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# 1. Coaches

Coaches are a vital component of a Club. They are extremely essential and the following document will provide guidance on how to recruit coaches, how to create a Coach Handbook, and offer templates for you to use in regards to your Coaches and Club guidelines and Policies.

## Creating a Coaching Handbook

You should develop a Club Coach Handbook/Guidelines for Coaches to use as a manual and develop the necessary tools and information for your coaches to succeed. It should outline the Club’s vision and purpose to ensure the Coach aligns their coaching philosophy to the Clubs. It should also include all the information a Coach would need when first starting out coaching with you club, including club policies and rules. Your Coach Handbook should include the following:

1. Introduction and a congratulations/ thank you letter
2. Coaching and Club Philosophy
3. Coaching Tools and Certification
4. Practice Plan Checklist
5. Uniforms & Warm-ups Guidelines
6. Tryout and Team Selection Guidelines
7. Information Meeting Session
8. Coaches Code of Conduct
9. Tournament Policies/ Guidelines
10. Fundraising Policies and Rules
11. Parent Meeting
12. Travel Guidelines and Policy
13. Coaching Resources and LTAD model.

The following are some templates that may be included into your Coaches Handbook. Note some of the above recommended sections will need to be created by the club as they will be different for all clubs and would not be a valuable template to create.

### 1. Introduction Letter

Dear Coach,

Welcome to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) and thank-you in advance for your time and effort coaching in our community. We appreciate your involvement with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) and providing an opportunity for our youth to experience a great sport and become better volleyball players. We have enclosed a coaching package that will cover a wide variety of topics, designed to help ease the burden of organization, so you can do what you really want to do, coach!

Please review all the documentation enclosed and feel free to contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Contact Name*) anytime. Again, welcome to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) and good luck with your team this year!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Contact Name*),

President (*Or Other Title*) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*)

### 2. Club and Coach Philosophy

*Provide information on your Club’s Philosophy and what you expect of your coaches. This will be different for all Clubs, as several clubs have different skill and age levels and club goals and philosophies. It is important to explain what the Club expects and how the Coach can align themselves and their own coaching philosophy with the Club’s Values, and purpose. By clearly identifying and stating the expectations early can help reduce any future conflict or problem. Also note that Club’s goals may change with different age groups and you may need to create different Club philosophies based on the age group.*

***Example (Not meant as a Template—CREATE YOUR OWN)****:*

At \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*), our primary objective is to develop volleyball players in \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and adjoining communities. But it is more than that. We want them to learn the RIGHT way to play. That means the right skills, the right attitude and the "team" concept. Yes, we would like to win, but not at all costs. We know from experience, that if players are patient and get ample opportunity to perform, eventually success will come our way.

We view success as the development of a good person, who has learned how to play the sport properly, with dignity and class. If we can accomplish this, these young men and women will graduate high school with the desire to play well into their 20's and beyond. Playing volleyball will allow them to meet people with similar life goals and aspirations. They will have learned a life long activity. Some players in the club, will develop beyond the high school level, and play college or university. Our club system will assist in developing and nurturing these athletes to achieve their goals, whatever those goals may be.

So how does this translate to reality, coaching a successful program? What does it look like?

*Envision this (Create a perfect scenario):*

*"Your team is made up of 12 players. You practice 2 times a week and play in many tournaments leading up to the provincial championships. At tournaments, you do your*

*best to play everyone equally during round robin play. During tournament playoffs, you try to maintain the same philosophy, however, at times you elect to sub out a player that is struggling on the court. In the end you have done your best to play everyone equally, because, after all, it is just a tournament (players won't develop unless they get a chance to make mistakes and learn from them). During the final tournament or Championships, you use the same fair play philosophy, however the real competitive players (and parents) want to win. Therefore, you try to play everyone during round robin play, but you may make substitutions to keep the momentum going with the winning group on the court. Playoffs in your final Championship tournament are your chance to use your best to succeed. You choose to go with the players that have been proving themselves all year. It turns out, you have actually played all of your players to some degree and you have done better than all had anticipated. Your season has been deemed a success!"*

### 3. Coaching Tools and Coaching Certification

Identify and Clearly state what the Club offers Coaches in regards to assisting with administration duties and management. This will bring peace of mind to Coaches and ensures support for the Coaches. Also be sure to explain Coaching Certification requirements for each team and the NCCP (If your club offers assistance in completing these certifications make sure you let them know!). Topics to include and to go over are:

* **Communication** – Is there access to the club website, how does a coach communicate to the Club and their players.
* **Registration and Membership** – who takes care of this.
* **Facility Booking**- Does your club take care of this.
* **Tournament Booking**- who books these, how to ask or find out about tournaments.
* **Banking**- who is responsible for the teams finances, etc. If the Coach is to receive payment or an honorarium, explain when.
* **Equipment**- explains what each team receives in regards to jerseys, balls, medical kit etc.
* **NCCP Certification**
  + **Example:** the National Coaching Certification Program (NCCP) is a nationally recognized Coaching program that services amateur sport in Canada. All persons coaching club must have completed, level 1 for volleyball when coaching a team at provincials or nationals. Level 1 involves a theoretical, technical and practical course. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) will pay for any coaching certification. Also Note U17 and older require level 2 certification.

**Remember**: the more you are able to help your coaches and let them actually coach and not be over whelmed with administration duties will help create a long lasting relationship between a Club and a coach. Also the more you can explain to a Coach before starting, the more transparent the club is and the more a coach will understand at the start.

### 4. Selecting Your Team

Coaches should be given guidance on selecting players for their team, along with a tryout policy. For Example:

* A minimum of ten players must be chosen for each team.
* Less than 10 can be taken if another team is going to be established or if there is a lack of athletes. The decision to have more than ten players will be left up to the coach.
* Once your team has been chosen you need to have all players fill out the registration form if this was not done so prior to the tryout sessions and provide it to \_\_\_\_\_\_\_\_\_\_\_\_ (*Club Contact)*.

### 5. Coach Practice Plan Checklist

* A practice plan has been developed that is organized and well structured and includes an introduction, warm‐up, main‐part, cool‐down, and conclusion.
* The practice is appropriate for the age and ability of the athletes.
* The practice session reflects your season of play (early season, mid‐season, competition phase).
* You have done a safety check in the gymnasium before practice begins, and an

Emergency Action Plan has been prepared in the event of an emergency.

* The drills and activities for the practice have well defined goals.
* The goals & purpose of the practice session have been communicated to the athletes in the introduction (I also suggest posting your practice plan on the gym wall).
* Instruction to athletes is specific, brief and straightforward (a visual demonstration is important).
* Transitions between activities are quick and efficient and ensure drink breaks when necessary.
* All athletes are actively involved throughout the majority of practice.
* The athlete understands their responsibility in practice is to listen carefully to instructions and perform the tasks to the best of their ability.
* Athletes are having fun and are genuinely interested in the activities at practice.
* The practice starts and finishes on time, and the overall tone is positive.
* The conclusion includes an overall evaluation of the session to see if the session goals were met and if the athlete’s were focused and meeting expectations.

### 6. Coach Dress Code Template

To promote a positive team environment within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*), members will be asked to wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*), VBC or Volleyball Canada clothing.

* Tank tops are prohibited
* Appropriate t-shirts cannot contain wording or logos that are:  Sexually explicit, Offensive, or bearing logos from other clubs.
* Coaches should wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) coaching shirts during any matches/tournaments when possible.
* Coaches should always look professional and presentable when with the Club.
* Proper footwear should be worn on the court at all times, no open toed shoes.

## 

## Coach Code of Conduct

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior that will allow them to assist their athletes in becoming well-rounded, self confident and productive human beings.

**COACHES HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favourable image of their sport and of coaching.

* Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
* Abstain from the use of tobacco products while in the presence of her/his athletes and discourage their use by athletes.
* Abstain from drinking alcoholic beverages when working with athletes.
* Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
* Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.

1. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
2. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes’ medical and psychological problems. Consider the athletes’ future health and well being as foremost when making decisions regarding an injured athletes’ ability to continue playing or training.
3. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes’ goals to take precedence over their own.
4. Regularly seek ways of increasing professional development and self-awareness.
5. Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
6. In the case of minors, communicate and co-operate with the athlete’s parents or legal guardians, involving them in management decisions pertaining to their child’s development.
7. In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

**COACHES MUST:**

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/ or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athlete’s dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment is attached).
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age athletes with alcohol.

**DEFINITION OF HARASSMENT**

Harassment takes many forms but can generally be defined as behaviour including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

**Harassment may include:**

* Written or verbal abuse or threats
* Sexually oriented comments
* Racial or ethnic slurs unwelcome remarks, jokes, innuendoes, or taunting about a person’s body, attire, age, marital status, ethnic or racial origin, religion etc.
* Displaying of sexually explicit, racist or other offensive or derogatory material
* Sexual, racial, ethnic or religious graffiti
* Practical jokes which cause awkwardness or embarrassment, endanger a person’s safety, or negatively affect performance
* Unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
* Leering (suggestive staring), or other obscene or offensive gestures
* Condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions
* Physical conduct such as touching, kissing, patting, pinching, etc.
* Vandalism
* Physical assault

This code was developed by Promotion Plus Women in Coaching Committee in conjunction with the Ministry of Government Services and the Ministry Responsible for Sport and the Commonwealth Games Coaching Advisory Committee and the Coaches Association of BC.

## Coach Agreement Form

This following agreement outlines the responsibilities of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) Coach. By reading and signing this agreement, you are herby acknowledging the requirements and guidelines set forth by the Club’s Board of Directors.

**Club Vision**

*<Enter Club Vision>*

**Club Mission**

*<Enter Club Mission>*

**Coach Guiding Principles (*Change as needed)***

1. While court time is limited, every effort will be made to give all eligible players the opportunity to play.
2. We believe that in our club, volleyball is a game where work ethic, attitude, and sportsmanship are more important than winning at all costs but that these attributes can lead to success both on and off the court.
3. We believe that coaches exert a powerful influence over their players and we insist that coaches and other club officials, while expecting the best from their players, exhibit at all times a positive, constructive and supportive coaching strategy and provide a role model that is beyond reproach.
4. As our focus is on youth, we encourage parents to become involved and supportive both with their team and the administration. The goal is for players, parents, and coaches to feel part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*).

**Code of Conduct**

*<Refer all coaches to your Club’s Coach Code of Conduct, or attach a copy into this section>*

**Coaching Requirements**

1. All coaches must complete the following before they can be eligible to coach a team:
   1. NCCP Certification
   2. Criminal Record Check
   3. Level 1 First Aid
   4. *<Insert any other Club requirements>*

|  |
| --- |
| I Acknowledge I have read the Coaches agreement and accept it as a guiding principle of my coaching efforts and conduct for the Club for this season.  Name of Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Club Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Tryout Policy

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Insert Club Name)* Tryout Policy**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) Tryouts will take place in sometime in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Dates and times for tryouts will be determined by the Club President and Board of Directors and advertised through the club website, email, and other methods as the Board sees fit.
2. Registration for tryouts will be \_\_\_\_\_\_\_\_\_\_ (Online/ in person etc.) and Cost \_\_\_\_\_\_.
3. All tryouts are a minimum of 2 on court sessions. Coaches and other club executives will conduct player evaluations; any extra tryouts will be at the discretion of the Coach.
4. Evaluators/ Coaches are to evaluate players on, but are not limited to the following areas and criteria:
   1. individual skill and potential,
   2. team awareness,
   3. coach-ability and attitude,
   4. work ethic, and
   5. overall fit with team.
5. All players must attend both tryout sessions, or have a letter explaining the player’s absence from a tryout.
6. In the event of a personal conflict (parent coach-- player conflict), another club individual or coach with no affiliation with either person will step in to ensure no biased decision is made.
7. After the tryout and evaluation process, players will be notified either through phone, email, website, or in person whether they were selected for the team.
8. Parents are not allowed to contact the coaches or team managers to contest the decision if their child is not selected. If the parent believes that the selection decision was not made in conformity with this policy, they may submit a written protest to the Club President within 2 weeks of the decision.