

NO LIMITS VOLLEYBALL CLUB COACH HANDBOOK

COACHING – RESPONSIBILITIES AND REQUIREMENTS

Place the following information in 3-Ring binder to be kept with you during all club activities

1. Copy and pass out Parent guidelines and Player guidelines to each player on your team. Review Player Guidelines with your team. Make sure you clarify any questions. These are to be signed and returned at the next practice. Retain these for your records (Keep in signed documents in your 3-ringed binder). You must have a copy from every player on your team. In the event of a parent/player meeting you will be required to produce all forms.
2. Have with you at all times a copy of the emergency medical form and liability form for each player. (Also keep a copy for each player in your 3-ring binder).
3. Make a player information sheet for each of your girls. Each sheet should have the following
 - a. **Information:**
 - b. **Players name**
 - c. **phone number**
 - d. **parent's name.**
 - e. **parents contact information**
 - f. **Each time a player misses practice you are to note the date and reason. All other important information regarding attitude and performance should also be noted and dated. A sheet on each girl is to be turned in at the end of the season.**
4. Establish a Parent group message or emailing list for practice or play-date cancellation. Have a copy with you at all times. Give each Parent a copy of your phone number AND email address. You will be responsible to contact your team in the event of any changes to club events.
5. Have each player supply the directors with a copy of their birth certificate. These copies are to stay with you at all times in your records. Very important for NTR bid tournaments as well as National Bid Tournaments.
6. Keep complete records of all tournament results. Record all results (name of team you played, date, JNC #, and (Won/Loss). National team coaches are responsible for reporting information to the Directors. Coaching Apparel: No blue-jeans at practice or tournaments. Warm-ups, sweatshirts, polo shirts, and T-shirts with club logo are to be worn at all club events (tournaments and practice). Appropriate shoes are to be worn at practice and tournaments (no sandals or flip-flops). This policy is a positive effort to portray our staff as the best role-model coaching staff possible.

Practices

1. Establish a practice starting routine. Practice starts at the designated time. Net and practice site is prepared and ready prior to scheduled starting time. Practices are planned in advance with room for flexibility. Each practice is a "complete" session. **DO NOT JUST WING IT!!!** Parents are

not clueless. They can tell if you're making things up, it's better to have a plan written down, than to have nothing. You will earn the parents respect much fast this way.

2. Team meetings (**IF NEEDED**) are to take place during the 10 minutes that follow your practice. Each session should start on time and end at the designated finish time. Sitting and talking with team or parents during this time is not allowed. You are to be actively engaged with your team during the complete session. Talking with individuals not on your team (coaches or parents) during practice takes away from your instruction time. Sitting down while your team is working is not acceptable. Taking the place of a player on the floor (by a coach) is only to take place if no player is left on the sidelines watching.
3. You are not to transport any player to or from any practice or competition. Our insurance policy only covers you while you are in the gym at practice and competition.
4. Players should leave the gym after practice feeling they have experienced a healthy and positive session. They should be tired and look forward to returning for the next scheduled practice. It should involve the following: fun, hard work, rewarding, and the desire to repeat the process.
FINISH ON A POSITIVE NOTE!!!
5. Technique training is required and drilled in practice. Game like situations that emphasizes correct technique is encouraged. Goal oriented (with or without points earned) should be utilized as much as possible. Your drills should minimize standing in line and result in high ball contact numbers. The more touches the players receive the better.

Club Discipline Policy

Offense Number	Punishment
1st offense	Warning. Player / coach meeting. Parents and club director notified.
2nd offense	Player / coach / parent / club director meeting. One tournament suspension.
3rd offense	Parent / club director meeting. Two tournament suspension.
4th offense	Suspended for remainder of year.
Note: Any offense can be deemed by the club director to be a major offense and will result in immediate suspension	

If a problem arises during practice then remove the player from the court. Do not permit them to leave the building unless with a parent. Make sure you speak with the player after practice and discuss the problem. **Contact the club director immediately after practice is over.**

Parent role

1. Parents are not to be on the gym floor at any time during practice or competition. Their participation is limited to that of a **spectator**. They are not to help set up gym or handle any equipment. This is the responsibility of your players. If they distract from your practice or competition contact the club director.
2. If a parent is negatively effecting a player/players/coaches/or other parents the club director needs to be informed immediately.

Gyms

1. **No soft drinks or food in any of the gyms at any time.**
2. Gym access is 15 minutes prior to actual start. Do not arrive more than 15 minutes in advance to set up a gym.
3. All Trash in the practice facility needs to be picked up! Example: Trash in the gym(s), bathrooms, lobby, hallways, etc. All need to be cleaned and returned back to its normal state in which it was found when you entered the gym at the beginning of your shift. **(There will be a \$25.00 deduction fee for each complaint received by the facilities that we use)!**
4. Do not extent your practice beyond designated finish time. Gyms are rented for those specific times. Going beyond practice time could jeopardize our use of facility. Leave the gym exactly as you found it.
5. Do not leave the facility until all players have been picked up. No player is to be left alone inside or outside the gym.
6. Be cautious when putting up the net systems at all facilities we use. The crank can be easily over tightened.

Coaching

1. **No coach is to meet alone with a player behind closed doors. If you need to speak with a player be sure to have the conversation in an open public area (with another coach with you if possible). Coaches' hotel rooms are off-limits to all players at all times. PLAYERS HOTEL ROOMS ARE OFF-LIMITS AT ALL TIMES**
2. **NO LIMITS VBC Alcohol/ Illegal substances Policy**
 - a. No Limits VBC is an alcohol/drug-free environment. The purpose of this policy is to ensure the safety of all coaches and players. This policy applies to all coaches and players! Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs (Unless the coach or the player is prescribed and has a written legal prescription from a registered doctor).
 - b. No alcohol/illegal substances are permitted in the areas where the junior events are being held (practices/tournaments).

- c. **Coaches over the age of (21) are of age to legally drink in the United States. If you are out drinking with friends etc... Do not have pictures or videos taken wearing anything with the No Limits VBC logo!!!**
 - d. **Team Dinners/Travel Tournaments/Team bonding festivities at parent's houses/etc...**
 - e. Do not have pictures or videos taken wearing anything with the **NO LIMITS VBC LOGO!** Also refrain from drinking in front of the players, and if you are having drinks with the parents remember to remain professional. You are a role model to the players, and under constant scrutiny of the parents, even if they are being nice and drinking with you, you must always keep your guard up and realize you're representing a business and a volleyball club.
3. Volleyballs/carts/bags are ultimately the coaches' responsibility. If you send them with a player and they are lost, the replacement cost belongs to you, not the player.
 4. Weather Conditions: In the event we have to cancel practice or participation in a tournament we will contact the coach to activate his/her phone tree. We will also leave a message on the club website. Coaches should contact the club director to discuss options prior to canceling a practice or tournament competition.
 5. **Coaches do not cancel practice or tournament participation. If you cannot make a practice or Tournament you are to call the club director. Arrangements must be made by you to have one of our coaches cover for you. (Two weeks in advance for tournaments).**
 6. Coaches are not paid for practices that they are absent from. Coaches must have prior approval before adding any additional practices to the schedule. Only **NO LIMITS** Volleyball Club coaches may substitute or fill in for coaches who are unable to meet their club responsibilities. When one coach covers for another coach it is on a voluntary basis except for tournaments dates.
 7. All club related travel expenses including hotel, airplane, gas, and food will be reimbursed. Club travel/hotel expense does not include telephone, movies, and drinks. **The club will only reimburse coaches if appropriate receipts are kept and brought to the directors as physical proof of purchases.**
 8. No coach is to be a chaperone for any players at any time. Coaches are never allowed to transport any player to or from practices or tournaments.
 9. Coaches and parents are not allowed to order "team" warm-ups or shirts. In some situations the club will approve ordering T-shirts following the request made by the coach to the club director (Ex. National shirts.) Official club warm-ups are available through the club.
 10. Go over tournament working assignments with your players in advance. Each player is to equally share officiating responsibilities. If necessary make a rotating schedule. Do not let a player keep

the scorebook during any tournament who is not knowledgeable and qualified to do so. Take your own whistle for down officiating and report to the up official before warm-ups.

11. Do not take club fees from players or parents. Each year checks are misplaced or lost when this occurs. All fees are to be sent to the club mailing address or given to the directors in person.
12. Room reservations will be made for you by the club. Designated coaches will have credit card and pay for all rooms used during a given tournament. In the event this does not happen, you must staple a copy of the complete hotel billing statement along with a copy of your master card/visa receipt and turn it into club director for reimbursement. Room reservations will be made for a minimum of two and a maximum of three coaches per room depending on the number of teams we enter. All expenses in addition to standard hotel cost (ex. drinks, movies, telephone....) are to be paid by the coach separately. The club covers only the cost of the room. If a coach needs a separate hotel room and cannot room with another coach then the cost of that room is their responsibility.
13. All coaches and players are prohibited from using any form of profane language during any and all club activities. This would include any and all demeaning comments.
14. Player club fees are due monthly. Coaches will be notified of players whose fees are unpaid. No participation will be allowed until fees are paid. Parents/Players will be informed of this in advance. Coaches will use discretion with notifying players of unpaid fees. In some cases the player will not be aware of the situation and/or family financial circumstances have caused the delinquent payment to exist.
15. **Remember- You are the coach, not their friend.... Earn their respect and return it....Be positive as much as possible.... Be demanding within reason. Never use inappropriate language (this includes profanity or inappropriate names). Treat players that same way you would want to be treated if the role was reversed. Set your expectation high and then work to get there. Success is measured in many ways.**

INTERNET/SOCIAL MEDIA POLICY

No Limits Volleyball has a very strict social media policy! Under no circumstances will a coach interact with a child or player on any social media apps or websites ever!

1. All coaches social media profiles and pages need to be set to private. (If not done so already)
2. It is the coach's' responsibility to upkeep and maintains a professional standard when using any type of social media.
3. If a coach is reported or flagged with illicit content (alcohol/illegal substances), inappropriate pictures, or inappropriate language they will be suspended without pay until the issue has been resolved. If there are multiple offenses then No Limits has the option to release said coach from their coaching obligation to No Limits VBC.
4. Under no circumstances should a Coach be involved in texting individual players. A group text or message is okay.

Following these guidelines will help you keep from having to defend yourself against an unwarranted claim of abuse or inappropriate dealings with players. THIS IS A VERY SERIOUS POLICY AND SHOULD NOT BE TAKEN LIGHTLY!