

HOW TO START A CLUB



ONTARIO VOLLEYBALL ASSOCIATION

60 Scarsdale Rd., Unit #111, Toronto, ON M3B 2R7
Telephone: 416-426-7316 | Toll Free: 1-800-372-1568 | Fax:
416-426-7109 www.ontariovolleyball.org | info@ontariovolleyball.org



Staff

Executive Director: Jo-Anne Ljubicic
jljubicic@ontariovolleyball.org

High Performance Manager: Louis Pierre Mainville
lpmainville@ontariovolleyball.org

Director of Volleyball Operations: Alishia Lidums
alidums@ontariovolleyball.org

Director of Finance & Administration: Jennifer Harkness
jharkness@ontariovolleyball.org

Manager of Beach Programs: Suzanne Fogg
sfogg@ontariovolleyball.org

Indoor Competitions & Special Events Manager: Carrie Campbell
ccampbell@ontariovolleyball.org

Indoor Competitions Lead: Ryan Mercado
ryanmercado@ontariovolleyball.org

Indoor Competitions Coordinator: Mark Wiersma
mwiersma@ontariovolleyball.org

Marketing and Communications Coordinator: Jason Jackson
jjackson@ontariovolleyball.org

Membership Services Coordinator: Kaitlin Arscott
karscott@ontariovolleyball.org



TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>
Getting Started!	3
A Brief History of Volleyball	3
Ontario Volleyball	4
Choosing Your Type of Club	5
Team Classification	7
The Main Ingredients of a Volleyball Club	7
-Fundraising	9
-Facilities/Equipment	8
-Competitions	8
-Coaching	8
-Officials	9
-Players	9
-Attracting/Recruiting players	10
-Involvement of Parents	10
-Volunteers	10
-Other Resources	11
-Media/Public Relations	11
Summary	12
Appendix A	
Sample Budget	13



GETTING STARTED

So you would like to start a volleyball club?

Ontario Volleyball would like to provide you with as much information to help you get started. From choosing your team to hosting your own tournament, this handbook summarizes basic procedures in starting and operating a club and provides a good base of information so sound decisions can be made. The purpose of this handbook is to provide volleyball enthusiasts with information to establish and manage a volleyball club. So read on, and you'll learn a great deal about starting your very own volleyball club! Refer to the Indoor Competitions Manual in conjunction with this handbook as an additional resource.

A BRIEF HISTORY OF VOLLEYBALL

Volleyball was invented in Holyoke, Massachusetts (USA) in 1895 by YMCA Director William C. Morgan. Originally referred to as "Mintanette", the sport became known as volleyball because the basic idea of the game was to "volley" the ball back and forth over a net. The game of volleyball was originally designed as an exercise and recreational activity for people of all ages. Many rule changes and modifications were made in the formative years, but the game has basically remained the same.

In 1900, Canada became the first foreign country to adopt the sport. The first volleyball game in Canada is said to have been played at the Ottawa YMCA. In subsequent years, other YMCA's across the country introduced volleyball into their programs. Volleyball was a popular pastime during the First World War. Following the war, a number of tournaments were established and regional associations formed. However, it was primarily the YMCA who promoted the competitive game. Volleyball first appeared world wide in the 1964 Olympics held in Japan, which furthered the rapid growth of the sport.

The Canadian Volleyball Association was created in 1953, the year that also marked the first Canadian Championships. National offices were located in Toronto until 1971, at which time the association moved to Ottawa and into the National Sport and Recreation Centre. In 1993, the association changed their name to Volleyball Canada (VC). The members of VC include the 13 provincial and territorial associations who annually register Club teams with over 80,000 players.

Volleyball is currently the second largest team sport played in Ontario high schools with over 30,000 students competing and estimates of the total involvement is increasing. The sport requires minimal initial training to start, very little equipment,



provides as much exercise as the participant desires, is enjoyable to play, and provides excellent social interaction.

ONTARIO VOLLEYBALL (OVA)

Established in 1929, the Ontario Volleyball Association (OVA) is the official governing body and provides the organizational structure for the sport of Volleyball in the province of Ontario. The OVA is involved in every facet of the sport by offering programs at all levels for both indoor and beach volleyball. The organization strives to provide all Ontario residents with fair and equal access to participation and personal growth through recreational, competitive, elite, instructional, administrative, coaching and officiating programs.

OVA programs and volunteer activities are funded and supported by the Ontario Ministry of Tourism, Culture and Sport, membership fees, user fees, corporate partners, municipalities and fund raising activities.

Our Mission:

The OVA is an athlete centered association where dedicated volunteers and professional staff leadership in the growth and development of volleyball for all Ontarians.

Our Vision:

The OVA is a leading sport organization in Canada.

Our Organizational Values:

The following is the list of organizational values for the OVA during its 2016-2020 quadrennial plan:

- **ACCOUNTABLE:** by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.
- **EXCELLENCE:** by designing and delivering the best possible programs and services for all OVA stakeholders.
- **COLLABORATIVE:** by respectfully working in partnership with key stakeholders locally, provincially and nationally including government, funding partners, clubs, national organizations, para organizations, volunteers, athletes, families, coaches, administrators, officials, service providers, sponsors through ongoing feedback and input from stakeholders.
- **INTENTIONAL:** by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.
- **SUSTAINABLE:** by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.



- **INTEGRITY & RESPECT:** by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all September Ontarians in fair manner. Innovation: by becoming the leader amongst sports 2016 v 1.7 4 organizations by continually looking for ways to do things better

Review the [OVA's Membership Policy](#) to understand the application process of a new club.

CHOOSING YOUR TYPE OF CLUB

To determine what type of volleyball club you wish to have, you must first consider your goals. Once you have established this, the job then is to choose the club that will enable you to reach those goals successfully.

The following quiz may help you decide on what kind of club you desire. Each answer has a set number of points that will help you determine what type of club you would like. Circle only one answer and be objective. Remember there are no wrong answers.

What kind of club do you want?

- 1 – Recreational
- 2 – Recreational and Competitive
- 3 – Competitive

How many players do you want per team?

- 1 – Minimum eight
- 2 – More than eight

What age group are you looking for?

- 1 – 35+
- 2 – 20+
- 3 – 16 to 29
- 4 – 12 to 15

How many times do you want to practice per week?

- 1 – Once
- 2 – Twice
- 3 – Three or more

How long do you want each practice to last?

- 1 – One hour
- 2 – More than one hour

Now that you are finished, add up your score and refer to the categories below.



5 – 10 points RECREATIONAL More socially oriented. Fun, friendly competition.	16 – 20 COMPETITIVE Serious inter-club play that Involves challenging competition And good interest in developing The sport.
11 – 15 points CHALLENGING RECREATIONAL A more serious style of competition, yet Enjoys the social aspect of the game as Well.	21 – 25 VERY COMPETITIVE Involved in many challenging inter-club competitions. A serious attitude with a strong Commitment to develop the Sport. Requires a larger, yet Well organized club.

Just a reminder, when referring to a club, it can be any number of teams. Another point to consider when choosing a club is to keep your numbers manageable with a core group of dedicated volunteers following a definite objective.

Here is a more detailed description of different types of clubs. This will help you narrow down just how competitive, or recreational, you would like to be and at which level you would prefer to play.

Recreational

This type of club is the least competitive route to take. It still requires dedication and commitment. However, it is more socially oriented and is fun, friendly competition. Everybody plays equally, there is one game per week and games are played within the community. There is usually a one-hour practice once a week that is generally a scrimmage with minimal training and a meeting with refreshments after the practice! The coach is quite often a player or a friend.

Challenging Recreational

This is a step up from recreational and is a more serious style of competition. Practices are usually one hour, once a week, with fewer scrimmages and more training. At this level, coaches are generally certified by NCCP. Games are once a week with minimum travel within the region and court time is more or less equal. Challenging recreational still maintains the social aspect of the game.



Competitive

Competitive is a more serious inter-club of play that involves challenging competition and good interest in developing the sport. Practices are once a week or twice a week for one or two hours and the coaches are certified by NCCP. Competitions occur twice a month throughout the province and the best players are on the court. The social aspect of the game is a medium to low priority.

Very Competitive

This is the most challenging level of play where the club is involved in many inter-club competitions. A serious attitude is required as well as a strong commitment to develop the sport. The social aspect of the game is low and court time must be earned. A team would practice two to three times a week for two or three hours and most coaches are certified with a minimum NCCP Level II. Competitions are held both inside and outside the province with international travel being a possibility.

Team Classification

For definition of team classifications and divisions of play refer to the Provincial Indoor Competitions Manual.

Youth Division teams are categorized from 18 & under (18U), 17 & under (17U), 16 & under (16U), 15 & under (15U), 14 & under (14U) and 13 & under (13U) and 12 & under (12U) Girls only.

THE MAIN INGREDIENTS OF A VOLLEYBALL CLUB

There are many ingredients that go into creating a volleyball club. On the next several pages, you will find the most essential items that should be acknowledged before starting a new club. After reading about these particular topics, you will have a better understanding of what a volleyball club consists of and what is required for success.

FUNDRAISING

This may not be a serious problem for your club. Clubs usually organize their own fundraising activities - dances, raffles, bingo's, Nevada tickets, - to raise extra funds to subsidize travel costs and entry fees. These activities can become annual events where club members put their time in to raise money through the community. Hosting a tournament can also be a fundraising event for your club. There are



particular guidelines and responsibilities that are required in hosting a tournament. Refer to the Provincial Indoor Competitions Manual for more information.

FACILITIES / EQUIPMENT

The best place to look for a facility for your club is in a local school. Some areas have a “community use of schools” policy which provides a facility at a not for profit rate charge during the week. On weekends, there is usually an additional fee for a custodian. If this is not possible, see your local Parks and Recreation Permit Department. The Board of Education Permit Department should also be contacted. When approaching these departments, arm yourself with a written statement briefly explaining your objectives and why you require the facility, the basic equipment needed and the time frame requested. Remember, you are trying to get facilities for the lowest cost, to provide service to people in the community.

As far as equipment goes, your only real expenses are good quality volleyballs, nets and regulation team uniforms, matching shorts and shirts on all players; numbers on the chest are at least 15cm high on the front and 20cm high on the back. Recommended numbers are 1 through 18, but numbers 1 through 99 are acceptable. Volleyball antennae can be purchased if you feel it is necessary. If a sponsor is acquired, the cost of may be split by the club and sponsor. In most cases, the sponsor picks up the costs of outfitting your club. If you are not sponsored, then you can charge members for the uniform, which they keep, or you can distribute uniforms that are then re-used every year.

Uniforms can be purchased at most specialty sport stores in your area. See the Provincial Indoor Competitions Manual for uniform regulations prior to purchase. Call OVA for any clarification.

COMPETITIONS

The OVA offers a range of competitions, from Cups to Ontario Opens to Ontario Championships. Youth division teams must participate in a minimum of two Cup events to qualify to play in Ontario Championships. Teams can contact other clubs for exhibition or inter-club games. A full list of the tournaments appears in the Provincial Indoor Competitions Manual.

All divisions lead to a National Canadian Championships. For the Provincial Youth Division Championships, you must qualify through OVA Ontario Championships.

To determine which Region you are located in, see the Provincial Indoor Competitions Manual or OVA website.



COACHING

It is important that a coach is both dedicated and enthusiastic towards the players and their development in the sport. Read books on coaching techniques, training programs, practice drills, systems, and most importantly, be familiar with the rules of the game.

It is mandatory that coaches of youth teams complete their Level I NCCP certification. If interested, they should continue on in the Coaching Certification Program. Check the OVA website for dates and locations and to register, or contact your Regional Coaching Chair for information about the next clinic in your Region. It is also recommended that coaches attain their First Aid Certification in case of accident or injury.

It is important that all coaches in the Ontario Volleyball club system must meet the following coaching certification requirements prior to the Ontario Championships:

Refer to the 2017 [Coach Certification Policy](#)

OFFICIALS

You can have club members become certified officials and thereby cut costs of hosting your own invitational tournament. Various types of clinics are offered to certify and recognize individuals as qualified officials. Five levels of certification exist. For more information, visit the OVA website for dates, locations and to register, or contact your Region Officials Chair.

PLAYERS

Let's not forget the most important ingredient! Without players, there is no club. You must have a minimum of eight players on a team and a maximum of fifteen. 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.



ATTRACTING/RECRUITING PLAYERS

To attract athletes several things can be done.

1. Use the media. Put notices and information in the paper or distribute them through local schools, and on local T.V. or cable channel bulletin board.
2. Hold coach or player clinics.
3. Hold a development clinic.
4. Word of mouth! It's a very easy way to let people know what's going on.
5. Attend local school tournaments and pass out business cards, flyers, pamphlets, etc.
6. Hold a try out camp.

INVOLVEMENT OF PARENTS

Parents can be involved in many aspects of a club. They can be administrators, managers, drivers and even coaches. Fund raising is also an area where parents can help out. Maybe the parent works in a company or business that has money or products they would like to donate to the 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, and
4. Sub committee that may handle the following:
 - coaching
 - recruiting
 - risk management and safety
 - fund raising
 - transportation
 - social activities
 - media relations
 - tournament hosting

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



OTHER RESOURCES

OVA website and the Provincial Indoor Competitions Manual.

These are very important for quick reference when the need arises in your club. The rulebook can be purchased through the OVA. Each club can download a copy of the Provincial Indoor Competitions Manual from the OVA website. This handbook doubles as a competition manual and includes details about registration deadlines for championships as well as other pertinent information. It is VERY important that each club knows these deadlines.

MEDIA/PUBLIC RELATIONS

This is an extremely important area. Media can be used to promote the club, attract sponsors and promote the sport of volleyball. Fortunately volleyball fortunately has some media coverage in the rural communities. The popularity of this sport is increasing tremendously, which helps boost media coverage throughout the province.

Mary Ormsby, Staff Reporter of the Toronto Star, has outlined several ideas/recommendations to assist Clubs and bring volleyball to media attention:

- 1) Have a club letterhead for all correspondence (letters to parents, press releases, etc.)
- 2) The first formal contact should be a typewritten press release on letterhead. It must be short (one page) and correct with no errors at all. It should include all pertinent information, names, location, tournament date, contact name, etc.
- 3) Your best bet is to contact the amateur sports, college/university or high school sports writers. Find out the sports editor/director's name. He/she should get a copy of your correspondence since they are the ones who assign reporters to cover stories.
- 4) Know the newspaper deadlines in major markets. The deadline for a morning paper is usually 11 p.m. the night of a game and the deadline for an afternoon paper is 7:30 a.m. the morning after a game. For weekly publications, the deadline is usually two days before the paper hits the streets (i.e. Monday deadline for a paper sold Wednesday).
- 5) Most radio and television deadlines are between 6 and 8 a.m. and 5 and 6 p.m. Check with your local stations for their own deadline times, as these may vary from station to station.
- 6) Send updated information two or three weeks before the event occurs and follow it up with a phone call. Inquire if the data was received and whether a reporter will be available to cover the event. If no one is attending the event, arrange to have someone call in the scores and award winners. Again, a few details should be known about the teams involved in the finals.



7) IMPORTANT NOTE: Once you get into the swing of phoning in results, the desk will get to know you and it will become easier to have things printed. However, it's essential that you phone in, whether you win or lose, to build consistency and respect.

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 refer to the Provincial Indoor Competition Manual, the OVA website (www.ontariovolleyball.org) or contact the OVA office.



Appendix A Sample OVA Team Annual Budget

Revenue	Detail	Amount
Club Membership Fees	12 athletes x \$600	\$7200
Invitational Tournament	8 teams x \$150	\$1200
	Food Concession	\$ 150
Raffle	100 tickets x \$1	\$ 100
T-Shirts Sales	30 x \$15	\$ 450
Fundraising	Car Wash	\$ 100
Sponsors	Donations	<u>\$ 300</u>
Total		\$9500
Expenses	Detail	Amount
OVA Registration Fees (Online registration via e-mail)		
Club	1 x \$125	\$ 125
Players	12 x \$80	\$ 960
Coaches	3 x \$80	\$ 240
OVA Tournament Fees	4x \$350	\$1400
OVA Provincial Championships	1 x \$950	\$ 950
Practice Facilities	25wks. x 2hrs. x \$50	\$2500
Uniforms	12 x \$75	\$ 900
Volleyballs	10 x \$70	\$ 700
Rulebook	1 x \$15	\$ 15
Transportation (Gas/Rental)	5 x 100 x 2	\$1000
First Aid		\$ 100
Miscellaneous		<u>\$ 300</u>
Total		\$9190
Net Carry Forward		\$310

**Note: If the club does want to pay for the cost of transportation and accommodations then each participant would need to contribute to the cost.