

SCORPIONS YOUTH VOLLEYBALL CLUB INC. ©



Constitution and Bylaws

Incorporation Date: 1/30/13

Constitution Revision Date: 10/17/14

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CONSTITUTION OF THE SCORPIONS YOUTH VOLLEYBALL CLUB INC.

ARTICLE I - IDENTITY

1.1 The name of the organization shall be “Scorpions Youth Volleyball Club” herein referred to as “Club”.

1.2 The Official Logo of the Club and the representative teams shall be:



1.3 The official colours of the Club shall be Forest Green and White for the indoor season. There is no official colours for the outdoor (herein referred to as beach) season.

1.4 Teams may additionally use the colour black in their warmup shirts, sweat pants, tracksuits and hoodies. Coaches are to wear their Scorpions hoodies or Scorpions collared shirts during all tournaments.

1.5 The term “Scorpions Youth Volleyball Club premises” shall be understood to include all indoor and outdoor areas, where Scorpions Youth Volleyball Club players, executive and/or parents are conducting services under the permission of the Scorpions Youth Volleyball Club Executive.

This shall include all meetings, practices, games, hosting of tournaments and/or fundraising events.

ARTICLE II – MISSION STATEMENT

The objectives of the Club shall be to promote a healthy active lifestyle and good sportsmanship for the youth of the City of Cambridge Ontario and surrounding area by teaching them the sport of volleyball.

In providing indoor, beach (sand) and grass volleyball programs to local athletes the Club will endeavour to protect and promote the mutual interest of its players by fostering goodwill and sportsmanship in its athletes as they strive to be the best they

can be both on and off the court. The Club will ensure that it does so in a safe, fun, affordable and encouraging environment for all involved.

We follow and support the Volleyball Canada Long Term Athlete Development (LTAD) Program.

ARTICLE III – BYLAWS OF THE CLUB

3.1 The by-laws, appended to this Constitution, shall describe the organizations and functions of the Club, and the means by which members of the Club may elect the Club Executive, and control the property and activities of the Club.

BYLAWS OF THE SCORPIONS YOUTH VOLLEYBALL CLUB

BYLAW I – MEMBERSHIP

1.1 Membership in the Club shall be open to all registered players, head coaches, assistant coaches, and executive members.

1.2 Membership is on an annual basis and the membership year shall be from August 1st to July 31st of the following year with the exception of the executive who will remain in office until the annual AGM.

1.3 The membership fees shall be determined by the end of September of each year.

1.4 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 Ontario Volleyball Association's or Scorpions Youth Volleyball Club's Code of Conduct.

1.5 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.

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.

1.6 No member shall canvas, solicit or exhibit any service or product of any kind whatsoever on Scorpions Youth Volleyball Club premises or at a meeting, activity or event of the Scorpions Youth Volleyball Club unless previously authorized by resolution of the Executive.

1.7 No member shall utilize the membership telephone/email/ mailing directory for solicitation or canvassing of any product or service .

1.8 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. Group email newsletters will be sent to keep the members up to date on club activities.

BYLAW II– EXECUTIVE

2.1 The Executive shall consist of:

- i. President
- ii. Past President
- iii. Treasurer
- iv. Secretary
- v. Uniform Coordinator
- vi. Registrar

2.2 To be nominated for the Executive a person must have at least one year of experience within the Club.

2.3 To be nominated to run for president the person must have at least one year of experience on the Executive.

2.4 Executive elections shall be staggered to ensure for a smooth transition.

2.5 The members of the Executive shall receive no remuneration for acting as such.

2.6 Members of the Executive may resign by resignation in writing which shall be effective upon acceptance of the Executive.

2.7 The office of an Executive member shall be automatically vacated:

- i. If the executive member has resigned their office by delivering a written resignation.
- ii. If an executive member has been asked to vacate their position by majority vote of the Executive.
- iii. On sickness and/or death.

2.8 Vacancies on the Executive may, so long as a quorum of executive members (50%) remains in office, be filled by the executive from among members of the Scorpions Youth Volleyball Club. Otherwise, such a vacancy or vacancies shall be filled at the next Annual General Meeting of members at which the Executive for the ensuing year are elected. If there is not a quorum of executive members, the remaining executive members shall call a meeting of members to fill the vacancy or vacancies.

2.9 Only the Executive or those appointed by the Executive have the legal authority to initiate communication to all players within the Club.

BYLAW III – DUTIES OF THE BOARD MEMBERS

3.1 The President shall promote the Scorpions Youth Volleyball Club, be responsible for the overall operation of the Club, preside at the annual general meeting, preside at regular executive meetings and be an ex-officio member on all committees.

3.2 The Treasurer shall be responsible for the maintenance of the financial records and for the collection and disbursement of funds. They shall further prepare and submit to the Annual General Meeting a financial statement of the affairs of the Scorpions Youth Volleyball Club. They shall also perform such duties as may be determined by the Executive.

3.3 The Secretary shall be responsible to maintain records and correspondence of the Club. They shall also perform such duties as may be determined by the Executive.

3.4 The Uniform Coordinator shall be responsible for the sourcing and purchasing of uniforms. They shall also perform such duties as may be determined by the executive.

3.5 The Registrar shall be responsible for ensuring the registration of competitive team players and tournament registration of competitive teams.

3.6 The Past President shall advise the executive on all matters relating to the Club. They shall serve on the executive for a period of one year. They shall also perform such duties as may be determined by the executive. They shall not have a vote on any matter at executive meetings.

3.7 – Board members who have children playing competitive volleyball in the club will be given a 50% discount on their child's fees.

BYLAW IV – COMMITTEES & COORDINATORS

4.1 By September 30 of each year, the Executive will determine if the following committees and coordinators are necessary.

4.2 The President shall be an ex-officio of all committees.

4.3 The committees listed below are the most likely committees that the club may require.

i. Coach Selection Committee

ii. Discipline Committee

iii. Fundraising Committee

iv. Spirit Wear Committee

v. House League Registrations Coordinators

vi. International Tournament Registration Coordinator

4.4 A quorum for all committee meetings is 51% of the committee members.

4.5 Committee decisions shall be by majority vote.

4.6 All committees must keep records of meetings. All records are to be forwarded to the president on an on-going basis. The president will then forward to the appropriate executive member.

4.7 The Executive must approve all committee decisions by majority vote.

4.8 The Executive can decide if the committees work can be done by a single person or if a full committee is necessary.

4.9 Duties of the committees and coordinators are as follows:

i. The Coaches Committee is responsible for, upon request of the president, reviewing coaches applications, assisting in interviews of new coaches.

ii. The Discipline Committee is responsible for resolving issues related to members and parents not complying with the Club and the OVA and Scorpions Code of Conducts.

iii. The Fundraising Committee will be responsible for pursuing Corporate sponsorships for the club.

iv. The Spirit Wear Committee is responsible for the organizing of and selling of Scorpions Spirit Wear, specifically Scorpions hoodies and track pants to all competitive and non-competitive players.

v. House League Registration Coordinator – is responsible for helping out during the fall and winter registration of SPIKES and House League Programs

vi. International Tournament Registration Coordinator – is responsible for registering teams for tournaments outside of Canada

4.10 Committees will be expected to make recommendations to the Executive for improvement in areas of their activities.

BYLAW V – MEETINGS

5.1 The annual general meeting shall be held sometime during the last two weeks of September or at the earliest convenient date.

5.2 The annual general meeting notice shall be posted one month before date of the meeting on the clubs website and an email sent to all members.

5.3 The president shall set a schedule for executive meetings and call special executive meetings outside the scheduled dates as necessary.

5.4 Special meetings may be called at any time. Any three members of the Executive must make the request and the meeting must be held within two weeks of the request.

5.5 All members of the Executive shall be notified at least 48 hours prior to any executive meeting or special meeting. If acceptable contact cannot be made, the president or secretary will attest to the fact that at least two attempts were made to contact the individual concerned.

5.6 A majority of the executive voting members shall form a quorum for the transaction of business at any meeting of the executive members.

BYLAW VI –VOTING

6.1 Election of succeeding executive shall be by majority vote at the Annual General Meeting. Elections of the executive should be staggered over different years to ensure the continual smooth running of the club.

6.2 The elected positions shall be President, Treasurer, Secretary, Uniform Coordinator and Registrar.

6.3 Election of the executive shall be by secret ballot at the AGM.

6.4 A person wishing to be candidate for an Executive position must:

i) be a minimum 21 years old

ii) have no criminal record

iii) be of sound mind

iv) for President, have been a member of the executive for at least two years

v) submit by email their nomination, a resume and the name and signature of a person who has seconded the nomination.

vi) This must be done no later than 2 weeks before the Annual General Meeting. It must be emailed scorpionsvolleyball@yahoo.ca or mailed care of the Recording Secretary.

6.5 There will be no new nominations accepted at the Annual General Meeting.

6.6 Each person at the AGM may only vote once under the following conditions:

i. Voting at the annual general meeting is restricted to one vote per family of a registered child.

ii. Each board member has one vote.

iii. Each head coach and assistant coach has one vote.

6.5 For members less than 18 years of age that vote is the parent/guardians

responsibility. For members over 18 years of age the responsibility is their own.
6.6 No proxy voting is allowed at the AGM.

BYLAW VII – ORDER OF BUSINESS

7.1 The order of business at an Annual General Meeting of the Club shall be as follows:

- i. Notice of Meeting
- ii. Approval of Agenda
- iii. Minutes from preceding meeting
- iv. Reports
- v. Elections
- vi. Amendments to Constitution and Bylaws
- vii. New Business
- viii. Adjournment

7.2 Any amendments to the Constitution and Bylaws or new business agenda items to be considered at Annual General Meeting must be submitted by email (scorpionsvolleyball@yahoo.ca) or in writing to the Recording secretary no later than 2 weeks before the meeting.

BYLAW VIII – COACHES

8.1 A coach of a representative team may be a member of the executive. They must declare a conflict of interest in any matters that involve specific issues with their team and they will not be allowed to vote on these issues at executive meetings.

8.2 All coaches must submit a police check for working with the vulnerability sector to the Club. This cost is at the club's expense. This applies to any volunteers working with youth in our club.

This must be completed no later than October 30. Coaches who start with the Club after this date must submit a police check no later than four weeks after agreeing to work with a team.

8.3 All coaches must submit to the Club their NCCP number to the Club upon agreeing to coach or assistant coach with a team. If the coach does not have NCCP certification, they must provide an exception number as soon as they receive it from the Ontario Volleyball Association.

8.4 All coaches must meet the requirements as outlined by the Ontario Volleyball Association.

8.5 All coaches must carry a player emergency contact information list and be aware of any special medical needs of the players on the teams.

8.6 All coaches must be approved by majority vote of the executive.

8.7 All coaches must abide by the code of conduct as outlined by the Ontario Volleyball Association and the Scorpions Youth Volleyball Club code in annex 1. Failure to abide by the code of conduct could result in disciplinary action by the Executive.

8.8 The Executive may discipline coaches and penalties as ruled by the executive shall be respected.

8.9 After team selections are completed, if a coach is considering releasing a player from the team, the coach must adhere to the following guidelines:

- i. *The Head Coach must let the President know of his intentions and course of action.*

ii. Communication to the player and parent about the concern must be done by the Head Coach in writing copying the President in the letter There will be an opportunity to address the coach's concerns, within a given time period agreed to by the Head Coach and the President.

iii. If the player does not meet the coach's concerns within the time period, the coach will then release the player immediately.

iv. The coach should make every effort to release the player well before the OVA player registration deadline.

v. If the player and/or parent do not agree with the process then an appeal process is available through the Executive.

8.10 Competitive team Coaches will be paid an honorarium decided on by the executive.

8.11 The club will pay for the coaches certification courses.

8.12 Head coaches who have children playing competitive volleyball in the club will be given a 50% discount on their child's fees.

BYLAW IV– PLAYERS

9.1 All players must register in their appropriate age category in the house leagues. Players are allowed to play up in competitive teams but this practice is not encouraged.

9.2 Players must provide a copy of their birth certificate.

9.3 All players must be paid in full before Provincials on any team in the Club unless the president in consul with the treasurer has been granted special circumstance.

9.4 All players must abide by and sign the code of conduct as outlined by the Ontario Volleyball Association and by this Club in annex 3.

9.5 The Executive may discipline players and apply penalties as ruled by the Executive.

9.6 Players requesting a release from the Club will be granted such a release.

9.7 Any player, less than 18 years of age, caught intentionally damaging equipment will have their parent/guardian held liable for replacement.

9.8 Any player, who misses two consecutive tournaments or three consecutive practices without notification and/or valid reason, may be removed from a team. The head coach must advise the Executive who will review the circumstances and recommend a course of action.

BYLAW X – PARENTS

10.1 Parents are responsible to provide and co-ordinate punctual transportation to and from the practices and tournaments.

10.2 Parents must represent the Scorpions Youth Volleyball Club in a positive and responsible manner.

10.3 Parents must support their son/daughter, team members and coaching staff.

10.4 All parents must abide by and sign the code of conduct as outlined by the Ontario Volleyball Association and by this Club in annex 2.

BYLAW XI – INDOOR COMPETITIVE TEAMS

- 11.1 All players must wear the assigned uniform at all exhibition and tournament play.
- 11.2 All equipment provided by the Club must be treated with care and respect.
- 11.3 The coaches are responsible to allot appropriate game time to players as required to enhance our ability to provide a positive experience.
- 11.4 Payment of registration fees does not guarantee playing time on competitive teams.
- 11.5 All teams must run tryouts.
- 11.6 All teams must carry a minimum of 9 and a maximum of 12 players based on OVA regulations.
- 11.7 Emergency Call-ups. Players will be allowed to move up a division to play on a team under the following conditions:
- i. The coach of the team the player is registered with is notified prior to the player being asked.
 - ii. The coach requesting the move follows OVA guidelines.
 - iii. The coach requesting the move keeps the best interests of the player in mind.
- 11.8 In the event teams become short of players due to injuries or any other loss of athletes, the Club may look at athletes from within the club system, or may run a second set of tryouts, inviting the unsuccessful participants of the first tryout and any new attendees.

BYLAW XII – PROVINCIALS/NATIONALS

- 12.1 Attendance to the National Championships is the decision of the individual teams.
- 12.2 Funding for Provincials is included in fees. Funding for Nationals is the responsibility of each team.

BYLAW XIII - LEARN TO PLAY & HOUSE LEAGUE PROGRAMS

- 13.1 The Club will offer the following non-competitive Indoor and Beach programs:
- *Monsters - ages 7-9,*
 - *SPIKES 1 and House League ages 10, 11,*
 - *SPIKE 2 and House League ages 12-14 and*
 - *House League program for high school age students.*

The SPIKES program is an Ontario Volleyball Association program licensed to use exclusively in this area.

- 13.2 Players are given equal playing time in all house league games.
- 13.3 The Club will strive to ensure these programs are affordable for the majority of the population.
- 13.4 The Club will hire, with the appropriate honorarium, coordinators, that are a minimum 16 years old, to run or assist in the various programs.
- 13.5 The Club will offer sessions in Sitting Volleyball.
- 13.6 The Club will expand its' Grass Volleyball program to include the above programs.

BYLAW XIV COMPETITIVE BEACH PROGRAM

14.1 The Club will have a competitive beach volleyball program that will consist of one group practice and one group scrimmage a week.

14.2 Competitive Beach Duos will be chosen by submission of a letter from the Duos stating why they want to play in the Scorpions competitive beach program.

Spaces are limited in the program.

14.3 Competitive Beach fees will be set each year in April.

BYLAW XV – SCORPIONS SAND COURTS

15.1 The Executive will approve any changes or renewal of our lease for the sand courts located at Cambridge Vineyard.

15.2 The Executive will approve of any changes to our agreement with Temple Baptist Church for the use of the courts there.

BYLAW XVI – HOSTING TOURNAMENTS INDOOR, BEACH & GRASS

16.1 At the start, as reasonably practical, of the Indoor and Grass/Beach Seasons the Executive will be notified by the President of tournaments the club will host. Additional indoor tournaments may be added as per the gaps in the OVA competitive tournament schedule.

BYLAW XVII – INSURANCE

17.1 The Club shall have Board of Director Insurance and General Club Liability Insurance. They will also be covered under the Ontario Volleyball Association Insurance. The club will also use waivers for various programs and events they host.

BYLAW XVIII – FINANCIAL MANAGEMENT

18.1 Executive shall set competitive player fees based on advice by the Treasurer.

18.2 All Club expenses and purchases will be paid by cheque bearing the signatures of two signing officers: the President and Treasurer.

18.3 A financial statement will be provided at each executive meeting.

18.4 A financial statement will be made available at the Annual General Meeting.

18.5 Refunds to players will be considered by the Executive if a player has been released by the coach, a documented injury occurs that ends the player's season or the player is removed by the Executive.

18.6 Players who remove themselves from the team will receive no refund.

18.7 Individuals within the Club may not purchase items and expect a refund from the Club without prior permission of the Executive.

18.8 All fundraising monies carried out by the club, parent groups or teams flow through the club's financial records unless approved by the executive.

18.9 No member shall charge another member of the organization a fee to offset

incurred costs and/or to gain profit, for services or product, without permission of the Executive. The request for permission must be forwarded to the Executive in writing.
18.10 In the event the club ceases to exist, the net assets from liquidation shall go to local Charities or another non profit as decided by members of the outgoing executive.

18.11 – A bookkeeper may be hired, with approval by the board, to help the treasurer with the finances documentation and management relating to the club.

BYLAW XIX – HARRASSMENT POLICY

19.1 The Executive will follow the Harassment Policy that is outlined by the OVA. The link to this policy is located in the ABOUT tab on our website.

BYLAW XX – CONCUSSION MANAGEMENT POLICY

20.1 The club recognizes the importance of managing a concussion injury. It is the responsibility of the physician to diagnose the injury. The club would recommend that players and parents be aware of and read the McMaster University Concussion Management – Return to Activity Guidelines for Children and Youth. The link to these guidelines is located in the ABOUT tab on our website.

BYLAW XXI – INJURY REPORTING

21.1 The Ontario Volleyball Association requires that an Injury Form be completed and submitted to them when the injury requires medical attention. Here is a link to the form.
<http://www.ontariovolleyball.org/sites/default/files/accident%20report%20September%202013.pdf>

BYLAW XXII – MEMORIAL FLOWERS & DONATIONS

22.1 In the event of a death related to members of the club, the President with approval of the board will determine on a case by case basis if a donation or flowers should be sent.

BYLAW XXIII – BURSARY

23.1 The Club shall offer a \$500.bursary each year to players who are financially unable to pay some of the fees associated with playing competitive indoor volleyball for the Scorpions Club.

23.2 Reycraft Memorial Bursary – Money donated to this bursary will also be allocated to helping families pay the costs of playing competitive indoor volleyball.

23.3 The President will submit the names of the players to the board for approval who have asked for assistance.

BYLAW XXIV – AMMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- 23.1 The constitution may be amended at the annual general meeting by majority vote.
23.2 A “Notice of Proposed Amendment” must be submitted to the president at least two weeks in advance of the annual general meeting.
23.3 The by-laws must be ratified at each annual general meeting.
23.4 Amendments to the by-laws may be made by majority vote of the Executive at regular executive meetings.

Adopted by: Scorpions Youth Volleyball Club Inc. December 6th, 2013, Cambridge Ontario

Signed by:

A handwritten signature in cursive script that reads "Paul Langan".

Paul Langan,
President, Dated – October 17th, 2014

original signed

Cindy Valnion
Treasurer Dated – October 17th, 2014

Annex 1

Scorpions Youth Volleyball Club Inc. Coaches Code of Conduct

- Must ensure all members of the coaching staff follow and enforce codes of conduct including rules and regulations as put forth by Volleyball Canada and the Ontario Volleyball Association.
- Will treat all participants in a manner that promotes fairness, integrity and mutual respect.
- Must refrain from making comments or gestures that are disrespectful, offensive, abusive, racist or sexist in any way.
- Will set a fine example for all children and be a role model for participants on and off the court.
- Will promote and enforce all safety regulations to protect the health and welfare of all participants.
- Verify to the best of your ability that all players are healthy and physically fit prior to allowing them on the court.
- Will remember that children are involved in volleyball for the fun and enjoyment of the game. Players must learn how to win or lose with dignity and respect for all participants.
- Will promote teamwork and encourage all players to have confidence in themselves through effective coaching techniques and positive reinforcement.
- Must remember that all players need and deserve their fair share of court time to improve and develop volleyball skills.
- Must be reasonable when scheduling extra games or practices, remembering that players have other interests and obligations.
- Will teach participants to play fair and respect the rules of the game, opponents and officials.
- Will strive to ensure that all players get equal instruction, guidance and support.
- Must ensure that no player is subjected to harassment or abuse as a result of a poor performance or mistakes made during a practice or game.
- Will obtain necessary training and certification to upgrade and improve coaching skills and knowledge.
- Will work in cooperation with SYVC members and founder to provide a fun and safe environment that is free of harassment or abuse.
- Failure to comply with this code of conduct will result in disciplinary action.

coach

date

Annex 2

Scorpions Youth Volleyball Club Inc. Parents Code of Conduct

- It is a policy of the SYVC to provide a safe and fun environment for children to play volleyball.
- Let all participants play for the fun of the game and do not spoil your child or any other child's fun.
- Encourage your child to play by the rules and to enjoy the game.
- Respect all players, coaches, opponents, game officials and spectators.
- SYVC enforces a zero tolerance policy towards situations of harassment or abuse directed against game officials, players, coaches or spectators.
- Recognize that every member of the SYVC is a volunteer.
- Help and encourage all volunteers whenever possible to allow them to work to the best of their ability.
- Recognize and applaud good play by your child as well as members of both teams.
- Do not embarrass your child by yelling at players, coaches, game officials or spectators. Your child will benefit when you show a positive attitude towards the game and all of its participants.
- Failure to comply with this code of conduct will result in disciplinary action

Annex 3

Scorpions Youth Volleyball Club Inc. Players Code of Conduct

I am participating in volleyball because I want to, not because others including Parents or coaches want me to play.

I will play by the rules of volleyball and in the spirit of the game.

I will represent the SYVC and my community in a responsible manner.

I will respect my teammates, opponents, game officials and spectators.

I will do my best to be a true team player.

I will remember that winning is not everything. Having fun, improving skills, making friends and doing my best are also important.

I will remember that coaches and officials are there to help me. I will accept their decisions and always show them respect.

Failure to comply with this code of conduct will result in disciplinary action.