



**Constitution and By-Laws of the  
Barrie Elites Volleyball Club**

Ratified at Annual General Meeting May 23, 2023

This document was developed during the first season of the Barrie Elites Volleyball Club and revised in May 2023. This document became a working document upon approval of the membership at the Barrie Elites Volleyball Club’s Annual General Meeting on May 23,2023.

## **1.0 ARTICLE I - IDENTITY**

- 1.1 The name of the organization shall be “Barrie Elites” herein referred to as “Association”.
- 1.2 The Official Logos of the Association and the representative teams shall be:



- 1.3 The official colours of the association shall be Royal Blue, Black and White.
- 1.4 Teams may use alternate colours for warm-up attire and or coaching clothing as approved by the executive.

The term “Barrie Elites premises” shall be understood to include all areas where Barrie Elites players, executive conduct business, practices or meetings

## **2.0 ARTICLE II – OBJECTIVES**

- 2.1 The objectives of the association shall be:
  - 2.1.1 To promote sports and sportsmanship through the development of volleyball in the City of Barrie and surrounding area.
  - 2.1.2 To work in cooperation with educational institutions in assisting with the development of volleyball
  - 2.1.3 To protect and promote the mutual interest of its players by fostering goodwill and sportsmanship.
  - 2.1.4 To manage and regulate House League and Representative divisions, their players, coaches, and parents.
  - 2.1.5 To prepare our athletes technically, tactically, emotionally and physically, as outlined in the LTAD (Long Term Athlete Development model) in order to maximize their potential to make a Regional, Provincial, OCAA, or CIS team roster.

### **3.0 ARTICLE III - MEMBERSHIP**

- 3.1 Membership in the association shall be open to all registered players, head coaches, assistant coaches, and executive members.
- 3.2 Membership is on an annual basis and the membership year shall be from first Saturday after Labour Day until August 31st of the following year with the exception of the executive who will remain in office until the annual AGM.
- 3.3 The membership fees shall be determined by August 31 of each year.
- 3.4 Membership of any member of the association may be suspended or rescinded for just cause by majority vote of the current executive.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.
- 3.5 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.
- 3.6 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.
- 3.7 No member shall canvas, solicit or exhibit any service or product of any kind whatsoever on Barrie Elites premises or at a meeting, activity or event of the Barrie Elites unless previously authorized by the Executive.
- 3.8 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.
- 3.9 Contacting players by phone, mail or e-mail shall be done on a per team basis by that team's coach, or by the Directors of Coaching, and/or the Executive for Club mandated issues.

#### **4.0 ARTICLE IV – EXECUTIVE - Voting**

- 4.1 The **voting** executive shall consist of:  
President (shall vote only in the event of a tie)  
Vice President  
Treasurer  
Secretary  
Director of Uniforms and Equipment
- 4.1.1 The **non-voting** executive shall consist of:  
Director of Player Development  
Director of Coaching Development  
Director of Fundraising  
Director of House League  
**The Director of City of Barrie’s Skills & Drills**  
Director of Website/Team Snap  
Director of Hosting  
Director of Facilities  
Director of Media Relations  
Past President
- 4.1. A The following positions are two-year terms:** President, Secretary (*changed on even years*) Vice President & Treasurer (*changed on odd years*) All other Executive positions are appointed annually following the AGM
- 4.2 To be nominated for the executive a person must have at least one year of experience within the club.
- 4.3 To be nominated to run for president the person must have at least one year of experience on the executive, unless all past executive members decline the role.
- 4.4 All Directors and the Past President shall be retired at the end of their two-year terms at the annual general meeting but shall be eligible for re-appointment except the Past President.
- 4.5 **“The members of the executive will receive an honorarium for their contributions to the club”**
- 4.6 Members of the executive may resign by resignation in writing which shall be effective upon acceptance of the Executive.

- 4.7 The office of an Executive member shall be automatically vacated:
  - 4.7.1 If the executive member has resigned their office by delivering a written resignation.
  - 4.7.2 If an executive member has been asked to vacate their position by majority vote of the executive.
  - 4.7.3 On sickness and/or death.
- 4.8 Vacancies on the executive may, so long as a quorum of executive members remains in office, be filled by the executive from among members of the Barrie Elites. 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.
- 4.9 Only the Executive or those appointed by the Executive have the legal authority to initiate communication to all players within the club.
- 4.10 All executives must submit to a criminal record check as required by the Ontario Volleyball Association.

## **5.0 ARTICLE V – DUTIES OF THE BOARD MEMBERS**

- 5.0 The President** shall promote the Barrie Elites, be responsible for the overall operation of the association, preside at the annual general meeting, preside at regular executive meetings and be an ex-officio member on all committees. The president is a non-voting member unless a tie on an issue presented to the voting members occurs. The President is responsible for putting together a committee for tryouts and registration. The President along with the Director of Coaching Development shall receive and access all coaching applications and ensure all coaches that have applied receive a response. The President will put together any other committees as the executive need throughout the season. The President is ex-officio on all committees.
- 5.1 The Vice President** shall preside over meetings in the absence of the president. The Vice President (**working with the secretary & Executive committee**) are responsible for registering the club with the OVA – *forms found on OVA website*. The Vice President and secretary/exec committee shall register all athletes, Executive Members, coaches and the club with the Member Registration System (MRS) upon completion of registration each year the Vice President and the secretary shall register all teams for all aged OVA tournaments prior to the deadline. They shall also perform such duties as may be determined by the executive.
- 5.2 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 Barrie Elites. The Treasurer shall collect all funds for additional OVA tournaments and notifies the Vice President once funds have been collected. The Treasurer is responsible to attend all tryouts and registration to collect funds. The Treasurer must ensure follow up for all payment plans and funds returned. They shall also perform such duties as may be determined by the executive.
- 5.3 The Secretary** shall be responsible to maintain records and correspondence of the association including Meeting minutes, Screening Disclosures and any athlete or coaching documentation as required. The Secretary is responsible for sending out the minutes within 1 week of the meeting. The Secretary (**working with the VP**) are responsible for registering the club with the OVA – *forms found on OVA website*. The Secretary **and VP/exec committee** shall register all athletes, Executive Members, coaches and the club with the National Registration System (MRS) upon completion of registration in September. The Secretary and the VP shall register all teams for all aged OVA tournaments prior to the deadline. The Secretary shall distribute and collect all OVA screening

disclosure forms. They shall also perform such duties as may be determined by the executive.

5.5 (1) **The Director of Player Development** shall be at least a Level 2 certified volleyball Coach (other candidates may be considered depending on experience). They are to oversee recruitment of Athletes & assist coaches with team selections as needed. They must be in attendance throughout the entire selection process for all age divisions with particular attention given to the 12U, 13U and 14U age divisions. The level of on-court interaction will be determined through consultation with the head coaches. They will be responsible for running appropriate skills clinics one Friday of the month commencing in November, with a minimum of 3 per year. Further, direct lead practice sessions where 12U/13U, 14U/15 and 16U/17U will receive training on mass. This will occur within the first weeks of team training and again post-Christmas break and at any time upon a coach's request.

Both the Director of Athletic Development and Coaching Development will plan, organize and staff all our camps – summer, March break and Christmas, ***when being offered.***

They are responsible for team visits –

Between November to December and again January to April they will attempt to visit each team at least once spending at least 1 hour with each team. Further, it is expected that the director will attempt to observe each team under his/her directorship in competition pre- and post-Christmas and visit at least 2 tournaments a month. At the invitation of the head coach, the director may sit on the team bench and offer insight to the head coach or to the players, if directed to do so by the head coach. They are to put together recruitment forms for the 17U and 18U players. Director must complete a practice/clinic form and have it signed off by coach/assistant coach. Honorarium for director is \$5,000.

**5.5 (2) The Director of Coaching Development** They will be responsible, in collaboration with the voting executive, the assignment & coaching placement for each season. Strong consideration must remain with the placement requests submitted by the individual coaches. The director would be responsible for the preparation and distribution of meaningful information relevant to practice planning, skill and system play progression at the club's opening meeting pre-season. They shall assist coaches in enhancing their knowledge through ongoing education and training, approval from Treasurer is necessary. They will work alongside coaches of all age groups to ensure the coaches have the tools required to provide adequate practice sessions. Both the



Director of Athletic Development and Coaching Development will plan, organize and staff all our camps – summer, March break and Christmas, ***when being offered***. The Director of Coaching Development will hold monthly or bi-monthly Coaches training sessions working on anything from practice planning through to personal skill development. The Director of Coaching Development will take the lead on conflict resolutions alongside coaches & executive as required.

They will be responsible to ensure coaches have all necessary training required for their specific positions. (Levels per age group and all other training as directed by OVA)

Honorarium for director is \$5,000.

**5.6 The Director of Uniforms and Equipment** shall be responsible for the ordering and distribution of uniforms and club mandated gear to our members. They shall also be responsible for the ordering, distribution, and collection of equipment to the coaches. They will also be responsible to secure quotes each year with suppliers to ensure a fair and equitable price is being given to our club. They shall also perform such duties as may be determined by the executive.

**5.7 The Director of Facilities** shall be responsible for securing appropriate practice and playing facilities for our members. They will liaise with local Boards of Education and local Community Governments to acquire such facilities. They shall be in constant communication with school boards regarding cancellation of permits and conflicts with boards and coaches. They shall also be responsible to plan social activities for the club, which includes the year end banquet, meeting facilities, tryouts etc. (Move secretary to Facilities) The Director of Facilities will work with the Director of Hosting to obtain facilities for tournaments run by the club (OVA) throughout the season. The Director of Facilities will work alongside the Director of House League to obtain practice facility through the permit process for this program. They shall also perform such duties as may be determined by the executive.

**5.8 The Director of Fundraising** shall be responsible for searching out and securing funds and/or sponsorship for the club. Such items are for the club as a whole and are not for individual teams. The Director of Fundraising shall lead and run the Annual Golf Tournament and assign a sub-committee to assist. They shall also perform such duties as may be determined by the executive.

**5.9 The Director of City of Barrie's Skills & Drills** is responsible for planning, securing coaches, liaising with the City of Barrie, and promoting the Barrie Elites Volleyball

club to our house league program. They shall also perform such duties as may be determined by the executive.

**5.10 The Director of House League** is responsible for overseeing the Barrie Elites House League program. They will work alongside the Director of Facilities for weekly gym space for the program. The Director of House League will be responsible for securing additional coaches for the purposes of the program. The Director of House League will plan and schedule the weekly events for the program (This can include but is not limited to some warmup drills, scheduling of team's games, refereeing games, tracking teams' results)

**5.11 The Director of Hosting** shall work with the Director of Facilities to secure gym space for all tournaments. They shall work in conjunction with the host team to ensure the tournament is run smoothly. They will ensure follow up of payment to be made to the club from the OVA. They will submit all paperwork to the OVA prior to the deadline. They shall be in charge of the club hosting kit and makes sure this kit is delivered to the host team and received back once the tournament is complete. They will print copies of the schedule and place in the hosting kit. They shall also perform such duties as may be determined by the executive.

**5.12 The Director of Media Relations** shall be responsible for advertising and promoting club events such as, but not limited to tryouts, event success and other media related items as deemed necessary by the executive to promote our club

**5.12 The Director of Website (and associated platforms)** is responsible for all updates on the website through WordPress including adding sponsors as they are obtained each season. Is responsible for updating all pages to reflect tryouts, Friday night clinics, Beach Volleyball, Golf Tournaments and anything else needed. The Director of website and TeamSnap will be responsible of all TeamSnap updates as needed and retires the season when complete. As well opens new season each year. They are responsible for Formats and opening registration forms and then update the website. They will roster teams once they have been confirmed and roster coaches and executive. They will assist treasurer as needed with invoicing. Will be responsible for handling any questions regarding TeamSnap issues with players, families, coaches and executive. They will be responsible for all back-end maintenance of website and TeamSnap. They shall also perform such duties as may be determined by the executive

**The Past President** shall advise the executive on all matters relating to the association. 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.



## **6.0 ARTICLE VI – MEETINGS**

6.1 The annual general meeting shall be held during the month of May or at the earliest convenient date.

6.2 The president shall set an agenda for the AGM, all executive meetings and call special executive meetings outside the scheduled dates as necessary.

6.3 Special meetings may be called at any time. The request must be made by any three members of the executive and the meeting must be held within two weeks of the request.

6.4 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.

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

**7.0 ARTICLE VII- VOTING**

7.1 Election of succeeding executive shall be by majority vote at the Annual General Meeting.

7.2 The elected positions shall be President, Vice President, Treasurer and Secretary.

7.3 The positions of the Directors are not elected positions. These positions are appointed by the executive.

7.4 Election of the executive shall be by secret ballot at the Annual General Meeting.

7.5 Each person present at the annual general meeting may qualify for:

7.5.1 One vote per registered child under the age of 18.

7.5.2 Any member holding an Executive position of responsibility receives one vote regardless of the number of positions they hold.

7.5.3 One vote per registered athlete aged 18 and over

**7.6** No proxy voting is allowed.

## **8.0 ARTICLE VIII – COACHES**

8.1 The voting executive members in collaboration with the Coaching Director shall select all head coaches. Coaches' selection will begin after the Annual General Meeting and should be completed prior to early re-sign periods (Directed by the OVA)

8.2 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.

8.3 The coach is responsible to assist the Executive in the selection of his/her assistant coach (es) and notify the Vice President of his/her selection for assistant coach.

8.4 All coaches must submit a police/vulnerable sector check to the association. The cost must be paid by the coach at the time of the request and the club will reimburse the coach upon presentation of a receipt. This must be completed prior to coaching any individuals in the club. All coaches must also provide an OVA screening disclosure form to the association.

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

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

8.7 All coaches must carry a player information sheet with them to each play date.

8.8 All coaches must abide by the code of conduct as outlined by the Ontario Volleyball Association and by this association.

8.9 Each head coach and **ONE** assistant will receive an honorarium as established by the executive. If a team has more than one assistant coach, then the honorarium may be split upon agreement between the parties involved.

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

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

8.11.1 The Head Coach must let the President know of his intentions and course of action.

8.11.2 Head Coach must let the player know of their concerns and give the player an opportunity to address the coach's concerns, within a given time period agreed to by the Head Coach and the voting executive.

8.11.3 Communication to the player must be done by the Head Coach in writing.

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

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

8.11.6 If the player and/or parent disagrees with the process, then an appeal process is available through the Executive.

**Team Selection Process** – Coaches are able to have players out of their existing age group either playing up or down upon the athlete receiving permission to do so. Athlete's will need to follow the application process through the Directors of Coaching and Athletic development and must be completed prior to the early, other signing periods. Each application will be considered on an individual basis.

## **9.0 ARTICLE IX – PLAYERS**

9.1 Players are able to register and tryout for 2 teams – they must try out for their own age group, and they may try out for the age group above or below (if they fall into the OVA guidelines). Following the parameters of team selection process.

9.2 Players must provide a copy of their birth certificate or other valid government issued identification.

9.3 All players must be paid in full before commencing play on any team in the association unless the president with the treasurer has granted special circumstance.

9.4 All players must abide by the code of conduct as outlined by the Ontario Volleyball Association and by this Association.

9.5 The Executive may discipline players and penalties as ruled by the Executive shall be respected.

9.6 Players will only be allocated to one team. If an athlete chooses to, he/she is able to play for two teams in consultation with coaching staff, and approval of voting executive.



## **10.0 ARTICLE X – REGIONALS / NATIONALS and INTERNATIONAL EVENTS**

10.1 Attendance to Regionals / Nationals AND International Events is the decision of individual teams.

10.2 Funding for such events is the responsibility of each team.

10.3 The association will pay the entry fee of any team that finishes in the top three of Tier 1, Division 1 in their age category. The entry fee is limited to only one Canadian National Tournament.

## **11.0 ARTICLE XI – FINANCIAL MANAGEMENT**

- 11.1 Voting Executive shall set player fees and tryout fees.
- 11.2 All association expenses and purchases will be paid by cheque, credit card, or etransfer bearing the signatures of one signing officers: President and Treasurer, and/or Association credit card. Payments are mostly by credit card or etransfer.
- 11.3 A Financial report and statement will be provided at each executive meeting.
- 11.4 A financial statement will be made available at the Annual General Meeting.
- 11.5 Refunds to players will be considered by the Executive if a documented injury occurs that ends the player's season, the player is removed by the executive, or other extenuating circumstances. The only reason to consider a refund would be due to injury
- 11.6 Players who remove themselves from the team will receive no refund.
- 11.7 The amount received by players outlined in Article 11.5. will be determined by the Treasurer and approved by the President.
- 11.8 Individuals within the association may not purchase items and expect a refund from the association without prior permission of the voting executive. Once the fiscal year has been closed, no refunds or payments will be given for past expenses unless the executive approves.
- 11.9 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 voting executive. The request for permission must be forwarded to the voting executive in writing.
- 11.10 If a team chooses to fundraise it is up to the team where the fundraising monies are spent. Teams MUST have a meeting at the beginning of the year where fundraising is discussed to decide how funds raised will be distributed and what they are used for. Minutes for this meeting are to be taken.

**12.0 ARTICLE XII – HARRASSMENT POLICY**

12.1 The executive will follow the Harassment Policy that is outlined by the OVA. Refer to the OVA website for clarification.

**13.0 ARTICLE XIII – AMMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

13.1 The constitution may be amended at the annual general meeting by majority vote.

13.1A Quorum at an AGM is set by the number of people present at said AGM.

13.2 A “Notice of Proposed Amendment” may be submitted to the President at the annual AGM.

13.3 The by-laws must be ratified at each annual general meeting if changes were made during the season.

13.4 Amendments to the by-laws may be made by majority vote of the executive at regular executive meetings.