

MANUAL FOR NEW COACHES

Developed by members of the OHSBVA
(Special thanks to Coach Marci Truex!)

Updated 2018



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I. Introduction

This manual was developed to serve as an aide to all new coaches in the OHSBVA. Like many other adventures we encounter, coaching doesn't always come with an instruction manual. So, this is our attempt as an association to help new coaches acclimate to our organization and build a bridge to help you and your program be as successful as possible. Please use all and any of the information and adjust it to fit into your own needs for your program. Also do not hesitate to contact your Regional Coach Representative for help or any of the members of the executive boards of the OBSVCA or OHSBVA. We are here to advance the sport of boys' volleyball, and anything we can do to help you, we will do it. A special thanks goes out to all the coaches and officials who volunteered their expertise and knowledge to make this possible. Enjoy!

For the love of the game,

Marci A. Truex, former OBSVCA President (2005-2008) and OHSBVA Secretary

II. Where do I begin?

So you're a new coach! For one of many reasons, a school district hired you to lead the volleyball program; you applied, you were the only one who expressed interest, you were the most qualified candidate – all of these reasons are viable for your selection. But what are you supposed to do now? Maybe, you went to Barnes and Noble and bought some “how to” books on coaching and volleyball skills or downloaded coaching guidance from an internet search, but where do you start? And, what if you've coached girls' volleyball, even at the high school level? How do you prepare yourself to be a coach for boys' volleyball?!

First, you need to build relationships with your AD (Athletic Director), his/her athletic secretary AND your school's administration. If you happen to work in the school, even better – these relationships may already have a foundation. These people will play an integral part in the success of your program, and you need to pay attention to and nurture these relationships. If your school has not previously participated in having a boys' volleyball program in the past or if your school is returning after a few years' absence, you will want to check out the Ohio High School Boys Volleyball Association's grant program for possible support. You and your school may be eligible to receive grant funds to help start your program. There are awards given to varsity teams, schools that also include junior high/middle school programs and to entire conferences that decide to begin boys' volleyball programs. Copies of the grant applications are available at the following link: <http://ohioboysvolleyball.com/docs/OHSBVA%20Grant%20Proposal%202018.pdf>

The *OHSBVA Grant Program* is intended to provide an incentive and financial support to schools interested in starting a varsity boys' volleyball team. The funds are provided from the general OHSBVA account. The funding from the grants is expected to be used to assist the school in starting a new program. The funding will be provided for a single year and the school must apply annually to receive funding for multiple years. The maximum number of years that a school may be awarded funding is three years. The funds are intended to be used by the individual school in any manner that promotes and supports the creation and operation of a boys' varsity volleyball team within their school. The application, selection, and compliance process of the grant will be overseen by OHSBVA Expansion Committee.

A new program is defined as any high school that has not had a boys' volleyball team for the previous five (5) years. Funds will be payable to the school's athletic department and not to individual representatives of the boys' volleyball program. The grant will consist of \$1,000 for the first year of competition and \$500 for each subsequent year (for a total of three years maximum). New programs will have the membership dues to OHSBVA and OSBVCA waived for year one. Application Deadline is Jan. 15 and subsequent renewal application deadlines will be on December 15. The application is to be submitted to the OHSBVA through its President (Executive Officer), and this information is contained on the application form.

When you contact the OHSBVA President to alert our association that you are trying to start a boys' volleyball program, resources will be brought to bear to help you. They will be more than willing to help you get started on the road to success. The current Board members and Regional Coach Representatives listed on the boys' volleyball state website at ohioboysvolleyball.com – the link <http://ohioboysvolleyball.com/index.php/ohsbva/officers> will get you to the right place! There will also be a lot of information about local teams in your area, coaching clinics, a message board to post things, and contact information.

You will also find game-day information at the following link to support your efforts; go to the link <http://ohioboysvolleyball.com/index.php/game-day-forms>. You will also find OHSBVA playing rule Information as well at <http://ohioboysvolleyball.com/index.php/officiating>. The Ohio High School Boys Volleyball Association (OHSBVA) is essentially a self-governing association comprised of high school volleyball coaches. The OHSBVA follows administrative rules and operational procedures established by the Ohio High School Athletic Association (OHSAA). We do have a few administrative and rule modifications from National Federation of State High School (NFHS) and OHSAA volleyball playing rules that were adopted over the years, but the OHSBVA has moved in the direction of basically following the same playing rules that the OHSAA uses for girls' high school volleyball.

That's a conceptual starting point! However, on the practical level, you will need to obtain keys for the outside doors, the gym doors, storage area keys and locker room keys from your AD, principal or head custodian. Once you can get into the gym, you will need to take stock of what you have to work with. Inventory all equipment from the number of volleyballs AND the types of volleyballs that you have to work with (we currently use the Molten Flistatec as our Tournament Volleyball). Survey how many nets you have, and ensure the nets and antennae are functional. Keep current records of all equipment so that you can alert your AD when things are broken, missing or need replaced. A sample spreadsheet is located in the appendix section of this manual. Many schools have some kind of budget, though many are limited. So knowing what you have to work with will help you plan. When you have your equipment and your facility, all you need is players. Many of you will be blessed with plenty of young men ready to take on the challenge and learn the game. However, some of you may struggle to field a team of six. So, how do you get your numbers up? What steps do you take to reach those athletes that may still think it's a "girls" sport?

Here are a few ideas from some successful coaches:

Carol Bysak, Head Varsity Coach of Beavercreek High School

"I started building interest in my program with a "Jam the Gym" night my first season @ BHS. Basically pick a game and the students get in free and advertise the heck out of it... announcements, posters around school.....we talked up freebie stuff given away at the game. We logged over 300 kids came to that match. We gave away bandanas with "Creek" written on them. We threw out t-shirts when the guys were introduced. We gave away 2 free pizzas between game 2 and 3 of varsity. We had someone dress up in our Mascot costume and got the crowd rowdy – that kind of stuff. I would have announcements on when the games were.....and stats the next day along with the scores. I really played these up because everyone thought we were winning a bunch of games my first year just by the excitement in the announcements. I don't think they understood the game well enough to realize we were losing.

The second year I got approval for a freshmen team, and I had all science and English teachers put flyers up in their rooms along with posters in our cafeteria. I also recruited a Freshman Science Teacher to be the coach. I started announcing in January about conditioning starting.....probably one announcement a week until about 2 weeks before tryouts we started announcing tryouts and pushed we were forming a freshmen team. I actually would sit down with kids at lunch if they were tall and start talking volleyball. I also had my returning players recruiting freshman and sophomores and gave them a pizza party right after tryouts for their efforts. We generated enough interest to form a freshmen team that year but just barely. We ran Jam the Gym again at one of our early home games and our attendance at games throughout the entire season was great. We did a team poster and hung them in a ton of classrooms.

We also started a day at the middle schools.....where our varsity team does and works with the gym classes one time each spring and teaches the kids the fundamentals of volleyball. This was huge in getting my numbers up for a freshmen team. Again we did announcements before and after each match – even with a losing season we built excitement.

The 3rd year we did the same on announcement and flyers but started in October with conditioning and announcements. I only ran about 3 open gyms in Jan/Feb, just enough to pique their interest. We had a great turnout that year and we ended up having to cut kids from the freshmen team. Again we did the posters and also announcements before and after games and every accomplishment that my guys had – we did an announcement. Of course, it helped have 6 seniors at this point - every scholarship, eagle scout – you name it we announced it as a "member of the Men's Volleyball Team has received....." Finally a winning season and the buzz around the school were great along with attendance at games. And the newspaper articles helped also – I put one in our local paper after each match no matter what we did...win or lose. We also did a ton of fundraising and that always generates flyers, talk and announcements. The girl's team has started doing stuff with us and of course when the guys hear girls love Men's Volleyball Players – that in itself is a reason to tryout.

We've run the Dayton area fall leagues at BHS and that has created a ton of interest already. The buzz around school about guys trying out in the spring has already started. So we will start with conditioning and announcements in another week or two and hopefully our turnout will be even bigger than ever. The AD, principal and superintendent has been very supportive of our program so that is huge. For example, after we had JO tryouts this year – all the guys from BHS that made a national team got a “congrats note” in the mail from the principal and a blurb in the newspaper from the superintendent. The academic award last year was a HUGE deal and got lots of publicity. Contact local area club teams and put announcements on in your school and host a meeting for interest. Boys love food, so if you can swing it, have some pizzas for anyone that attends or have an open gym at the end of the meeting.

Greg Ulland, former Head Varsity Coach of Archbishop Moeller High School

Generating Interest and Teaching Attacking: Hit early. Boys want to hit, hit and hit some more. While it may not be in the best interest of winning to place the majority of time on attacking, I do feel like it is the best way to spur early and sincere interest from boys. I like to teach the attacking footwork, and then let the boys hit off of tosses. Don't be afraid to lower the net. It will help interest the boys that may not be developed enough to hit on the 8 foot net. Then I toss from the 30-foot line and let the boys hit from back there. Once that looks okay, I tell the boys to toss the ball high and hit it themselves. Now you have them jump serving.

You have the numbers, the equipment, the place to practice and play, now what? You will need to have a good network of support (assistant coaches, parents, etc.). Every school district is different. Some will pay for one to four or more assistants depending on how many teams you will field. Some districts can only afford the head coach and you will need to find a few good people to volunteer to help you and those people can be parents, alumni or a local person with experience or support of you as you try and build your program. It is difficult to do it alone and getting your parents involved and to buy into your mission will accomplish many things for you down the line. Setting up and hosting a parent meeting will establish you as the head coach, give you an opportunity to discuss your philosophy of coaching, your goals, rules and establish a support network using your parents. A successful program will always have committed parents that are willing to help you in multiple ways and it's imperative that you establish this early. This will be discussed in our “How to run a parent meeting” section. Once you have your coaching staff in place, your athletes, your parents, the administration, the facility and the equipment, then you are ready to embark on your inaugural season as head boys' volleyball coach!

III. Preseason

It's November and I'm not sure what to do or should I be doing anything? Many coaches host open gyms for any athletes that are interested to attend. The time can be anywhere from one and one-half to two hours in length. During this time, coaches cannot coach, but allow kids to play the game. You can run 2s, 3s, 4s up to 6 on 6 – whatever your numbers will allow. You are not permitted to coach your athletes during this time. This is also a time to incorporate pre-season lifting, conditioning as time is permitted into your schedule.

Each fall, either during November or December, OBSVCA holds a coaches' clinic. At this clinic, the OHSBVA also holds a meeting and invaluable information is given about the upcoming season, voting for rules changes, referendums items are voted upon, speakers and committees. Also, this is a good time to network with other coaches, schedule matches and make sure that your contact information is correct. You can also volunteer to be involved on any number of committees. **Being involved is also a part of being a coach.**

At this meeting you will hear of several forms, organizations and fees that will need to be filled out and paid before the start of your season. First, you will need to become a member of the coaches' association (OBSVCA). Being a member of this organization allows you to vote for all region all-stars and have your athletes be recognized by your region and be eligible to be honored for all state honors. There are also fees for associate memberships in which your assistants can join to be able to serve on committees, but they do not have voting privileges (towards referendums, etc.). There is also a fee for assistant coaches that must be paid for them to be able to sit on your bench during tournament play.

The other major fee is the OHSBVA (Ohio High Scholastic Boys Volleyball Association). This is our governing body (since we are not sanctioned by the state of Ohio). Paying this fee allows you to play in the state tournament at the end of the season. Being a member of the OHSBVA also allows you to vote on changes to the constitution, rules, etc. This fee along with your Coaches' Association fee may be paid for by your school district. You will need to check with your AD and follow up if you need to fill out paperwork for a P.O. (purchase order). Many districts take long periods of time to pay the bills and this fee has to be paid by December 15th without penalty. All monies received after that date, suffer a penalty fee, which could cost you your seeding privileges for the end of the season tournament. So pay close attention to the "Important Dates" for the current season...they can change from year to year.

IV. Scheduling

Boys' volleyball teams are permitted to play 24 matches on 21 dates. These matches can consist of dual meets (two teams) tri-meets/tris (3 teams), quads (4 teams) and tournaments. Tournaments can be 1 – 2 days in length. You are also permitted 5 scrimmages and a preview. If you schedule a 2-day tournament, the first evening is usually a scrimmage, so make sure you plan accordingly. It's always a good thing to have your AD check your schedule to make sure that you haven't overscheduled. You will also need to check with your AD to see what league your school falls into. Some schools do not have a league affiliation, but you need to make sure and contact the AD that is in charge of boys' volleyball to coordinate the schedules for the league into your own. Matches involving more than 2 teams will require you to play the best-of-3 sets OR the best-of-5 sets. If you choose to go with best-of-5-set matches, the assigned officials will be need to be paid at the prescribed best-of-5-set rate for each match rather than the best-of-3-set rate. In addition, contracting of these matches as "best of 5" must be communicated to the assigner, the contracted officials and all participating schools.

You will have to communicate with your athletic department and get permission as well as communicate this information so that everyone is on the same page. The default for a non-dual meet (3 or more teams) is that matches will be best-of-3 sets, all sets to 25 points, win by 2 points. So, if you don't tell your assigner these tri/quad or tournament matches are played as best of 5, the contracts will be considered based on best of 3. For a variety of good reasons, you don't want to surprise people who have committed to you! And, you do not want to get stuck with an official who has to leave your tournament because he/she didn't set aside 5 ½ hours for 3 best-of-5 matches and has another commitment to get to. All sub-varsity matches are best of 3 sets!

Depending on your talent pool, you may want to try and schedule matches with teams that in a similar situation to yours or have just begun a program in the last few years. Having a variety of opponents on your schedule will provide challenges for your athletes, but you do not want to schedule matches against many of the State's final 8 teams in your first year – because you do not want your athletes to get discouraged. It is a good idea to investigate playing in a tournament so your athletes get to see what volleyball is at other levels so they can set goals of their own. Once you have your matches together, be sure to let your AD, and athletic secretary and whoever is in charge of your facility know. You will need to include bus times (when will you need to leave for your matches) and some require approximate return times. You may want to contact the school's coaches to ask how long it takes to get to their schools so that you can estimate a good departure time. It's always better to be early than late. You will also need to make sure that the custodians in your school are aware of your match schedule. Many schools have responsibilities of setup of scoreboards, scorers' tables, etc. that are provided by the custodians and they are usually responsible for opening and closing the doors, so communicating with them will put you in their good graces (they are one of the most important groups of people in the school). You will also need to generate a practice schedule for your athletes and communicate that with the AD's office and other spring coaches. Many times you will have to share gym time until the weather gets better and building a good relationship with the other spring coaches will only enhance your experience as a coach. When you have your practice and game schedules complete, you will also need to include your school's trainer in the process, so he or she will know when you'll be practicing and they may need to adjust their hours to accommodate you. Also, they will need to be on hand for your home matches if at all possible. Your AD can let you know to what extent they will be available to you.

Other things to consider dealing with your schedule, are letting the school's administration know, so they can put it in their announcements, newsletters and you may want to ask about the school's web site and if your schedule can be put on it and who do you need to send information, schedule, results to for posting.

So, your schedule is complete, you've had several open gyms and the number of boys interested in participating is solid. You, yourself, need to make sure that you have your CPR certification, Pupil Performance certification (sports medicine class), the Concussion in Sports class, the Fundamentals of Coaching course, an FBI and BCI background check and complete the Ohio Department of Education's online application. These are state mandated and all coaches must have these to coach. Check with your athletic department to find out if they offer them at your building or consult your local fire department/Red Cross (for CPR) and Sports Medicine Grant for the Pupil Performance classes. Also, you can check the OHSAA.org web site for links. Whew....all of this and the season hasn't even started. So, what's next? The parents!

V. *How to run a parent meeting*

Parents are one of your biggest assets. Your first impression is priceless. You get one chance to make a first impression, and you want to set the stage for a positive experience for everyone. You will set the tone for your team at this first meeting and the parents are a big part of it. It is important to be organized with information they will need to be informed and to make sure that they can support you and their athlete as much as possible. Having an agenda of things to discuss, copies of your schedules for practice and matches, rules, any school forms - physical, information cards for emergencies, etc. are imperative. Also, this is where you get to set the tone for the season.

You will need to share what your philosophies are for coaching, what your goals are for the season and for their sons and also what procedures are if something happens (How do they talk to you if they have questions about playing time? When is it appropriate to talk to you about their son? How do they contact you if their son is sick or injured or going out of town?). It is something your school may have a policy or procedure for already and that is so important to have and communicate to your parents. You will need to let them know how to take care of their uniforms, when they need to be there to pick up their sons after practices and matches (home and away), and any school policies regarding eligibility of your athletes. This is also a good time to have the availability to purchase shoes, socks, kneepads, etc. any equipment that you require them to have, make it available for purchase through a local business or sports equipment distributor. Other coaches or your AD's office may have ideas for you and who to contact.

Always leave time for questions and answers and introductions and it's a good thing to have your athletes attend with their parents and make it mandatory, so that everyone is on the same page. Some programs also offer a handbook of information for parents and athletes to refer to during the season. It will have copies of your team rules, procedures, etc. A sample copy is available in the appendix section.

At the meeting, you will also want to allow parents time to introduce themselves and their son(s). Encourage team dinners (when one or more families invite the entire team to their house for dinner and hanging out) and team building functions so the boys get to know each and the parents can build relationships as well. Involving everyone and developing a family atmosphere will help to build a strong foundation, pride, unity and support for your program. Also, you may want to invite your athletic director to the meeting to discuss eligibility requirements, athlete participant rules and how to join the school's booster program. This allows parents that have not had an athlete in the building before to meet, and understand the roles of parent(s) of athletes, the responsibilities of parent(s), AD and coach and the chain of command if an issue arises. Communication between all potential parties is key and will go a long way with your AD, as well. Taking a proactive approach is the road that will lead to success!

Boys' Volleyball Parents Meeting Agenda

March __, 20__, 7:00 p.m.

Sample meeting agenda

Sign in and verify contact information and initial (Include area code)

1. Welcome and introductions –
2. Introduction of officers
3. Introduction of parents: Parents' name(s) and Athlete's name
4. Introduction of coaches: Head Coach, Assistant/JV Coach
5. Getting started on the 20__ season – Coach
6. Boys' paperwork (emergency contact card, physical, etc.)
7. Participation fee
8. Insurance
9. Picture Day
10. Equipment ordering
11. Volleyball Handbook – address hazing, drug testing, eligibility, absences, family conflicts and scheduling, picking up athletes
12. Athletic Booster Club – Booster Dad/Mom
13. Membership
14. Fundraisers – Name and introduce the parents!
15. Concessions for the Tournament – Our most important fund-raiser!!
16. Financial Update/What the Boosters pay for – Booster Mom/Dad
17. Team t-shirt
18. Line Judges
19. Senior night refreshments and decorations
20. Banquet (meat, table service, senior gifts)
21. Summer Volleyball League
22. Volunteer Information – Booster Mom or Dad
23. Thank you to everyone that has already volunteered time and talent!
24. Donate food for concessions
25. Ticket takers/Concessions for games and tournaments
26. Assigned
27. Schedule will be e-mailed, plus sent home with the updated team roster
28. Organize food for team(s) during away tournaments
29. Organize Senior Night
30. Team Dinners – Sign up

VI. *Team Rules – What do I expect from my athletes?*

Depending on your school system, you may or may not be required to develop or have a set of rules specific to your team on file with the athletic office. It is a good practice for a new coach to develop rules and expectations that you have for your athletes and parents in your program. In this section are a few examples of things you will need to address or at least think about as you develop your own system to suit the needs of your program.

VOLLEYBALL CODE OF CONDUCT

All student athletes involved in the volleyball program will be expected to behave in a fashion which exhibits commitment, pride and class. How we present ourselves directly reflects on the entire program, including coaches, athletes and parents. Therefore, a 24 hour code of conduct applies to all participants within the program.

1. Treat ALL teammates and coaches with respect to maintain a positive program. Negative talk about a teammate, a coach or yourself will not be tolerated. Negative talk is contagious and leads to problems within the program. An infraction will be immediate benching for the next game. More serious subject matters could lead to dismissal from the program.

2. Follow the volleyball priority list: family, school, volleyball. Act appropriately at home, in class and out in the community. Respect your parents and teachers. Players need to acknowledge coaches and teammates in the hallways. A disregard for teammates, parents, teachers, coaches, etc. will result in a dismissal from the team and the program.

3. Attendance at volleyball functions is the cornerstone of our program. You cannot contribute nor can you benefit if you are not there. You are expected to be at all practices and team events, on time. Missed practices can result in suspension or removal from the program. This includes the practices before school begins. Excused absences from practice are absence from school, family emergencies and other situations with permission from the coach, in advance. If you become ineligible or are serving a team suspension, you are still expected to be at practice unless notified by the coach that you are not to attend. Athletes must be in school for 5 periods to compete in practices or matches.

One unexcused match = forfeit of playing in one match

Two unexcused matches = forfeit of two matches

Three unexcused matches = dismissal from the program

4. Team members will not use alcohol, tobacco or other illegal substances according to the agreement in the school's handbook. Violations of these rules will result in school/program penalties under our school's policy. Using any of the above is a poor choice by a student athlete. It is best to choose not to use, but to avoid any situations in which illegal activity or substances might be involved.

5. Athletes must remain eligible. You cannot help the team or yourself if you are sitting on the bench. You must be passing 5 classes and have a GPA of at least _____. Any athletes that have incompletes will be benched until the work is completed. Communicate with coaches if problems arise so we can be proactive. Tutoring sessions will be placed ahead of practice time.

6. Athletes are expected to attend practices and games with a positive attitude and strong work ethic. If, however, coaches' discipline is necessary, the following actions will take place:

First time – warning

Second offense - benched (amount of games/matches determined by the coaching staff)

Third offense - parent, ad, athlete and coach conference, benched Fourth offense – uniform turn in and dismissal from the team

7. Awards will only be issued at the team banquet. Please plan on attending. Players must have all team equipment turned in, clean and in good condition before the banquet.
8. There will be an 11pm curfew on Friday nights prior to Saturday matches.
9. All players/parents must call coach and leave a message specifically if you are absent from school for any reason, for a full day, due to illness or family emergency and will not be attending practice. All infractions will follow the discipline offense plan in #6.
10. HAZING WILL NOT BE TOLERATED. IT IS A SCHOOL DISTRICT POLICY AND A CRIMINAL OFFENSE. UNDER NO CIRCUMSTANCES MAY ANY VOLLEYBALL ATHLETE PARTICIPATE, INSTIGATE OR INITIATE ANY FORM OF HAZING OR INITIATION. THIS TYPE OF CONDUCT WILL RESULT IN IMMEDIATE DISMISSAL FROM THE TEAM AND LEGAL ACTION WILL BE PURSUED.

PRACTICE RULES, FOR ATHLETES

1. You are expected to be on time!!! Players will be 15 minutes early to each practice. That means 15 minutes before the slated start time. This includes all athletes who need trainer assistance. Infractions will constitute laps.
2. All players are required to bring a water bottle to practice. It must be filled and placed in the designated area for your team. Also, all gym bags, clothes and keys need to be against the wall in that area. All cell phones must be off. If you are expecting an emergency phone call from a parent, inform your coach before practice. Then, and only then, are cell phones permitted. Infractions will result in running (e.g., a cell phone going off at practice).
3. No balls may be used until all practice equipment is in place. That means nets; pads, antennas, spike-it, cones and jump ropes are out. All players will put up and take down equipment. Facilities and equipment should be handled with care and respect.
4. Balls will be available for individual or group work. Players can work on weak skill, serving at the wall, setting at the wall, peppering, etc. a strong work ethic will benefit you and the program. Make it your mission to be better and stronger each day.
5. Players must be warmed-up and stretched by the time practice is ready to start. That is why players must arrive 15 minutes early, so equipment, running and stretching can be completed.
6. Shag balls quickly during practice. Keep drills running smoothly and efficiently! When “feeding” a coach, place the ball firmly on the coach’s hip.
7. Run to get water or use the restroom. When you get a break, it’s not a lounge period. Hurry so we can get back to work. Last one into the gym closes the door behind them.
8. Maintain silence during serving drills, however positive reinforcement is encouraged. Use time to visualize game situations.

9. Players must dress appropriately for practice. All shirts must be of your school's support, or they must be turned inside out and tucked in. please have hair pulled back and secured; no abnormal colors will be tolerated on hair or nails, which should be trimmed. Have knee pads on, appropriate team shoes, etc. All jewelry must be off. Alert coaches about medical bracelets, etc. Bring an extra inhaler with your name on it for the medical kit.

10. Players will work hard in the weight room. Exercises will be executed quickly and efficiently. Shoes must be worn. Each player must have a spotter/lifting buddy. No horseplay.

11. Injured players will be expected to rehab on their own time. This does not include practices, scrimmages or matches. So schedule accordingly. Communicate with coaches/trainer on a daily basis and your condition and approximate time of return. Parents are encouraged to purchase additional insurance in case of serious injury. Accidents do happen, and we want to do what we can to protect our family. Concussion management is coordinated by the student-athlete's family physician.

12. Positive encouragement is expected, always.

13. Profanity will not be tolerated. Athletes will perform pushups or other punishments for use of foul language on or off the court.

GAME DAY EXPECTATIONS

1. Game days are your times to shine, so you need to mentally prepare for competition to the game. So, each athlete needs to have his/her pre game ritual to prepare them mentally, physically and emotionally for each match.
2. We will dress up for all home games at school and at the game (ties, polo shirts and slacks for guys). No jeans or tennis shoes. Away games will be coordinated with the team's captain as to which team shirt, etc. will be worn. All teammates will participate in all coordinating dress days.
3. Have all equipment and uniform ready to go the night before the game. Uniforms need to be clean and neat. All shirts need to be tucked in during the match.
4. Study tables will be implemented. Anyone that cannot drive may stay after school (contact coach). Anyone having grade trouble will have mandatory study table with coach.
5. **PLAYERS WILL ENTER AND EXIT THE PLAYING SITE AS A TEAM. THAT MEANS TEAMS WILL WAIT UNTIL ALL PLAYERS ARE READY TO LEAVE.**
6. Teams will sit together at all matches. There is to be no one but teammates of the program in our section **BEHIND THE TEAM BENCH** or in a designated section. All homework and listening devices are to be off and put away unless other permission was granted by the coaching staff. Varsity players will shag balls for the JV/freshmen matches and JV and freshmen will shag for the varsity match. Every player must attend each match on a match day. Varsity players may not be late for freshmen and JV games and freshmen and JV players may not leave after their match is over. For special circumstances, a form must be signed by the athletic director prior to the away match, if an athlete will not be riding the bus home. No hand written notes will be accepted; this is school district policy.
7. **DURING A MATCH**, players will control their emotions, both on and off the court. No talking across the net to the opponent. Celebrations should be the only emotion displayed on the court. Whether on or off the court, players will remain positive and focused.
8. During time-outs, players coming off the floor are to sit on the bench unless otherwise instructed by the coach. Bench players need to supply water, towels, etc. to players who should be focusing on the coach's directions.
9. **Bus Rules:**
 - a. Varsity will sit in the front of the bus, JV is next and so on.
 - b. No eating or drinking. You may take food to eat at the venue.
 - c. All players will ride the bus to and from each game site unless special permission is given by the athletic director. A form must be filled out and each athlete must have approval before the day of that match.
 - d. Captains for all teams will stay on the bus to check for trash. Any collected by a coach will result in team punishment.
 - e. Respect the driver at all times. Limit outbursts and noises.

10. Captains' Responsibilities - as an elected captain, it is your job to make sure that all equipment is on the bus: camera and tripod, med kits, the green bag (stat bag), balls and ball cart (if needed). Check to make sure camera has charged battery and that we have a video tape. At the site, it is your responsibility to make sure that our team is sitting together and that your teammates are where they need to be and on time (shagging balls, sitting together, no homework or headphones, dressed and ready for warm-ups together and everyone ready to leave). Also, you need to make sure that all the equipment brought on to the bus gets put away into the cabinets upon arrival back at school. Any problems will be discussed with you by any of the coaches. Take care of your responsibilities or your captainship may be revoked.

Overall Rule: You are a representative of the High School Volleyball program, its coaches and your family. You have a responsibility to them and anything that you do directly affects and reflects them. We are a family and you should treat each other and persons from our community with respect. Any infraction of this policy constitutes discipline or dismissal from the team.

PARENTS: YOU ARE A HUGE PART OF THE SUCCESS OF OUR PROGRAM. YOUR POSITIVE ENCOURAGEMENT FOR ALL ATHLETES IS A MUST. AS PANTHERS, WE NEED TO STICK TOGETHER AND SUPPORT EACH OTHER. QUESTIONS ABOUT YOUR ATHLETE'S PLAYING, ETC. NEED TO BE DIRECTED TO YOUR ATHLETE. WE LET THEM KNOW IN PRACTICE EVERYDAY WHAT THEY NEED TO DO AND HOW THEY NEED TO IMPROVE THEIR PERFORMANCE. IF YOU DO HAVE FURTHER QUESTIONS, CALL AND SET UP AN APPOINTMENT WITH YOUR ATHLETE'S COACH AND WE WILL ALL (PARENT, ATHLETE AND COACH) SIT DOWN AND DISCUSS ANY ISSUES. WE ALL WANT THE BEST FOR OUR ATHLETES!

Please sign and return the following document I, _____,
(please print name)

of the Volleyball program, hereby agree with all the rules and regulations stated in this packet and agree to abide by them. I also understand that the coaches have final word on team discipline and playing time. I am responsible for all actions pertaining but not limited to those designated by this document and to those established by the school district and the state. I also understand that I have paid a participation fee and it does not guarantee me playing time. I will give 100% each day in order to represent my family, my team and my school to the best of my abilities.

(PRINT) ATHLETE'S NAME

Athlete's Signature Date

Parent Signature Date

Below are some samples of roles that are given to parents to establish a means of communication and expectations.

COACHES' ROLES

1. Set a good example for the players and fans to follow.
2. Be positive, fair, and consistent with the players.
3. Make playing time and strategy decisions with thought and care.
4. Establish and organize practices for the team on a daily basis.
5. Be a good communicator with players and parents.
6. Protect the safety of all athletes.
7. Know and employ injury-prevention methods.
8. Make sure players know expectations, procedures, rules, and lettering requirements for the program.
9. Make sure everyone has practice and game schedules.
10. Be a professional practitioner.
11. Keep inventory of equipment.
12. Work to help assistants improve.
13. Keep track of the academic progress of athletes.
14. Be available to talk with players and parents.

PARENT ROLES

1. Be a fan of everyone on the team.
2. Respect decisions of officials.
3. Respect other fans, coaches and players.
4. Talk to your child if he has any questions, contact the coach through agreed upon athletic department procedures.
5. Keep any negative thoughts about a coach, the program or teammates to yourself.
6. Don't talk to coaches on game day about a complaint; call and set up an appointment the next day.
7. Understand that the coaches' responsibility is to make certain that students are safe and become better people and athletes, not to win every game.
8. Always be supportive of your child.

PLAYERS' ROLES

1. Be positive and have a good attitude.
2. Support their teammates.
3. Work hard.
4. If they have any questions, ask the coach.
5. Know and follow all school and team rules.
6. Challenge themselves as an athlete and a person.
7. Meet classroom expectations.
8. Notify the coach of any scheduling conflicts in advance.
9. Talk to the coach about any special concerns.

If you have a question or concern about your Son...what do you do?

1. Take time to first think about what questions you have. If it ultimately has to do with playing time or game strategy, keep it to yourself. Those areas are decided by each individual coach. Questions about how your Son can improve are welcome.

2. If appropriate, talk with your Son about your question. What is your child's perspective? Can your child solve the problem himself?

3. Set up a meeting with the coach if you still have questions. This should be an informational meeting where you ask questions, listen and have a discussion. The coaches make decisions for the good of the team based on practice, ability, attitude and chemistry.

4. If questions remain, set up a meeting with the athletic director, coach and yourself.

Meeting guidelines

1. Conversation must be in a professional manner with regard to both language and conduct.

2. Everyone gets a chance to talk, but everyone must listen as well.

3. Emotional control by all parties is imperative.

4. Meeting must not occur on games days, but rather by appointment.

Appropriate Questions: “What was your reasoning for doing what you did in this situation involving my child?” “Were there any situations or conditions that led up to this?”

“How would you evaluate my child in terms of his offensive, defensive and team skills?”

“Does my child work hard and have a positive attitude at practice?”

“What areas does he need to improve in?”

“Do you have some drills we could use to make these improvements?”

Asking about your child’s behavior and attitude are also acceptable. Questions that are unacceptable pertain to: playing time, game strategies and other players. They will not be answered or addressed.

VII. *Practice Planning*

So you have all of your ducks in a row – now comes the good stuff....practices. Now you can be in your element – teaching the game that you love and getting your athletes to perform at their best. All coaches have their own styles. You will need to look at your team and figure out your strengths, weaknesses, what offense and defense you can run, and how to prepare your athletes to compete. Practices are the most important means of creating an atmosphere where your athletes can be successful. Here is a sample of a practice outline to build upon:

Daily Practice Format

Team meeting: This will be a short meeting to discuss any player-coach concerns, previous day's practice, scrimmage, or game and the objective of the day's practice.

Team Warm-up: This is a period of general exercises that involve the major muscle groups. Begin gradually with light work and then increase the work load. The final series of exercises should include the basic movements included in the game. If there is to be a long talk during practice, it should come at the very beginning. Short talks can be made during practice that acts as rest periods. Moments of instruction should never be ignored, but lengthy talks should never occur during practice.

A team warm-up can include the following:

- Stretching • Calisthenics
- Aerobic Exercises
- Plyometrics
- Basic skill movement drills without a ball
- Dives and rolls

Practice of Fundamental Skills

- Underhand Passing
- Overhead Passing
- Hitting
- Serving
- Blocking
- Digs, dives and rolls
- Emergency skills
- Net retrieval
- Communications

Basic Tactics

- Offensive Systems
- Defensive Systems

Team Scrimmages

- Partial team
- Full team

Team Cool-down

Your practice time will be dictated by how much gym time you can schedule and your own philosophies. Scheduling time in the weight room is another means to develop your athletes and prevent injuries. There are many resources available to coaches for drills, etc. It is up to you to develop your own style and breakdown of what you spend time on in practices to help to prepare your team for battle.

VIII. Season Responsibilities

The game is on. You have your first match, your athletes are ready, you've prepared them and their parents, the facility is ready, and the games are coming and going so fast, you wonder where the time has gone?

As the head coach, it's important to keep up with scores of your fellow colleagues in your local paper and on the state web site [www.ohioboysvolleyball.com], and post your scores with your season schedule. Also, keep up to date with the happenings of your region. Also, get involved with poll voting. Stay current on emails which is how most communications are sent within the state and do not hesitate to contact your local regional representative or state representatives with questions. They are all willing to help you and their contact information can be found on the web site.

A head coach or representative must attend the seed meeting [usually in May] for your Region. At this meeting, teams will be placed on the state tournament bracket and voting for All-Region players will be conducted. If you have not paid your OHSBVA membership fee, your team cannot participate in the state tournament.

So, as the coach, you must have your athletes' statistics, in which you would like to have voted for on the all-region level, tabulated and copied off for all those in your region to look at while voting. The meeting rules and procedures are in the appendix section of this book as well as the nomination forms. Your membership fee for the coaches association also ensures that your athlete is eligible for voting.

Those athletes that are voted to the all-region 1st and 2nd team will automatically be eligible for All-State awards. However, as a coach, you must contribute a vote towards the all-state awards to ensure that your athlete remains eligible if he is voted as such. If you do not vote, your athlete will not be awarded an all-state team award.

Your region will have all of the dates, places, and times of the tournament games, so by the end of this meeting, you will know when, whom, where and what time you will play your first tournament game and if you have any athletes that were voted for All-region awards. You will also have more information about the state tournament - which is something that all coaches should make a priority to attend. The biannual state coaches meetings are held during the tournament and it helps you as a coach and your athletes to see the level of volleyball that is being played around the state. So, make it a job target to get to the tournament!

IX. *It's over – now what?*

Your season has ended – so what do you do now? You will need to find out from your athletic office what awards you are able to give to your athletes. Many schools have some sort of season-ending banquet or event in which they honor the participation and achievements of your athletes. This is also a time to use to thank all of those people that have helped make your season a success! Be sure to invite your Athletic Director, principal, parents, workers, etc. Summer is a time that you can use to build momentum. Also, distribute summer camp information to your athletes so they have an opportunity to develop their skills. Also, look in to any summer leagues available in your area for your athletes to be involved. You, too, can develop an off-season training program for strengthening your athletes along with hosting open gyms. Your seasons will become easier to manage and set up as you become more familiar with the processes and procedures of your school and our state organizations. The key is communication. Never hesitate to ask questions and to know the rules of the game. Utilize your resources and those around you as you pursue the best possible program. Good luck!

Pre-Season Checklist

- o OHSBVA Membership fee
- o OBSVCA Membership fee
- o OHSBVA/OBSVCA meeting attendance
- o Check for the current season's "Important Dates" on www.ohioboysvolleyball.com
- o Regional meeting attendance
- o Parent meeting set
- o Schedule completed
- o Facilities booked
- o Equipment logged and new things ordered
- o Transportation needs booked
- o Preseason scrimmages/preview scheduled
- o Gathering scorekeepers, line judges, someone to keep your clock, libero tracker, announcer
- o OBSVCA Individual and Team Scholarship Award Application filled out and sent.

Important Dates of the Season Coaching days/rules

- Coaches may coach for 10 days in the summer from June 1-July 31st.
- No contact period is the month of August.
- Coaches may coach their own players during the off-season. Same school participation of players on one team is limited to 4 per school.
- Schedules consist of 24 matches on 21 dates. One single player may play in 6 games during one dual match.
- Volleyball teams may have 5 scrimmages and one preview per season.

For each season, the OHSBVA board puts an updated list of Important Dates on their website. Use that website as a guide to make sure your membership fees and paperwork are turned in by the specific due dates. Also, reach out to your region's representative [their email and contact information will be posted on the website] and alert them to your presence and give them your contact number so they can send you information and connect you with other coaches in your region.

When you're a new coach, you can plan until you can't plan anymore and you'll still miss things along the way. I would encourage you to keep a journal or spreadsheet about things that happen and what you can do to make things better for the next year. Reach out to another coach in your region and ask them to be your mentor or contact coach if you have questions and need answers fast. Most coaches are more than willing to help you; you just need to let them know you need.

We hope that you've found this manual of some help and feel free to use any and all of it. Have a great season and enjoy the game!

X. *Appendices*

OHSBVA Playing Rules

Our playing rules consist of the most recent version of published NFHS Volleyball Rules Book and the NFHS Case Book/Manual, which provides commentaries on techniques and mechanics. Our rules are modified annually by any rule interpretations published by the NFHS and adopted by the OHSBVA Board of Directors. OHSAA clarifications are typically adopted as well.

Overall, there are minimal administrative and very few rule modifications for OHSBVA (click on **[OHSBVA Administrative and Rule Modifications](#)** on the Officiating webpage on the left-side menu of our home page on ohioboysvolleyball.com to see these differences).

The differences are in line with established "best practices" and match facilitation guidelines that come from annual joint meetings held by the NFHS in partnership with representatives of USA Volleyball and the Professional Association of Volleyball Officials (PAVO), the governing body for NCAA college women's volleyball. Go to **<http://www.ohsaa.org/sports/rglts/VB.pdf>** to access OHSAA Volleyball General Regulations which supplement NFHS Volleyball Rules.

GAME-DAY FORMS AND TRAINING

- Coaches are responsible for providing a professional, competitive, game day environment. For all the forms necessary from line-up sheets to scorebook pages, plus training and tips, (right click) [click here](#).

Game Day: Game day forms and training

Be prepared for your matches

Coaches are responsible for providing a professional, competitive, game day environment. This page provides all the forms necessary from line-up sheets to scorebook pages, plus training and tips.

OHSBVA is endorsing VolleyWrite scorekeeping software program. WildfireSports is offering a free one-season copy to all OHSBVA teams. In an effort to assist the OHSBVA officials, scorers, and coaches, follow [this link](#) to the training page for VolleyWrite.

Forms

Line-up sheet

To download the line-up sheet, [click here](#).

Scoresheet

To download the scoresheet for regular set, [click here](#).

Libero tracking sheet

To download the libero tracking sheet, [click here](#).

Training

Scorekeeping Manual

To download the *Scorekeeping Manual*, [click here](#).

Scorer Guidelines

To download the guidelines, [click here](#).

Scorekeeping tutorial

To download the tutorial, [click here](#).

Sample Set

To download the sample set, [click here](#).

Libero tracker guidelines

To download the guide, [click here](#).

Line judge guidelines

To download the guidelines, [click here](#).

Line judge techniques

To download the tip sheet, [click here](#).

Statistics definitions

To download the definitions to use for post-season awards, [click here](#).