

VBC Club COI Update Request Process

2025-2026

As a Member Club of Volleyball BC the Club is able to receive coverage through our insurance as a benefit of Membership. All of VBC Clubs in Good Standing are eligible for insurance coverage for all sanctioned events and activities and receive a copy of the annual Certificate of Insurance (COI) from Volleyball BC. The annual COI lists all registered member clubs of VBC and contains a list of all the venues and facilities that are used by our Clubs and VBC to provide volleyball activities to registered participants. The COI can be updated throughout the season to add additional venues and facilities and governing bodies as needed.

How to Request an update to the COI:

1. Once you have completed registration as a Club with VBC and been confirmed as a Club in Good Standing you will receive a copy of the VBC COI.
 - a. Please review the COI to ensure that it includes the venues and facilities and government bodies you need identified in the list.
 - b. Review the COI to ensure that you Club name is there and spelt correctly
2. If you need to request a new facility, venue or school district etc. be added to the COI please complete the following steps.
 - a. Confirm from the facility the name that must be listed on the COI.
 - i. There are instances where the name that is on the facility or venue is not the proper name of the facility for insurance purposes.
 - ii. You should ask the facility contact to confirm how they want their facility reflected on the COI.
 - b. Send an email to members@volleyballbc.org and include the following information:

Subject: Insurance Update Request - INSERT CLUB NAME

Attn: Volleyball BC

Please update the COI with the facility below:

Name of Facility: BC PLACE

Address of Facility: 1234 Volleyball Way, Vancouver, BC V3B 1C2

For a School District

Subject: Insurance Update Request - INSERT CLUB NAME

Attn: Volleyball BC

Please update the COI with the facility below:

Name of School District: SD 100 - Neverland Region

Address of SD Office: 1234 Volleyball Way, Vancouver, BC V3B 1C2

Once that is received VBC will do the following:

1. Confirm if there is any other information we need with the Club submitter.
2. Take the details and submit the information to SBC Insurance to update the COI
3. Once the amended COI is received we will send it back to the Club contact who submitted the request.

If you have other updates for the insurance from the facility please send those specifics as part of your request.

Reminders about insurance:

Our insurance is for volleyball activities such as matches, training on court and off court, dryland, team bonding activities.

If you are unsure if your activity qualifies as a volleyball activity please contact members@volleyballbc.org.

Contacts

If you have any questions please contact the following team members:

Peter Quetulio
HR & Member Services Coordinator
members@volleyballbc.org

Jonathan Wornell
Acting Head of Operations
jwornell@volleyballbc.org

For questions related to Club Volleyball please contact your Regional Manager:

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| David Caughran Island Regional Manager island@volleyballbc.org | Ben Robinson Fraser Valley Regional Manager fv@volleyballbc.org | Rhys Matheson Lower Mainland Regional Manager lm@volleyballbc.org |
| Lori Moger Okanagan Regional Manager okanagan@volleyballbc.org | Jackie Desilets Kootenay Regional Manager kootenay@volleyballbc.org | Noelle Young North Regional Manager north@volleyballbc.org |