

2025 EKVC Coaches Handbook



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I. Introduction

Welcome to the East Kootenay Volleyball Club (EKVC) Indoor Coaches Handbook, we take immense pride in fostering an environment where our athletes can have fun, build their skills, and feel safe every step of the way. Our coaches play a pivotal role in the holistic development of our athletes, both on and off the court, and we recognize the lasting impact they can have on their lives. EKVC is dedicated to ensuring that these impacts are overwhelmingly positive and contribute to building a strong community throughout the East Kootenays.

Vision Statement

Striving to create meaningful growth and development to its athletes and coaches.

Mission Statement

Build the Clubs' capacity to encourage volleyball involvement across the Region.

Core Values

 Inclusivity  Commitment  Growth  Respect

- We value belonging and participant centered focus.
- We value dedication and passion.
- We value empowerment and learning.
- We value inspiration and integrity.

Board of Directors

The Board of Directors is responsible for ensuring the effective management and sustainable growth of the East Kootenay Volleyball Club. Their role includes strategic planning and setting policies that outline the organization's priorities, values, and guidelines for staff and committees.

The Board is united by a shared goal: to build a strong volleyball community in the East Kootenays. This mission is guided by the belief that sports play a vital role in living a fulfilling life and fostering a love for continuous learning. Their dedication and collaboration drive the club's vision and future strategies.

Disclaimer

Failure to read or review the handbook and policies does not exempt members from complying with the rules, regulations, and expectations outlined. By participating in EKVC activities and programs, you agree to abide by all applicable policies and guidelines.



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II. Coaching Philosophy & Development

As ambassadors of EKVC, we appeal to our coaches to assist our athletes in creating cherished memories of teamwork, regardless of their skill level. Our ultimate objective is to help them grow not only as technically proficient athletes but also as responsible, well-rounded individuals.

To ensure that we maintain the highest standards of the values of our club, we have established clear expectations for our coaches:

- 1. Professional Conduct:** Coaches are expected to conduct themselves with professionalism and integrity when interacting with athletes and parents. This includes maintaining respectful and courteous communication.
- 2. Exemplary Leadership:** EKVC coaches are role models for our athletes. They should lead by example, demonstrating punctuality and consistent attendance at all team functions. Moreover, coaches should exemplify respect for all team members and uphold the positive image of our club through their attire, sportsmanship, language, and general attitude.
- 3. Sportsmanship and Respect:** Our coaches are instrumental in promoting good sportsmanship and a profound respect for others. They should actively encourage fair play, teamwork, and a sense of camaraderie among our athletes.
- 4. Compliance with Code of Conduct:** Coaches are expected to adhere to the guidelines outlined in the Coach's Code of Conduct diligently. This includes upholding the values, principles, and ethical standards that define EKVC.

By embracing these beliefs, our coaches contribute significantly to the fulfillment of EKVC's mission and help us create an environment where athletes can thrive and achieve their full potential.

The primary objective of the club is to create a coaching model that guarantees consistent coaching for specific age groups, closely aligned with the EKVC Skill Development Matrix. This alignment sets the stage for a future ambition: the compensation of coaches and referees for their dedicated educational pursuits, certification achievements, and contributions to athlete development.

We strongly encourage coaches to actively engage by sharing their insights and problem-solving skills with the Coaching Committee, aiding the club in its ability to adapt to changing circumstances over time. Additionally, coaches who wish to play a direct role in shaping the club's goals and requirements are welcomed to join the committee.



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Developing the 4 Cs

EKVC is committed to fostering an environment of personal empowerment and responsibility by focusing on the development of the 4 Cs: competence, confidence, connection, caring, and compassion across four key dimensions – physical, intellectual, psychological, and social. By encompassing these principles across these dimensions, EKVC aims to empower its athletes to take ownership of their personal development and contribute positively to their team and community.



Developing the 4 Cs

Adapted from Côté and Gilbert, 2009

	Physical	Intellectual	Psychological	Social
Competence	Develop a wide variety of skills that enable athletes to engage in healthy living activities	Encourage athletes to think creatively and imaginatively about how to play each game	Encourage athletes to value skill development as a determinant of optimal play	Teach athletes how to play with others so all improve
Confidence	Teach athletes to participate with confidence, knowing the tactical and strategic dimensions of each game	Teach athletes to apply tactics and skills to the dynamics and artfulness of play	Encourage athletes to apply effort to skills and play performance	Encourage athletes to respect the power of collective effort
Connection	Create opportunities for athletes to experience affiliation with others through physical pursuits	Encourage athletes to work with other participants to develop strategies for success	Teach athletes to value camaraderie with fellow players	Encourage athletes to value the sense of connection and belonging associated with group or team play
Caring and Compassion	Have athletes help others experience the reward of playing with enthusiasm	Encourage athletes to play in ways that build other players' skills and confidence	Ensure athletes play competitively but with humility and respect for opponents, and lose with dignity	Encourage athletes to support other team or group members, whatever the performance outcome

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Long-term Development (LTD)

EKVC endorses Volleyball Canada's Long-term Development (LTD) model to help increase participation in recreational sport and physical activity while developing the next generation of athletes.



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LTD is a training, competition, and recovery program. It establishes guidelines for coaches, athletes, administrators, and parents in all areas, including planning, training, competition, and recovery. It considers the ever-changing competitive program and the overall demands on the athletes.

More information can be found here: <https://volleyball.ca/en/about/ltad>

Safe Sport Training

Creating a culture where everyone can thrive is a shared responsibility. The Safe Sport Training module developed by the Coaching Association of Canada (CAC) will help anyone involved in sport identify and prevent situations of maltreatment. Together, we can make sport safe for everyone.

<https://safesport.coach.ca/>

Everyone has a role to play



All Roles

- Treat all participants respectfully, following the Universal Code of Conduct, to prevent and address maltreatment in sport
- Raise “safe sport” awareness within your organization to ensure everyone can identify problematic situations before they escalate
- Immediately report any acts or suspicions of maltreatment
- Be a positive influence and advocate a safe sport environment for your sport organization
- Advocate for meaningful inclusion of all individuals, regardless of their age, ancestry, colour, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex and sexual orientation
- Pursue and participate in continuing education to improve your knowledge and abilities in various areas of safe sport
- Make sure that your intentions, actions, and efforts reflect a commitment to prioritizing the safety of all participants
- Know your duty to report obligations for child protection

National Decision-Makers

- Screen and employ coaches who demonstrate a commitment to prioritizing safe sport
- Take appropriate measures to intervene and mitigate safe sport related issues (for example, disciplining a coach)

Direct Athlete Contact

- Engage in behaviours and practices that are ethical and developmentally appropriate and that support the physical, psychological, social and emotional welfare of participants
- Provide encouragement and positive support to all athletes during practices and competition, regardless of performance
- Prioritize personal development of athletes over performance excellence
- Ensure licensure and sport-specific education are relevant and up to date

No Direct Athlete Contact

- Ensure that organizational policies and systems regarding child protection are clearly communicated and easily accessible



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Coaching Certification and Timeline

Supporting Our Coaches

At EKVC, we are committed to providing resources and guidance to help coaches excel. Head Coaches in Indoor and Beach volleyball can access support to achieve educational requirements and certifications, as well as Person in Authority (PIA) requirements. Assistant coaches and those interested in advancing to Head Coach roles are encouraged to contact the coaching committee for guidance.

We believe in nurturing coaches who are passionate about mentoring youth and sharing knowledge. By investing in training and certification, we ensure long-term quality coaching that empowers both athletes and the organization.

Certification Overview and Requirements

To coach with EKVC, all rostered leaders (Head Coaches, Assistant Coaches, Managers, Trainers) must complete training based on their role. Here's the breakdown:

1. **All Rostered Leaders:**
 - Complete **Person in Authority (PIA) Training** for membership approval by Volleyball Alberta.
 - Failure to complete PIA training leads to delays in membership approval and exclusion from rosters and benches at competitions.
2. **Head Coaches for 13U-18U:**
 - Complete **Mandatory Head Coach Education:**
 1. **Making Head Way in Sport (MHS)** eLearning
 2. **Making Ethical Decisions (MED)** Online Evaluation
 3. **Foundations of Volleyball (FOV)** eLearning
3. **Head Coaches for 14U-18U:**
 - Complete **NCCP Certification** to achieve Trained or Certified status based on coaching experience.
 - This training must be completed by **March 30** and will be reviewed before Provincial Championships.

These steps ensure a safe, high-quality coaching environment aligned with Volleyball Canada and Volleyball Alberta standards. For more info, visit:

- [Volleyball Canada NCCP Requirements](#)
- [Volleyball Alberta Coaching Info](#)

Policy on Incomplete Education Requirements

Head Coaches with incomplete education requirements will be subject to fines:

- **First Fine:** Covered by the club



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- **Second Fine:** Split equally between the coach and the club
- **Third Fine:** Fully paid by the coach

A hard deadline is enforced from the start of the onboarding process, ensuring timely certification compliance.

Coaching Certification Reimbursement

The East Kootenay Volleyball Club (EKVC) is dedicated to helping our current and future volleyball coaches grow and improve. To support this, EKVC reimburses head coaches and potential head coaches (approved by the Technical Director) for the required coaching courses they take.

We believe that well-trained coaches improve the quality of our programs and positively impact the athletes they guide. Our focus is on developing both athletes and coaches, creating a supportive and consistent learning environment. EKVC ensures that as players progress through age groups (13U–18U), they benefit from a standardized approach to skill development.

To support our coaches, EKVC reimburses both head and assistant coaches for the required coaching courses they complete while coaching for EKVC. Coaches must [submit their course receipts](#) to EKVC administration to receive reimbursement after verification.

It's important to note that Volleyball Alberta and Volleyball Canada require different levels of coaching certification (Community, Development, and Performance streams). Coaches must complete their certification within the required timelines. If they fail to meet these timelines, EKVC may decline reimbursement and remove the coach from team rosters until the certification is completed.

EKVC reimburses the cost of training as part of our commitment to support our coaching team.

Coaching Application

The first step to becoming an EKVC coach is to tell us a little bit about yourself and why you feel you would be a good manager for a team. The application needs to be renewed annually and provides a rewarding opportunity to make a positive impact on young athletes' lives while being a part of our vibrant volleyball community in the East Kootenays.

By filling out the coaching application [here](#), you can take the first step towards becoming an EKVC coach:



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1. **Tell Us About Yourself:** The initial step in your journey to becoming an EKVC coach is to provide us with some information about yourself and your qualifications. Your background, experience, and passion for coaching will help us get to know you better.
2. **Application Review:** Once we receive your application, our Technical Director, along with the Coaching Selection Committee, will carefully review and evaluate it. We assess candidates based on their training, certification, and coaching experience.
3. **Selection Notification:** Successful candidates will be notified by email with a link to complete the Coach Code of Conduct contract for signature. This contract will be renewed each season to ensure commitment and alignment with EKVC's values and standards.
4. **Preferred Age Category:** We highly value coaches who are willing to work with a specific age category from year to year. Whether you enjoy coaching foundational skills in the 13U category or prefer coaching more competitive athletes in the 17U category, we appreciate your dedication to specific age groups.

By signing a coaching contract and adhering to the Coaches Code of Conduct, coaches commit to EKVC's policies and benefit from the Club's services, including liability protection, gym scheduling, and administrative support.

Coaching Supports & Resources

Volunteering your time to mentor youth in sports is an invaluable contribution, and EKVC deeply appreciates individuals like you who make this commitment. To support you on your coaching journey, EKVC offers a range of resources, including mentorship opportunities, assistant coaching support, team managers, reimbursement for coaching certification, coaching honorariums, travel reimbursement, and a Club Handbook outlining policies for athletes and parents. If you're interested in becoming a coach or exploring additional training opportunities, reach out to us at coaching@ekvcvolleyball.com to learn how we can help you achieve your coaching goals.

EKVC is committed to supporting our coaches in various ways, including:

Mentorship

EKVC provides mentorship and training through experienced coaches and skilled personnel to help you grow as a coach. These efforts are guided by a Skill Development Matrix (see V. Athlete Development section), which outlines specific targets for each age category and key areas like mental performance, strength and conditioning, nutrition, and positive habits. This dedicated support not only develops technical skills but also promotes well-rounded attitudes, a growth mindset, strong community connections, and lifelong learning.



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Assistant Coaching

Opportunities for assistant coaching roles are available to help you gain experience on your coaching journey if you haven't coached before or would only like to continue a coaching path in a support position.

Managers

We ask that parents aid with administrative tasks for travel and accommodation arrangements for tournaments. More information to follow.

Coaching honorariums

Coaches receive honorariums for their dedication and hard work.

- Honorariums are based on Divisional level of team (blue, white, or green) due to the time commitment for each of the teams.
- Assistant coach honorariums will be distributed to qualified assistant coaches who are committed to the team. This will be assessed throughout the season and the percentage can be altered based on a discussion between TD and head coach.

Travel reimbursement

Travel expenses related to tournament duties during the season are reimbursed.

Travel Expenses – travel expenses will be covered for head and assistant coaches for tournaments, this includes:

- Hotel
- Mileage, if needed
- Daily food per diem



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III. Club Structure & Organization

Coaching Roles

Head Coach (Rostered): The head coach plays a pivotal role in shaping the experiences, skills, and character development of the athletes, impacting not only their performance on the court but also their growth as individuals.

Key roles and responsibilities:

- **Role Model:** First and foremost, the head coach's responsibility is to reflect the values and mission statement of East Kootenay Volleyball Club and serve as a role model for athletes by demonstrating professionalism, integrity, dedication, and a passion for the sport.
- **Leadership:** The head coach is the leader of the team, responsible for setting the tone, vision, and direction. They inspire, motivate, and guide both players and assistant coaches. It is important that the head coach has a clear philosophy which is transparent and fully shared with athletes and parents. Coaching philosophy should include core values (such as integrity, teamwork, respect, growth mindset), short and long-term goals for the team; teaching and learning approach; how you support player's physical, mental and emotional development; and team culture and environment.
- **Skill Development:** The coach designs and implements training programs focused on improving individual and team skills. This would follow EKVC's model of Skill Development Breakdown ([page 22](#)) and be developed in collaboration with assistant coaches and support of Specialist Coaches. Practice plans are available on the [Coach Resource](#) webpage.
- **Tactical Strategy:** The head coach assesses opponents, creates game plans, and adjusts strategies during matches as needed.
- **Mentorship and Guidance:** Providing mentorship, guidance, and constructive feedback to athletes is key. The coach helps players navigate challenges, improve weaknesses, and capitalize on strengths.
- **Team Building:** Fostering team cohesion, unity, and a positive team culture is essential. The coach encourages teamwork, communication, respect, and sportsmanship among players.
- **Communication:** Clear and effective communication is vital. The head coach communicates team goals, expectations, schedules, and any changes to players, assistant coaches, and parents. The head coach should be aware of EKVC's model of Chain of Communication when addressing both parent and player concerns. ***The head coach should always follow the Rule of Two when communicating with athletes and use the group communication app as the only form of communication with the team. The Team Manager plays a crucial role for communication within the team. This provides a head coach the resources to maintain their focus on coaching tactics.
- **Continuous Learning:** Staying updated on the latest coaching techniques, strategies, and developments in volleyball is essential. Attending coaching clinics, workshops, and seeking professional development opportunities is common for head coaches. The coach is responsible for working with the technical director to ensure coach certification is up to date and reflective of the requirements of Volleyball Alberta and Volleyball Canada.



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Assistant Coach (Rostered): Assistant coaches serve as valuable assets to the coaching staff, offering support across various aspects of team management, training, and player development. Their responsibilities often complement those of the head coach and include:

- **Assisting in Training:** Assistant coaches help in planning and conducting practices. They may focus on specific techniques, skills or aspects of the game as directed by the head coach.
- **Player Development:** Like the head coach, assistants contribute to player development by offering guidance, feedback, and individualized attention to players' skill improvement.
- An assistant coach may focus on a specialized skill (i.e. setting/passing) or provide support to certain players on the team (such as libero) based on their unique volleyball knowledge and expertise.
- **Strategy and Game Preparation:** They assist in developing game plans, analyzing opponents, and strategizing for upcoming matches. During games, they may provide input and suggestions to the head coach.
- **Supporting Team Dynamics:** Assistant coaches help build team unity, foster a positive team culture, and encourage good sportsmanship among players.
- **Communication:** Assistant coaches assist in maintaining communication among players, coaches, and parents. They may also relay information about schedules, changes, and team expectations.

They may play a valuable role in maintaining the Rule of Two when communicating with athletes and support the coach and manager in parent communication.

- **On-Court Support:** During practices and games, assistant coaches often work directly with players, providing additional guidance, support, and instruction.
- **Professional Development:** Like head coaches, assistant coaches may attend coaching clinics, workshops, and seek opportunities for continuous learning to enhance their coaching abilities. Assistant coaches are responsible to maintain requirements and certification expectations set out by Volleyball Alberta and Volleyball Canada for their spot on the team roster and on the bench.

Co-Coaching: Co-coaching involves two coaches sharing equal or collaborative responsibility for leading a team. This dynamic can take various forms depending on the coaches' preferences, the team's needs, and the coaching staff's structure. As per Volleyball Alberta and Volleyball Canada rules, only one coach can be listed as head coach on the team roster, however in all other aspects co-coaches will share the role of a head coach and may split available honorarium.

Some aspects of co-coaching may include:

- **Shared Leadership:** Both coaches share leadership responsibilities. They jointly make decisions regarding team strategy, training plans, player development, and game management.
- **Complementary Skills:** Co-coaches often bring different expertise and strengths to the table. One might specialize in offense while the other focuses on defense, or one might have strong leadership and motivational skills while the other excels in tactical planning.



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- **Collaborative Planning:** Co-coaches work together to plan practices, set goals, and devise game strategies. They might divide responsibilities based on their strengths but collaborate closely to ensure a cohesive approach.
- **Equal Input:** Both coaches have an equal say in team decisions. They respect each other's opinions, openly communicate, and reach consensus on crucial matters, fostering a harmonious coaching environment.
- **Support and Communication:** Co-coaches support each other on and off the court. They communicate effectively with players, assistant coaches, and parents, ensuring consistency in messaging and coaching philosophy.
- **Balanced Player Interaction:** Co-coaches maintain a balance in their interactions with players. They establish a unified coaching approach, avoiding situations where players feel conflicted due to conflicting coaching styles or instructions.
- **Mutual Respect and Collaboration:** Mutual respect is crucial in co-coaching. Both coaches acknowledge and appreciate each other's contributions, fostering a collaborative and supportive coaching relationship.

Support Coaches

Support coaches and personnel play a key role in the success of EKVC by assisting and guiding head and assistant coaches. They attend practices based on their availability and help run drills to support technical skill development and coaching growth. Their goal is to ensure all EKVC coaches and athletes receive consistent feedback and instruction, aligned with the club's core values.

What Support Coaches Do:

- **Skill Development:** Follow the Skill Development Matrix for the team's age group or development phase, identifying areas for improvement and offering player guidance during practices.
- **Drill Support:** Assist with drills and suggest strategies that focus on building the team's skills.
- **Practice Planning:** Work with the head coach to create structured and effective training plans that match the team's goals and needs.

Support coaches do not directly coach teams or evaluate other coaches. Instead, they provide expertise, advice, and support to enhance the coaching experience and player development.

Scheduling of support coaches

EKVC coordinates the scheduling of support coaches to ensure optimal use of time and resources, minimizing the financial impact on Club members. If you've identified specific areas where your team needs assistance, please email regional@ekvcvolleyball.com with your request. This helps us match a support coach to your team's needs, ensuring everyone can benefit from this valuable service.



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Dual Roles

We strongly advise against coaches taking on dual roles as both coach and manager, as this can create challenges, particularly in conflict resolution. When one individual holds both roles, it may limit options for athletes, parents, or team members to address and resolve issues effectively.

Conflicts are a natural part of team dynamics, and it's important to have clear, accessible channels for athletes and parents to voice concerns or seek assistance. Keeping coaching and management roles separate ensures that coaches can focus on their primary responsibilities, while logistical and administrative tasks are handled by a dedicated manager.

This division promotes transparency, fairness, and open communication, fostering a healthier and more productive team environment. Our goal is to create a supportive atmosphere where everyone feels comfortable addressing concerns and working toward resolutions.

On-court Volunteers

To ensure the safety of participants and protect EKVC from liability, a clear process is in place for coaches who wish to involve volunteers in assisting with drills during practices.

Here's how it works:

1. Coaches should first rely on their assistant coach and team manager, as they are already screened and approved.
2. If additional help is needed on a regular basis, the coach can send a request to regional@ekvcvolleyball.com, including the volunteer's name, email address, and some background details about their qualifications or experience.
3. Once approved, the volunteer will receive instructions to complete the Person in Authority (PIA) requirements, which include:
 - A criminal record check.
 - Registration with Volleyball Alberta as a volunteer.
 - Completion of Safe Sport training.

By following this process, EKVC ensures all volunteers are properly vetted and trained, creating a safe and secure environment for athletes. To manage costs, the club allows for only one additional volunteer beyond the assistant coach and team manager.

Leadership Contacts

Within EKVC, several key roles form an indispensable support framework for our coaches.

- Executive Director (ED)



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- Technical Director (TD)
- Coach Communicator
- Coaching Committee

Together, these roles contribute to EKVC's commitment to fostering a positive and supportive environment for coaches and athletes' growth and development.

If you require assistance in a specific area of coaching, please do not hesitate to reach out to:

- Executive Director (ED) - manages the club's overall operations and may be reached at coaching@ekvcvolleyball.com
- Technical Director (TD) - focuses on volleyball coaching and player development and may be reached at coaching@ekvcvolleyball.com
- Coach Communicator - fosters clear communication among coaches, athletes, and the club, ensuring everyone stays informed and engaged and may be reached at regional@ekvcvolleyball.com
- Coaching Committee - evaluates coaching applications, sets standards, and organizes development opportunities, all with the aim of maintaining coaching quality and consistency throughout the club and may be reached at regional@ekvcvolleyball.com

If you require assistance in another matter, please do not hesitate to contact admin@ekvcvolleyball.com

Resources

Club Handbook: We have a comprehensive essential guide for athletes and parents/guardians as a key to understanding what our club has to offer. Within the pages, there is information about our club's mission, values, training programs, and the countless benefits of becoming a part of our volleyball family.

Coaching Resource webpage: Access to a coaches-only webpage that serves as a centralized hub for valuable coaching resources. This webpage offers coaches entry to a range of topics, including team culture, practice planning, strength and conditioning, mental game, nutrition, game strategy, player evaluation, leadership, and professional development. Within this dedicated space, coaches can find articles, guides, templates, drills, and exercises to help them excel in each of these areas. By providing these resources, our hope is to empower coaches to enhance their coaching skills, create a positive team culture, and support the holistic development of their athletes while fostering a thriving coaching community within the club.



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Communication

Channels

- To facilitate efficient communication within the club, coaches and managers will utilize the group chat application **Teamlinkt**. This group chats serve as valuable tools for staying connected and coordinated with athletes and parents/guardians, as well as for providing information during tournaments. It is an established dedicated team group chat for practice coordination and event updates to ensure a streamlined communication for logistical matters. This approach enhances overall communication efficiency and helps ensure that everyone involved is well-informed and connected.
- Do not use personal emails to communicate with parents and athletes due to liability.
- Be sure to use the **Rule of Two**, see infographic.

24 Hour Rule

East Kootenay Volleyball Club requires a 24-Hour Rule for parents/spectators to discuss concerns.

Parents are not to approach a coach within 24 hours of an event, practice, and team or club experience to discuss or air a grievance. **Exception:** ***Athletes at risk – mental or physical health; the club may be required by law to provide an Incident Report.

If a parent attempts to approach coaches within the 24 hours, Coaches have the right to remove themselves from any dialogue and remind parents of the appropriate chain of communication to which they have agreed within the Parent Contract.

Parents are encouraged to go home and contemplate their issue/grievance/observation over the next 24 hours to reflect, and then follow the chain of communication (as cited below) to address any grievances.

***If approached by an athlete you may be required by law to provide an Incident Report. Immediately contact the Coaching Communicator at regional@ekvcvolleyball.com for direction.

Chain of Communication

The following Chain of Communication serves as a roadmap for addressing unresolved or escalated issues. We encourage all parties involved to approach the situation with composure and a shared understanding that the aim of the dialogue is not to determine who is "right," but rather to collaboratively seek a resolution by recognizing that we are all on the same side when it comes to resolving the issue.



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1. Athlete and Coaches – Athlete Advocacy First – The athlete should first speak to the coaches following the Rule of Two about their concern(s). Parents are encouraged to role play and “coach” their athlete on how to approach the coach and advocate for themselves. Self-advocacy, regardless of the issue, is one of the many life skills that athletes will hopefully derive from their experience with EKVC. The athlete is welcome to have another athlete with them as support if needed.

If the matter remains unresolved after the athlete has spoken to the coaches, then proceed to step 2.

2. Athlete, Parent, Coaches and Manager – The athlete should inform their parents/guardians of the unresolved concern and the parent/athlete (if age appropriate) should then approach the manager via written email communication and request a mutually acceptable meeting time and place. Coaches and Manager to attend along with Athlete and Parent following the Rule of Two. The Manager or Coaches to write an Incident Report at this stage and send it to the Coaching Committee.

If the matter remains unresolved after the parent and/or athlete have spoken to the manager and coaches, then proceed to step 3.

3. Parent, Athlete, Manager, Coaches and Coaching Committee member – The parent and/or athlete (if age appropriate) should request that the Manager contact the Coaching Committee via written email communication and request their involvement in the resolution. The Coaching Committee will communicate further with the coaches and investigate the situation with the hope of full resolution. Should the situation remain unresolved, the Coaching Committee will convene and request parent and athlete (if age appropriate) and coaches to attend a resolution meeting.

If the matter remains unresolved after the parent and athlete have spoken to the manager, coaches, and coaching committee, then proceed to step 4.

4. The Board of Directors – In light of no resolution, the Board reserves the right to then mediate the situation and make a binding decision on the matter in question.

Any issues or disputes, irrespective of their nature or origin, must adhere to the Chain of Communication outlined earlier. It is essential to approach all communications with the intention of constructively resolving the issue, giving both sides an opportunity to be heard, and refraining from



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discussing the matter with other teammates. Remember, our aim is to contribute to the solution, not exacerbate the problem.

How to Resolve Conflict

Conflict is a natural part of any team or organization. In our club, we are committed to addressing conflicts in a constructive and respectful manner to maintain a positive and inclusive environment for all members.

The following steps outline our approach to conflict resolution:

Step 1: Acknowledge the Conflict

- Recognize that a conflict exists. Avoid ignoring or downplaying the issue.
- Encourage those involved to express their concerns openly and honestly.

Step 2: Create a Safe Environment

- Ensure that the discussion takes place in a private and confidential setting.
- Emphasize the importance of respectful communication and active listening.

Step 3: Define the Issues

- Encourage each party to articulate their perspective on the conflict.
- Clearly identify the specific issues or behaviors contributing to the conflict.

Step 4: Seek Common Ground

- Identify shared goals and interests between the parties involved.
- Emphasize the importance of finding mutually beneficial solutions.

Step 5: Generate Solutions

- Brainstorm potential solutions together.
- Encourage creativity and open-mindedness in exploring different approaches.

Step 6: Evaluate and Select Solutions

- Assess the pros and cons of each proposed solution.
- Select the solution(s) that are most practical and acceptable to all parties.

Step 7: Develop an Action Plan

- Create a clear action plan outlining the steps to implement the chosen solution.
- Specify responsibilities, timelines, and milestones.

Step 8: Implement the Plan

- Execute the action plan as agreed upon.
- Monitor progress and adjust if necessary.

Step 9: Follow Up

- Schedule follow-up meetings or check-ins to assess progress and address any issues that may arise.



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- Ensure that the resolution is effective and sustainable.

Step 10: Closure and Reconciliation

- Acknowledge the resolution of the conflict.
- Encourage parties involved to reconcile and move forward positively.

Step 11: Document the Resolution

- Maintain a record of the conflict, the resolution process, and the agreed-upon solution(s).
- This documentation can serve as a reference in case of future conflicts.

Step 12: Seek Mediation (if necessary)

- If a conflict remains unresolved despite efforts, consider involving a neutral mediator or a designated club representative to facilitate the resolution.

In our club, we are committed to fostering an environment where conflicts are addressed promptly, respectfully, and effectively. We encourage open communication, empathy, and a shared commitment to maintaining a positive team atmosphere. By following these steps and adhering to our conflict resolution principles, we can work together to resolve conflicts and continue to build a strong and supportive volleyball community.



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Rule of Two

OPEN AND OBSERVABLE ENVIRONMENTS: RULE OF TWO



RULE OF
2

WHAT IS IT?

RULE OF TWO states that there will always be two screened and safety-trained adults with a participant, especially a minor athlete, when in a potentially vulnerable situation.

WHAT ARE OPEN AND OBSERVABLE ENVIRONMENTS?

Open and observable spaces involve making meaningful and concerted efforts to avoid situations where a person of authority: coach, official, staff member, etc., might be alone with an athlete and/or vulnerable individual.



Not closed or concealed from others



No closed doors or secluded locations



Others should be aware the interaction is taking place



Others can see, observe or take note of the interaction



Volleyball Canada (VC) endorses the Coaching Association of Canada's Responsible Coaching Movement and all participants of VC events, activities, and meetings are encouraged to adhere to these best practice guidelines.
www.coach.ca/responsiblecoaching

INTERACTIONS



ELIMINATE
one-to-one electronic messaging and ensure that all communications are sent to the group and/or include parents (for minors) or other certified coaches and/or staff members.

CONSIDER
the gender of the participant when selecting the screened people for the closed meeting.

ENSURE
a minor participant rides in a vehicle with two screened adults present.



For more information, visit volleyball.ca/en/about/safe-sport



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Incident Report

An incident report in volleyball is a written document that describes and summarizes any noteworthy incidents or accidents that occur during a volleyball game, practice, or related activities. It is used to record key details surrounding an incident, providing a factual and objective account of what transpired.

The primary purposes of an incident report in volleyball are as follows:

1. **Documentation:** An incident report serves as an official record of what happened, when it occurred, and where it took place. It captures details such as the date, time, location, and individuals involved in the incident.
2. **Injury Reporting:** When a player or coach sustains an injury during a volleyball activity, an incident report helps document the nature and severity of the injury. This information is crucial for medical assessments and insurance claims.
3. **Accountability:** It helps assign responsibility by documenting the actions or circumstances leading to the incident. This can be essential for determining if any safety protocols were violated or if corrective measures are needed.
4. **Prevention and Improvement:** Incident reports are used to identify trends or recurring issues that may require changes in training methods, equipment, or safety procedures. They play a role in improving safety and reducing the risk of future incidents.
5. **Legal and Insurance Purposes:** In the event of legal disputes or insurance claims, incident reports provide an objective account of the incident, which can be used as evidence to support claims or defend against allegations.

Incident report links may be found here <https://www.ekvcvolleyball.com/policies>



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IV. Tryouts & Team Structure

Tryouts

Anyone interested in playing with EKVC for the indoor season must attend tryouts to be considered for a team. Exceptions may apply in special circumstances. Tryouts or evaluations are scheduled at the discretion of the Club, and participation does not guarantee placement on a team.

Typically, tryouts take place during the first two weeks of December, with registration opening in early November. The registration process has two steps:

1. Register with EKVC to sign up for tryouts.
2. Complete a separate registration with Volleyball Alberta as a Youth Competitive Player.

At EKVC, we believe in fostering a positive and supportive environment for all athletes. While tryouts are a key part of the evaluation process, they are not the sole factor in team placements. Here's how we make our decisions:

1. **Comprehensive Evaluation:**

When an athlete cannot attend tryouts, we consider their past performance, effort, and commitment during previous seasons, alongside feedback from coaches. If a placement later proves misaligned with their current abilities, adjustments can be made to better support their development.

2. **Positive Experiences and Planning:**

We aim to create meaningful opportunities for all athletes, and we recognize that some commitments are planned months in advance. While we strongly encourage attendance at tryouts, unavoidable conflicts are handled on a case-by-case basis.

3. **Fairness and Flexibility:**

A single two-hour tryout does not always capture an athlete's full potential. Therefore, we work to ensure no athlete is penalized for an entire season due to a specific absence or circumstance.

4. **Resources and Constraints:**

Our decisions also consider factors such as financial considerations, human resources, and the overall needs of the club. This allows us to provide balanced teams and sustainable programming for all players.

Please know that all decisions are guided by our commitment to athlete development and the values of our club.



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Team Structure

EKVC has implemented a Divisional structure that includes Blue (High Performance), White (Intermediate Development) and Green (Basic Development) teams.

What EKVC Blue Team Coaches can expect

- The expected number of practices per week is 2.5
 - 10 practices every 4 weeks minimum. More may be added if gym time is available.
- The expected hours that you can anticipate to coach a blue team will be approximately:
 - 4-6 hrs of practice/week
 - 30 mins of preparation for each practice for an additional 1.5 hrs/week
 - 4 weekends for Premier 1, 2, & 3 + VA Provincials
 - 2 competition days (Saturday and Sunday)
 - Travel days include departing Friday afternoon and returning Sunday evening
 - 4 days of competition for Volleyball Canada Nationals
 - Locations vary depending on age groups
 - Extra day or 2 for travel
- Expected Tournament Participation
 - Our blue teams are our High Performance teams. These teams have the best athletes in the specific age category. It is the club expectation that Blue teams will attend ALL Volleyball Alberta premiers, Provincials, and VC Nationals.
 - There are 2 reasons for this
 - 1) We want our athletes to get as much competition and exposure as possible.
 - 2) Missing a tournament within the Volleyball Alberta club system automatically places you in the lowest division. This goes against the entire point of the blue HP team.
- Goals for Blue teams
 - The goal of our blue teams is for our athletes to play in division 1, 2, or 3 within Volleyball Alberta.
 - This does not mean that we win at all costs, but that upon an evaluation of our athletes we feel they can compete in this division by giving the coaches the freedom to play all athletes as fairly as possible.

What EKVC White Team Coaches can expect

- The expected number of practices per week is 2
 - 8 practices every 4 weeks minimum. More may be added if gym time is available.
- The expected hours that you can expect to designate to coach a white team will be
 - 4 hrs of practice/week
 - 30 mins of preparation for each practice for an additional 1 hr/week
 - *4 weekends: Premier 1, 2, & 3 + VA Provincials



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- 2 competition days (Saturday and Sunday)
 - Travel days include departing Friday afternoon and returning Sunday evening
- *4 days of competition for Volleyball Canada Nationals (optional, decision can be made on attendance with help from the manager and parent feedback)
 - Locations vary depending on age groups
 - Extra day or 2 for travel
- Expected Tournament Participation (and why)
 - *EKVC encourages our teams to participate in all VA sanctioned premiers and provincials, but as this is a development team exception can be made due to lack of players available, or poor timing of an event.
 - *EKVC white teams are not expected to attend Volleyball Canada Nationals but are more than welcome to attend based on the confirmation of parents and willingness to organize and likely fundraise.
- Goals for White teams
 - To give athletes an opportunity to develop skills and work towards reaching a higher level of play on a blue team in the future.

What EKVC Green Team Coaches can expect

- The expected number of practices per week is 2
 - 8 practices every 4 weeks minimum. More may be added if gym time is available.
- The expected hours that you can expect to designate to coach a green team will be
 - 4 hrs of practice/week
 - 30 mins of preparation for each practice for an additional 1 hr/week
 - *4 weekends: Premier 1, 2, & 3 + VA Provincials
 - 2 competition days (Saturday and Sunday)
 - Travel days include departing Friday afternoon and returning Sunday evening
 - *4 days of competition for Volleyball Canada Nationals (optional, decision can be made on attendance with help from the manager and parent feedback)
 - Locations vary depending on age groups
 - Extra day or 2 for travel
- Expected Tournament Participation (and why)
 - *EKVC encourages our teams to participate in all VA sanctioned premiers and provincials, but as this is a development team, exceptions can be made due to lack of players available, or poor timing of an event.
 - *EKVC green teams are not expected to attend Volleyball Canada Nationals but are more than welcome to attend based on the confirmation of parents and willingness to organize and likely fundraise.
- Goals for Green teams
 - To give athletes an opportunity to develop skills and work towards reaching a higher level of play on a blue or white team in the future.



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Elevate Program

The EKVC Elevate Program, pilot in 2025, is designed to provide skill development opportunities for athletes who are not placed on teams due to resource limitations, such as coaching or gym availability. This program ensures that athletes stay engaged in volleyball, refine their skills, and build a foundation for future team placements—all within a supportive, team-like environment.

Program Details:

- **Who It's For:** Athletes without team placement.
- **What It Offers:** Weekly skill-focused sessions (no travel required), planned scrimmages, and the opportunity to develop fundamentals in a fun and inclusive setting.
- **Locations:** Sessions are hosted in Cranbrook, Invermere, and Golden. Kimberley sessions are contingent on coach availability and gym access.

Opportunities for Coaches:

- The Elevate Program is a great way for parent coaches or new coaches to stay involved, especially for those whose children have aged out of the club.
- With no travel requirements and a flexible schedule, the program offers a unique chance to focus purely on skill development and athlete growth.

Coaches interested in exploring this area are encouraged to inquire further. It's a fulfilling opportunity to mentor young athletes and contribute to the growth of the volleyball community.



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V. Athlete Development

Athlete Skill Development Breakdown

The Athlete Skill Development Breakdown has been created to support our coaches in setting development goals and to provide them with a clear understanding of their athletes' skill levels at both the start and end of the season. As a tool for setting goals, the skills breakdown will assist EKVC coaches in comprehending and training for precise targets. This will prove invaluable as athletes progress from 13U to 18U by providing a consistent metric of growth that we can anticipate from one season to the next.

Head coaches can use this as a tool for monthly evaluations of athletes for their practice planning.

Sample of EKVC Skill Development (Coaching Committee to review in a workshop session)

Introduce & acquire		Early development		Late development		Refinement	
Serving (variations)		EKVC Age Groups					
		U13	U14	U15	U16	U17	U18
Underhand							
Standing float							
Standing float specific target							
Jump float							
Jump float at specific target							
Jump float with power							
Jump spin serve							
Spin serve power							
Spin serve control							

Introduce & acquire		Early development		Late development		Refinement	
Passing (individual)		EKVC Age Groups					
		U13	U14	U15	U16	U17	U18
CR & DM (serve & ball movement)							
Forearm platform							
Forearm freeball passing							
Forearm pass from standing float							
Forearm pass from jump float							
Forearm pass from spin serve							
Overhead pass from float serve							

Introduce & acquire		Early development		Late development		Refinement	
Passing (team)		EKVC Age Groups					
		U13	U14	U15	U16	U17	U18
4 person SR formation							
3 person SR formation							
2 person SR formation							



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VII. Team Management

Team Introduction

To ensure smooth processes, establish consistent communication across all teams, and assist in supporting coaches throughout the season, a **Welcome Letter** template was created that outlines important pre-season information for your team. You can add additional details specific to your team. See **Appendix A** for reference or access it on the [Coach Resource page](#).

Season Start Up

One of EKVC's key objectives is to foster a positive and supportive volleyball community and culture. To foster a strong sense of connection within the Club, coaches are requested to actively participate in the Season Start-Up event during the first weekend of January. This gathering is open to ALL EKVC coaches, teams, and parents, offering a platform to exchange information about the club. Players will have the opportunity to learn about sports mental health, nutrition, and participate in yoga sessions. Parents and managers will also receive valuable insights about tournaments, scorekeeping, and other season-related information.

Coaches will have an opportunity to work with the Technical Director, Coaching Communicator and the Specialist Coaches during the Season Start up.

Team Meeting Template

EKVC recommends that coaches hold a Team meeting. The meeting will cover coach philosophy, parent and player expectations (including the code of conduct), the chain of communication, and travel and tournament information. This meeting serves as an opportunity for us to align our goals and ensure a successful and enjoyable season for everyone involved.

Please request that at least one family member attend this meeting.

If your team does not yet have a team manager, this is an opportunity to ask for a volunteer to take on this role.

EKVC has included a template for a "Team Meeting Agenda" on the [Coach Resource page](#). See **Appendix B** for reference.

Athletes are expected to follow the guidance and policies laid out in the EKVC Club Handbook.

- If athletes or parents do not meet Club or team behavior standards as identified in the Codes of Conduct, reasonable consequences apply. If there is a dispute, regarding reasonable consequences there will be a discussion and conclusion by the Board of Directors or an appointed committee.



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Managers

A team manager is an important role and contributes to the success of all our club teams. The prime role of the manager is to facilitate communication with the team. The manager is the liaison between coaches and the parents. Their knowledge and support of the team makes the job easier for all. A manager becomes a vital source of information for players, parents, the Club, and coaches.

Managers are responsible for the administrative duties of the team. The coach and manager work together on all aspects of the team, except coaching duties. Managers look after the organization and communication with parents regarding the team schedule and functions as directed by the coach.

Practice Structure

Practice structure can vary from coach to coach but there are a few aspects to a practice that EKVC expects its coaches to implement for each practice.

- Each practice should be planned out and have a theme of some sort.
- Sufficient warmup time
- Encourage a "practice-focused" approach, emphasizing minimal interruptions in drills, ideally not exceeding 15-30 seconds for explanations.
- Team cheer as often as possible.
- Sufficient cool down time.

See the [Coach Resource](#) webpage for Practice Plans to assist with preparing practices.

Gym Bookings and Practice Cancellations

- Gym Bookings:
All gym bookings must go through EKVC representatives. Coaches cannot book or use alternative facilities without prior approval.
- If a Gym Becomes Unavailable:
 1. Notify EKVC representatives immediately.
 2. Wait for guidance on rebooking or alternatives.
 3. Communicate any approved changes promptly to athletes and parents.
- Helpers for Practice:
See On-Court Volunteers - requests for additional helpers must be made through EKVC to ensure proper planning and liability coverage.

These procedures will be outlined in the Season Start-Up materials at the beginning of the Indoor season.



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Gym Time

- **Facility Use:**

Practices are usually held in local school gyms across the East Kootenays. Gym time depends on the School District's schedule, where EKVC is third in priority, along with other local user groups. Schedules are generally confirmed in January, so your patience is appreciated during this process.

- **Time Allocation:**

Gym time is divided fairly among teams, with considerations for age groups and competitiveness.

- **Respect for Facilities:**

- *Coaches are responsible for all equipment return and the general condition of the gym floors and equipment rooms.*
- Return all equipment to its original location neatly.
- Ensure athletes take care of gym floors and equipment to prevent damage, as any harm may lead to penalties and loss of gym access for EKVC and the teams.
- Maintain a positive relationship with schools to secure continued access.



Figure 1 - 3-meter (10 ft) scratch

Extra Gym Time

- EKVC may arrange extra practice time if requested by Team Managers and if gym space is available.
- Priorities for extra time include:
 - Competitive vs. Development teams.
 - Age categories.

Independent Practices:

- Coaches may not arrange additional practices outside the regular season (December to May) without EKVC approval.
- EKVC manages gym bookings, insurance, and reimbursement during the season. Unauthorized practices are considered a conflict of interest.



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Addressing Concerns About Gym Time:

- If you have questions or concerns about gym time allocation, contact the Coaching Committee at regional@ekvcvolleyball.com.

Equipment and Uniforms

EKVC supplies all the essential equipment and uniforms for the season, including balls, jerseys, warm-up shirts, ball carts, and first aid kits.

With multiple teams to outfit, uniforms will be distributed starting at the season start up event and no later than the week before Premier 1. Thank you for your understanding and patience!

Tournaments

EKVC registers all teams for Premier 1 tournament according to the Volleyball Indoor Tournament Schedule. Please mark the first travel tournament dates on your calendar and plan to travel.

At the team meeting, coaches and families will determine other Premier tournaments that they are able to attend according to availability and other factors. This can include Volleyball Canada Nationals.

Tournament travel costs for families vary from \$1,250.00 to \$2,000.00 for the season to attend all five tournaments. We understand that some families may require financial assistance beyond what programs like KidSport BC, JumpStart, or Athletics 4 Kids can provide. In such cases, EKVC offers the opportunity to explore Corporate Sponsorship. Also, the team manager will have information about fundraising opportunities.

If you believe an athlete may require this assistance, please have your Team Manager contact us at regional@ekvcvolleyball.com. We're here to assist and explore available options to ensure that every athlete can participate.

Playing time

- EKVC athletes will all receive fair playing time. This does not always mean equal playing time. It is up to the coaches to determine fair playing time for athletes based on: attendance, athlete readiness, attitude, injuries, and team composition and needs.
- The following rules must be adhered to, based on Volleyball Alberta Competition Regulations <https://www.volleyballalberta.ca/clubgeneralinformation> for the following age categories:
 - **U13 (Triple Ball) & U14 rules**
 - 1) All players listed on the score sheet must start the first or second set.
 - 2) Substitutions are not permitted in the first or second set. In the case of injury, an Exceptional Substitution may be made. The injured/ill player may not return to the same set but may return to play in subsequent sets.



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- 3) Any line up can be used at the start of the third set. Teams are strongly encouraged to distribute playing time among all players on the team.
- **U15 rules**
 - 1) All players listed on the score sheet must start the first or second set.
 - 2) In the first two sets no substitutions may take place before one team has scored 15 points. An athlete may be substituted out of a set due to injury.
 - 3) If a third set is necessary, any line up can be used
- *U14 & U15 have a 12 limited substitution rule with no libero

Affiliate Players (AP)

- Affiliate Players (AP) policy has been implemented to give our teams the best possibility of attending all VA tournaments even if player participation waivers.
- A list will be created by the TD of the athletes who are willing to play up an age category if necessary for a specific tournament. This list will be followed and is not subject to deviances.
- If a team has less than 9 players in attendance for a tournament, they are qualified to ask for an AP player to attend the tournament with them. Coaches please ask the TD to begin contacting AP players.
- For practices there will be no AP list to follow. Please do not invite extra players to your practice unless you have less than 12 in attendance.

Full AP policy

This policy has been created to address the fair and systematic guidelines of choosing athletes who are willing to play for another EKVC team that requires additional players for a tournament. Affiliated Players (AP) will only be considered when a team has less than 9 athletes able to attend the tournament in question.

AP Selection

Upon registration, EKVC athletes must indicate whether they would like to be considered as an AP. The Technical Director will create a priority list based on the athlete's level and ability to compete at the older age group. This priority list will be followed for all situations regarding AP requests for tournaments.

The AP player on the highest ranked team below that of the team requesting an AP will be given priority. If there are other EKVC teams in the same age group, those AP's will be given priority. If this is not possible the AP on the next team below will be referred to.



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**Please note that AP players will not be considered if their own team has a prior commitment on the same dates as the requested tournament for AP players.*

APs who are contacted before Roster locks have 24hrs to commit to the tournament, otherwise the next athlete on the priority list will be contacted. In cases that are time-sensitive a phone call will be made. If there is no answer after 2 attempts, the player will be considered unavailable and the next athlete will be contacted.

AP Team Practices

It is up to the head coach if the AP athlete will be asked to join team practices. It is only allowed if the team has less than 12 athletes to ensure that none of the current athletes on the team will miss valuable practice time.

**Please note that players are not allowed to miss their own team's practice to attend another teams practice.*

For practices there is no need to follow a priority list. It is the head coach's preference who they invite and will be based on availability and access to the varying practice times.

End of Indoor Season

Towards the end of the season, EKVC administers a set of surveys to assess the performance of the Club, Coaches, and Managers throughout the season. Coaches are requested to complete an Athlete Coachability Evaluation, which aids in the selection process for the following season's tryouts. This evaluation covers aspects such as Attitude, Openness to Feedback, Work Ethic, Team Player, and Accountability.

Teams have the option to organize a Season End team party to celebrate the conclusion of the season. The decision to hold such an event is left to the team's discretion, and all associated costs will be the responsibility of the players.

In addition, Coaches and Managers are tasked with collecting clean jerseys, balls, and first aid kits within two weeks of the last tournament. These items should then be returned to the Equipment Coordinator.

Beginning of Outdoor Season

As the indoor season nears its end in May, the outdoor season begins. If you're interested in becoming a beach volleyball coach, we will have an outdoor season Coaching application available. The outdoor season typically spans 10 weeks of beach volleyball and does not require coaches to travel.



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Thank you!

Your dedication to EKVC is truly valuable, and we recognize the positive influence you'll have on our athletes' growth and development. Thank you for being such an important part of our community. Your commitment is greatly appreciated.



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Appendix A – Welcome Letter Template



**ELEVATE
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Dear Athletes and Parents,

Welcome to the EKVC _____ Volleyball Team! We are excited to work together with the players and families for a fun and instructive 2024 season. Our goal is to foster a positive, encouraging, and growth environment where each athlete can learn both on and off the court.

Our season officially begins the week of January 7, 2024 so over the next few weeks you will begin to receive more details as our EKVC volunteer Board of Directors and Coaching Committee works behind the scenes to organize all 14 teams in our club this year.

Here is some preliminary information:

Season Start-Up

One of EKVC's key objectives is to foster a positive and supportive volleyball community and culture. Our season start-up event is scheduled for Sunday, January 7, 2024, at the College of the Rockies. This gathering is open to ALL EKVC coaches, teams, and parents, offering a platform to exchange information about the club. Players will have the opportunity to learn about sports mental health, nutrition, and participate in yoga sessions. Parents and managers will also receive valuable insights about tournaments, scorekeeping, and other season-related information. Please make note of this date in your calendar as it marks the beginning of the season, and we will provide you with more details as they become available!

Practice Times:

You can anticipate having two practice sessions per week. EKVC is currently in the process of scheduling and organizing gym times for all teams. Please keep in mind that gym time allocation is dependent on the School District's schedule, where user clubs like us are third in priority. The scheduling information is typically released in early January, so we kindly request your patience during this process. Rest assured; we will send you an email as soon as we can to confirm the practice times for your team.

East Kootenay Volleyball Club PO Box 431, Cranbrook, BC V1C 4H9



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Appendix B – Team Meeting Agenda



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TEAM MEETING AGENDA

1) Welcome and Introductions

- Introduction of coach(s) and team manager
- Review coaching experience, knowledge, certifications
- Introduction of parents/guardians in attendance

2) Season Overview

- Overview of coach goals, objectives and philosophy
- Some examples: [Developing Your Coaching Philosophy](#)

Coaching Philosophy

Writing a coaching philosophy

You want to have a statement that conveys the following:

- What your coaching objectives are
- The core values that will inform how you coach
- The approach you will take to coaching your athletes

To create this statement, identify the key elements of the three components above and start writing down statements that include these. You will likely need to revise what you come up with several times, by different ways of combining the components, or different phrases that get the information across. Keep going until you have a succinct statement that sums up your philosophy on coaching.

Step	Task	Example
1. Identify your values.	Make a list of three or more values.	Respect, responsibility, and trust.
2. Establish a personal belief system.	Provide an action statement for each value you listed in Step 1.	Responsibility: Be accountable for the personal development of the student-athlete physically, psychologically, and socially (Masters, 2004).
3. Develop a personal mission statement.	Write a personal mission statement building off of your responses to the questions in Steps 1 and 2.	To be a role model for student-athletes in my everyday life, so I will positively impact the personal development of the student-athlete physically, psychologically, and socially (Masters, 2004).

- Explain season schedule including practices, games and tournaments
 - Hand out a hard copy if possible and send out a copy to all families
- Practice/game expectations
 - i) How many practices do players have to attend? What is the process if they can't make it to practice?
 - ii) Are parents invited/allowed to attend practice? What are the expectations?

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