



Coaches Handbook

Vision

Create competitive teams in which each player is challenged and can improve skills and abilities.

Offer appropriate levels of play for the various skills that are evident at every age bracket.

Mission

Exceed the expectations of players and the parents by providing a well-organized program with highly qualified coaches and focused improvement targets for each age bracket.

Create a systematic and consistent approach to teaching volleyball skills, techniques, and teamwork that builds each year of the program. To remain consistent, Lakes Volleyball will develop these techniques in conjunction with the Forest Lake High School Volleyball program. Fundamental skills are the focus during the early age brackets (12's and 13's) with techniques and more complex skills built upon that foundation each year thereafter.

Be the best value in the area and provide a competitive volleyball program. We strive to keep the costs competitive by utilizing school facilities, working with FLAAA, partnering with the community and the area businesses, and by organizing fundraisers to reduce program fees to players.

Philosophy

Develop and improve the athletic abilities of the volleyball players, and promote teamwork resulting in a positive volleyball experience.

The Lakes program offers everyone the opportunity to reach their full potential through hard work, skilled coaching, teamwork, and community support.

Expectations of Coaches

- Positively represent Lakes Volleyball at practices, competitions, and in interactions with parent reps and parents.
- Communicate with players, parents, coaches, and board members in a timely and respectful manner. Make every effort to respond to emails, specifically practice schedule assignments, within 48 hours.
- Plan and prepare for all practices and tournaments/playdates. If you are unable to attend a scheduled event, contact the coaches' committee as far in advance as possible to arrange for a replacement.
- Expect your players to be on time and give 100% focus and effort. They expect the same from you.

- Only those on Lakes payroll should be assisting with practices and/or tournaments.
- Player evaluation scorecards should be completed by all coaches. Ideally, these should be provided to players during the middle of the season (mid-Feb), and the end of season (late-Mar).
- If you will be late to a practice, communicate with another coach. They may be able to assist setting up nets/warming up the team.
- You must be present and coaching at an event/practice for compensation.
If you are unable to attend a practice due to illness or emergency, contact the parent rep and coaches' committee as soon as you're able. The parent rep will notify parents. You will not be compensated for missed practices. Events cancelled due to weather are not compensated.
- Keep track of all practices, tournaments, and playdates on the monthly timecard. FLAAA will run the Lakes' payroll monthly. Complete timecards in a timely manner. Payroll is not run until all timecards are submitted, so teamwork amongst coaches is key.
- Any questions, discrepancies, or suggestions should be brought to the attention of the coaches' committee.

Practices

- Submit your practice day/time preferences to the coaches' committee. Every attempt will be made to schedule your preferred days/times.
- Wrap up in the gym by your scheduled end time, so other teams/organizations can start their practices on schedule.
- If you know in advance that you will not be able to make a scheduled practice, try to have a substitute coach cover. Otherwise, contact the coaches' committee so the time can be allocated to another Lakes' team.
- Parents are allowed to attend practice but should not be a disruption to the team.

Tournaments

- All teams are expected to attend the Lakes Kill the Chill Tournament. If you are unable to attend either of these dates, contact the coaches' committee in advance so arrangements can be made for a substitute coach to cover.
- Every attempt will be made to have the substitute coach attend 2 practices in advance of the date to meet and evaluate the team. The coach (not the parent rep) should inform the parents and players as early as possible if you are unable to attend.

- 12–13-year-old players are scheduled for 8 days of competition including Kill the Chill.
- 14–18-year-old players are scheduled for 10 days of competition during including Kill the Chill.
- **Tournament dates are to be chosen by the coach.** Each date is a single day of play. Ex. Big City Luau is a 2-day event, so it would count as 2 tournament dates. Coaches will be expected to fill out an Excel spreadsheet detailing the tournaments they wish to attend with 1-2 optional dates in case the first choice is full. The tournament registration committee will submit the tournament requests and payment. Confirmations will be sent back to the coaches as soon as possible.
- Out-of-state tournaments and/or tournaments that are more than 2 hours from Forest Lake require advance approval from the board. Hotel reimbursement is allowed 2 nights per season (regular & extended). The maximum hotel reimbursement allowed is \$150/night unless prior approval is received by an executive member of the board.

Tournament Registration Process

- Choose tournaments by Parent Meeting.
- Confirm tournament registration by the Wednesday before the scheduled event.

Parent/Player Communication

Team rosters and contact information will be provided. Before or during the parent meeting, Parent Representatives will be recruited. The Parent Rep will assist with day-to-day communication, announcements, and be given access to create and update a team website.

Player Drops

If a player from your team informs you that they are dropping, please notify the Club President as soon as you learn the information. You must also let the player know that they need to contact the club president, president@lakesvolleyball.org, as well. In addition, please try and determine the reason the player is dropping and provide any needed feedback. There will be no replacement player if drop occurs during Jr. Rangers season. If it is early in the Lakes Volleyball Club winter season and there is availability, the club will attempt to find a replacement player. Your input may be requested.

Policies

Dispute Resolution Policy

- This policy will be shared during the parent meeting and is also located on the Lakes Volleyball website. The policy outlines the procedures to follow should a player or parent have a conflict that needs addressing.

Safe Sports Act

- In accordance with FLAAA, Lakes Volleyball has a strong philosophy of no tolerance when it comes to sexual harassment and sexual abuse.
 - Lakes Volleyball requires a mandatory training and education on awareness and prevention of sexual harassment and abuse for all adult members who are in regular contact with amateur athletes who are minors.
 - **Coaches and Board of Directors of Lakes Volleyball are mandatory reporters.** Each member must comply with mandatory reporting. All allegations of sexual or physical abuse, or neglect shall be reported within 24 hours to police and/or Child Protective Services.
 - One-on-One interactions between minors and an Adult (who is not the minor's legal guardian) at our facility or events are permitted, if they occur at an observable and interruptible distance by another adult.
 - Isolated, one-on-one interactions between minors and an Adult (who is not the minor's legal guardian) at our facility or event are prohibited, except under emergency circumstances.
 - Lakes prohibits any retaliation for a child or coach reporting abuse.

Coach Selection

- Lakes is committed to providing our players with exposure to a variety of coaching talent. Coaches may only coach the same group of players for two consecutive seasons, unless Board approval is granted for exceptions needed. The Coaches' Committee may select coaches with players in the program. Parent coaches are allowed to coach their own player up to the 14's age level, unless Board approval is granted for exceptions needed. Lakes follows all MSHSL coaching rules and regulations for coaches that are involved in both High School and JO volleyball.

Injury Policy

- All injuries that happen during any practice, playdate, or tournament should be reported. (Note that we do need to improve on documenting practice injuries.) If at a non-Lakes event, notify the tournament director.
- Complete an Incident Report Form and submit to the club President.
 - <http://www.jvavolleyball.org/wp-content/uploads/2020/05/JVA-Incident-Report-2019-20.pdf>
- Any player receiving an injury that requires medical attention by a doctor must present a note from the doctor clearing the player to resume participation. Injuries not requiring professional medical attention will be handled on a case-by-case basis. The decision to resume limited/full participation will be decided upon between the player, their parent/guardian, and the coach. The player is expected to attend practices unless excused

by the coach, but participation may be limited. If a player is unable to fully participate during practice, play time may be reduced depending on the rehabilitation process and coach's discretion.

Social Media Policy

- Social media sites may not be used to publish negative or harassing remarks about Lakes Volleyball players, opposing club players, parents, coaches or referees.
- When posting content to websites or other forms of online media, ensure that the post reflects positively upon the Lakes Volleyball program.
- Failure to abide by this Policy, as well as other policies listed in the Parent/Player handbook, may result in disciplinary action. Please report any violations of this policy to the Lakes Board.

Concussion Policy

- Effective September 1st, 2011, Minnesota State Statute M.S. 121A.37 requires that any municipality, business, or non-profit organization that organizes a youth (ages 18 and under) athletic activity for which an activity fee is charged is required to make available information regarding concussions to coaches, players and their guardians.
- This requirement dictates that if a coach or official suspects that a player exhibits signs of a concussion, they must immediately remove the player from activities and notify the parent/guardian of that player. Once removed, the player cannot return to play until written permission is given from a medical provider who can properly assess the player's condition.

Required Forms/Documentation

- JVA Background Check
 - Every 2 years
 - <https://jvavolleyball.org/membership/manage-your-club/background-screenings-aps/>
- JVA APS
 - Every 2 years
 - Training is sent via email once the background check information is submitted.
- Concussion Training
 - Every 2 years
 - <https://www.cdc.gov/headsup/youthsports/training/index.html>
- FLAAA/Lakes Contract labor agreement
 - Each year
 - Provided by Coaches' Committee

- HR Forms (as needed)
 - W-4
 - I-9
 - Minnesota Employee Notice
 - Direct Deposit

ALL BACKGROUND CHECKS AND CERTIFICATIONS MUST BE COMPLETED BY THE FIRST PRACTICE. CONTRACTS AND HR FORMS MUST BE COMPLETED AND SUBMITTED BEFORE FIRST PAYCHECK WILL BE ISSUED.

Equipment

Each coach will be provided with balls, a bag, and first aid kits. Should additional supplies be needed during the season, please contact the coaches' committee.

End of season equipment return will take place at the End of year Coach/Parent Rep recognition (date to be announced). If you are unable to attend, alternate arrangements should be made with the coaches' Committee. Once equipment is collected, your final check will be issued.

The Lakes Board thanks you in advance for all your hard work. Without dedicated coaches like you, this program wouldn't exist. Have a GREAT season!