

2025/26 Club Approval Application Form



Overview

Volleyball Canada (VC), in partnership with each Provincial/Territorial Association (PTA) is dedicated to bringing a safe and high-quality sport experience to every member. Regardless of size and structure, every club in Canada has the ability to achieve Volleyball Canada's Club Approval status with their region while setting a new standard for safety, education, and training.

Volleyball Alberta has created standards for Club Approval via our Membership & Registrant Policy.

The Club Approval Application must be completed by a person responsible for the club. The commitments outlined in this form must be **circulated or shared with the full Board or owners to ensure full understanding and awareness among all those in leadership positions.**

www.volleyballalberta.ca

2025/26 Club Approval Application Form



1. Club Information

[VA ZONE MAP LINK](#) & [LINK TO COMMUNITIES BY ZONE GOV. AB DOC](#)

If the question does not apply to something your club is offering, enter 0.

- Club Name (commonly known as): _____

- Legal Registered Entity Name (as seen on Gov. AB registry): _____

- Established in (year club was formed): _____
- Club Email Address (Public): _____
- Club Website: _____
- Community club operates out of (clubs with multiple chapters, list each Community the club operates out of): _____
- Full Address for the Club Locator Map Pin: Facility Name, City & Postal Code

- Region with Volleyball Alberta: **[SEE ZONE MAP]** _____
- Select if your club offers the following programs. Select other and explain if your club offers other programs.
 - ☐ Recreational Programs (Leagues, Smashball programs)
 - ☐ Summer Camps
 - ☐ Sitting Programs
 - ☐ Beach Volleyball
 - ☐ Adult Indoor League
 - ☐ Adult Beach League
 - ☐ Other (describe) _____

www.volleyballalberta.ca

For general information, and help with Sportlomo, contact VA's **Membership Services Coordinator**: Julie Noel at info@volleyballalberta.ca, 780-415-1703 ext. 1.

For competition specific information, please visit our Club General Info page: https://www.volleyballalberta.ca/club_general_info/

2025/26 Club Approval Application Form



2. Competitive Indoor Club Teams

List the number of teams your club intends to register for Volleyball Alberta Premiers & Provincials. Enter 0 if not offered.

12U Teams: _____

13U Girls Team: _____

14U Girls Team: _____

15U Girls Team: _____

16U Girls Team: _____

17U Girls Team: _____

18U Girls Team: _____

13U Boys Team: _____

14U Boys Team: _____

15U Boys Team: _____

16U Boys Team: _____

17U Boys Team: _____

18U Boys Team: _____

SAMPLE - SUBMIT VIA SPORTLOMO

www.volleyballalberta.ca

For general information, and help with Sportlomo, contact VA's **Membership Services Coordinator**: Julie Noel at info@volleyballalberta.ca, 780-415-1703 ext. 1.

For competition specific information, please visit our Club General Info page: https://www.volleyballalberta.ca/club_general_info/

2025/26 Club Approval Application Form



3. Governance

Club Type:

- ☐ **Certified Volleyball Club.** Defined as clubs who are a registered entity in the form of a non-profit corporation or association or a registered charity or such other form of entity as the Board of Directors may approve.
- ☐ **Non-Certified Volleyball Club.** Defined as clubs that are start-up clubs or small informal clubs existing for up to two seasons, that are not certified as legal entities and have 30 or less competitive athletes or under 50 recreational athletes.
- ☐ **Registered Business.** Defined as businesses registered as a sole proprietorship, partnership or corporation.

Business License or Non-Profit Registration Number, if applicable: _____

If Non-Profit, please state date of Annual General Meeting: _____

New for 2025-2026, Required Uploads by Club Type. The following documents must be uploaded as part of your application. **Location:** Log in to your **Club Portal** and go to **Club Details > [Attachments]**. Upload the required documents based on your club type, as outlined in the sections below.

For Non-Profit Clubs:

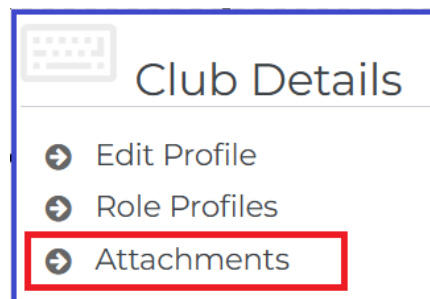
- Proof of Registration (e.g., certificate of incorporation and most recent annual proof of filing)
- Directors and Officers Insurance Certificate

For Registered Business Clubs:

- Proof of Registration (e.g., Certificate from the Alberta Corporate Registry)
- General Liability Insurance Certificate

For Non-Certified Clubs:

- No uploads are required.



www.volleyballalberta.ca

2025/26 Club Approval Application Form



Note for New Clubs:

Since new clubs do not yet have a Club Portal, you may upload your required documents directly through this application form. Once your application is approved, the Volleyball Alberta office will create your Club Portal. During onboarding, you will be shown how to upload these documents to your portal under **Club Details > Attachments**.

- Provide proof of Non-Profit, Charity, or Business designation by **uploading a copy of the certificate/licence here**. *in-progress clubs, please upload your proof of application status. [\[upload file\]](#)
- **Non-Profit/Charity** (Certified Volleyball Clubs) must demonstrate proof that they maintain Directors and Officers (**D&O**) **insurance** by uploading a copy of the certificate here. [\[upload file\]](#)
- **Registered Businesses** must provide proof of **general liability insurance** of no less than \$2,000,000 which shall include "Volleyball Alberta Association" listed as an additional named insured on the policy. [\[upload file\]](#)

www.volleyballalberta.ca

2025/26 Club Approval Application Form



4. Board of Directors

All Board members and designated third-party liaisons are considered Persons in Authority (PIA) and must meet the requirements outlined in the Safe Sport section of this form.

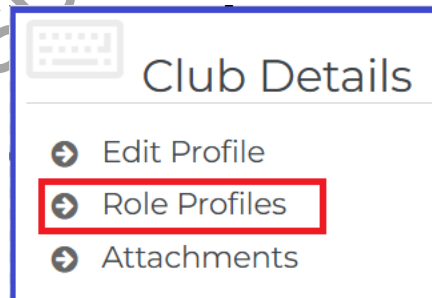
A club that does not have a board of directors, should have a 3rd party or least 1-2 additional individuals listed for dispute resolution purposes. These individuals should not be related or have a direct connection to the owner or club.

★ I will confirm all board members, and/or third-party liaisons, are registered members of the PTA and club at the start of the membership year. I will ensure these individuals have completed the Person in Authority requirements which includes the Screening Disclosure Form annually, Criminal Record Check/ Enhanced Police Information Check (renewed every 3 years), and Safe Sport training prior to registering the club. ☐ Confirm

★ I confirm that our club meets the governance structure criteria as outlined in the [Membership & Registrant Policy](#). ☐ Confirm

New For 2025-2026 - Club Portal > Club Details > **Role Profiles**

Your club must log in to the Club Portal and, under **Club Details > [Role Profiles]**, add all individuals who hold applicable governance positions within your club based on the club's registration type.



www.volleyballalberta.ca

2025/26 Club Approval Application Form



- **Person responsible for the Club, i.e. Board Chair/President/Owner**
 - Full Name: _____
 - Email: _____
 - Phone Number: _____

- **3rd Party Liaison for dispute resolution purposes (3rd party individuals should not be related or have direct connection to the owner or club):**
 - Full Name: _____
 - Email: _____
 - Phone Number: _____

For **Non-Profit Clubs**, the following roles must be assigned and contact information provided in the Club Portal > Club Details > **Role Profiles**:

- **President/Board Chair/Owner**
- **Third-Party Liaison**
- **Coach Educator**
- **Primary Club Portal Administrator**
- **PIA Screening Designate**
- Vice-President
- Secretary/Treasurer
- Board Member 1
- Board Member 2, etc.

For **Non-Certified** and **Registered Business Clubs**, the following roles must be assigned and contact information provided in the Club Portal > Club Details > **Role Profiles**:

- **President/Owner**
- **Third-Party Liaison**
- **Coach Educator**
- **Primary Club Portal Administrator**
- **PIA Screening Designate**
- Group Authorized Officer 1
- Group Authorized Officer 2, etc.

If assistance is needed with this requirement or navigating how to complete these steps in the Club Portal, please contact info@volleyballalberta.ca. VA's Membership Services Coordinator, will be happy to help.

www.volleyballalberta.ca

2025/26 Club Approval Application Form



5. Safe Sport & Screening

A “**Persons in Authority**” is any person who holds a position of trust or authority over a Vulnerable Individual pursuant to the role assigned to them.

★ I confirm that all Persons of Authority within the club will complete the **CRC/E-PIC, SST:** Safe Sport Training or Equivalent (Respect in Sport, Activity Leader) and **SDF:** Screening Disclosure Form **prior to allowing an individual to participate in its programs or activities. I confirm that no individual will be permitted to participate in club activities until all Safe Sport and screening requirements are met.** I understand the Groups Authorized Officers (Owner/President, Board Members, Club Admin, etc.) may be fined and/or suspended immediately if a Persons in Authority is found to be working in their role before meeting the requirements, pending additional review via the Discipline & Complaints policy. ☐ Confirm

Independent Third-Party Reporting Mechanism

As members at the National and Provincial/Territorial levels, abuse and maltreatment can be reported to Alias – 1-855-603-0459. Alias will provide direction to the proper PTA reporting mechanism. Alias will provide advice, guidance and resources on how to proceed/intervene appropriately in circumstances A complaint can be filed online: <https://app.alias-solution.com/contact/en/volleycan>

★ I confirm that our club will post the ALIAS Safe Sport logo and reporting information on our website and include it in athlete and parent onboarding communications. (Copy/Paste this URL to view VA's Safe Sport page: <https://www.volleyballalberta.ca/safesport/>).

☐ Confirm

Rule-of-Two

Volleyball Canada (VC) endorses the Coaching Association of Canada's (CAC's) Responsible Coaching Movement, and all participants of VC events, activities, and meetings are encouraged to adhere to these best practice guidelines.

(www.coach.ca/responsiblecoaching)

Open, observable, and justifiable interactions and communications are strongly recommended to foster safety, enhance protection, and help reduce vulnerability of both

www.volleyballalberta.ca

2025/26 Club Approval Application Form



the athlete and adult(s) in a position of trust. CAC's **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.

★ On behalf of my Club, we agree to follow and promote Open and Observable Spaces:

☐ Confirm https://volleyball.ca/uploads/Safe_Sport/Open_and_Observable_Environments_Final_EN.pdf

6. Procedures and Policies

★ I agree to uphold the procedures, and/or guidelines of Volleyball Canada and the Provincial Territorial Associations including but not limited to competitions, coach eligibility, team composition, and registration. ☐ Confirm

I agree that the club will adhere to the following Volleyball Canada policies:

<https://volleyball.ca/en/about/governance/policies>

(check-all)

- | | |
|---------------------------------------|---|
| <input type="radio"/> Abuse | <input type="radio"/> Discipline and Complaints |
| <input type="radio"/> Anti-Doping | <input type="radio"/> Inclusion and Equity |
| <input type="radio"/> Appeal | <input type="radio"/> Screening |
| <input type="radio"/> Code of Conduct | <input type="radio"/> Responsible Use of Social Media |
| <input type="radio"/> Concussion | <input type="radio"/> Registered Participant |

I agree that the club will adhere to the policies and procedures of Volleyball Alberta, and acknowledge said policies and procedures may be updated from time to time, with appropriate communication as determined by the Organization, and I agree to review them periodically to stay informed of any changes. Volleyball Alberta policies and procedures include but not are limited to: <https://www.volleyballalberta.ca/who-we-are-policies/>

- | | |
|--|--|
| <input type="radio"/> A. Abuse Policy | <input type="radio"/> I. VA Membership & Registrant Policy |
| <input type="radio"/> B. Anti-Doping Policy | <input type="radio"/> J. Zero Tolerance Policy |
| <input type="radio"/> C. Appeal Policy | <input type="radio"/> K. Concussion Policy |
| <input type="radio"/> D. Code of Conduct | <input type="radio"/> L. Privacy Policy |
| <input type="radio"/> E. Discipline and Complaints Policy | <input type="radio"/> M. Conflict of Interest Policy |
| <input type="radio"/> F. Diversity, Equity and Inclusion Policy | <input type="radio"/> N. Reciprocation Policy |
| <input type="radio"/> G. Screening Policy | <input type="radio"/> O. Fairness & Safety Sport Policy |
| <input type="radio"/> H. Policy on Responsible Use of Social Media | |

www.volleyballalberta.ca

2025/26 Club Approval Application Form



7. Coach Education

Volleyball Alberta and Volleyball Canada's Coach Eligibility Requirements are to ensure that all coaches participating in VA Premiers, Provincials and VC National Championships have the knowledge and training necessary to provide every athlete with a safe, inclusive and responsible sport experience.

Provide the name and contact information of the person responsible for the management of coaches in the club. This person may be responsible for recruiting, training and supporting coaches in the certification process and professional development opportunities.

- **Coach Educator**

- Full Name: _____
- Email: _____
- Phone Number: _____

★ I confirm that our club ensures all coaches meet the eligibility and screening requirements set out by Volleyball Alberta and Volleyball Canada prior to participating in any activities, and that they complete all mandatory coach education and certification requirements within the prescribed timeframes. ☐ Confirm

www.volleyballalberta.ca

2025/26 Club Approval Application Form



8. Good Standing

★ I confirm that our club is in good standing, including no outstanding fines or club related sanctions within Canada or internationally. *Note: Individual membership approval is based on screening policies. ☐ Confirm

★ I confirm that all information provided is true and accurate. I understand that falsified or incomplete information may result in removal of club approval or eligibility for Volleyball Alberta events. ☐ Confirm

9. Best Practices

By supporting the ongoing education and policies of clubs through best practices, Volleyball Canada and PTAs are committed to the development of a safe and sustainable club system in Canada. For operational best practices, consider the following:

- Adoption of the Pan-Canadian Policies within the club bylaws and governance
- If a club is offering programs to non-members and/or participating in non-sanctioned activities, the club should refer to their insurance coverage to ensure compliance.
- The club/team bank accounts have two signing officers and annual financial statements are made available to club members.
- A clear complaints and dispute resolution process
- Keeping Girls in Sport eLearning module
- Anti-Racism in Sport eLearning module
- First Aid Training

★ **The club will endeavor to implement best practices to ensure a safe, quality sport experience exists for the participants *** ☐ Confirm

By typing my full name below, I confirm that I am the authorized Club President and that all information provided in this application is true and complete. I acknowledge and accept the terms, responsibilities, and declarations outlined in this form, and understand that my typed name serves as my legal signature for the purposes of this submission.

www.volleyballalberta.ca