



## Producing Videos for Coach Evaluation

This document outlines the key aspects coaches must take into consideration if they choose the video option to complete the ***Provide Support to Athletes in Training*** evaluation requirement. Note that the text has been drafted for the coaches.

### Prerequisites

You must have successfully completed all the other applicable evaluation requirements prior to engaging into the ***Provide Support to Athletes in Training*** step of the evaluation.

### Coaching Tasks

You must perform the coaching tasks listed in Table 6 of the Coach Evaluation Package.

It is recommended that you discuss the specifics of each task with your Evaluator before producing the videos, in order to ensure that the skills/tactics selected are appropriate given the timing of the season and the status of the players.

You will have to submit videos of yourself fulfilling these coaching tasks with a group of players whose experience and skill level is such that they can learn and execute the skills outlined in Tables 2 and 3 (Development Coaches: Basic Skills, Indoor and Beach) or 4 and 5 (Advanced Development Coaches: Intermediate skills, Indoor or Beach).

A specific timeframe for completing this requirement should also be determined by the Evaluator and yourself.

## **Declaration of Authenticity**

You must sign a declaration of authenticity confirming that you are indeed the person coaching on the video (see *Declaration of Authenticity* form on page 3).

The Head Coach or the President of the Volleyball Club must also sign the form, confirming that the candidate is in fact the person performing the coaching duties on the videos.

Any misrepresentation would be considered a serious unethical behaviour, and would result in the candidate's Competition Introduction Coach certification credits to become null and void. Additional sanctions may also be imposed by the Provincial/Territorial Volleyball Federation, or by Volleyball Canada on the individuals concerned.

## **Video Release Communication**

The players involved in the videotaping process (or their parents, guardians, or tutors if they are minors) must also receive a video/photo release communication before being filmed (see *Video Release Communication* on page 4).

If you are not 18 years old at the time of producing the videos, your parent, guardian, or tutor must also receive the *Video Release Communication*.

## **Keep in mind that...**

Your videos will not be expected to be of a professional quality!

However, failure to comply with the general guidelines outlined in in this document may result in the Evaluator returning them to you unmarked, and asking you to re-submit better quality videos.



## Declaration of Authenticity - Coach Evaluation Videos

I hereby certify that I, \_\_\_\_\_,  
residing at \_\_\_\_\_,  
and affiliated with the \_\_\_\_\_  
Volleyball Club in the municipality of \_\_\_\_\_,  
am the person coaching in the attached videos entitled:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

which I submit for certification as a Volleyball Competition Advanced Development Coach.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**Head Coach ( ) or President ( ) of the Volleyball Club, or Witness ( )**

Name, address, and telephone number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

# Video Release Communication

Volleyball Canada requires prior communication to be made to athletes and parents of the athletes, which informs them that they will be filmed as a part of the NCCP Coach certification process. Volleyball Canada suggests the sample communication below be sent to the athletes and their parents and a record of the communication be kept on file.

Dear Athlete/Parent,

To further my coaching skills I am currently working toward certification within the National Coach Certification Program (NCCP). The final stage of the program includes a video submission of a practice session. This practice session will be sent privately to a certified Evaluator who will then provide feedback. While the emphasis and evaluation is on the coach, the session and the video recording may include you or your son/daughter running the drills within the practice.

If you do not wish to have your son/daughter video recorded during this session, please provide me with a written statement indicating such request, which will be respected. Please also note that during membership registration to your Provincial Volleyball Association and Volleyball Canada, informed consent was ascertained which permits the use of videos and photos for Volleyball Canada instructional purposes.

Thank you and please do not hesitate to contact me with any further questions,

Coach name  
Telephone number  
Email

## Producing Videos for Coach Evaluation: Checklist

Before producing or submitting your videos, verify that the items below have been dealt with satisfactorily.

<b>Have you...</b>	
Taken the time to go through Volleyball Canada's Guidelines for producing coach evaluation videos?	
Clarified the tasks you will be filming with your Evaluator?	
Ensured the skills and drills featured in your videos are suitable for the time of the season and the level of your athletes?	
Produced the <i>Declaration of Authenticity</i> ?	
Sent the video release communication to athletes or their parents/tutors?	
Asked someone to help you for filming?	
Secured the use of a tripod?	
Ensured the equipment you will be using allows you to record quality images and sound?	
Ensure lighting is adequate in the gym?	
Ensured there are no background noise or distractions while filming?	
Set-up the equipment correctly, and tested it?	
Planned for a short intro piece in which you introduce yourself and describe the coaching tasks you will be leading?	
Planned for a short intro piece in which the athletes introduce themselves?	
Provided evidence in the video that the training area is safe, and that the components of your EAP are in place?	
Followed the recommended steps regarding what the Evaluator must see:	
• at the beginning of the explanation/demonstration	
• during the explanation/demonstration	
• during the transition into the activity	
• during the activity	
• at the end of the activity	
Ensured your videos really focus on the evaluation tasks you must produce?	
Ensured the Evaluator can clearly see and hear what you do or say?	
Ensured the duration of each video is adequate?	
Ensured image is stable throughout the video?	
Verified that audio quality is acceptable, and that audio is in sync with image?	
Used a suitable format and storage device?	
Saved a copy for your records before uploading or sending the videos?	
Done a self-evaluation using the grids that are referred-to in your Evaluation package?	
Sent an email to the Evaluator with the YouTube link, or informing him/her that a CD, DVD, or Drive is in the mail?	

# Volleyball Canada's Detailed Guidelines for Producing Coach Evaluation Videos

Videos must be produced according to the guidelines outlined in this section relative to format, as well as image and sound quality.

## Format of the video

Uploading the video to a private You Tube link, and providing this link to the evaluator or mentor is the preferred option.

Alternatively, the video may be:

- Saved and submitted on a portable media (CD, DVD, USB Flash Drive, etc.). In this case, it must be readable on a standard DVD player or personal computer.
- In this case, candidates must also keep copies of their videos for their own records.

## Duration of the Videos

Excluding the identification and safety portions, the length of each video submitted must be as outlined in Table 6 of the Coach Evaluation package (12 to 15 minutes).

## Video / Image Quality

### *General considerations*

There are no expectations that professional quality videos will be produced as part of this coach evaluation process. However, it is important that the Evaluator should receive videos that are as well-made and as clear as possible in order to perform a valid job.

The focus of the video is on providing evidence of the coach's competency and ability to interact with athletes. To ensure adequate quality, videotaping must therefore be done (1) by a third party or an assistant, and (2) in proximity, where coach and players can be clearly seen and heard.

Key aspects to keep in mind regarding the overall video and audio quality include:

- Adequate lighting should be present in the gym or training location.
- Rapid or jerky camera movements must be avoided when videotaping. The use of a tripod is therefore highly recommended.
- The image should be stable when specific "scenes" are videotaped, i.e. as little movement as possible of the camera, either vertically or laterally.
- As much as possible, there should be no distractions or activity in the background; this also applies to background noise.

In order to provide the Evaluator with the type of information he or she needs when reviewing the performance of the candidate, attention should also be paid to the guidelines that follow for specific portions of the video.

### ***Identification of the videos***

At the beginning of each video, the candidate must introduce himself or herself, and provide the following information:

- Name, Volleyball Club, name of the Head Coach or President of the Volleyball Club, date and place of the recording.
- Evaluation task(s) being dealt with on the video.

The players involved should also give their names, indicate the number of months/years they have been involved in Volleyball, and provide a verbal confirmation that they agree this video of themselves can be used as part of the evaluation process of their coach.

### ***Safety***

Following the presentations, the candidate must confirm that a facility check has been completed, and provide evidence that:

1. The training area is clean, free of obstacle, and suitable for the activities taking place
2. An Emergency Action Plan is available
3. A cellular or office telephone are available, and readily accessible
4. First aid equipment is available, and readily accessible

### ***At the beginning of the explanation and demonstration***

At the beginning of the explanation and demonstration steps of the activity, the video must show:

- How the coach is positioned relative to the players.
- The group formation used.

### ***During the explanation and demonstration***

During the explanation and demonstration steps of the activity, the video must show the coach from the same angle as the players would see him or her. In other words, it must be shot from the players' point of view. The entire body of the coach should also be displayed, in order to ensure his or her non-verbal language and movements can be clearly seen by the evaluator.

If players are involved in demonstrations, the focus should be on both them and on the coach at the same time. Full body views of both player(s) and coach should then be displayed.

The lighting must be adequate; as much as possible, bright lights, movements, and other potential distraction factors should not be present in the background.

### ***Transition to the training or learning activity***

The video must show the players taking position and getting ready for the activity.

### ***During the training or learning activity, or during practice time***

When the activity begins, the video must show the players actively involved in the task, as well as the position of the coach relative to the players. The behaviours and movements of the coach must also be clearly visible. A view of the whole group should therefore be provided at this stage, with the coach always visible.

Whenever a significant intervention is made by the coach to clarify or to correct what the players are doing, the video should zoom, and focus on the coach and on the player(s) directly concerned by the intervention.

After the intervention, the video should provide a view of the player(s) directly concerned by the intervention resuming the activity, and of the coach observing them.

The above guidelines should be repeated as necessary throughout the activity, in order to provide the evaluator with (1) a general view of the players in action and the position and behaviour of the coach throughout, (2) a clear view of specific interventions made by the coach, (3) evidence of the impact the interventions made by the coach had on the players.

### ***Conclusion of the activity***

The video should clearly capture the intervention(s) made by the coach and the message(s) he or she delivers to the players at the conclusion of the activity.



## Audio Quality

Ideally, the coach should wear a wireless microphone, so that all his or her explanations or comments can be clearly heard, particularly during the activity at which time he or she may move around amongst the players.

If it is not possible for the candidate to use a wireless microphone, the person responsible for shooting the video should make every effort to be positioned sufficiently close to the coach and to the players to ensure an adequate sound quality, without interfering with them or becoming a distraction factor during the training activities.

### Notes:

*The preceding guidelines pertaining to video and audio quality are offered as general suggestions only. Some rehearsal and testing in the gym may be necessary prior to the actual shooting of the videos that will be submitted to the Evaluator, in order to (1) ensure a suitable image and sound quality and (2) make an effective use of the time of players involved in the process.*

*For instance, a rehearsal may help to determine how the video and audio recording equipment should be set up given the specific conditions prevailing on the training site, which sector(s) of the gym offer the best recording conditions, or where the person shooting the video should be positioned for best results.*

*Additional information and suggestions on video shooting can also be found on the following web site: <http://zimmer.csufresno.edu/~candace/basics/shooting.htm>*

# How to Film Your Coaching Tasks

**Step 1 – Purchase or rent from your Provincial/Territorial Association during the In-Person Workshop the following equipment:**

## **Ipad**

- Requires storage space for 30 minutes of video
- Requires Internet capabilities



## **Wireless headset**

- Jabra Style Bluetooth Headset (\$70)



## **Tripod**

- Silk F-630 Tripod (\$50)



## **Tripod adaptor for a tablet**

- Stabilizer Tripod Mount (\$33)



## **Volunteer to do the filming (not really for sale)**

- Be sure s/he follows the Evaluation Package suggestions for capturing the practice



**Step 2 - Download the 'Captures' App**



**to your ipad (free)**

**Step 3 - Link the wireless headset to the Tablet, so that the tablet is using the headset as its primary microphone.**

- Go to Settings > Bluetooth > Search for Devices > Select your wireless head set (Jabra Style works well)
- Go to 'Captures' and select your wireless headset product as the microphone

**Step 4 – Use the wireless headset to film two 15-minute drills following the directions of the Evaluation Package.**

**Step 5 – Upload the two videos to YouTube (individually)**

- Go to your iPad Camera App, select your 15 minute video and press Share, then YouTube. (**Note:** if your video is longer than 15 minutes, you may have to submit 2 videos for a given method, e.g. method 2 part A and Method 2 Part B).
- Create a YouTube account if you do not have one, select Private, select Publish and allow time to upload.
- Select View on YouTube then select the Share link at the top right, then select Email or Copy Link,
- Send the link to your Evaluator.

*\*Please note there are several other methods to capture video not outlined above. The above example is the simplest and most efficient method discovered to date. It does not require editing or transferring video to a computer or syncing audio to video when using other methods. The most critical element of filming your practice is to clearly capture the audio of the coach, so the evaluator can hear the feedback and see the action. The wireless headset solution above accomplishes this important component.*

*The costs associated with renting this equipment is designed to be affordable for all clubs. However, this equipment is also considered an investment in the skill of coaching. Using an iPad to film and provide instant feedback to athletes with applications like Dartfish or Coaches Eye are becoming more common and considered best practice.*