



## Collaborative Club Coach Inventory Guide

### WHAT IS THE COLLABORATIVE CLUB COACH INVENTORY?

The Collaborative Club Coach inventory is a shared Google Sheet created to track club coaches and their education status for the Volleyball BC Club season (and beyond). This file should serve two purposes:

1. Monitor and track active Club Coaches Education Requirements
2. Support Coaches along the NCCP Pathway.

This document is to be used by the club administrator(s) that will serve as the primary point of contact for coaching matters.

Volleyball BC Club's in Good Standing Club Directors and Club's Coach Education Contacts will have access to the Collaborative Club Coach Inventory.

**Please do not attempt to share with others.** You have the ability to edit this document. Some areas are protected, but you have access to areas that require your input.

**The role of Club Directors and/or Coach Education Club Contacts** is to:

1. Keep your coach information up to date (Name, NCCP#, Birthdate, Contact Information)
2. Update your coaches team assignments and coaching role.

**The role of Volleyball BC** is to:

1. Check and audit the Coaching Education status of club coaches, and update the requirements section as coaches are added to the inventory by clubs.

While this document is not required, it is strongly recommended that you keep this document up to date as a tool to ensure your coaches meet all the club requirements and to avoid late sanctions.

The inventory will be regularly checked and audited by Volleyball BC on a weekly basis to check the Coaching Education status of your coaches throughout the season. The notifications are set within the document so that Volleyball receives an alert when you have made any changes. Volleyball BC will notify you of any changes, and updates when they are made.

HOW TO USE THE COLLABORATIVE CLUB COACH INVENTORY

The document is set up that some areas are protected, but you are able to edit the areas that require your input. The specific columns that require your input are outlined below are in **BOLD**.

**It is very important that names and NCCP numbers are correct for our ability to find coaches in the Locker. You are able to access a coach's public transcript to see the training they have completed with their NCCP# and last name through the link below.**  
<https://thelocker.coach.ca/access/account/public>

**Column A** - First Name (Please ensure spelling is correct)  
**Column B** - Last Name (Please ensure spelling is correct)

Column D - K

These columns are a coach's history of participation starting with the 2017 Season.

**Column L** - 2021 Age & Gender

The **2021 Club Team Age & Gender** column is to identify the team assignment each coach has with your club. It is important to note to identify assistant coaches with an "a" as they can have different coach education requirements than head coaches. Below is the Codes for Age & Gender

Codes for Age & Gender		Codes for Level	example - 16uGa
#u	designates age class	A	
B/G	designates gender class	AA	
a	adding a small "a" designates "assistant" coach status		
AC	if assistant coach assignment is "unknown" please use "AC" designation (until team assignment is known... then update it accordingly)		

**Column L** - 2021 Age & Gender

Please follow the code guidelines provided to identify the team assignment each Coach has with your club  
 note: assistant coaches are to be identified with an "a" in the identifier.

**Column M** - 2021 Level

Once the "Level" of the team is identified please record "A" or "AA" here

Columns N - U

These are the different coach education requirements. An 'x' indicates that a coach has completed the item identified by that column.

**A 'r' indicates a missing requirement a coach still needs to complete.**

### Column V - NCCP #

The **NCCP#** is a coaches number that is used to track all their professional development. It is important that these numbers are correct because they are how we check that coaches have completed the appropriate requirements. If a coach does not have a NCCP# they can create one at coach.ca.

### Column T - Birthdate

### Column W - Email

Below is an example from the inventory. The 2021 level has been left blank because the team's level has not been decided yet. The Safe Sport Module says 'r' instead of 'x' because the coach has not completed the required module. If the coach still has not completed the requirement by the deadline, then sanction penalties will apply.

	20: Age & Gender (Please refer to Codes above)	2020: Level (Please refer to Codes above)	2021: Age & Gender (Please refer to Codes above)	2021: Level (Please refer to Codes above)	Volleyball Canada eLearning / Foundations of Volleyball	Evaluation: Make Ethical Decisions	Module: Making Head Way (Generic)	Safe Sport Module	Workshop: Development Coach	Certified Development Coach	Workshop: Advanced Development Coach	Certified Advanced Development Coach	NCCP #	Birthdate
	18uB	x	x	x	x					x			123456	01/01/19
	18uBa	x	x	x	r								123456	01/01/19
18ub refers to: 18u for the age group, B for Boys, and this person is the Head Coach														
18uBa refers to: 18u for the age group, B for Boys, and a is for Assistant Coach														

It is important that you do not delete coaches. Inactive coaches will be filtered down the page once the season gets going. They will remain in your inventory should they return to the club in the future and so you have a record of the coaching requirements that they have completed.

**It is very important that names and NCCP numbers are correct for our ability to find coaches in the Locker to ensure they have completed the coach education requirements.**

Please let Volleyball BC know if you have any questions. We hope that this document will serve to support your club in managing your Coaches for this, and subsequent seasons.