

CONSTITUTION OF THE Milton Youth Volleyball Club – updated June 2016

ARTICLE I - IDENTITY

- 1.1 The name of the organization shall be “Milton Youth Volleyball Club” (MYVC) herein referred to as “Club”.
- 1.2 Teams shall compete under the name Milton Edge

ARTICLE II – VISION and MISSION STATEMENTS

Vision Statement: To develop into a self-sustaining organization that becomes part of the fabric of the town of Milton; to facilitate the advancement of volleyball as an integral part of Milton's commitment to healthy living; to contribute to the mental and physical development of our athletes and benefiting the Milton community by creating opportunities for participation in a safe and engaging team sport.

Mission Statement: The Club is a non-profit, community-based organization that provides developmental and competitive volleyball opportunities for youth in the Milton area. The Club strives to provide high level opportunities for qualified boys and girls to further develop, train and compete in the Ontario Volleyball system. The Club operates in an athlete-centered environment, where the long term development and needs of the athlete are balanced against the competitive requirements of the Ontario Volleyball Association. Club will also endeavour to foster goodwill and sportsmanship in its athletes as they strive to be the best they can be both on and off the court. We follow and support the Volleyball Canada Long Term Athlete Development (LTAD) Program

ARTICLE III – CLUB OBJECTIVES

The Club shall have the following objectives:

- 1./ To promote and develop the game of volleyball within its boundaries.
- 2./ To help young athletes to develop their character by providing opportunities through the game for their mental, physical, social and leadership development.
- 3./ To promote fun, fitness, skill development, team play, and healthy competition.

BYLAWS OF THE MILTON YOUTH VOLLEYBALL CLUB

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.

BYLAW I – MEMBERSHIP

- 1.1 Membership in the Club shall be open to all registered players (or designate), head coaches, assistant coaches, and executive members.
- 1.2 Membership is on an annual basis and the membership year shall be from September 1 to August 31 of the following year with the exception of the executive who will remain in office until the annual AGM.
- 1.3 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.
- 1.4 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.
- 1.5 No member shall canvas, solicit or exhibit any service or product of any kind whatsoever on Club premises or at a meeting, activity or event of the Club unless previously authorized by resolution of the Executive.
- 1.6 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.
- 1.7 Contacting players by phone, mail or email shall be done on a per team basis by that team's coach or designate, or by the Technical Director and/or the Executive for the Club mandated issues.

BYLAW II- EXECUTIVE COMMITTEE

- 2.1 The Executive shall consist of:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Parent Representative
- 2.2 To be nominated for the Executive a person must have at least one year of experience within the Club or a similar organization.
- 2.4 The whole Executive shall be retired at the end of each annual general meeting, but shall be eligible for re-election.
- 2.5 No executive member can hold a position for more than 5 consecutive years. In the event that an Executive position remains unfilled, then a retiring executive member, who has already served five consecutive terms, may be voted into that position by the current Executive.
- 2.6 The members of the Executive shall receive no remuneration for acting as such.
- 2.7 Members of the Executive may resign by resignation in writing which shall be effective upon acceptance of the Executive.
- 2.8 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.
- 2.9 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 Milton 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.
- 2.10 Only the Executive or those appointed by the Executive (ie. Club Level Directors) 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 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 ad hoc committees.
- 3.2 The Vice President shall advise the Executive on all matters relating to the Club and assist the President in performing his/her duties. The Vice President will also perform such duties as may be determined by the Executive.
- 3.3 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 Club. They shall also perform such duties as may be determined by the Executive.
- 3.4 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.
- 3.5 The Parent Representative shall be responsible for informing each team's parent representative of the club's activities/status and acting as a liaison between parents and the Executive Committee.

BYLAW IV – CLUB DIRECTORS

- 4.1 Club Directors will be appointed by the Executive to fill the following functional positions
- i. Technical Director
 - ii. Development Director
 - iii. Beach Director
 - iv. Communications Director
 - v. Fundraising Director
 - vi. Uniforms and Fanwear Director
 - vii. Social Director
 - viii. Tournament Director
 - ix. Community Outreach Director
- 4.2 Duties of the Directors are as follows:

- i. The Technical Director shall be responsible for recruitment of coaches and assistant coaches and player development. They shall assist coaches with development of practices, and player development. They shall also set up clinics to better enhance our coaches knowledge. They shall also perform such duties as may be determined by the executive.
- ii. The Development Director shall be responsible for the planning and execution of the club's grassroots training and development programs (e.g. Spikes, House Leagues, non-rep skills programs). They shall also perform such duties as may be determined by the executive.
- iii. The Beach Director shall be responsible for the planning and execution of the club's summer beach volleyball activities (e.g. training, OVA tournaments, etc).
- iv. The Communications Director is responsible for the collection and disbursement of information in regards to all teams' results and other club news using the club website and social media channels.
- v. The Fundraising Director will be responsible for club level fundraising ventures and to provide assistance with team level fundraising initiatives.
- vi. The Uniform and Fanwear Director is responsible for the ordering, maintenance and acquisition of all uniforms and fanwear within the club.
- vii. The Social Director is responsible for organizing, setting up and running social events for the Club, including the year end banquet. If any event is to be used for fundraising, the Fundraising Director must also be involved.
- viii. The Tournament Director will be responsible for the planning and execution of OVA and other tournaments hosted by the club.
- ix. Community Outreach Director shall be responsible for the planning and execution of the club's charitable and non-volleyball community initiatives.

Club Directors will be expected to attend and/or present to the Executive Committee upon request. Club Directors may, as needed, form functional sub-committees (members to be chosen from parent team members) to assist them in carrying out their responsibilities.

BYLAW V – MEETINGS

5.1 The annual general meeting shall be held by the end of June or at the earliest convenient date.

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

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

5.4 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.

5.5 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.

6.2 The elected positions shall be President, Vice-President, Treasurer, Secretary, and Parent Representative.

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

6.5 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 registered child up to a maximum of 2 votes per family if more than 1 child is registered.

ii. Each board member has one vote.

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

6.6 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.

6.7 No individual can vote more than once if they hold more than one position. Exception will be for those individuals who have more than one child registered in the Club.

6.8 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. Report from Executive

v. Presentation of Financial Statements

vi. Amendments to Constitution and By-laws

vii. Elections

viii. New Business

ix. Adjournment

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 to the Club. This cost is at the club's expense. This must be completed no later than Sept. 30. Coaches who start with the Club after this date must submit a police check no later than 30 days 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 and medical information sheet, and a Club supplied first aid kit with them at all times.
- 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 by this Club. 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 Technical Director 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 via the Technical Director. The Technical Director will communicate the concern to the player and parent. There will be an opportunity to address the coach's concerns, within a given time period agreed to by the Head Coach and the Technical Director.
 - 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.

BYLAW IV– PLAYERS

- 9.1 All players must register in their appropriate age category. In the event no team exists in the athlete's age category then they may be allowed to move up to the next available age group based on the recommendation of the Technical Director and approval of the Executive.
- 9.2 Players must provide a copy of their birth certificate or passport at the time of registration.
- 9.3 All players must be paid in full before Nov 30 on any team in the Club unless the president in consul 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 Club.
- 9.5 The Executive may discipline players and apply penalties as ruled by the Executive shall be respected.
- 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 Milton Youth Volleyball Club in a positive manner.

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

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

BYLAW XI – 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 representative teams.

11.5 All teams must run tryouts per OVA Tryout Window Policy regulations.

11.6 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.

11.7 In the event there are two teams in the same division of play, players cannot move between teams unless permission is granted from the Executive and all OVA rules are followed.

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 – NATIONALS

12.1 Attendance to the National Championships and other non-OVA events is the decision of the individual teams.

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

BYLAW XIII – FINANCIAL MANAGEMENT

13.1 Executive shall set player fees and tryout fees.

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

13.3 A financial report will be provided quarterly to the Executive Committee

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

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

13.10 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.

13.11 In the event the club ceases to exist, the net assets from liquidation shall go to local charities as decided by members of the outgoing executive.

13.12 The Club's fiscal year will run from September 1 to August 31.

BYLAW IX – HARRASSMENT POLICY

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

BYLAW XV – AMMENDMENTS TO THE CONSTITUTION AND BY-LAWS

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

15.2 A "Notice of Proposed Amendment" must be submitted to the president at least two weeks in advance of the annual general meeting.

15.3 The by-laws must be ratified at each annual general meeting.

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

Adopted by:

Milton Youth Volleyball Club

On 8 Februrary, 2015 (Amended May 28, 2017)

Signed by:

Robert Bishop

May 28, 2017

President

Date