: members@volleyballbc.org if you have any questions.
- Ensure that all Persons In Authority have completed any other club screening requirements.

EDUCATION & TRAINING

- Ensure that all Persons In Authority, coaches and other key positions have job descriptions and are trained on your club's policies and procedures around safety.
- Ensure that all relevant coaches have met Volleyball BC / Volleyball Canada's [Coach Education Requirements](#).
- Ensure that all competitive and recreational coaches and Persons In Authority registered with Volleyball BC have taken the [CAC Safe Sport module](#).
- Ensure that all competitive and recreational coaches and Board of Directors / Owners registered with Volleyball BC have taken [Making Headway](#) for concussion training.
- Ensure that all Persons In Authority are aware of and uphold "[Open and Observable Environments](#)" (Rule of 2).

ORGANISATIONAL AWARENESS

- By registering your club with Volleyball BC, you agree to abide by the Safe Sport policies set by Volleyball BC. Ensure that all Persons in Authority at your club understand and are aware of:
- [BC Universal Code of Conduct for Maltreatment in Sport](#) – *this governs all organised sport in BC.*
 - [Volleyball BC Code of Conduct and Ethics](#)
 - [Volleyball BC's Abuse Policy](#)
 - [Volleyball BC's Commitment to Fair Play](#)

- [Volleyball BC's Anti-Doping Policy](#)
- [Volleyball BC's Commitment Statement on Diversity, Equity, Inclusion and Accessibility](#)
- [Volleyball Canada's Concussion Protocol](#)

POLICY DEVELOPMENT

Use Volleyball BC's [policies](#) or [club governance resources](#) to develop and adopt the following Safe Sport policies for your club:

- Code of Conduct and Ethics
- Discipline and Complaints Policy
- Abuse and Maltreatment Policy
- Concussion Policy and Protocol
- Risk Management Policy
- Screening Policy
- Social Media Policy
- Travel Policy

Don't forget to ensure that all Persons in Authority and club members are aware of your policies.

REPORTING

- Ensure that all Persons In Authority and club members are aware of your Club's Discipline and Complaints Policy.
- Ensure that all Persons In Authority and club members are aware of Volleyball BC's [Discipline and Complaints Policy](#) and [Appeal Policy](#).
- Ensure that all Persons In Authority and club members are aware that all complaints related to abuse or suspected abuse must be referred to the [Canadian Sport Helpline](#) for independent advice, guidance and resolution. *(NOTE: The Abuse Free Sport Program is available to anyone who is a current full member of Volleyball BC and Volleyball Canada. For individuals registered in Volleyball BC's recreational participant or coach categories, please file any safe sport complaints directly with Volleyball BC to be handled in line with our Discipline and Complaints Policy).*

ATHLETE/PARENT AWARENESS AND SUPPORT

It is essential that players and parents are aware and involved in supporting a safe environment.

- Ensure that all athletes and parents are aware of ["Open and Observable Environments" \(Rule of 2\)](#).
- Promote [Volleyball BC's Safe Sport webpage](#) and create a section on your own website to inform and educate your members.
- Use your club newsletters, social media, and other communication channels to raise awareness and promote your own commitment to safe sport (eg. participate in campaigns like [#erasebullying](#))
- Ensure that all athletes and parents are aware of how to report complaints, including the third party mechanisms for abuse or suspected abuse.

Contact: members@volleyballbc.org if you have any questions.