

Parksville Volleyball Club - Coach Handbook

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1. Introduction and Congratulations

A letter has been personalized and placed into the coach binders created for each team.

Welcome to Parksville Volleyball Club and thank-you in advance for your time and effort coaching in our community. We appreciate your involvement with Parksville Volleyball Club and providing an opportunity for our youth to experience a great sport and become better volleyball players. We have enclosed a coaching handbook 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!

2. Coaching and Club Philosophy

At Parksville Volleyball Club, our primary objective is to develop volleyball players in Parksville, Qualicum Beach, 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 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 lifelong 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.

*It is imperative that coaches review the **Age Category Rules document** on the Volleyball BC website at the beginning of each season.*

3. Coaching Tools and Coaching Certification

Supporting Coach development and ensuring all coaches meet the Volleyball BC/Volleyball Canada requirements.

Club Committee Membership - Parent volunteers filling Director and Finance roles.

Communication – Parksville Volleyball Club uses Instagram and Facebook to market interest to the Club. In addition, Parksville Volleyball Club has a website. At any point that you want to use these venues to communicate to the community please contact the Director at parksvillevolleyballclub@gmail.com To communicate to your team specifically each team is equipped with TeamSnap accounts. This has been found as the best method to ensure equitable communication to the full team. The team Parent can assist to create an account for the team you coach and upload all of the players to the account.

Criminal Record Checks-The Club Director will send the email invitation to you directly to complete the Criminal Record Check via myBackCheck. The Club receives a reduced rate for the completion of this requirement of all coaches, volunteers and Club Directors. Please submit the receipt to the Director for reimbursement of this fee.

Registration and Membership– Registration and membership is completed by each Coach directly to SportLomo. The Director will add you to the roster and communication will be sent to you directly via email with details to follow. This is a new process, so patience is appreciated as the Club works through the details. Please submit your receipt to the Treasure or Director of the Parksville Volleyball Club for reimbursement.

Facility Booking- The Director of Parksville Volleyball Club arranges the bookings of facilities

Tournament Booking- Volleyball BC posts upcoming tournament information on the website. The Director can register teams via SportLomo.

Banking- Parksville Volleyball Club has a Treasurer who is responsible for the teams finances.

Equipment- Each team is equipped with volleyballs and a ball bag, a ball cart, uniforms and medical kits. In addition, each coach will receive a Parksville Volleyball Coach

sweater and each player will receive a warm-up jersey. The uniforms for team play are provided to each player with a \$100.00 deposit to encourage the return at the end of the season.

Medical Kit Inventory List..A copy has been printed and placed with each kit, to be used for inventory review at the beginning of each season and throughout the season to ensure each team is adequately equipped with a completed medical kit that is available for both practices and tournaments.

The Kits include:

- 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
- Elastic tensor bandages
- Antibiotic Cream Blister pads
- Sterile Gauze pads
- Skin Lubricant
- Latex Gloves
- Cotton pads
- Nail clippers
- Masks
- Muscle heat/cooling cream
- Hand Sanitizer

Please let the Director know if there are items that need to be replenished with your kit.

Covid-19 - Parksville Volleyball Club is endeavouring to align practices with Public Health Order as interpreted by BC Volleyball as well as the facilities that we use. As this is an area that may fluctuate throughout the season, please ask the Directors for input as questions arise. The two aspects that will remain in order to support a safe season are as follows:

Covid-19 Kit- In order for us to continue on the path of an active volleyball season we all need to do our part. To support you, each coach will receive a box of masks, disinfecting wipes and hand sanitizer. In order to be compliant with the facility requirements, these items along with the laminated posters can be easily placed by the gym entrance to encourage the players to:

- Clean hands upon entry to the facility - either by hand washing or hand sanitizer
- Wear a mask when not active on the volleyball court (a mask can be provided if this has been forgotten). If the player forgot a mask - he or she is not permitted in the building. You will have a mask to offer to them.

- Stay home or return home if presenting with symptoms and informing the coach
- The wipes can be used to sanitize any surfaces (ie. the posters) as deemed necessary or appropriate

Covid-19 Exposures - confirmed or suspected

As per Volleyball BC, there is requirement of each club to submit a form located at:

https://volleyballbc.formstack.com/forms/potential_actual_exposures_to_covid_19_club_reporting_form to inform of confirmed or suspected exposures

This form can be submitted directly by the person first learning of the information to reduce sharing confidential information.

Health Authorities engage in contact tracing and informing the public when exposures have occurred as positive cases are confirmed.

NCCP Certification-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. Parksville Volleyball Club will pay for any coaching certification. Also, Note U17 and older require level 2 certification. *This information is pulled directly from the Volleyball BC website in the guiding documents provided to the Clubs.*

4. Selecting Your Team

The Facilities have been booked for the Tryouts for your team. The details as to the location, dates and times have been provided to you by the Technical Director. Parksville Volleyball Club has arranged the marketing of these details that are posted on Instagram, Facebook and the website.

Please note a minimum of eight players must be chosen for each team. Up to 12 can be listed on a scoresheet.

On the day of Try Outs, the players fill out the registration form if this was not done prior to the tryout sessions and provide it to Club Director. These documents can be provided to you, if you would like to use these as a point of reference as you make your selections.

5. Warm-Up Protocol

A specific warm-up protocol has been established to avoid situations that may result in concussion. Please refer to the Volleyball BC Handbook that is included in the Coach's Binder.

6. Concussion Policy and Protocol

Included in the Coaches Binder are the Volleyball Canada Concussion Protocol and the Concussion Policy. Please review for your reference.

7. Coach Practice Plan Checklist - suggested guidelines offered by Volleyball BC

- ☐ 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 athletes were focused and meeting expectations.

8. Coach Dress Code Template

- To promote a positive team environment within Parksville Volleyball Club, members will be asked to wear Parksville Volleyball Club, 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 Parksville Volleyball Club 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

9. 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.

The Coach Agreement Form needs to be reviewed and signed and provided to the Club Director to hold on file.

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 that includes:
 - 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.
4. 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.
 5. 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.
 6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
 7. Regularly seek ways of increasing professional development and self-awareness.
 8. 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.
 9. 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.
 10. 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:

11. Ensure the safety of the athletes with whom they work.
12. 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.
13. Respect athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment is in the section below).
14. Never advocate or condone the use of drugs or other banned performance

enhancing substances.

15. 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.

10. Tryouts - policy and process

Parksville Volleyball Club Tryouts will take place between the end of November 2021 and mid December 2021. 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 determined by the Board with coaches input.

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.

Evaluators/ Coaches are to evaluate players on, but are not limited to the following areas and criteria:

- a. individual skill and potential,
- b. team awareness,
- c. coach-ability and attitude,
- d. work ethic, and
- e. overall fit with the team.

All players must attend both tryout sessions, or have a letter explaining the player's absence from a tryout.

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.

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.

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.

This handbook has been created as a guide to provide to Coaches involved with the Parksville Volleyball Club. There is not to replicate the literature found in the Volleyball BC Handbook or on the Volleyball BC website but to augment the information provided. Your input and feedback are welcomed to ensure that this document has utility to support you in your coaching this season.

Thank you for your contributions and efforts to make this season fun!

