2026/27 Club Approval Application Form

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Section 1: 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. PTA may require additional information.

Process

Prior to the start of the season, clubs must complete the approval process on an annual basis. Once approved by the PTA, clubs will have the ability to register members and teams into their club. Non-approved clubs will not be permitted to register in sanctioned programs and events with their PTA or Volleyball Canada. To complete the form, the following contact information will be required -

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Board of Directors, club administrator, and person responsible for coach development, if applicable.

The form should take approximately 30-60 minutes to complete.

Volleyball Alberta has created standards for Club Approval via our Membership & Registrant Policy. Clubs must apply and be approved, **prior to any club activities including tryouts/open gyms/etc.**

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.**

Volleyball Canada & the PTAs reserve the right to audit clubs during the season to ensure compliance and have the authority to apply sanctions to clubs who do not meet the club approval standards. A non-approved club will not be eligible for Volleyball Canada events if they are not compliant within the PTA.

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Section 2: 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) _____

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Section 3: Competitive Indoor Club Teams

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

Total Number of Teams: _____

List the number of teams per age class:

12U Teams: _____

13U Girls Team: _____ 13U Boys Team: _____

14U Girls Team: _____ 14U Boys Team: _____

15U Girls Team: _____ 15U Boys Team: _____

16U Girls Team: _____ 16U Boys Team: _____

17U Girls Team: _____ 17U Boys Team: _____

18U Girls Team: _____ 18U Boys Team: _____

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Section 4: 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: _____

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.

NEW: All clubs will be required to upload a Club Dispute Resolution Process by November 30, 2026 (sample available on the Club Presidents Resource Page).

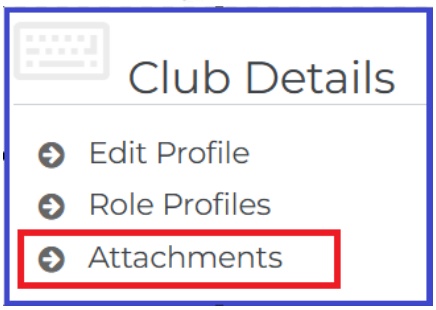
For Non-Profit Clubs:
- Proof of Registration (e.g., certificate of incorporation and most recent annual proof of filing)
- Directors and Officers Insurance Certificate
- Club Dispute Resolution Process

For Registered Business Clubs:
- Proof of Registration (e.g., Certificate from the Alberta Corporate Registry)
- General Liability Insurance Certificate with VA listed as Additional Insured
- Club Dispute Resolution Process

For Non-Certified Clubs:
- Club Dispute Resolution Process

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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]

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Section 5: Board of Directors

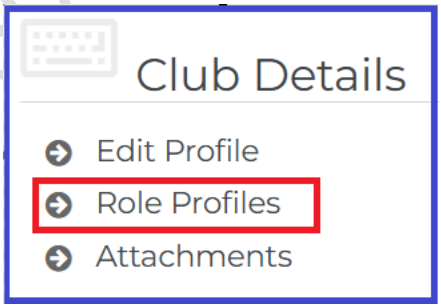
All Board members and designated third-party liaisons are considered Persons in Authority (PIA) and must meet the requirements outlined in the Safe Sport section of this form.

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]

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.



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- **Person responsible for the Club, i.e. Board Chair/President/Owner**
  - Full Name: _____
  - Email: _____
  - Phone Number: _____
- **Primary Club Administrator, i.e. main contact responsible for daily operations**
  - 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 **Certified Clubs**, the following roles must be assigned and contact information provided in the Club Portal > Club Details > **Role Profiles**:

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

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Section 6: 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 – 1-855-603-0483. 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

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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

Section 7: 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)

- ◯ Abuse
- ◯ Anti-Doping
- ◯ Appeal
- ◯ Code of Conduct
- ◯ Concussion
- ◯ Discipline and Complaints
- ◯ Inclusion and Equity
- ◯ Screening
- ◯ Responsible Use of Social Media
- ◯ Registered Participant

Section 8: 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: _____

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★ 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]

Section 9: 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]

Section 10: 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
- Registration as a business and/or not for profit association.
- 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]

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Section 11: Memorandum of Understanding with Clubs (Certified Volleyball Clubs, Non-Certified Volleyball Clubs, Registered Business)

Volleyball Alberta (VA) is a membership-based organization recognized by the Sport, Physical Activity, and Recreation Branch of the Government of Alberta and Volleyball Canada as the governing body for volleyball in the Province of Alberta. Clubs and Organizations are granted membership to VA as described in the VA Bylaws and the VA Membership Policy.

Approved Clubs are the primary delivery agents of volleyball within the Volleyball Alberta (VA). Each club is responsible for providing quality programming, training, and competition opportunities for Individuals in alignment with VA policies and standards. Approved Clubs act as a liaison between the VA and their athletes, coaches, and parents, helping to enforce standards and maintain consistent practices across Alberta.

This Memorandum of Understanding (MOU) outlines the terms and conditions of membership for a club.

Registrant Benefits

Approved Clubs in good standing are eligible to participate in the full range of Volleyball Alberta (VA) programs, services, and opportunities, including but not limited to:

- For Certified and Non-Certified Volleyball Clubs, Coverage under the VA Insurance Program for General Liability and Sport Accident insurance for sanctioned VA activities and the option to join preferred rates and application pathways via the VA preferred insurance program.
- Eligibility to participate in the Provincial and National Competition system. This includes the Alberta Championships as well as the National Championships.
- Eligibility to participate in VA-sanctioned programming—including training sessions, clinics, educational programs, symposiums, mentorship programs, and similar initiatives—extends to all our participant categories: Coaches, Athletes (Indoor, Beach, Sitting, Recreational), Referees, Club Leaders, Club board members.
- Access to Team Alberta for athletes - including identification and VA training camps, access to the Alberta Games, Volleyball Canada inter-provincial competitions, Canada Summer Games.
- Access to Team Alberta Programming for Coaches - Coach development opportunities, VA training camps, access to the Alberta Games, Volleyball Canada inter-provincial competitions, Canada Summer Games.
- Access to Club resources, including governance and policy templates, and education opportunities.

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- Preferred administrative fees on referee assignments for tournaments hosted by member clubs.
- Eligibility for exclusive offers and promotions through VA sponsors and partners.
- Recognition opportunities through club and individual awards, event spotlights, and features in VA communications.
- Support and guidance from VA staff in areas such as athlete development, coach recruitment, and organizational governance.
- Access to official letters of good standing to support club participation in competitions and events held outside of Canada.
- Membership to Volleyball Canada, with access to the benefits, programs, and opportunities provided through VC membership (see Volleyball Canada website for details)

Please Check the box below to confirm you have read the membership Benefits:*(required)

☐ I have read the Membership Benefits.

RESPONSIBILITIES OF THE ASSOCIATION

- As the Provincial Sport Organization for the Government of Alberta, the Association has an obligation to deliver safe, welcoming, and age-appropriate sport programs and services to its registrants. These objectives include but are not limited to the following objectives:
  a) Conducting its business with integrity and to ensure that the best interests of its registrants and the sport and/or sport disciplines are being represented;
  b) Maintaining appropriate management systems: organizational, financial and program policies in place to ensure good governance and vigilant ongoing oversight:
  c) Committing to governance and program policies that are aligned with the Universal Code of Conduct to Prevent and Address Maltreatment in Sport or Alberta Universal Code of Conduct (AB UCC), including a third-party complaint management mechanism;
  d) Supporting, developing and promoting all applicable stages of the long-term development framework
  e) Providing an aligned development pathway to the Train to Train and Train to Compete stages with appropriate identification, training and competitive opportunities, and support services for performance athletes;
  f) Organizing regional and provincial competitions in age groups and levels appropriate to the sport's and/or sport disciplines' long-term development framework, in alignment with the sport's and/or sport disciplines' competition review (if applicable).
- Nothing in this agreement shall be taken to exclude or vary the terms of the articles of incorporation and bylaws of the Association, or the provisions of Business Corporations Act (Alberta) and the Societies Act (Alberta), or other laws as they apply to the Association.

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RESPONSIBILITIES OF THE MEMBER CLUB

i. Demonstrate compliance with the Policies, Procedures, and other operating requirements established by the Association. This includes providing incorporation documents (Articles of Incorporation, Bylaws), and other organizational management documentation on reasonable request of the Association. The club or organization must also comply with all requirements of legislation pursuant to which the club or organization was established.
ii. Remain in compliance with all provincial/territorial regulatory requirements in the jurisdiction in which the club/organization operates.
iii. The Club recognizes that confidential information will be shared with the Club by the Association; the Club will maintain said confidentiality, including strict access control.
iv. As a representative of the Association and Volleyball Canada, the Club is held to a high standard of conduct. The Club and the Association will communicate professionally and respectfully, recognizing that negative communications may harm the reputation of the sport. The Club will not publicly make or promote disparaging remarks about the Association or Volleyball Canada. The Club's Authorized Officers may be held responsible for the Group's communications and content.
v. Will inform club participants when they are participating in non-sanctioned events and therefore forego their participants' coverage under the Participant Accident Insurance. The Club accepts that VA insurance coverage only applies to Sanctioned VA events.

DUAL RESPONSIBILITIES

vi. Recognize that the Club, VA, and VC all have a responsibility to handle specific types of complaints. Concerns that need to be addressed at the **club level** include but are not limited to: Team selection / roster decisions, playing time, coaching decisions or style, communication issues, team expectations, scheduling, general behaviour concerns that do not meet AB UCC definitions, parental behaviour, and operational issues (fees, refunds, fundraising, etc.). The Club will inform the Association in writing via conduct@volleyballalberta.ca, within 14 days of any Disciplinary Sanctions imposed by the Group against Individuals.
vii. Any dispute or difference arising between the Group and the Association, that is not addressed via other policies (i.e. Discipline & Complaints) will be addressed by facilitating a meeting with a representative from each of the Parties, at which they will attempt, in good faith, to resolve the dispute or difference. Should the dispute or difference not be resolved by such a meeting, the dispute is to be referred to an independent mediator for resolution.

TERM OF CLUB MEMBERSHIP AND MEMBER CLUB STATUS:

The term of VA club membership is annual and is effective from the date of registration for the 2026-27 season with VA until August 31st, 2027. There is an annual Club registrant fee. This fee will be

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collected upon the club representative registering with VA and completing the club information form on VA's Membership Registration System.

Clubs must remain operational with no gap in operations longer than one calendar year as determined by the season (Sept. 1 – Aug. 31), unless permitted by VA.

Clubs will only be authorized to complete their annual registration provided they are in good standing with both VA and Volleyball Canada and do not have any outstanding fines or limitations placed on their club membership.

Acknowledgements for the 2026–27 Season (Effective September 2026)

The Club acknowledges and agrees to abide by all policies, procedures, and guidelines established by Volleyball Alberta **that include but are not limited to. Please carefully read and acknowledge each policy by clicking in each check box**.*(required) Link to Volleyball Alberta Policy page

- ☐ **Membership & Registrant Policy** - This policy provides members and registrants with the rules and requirements for Groups and Individual member, including obligations and the terms/conditions of membership
- ☐ **Alberta Universal Code of Conduct**- The AB UCC ensures everyone within the Alberta sport system jurisdiction plays by the same clear rules, using one independent, provincial pathway (ABSSCM/ITPM) to address concerns.
- ☐ **Alberta Safe Sport Complaint Mechanism** - The ABSSCM is Alberta's independent system for reporting and resolving serious misconduct in sport ("maltreatment").
- ☐ **Reciprocation Policy** - Outline responsibilities with respect to reporting Disciplinary Sanctions applied to Individuals at all levels (Club Level, Provincial Level and National Level)
- ☐ **Fairness & Safety in Sport Policy**: This Policy is to address matters of eligibility to participate in an amateur competitive sport, as required by the Government of Alberta's *Fairness and Safety in Sport Act*, SA 2024, c F-2.5
- ☐ **Code of Conduct & Ethics Policy**: This Policy makes Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable core values of Volleyball Canada and Volleyball Alberta.
- ☐ **Conflict of Interest Policy**: Representatives will conduct themselves appropriately in matters relating to Conflict of Interest and clarifies how Representatives will make decisions where a Conflict of Interest exists or may exist.

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☐ **Discipline and Complaints Policy**: Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with all policies, Bylaws, rules, and regulations.

☐ **Diversity, Equity, and Inclusion Policy**: Under-Represented Groups are provided with an equitable range of opportunities to participate in the sport.

☐ **Concussion Policy & Protocol:** This protocol covers the recognition, medical diagnosis, and management of athletes and team staff who may sustain a suspected concussion during a sport activity.

☐ **Screening Policy & Open and Observable Environments (Rule of Two) Guidance**: Commitment to do everything reasonable to provide a safe and secure environment for participants.

☐ The **Indoor Competition Regulations, Club Coach Handbook, Indoor Signing & Tryout Process, and Conduct for Scouting & Recruiting** outlines the rules, regulations, and expectations for Indoor VA-sanctioned events.

☐ The **Beach Competitions Handbook, Beach Coaching Guide, and Weather Policy** outlines the rules, regulations, and expectations that govern participation in Beach VA-sanctioned events.

☐ **Event Conduct Policy:** It acts to maintain a safe and positive environment that is appropriate for youth sport at Volleyball Alberta Premier Tournaments and Provincials.

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Requirements for the 2026 – 2027 Season

Please carefully read and acknowledge each requirement by Initialing each check box below.

Definition of an approved member: An approved member is an individual who has met all eligibility requirements for their registered role and has been confirmed as active/approved within the Registration system. Pending members are not eligible to participate in club activities and VA programs or events until they receive approval from VA staff. All members have an Active Status in VA's Registration system **prior** to working in their roles.

As a Member Club of VA, our organization agrees to:*(required)

☐ Ensure that all individuals participating in VA programs and performing club duties—including, but not limited to, athletes, coaches, referees, volunteers, club board members, administrators,

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and authorized officers—are registered and approved as per the Membership & Registrant policy, Persons in Authority requirements and Screening Policy. I also verify that the Club further confirms that only approved registered members who meet the VA eligibility requirements for their respective roles are engaged in club activities and VA programs or events. This is to protect the eligibility status of all registrants, ensuring it is not compromised by any action of the club or organization. Applicable fees must be paid when required.

- ☐ The Groups Authorized Officers may be fined and/or suspended immediately if a Group Leader is found to be working in their role before meeting the requirements, pending additional review via the Discipline & Complaints policy.
- ☐ Register the club board or list of authorized officers with VA promptly (within 14 days) following the club or organization's registration and annually thereafter at the commencement of the season.
- ☐ Monitor and ensure all Club Coaches meet Coaching Requirements, set under the principle that all athletes have the right to NCCP Trained Coaching Staff who values long-term development principles. Clubs are responsible for ensuring their Coaches meet the requirements for Premier Tournaments and Provincial Championships. Any fines related to failure to meet these requirements will be the responsibility of the Club.
- ☐ The Groups Authorized Officers will provide appropriate, on-going, monitoring of their teams and club activities to ensure compliance with VA policies and procedures.
- ☐ Comply with the terms of the National and Provincial Safe Sport Program and any directive issued by VA or that of the Volleyball Canada. This includes ensuring interim or permanent measures issued against any registrant are implemented and enforced, including decisions made under the Screening and Discipline and Complaints Policy.
- ☐ Maintain the initial name of the club or organization authorized by VA. Prior authorization from VA is required for a name change. Such consent will not be unreasonably withheld.
- ☐ Host a parent information session at the start of each competitive season (Indoor and Beach if applicable) to communicate expectations and processes to families.
- ☐ Have a representative participate in mandatory Volleyball Alberta meetings (which will be communicated well in advance).
- ☐ Uphold the agreements in this form and update any club requirements throughout the season if needed.
- ☐ Participate in any dispute resolution process required by VA to ensure conflicts are managed and resolved expeditiously.

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☐ For Certified Volleyball Clubs (i.e. voting members), the club understands the importance of having a representative participate in the AGM.

☐ Have a documented club dispute resolution process to respond to concerns from their participants expeditiously. All clubs will be required to upload a Club Dispute Resolution Process to their club portal by November 30, 2026 (sample available on the Club Presidents Resource Page). The dispute process must be shared with all club participants, and address matters within the club's jurisdiction (i.e. financial concerns, playing time concerns, coach knowledge, communication and management styles). The Club will provide contact information for the person responsible for the process, and permit Volleyball Alberta to share this information with club participants.

Where a club is the subject of multiple or serious complaints during a membership year, or does not maintain a dispute resolution process, the Association may require additional conditions to be satisfied as part of the club's annual membership or membership renewal, including but not limited to governance or policy additions or changes.

Signatory Page

By signing below, the undersigned affirms that they have read, understood, and agree to abide by the terms of this Memorandum of Understanding (MOU) on behalf of the Club/Organization. The individual signing further affirms that they are authorized to execute this agreement with the knowledge and consent of the Club's Board of Directors or governing leadership. VA may request evidence of such authorization at its discretion. On behalf of the Club, I verify, as a duly authorized representative of the Club that:

The above requirements are true, and all aforementioned documentation will be kept on file by the Club throughout the duration of the current season (until August 31 annually) and made available to the VA upon request.

Name of Person Completing this MOU*(required) _____

Role with Club*(required) _____

Date _____

Signature*(full legal name required) _____

I acknowledge that my typed name serves as my legal signature for the purposes of this submission.

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Appendix A - NON-COMPLIANCE AND PROGRESSIVE ACTION

Recognizing that these requirements are new but integral to VA membership, Volleyball Alberta is committed to working collaboratively with clubs to ensure they can successfully meet all expectations outlined above, as well as the requirements for upcoming years.

VA will provide resources and support to assist clubs in this process. However, if a club or organization does not fulfill its requirements despite the collaborative efforts of both parties, VA reserves the right to take progressive action to address the non-compliance. Such actions may include, at the discretion of the VA:

- Written notice of non-compliance and request for corrective action within a specified timeline.
- Temporary suspension of certain privileges or benefits, such as eligibility to register for or participate in VA-sanctioned events, or access to benefits including letters of good standing, or funding opportunities.
- Refusal to approve a club for the subsequent membership year.
- Escalation of consequences if the issue is not corrected, up to and including a review of the club's In-Good-Standing status.

VA will provide reasonable opportunity for the club or organization to remedy any breach prior to escalation.

Loss of In Good Standing Status with Consequences

If a club or organization is determined to have lost In-Good-Standing status, VA may impose additional sanctions, at its sole discretion. These may include:

- Prohibiting further registration of athletes to VA programs.
- Prohibiting further competition participation by club athletes.
- Prohibiting the club from hosting VA-sanctioned events or using VA branding, marketing materials, or intellectual property.
- Imposing a financial penalty up to and including $5,000 per incident.
- Revoking the club's authorization to operate as a VA-approved club.

Written notice will be provided outlining the reason for loss of status and any required steps for reinstatement.

Reinstatement of In Good Standing Status

To be reinstated following the loss of In-Good-Standing status, VA may, in its sole discretion, require the club or organization to:

- Pay all outstanding fees to VA.

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- Register the club board listing or provide updated authorized officers.
- Resubmit a club or organization application form with new organization name and/or new organization operating location (facility address), if applicable.
- Pay such additional financial penalties as VA determines appropriate.

Once all required action is taken by the club or organization, the In-Good-Standing status will be confirmed by VA.

Please check the box below confirm and acknowledge Appendix A*(required)

☐ I acknowledge and have read Appendix A

Appendix B - Additional Requirements Effective 2027–28 Season

To strengthen governance, transparency, and alignment across all member clubs, the following additional requirements will apply beginning next season. The VA will provide guidance, templates, and resources, along with staff support, to assist clubs in meeting these expectations:

- Club Website with bylaws (if applicable) and policies posted, and club contact information clearly accessible.
- Club Parent Code of Conduct (Signed by all parents/guardians)
- Financial Policy
- Conflict-of-Interest Policy

These steps are designed to ensure consistent standards across all clubs, enhance organizational accountability, and strengthen the volleyball community across Alberta.

Please check the box below confirm and acknowledge Appendix B*(required)

☐ I acknowledge and have read Appendix B

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