

2025 EKVC Managers Handbook



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I. Introduction

Welcome to the East Kootenay Volleyball Club (EKVC) Indoor Managers Handbook, we take immense pride in fostering an environment that is not only fun and competitive but safe for our athletes. Our managers 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.

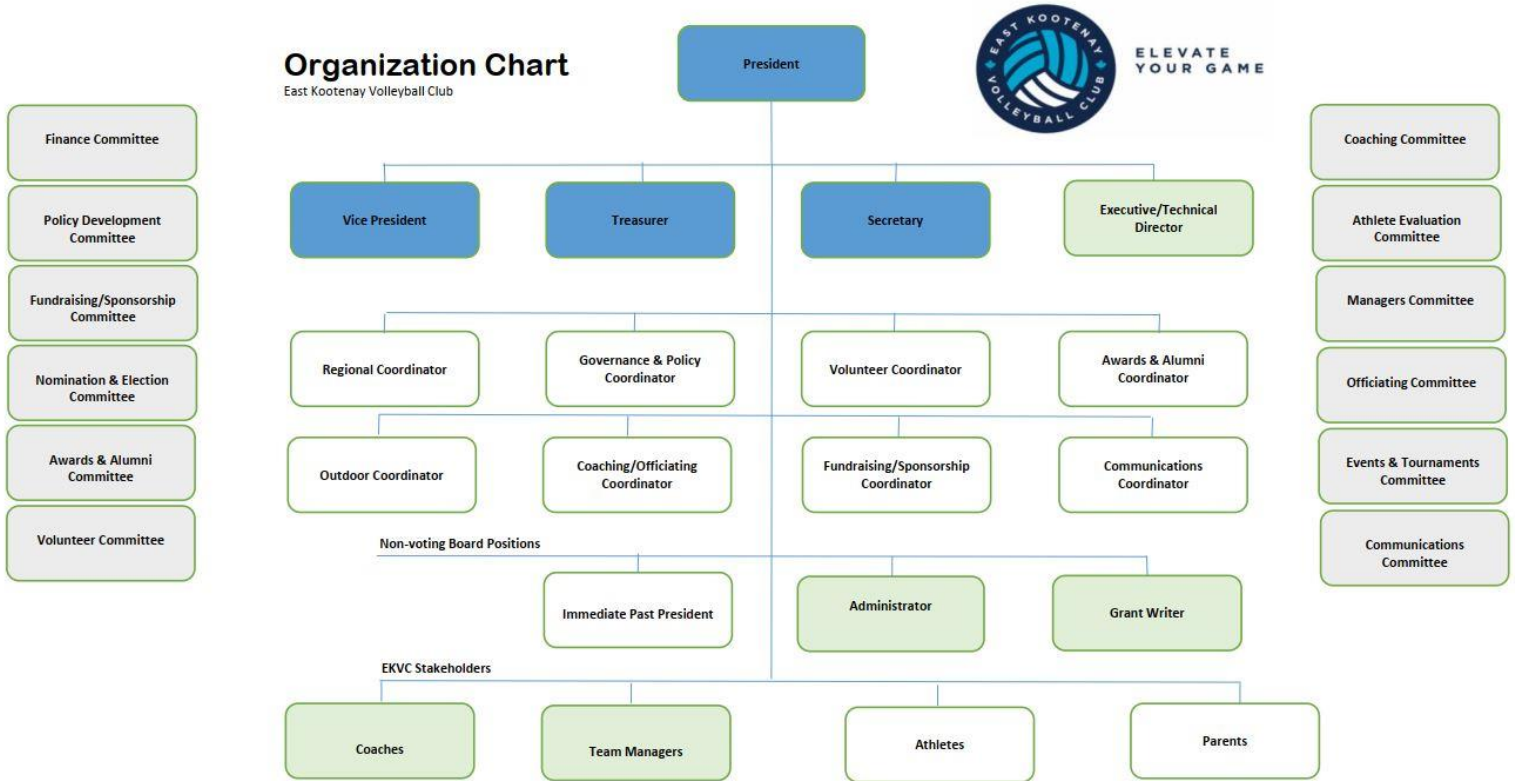
Disclaimer

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



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II. Club Structure & Organization



Board of Directors

The East Kootenay Volleyball Club places a strong emphasis on accountable stewardship and the long-term development of our organization. Our Board of Directors holds the ultimate responsibility in this regard. The Board collectively offers leadership to the association through strategic planning and the establishment of organizational policies that delineate priorities, values, and boundaries for the actions of our staff and committees.

For more detailed information about our Board and our organizational policies, we invite you to visit our website at <https://www.ekvcvolleyball.com/about>. There, you will find comprehensive insights into the structure, responsibilities, and policies that guide our commitment to the development and success of the East Kootenay Volleyball Club.

Coaching

At EKVC, our coaches are dedicated to fostering an environment that is not only fun and competitive but also safe for our athletes. 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



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dedicated to ensuring that these impacts are overwhelmingly positive and contribute to building a strong community throughout the East Kootenays.

Our coaches endeavour to guide our athletes in a manner that helps them create cherished memories of their time as team members, regardless of their skill level. These memories are instrumental in building a sense of accomplishment, both in terms of technical skills as athletes and personal growth as responsible and respectful citizens.

Managers

Each team at EKVC benefits from the indispensable support of a Team Manager. These dedicated volunteers serve as the backbone of team coordination, taking on diverse responsibilities to ensure the team's success. Their role includes:

- **Communication:** Team Managers serve as key communication hubs within the team, ensuring that information flows smoothly between coaches, athletes, parents, and the club administration. They play a vital role in disseminating important updates, schedules, and other pertinent details related to team activities.
- **Coach Liaison:** Team Managers act as liaisons between coaches and parents, fostering open communication and collaboration. They help relay important information, address concerns, and build a strong partnership between coaching staff and parents.
- **Tournament Management:** Team Managers oversee tournament logistics, ensuring that their team meets registration deadlines as needed, making travel and accommodation arrangements, and ensuring an adequate presence of parent volunteers at events.
- **Hotel and Travel Coordination:** Team Managers are responsible for arranging accommodations for both athletes and coaches during tournaments, contributing to the smooth execution of team travel plans.
- **Fund Collection:** Team Managers diligently collect funds required for various purposes, including tournament fees, optional apparel, and team-building activities, ensuring the team's financial operations run efficiently.
- **Financial Oversight:** Team Managers are responsible for signing off on all coaches' expenses, ensuring accuracy, and maintaining transparency in financial matters. They also ensure that the team remains within the budgeted expenses and diligently track funds, being accountable to the executive.
- **Facilitation and Delegation:** Team Managers play a pivotal role in ensuring that all parent duties are fulfilled by facilitating and delegating tasks as needed, thereby contributing to the overall team's success.



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- **(Optional) Team Apparel and Fundraising:** They assist with team clothing orders, initiate fundraising activities as approved by the executive, and organize team social events to promote camaraderie.

Team Managers work closely with the Head Coach and the Coaching Committee, helping to uphold EKVC's commitment to excellence both on and off the court. Their dedication and efficient management are vital to the success and well-being of our teams and athletes. We extend our sincere gratitude to managers for their valuable contributions as volunteers. To become a team manager for the season, please apply here: <https://www.ekvcvolleyball.com/volunteer>

Volunteers

EKVC relies on the dedicated efforts of numerous individuals, including coaches, managers, tournament coordinators, board members, and committee members, to ensure its smooth operation and success. If you're interested in joining our team as a volunteer visit our website at <https://www.ekvcvolleyball.com/volunteer> for more information on how to get involved. Your support and participation are greatly appreciated as we continue to grow and thrive as a volleyball community.

Affiliates

At East Kootenay Volleyball Club (EKVC), we are proud to foster strong partnerships with key organizations such as Volleyball BC, Volleyball Alberta, and Volleyball Canada to provide our athletes with a diverse range of tournament and event opportunities. Our geographical location influences the nature of our participation.

Indoor Volleyball Season

The primary avenue for indoor volleyball is through Volleyball Alberta, which offers our athletes the chance to compete in various tournaments called Premiers. These indoor tournaments are typically hosted in major cities such as Calgary and Edmonton. Additionally, some premier events may take place in locations like Grande Prairie or Lethbridge, offering our athletes exposure to top-level competition and valuable experiences.

The Indoor season runs from January to May depending on age group. Registration is online and can be found here: <https://www.ekvcvolleyball.com/registrationpage>

Outdoor Volleyball (Beach)

For outdoor volleyball, particularly beach volleyball, our athletes have the flexibility to compete in either British Columbia (BC) or Alberta (AB), taking advantage of the diverse playing opportunities in both provinces. This flexibility allows us to cater to the preferences and goals of our athletes while maximizing their exposure to different styles of play.



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The Outdoor season runs from May to July with Clinics and Summer Camps offered at different times throughout both seasons. Registration is online here: <https://www.ekvcvolleyball.com/registrationpage>

Through partnerships with Volleyball BC and Volleyball AB and our geographical location, EKVC is committed to providing a well-rounded and comprehensive volleyball experience, enabling our athletes to grow and excel in both indoor and outdoor settings. We look forward to continuing these collaborations and aiding our athletes on their volleyball journey.

III. Club Philosophy

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 experiences 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

2020 © Coaching Association of Canada

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



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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.

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.

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

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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sport identify and prevent situations of maltreatment. Together, we can make sport safe for everyone. <https://safesport.coach.ca/>

- All coaches/managers and others must submit a Criminal Record Check (CRC) and a Vulnerable Sector Search before working with our athletes.

Communication

Channels

- To facilitate efficient communication within the club, EKVC provides teams, including coaches and managers a 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.

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.

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.



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***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.

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.



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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 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.



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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.
- 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.

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.



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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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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

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.



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

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



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IV. Team Managers

Role

A team manager is an important role and contributes to the success of all our club teams. A manager becomes a vital source of information for players, parents, coaches, and the Club. The primary role of the manager is to be responsible for the administrative duties of the team. This means Managers look after the organization and communication regarding the team schedule and functions which includes practice dates and times as well as the athlete's financial obligations for tournament travel and accommodations. The manager is the liaison between the club, coaches, and the parents. Their knowledge and support of the team makes the job easier for all.

Manager Application

The first step to becoming an EKVC manager is to tell us a little bit about yourself and why you feel you would be a good manager for your team. The application needs to be renewed annually. Once an application is received the Manager selection committee will review and select managers. Successful candidates will be notified by email and provided with a Manager Code of Conduct to sign. The application and Code of Conduct will need to be renewed each season.

You may find the link for the manager application here: [Manager Application form](#)

EKVC supports managers with:

- Managers Handbook and Checklist
- Mentorship
- Managers meeting
- Honorariums
- Policy for athletes and parent conduct in the form of a Club Handbook

Person in Authority (PIA)

Person In Authority Checks (PIA's) are to be completed upon notice that an application is successful, PRIOR to an individual working with athletes.





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There are 3 requirements with PIA checks - Criminal Record Check, SafeSport Training and Screening Disclosure Form. This is an important part of providing a safe sporting environment. EKVC along with Volleyball Alberta is committed to fulfilling its duty of care to our members and do everything reasonable to provide a safe and secure environment for participants in our programs, activities, and events.

Manager Code of Conduct

Upon successful completion of a manager application and receiving approval from the Manager Committee, Managers will be required to complete a Code of Conduct form. A link will be provided by the Club Administrator.

Mentorship & Training

An Orientation meeting will be held mid-January to assist with training and information to provide managers with the tools and requirements needed to organize a season for a team. When delegating certain tasks, especially bookkeeping or other financial responsibilities, those delegates should also attend the Orientation meeting.

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:



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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 managers.

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

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:

- Manager Committee - evaluates manager applications, sets standards, and organizes training opportunities, all with the aim of maintaining manager quality and consistency throughout the club and may be reached at director1@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



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- Technical Director (TD) - focuses on volleyball coaching and player development and may be reached at coaching@ekvcvolleyball.com

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

V. General Responsibilities and Duties

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.

Manager Resource webpage: Access to a managers-only webpage that serves as a centralized hub for valuable team management resources. This website provides managers with a wealth of information on various subjects, such as the manager handbook, checklists, scoresheet labels, jersey sign-out sheets, and other relevant forms. Our intention is to equip managers with the tools they need to independently seek information through these channels. This approach alleviates the burden on administration and committee members, allowing them to focus on tasks other than answering questions that are readily available in an easily accessible location. Successful Managers will be able to access the webpage here <https://www.ekvcvolleyball.com/managers> . Sign in with the email you provided on your application for access.

Manager Checklist: Maximize efficiency and streamline task delegation by utilizing the manager checklist provided. This comprehensive tool serves as a guide to ensure that all essential tasks are accounted for and assigned appropriately. Delegating responsibilities based on the checklist not only enhances organization but also empowers team members to contribute effectively. Take advantage of this resource to facilitate a structured and well-coordinated approach to managing tasks, ultimately fostering a more productive and cohesive team environment. See **Appendix A**.

Finding Information

- Visit the club website at www.ekvcvolleyball.com and familiarize yourself with the information and documents. The **EKVC Club Handbook for Athletes, Parents and Guardians** is a good resource for new managers as it outlines the overall expectations of the Club.
- Familiarize yourself with the Volleyball Alberta website: <http://www.volleyballalberta.ca/> This will provide you with all the information regarding the **Premier and Provincial tournaments**. Most teams will enter 1-3 of the Premier tournaments and all the teams enter Provincials.



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- Information for **Nationals** can be found here: <https://www.volleyball.ca/>.

Team Introduction

To ensure smooth processes, establish consistent communication across all teams, and assist in supporting coaches and managers 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 B** for reference.

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, managers, 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.

Team meeting

EKVC recommends that coaches/managers 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 everyone to align their goals and ensure a successful and enjoyable season for everyone involved.

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

- Coordinate with the coaches to **organize a parent meeting, possibly at the Season Start up event**, to review the EKVC Club Handbook for Athletes and Parent/Guardian and the coach's philosophy. Discussion regarding commitment level and general expectations can be reviewed. Talk about how many events you plan on attending and the general costs of the events (see the travel section below). Confirm all contact information: parent names, emails, phones, cell phones. **Note:** The Club Administrator **will** provide a spreadsheet of athletes' information.
- Practices and gym times are organized by the Club and communicated to the coaches and managers. Outside arrangements for gym time for extra practices is prohibited due to liability for athletes, coaches, and managers.

EKVC has included a template for a "Team Meeting Agenda". See **Appendix C** for reference.



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Team Communication

Channels

- To facilitate efficient communication within the club, coaches and managers will utilize a Sports Team app. **Teamlinkt** serves 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.

Gym Time

Practice facilities are usually located in local school gyms throughout the East Kootenays. 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.

We make every effort to ensure gym time is divided equally among the teams although certain considerations are in place dependent on age category and competitiveness of the team.

We have a great partnership with the School District and it's essential to respect the facilities we use. Please ensure that all equipment is put away in the same manner it was found. It's vital that we maintain a positive relationship with the schools to ensure our continued access to their facilities.

Addressing Concerns/Questions About Gym Time:

We understand that concerns or questions about gym time allocation may arise. Parents have been requested that if any concerns or questions about gym time arise, the Team Manager serves as the primary point of contact between them and the Club administrator. **Note:** Coaches are ultimately responsible for arranging Gym time with the Club.

Extra Gym Time

By Coach request, EKVC may be able to arrange extra practice time depending on availability.

The following considerations apply if there is extra gym time available:

- Competitive vs Development
- Age categories



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If an EKVC coach chooses to conduct additional practices outside the regular season, spanning from December to May, regardless of whether they arrange gym time or acquire insurance themselves, EKVC would consider this a conflict of interest. The responsibility of booking gym time, maintaining insurance, and handling reimbursement costs from athletes falls under EKVC's purview during a standard club season. EKVC's role as an organization encompasses tasks such as gym reservations, registration facilitation, and fund collection and distribution for the season. Additionally, it offers protection against personal liability for both athletes and coaches through insurance. By signing a Coaching contract and adhering to the Coaches Code of Conduct, coaches enter into an agreement with EKVC, committing to personal investment and loyalty to the Club while utilizing the services it offers.

Registration

- Verify that your team is **registered** for all the Premier events. The Club will indicate if there are tournament(s) which are paid for by the Club with registration so they shouldn't be collected again. National's attendance will need to be confirmed with the team, coach and Admin prior to January 9th. Tournament attendance is usually decided at the team meeting near the beginning of the season.
- Collect a copy of each players **Birth Certificate or Passport** to keep in a binder or other digital method. These are essential for playing at Provincial and National tournaments, **proof of players age is verified upon arrival.**

Parent/Guardian Assistance

Recruit other parents/guardians to help with various duties. Here is a suggested list:

- Accommodations - booking accommodations and providing the manager with the costs for the tournament fee spreadsheet
- Chaperone(s)
- Equipment & Uniforms – collecting the volleyballs at the beginning of the season, Jersey tracking, care and cleaning, collection of the \$100.00 jersey deposit/player**
- Apparel - team orders if no apparel coordinator
- Scorekeeping - helping with scoring and lining at tournaments (see Volleyball Score sheet presentation on the website) – managers are responsible to schedule each traveling player's parents/guardians for scorekeeping for each game and to keep the team organized.
- Snacks & Team dinners -helping organized and providing food for tournaments
- Fundraising for your team (optional)
- First Aid - at events (taping, injury assessment etc.) – not required but nice to have



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Equipment & Uniforms

- **Warm up shirts** are included in the registration fee and will be ordered by the Apparel Coordinator in time for the first Premier. Managers will be contacted to pick up the warm up shirts for the team for distribution.
- **Jerseys**
 - ****collect a deposit and record numbers that each player has to make a team roster.**
 - EKVC requires that each athlete provide a **deposit of \$100.00** as a bond on jerseys that are damaged or not returned. The individual can provide a cheque which can be held for the season and returned at the end of the season once the jersey is returned undamaged. Alternatively, an eTransfer can be made to the team bank account for the deposit, with the amount refunded once the jersey is returned in good condition.
 - The club provides jerseys to all teams, referencing the athlete registration which requests unisex sizing. However, there are no guarantees regarding the fit, and teams are asked to make do with what they receive. Due to the cost and production time involved in creating the jerseys, it's not feasible for athletes to purchase their own. The club strives to provide the best possible fit for each athlete, but flexibility is appreciated.
 - Athletes are required to provide their unisex shirt size during registration. Please note that jersey numbers are not available for selection, as we have many athletes and must account for special considerations, such as blood jerseys and libero jerseys. We appreciate understanding and flexibility in this matter.
 - The team must always bring a spare jersey to tournaments if an athlete suffers an injury that bleeds. If there is blood on their jersey, it must be changed.
 - **Collect clean jerseys from the athletes at the end of the season.**
- Volleyball AB follows Volleyball Canada's **uniform guidelines**. EKVC provides jerseys but the team shorts or leggings must be the same colour for the whole team with the length or fit being irrelevant. [Uniform Guidelines for more detailed information.](#)
- **Other Apparel** such as hoodies, track pants and ball bags are arranged by the Apparel Coordinator. This is optional for teams to order after the season begins. Apparel design is supplied by the Club to ensure that the branding is consistent. In some cases, if an Apparel Coordinator is not available, managers will be provided with Team order forms to assist with the collection of payment to the Club. Managers will be contacted to pick up the team apparel order for distribution.

Travel & Tournaments

Please review the sample budgets on the EKVC website. Have a parent meeting to discuss how many parents will be travelling to the events. There can be many scenarios for tournament travel such as the samples below. For more information about the different scenarios submit your questions to info@ekvcvolleyball.com.



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Scenario 1: Younger age groups usually have more parents travelling so may choose to make their own arrangements for accommodation and travel. Some families choose to stay with friends or family. This scenario means that the manager is only responsible to book the coaches room and ensure there is a block of rooms available for parents to call and book. Players will stay with their parents and all costs will be covered by them.

Coach/Assistant Coach: All coaching costs are covered by the team which includes room(s) or pillow fees, travel if coach is required to drive and a per diem fee paid to coaches that travel with the team. Coaches should travel with a family and a seat belt fee paid as they are working the whole weekend, so it ensures their safety while traveling. Please see the tournament fee spreadsheet on the website.

Scenario 2: Players stay together as a team. Shared sleeping arrangements among teammates means there is less costs to the families. Parent drivers are still needed so the manager is responsible to ensure there is a block of rooms available. In this scenario, the manager provides the tournament fee spreadsheet to each family and collects the fees prior to traveling. Approximately 2 weeks prior to traveling to the tournament, send out the Tournament Fee and collect from each player their portion of the entry fee.

Coach/Assistant Coach: All coaching costs are covered by the team which includes room(s) or pillow fees, travel if coach is required to drive and a per diem fee paid to coaches that travel with the team. Coaches should travel with a family and a seat belt fee paid as they are working the whole weekend, so it ensures their safety while traveling.

- Each team may decide how to do this slightly differently. **Every effort should be made to keep the costs as low as possible.** I.e: if there are two teams in the same age group traveling to the same tournament – and coaches are of the same gender – they are to share a hotel room.
- Other costs are more dependent on the expectation of the individual players and/or their families. For example: meals and spending money. It is reasonable to expect that this could amount to approximately \$200-300.00 per tournament making season travel approximately \$1250.00 to 2000.00.
- Teams should not travel to tournaments with fewer than 8 players. This increases the cost and injury or illness during a tournament could provide added stress for a team with low numbers.

Travel to the USA

Although it is not common, a few EKVC teams have travelled to the western United States to play in a tournament. Each athlete travelling must have ID, preferably a passport. Adults require a passport for crossing the US border. If a player is travelling with someone other than his/her parent, they must have a signed letter from all guardians giving permission for travel. Also photocopy your driver's license that shows your name and signature. (If parents are separated or divorced, there must be a letter from both



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parents). If a player is traveling with one parent only, they need a letter from the non-custodial parent permitting this, whether the parents are married or not. There should also be a contact phone number in case Customs officials are randomly calling to check validity of travel (this does happen).

If your team wishes to travel to the US, contact the Club Administration as soon as possible admin@ekvcvolleyball.com Subject: US Tournament Travel for more information such as **Letter of Good Standing** required by Volleyball Alberta.

Accommodation

- Volleyball AB uses an Accommodation booking partner for hotel reservations at a discounted rate. For information and access click here https://www.volleyballalberta.ca/find_a_hotel/ this link may help as well <https://www.hotelplanner.com/#>
- It is important when staying out of town that the team stays at the same facility, but when this is not possible, the manager should obtain phone/cell number for any players not staying at the same place. This is important in the event of tournament schedule changes.
- Managers or the parent responsible for team bookings are responsible for reserving hotel block booking at tournaments. PLEASE DO THIS AS SOON AS POSSIBLE AS ROOMS BOOK UP EARLY. Make sure to send out deadlines for each tournament and info on the block of rooms that have been booked and the location. You also need to know which players are in rooms together or with their parents.
- You may encounter a challenge with booking in that you often do not know the venue of the event until the draw comes out which is only one week before the tournament. Try to book a central location between the venues.
- For **National** tournaments, familiarize yourself with Volleyball Canada's **Stay to Play** policy. They require that all accommodations are booked through their partner.

Collecting Tournament Fees

- A Tournament Fee Calculator spreadsheet is created and shared with each Manager by the Club Administrator.
- Approximately 2 weeks prior to travelling to a tournament, send out the Tournament Fee Calculator spreadsheet for the Premier, Provincial or National to collect the portion of fees that each athlete owes to attend the tournament. The spreadsheet is user friendly and comes with instructions about how to fill it out. Managers are welcome to assign this task to another parent on their team.

Note: Volleyball AB fines teams that register for a tournament but do not attend. The Club will also be sanctioned if teams do not show up to a tournament. It is possible to bring up players from a younger age group in some extenuating circumstances (AP Policy).



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- The tournament dates with deadlines are found on the Volleyball AB site. Cheques and eTransfers are to be made out to the team bank account, eg. EKVC 7, not the manager for club transparency.
- Print **scoresheet labels** for the Coach for each tournament attended. The coach will attach the label to each scoresheet as needed. The labels can be found on the Manager page and downloaded here <https://www.ekvcvolleyball.com/managers> Scoresheet Label (Avery 5162) Template for Teams.

See sample Tournament Fee Calculation Appendix D

Team Bank Account & Record Keeping

Record Keeping is an important part of running the team. The Club is accountable to all participants and needs to be transparent in the running of teams. Teams will be set up with an individual bank account at the Stellar Vista Credit Union. This account is to be used to collect fees from players for tournaments as well as making payments from the team account. Do not use a personal account to collect team funds for your protection.

- EKVC will establish an opening balance of \$50.00 for team bank accounts to cover the cost of bank fees for the year. The team is expected to leave a minimum of \$50.00 at the end of the season to cover bank charges.
- Every month, to track money in and money out of the bank account, an Income and Expenses spreadsheet will be shared with you for this purpose.
- Each manager (or their record keeping designate for the team) will be set up as a Delegate to be able to have online access to their team account. This includes the ability to accept and process eTransfers which is cost effective even with the service charge.
- eTransfers require the Club Administrator to provide authorization to make a payment so please keep this in mind as it can take a few days to complete a transaction.

See sample Money In and Money Out Appendix E

Fundraising

Teams may fundraise to assist with tournament and travel expenses following the completion of a **Fundraising Request Form**. To obtain the form, please access the Manager webpage <https://www.ekvcvolleyball.com/managers> . Approval must be received prior to fundraising.

Fundraising can take the form of team-specific events like spaghetti feeds or car washes, generating funds exclusively for the team organizing the event.



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It is the Clubs' preferred approach that Club-wide fundraising initiatives are encouraged to strengthen the overall financial support for every team. This ensures a collective involvement, emphasizing the unity in our fundraising endeavors. These include but are not limited to raffles, pizza days, and bottle drives.

Sponsorship requires Board involvement.

End of Season

- You are welcome to arrange a year end party to close out the season. It is at the discretion of the team if they would like to do this, and all costs will be the responsibility of the players. You can collect clean jerseys at that time and return them to the equipment manager.
- Alternatively, remind players to bring an extra shirt at the end of their last game of the season. The coach/manager will then collect jerseys after the game and wash them prior to returning to the equipment manager.
- Contact the equipment manager to return your balls, clean uniforms and first aid kit within 2 weeks of your last tournament.
- If there are excess funds in the team account, reimburse families as needed. Kindly make sure that the remaining EKVC startup funds allocated for monthly bank fees are retained in the account to prevent the Club from incurring overdraft charges.
- The manager honorarium will be paid at the end of the season.

Thank you for the time and effort you have dedicated; it's truly invaluable. The smooth operation of youth sports depends greatly on your significant contributions, and your input is crucial for its success!



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Appendix A - Manager Checklist

Manager Checklist

Description	Completed	Link/Note
Parent Meeting		Set up
Player information/registration		Info from Treasurer
Fees paid		Info from Treasurer
AGM/Managers meeting		Pick up uniforms/balls/first aid kit
Team		
Collect Code of Conduct/Waiver from players		
Collect Birth Certificates from players		Can be kept in binder and used year to year
Collect Waiver from Coaches		
Collect Criminal Record checks		
Jerseys assigned		
Parent Volunteers		
Booking accommodations		
Chaperones		
Uniforms		
Scorekeeping/lines		
Fundraising		
Home tournament		This is mandatory for all families
First Aid		Optional
Tournaments		
Verify Registration for Premier 1		
Verify Registration for Premier 2		
Verify Registration for Premier 3		
Verify Registration for Provincials		
Verify Registration for Nationals		
Accommodations for Premier 1		
Accommodations for Premier 2		
Accommodations for Premier 3		
Accommodations for Provincials		
Accommodations for Nationals		
Collect fees for Premier 1		
Collect fees for Premier 2		
Collect fees for Premier 3		
Collect fees for Provincials		
Collect fees for Nationals		
End of Season		
Return uniforms, first aid kit, balls		
Reports/cheques/deposit book returned		
Submit digital photos for website		
Year-end part		Optional

The Manager Checklist can be found here <https://www.ekvcvolleyball.com/managers>



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Appendix B – Welcome Letter



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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 C – 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 evaluate 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 (Martens, 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 (Martens, 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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Appendix D – Tournament Fee Calculator Sample

EKVC_Tournament_Fee_Calculator_2022
2024-01-15

TEAM Name:	16U Girls	DATE:	Feb 21,22
TOURNAMENT:	Premier 1		
LOCATION:	Calgary		

COACH AND TOURNAMENT FEES:				TOTAL
	Fee	GST		
Tournament Entry Fee	\$ 625.00	\$ 31.25		\$ 656.25

Note: Tournament Fees for Premier 1 and Pro/Club is paid via club registration form

Coach Accommodation	# Rooms	# Nights	S/Nit	13% Tax	
	1	2	\$ 109.00	\$ 14.17	\$ 246.34
Shared with 1 or 0 Parent	0				\$ -

Possible by parent to Team Bank

AND/OR	# Coaches	# Nights	S/night		
Coaches' Pillow	1	2	\$ 30.79		\$ 61.59

Coach or Assistant Coach in Parents room

Coach Perdiem	# Days	# Coaches	S/day		
	2	2	\$ 35.00		\$ 140.00

\$100/Day less \$20 if breakfast is included in room

Coach Travel	# Vehicles	# KM	S/KM		
Coach Mileage	0	750	\$ 0.30		\$ -

OR

Coaches' Seat Belt	# Coaches	S/Seat Belt			
	2	38			\$ 76.00

Manager will pay for the Drivers

Bank fees	\$				
	1.20				\$ 12.00

May be account to cover annual fees

Optional	# Days	S/drink	# Athletes Playing		
Recovery Drink	2	\$ 2.00	10		\$ 40.00
Gift fee - Coach	1	\$ 2.00	10		\$ 20.00

TOTAL COACH AND TOURNAMENT COST \$ 1,252.18
of Athlete's Playing 10

COST PER PLAYING ATHLETE: \$125

ATHLETES ACCOMMODATIONS: (booked by Manager)

Athletes Accommodation	# Rooms	# Nights	S/Nit	13% Tax	
	2	2	\$ 109.00	\$ 14.17	\$ 492.68

of Athlete's TRAVELING and sharing these rooms 8

COST PER TRAVELLING ALTHLETE: \$62

TRAVELING AND PLAYING ATHLETE, TOTAL PAYABLE:		\$187
Check or eTransfer to Team bank account name:	Payment Due By:	Feb 18th

	TRAVEL FEES:	
	KM	(payable to Driver) Seat Belt Fee
Calgary	750	\$56
Edmonton	1400	\$105
Lethbridge	550	\$41
Regina	1900	\$143

HOTEL Booking Information:

Hotel Name: Courtyard & Residence Inn by Marriott Calgary Airport
 Address: 2500 & 2530 48th Ave NE, Calgary
 Contact Number: 1-877-515-4094 or Tiffany @ 403-717-5922
 Breakfast included? Yes
 Booking Code: Booking name and Confirmation number
 Block Release Date: 30-Jan

VENUE: Genesis Center - Community Gym or Feature Gym
 7555 Falconridge Blvd. NE



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Appendix E – Money In and Money Out Sample

Team **Month** **Year** *The month is already on the top of each page,
Add a team name such as 2001 Boys Blue the year will automatically change on each page with the January tab*

Money into bank (income)		
Date	Description	Amount
4	Parent A - Premier 1 fees	\$ 220.00
4	Parent B - Premier 1 fees	\$ 220.00
5	Parent C - Premier 1 fees	\$ 220.00
10	Parent D - Clothing	\$ 55.00
12	Business A - Donation	\$ 100.00

Income Net Total this Month \$ 815.00
This section fills in automatically

Money out of bank (expenses)			
Date	Description	Amount	Expense
15	Coach A	\$ 75.00	Premier 1- per diem
17	Initial Degins	\$ 35.00	Tshirts
18	Manager	\$ 895.00	Premier 1- hotel

Expense Totals this Month \$ 1,005.00
This section fills in automatically