



## **MANAGE A SPORT PROGRAM PERFORMANCE COACH TASK LIST**

Performance Coach Candidates must submit the following documents to their Performance Coach Evaluator. Please note that there is no template for these submissions and the Performance Coach Candidates are encouraged to use the original documents that they have created for their respective programs or teams.

### **Component 1: *Communication Tools – Philosophy & Objectives***

Coaches must submit a written document outlining the philosophy and objectives of the program or team. Coaches should ensure that:

- Philosophy is consistent with NCCP and Volleyball Canada values
- Objectives are consistent with Volleyball Canada's LTAD model
- Objectives are reasonable for athletes' skill, experience and past achievements
- Where appropriate, program philosophy and objectives were approved by the appropriate authorities within the Club/Organization/Institution
- Program philosophy and objectives circulated to all athletes, staff, club officials, and other key stakeholders as appropriate (parents; sponsors; etc.)

### **Component 2: *Communication Tool – Expected Commitment and Behaviours (athletes)***

Coaches must submit a written document outlining the expected commitment and behaviour for all athletes who are part of the program. Coaches should ensure that:

- Consequences for athletes not complying with expected commitments and behaviours are clearly outlined
- Disciplinary process for dealing with instances whereby athletes are not complying with expected commitments and behaviours is clearly outlined
- Expected commitment and behaviour for athletes, consequences, and process for non-compliance are fair and reasonable, and consistent with NCCP and Volleyball Canada values
- Expected commitment and behaviour for athletes, consequences, and process for non-compliance are approved by the Club/Organization/Institution.
- Expected commitment and behaviour for athletes, consequences, and process for non-compliance circulated to all athletes, staff, club officials, and other key stakeholders as appropriate (parents; sponsors; etc.)

### **Component 3: *Communication Tool – Expected Commitment and Behaviours (staff)***

Coaches must submit a written document outlining the expected commitment and behaviour for all assistant coaches and support staff who are part of the program. Coaches should ensure that:

- Consequences for assistant coaches and support staff not complying with expected commitments and behaviours are clearly outlined
- Disciplinary process for dealing with instances whereby assistant coaches or support staff are not complying with expected commitments and behaviours is clearly outlined
- Expected commitment and behaviour for assistant coaches and support staff, consequences, and process for non-compliance are fair and reasonable, and consistent with NCCP and Volleyball Canada values
- Expected commitment and behaviour for assistant coaches and support staff, consequences, and process for non-compliance are approved by the Club/Organization/Institution
- Expected commitment and behaviour for assistant coaches and support staff, consequences, and process for non-compliance circulated to all athletes, staff, club officials, and other key stakeholders as appropriate (parents; sponsors; etc.)

### **Component 4: *Communication Tool – Selection Criteria***

Coaches must submit a written document outlining the selection criteria, procedures and (including location and timing). Coaches should ensure that:

- Selection criteria and procedures were released at an appropriate time of the season
- Selection criteria and procedures are clearly stated
- Selection criteria and procedures are fair, and consistent with NCCP and Volleyball Canada values
- Selection criteria and procedures are reasonable given athletes age, skill, and experience
- Timing of selection announcements clearly indicated
- Appeal procedures in case of non-selection available
- Appeal procedures in case of non-selection are fair and consistent with the general principles of Natural Justice
- Where appropriate, selection and procedures, as well as appeals procedures, were approved by the appropriate authorities within the Club/Organization/Institution
- Selection and procedures and appeals procedures were circulated to all athletes, staff, club officials, and other key stakeholders as appropriate (parents; sponsors; etc.) well before the actual selection date
- Athletes were selected in a way consistent with the criteria and procedures announced
- Selected athletes were contacted and informed individually
- Non-selected athletes were contacted and informed individually, and provided with rationale
- The timing of selection confirmation was consistent with what previously announced
- If appeals were lodged, they were dealt with in a timely fashion, and consistent with the criteria and procedures previously announced

### **Component 5: *Budget***

Coaches must submit a written budget outlining the program's revenues and expenses for the year. Coaches should ensure that the budget deals with the following items (expenses and revenues; value where appropriate):

- Training
- Competition
- Athlete Fees
- Equipment
- Sponsorships
- Honoraria to staff and contractors
- Travel
- Accommodation
- Meals
- Administrative costs
- Insurance

Coaches must also include a letter from the program's president, treasurer or Athletic Director, confirming that the budget outlined above has been approved and endorsed and that the coach was involved in the process.

### **Component 6: *Activity report for away competition***

Coaches must submit a written report outlining the logistics and planning for an away competition. Coaches should ensure that the report outlines the following aspects:

- Name of event, date, location, host organization contacts
- Training and competition schedules
- Names of athletes involved in program
- Names of assistant and/or support staff involved
- Names of chaperones or other individuals responsible to supervise athletes
- Arrival and departure date/time
- Details of arrangements made for accommodation
- Details of arrangements made for meals
- Details of arrangements made for transportation (to the event and back; local transportation)
- Protocol or other official events to which team or representatives were invited, and relevant details
- Competition objectives
- Competition results
- Implications of performances achieved for training and competition in the short and mid-term
- Individual or team performances worth of mention
- Injuries and how they were dealt with
- Summary of accounts and expenditures, including any significant unexpected expenditures and justification
- Names of individuals who failed to comply with team policies, and description of issues
- Recommendations for future events