

Club Governance and Operating Requirements

2025-2026 Season

Clubs are the backbone of our competition system and we are proud to have over 80 active clubs across British Columbia. We recognize that every club is its own entity operating with its own mission, governance, structure, and programming that meets the needs of the community that it serves. While we continue to value and preserve this diversity among our clubs, we would like to clarify what it means to be a Volleyball BC-sanctioned club and improve understanding of how we mutually interact with each other to serve athletes and their families. Therefore, for the 2025-2026 season, sanctioned clubs will be required to sign a Memorandum of Understanding with Volleyball BC and submit certain operating requirements.

Outlined below is a summary of these new requirements and guidance as to what is required. We recognize that clubs may not currently have some items in place so we have developed templates / examples / links to resources where possible.

REQUIREMENT	GUIDANCE
Completion of the Club Registration Form and payment of the associated fee.	<ul style="list-style-type: none"> No change from previous years. You will be required to upload some of the requirements below so please ensure you have these BEFORE you complete the online form.
Agreement to uphold VBC Code of Conduct and Ethics and other supporting policies that are used to govern our sport.	<ul style="list-style-type: none"> No change from previous years. Volleyball BC policies can be found here.
Publication of a policy to address refunds, fines, or any other financial penalties that might be applied to participants on the club/organization's website or main communications channel.	<ul style="list-style-type: none"> The intention of this requirement is to ensure that athletes and participants are aware of your refund policy before participation in your programs. We have received increasing requests to intervene on club-related refunds when there is no clarity or visibility on a club's policy. The content of the policy is at the full discretion of the club. We have provided the Volleyball BC Refund Policy for you to adapt if helpful. Please note: the policy does NOT need to include disclosure of fees. You will be asked to upload your policy as part of the online club registration. Please also ensure that it is posted on your website or main communications channel.

<p>Publication of a complaint, dispute resolution, or issue resolution procedure and point of contact on the club/organization's website or main communications channel.</p>	<ul style="list-style-type: none"> • The intention of this requirement is to ensure that athletes and participants are aware of who to contact if they have a complaint and how complaints will be addressed. We often receive requests to intervene on club-related complaints when there is no clarity or visibility on a club's policy. • The content of the policy is at the full discretion of the club. • We have provided some information on complaint resolution best practices and a sample Dispute Resolution Policy for you if required. • You will be asked to provide your point of contact for complaints and upload your policy as part of the online club registration. Please also ensure that it is posted on your website or main communications channel.
<p>Provision of a Parent/Guardian, Athlete and Coach Code of Conduct.</p>	<ul style="list-style-type: none"> • The intention of this requirement is to ensure that athletes, coaches and parents/guardians are aware of your code of conduct and behavioural expectations. • The content of these documents is at the full discretion of the club. • We have provided the following templates if you require them: Parent/Guardian Code of Conduct Athlete Code of Conduct Coach Code of Conduct General Code of Conduct • You will be asked to upload your documents as part of the online club registration.
<p>Provision of a Conflict of Interest Policy.</p>	<ul style="list-style-type: none"> • The intention of this requirement is to ensure that athletes, participants, volunteers and staff are aware of what constitutes a conflict of interest and how it will be managed in your club when it arises. • The content of these documents is at the full discretion of the club. • We have provided some information on conflict of interest and a sample Conflict of Interest Policy for you if required. • You will be asked to upload your documents as part of the online club registration.
<p>Commitment to inform VBC in writing to reporting@volleyballbc.org of any Disciplinary Sanctions imposed by your club against individuals registered with Volleyball BC.</p> <p>AND Commitment to uphold Volleyball BC sanctions against individuals registered with Volleyball BC that you are notified about.</p>	<ul style="list-style-type: none"> • We confidentially notify the listed Club Director when there are sanctions applied by Volleyball BC, Volleyball Canada, or by our Independent Third Party against individuals that are associated with the club. Sanctioned clubs must uphold and abide by these sanctions. • New for this year is that we require sanctioned clubs to notify us of any Disciplinary Sanctions imposed by you on individuals that are registered with Volleyball BC. • We do not require notification if there are sanctions applied against individuals who are not registered with Volleyball BC (eg. recreational participant or coach in a program that is not insured/registered with Volleyball BC).

Confirmation of organizational status of club	<ul style="list-style-type: none"> • This question has been included in the online Club Registration Form for several years. • We would like to know if you are a Registered Non-Profit Society, Charity, Unincorporated Non-Profit, Sole Proprietorship, Partnership, or Corporation. • If you are a Registered Non-Profit, you MUST include your Society Number in the form. • We will be sharing your organizational status in your club listing on Volleyball BC's website.
Confirmation of programming that the club offers that is registered/sanctioned by Volleyball BC and that is not registered/sanctioned by Volleyball BC	<ul style="list-style-type: none"> • Outside of club competition teams, clubs often run other programs, camps, and clinics. These activities may or may not be registered/sanctioned by Volleyball BC. • To be considered "registered/sanctioned by Volleyball BC", all participants in a program must be registered with Volleyball BC as a full member or as a recreational participant. This allows the program to be covered within the insurance coverage provided by Volleyball BC. Alternatively we are aware that some clubs opt to obtain their own insurance and operate programs outside of Volleyball BC. • You will be asked in the Club Registration Form to state the programs that you run and whether they are registered/sanctioned by Volleyball BC or not. This information will be shared in your club listing on Volleyball BC's website.
Co-signed Memorandum of Understanding between Club and Volleyball BC	<ul style="list-style-type: none"> • The intention of the Memorandum of Understanding is to ensure that there is a mutual understanding of what it means to be a sanctioned club In Good Standing with Volleyball BC. • A club must ensure that the MOU is circulated or shared with the full Board or owners prior to signature to ensure full understanding and awareness among all those in leadership positions. • A club-signed copy of the MOU must be uploaded in the Club Registration Form. We will download the form, countersign, and send you back a fully executed copy.

Support & Resources

- If you have questions or require assistance with any of the requirements, please contact your [Regional Manager](#).
- We have uploaded this document, the Memorandum of Understanding, and all templates on the [Club Directors page](#) on our website.