

**North Durham Volleyball Club
Coaching Handbook
2021/2022**

Coaches Responsibility

- **Be knowledgeable about volleyball**
- **Be on time for every practice and tournament**
- **Be engaged with every player, and not just one or two on the team**
- **Be professional by wearing only NDVC approved gear at all functions**
- **Be proactive in following all Safe Sport Guidelines**
- **Be proactive in keeping up with all certifications**

Coaching Guidelines

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 ALLTIMES.

2. NDVC Alcohol/ Illegal substancesPolicy

A. NDVC 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 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. Do not have pictures or videos taken wearing anything with the NDVC 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 who should then activate the team phone tree. Information will also be posted on the club website.
- 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 do not attend.** Only NDVC 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 – for tournaments, substitute coaches will receive meal money.
- 7. All club related travel expenses including hotel, airplane, gas, and parking will be reimbursed as budgeting allows.** Meal money will be provided based on receipts, but also within reason for meals. 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. Carpooling is encouraged!
- 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 without other team players, or other parents present.
- 9. Coaches must sit at the table for work assignments.** While at the table, it is a rule that players do not have out their phones, and this applies to coaches as well.
- 10. 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.
- 11. All coaches should refrain from using profanity.** Coaches should attempt to be positive at all times.
- 12. Please remember all Safe Sport rules.** If you are showing a player something on your phone, make sure that it is appropriate and visible to all of the players. If you are having conversations, make sure that you are having equal conversations with other players. Do not engage with the same person repeatedly.
- 14. Club volleyball practices and tournaments are not the place for hot topic items, including personal issues, political issues, or anything that you know would cause friction, or dissension.** Please refrain from starting conversations with players, parents, or anyone else when you know it may be controversial.

13. Remember- You are the coach, not their friend! Earn their respect and return it! Be positive as much as possible! Set goals and provide feedback. Never use inappropriate language (this includes profanity or inappropriate names). Treat players that same way you would expect to be treated.