

Powder River Volleyball Club 1
Policy and Procedure

Subject: Coach Code of Conduct and Responsibilities

Procedure:

1. Code of Conduct

- a. Provide a positive learning environment. Coach by constructive criticism.
- b. No foul or abusive language, or inappropriate conversations will be tolerated.
- c. Physical or verbal intimidation of any individual is strictly prohibited.
- d. No alcohol or tobacco use while engaged in coaching duties.
- e. Represent PRVC and the community of Gillette in a positive manner. Sportsmanship is to be portrayed at all times. Disciplinary action may be taken.
- f. Be respectful to all coaches, players, referees, and competing teams. Disrespectful behavior is subject to disciplinary action with the Disciplinary Committee.
- g. If in need of any form of assistance, contact the Director of Coaching. Communication is key!
- h. Commitment to athletes. Encourage all athletes to improve their individual skills and team interaction.
- i. In the event of a possible Code of Conduct violation, the Disciplinary Committee will be utilized for possible disciplinary action. Refer to Disciplinary Policy for disciplinary steps if needed.

2. Responsibilities

- a. Must be 18 years of age or older, per AAU and WYOCLUB policy.
- b. Report any issues to the Director of Coaching and/or Board immediately.
- c. W-9 form completed prior to the first tournament.
- d. Obtain an AAU card prior to first practice.
- e. Complete Positive Coaching Alliance training prior to the first tournament and submit completion certificate to the Director of Coaching.
- f. MUST attend a pre-season coaches meeting.
- g. Discuss and decide which tournaments your team will be attending with your parents within the first week of practice. Notify the Director of Coaching immediately for registration. This includes postseason opportunities should they arise. There is no guaranteed entry into the requested tournaments. You will be notified of your tournament acceptance as soon as it is available.
 - Up to 5 local tournaments are included in the annual membership player fee. If a player cannot attend a tournament due to other commitments they will not be refunded for a lack of tournament participation.

- Local tournaments include: all Wyoming tournaments, Spearfish, Rapid City, and Billings.
 - May not attend tournaments prior to tryouts.
 - If there are additional tournaments your team wishes to attend, please present your request to the Board for review. This will be an additional cost to players if you have already exceeded your team's 5 provided tournaments. (Individual player attendance is not considered in this count). The expenses will be accrued from the 6+ requested tournament. PRVC must receive registration fee payment prior to registering for additional tournaments.
- h. (U14 and below) Must have two parents in addition to the coach to obtain their AAU cards for your team. **THIS IS MANDATORY TO PARTICIPATE IN WYOCLUB TOURNAMENTS.** Two parents will be reimbursed the fee for their card.
- i. Complete end of season evaluation prior to payment.
- j. Players are to be supervised at all times. You are not to be alone with a single player at any time.
- If a meeting with a player or parent is needed, please contact your lead coach and Director of Coaching for representation.
- k. Responsible for equipment. Must turn in at the end of the season. If you have missing equipment please notify the Director of Coaching or the Board immediately.
- l. Proper set up, tear down of practice equipment. Players may help with this, but it is ultimately the coaches that need to ensure this is done correctly and without destruction of property.
- m. Make sure that gym space(s) are cleaned up and closed down properly after use.
- n. Check rosters before each tournament for accuracy. Bring a PRINTED roster to each tournament.
- o. There will be a lead coach for each division. The purpose of this is to ensure the same skills are taught to all athletes at the same level.
- Lead Coach responsibilities
 - Teach fundamentals to the assigned age division for a minimum of 1 hour per week.
 - Provide support to the coaches in the assigned age division.
 - Lead coach for each division is a member of the Disciplinary Committee.
 - In the event a coach in your age division cannot attend a practice it must be communicated to the lead coach PRIOR to practice time. Lead coaches will be responsible for deciding if they can cover the team or if the coach will need to cancel their team's practice for the evening.

- If you have a coach in your age division who is continually late or absent to practice, please contact the Board immediately.
- If a meeting is needed regarding player or parent concerns, attendance is mandatory.
- p. Practices: 1-3 practices at 1-2 hours per week. Dates, times, locations to be determined upon gym availability
 - If you need to find additional or alternative gym space for practice times it must be submitted to the Board for approval prior to use.
 - Avoid bringing small children to practice as it is a safety hazard and an unnecessary inconvenience to practice.
- q. Teams: Each player is assigned to a primary team during evaluations. Occasionally, a player may be asked to play with another team, depending on the situation. This will be communicated ahead of time.
 - At least one practice a week is required to not lose playing time determined by the coach. If practices are missed, they need to be communicated to the coach prior to practice time. Players who frequently miss practice may not get the same amount of playing time as others.
 - Aim for equal playing time during pool play. During bracket play, playing time is at the discretion of the coach for the benefit of the team.
 - If you are in need of additional player(s) for a tournament, you must contact the Director of Coaching prior to asking players/coaches to join your team.
 - Players will only be added to a team if a team does not have 6 available players.
 - Players will still receive equal playing time in pool play and then up to the discretion of the coach for tournament play.
- r. Coaches attendance:
 - Practices:
 - Must attend all practices. It is your responsibility to be there at least 15 minutes prior to practice time and up to 15 minutes after practice to make sure all players have left the building. In the event you cannot attend a practice, this must be communicated to the lead coach PRIOR to practice time. Lead coaches will be responsible for deciding if they can cover your team or if you will need to cancel your practice for the evening.
 - If your attendance is continually absent or you are continually late to practice at least once a week, you will receive pay deductions that will be decided by the Pay Committee and the Board.

- Tournaments:
 - It is required for you to attend all tournaments that your team decides to attend at the beginning of the season.
 - In the event that you cannot attend a tournament your team may not be able to attend.
 - Your planned absence must be communicated to the Director of Coaching at the beginning of the season. The Director of Coaching will attempt to find a replacement for the weekend but is not guaranteed.
 - If a last minute emergency absence happens it is your responsibility to communicate with parents and the Director of Coaching that your team may not be attending the tournament. A replacement coach will be attempted to find, but may not be successful.
 - If you miss more than one tournament your pay will be deducted by discretion of the Pay Committee.
- p. Director of Coaching available to provide support to all coaches
- 3. The following items must be turned in prior to payment
 - a. W-9
 - b. Copy of AAU card
 - c. Completed Positive Coaching Alliance certificate
 - d. Equipment
 - e. End of Season Evaluation form

Coaches Payment: (will be assessed yearly)

Coaches are paid on the following scale per season.

Head Coach	\$800	
Co- Coach	\$400	
Add Ons:		
	Head	Co
Wyoming PTSB Coaches Certificate /Art of Coaching Certificate	\$100	\$100
Age Division Lead	\$50 per team when	

	overseing 2+ teams	
Experience:		
0-1 years	\$50	
2-3 years	\$100	
4-5 years	\$150	
6-7 years	\$200	
8-9 years	\$300	
10-15 years	\$400	
15+ years	\$500	

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