



Constitution

OTTAWA VALLEY VIKINGS VOLLEYBALL CLUB

2023-24



Ottawa Valley Vikings Volleyball

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Ottawa Valley Vikings Volleyball

Mission Statement

To provide children in our community the opportunity to play competitive volleyball in a non-threatening environment.

Membership

1. Membership in the Club shall be open to all registered players, head coaches, assistant coaches, managers, and executive members. Membership as identified in the constitution includes parents and/or legal guardians as an extension of the player.
2. Membership is on an annual basis and the membership year shall be aligned to the OVA dates that typically begin September to April of the following year with the exception of the executive who will remain in office until the Annual General Meeting (AGM) in May.
3. The membership fees shall be determined by the end of September of each year.
4. A Conflict of Interest Policy (Appendix 1) supports members when there is a concern or issue that requires resolution. This process is not intended to take the place of normal requests for information from individuals involved in the club when something is not clearly understood.
5. Membership of any member of the Club may be suspended or rescinded for just cause by majority vote of the current executive. This shall include transgressions of the OVA's Code of Conduct.
 - a. The Secretary shall give at least 48 hours' notice to such member that a meeting will be held at which time the Executive will consider the revocation/suspension of their membership.
 - b. The Secretary shall further advise the member that they are entitled to attend the meeting but only to give reasons why they oppose the proposed revocation/suspension of membership. Immediately after the meeting, the President shall verbally inform the member of the Executive's decision. The decision of the Executive is final. A member whose membership has been rescinded will be eligible for membership at a future date as determined by the Executive.
6. No member shall canvas, solicit or exhibit any service or product of any kind whatsoever at a meeting, activity or event of the Ottawa Valley Vikings Volleyball Club unless previously authorized by resolution of the Executive.
7. No member shall utilize the membership telephone/email/ mailing directory for solicitation or canvassing of any product or service whatsoever unless authorized by the Executive.



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8. Contacting players by phone, mail or e-mail shall be done on a per team basis by that team's coach or designate, or by the Coaching Director and/or the Executive for the Club mandated issues.

Executive

1. The executive shall consist of:
 - a. President
 - b. VP Club Contact
 - c. Treasurer
 - d. Secretary
 - e. Publicity Contact
 - f. Social Media Contact
 - g. Equipment Manger
 - h. Conflict Resolution Manager
2. To be nominated for the Executive a person must have at least one year of experience within the Club or a similar organization.
3. The members of the Executive shall receive no remuneration for acting as such.
4. All voting must only be executed when quorum exists (minimum of 50% of the Executive members present). The President only votes in the event of a tie. Executive members who have declared a conflict of interest must abstain from voting.
5. Only the Executive or those appointed by the Executive have the legal authority to initiate communication to all players within the Club

Elections

6. Positions on the Executive Committee, with the exceptions of Treasurer are filled by election at the AGM and will become effective June 1st.
7. The term of all elected positions is two years unless otherwise specified.
8. Only Ottawa Valley Vikings members present at the AGM who are in good standing with the club can make nominations for the Executive Committee positions. Nominees for the position of President must have at least 2 years of previous experience with the club.

Coaching Committee

1. Appointment of the Team Officials
2. Review coaching applications and assignment of coaches to teams when the coaching staff have a conflict.

Team Officials

1. Team Manger
2. Head coach
3. Assistant coach

Players

1. All players must wear the assigned uniform at all exhibition and tournament play
2. All equipment provided by the Club must be treated with care and respect



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3. Payment of registration fees does not guarantee equal playing time.
4. All players must tryout.
 - a. Players must play in their appropriate age categories, note exception in meeting minutes dated Monday 2018/09/03 in effect until 2021
 - b. Players participate in the age category (Figure 1) that applies
 - c. Coaches have the ability to consider moving a player up or down based on extended age, playing capability and development or to make a team run.
5. If a player comes to try-outs injured already, and if the player's skills are known to a coach (through school, club, etc.), a coach has the ability to choose a player based on what he/she knows about the player. This decision will be supported by our club.

4.3 Age Categories

Athletes can participate in the age category associated with either the Chronological Age Class or the Extended Age Class per the below:

Age Category	Chronological Age Class
11 & Under	Born 2008 or later
12 & Under	Born 2007 or later
13 & Under	Born 2006 or later
14 & Under	Born 2005 or later
15 & Under	Born 2004 or later
16 & Under	Born 2003 or later
17 & Under	Born 2002 or later
18 & Under	Born 2001 or later

Age Category	Extended Age Class
11 & Under	Born between September 1 st 2007 and December 31 st 2007
12 & Under	Born between September 1 st 2006 and December 31 st 2006
13 & Under	Born between September 1 st 2005 and December 31 st 2005
14 & Under	Born between September 1 st 2004 and December 31 st 2004
15 & Under	Born between September 1 st 2003 and December 31 st 2003
16 & Under	Born between September 1 st 2002 and December 31 st 2002
17 & Under	Born between September 1 st 2001 and December 31 st 2001
18 & Under	Born between September 1 st 2000 and December 31 st 2000

Figure 1: OVA Age Categories

6. The club believes in the use of volleyball to contribute to the improvement of the community in which we live, work and play, therefore all players must agree to the code of conduct (Appendix 4)
7. If a player is unexpectedly unable to meet their commitment due to unforeseen circumstances e.g. injury or illness, reimbursement based on tournaments already played will be considered.

Parents

Respect in Sport

1. A course offered by the OVA. Respect in Sport is an accessible, online resource in the prevention of bullying, abuse, harassment, and discrimination (BAHD). The program's mission is to empower participants to recognize signs of BAHD and eliminate it from the game, through a global culture of respect.



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2. At least one parent or guardian of each player registered in OVA volleyball will need to complete the online RIS Parent Program only once as a condition of participation. The program is a proactive, educational program that empowers parents with the tools to ensure the game is enjoyable and respectful for themselves, their children, and all other stakeholders in the game. To register, visit: <https://ontvolleyballparent.respectgroupinc.com/start.jsp>
 - a. Each player must have a responsible parent or guardian present at every tournament
 - b. Each parent will be responsible to participate at the tournaments in the capacity of both score keepers and/or lines persons
 - c. Each parent will be responsible to contribute to the club activities as requested throughout the year e.g. set up or tear down of tournaments at local gyms

Privacy

The club shall not use, retain, or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law. Parents must ensure the information is provided is accurate, complete and up-to-date.

Parent Commitment Letter

A copy of the Parent Commitment Letter can be found in Appendix 3, the intention is to ensure alignment of expectations with all members.

Team selection

1. Teams will carry a minimum of 8 and a maximum of 12 players based on OVA regulations
2. It is understood that the A team coach will pick the A team players, based on his/her philosophy, and the B team coach selects their team from the remaining players.
3. Coaches need to know the extended age players at ID camps so the player can be told before try-outs what team to try-out for (to be determined at coaches' meeting).
 - a. It will be suggested to the player what age category to try out for (at the end of the ID camp). The expectation is that the vast majority of players will play within their age category, playing outside of an age category is the exception.
4. Once cuts are made and teams are finalized, there may be a possibility to combine age groups to make a team. The coaching committee may contact parents to see if someone wants to coach this group
5. in the next year, players try out again in their age group (RESET)

Coaching Selection

Coach Selection Criterion

The Ottawa Valley Vikings Volleyball Club (OVVV) is an organization that supports the philosophy of player development and Fair Play through our Coach Selection process and the supplemental development provided to Coaches. The goal of the club is to provide the best coaching available at each age group and select coaches in a fair and equitable manner.



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There are five key attributes that the OVVV uses as its guiding principles for coach selection:

1. Previous coaching experience with the Ottawa Valley Vikings combined with strong evaluation results from prior years
2. Consistently a good role model and acts in the best interest of the players
3. Effectively communicates with parents, players and coaching staff
4. Includes and effectively uses assistant coaches and managers
5. Dedicated to continual improvement of coaching ability

Coach Selection Process:

- Coach Selection Committee formed which includes: Two executive members and Coach Director.
- Coaches that have previously been at the Head Coach Level and fit within the guiding principles will be given the opportunity to coach again.
- New applicants (including individuals that were previously assistant coaches) will be interviewed by at least 2 people from the Coach selection committee and the best candidate(s) identified through this process will be selected.

Engagement of Parent Coaches

The OVVV desires the best coach available to be leading our Vikings teams on the bench. In the event the best coach candidate is a parent, we deal with this complication by removing the parent from evaluating their own child. In this case, the player is evaluated by another head coach from the club. In the event the coach candidate's player does not make the roster, the coach will still be given the opportunity to coach the team without their child on the roster. In the event the coach candidate declines this offer, The OVVV will move to the next preferred candidate and award them the team unless they in turn decline, in the event their player is also not on the final roster, and so on.

Meetings

Annual General Meeting (AGM)

1. An annual General meeting (AGM) shall be held annually in May
2. The Order of Business at the AGM shall be as follows:
 - a. Presidents Report
 - b. Updated from each Executive/committee
 - c. Financial Statements
 - d. Survey results
 - e. Call for new membership (Coaches, executive positions)

Executive

1. The president shall set and call executive meetings as required
2. Special meetings can be called at anytime



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3. A majority of the executive voting members shall form quorum for business decisions at any meeting
4. Meeting Minutes are kept

Appendix 1: Duties

Executive Members

President

1. set agenda for executive meetings
2. attend district meetings

Club Contact

1. register with the NRS
2. obtain insurance from school boards for use of gymnasiums
3. verify a copy of Police Checks for coaches, executive members
4. complete and submit OVA Club Information Form
5. complete forms to request hosting tournaments

Secretary

1. take minutes of meetings
2. send emails to executive and coaches about meetings
3. Complete all travel reimbursement forms after the Provincials
4. Monitor club email account

Treasurer

1. collects fees, receipts and invoices from managers
2. responsible for accounts payable and accounts receivable
3. provides monthly financial update as required

Publicity

1. contact radio stations, newspapers about try-outs
2. help with making and distributing posters/flyers
3. inform media of upcoming tournaments and successes

Social Media

1. Facebook, Twitter, website

Equipment Manager

3. act as liaison with Ryan Messen at Tlitzten
4. purchase equipment for each team
5. distribute items purchased through Tlitzten
6. Manage gym bookings



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Team Manager

1. Register players with the OVA
2. help collect the December payments for the Treasurer
3. send emails asking for volunteers when the club is hosting a tournament
4. assign parents to line and score at tournaments
5. buy food and drinks for volunteers when own team is hosting a tournament

Team Officials

Head Coach

1. Hold a parent meeting at the beginning of the season to outline expectations, etc.
2. Submit police checks to the Club Contact
3. Meet the coaching requirements as outlined by the OVA



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Appendix 2: Conflict of Interest (COI) Policy

Scope

This process provides an overview and the steps to be taken for Conflict Resolution associated with the Vikings Volleyball Club. The process is intended to support players, coaches, team managers, parents, and the executive when there is a concern or issue that requires resolution. As with any concern the intention is to resolve with minimal engagement from people not directly involved or impacted by the circumstance. This process is not intended to take the place of normal requests for information from individuals involved in the club when something is not clearly understood.

Guiding Principles:

- Engagement in this process is voluntary
- The process should be invoked as soon as reasonably possible to ensure accuracy of information and timeliness with regard to resolution
- Good faith must be the underlying intention, individuals engage in the process with the intention of resolution and not conflict
- Confidentiality is required

Steps to Using the Process

- a. Determine if the Resolution process is required. Examples include:
 - Inappropriate behaviour by coaches, team managers or parents that adversely impact the players or Vikings Club
 - Bullying by any individual
- b. Identify first point of reasonable resolution for the circumstances. For example:
 - Coaches being directly engaged when clarity is required around expectations and responsibilities for players
 - Team Managers can clarify responsibilities of parents
 - Executive Members can clarify on administrative items e.g. where the registration fees are spent

Who has a concern	First point of resolution	SPOC
Player	Coach	Conflict Resolution Manager
Coach	Team manager	Conflict Resolution Manager
Team Manager	Coach	Conflict Resolution Manager
Parent	Conflict Resolution Manager	
Executive	Conflict Resolution Manager	



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If at any time a person is unsure of the proper course of action or would like assistance they can contact without hesitation the Executive Member assigned as first point of resolution for the club.

What you can expect:

- Some matters take time and the intention is always to work to resolve items as quickly as possible
- At least 24 hrs will pass before any resolution is determined
- Respect and Confidentiality will underpin all activities



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Appendix 3: Parent Commitment Letter

As a parent of the Ottawa Valley Vikings Volleyball Club program, you have made an educated decision to invest in the development of your son/daughter. Further to the financial commitment of this program, the club feels that there must be an additional commitment on your part to ensure we maximize the development of your son/daughter, your son/daughter’s team and your son/daughter’s club. The following are guidelines that we will need from you in order to make the program successful. As parents of a member of the Ottawa Valley Vikings Volleyball Program we:

- will ensure that our son/daughter is aware and comfortable with all of the policies and procedures that have been outlined by the club
- are aware that it is not permitted to interfere during practice, games, or official team events by providing personal instruction for our son/daughter unless otherwise cleared by the coaching staff
- will conduct ourselves in a supportive and constructive manner when cheering and supporting at games and tournaments
- will inform the coaching staff of any situations that might affect our son/daughter’s ability to cope with certain situation either physical, mental, or emotional
- will not approach a member of the coaching staff with a concern during practices, matches, or tournaments. The communications should be made immediately prior to or following practice or in the days in between practices. Furthermore, we should not address any concern in the presence of my son/daughter, players from my son/daughter’s team, or players or coaches from other club teams. All parent concerns should be communicated directly to the team manager, preferably in person, via e-mail, or via phone call. If the results are not satisfying, the matter should be handled through Stephanie LeMay, Dispute Resolution Coordinator, at stephanie.lemay6@gmail.com
- will support our son/daughter through positive feedback of their teammates and their play at all times. We understand that this program will push our son/daughter to a high level of achievement which will not always be easy
- will be involved with our son/daughter’s development through the program by completing a club survey at the conclusion of the season
- will provide transportation to all practices for my son/daughter as required and be present at tournaments to assist in scorekeeping or line judging as assigned by the Team Manager
- will speak positively about other members of the club’s parent group, athletes, coaching staff, and executive to people internally and externally, and will feel free to make positive suggestions to the coaching staff to advance the club’s pursuit of long term athletic development.

By the parents making this commitment, we enable each athlete an opportunity to develop throughout the 2018-2019 season.

Date

Parent

Date

Parent



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Appendix 4: Player Parent Coaches Code of Conduct Contract

2018/2019 PLAYER/PARENT/COACHES CODE OF CONDUCT CONTRACT

The mission of the Ottawa Vikings Volleyball Club (OVVC) is to create an environment where young athletes can develop into positive, forward-thinking players who have the tools to excel in volleyball and in life. This is achieved by providing the opportunity for each athlete to receive high quality instruction in skills development, team strategy, sportsmanship, and healthy competition.

The directors, players, coaches, and parents are held to the highest standards regarding their respect for each other's dignity and well being. These standards apply on and off the court and during practices and tournaments.

OVVC believes in the use of volleyball to contribute to the improvement of the community in which we live, work, and play. Therefore, we require that all players agree to our code of conduct. This code will be in effect for all practices and tournaments. Failure to follow this code of conduct may result in suspension from games or dismissal from OVVC.

EXPECTATIONS

This Code of Conduct is a written contract between parents, players and coaches to abide by the policies and procedures of OVVC. We expect all parties to maintain a positive attitude and uphold the ideals of fair play and good sportsmanlike behavior. This contract is more than just paper; it is our policies and procedures. Adherence to these policies and procedures are of primary importance to OVVC. To participate in OVVC, all coaches, players, and parents are required to agree to and sign this Code of Conduct Contract.

Zero Tolerance Policy: OVVC has adopted a Zero Tolerance Policy towards certain violations that are in direct contrast to the mission of OVVC and will result in player dismissal from the club.

The following violations will be grounds for immediate dismissal from the club:

- Underage alcohol consumption
- Recreational drug use
- Use of tobacco products
- Suspension from school
- Inappropriate actions towards another player that may be physically harmful
- Use of foul language or rude gestures towards teammates, other players, parents, Coaches, officials or opponents.
- Any level of bullying that causes emotional distress on any teammate or opponent

Players dismissed from OVVC will forfeit club fees

PLAYER GUIDELINES



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Attendance

It is the responsibility of the player to notify the Coach of scheduled events that the player will be missing.

One person's absence affects the entire team. It is important to make every effort you can to attend all tournaments. Failure to notify the coach of any excusable absence less than one week prior to a tournament may result in the individual not playing during the first game of the next tournament they are present for. Absence for a school related activity or school related sport will be considered excused; however, those absences must still be communicated to the coach if they are known in advance. Knowing in advance means notifying the coach, either verbally or in writing, in advance of the scheduled conflicts when they are made public either verbally or in print and the player is aware of that.

Players must give notification of their absence from practice 24 hours prior to the scheduled practice, unless there is an illness or emergency.

Players are required to be prepared for practice/tournaments at the time the practice/game is intended to begin. Example: if a player arrives in the gym on time but still has to change into appropriate volleyball attire, the player will be considered tardy. Practices are limited and each coach has a practice start time to ensure complete use of the allotted time.

Please note that a player's tardiness can also be grounds for loss in playing time or other agreed upon consequence at the Coach's discretion.

Attitudes and Responsibilities

Personal Responsibility – Players are solely responsible for their actions and behavior. A player's behavior is a reflection of their team, club, family, and community.

Positive Attitude – Players should expect a lot of themselves but always settle for the best they can do today. Learn from errors but don't dwell on them in a negative way. Look for lessons when things are tough and celebrate successes.

Players are to have an attitude of non-selfishness. Volleyball is the ultimate team sport. Win and lose as a team. Selfishness, envy and jealousy can destroy a team.

Players to accept responsibility for errors, loss of temper, loss of concentration and poise without making excuses and resolve to focus on improvement.

Players to accept coaching and other directions including roster assignments in a positive, cooperative manner. If a player wants to question coaching decisions they are to arrange to talk with the coach at the earliest time and place where a rational and private discussion can take place. During



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a game or match is not the time to question a coach's decision to make a substitution or line-up change.

OVVC believes that all players can be a leader in their own way. Players lead by example, by doing their part, by helping out, by being enthusiastic, by supporting teammates, and by never getting down.

Player needs to set goals on quality play and self-improvement. Victories will take care of themselves. Make every effort to play to your potential at all times.

Players will do their part to help with setting up nets & taking down, collecting balls & taking care of equipment.

Players will accept terms of playing time. The OVA has rules regarding fair play for all age groups U16 and under which will be followed by the coaches. Equal playing time outside of the fair play rules is NOT guaranteed nor required. Coaches have the responsibility of evaluating players during each practice and during tournaments.

Playing time is determined by the evaluation of player performance and team needs. While OVVC has the goal to improve each player's skill, it is each player's responsibility to improve the team.

Players must be "Coachable" and willing to improve and adjust technical skills per Coaches request. It is the coach's job to coach. Players need to respect and encourage fellow teammates on the court, not correct other player's mistakes.

Players are expected to show 100% effort during practice and at tournaments. If a player is sick during practice affecting their effort, they will be asked to sit out and quietly observe practice or contact their parent to pick them up.

Players will not engage in negative language. OVVC will NOT tolerate it and if it is a continuous problem (more than one warning) it may result in missed tournament matches.

Players are to have their cell phones off and put away during practice, games, and team meetings unless otherwise specified by Coach. Phones may be used for emergencies only.

Players are expected to participate in home tournament set-up, clean-up, or other duties needed for the event as set out by the coach.

Players are expected to maintain proper health during club season. This includes hydration during practices and tournaments. Players are required to come to practices and tournaments with their own water bottle.

PARENT/GUARDIAN/GUEST GUIDELINES AND CONDUCT



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It is the responsibility of the parents/guardian/guest to understand and agree to the attendance policy under the player guidelines.

During tournaments, parents may be required to, and will be responsible for, score keeping and line judging. No parent is permitted to leave a tournament site until all responsibilities are completed, unless permitted by their Coach.

All parents/guardian/guests are expected to conduct themselves in a positive fashion with regards to OVVC events. Parents are invited to attend all practices and tournaments, yet required to conduct themselves appropriately while in that environment. Parents that cannot follow these rules could be asked to leave or not allowed to attend OVVC events.

No parent is allowed onto the playing surface during practice or tournament per OVA Volleyball bylaws unless they are an OVA registered coach.

Parents/guardians/guests are asked to respect ALL other players, opponents, parents, guardians, guests, and officials involved with OVA Volleyball and OVVC. Any negative comments will not be tolerated and result in asking the individual to leave.

Parents/guardians/guests are responsible for making sure that the health of their player is taken care of for practices and tournaments. This includes but is not limited to making sure that their player has a water bottle for practices and tournaments.

GUIDE TO CONFLICT RESOLUTION

If there is a question about playing time, Coaching decisions, conduct, or anything regarding OVVC, the player and parent should:

Schedule an individual meeting with the Coach at an appropriate time. The Coach has the right to request presence of 3rd party (i.e. Assistant Coach, Club Director, or parent).

If questions or disputes still stand after that meeting, the player and/or parent can schedule a meeting with our Conflict Resolution person at an appropriate time.

It is inappropriate for a parent to attempt to settle a dispute regarding OVVC without the individual player/parent/coach meeting. It is inappropriate for a parent to attempt to settle a dispute without presence of both Coach and a Club Director.

At no time is a parent/guardian/family member allowed to approach a coach at a tournament or during practice in regards to a conflict they have. OVVC adheres to a 24 hour cool down policy that requires at least 24 hours to pass from any perceived conflict before any resolution meeting can take place.

Player Signature: _____ Date: _____



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Parent Signature: _____ Date: _____

Coach Signature: _____ Date: _____