



How to Start a Volleyball Club

The following is a 6-step approach to starting a volleyball club with Alberta Volleyball. A club can be defined as one team or multiple teams of different ages and genders. The club season generally runs from January to May culminating in the Provincial and National championships. Volleyball Alberta offers various options for participation in many different levels of play. For further information regarding fees, tournament dates and levels of play please refer to the Season Planner that can be found at: <http://www.volleyballalberta.ca/node/40>

Step One:

- Determine if you are having one team or multiple teams in your club and the age class or classes you want to compete in Volleyball Alberta tournaments. Youth and adult divisions are categorized as 45+ (Masters), 35+ (Masters), Senior, 21U, 18U, 17U, 16U, 15U, 14U, and 13U.
- A club may have any number of teams, however, if you're going to have several teams, be sure that you're well prepared. There must be a sufficient amount of volunteers, equipment, facilities, and funds for the number of teams that you plan to have as part of your club.

Step Two:

- Prepare budget

Sample Volleyball Alberta Club Annual Budget-18U Division

<u>Revenue</u>	<u>Detail</u>	<u>Amount</u>
Club fees	12 athletes x \$1100	\$13,200
Invitational Tournament	8 teams x \$150	\$1,200
	Food Concession	\$150
Fundraiser/Sponsors		<u>\$1,500</u>
Total		<u>\$16,650</u>
<u>Expense</u>	<u>Detail</u>	<u>Amount</u>
Membership Registration fees (Online registration via Volleyball Alberta Website)		
Players	12 18U athletes x \$75	\$900
Coaches/Manager	2 coaches x \$60	\$120
VA Tournament fees	4 X \$500	\$2,000
VA Provincials	1 X \$500	\$500
National Championships	1 X \$1050	\$1050
Practice facilities	20 wks.x 4hrs.x \$40	\$3,200
Uniforms/Clothing	12 x \$150	\$1,800
Volleyballs	12 x \$70	\$840
Transportation	Gas/Rental	\$1,000
First Aid Supplies		\$140
Miscellaneous		\$300
Coaches Honorariums		\$2000
Coaches Transportation/Food/Accommodation		
	-12 nights x \$100	
	-Food allowance 14 days x \$50 X 2 coaches	
		<u>\$2,600</u>
Total		<u>\$16,450</u>
Net Carry Forward		<u>\$200</u>



Step Three:

Secure:

- **Gym space for training:** Contact your local schools, recreational centers or community gyms. Facilities will require proof of insurance to secure a booking. Once you have registered your club with Volleyball Alberta, you can contact info@volleyballalberta.ca to request an insurance certificate.
- **Coaches**
 - Certified coaches and or individuals motivated to become certified: It is important that a coach is both dedicated and enthusiastic towards the players and their development in the sport. Please refer to the How to Recruit Coaches document under the Important Downloads section on the Volleyball Alberta website.
 - It is important that all coaches in the Volleyball Alberta club system must meet the following coaching certification requirements prior to the Provincials Championships:
 - Volleyball Alberta requires mandatory Police Information Checks (PIC) and Police Vulnerable Sector Check (PVSC) for all individuals in leadership roles who work directly with athletes. This includes all Staff, Directors, Chairs, Coaches, Managers, Officials, Chaperones and persons who manage finances. Applicants are responsible for all costs associated with this process
 - Volleyball Alberta has minimum certification standards for coaches- please visit our website to read more information: <http://www.volleyballalberta.ca/node/74>
 - Volleyball Alberta conducts Technical courses several times a year and oversees the Practical component of the NCCP program. Visit www.volleyballalberta.ca and select "Coaching" for more information and clinic dates.
 - The Theory component is run by Alberta Sport Connection- visit their website at <http://albertasport.ca/grant-funding-programs/coaches-officials.aspx> to see when the next course is being offered in your area.

Step Four:

- Read the Season Planner/Competition Regulations. Ensure that you understand the Competition Regulations: <http://www.volleyballalberta.ca/node/40>
- **REGISTER** your club with Volleyball Alberta. Decide if you would like your club's information publicly posted on our website under Club Listings <http://www.volleyballalberta.ca/club-locator>
- All clubs, players, coaches, and club staff must become members of Volleyball Alberta **prior to participating in club tryouts or training**. A step-by-step guide to the Volleyball Registration System is found on our website at <http://www.volleyballalberta.ca/node/84> . All the required fields of on-line registration must be completed in full, and each individual member must have a valid e-mail address.

Step Five:

- **Athletes**
 - Minimum of 8/Maximum of 15 per team
 - Team selection process: Please refer to the Season of Play & Tryout Regulations document under the Important Downloads section on the Volleyball Alberta website at: <http://www.volleyballalberta.ca/node/40>



- All athletes, club and team staff must fill in and sign the Volleyball Alberta Waiver and Code of Conduct form and return it to the club or team contact responsible for on-line registration. Clubs and teams will be required to keep all waiver forms on file in case Volleyball Alberta requests them. All athletes under the age of 18 will be required to have a parent or guardian sign the waiver form.
- Recruiting players: Please refer to the Scouting & Recruiting Policy document under the Important Downloads section on the Volleyball Alberta website.
 1. Put notices and information in the paper or distribute them through local schools.
 2. Word of mouth is a very easy way to let people know what's going on.
 3. Attend local school tournaments and pass out flyers, pamphlets, etc.
 4. Hold a tryout camp.
- **Equipment**
 - Balls/ball bag
 - Medical kit
 - Competition uniforms: Please refer to the Uniforms Guideline document on the Resources & Forms for Referees page on our site at <http://www.volleyballalberta.ca/node/82>
 - Volleyball antennae: can be purchased if you feel it's necessary
- **Parents**
 - Help with club and team administration
 - Fundraising initiatives: This may not be a serious problem for your club. Clubs usually organize their own fundraising activities-raffles, meat sales, bingos, casinos, etc, to raise extra funds to subsidize travel costs and entry fees. Hosting a tournament can also be a fundraising event for your club.
 - Sponsors: Acquiring a sponsor is sometimes difficult but can be very rewarding. Usually sponsors pick up the cost of outfitting your club.
- **Volunteers**
 - Volunteers are the backbone of every club organization. Forming a small committee will enable coverage of various aspects including facilities, registration, coaching, transportation and fundraising. Most club committees are composed of:
 1. President
 2. Secretary
 3. Treasurer
 4. Sub committees that may handle the following:
 - Coaching
 - Recruiting
 - Risk management and safety
 - Fundraising
 - Transportation
 - Social activities
 - Media relations
 - Tournament hosting

As you can see, having a good group of volunteers working together for your club can be a great help and can take some load off of your shoulders.

Step Six

- Register your teams, athletes, and coaches with Volleyball Alberta



- Register your teams in Volleyball Alberta Premier Tournaments and the Provincial Championships.
- Register your teams in the Canadian Open National Championships (January).

Summary

By now, you should be well on your way to starting a new volleyball club. Participation, enthusiasm, and dedication from all involved will result in guaranteed satisfaction and success. Good Luck!

If you require any further information regarding starting a volleyball club please contact our Volleyball Alberta office at (780) 415-1703 or e-mail info@volleyballalberta.ca