



Comox Valley Volleyball Club

Facility Use, Insurance & Compliance Policy

To protect athlete safety, the club, and individual volunteers, Comox Valley Volleyball Club (CVVC) is obligated to ensure all CVVC athletes are properly insured under Volleyball BC. **Only club-approved booking procedures may be used to secure facility space for CVVC athletes and teams.**

This policy applies to all CVVC-related activities, whether scheduled during regular practice times or outside of them, and includes but is not limited to:

- Practices
- Scrimmages
- Playdays
- Combined team sessions
- Game-like activities, including intersquad
- Meetings requiring facility space

All gym and facility bookings for CVVC activities must be requested and booked through CVVC using the club's approved process. Team, coaches, or other individuals may not independently book school gyms or meeting rooms, community gyms, or private facilities for CVVC activities. Any activity conducted outside this process exposes athletes and staff to increased risk as participants may not be insured exposing the club and Board to liability.

Without explicit club approval, coaches and/or teams may NOT:

- Book gym space independently for CVVC activities
- Organize "informal" or "off-the-books" practices or games
- Invite other CVVC teams to unauthorized sessions
- Assume approval based on past practice or verbal discussion
- Represent unauthorized activities as "club-approved"

Coaches are responsible for ensuring all activities they lead (or permit) correctly follow club procedures, by confirming facility bookings are approved before participation. It is imperative that coaching staff does not place athletes, parents, or volunteers in uninsured situations. "I did not know" or "we've always done it this way" is **not an acceptable justification** after formal notification.

Failure to abide by these rules will result in the following disciplinary actions:

- **1st offence:** Warning and correction of non-abiding activity
 - Issued by the Club Manager and/or CVVC Executive, any unauthorized activity must cease immediately
- **2nd offence:** One or more of the following sanctions will be imposed
 - Written warning placed on record
 - Suspension of additional gym access requests
 - Removal of authorization to schedule extra activities
 - Temporary suspension from coaching duties
 - Non-renewal of coaching appointment
 - Referral to the Discipline Chair under the CVVC Complaint Protocol

**CVVC reserves the right to override this sequence of actions for any activities in severe non-compliance with this policy*

The response will be proportional but **firm**, prioritizing athlete safety and club integrity. The club recognizes that teams want opportunities to train and compete. This policy is **not intended to restrict development**, but to ensure activities are safe, insurance is valid, access to facilities is preserved for all teams.

Questions or requests must be directed to: office@cvcstrikers.com