



COACH GUIDELINES

Just as playing for The Phantoms is both a challenge and a privilege, the responsibility of coaching such a committed group is significant. The positions our coaches hold have the potential to impact not just the on court skill and team development, but also the off court personal growth and progression of each and every player. This interaction will influence how they will engage and contribute to our sport for the rest of their lives. On top of this, there are also a number of community and sport expectations and standards that all coaches have a responsibility to adhere to.

The Basics:

- All coaches have a Foundation Coaching Accreditation (as per VVL requirements)
- Premier and Reserves Coaches have a Level 2 Coaching Accreditation (or are enrolled to complete the next available course as per VVL requirements)
- All coaches sign up to and ensure their medical information is correct on Operoo
- All coaches understand they are appointed into positions by the Committee and have minimum obligations they need to meet
- All coaches set the benchmark for behavioural standards on and off the court for the Club. This includes adhering to the rules of the game and interacting with officials and referees appropriately at all times
- All coaches model the standards for training and contribution in their local Associations, having a visible involvement on a weekly basis in competition or training, just as is expected of players.

General Coaching Philosophy

Our coaches are primarily responsible for player welfare and must ensure this is at the forefront of all decision making. After that, coaches are to prioritise Club first, then their team, then individuals when making decisions.

Phantoms Mission statement provides opportunities for ALL players, and we have made distinctions in order for this to be possible. In the top divisions, our goal is to win so we prioritise Premier, then Reserves. In the lower divisions, whilst we are still trying to win every match, player development is the priority.

Team Selection

The Club has a selection process for each round that all coaches need to adhere to. Due to our geographical spread, the timelines are set to ensure all players and coaches can plan their time and travel appropriately.

- Coaches need to communicate with each other up and down Divisions as all selections impact others
- Teams must be submitted to the Club Secretary (Damon Minotti) by 9pm Tuesday evenings
- Each coach shall name 10 players (unless the total pool of available players dictates differently)
- If higher Divisions have less than 10 players available, where practical another player should be given the opportunity to "play up".
- Coaches should keep in mind that players moving up and down Divisions are limited in the number of Divisions they can move and the number of times they can play in a higher division.
- Teams will be published on the website Wednesday evenings
- Coaches must communicate any late changes to the Secretary and other coaches as soon as possible if it impacts other teams

When considering team selection, it should align with the General Coaching Philosophy of the Club based on the level of the team. Performance of top-flight teams or player development opportunities should **not** be compromised by the requirements of those below, but rather be seen as creating opportunity for others.

Duty of Care to Players

This is the primary responsibility of a coach at any level of competition and in any organisation. All coaches are expected to be familiar with the Club's Child Safe and Code of Behaviour policies, which can be found on the [Policies page](#) of our website (www.phantomsvolleyball.com.au). While we expect full commitment from all players throughout the season, there will be times that other things in their life will need to be prioritised and it's important that a common sense approach be taken to this. If you have concerns about a particular player but are not sure how to deal with it, please speak to your fellow coaches or a Committee member about the best approach to take.

Medical Information

Phantoms has elected to use the Operoo Platform to collect and distribute medical information for all members. This was chosen to ensure that coaches and players representing different teams at potentially different venues each week have full access to their player's medical information instantly via a phone app, rather than relying on individuals carrying and exchanging paper forms from week to week. As a coach with a duty of care, please ensure that you have downloaded Operoo from either the App Store or Google Play and understand how to use it. You can Click this link to access a basic 5 minute tutorial <https://www.youtube.com/watch?v=QDGdW5c--IA>

General Communication

It is a minimum expectation of all coaches that they respond to any communication they are included in. You need to provide a phone number and an email that you check on a regular basis so you are aware of any issues in the Club and can contribute accordingly. The minimum expectation is that when you receive something from any member of the Club, you reply and acknowledge the receipt, and then respond in further detail if required. The Club expects all correspondence to be formatted in a polite and courteous.

Communication with Players & Parents

All communications with players and parents should be respectful and honest and reflect the way that you would like to be communicated with as a coach. Your expectations and standards should be clear and consistent so all players and parents understand your coaching philosophy, your decision making processes and the reasons any decisions, particularly around selections, have been made. Whilst there will be variation in particular game plans and strategies from one team to the next, it is reasonable for players to expect consistent messaging from all coaches across the board when it comes to skill models.

If players are being promoted or relegated from a particular team, it is critical that information is conveyed to them constructively and prior to teams being released on a Wednesday morning. Unless there are exceptional circumstances, this should always be done verbally (face to face or by phone) and not via text or email. Written messages can also be sent to reinforce a message but just as you would like your players to call rather than text you if they are unavailable, they should be afforded the same courtesy.

Coaches may choose to communicate specific information on travel, team rules, strategies etc with their team as a whole by their own preferred method. This could be through Facebook, email, text or a Team App but regardless of the method chosen, please ensure all your players have access to that platform and are not excluded for any reason.

Communicating with the Committee

At various times during the season, coaches will be expected to provide an update to the committee about the progress of their team and any concerns they might have. At the end of the season, all coaches will need to submit a full report based on the whole year with any recommendations for the future. The Club will provide a template for this report so it is consistent across the board with a minimum level of detail required. This communication is a minimum requirement and is conditional on any future coaching application or position being considered.

Communicating with other Coaches

It is a critical part of our Club structure that coaches communicate with each other in some form on a weekly basis. We rarely get time to spend with each other face to face so within the Male and Female coaching groups, regular contact is important to align skill and game philosophies, discuss player movement and identify strengths and weaknesses in the playing group as a whole, and in any individuals. Be aware that all selection decisions will have a knock on effect and therefore should be considered and consulted on with your colleagues.

Captaincy

The Club does not have a defined process for selecting team captains, so the decision on how to do that will rest with the individual coaches. Whatever method you choose, please ensure that is communicated to your players and why you have chosen that method. We would encourage you to consult with your fellow coaches on this.

MVP Voting

The Club has agreed on a uniform system of MVP voting for all teams. Each coach will be expected to do the following:

- Issue 3 vote cards per game (as per attached or similar if you want to design your own)
- Issue these cards to independent observers – these can be you as a coach, another club representative, referee or duty member, opposition coach etc but cannot be a relative or partner of anyone playing in that team
- The votes will be allocated as 10 for the best player, 9 for second best, 8 for third best, 7 for fourth best.
- The votes should then be either texted, photographed (0447667365) or emailed (damonminotti@hotmail.com) to Damon at the conclusion of each game (either 3 individual vote cards or the totals of all combined)
- Damon will collate for all teams during the season and prepare for Presentation night

TEAM Awards

The Club has agreed that a separate award as voted by the players should be presented at the Presentation Night for the following teams only:

- Premier Women and Men – Player voted MVP
- Division 3 Men and Women - Best Celebration award

The voting for these is to be organised by the individual team coaches and can either be collated by them or also sent to Damon to look after. Both Men's teams have an existing trophy provided by previous coaches. The Club will provide an equivalent for each of the Women's teams. All other teams are encouraged to institute a team award but these should be presented informally.

Uniform

Phantoms will supply each coach with a polo shirt and hoodie, which they are expected to wear when representing the Club at trials, trainings and on match days. As directed by Volleyball Victoria, any Club Coach or Official sitting on the bench during a VVL match must be in uniform and wearing shoes. We ask that you also enforce the uniform policy with your players from week to week.

Duty responsibilities

As a club, we expect to set the standard for the competition and duty for teams the way we would expect them to duty for us. Please remind your players of the Club's expectations, ensure they are in uniform and have footwear when on duty and where possible, check to see they are doing their best. We encourage coaches and players to gain refereeing qualifications so they can umpire when required and be suitable compensated for their time.

Annual Tournaments:

As per the Player Expectations, the Club expect that you will be available to coach your Phantoms team at the annual **Warrnambool Seaside Tournament** over the Labour Day long weekend (March 11/12/13). Post the VVL season there are a number of regional tournaments hosted by our supporting Associations (currently Ballarat, Bendigo and Horsham) and we understand that you will prioritise your home Association or Academy if they are entering teams in these. If there are no opportunities for you to coach with your home Association, then you can speak to the Club about organising a sanctioned Phantoms team, but it cannot consist of any player who has been requested to play with their home Association or Academy in that tournament.

Phantoms have adopted **Volleyball Victoria's Alcohol Policy** and expect that all club members adhere to this. We expect that members are responsible in their actions and are able to meet their commitments to the team at all times. During tournaments coaches will be responsible for setting guidelines for their players within the boundaries of the clubs Alcohol Policy, and all players will be expected to adhere to this. Failure to do so will result in sanctions from the Club. A copy of the policy can be found on the [Policies page](#) of our website (www.phantomsvolleyball.com.au)



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