

# Checklist: Registering a Volleyball Club as a Non-Profit in Ontario, Canada

## PHASE 1: Planning and Preparation

### 1 Define the Club's Purpose & Scope

- Clarify mission (e.g. youth development, competition, accessibility, community wellness)
- Decide whether to pursue charitable status
- Determine geographic reach and long-term goals

### 2 Choose a Name

- Make it unique and reflective of your purpose
- Perform a NUANS name search (valid for 90 days)
- NUANS Search Tool: <https://www.nuans.com/search>

### 3 Decide on Incorporation Type

- Most local volleyball clubs should incorporate provincially under ONCA
- Guide to ONCA: <https://www.ontario.ca/page/guide-not-profit-corporations-act-2010>

## PHASE 2: Incorporation

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### Draft Articles of Incorporation

- Include: name, address, purposes, membership rules, dissolution clause
- Use CLEO's template or a lawyer if needed
- CLEO Incorporation Guide: <https://nonprofitlaw.cleo.on.ca/start-a-nonprofit/how-do-we-incorporate/>

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### Prepare Bylaws

- Address director roles, elections, member rights, meeting procedures
- Must comply with ONCA
- CLEO Bylaw Builder: <https://nonprofitlaw.cleo.on.ca/start-a-nonprofit/how-do-we-incorporate/>

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### Choose Initial Directors & Incorporators

- At least 3 directors required under ONCA
- Obtain written consent from each

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### File Incorporation Documents

- Through Ontario Business Registry: <https://www.ontario.ca/page/ontario-business-registry>
- Submit: Articles of Incorporation, Supporting documents, NUANS report
- Fee: \$155 (online)

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### Receive Certificate of Incorporation

Confirms your legal non-profit status

## PHASE 3: Setup & Governance

### Hold First Board Meeting

- Adopt bylaws
- Appoint officers
- Approve banking
- Record minutes

### Apply for CRA Business Number

Required to open bank accounts and file taxes

#### CRA Business Registration:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business.html>

### Open Bank Account

- Use your Certificate of Incorporation and CRA BN
- Choose an account suitable for small non-profits

### Set Up Club Operations

- Finalise registration process for members
- Create policies for safety, refunds, volunteer screening

## PHASE 4: Optional (Charity Registration)

### Consider Charitable Status (Optional)

- Only some sport-based orgs qualify
- CRA Policy on Sport & Charity: <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/policy-statement-027-sports-charitable-registration.html>

### File T2050 to Apply

CRA Form T2050: <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2050.html>

## PHASE 5: Ongoing Compliance

### → Hold Annual General Meetings (AGMs)

- Elect directors
- Present financials
- Review membership policies

### → File Annual Returns

- With Ontario Business Registry
- Maintain books, meeting minutes, and member registry

### → Maintain Insurance & Risk Management

- General liability
- Directors & Officers insurance
- Accident coverage

### → Stay ONCA Compliant

- Update bylaws
- Follow notice periods
- Membership procedures

## Resources

- Start and Operate a Non-Profit (Ontario): <https://www.ontario.ca/page/start-and-operate-not-profit>
- Nonprofit Law Ontario (CLEO): <https://nonprofitlaw.cleo.on.ca>
- Ontario Business Registry Portal: <https://www.ontario.ca/page/ontario-business-registry>
- Charity Law Group - Starting a Nonprofit: <https://www.charitylawgroup.ca/charity-law-questions/start-nonprofit-ontario-complete-legal-guide>