Table of Contents

1. Gym Facilities and Rentals 1

1.1 Public School Gyms and Rentals 1

1.2 Requirements to Rent 2

1.3 Other Facility Options 3

1.4 Practical Tips on Facility Rental 3

1.5 School Partnership Proposal Template 4

2. Equipment 5

2.1 The Essentials 5

2.2 Uniforms 6

2.3 Medical Kit Inventory List 6

# 1. Gym Facilities and Rentals

Gym times and facility rentals are one of the biggest challenges that Clubs face when running a volleyball club. With the increasing numbers of participants and increasing number of age groups in the sport of volleyball, facilities are being stretched to their capacity.

This document provides each club with a list of different options that may be available for them and make the process of gym rentals easier, helping clubs to book a facility and be prepared for their upcoming season.

Creating a Facilities and Rental Coordinator or Director within the Club to manage the gym rentals can be beneficial and can ensure every team finds a facility.

**\*\*\* Note**: A Job description for a Facility and Rental Coordinator can be found in the Appendices.

## 1.1 Public School Gyms and Rentals

The best place to look for a facility for your club is in a local school or school district. 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 charge for a custodian.

Generally there are Facility Rental Departments within a School District that is in charge of renting gym facilities in schools. Depending on the School District and gym needs different fees will be incurred, such as per hour rental rate, administration costs, custodian costs etc. Be sure to find out what these costs are so you can budget accordingly.

**Rental fee examples across BC School districts**:

* The Vancouver School Board rentals for community gym times are
  + From $20 to $50 per hour depending on gym size
  + $25 Processing Fee
* Maple Ridge-Pitt Meadows School District for non-profit youth are:
  + Are either $34 or $68 per hour depending on gym size.
* Kamloops/Thompson School District rentals for Youth non profit group are:
  + $17 and $23 depending on gym size
  + $10 administration fee
* Cowichan Valley School District (No.79) for under 18 non-profit organizations are:
  + $13 per hour and $11 for additional hours
  + $25 custodian cost on weekends

## 1.2 Requirements to Rent

Many School Districts, if not all, will have an application form that must be submitted to receive a rental permit. However additional requirements are usually needed before you can rent a facility.

A Common extra requirement to rent from schools is to have **Liability Insurance**. A minimum $2 million general liability insurance that will cover the school district, users, and employees is usually required. The insurance may need to state that the School District is added as an additional insured.

**NOTE:** Volleyball BC can provide Clubs who are registered members of Volleyball BC with an Insurance Certificate, so if needed be sure to contact Lorraine Wong of Volleyball BC at [officeadmin@volleyballbc.ca](mailto:officeadmin@volleyballbc.ca). Also note some schools may require a club be a registered and incorporated non-profit society.

|  |
| --- |
| **Important Reminder**:  School Districts are very busy with bookings so it is strongly recommended to find out when you should apply for a facility permit, and **Apply well in advance**. |

## 1.3 Other Facility Options

If a public school gym cannot be booked, there are still many other facility options.

1. **Community Gyms** or facilities through your local Parks and Recreation department.
   1. Contact your local municipality to find out what gyms space is available and the requirements needed to rent and the cost to rent the facility.
   2. When approaching these facilities, be prepared and have a written list of basic equipment needed and the time frame requested.  (Some facilities may not have the proper equipment to use- so ask first!)
   3. Try to create a partnership with the community and not just be a ‘user group’
2. **University and College Gyms**
   1. Contact your local College or University and find out the cost to rent these facilities.
   2. One option may be to contact the athletic department and partner with them to create your club or receive sponsorship for free or discounted gym facilities.
3. **Private School Gyms**
   1. Some Private schools provide reduced rates for school members and non-profit community organizations
   2. Contact these schools individually and also determine if a partnership may be able to be set up.

Remember that you are offering a service to your community, and be sure to explain that your programs are for youth sport, and keeping the cost low is important!

## 1.4 Practical Tips on Facility Rental

* **Network within your Club**
  + Volleyball is a school-based sport, therefore there will most likely members within your club that will be connected to a school facility that may be able to help in the rental process.
  + Use your members and Contacts to assist in renting a proper facility
* **Be Respectful, and take care of the facility** 
  + Keep the facility clean, and treat it with respect to reduce the amount of complaints that your club may receive.
  + Only use the equipment that has been discussed, keep all doors closed, supervise any children, do a walk through of the facility before and after all sessions etc.
* **Build strong relationships with schools and school administrators**
  + This can make it easier to book gym rentals for some clubs
  + Try to **create a partnership instead of being a “user group”** with your rental provider
* **Provide thank you letters to administrators and rental providers**
  + Provide club updates and thank you letters to administrators and the rental providers to show your appreciation.
  + A thank you letter can go a long way in creating relationships and building good rapport with your rental provider.
* **Team up with other Clubs to Share Facilities.**

## 1.5 School Partnership Proposal Template

*\*\*\*Have Letter Head with Club Logo/Name etc. \*\*\**

*Name*  
Principal  
*School Name*  
*City/Town*

*Date,*

Dear (*Principal)*,

We at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name*) would like to offer you and your students the opportunity to become involved in our Volleyball Program. This program is aimed at introducing volleyball to your students through your PE program and offering your students an extracurricular activity.  
Our club currently has a boys program and a girls program for U14 to U18. <*Provide more club information as needed>.*

We are looking to expand our program by creating links with schools and creating an atomic volleyball program. Our proposed partnership with (*Insert* *School Name*) would be to assist with running and coaching volleyball sessions at the school. We are aware that (*Insert* *School Name*) currently offers (or currently does not offer) a volleyball component at the school and we would like to run some volleyball sessions during your scheduled PE classes in return for practice times for our club teams.

We would provide experienced coaches to assist your PE staff with the classes and if need be provide some equipment such as balls. Further to this we would be willing to assist with developing an after school or extra curricular atomic program for your students.

We are willing to provide coaching courses to your staff and offer any other resources you may find useful. At the same time we would like to invite you and your staff to either watch or participate in one of our club training sessions.

A partnership such as this benefits your students, by offering them the opportunity to be taught by experienced coaches, revealing other opportunities for further development in volleyball, as well as providing them with the chance of gaining lifelong skills and friendships. Your own staff will also gain from the coaching at little or no cost to the school. It would also provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name)* witha facility to deliver the clubs goals and mission statement of (*Insert Club Mission Statement*).

I look forward to contacting you in the next few days to arrange a time to discuss a potential partnership with (*Insert* *School Name*). In the mean time should you wish to contact me I can be reached at the \_\_\_\_\_\_\_\_ (*enter phone number*) or \_\_\_\_\_\_\_\_\_\_\_\_ (*enter e-mail address*) and would be happy to answer any questions that you may have.

Sincerely,

*Insert Name*  
Development Co-ordinator (*Insert Club Name)*

# 2. Equipment

## 2.1 The Essentials

The bare essential equipment that a Club will need are:

* Volleyballs
* Uniforms
* Medical Kit

At the start of a Club’s existence equipment is one of the few major expenses a club will incur. However there are ways to reduce this cost. For example:

* Borrowing/using school equipment,
* Asking University and Varsity programs for any ‘lightly used’ equipment, or
* Acquiring a sponsor for uniforms to help the initial costs.

However by buying quality equipment early on can save a club money in later years, by fewer times replacing worn out equipment (if you can get a sponsor to do this, even better!).

Please visit Volleyball BC’s website to shop or Contact VBC for a list of brands and styles that are currently used and where to purchase them.

## 2.2 Uniforms

In regards to Team Uniforms, be sure to check the current edition of the Volleyball Canada Rule book for the uniform regulations. Also there are different options for jerseys. First is the Club can charge members for their Jerseys, and members can keep them after the season, or you may want to distribute uniforms that are then returned at the end of a season to be re-used every year.

## 2.3 Medical Kit Inventory List

**The Essentials:**

* Emergency Action Plan Information
* Confidential Player Information Cards
* Band- Aids (Various Sizes)
* Athletic Tape (minimum of 3 rolls)
* Pre-wrap
* Chemical ice pack (min. 2)
* Bags for ice
* Universal scissors
* Butterfly badages
* Elastic tensor bandages
* Antibiotic Cream
* Blister pads
* Sterile Guaze pads
* Skin Lubricant
* Latex Gloves
* Foam padding (1 inch thick)
* Blister pads/ moleskin

**Optional**

* Nail clippers
* Vaseline
* Muscle heat/cooling cream
* Tweezers
* Other medical scissors or shears
* Cell phone
* Cotton balls/ nose plugs
* Hand Sanitizer
* AED