



VCB Handbook

Program Philosophy Team Program exists to develop all team members as volleyball players and as individuals by providing our players with a positive experience on a team which strives to reach its full playing potential

The Volleyball Cape Breton season of play begins on the SUNDAY after the Nova Scotia Schools Athletic Federation (NSSAF) Provincial Championships and ends every year on May 31.

Team Goals

- To teach and reinforce good sportsmanship and team work
- To inspire players to continue to play volleyball
- To develop self-confidence on and off the field
- To improve players' technical, tactical, physical, and psychological skills associated with playing volleyball and being a productive team member
- To improve team performance throughout the season
- To earn the respect of our opponents, officials, and tournament hosts
- To develop team and club spirit
- To develop positive relationships between players, coaches, and parents

Playing Time

Coaches will make reasonable efforts to provide all players selected to the program a FAIR opportunity to earn playing time to advance team goals. It is recognized that as a competitive program players must earn playing time through quality training habits and performance but that in order to improve players must also be provided the opportunity to gain match experience.

While playing time will not be equal, coaches will do their best to give players fair opportunity for playing time and must be willing to provide honest and constructive feedback to players and parents in regards to this topic. All players selected for tournaments should be given reasonably equal playing time as tournaments are viewed as experience gaining opportunities.

Based on the above, VCB has adopted the following policy regarding playing time for its competitive program:



1. Players on teams U-14 and younger should follow the VC fair play rule (i.e., All players listed on the score sheet must start the first or second set. Substitutions are not permitted in the first or second sets), including tournament games and organized scrimmages. Coaches may reduce playing time at their discretion for individual players due to any of the following:
 - a. Poor attendance and/or punctuality at practices and/or games
 - b. Poor effort, attitude, and/or behavior during practices and/or games
 - c. Poor fitness level, including injuries
 - d. Inability to work/play well with teammates
2. The amount of playing time that players on teams U-15 and older receive is generally subject to the discretion of the player's coach. However, all players should play in at least 40% of each of the team's games, including tournament games and organized scrimmages (except for Championship matches and provincial tournament). VCB expects its coaches to consider what is best for individual players and what is best for the team as a whole in determining how much playing time individual players receive. Coaches may reduce playing time at their discretion for individual players due to any of the following:
 - a. Poor attendance and/or punctuality at practices and/or games
 - b. Poor effort, attitude, and/or behavior during practices and/or games
 - c. Poor fitness level, including injuries
 - d. Inability to work/play well with teammates
3. VCB expects its coaches to communicate decisions to limit/reduce playing time to the players who are affected by those decisions. Coaches should communicate the factors in their decisions, as well as any steps that the player(s) can take to receive more playing time in the future.
4. Players with questions or concerns about playing time may approach their coach directly in a manner prescribed by the coach. (U14 and under Players should be accompanied by a parent/guardian)

13U: Tripleball will be the official game format for all VCB events during the entire season.

14U: Tripleball will be the official game format for all VCB events for the first two month of the season.



Player Commitment

We encourage all VCB players to be multisport athletes, however if they are selected for the VCB competitive teams, it should not interfere with practices or games. Players who play other sports must do so knowing that playing for a VCB competitive team is a significant commitment and that Volleyball is expected to have priority over other extracurricular activities.

Coaching

All Male coach(s) **MUST** have an assistant coach(s) that is/are female(s) (No Exceptions)

Head Coach:

Selection: VCB shall advertise publicly and hold an open competition for each Competitive Team Head Coach position and if there is more than one applicant and will be selected using the following criteria:

- Coaching qualifications and experience
- Performance from previous coaching positions within VCB
- Evaluations of coaching interviews with the Technical committee as needed.
- Practical evaluations with the Technical Committee as needed

Certification Competitive team coaches must have (or are working towards) the following qualifications:

First year coaches: For appearance at the Provincial Championships

Volleyball eLearning Modules as required by VNS

- Make Ethical Decisions Online Evaluation
- Making Head Way (Generic)
- Development Coach Volleyball Workshop or Old NCCP Technical
- Criminal Record Checks submitted prior to the end of try-outs
- First Aid/CPR (at least one coaching staff on-site must have this qualification)

3rd year coaches and thereafter must have:

- All items above
- Multi Sport Modules: Planning a Practice, Nutrition or Old NCCP Theory 1



- Development Coach Evaluation or Old NCCP Practical (or be willing to obtain)

Assistant Coaches and Managers

Assistant Coaches can be chosen by the Head Coach and approved by the Technical committee. In choosing an Assistant, Head Coaches are encouraged to consider coaching styles, philosophies on aspects of the game and training, and Head Coach-Assistant relationship. All Assistant Coaches may be required to participate in a formal interview with the Technical committee prior to approval.

Assistant Coach duties are as follows:

Work with team members as assigned by the Head Coach

- Provide insight and feedback as required
- Be punctual, responsible, and ethical in all aspects of coaching
- Keep VCB up to date on team progress and notify VCB of any team violations or discipline issues
- Ensure the team follows VCB, VNS and VC rules and regulations
- Ensure game sheets are submitted within the timelines before each match.

The Head Coach will be solely responsible for choosing a Team Manager although approval of the Team Manager must come from VCB TC.

Manager duties are as follows:

- Voice mails and e-mails regarding time changes/cancellations
- Booking of hotels and travel plans and arrangements
- Organizing team fundraisers and events (as approved by VCB)
- Keep VCB up to date on team functions, travel, and game/tournament results (within 24 hours of game conclusion)

Screening

All coaching staff and managers are to submit a Criminal Record Check and to VCB. These must be submitted no later than prior to the end of try-outs for the coaches and the 1st game for the assistant coaches and managers.



Coach/Manager Discipline

Any violation of the Coach Code of Conduct must be reported to VCB management who will investigate the matter. Discipline matters may also be referred to and dealt with by the Discipline Committee.

Coach Evaluation

Parents and players will be asked to complete coach evaluation forms at the end of the season. The Technical Committee will review the applications and provide the coach(s) with a written document summarizing the feedback along with recommendations for improvement. These documents will be kept on file for future reference. Coaches will undergo two formal coach evaluations during the season to be held at a training session and conducted by the Technical Committee. Coaches will be responsible to provide their session plan to the TC prior to the session. All coaches will submit their coach log books for yearend review. These log books will contain session plans, accident & incident reports, match analysis and player evaluations. These will be kept on file for future reference. Coaches will also be required to follow their reporting procedures timeline. All documents in this reporting procedure must be kept in the coach log and be reviewed at the end of the season

Age groupings

In general, players will be required to play within their correct age group. A selection committee made up of the TC chair, the Higher Age Group Head Coach and 1 other neutral assessor will have decision making authority on the movement of a player to a higher age group. This decision will be made **in the best interest of the player** and the teams involved. It is agreed that the player to be moved must be considered as a "top Six" in the higher age group for which they are being considered. Players MAY NOT play in a younger age group.

Try-out process

The objective of competitive team try-out is to choose the best players for a particular team. Players will be evaluated in and MUST attend a minimum of 2 of the 3 try-out sessions. Exceptions will only be made for family vacations, pre-arranged school trips/activities, illness/injury, or a higher-level sporting event



(provincial level or higher). Players will be notified of any player selection decision through an email as well as the team list being posted on the VCB FB page and website. All efforts will be made to provide players who are released constructive feedback for improvement if requested.

Number of players per team

In general, each team will ideally carry a full squad of players between 8 to 12 players unless it is agreed by the Technical Committee and the Head Coach that the standard of play does not allow for a full complement of players or allowances can be made to allow the squad to be increased based on the quality of players or the number of players registered.

Appeals

Players may appeal non-selection within 48 hours of the decision. Appeals must be made in writing or email to VCB and will be reviewed by the Selection Committee, the ED and one other VCB Board member who may have no relation to the appellant.

Playing up policy

The VCB Selection Committee developed a Player Development Model that considers the specific criteria that would govern a player moving to a higher age category. Any player moving up must meet the following guidelines:

1. Technical Ability- A player must demonstrate individual skill that is equal to or exceeds that of the top five players in the upper age group.
2. Physical Ability- A player must be equal to or exceed the top five players in the age group in speed, strength and endurance. This can be tested and measured.
3. Mental Ability- A player must meet or exceed the top five players in the upper age class regarding game awareness and general knowledge of the game. This will be objectively measured in game situations either in scrimmages or exhibition matches.
4. Social Ability-it is very important to the club that the player be able to interact socially on and off the field with the players in the upper age class.



Lack of social integration can have a significantly detrimental effect on the players' technical and tactical development.

Any underage player who wishes to play up must have a written recommendation from their previous coach AND be considered an 'exceptional player' by the Selection Committee. To be accepted, the player must be deemed to be worthy of a "top Six" spot and meet the above criteria in a minimum 3 of 4 categories one of which MUST be the social ability. Under age players may not try-out for any competitive team without having:

- 1) approval from the TC and
- 2) have played competitive the year prior.

All U-13 underage players are permitted to try-out for U-14 competitive teams. However the player may be moved to their own age group if it is deemed appropriate by the Selection Committee. The same rules to be accepted apply i.e. the player must be deemed to be a "top Six" player.

Finances

All fundraising must be approved by the Board and requests must be made in writing to the VCB and 10% of the profits should be given to VCB

If a player's financial situation prevents her from participating in the competitive team program, the coach or manager may seek a partial or complete waiver of fees upon consultation with the ED of VCB. These players are to be directed to PRO Kids and Jump Start and programs like that as part of this process. We will not allow any interested player to be sidelined because of finances.

A coach stipend will be granted to the Competitive team coaches after their full year of coaching and will be accompanied by a set of criteria that must be completed. The stipend is given upon completion of the second season and its criteria. The amount will be determined by the Board of Directors prior to the season



VCB Fees:

Covers being registered and playing on a VCB team, including but not limited to:

- Insurance
- VNS & VC fees
- Uniform(s)
- Coaching
- Coaches Travel
- Equipment
- Gym rental/ Cleaning fees (if any)
- Entry fees to tournaments including Super Series
- Provincial Championship fees
- Any fees required to run the team or the organisation

Team Travel

Parents and/or guardians are not covered under Volleyball Nova Scotia's insurance policy, including automobile/accident insurance. Coaches or managers are covered – but they are only covered by liability insurance for acts that occur within the scope of their duties as a coach or manager. This does not include coaches or managers acting as drivers for athletes.

- Parents and/or guardians who are transporting other athletes to and from tournaments should check with their auto insurance provider to ensure this transportation is covered under their insurance policy.
- Parents and/or guardians who are transporting other athletes are required to have a consent letter from the athletes' parents and/or guardians giving the driver permission to transport the athletes.
- Volleyball Cape Breton coaches and managers should not offer to take personal responsibility for driving athletes at any time
- Parents and/or guardians who permit another parent and/or guardian to transport their athlete should equip the athlete with:
 - o Medical contact information including health card
 - o Emergency phone contacts



- o Appropriate amount of food/money/clothing for the trip
- o Passport (if required)
- Parents and/or guardians who permit another parent and/or guardian to transport their athlete should obtain from the driver:
 - o Proof of a clean driving record
 - o License plate number and make/model of the vehicle
 - o Emergency contact information
- Parents and/or guardians who are transporting other athletes retain personal responsibility for the safety and conduct of those athletes for the duration of the trip – including responsibility for getting the athletes to all games, team events, or practices – or until the athletes’ parents and/or guardians arrive to take personal responsibility for the athlete.

Conduct

Parental Responsibility

- Parents are responsible for their children at all times off the court
- If parents are unable to accompany their children to away games and tournaments, they must make appropriate arrangements with another parent/guardian who shall then be responsible for their child(ren). These arrangements are not the responsibility of VCB or the coaching staff

Parent conduct

Parents are expected to be positive and of the highest ethical standards. A copy of the Parent Code of Conduct is to be made available on the VCB website and ALL parents will be expected to read, sign and adhere to the codes of conduct. All parents must attend the Team Parent/Player Orientation meeting.

Coach Conduct

Coaches must have signed a Code of Conduct before assuming coaching duties in a league, exhibition, or tournament game.

Coaches will be held to the highest ethical standards and will be expected to hold their players and parents to the same standards. In the event of an ethical issue in regard to these standards in the Code of Conduct, the issue will be brought to the VCB Discipline Committee for review and recommendation.



SPORTSMANLIKE CONDUCT

- ✓ Participants must know the “Official Volleyball Rules” and abide by them.
- ✓ Participants must accept referees’ decisions with sportsmanlike conduct, without disputing them. In case of doubt, clarification may be requested only through the game captain.
- ✓ Participants must refrain from actions or attitudes aimed at influencing the decisions of the referees or covering up faults committed by their team

FAIR PLAY

- ✓ Participants must behave respectfully and courteously in the spirit of FAIR PLAY, not only towards the referees, but also towards other officials, the opponents, teammates and spectators