



**Coach Accreditation Scheme
Course Organisers Handbook**

INTRODUCTION

This handbook presents guidelines and procedures for individuals or organisations intending to provide courses leading to Volleyball England accredited coaching awards including; VolleySport, Mini-Volley, Super Mini-Volley, Young Leaders, UKCC Level 1, Volleyball England Level 2 and 3 Coaching Awards. The development of these regulations is the responsibility of Volleyball England Coaches Commission who oversee the implementation of the awards including course administration, tutor training and resource development. For UKCC Level 1 courses may be organised by any Recognised Centre who have completed the relevant forms with 1st4Sport. As a Recognised Centre in its own right, Volleyball England may approve Satellite Centres to host a course on their behalf, but only when agreed by Volleyball England and the Satellite Centre agrees to fulfil the conditions set out in the following sections. Level 2 and 3 courses may be run by any individual or organisation if approved by Volleyball England. Approval to run a course must be sought for each course being organised. Only tutors who can demonstrate the appropriate competencies, have been approved by the Coaches Commission and are registered members of Volleyball England are authorised to conduct courses.

Information on available tutors can be found by contacting Volleyball England Head Office:

Richard Stacey-Chapman (Technical Administrator – Coaching)
01509 227714 or r.stacey-chapman@volleyballengland.org

ADMINISTRATION – Overview – UKCC Level 1

Time line	Course Organiser (CO)	Volleyball England	Tutor
12 Months To 4 weeks before course	<ul style="list-style-type: none"> Establish a need Find a suitable venue that meets UKCC requirements Arrange provisional dates for the course Apply to hold a course with Volleyball England Recruit candidates Agree a venue price with venue and Volleyball England Research potential local funding for the course 	<ul style="list-style-type: none"> Check Satellite Centre meets with requirements Register Satellite Centre with 1st4Sport Calculate total Candidate fee Confirm dates for the course 	
Minimum 4 weeks before course	<ul style="list-style-type: none"> Local Promotion of the course 	<ul style="list-style-type: none"> Register course with 1st4Sport Log course details to database and website Copy details to Regional Coaching Administrator and 1st4Sport External Verifier Appoint tutor 	<ul style="list-style-type: none"> Provide advice on venue, facility and course time-table to Volleyball England Head Office
Minimum 2 weeks before course		<ul style="list-style-type: none"> Notify tutor of candidates contact details Send resources to course organiser 	
1 Week before course		<ul style="list-style-type: none"> Contact course organiser & tutor to ensure resources received 	<ul style="list-style-type: none"> Send pre-induction pack via email to registered candidates
Course Runs			
1 Week after course		<ul style="list-style-type: none"> Contact tutor to check if everything was ok 	<ul style="list-style-type: none"> Return results, surplus resources, evaluation, candidate details and completed coach registration forms
Maximum 3 Weeks after course		<ul style="list-style-type: none"> Upload course results to 1st4Sport database Update coaches details on database & issue invoice Copy results & evaluation summary to RCA, Tutor & course organiser Pay tutor Pay venue 	
		<ul style="list-style-type: none"> Course signed off 	

VE Level 2, Level 3 and Beach coaching courses

Time line	Course Organiser (CO)	Volleyball England	Tutor
12 Months To 4 weeks before course	<ul style="list-style-type: none"> Establish a need Decide on dates & venue Appoint a tutor Apply to organise a course in liaison with Volleyball England (Form TC1) Return course application (Form TC1) Return resource request (Form TC2) Recruit candidates Promote course 	<ul style="list-style-type: none"> Provide details of potential tutors Send out course registration forms & candidate recruitment materials Promote course 	<ul style="list-style-type: none"> Provide advice on venue, facility and course time-table
Minimum 4 weeks before course		<ul style="list-style-type: none"> Allocate Course Number and log course details to database and website Copy details to Regional Coaching Administrator (RCA) 	
Minimum 2 weeks before course		<ul style="list-style-type: none"> Send resources to course organiser 	
1 Week before course		<ul style="list-style-type: none"> Contact course organiser & tutor to ensure resources received 	
0	Course Runs		
1 Week after course		<ul style="list-style-type: none"> Contact tutor to check if everything was ok 	
Maximum 3 Weeks after course	<ul style="list-style-type: none"> Return surplus resources (Form TC3) 	<ul style="list-style-type: none"> Update coaches details on database & issue invoice Send out candidate results packs Copy results & evaluation summary to RCA, Tutor & course organiser 	<ul style="list-style-type: none"> Return results, evaluation, candidate details and completed coach registration forms (Level 1 only)
Maximum 7 Weeks after course	<ul style="list-style-type: none"> Payment of invoice received 	<ul style="list-style-type: none"> Course signed off 	

RESPONSIBILITIES OF THE COURSE ORGANISER (CO)

1. Establishing Need

The CO is responsible for establishing that there is a need for a course, identifying the learning requirements of potential candidates and selecting an appropriate level. This may entail responding to an existing demand or generating new demand for a course. A short descriptor of each course is outlined below with more detailed information including learning outcomes, eligibility and model time-tables provided in Appendix 1.

VolleySport

This 4-hour course is designed for teachers with little or no experience of volleyball working at Key Stage 1 and 2 or coaches working with groups starting volleyball for the first time. The course aims to introduce candidates to the fundamentals of movement and sending/receiving skills through the development of basic tactical concepts for attacking and defending. Modified games of 1 v 1 and 2 v 2 are explored using a set of specially designed activity cards. With a strong emphasis on teaching methodology creative approaches to improving leadership skills through communication, use of rules, equipment and group/session organisation are explored. The course is not examined and an attendance certificate is awarded to those who complete the course.

Mini-Volley

This 4-hour course is primarily aimed at secondary teachers (KS 3) or coaches who have an existing Level 1 Award or who have previously attended the VolleySport course. It offers an opportunity for candidates to progress knowledge and understanding by developing the 3-a-side (Mini-Volley) format of the game. As the tactical complexity of the game is developed new skills are introduced providing a selection of possible solutions to the challenges that are encountered. The course is not examined and an attendance certificate is awarded to those who complete the course.

Super Mini-Volley

This 4-hour course is primarily aimed at secondary teachers (KS 4) or coaches who have a Level 1 Award or who have previously attended the Mini-Volley course. It provides the key link in the transition from small-sided games to the full 6-a-side version. Skills are advanced further in the context of a number of 4-a-side versions of the game that are used to introduce and explore a selection of tactical possibilities from both an attacking and defensive perspective. The course is not examined and an attendance certificate will be awarded to those who complete the course.

Volleyball Leaders Award

The Volleyball England Leaders Award is a 6-hour course, to be delivered to 14-19 year olds. The course has been developed by a team of practitioners working in schools and volleyball clubs, with the aim of providing potential young leaders with a basic knowledge of volleyball, and developing the skills and confidence to introduce and develop aspects of the game safely. The ability to officiate and organise small-sided games, events and tournaments is also recognised as an essential element of sport leadership that needs to be developed in young people. This award forms an integral part of the Volleyball England 'Lets Play Volleyball' National Youth Initiative and complements other opportunities including officiating, festivals, camps, teacher training and skills awards. The course is not examined and an attendance certificate will be awarded to those who complete the course (if an award pack is purchased for each candidate).

UKCC Level 1 Coaching Award

This is the basic introductory coaching award and is a minimum of 16 hours delivery plus an assessment day. The course aims to enable the coach to assist in the introduction of volleyball to a group of inexperienced adults or children in a safe, controlled and enjoyable manner. Knowledge and understanding of tactics and skills is developed through a progression of small-sided games based on three modules that address the VolleySport, Mini-Volley and Super Mini-Volley formats (see above). Opportunities are provided for candidates to build their experience of practical coaching in a group setting.

Volleyball England Level 2 Coaching Award

The Level 2 Award is a minimum of 24 hours of delivery (**the course is currently under review and extra content to include coaching craft skills is to be added**) and it prepares the coach who has some experience of competitive volleyball to plan, organise, and deliver a series of volleyball sessions in a safe and enjoyable manner to a group of adults or children. The course focuses on the development of basic tactics for the 6-a-side game and progresses the basic techniques and skills that were introduced at Level 1, with some introduction of specialist roles. Opportunities are provided for candidates to further extend their experience of practical coaching in a group setting and assessment is completed by a formal written examination.

Volleyball England Level 3 Coaching Award

The Level 3 Award is a minimum of 32 hours and prepares the experienced coach to deliver a programme of training sessions aimed at improving the technical and tactical performance of individual players and a team over a series of matches (season). The course also covers; game analysis and evaluation of performance, short, medium and long-term planning of training and competition, physical and psychological development of individuals and teams and coaching methodology. Opportunities are provided for candidates to extend their experience of practical coaching in a group setting and assessment is completed by formal written examination and group project work.

Coaching Courses for Teachers

Volleyball England offers a number of non-examined courses delivered with the teacher in mind. Adapted versions of VolleySport, Mini-Volley, Super Mini-Volley and Level 1 are available and all make clear links to national curriculum programmes of study and end of key stage statements. An attendance certificate will be awarded to those who complete the course.

Beach Volleyball Coaching Award

This Coaching Award has been designed for coaches who are qualified at Level 1 to gain specialist knowledge and skills in coaching beach volleyball. The course is a minimum 14 hours of delivery covering the basic principles of the beach game including the specific health and safety aspects. The course requires an outdoor or indoor sand court as well as access to classroom facilities. Course Organisers should liaise with the tutor to ensure that facilities and equipment meet the requirements for the course.

2. Dates, Venue and Equipment

Once the CO has decided the course type, a suitable venue and provisional dates should be identified. The normal minimum facility and equipment requirements are given below. Details of these and the timetabling of class/gym sessions should also be discussed and agreed with the appointed Tutor. The facility and equipment must conform to the Health and Safety Guidelines contained within this document (Appendix 2).

	VolleySport	Mini-Volley	Super Mini-Volley
Total Hours	4	4	4
Class/Gym	1/3	1/3	1/3
Court space	1 badminton court per 6 candidates, (with teaching net or rope across courts).		
Balls	1 ball per 2 candidates min. Mixture of teaching and leather balls.		
Ball trolley	1 trolley or portable ball container on all courses.		
Other equipment in gym	Seats, 1 per candidate. White board or flip chart and pens.		
Classroom facilities	DVD playback facility (optional). White board or flip chart and pens. Multimedia projector and screen. Tables and chairs.		

	Level 1	Level 2	Level 3
Total Hours	24 incl. assessment (3 Days)	24 incl. assessment (subject to change)	32 plus assessment (4 days)
Class/Gym	2/22	6/26	16/16
Court space	1 badminton court per 6 candidates, (with teaching net or rope across courts).	1 volleyball court per 20 candidates, including posts, tensioned net, antennae.	
Balls	1 ball per 2 candidates min. Mixture of teaching and leather balls.	1 leather ball per 2 candidates min.	
Ball trolley	1 trolley or portable ball container on all courses		
Referee stand	No	Preferred	Preferred
Coaching platform	No	Essential	Essential
Other equipment in gym	Seats, 1 per candidate. White board or flip chart and pens.		
Classroom facilities	DVD playback facility (optional – Level 1, compulsory – Level 2 and 3) White board or flip chart and pens. Multimedia projector and screen. Tables and chairs for written examination.		

3. Appointing a Tutor

All tutors for UKCC Level courses (Volleyball England Recognised Centre) and Level 2 and 3 courses are appointed by Volleyball England.

Course	Level of Tutor eligible to tutor course
VolleySport	VolleySport Tutor, Staff Tutor 1, 2 & Senior
Mini-Volley	Mini-Volley Tutor, Staff Tutor 1, 2 & Senior
Super Mini-Volley	Super Mini-Volley Tutor, Staff Tutor 1, 2 & Senior
Level 1 Coach	Staff Tutor 1, 2 & Senior Staff Tutor
Level 2 Coach	Staff Tutor 2 & Senior Staff Tutor
Level 3 Coach	Senior Staff Tutor

Volleyball Leaders Award courses can be tutored by any qualified PE teacher or registered volleyball coach with Volleyball England. The Beach Award is delivered by Volleyball England specialist tutors.

4. Application to Organise a Course

An application to organise a Volleyball England course must be made to the National Office by the CO on an official training course application form 'TC/1' (see Appendix 3). Early application is recommended, however a minimum of 4 weeks prior to the start date of the course is required. Course applications received with less than 3 weeks prior to the start of the course are subject to a late application fee of £20.

Applications for courses with less than 2 weeks notice will be considered by Volleyball England but may be rejected.

5. Recruitment of Candidates

The course advertising material and application form should include the 'Course Descriptor' and 'Learning Outcomes' for the course as described in the relevant Course Information section in Appendix 1 together with details of the 'Eligibility Criteria'. It is the responsibility of the CO to ensure that each candidate fulfils the eligibility requirements for the course. The recommended minimum number of candidates per course is 12, maximum 20. Any variation must be agreed with the Course Tutor and Volleyball England.

Volleyball Leaders Award

Organisation

The Young Leaders Award is organised by the CO. The course organiser may hold the course over several weeks in school PE lessons, in after school clubs or in a single day. The course is split into sessions to make it conducive to school and club sessions.

Resources

The CO/tutor is provided with a tutor resource pack containing a step-by-step guide for delivery, as well as activity cards and tutor resources which can be photocopied making the resource reusable.

An additional fee can also be paid for candidate award packs, containing certificate of attendance, branded drawstring bag and branded notepad and pen.

Obtaining resources

Resources can be obtained from Volleyball England Head Office by calling 01509 227722 or emailing info@volleyballengland.org. Resources can also be purchased directly from our website at www.volleyballengland.org

Resource costs

The tutor resource pack costs £50 + postage + packing.

The candidate award packs costs £5 per candidate + postage + packing.

Mini-Modules - VolleySport, Mini-Volley, Super Mini-Volley

Course Fee

The CO is responsible for setting and collecting a 'Course Fee' from each candidate to cover the expenses of running the course. This would normally include; 1) the payment of all tutor fees and any associated charges and expenses where applicable, 2) the hire of facility, 3) any administration costs. Any profit or loss associated with organising the course is attributable to the CO.

Candidate Registration Fees

Volleyball England charges a Candidate Registration Fee to cover costs of the resources provided for each candidate and the examination and award process. Candidate Registration Fees are payable by the CO at the conclusion of the course at which time Volleyball England will invoice the CO for the appropriate amount. The Candidate Registration Fee is reviewed periodically.

Course	Candidate Registration Fee
VolleySport Course	£20.00
Mini-Volley Course	£20.00
Super Mini-Volley Course	£20.00

Tutor fees for Volleyball England appointed tutors:

Tutoring: £25 per hour minimum

Travel: £0.20 per mile minimum

Accommodation: Actual expenses to a maximum of £35.00 per night;

Administration: Actual expenses

The Total Cost for each candidate is approximately £30 depending on tutor and venue costs.

Coaching Courses – UKCC Level 1, Level 2, Level 3, Beach

Course Fee

Volleyball England is responsible for setting and collecting a 'Course Fee' from each candidate to cover the expenses of running the course. This would normally include; 1) the payment of all tutor fees and any associated charges and expenses where applicable, 2) the hire of facility, 3) any administration costs.

Candidate Registration Fees

Volleyball England charges a Candidate Registration Fee to cover costs of the resources provided for each candidate and the examination and award process. Candidate Registration Fees are payable to Volleyball England before the course begins. The Candidate Registration Fee is reviewed periodically.

Course	Candidate Registration Fee
UKCC Level 1 Coach	£56.00
Level 2 Coach	£25.00
Level 3 Coach	£25.00
Beach	£23.00

Tutor fees for Volleyball England appointed tutors:

Tutoring:	£25 per hour minimum
Travel:	£0.20 per mile minimum
Accommodation:	Actual expenses to a maximum of £35.00 per night;
Administration:	Actual expenses

The total cost for each candidate is approximately £160-£200 depending on tutor and venue costs.

6. Request for Resources (Not Applicable to UKCC Level 1 Courses)

Once the number of candidates attending the course has been established a request for resources supporting a course should be made to Volleyball England by the CO using form 'TC/2' (see Appendix 3). This request would normally be sent together with the application to organise a course (see 'TC/1' above) but must be no later than 3 weeks prior to the start of the course. An invoice for candidate fees, additional/tutor resources and late registration fee will be sent at the end of the course. Should you wish to reclaim on any unused materials and candidate resource packs you must return these to the Volleyball England National Office within 3 weeks of the end of the course using form 'TC/3'. The Organiser will be held liable for any loss incurred to Volleyball England, unless proof of the approved postal service is supplied, in which case compensation can be claimed by the sender and passed on to Volleyball England. Please use relevant postage and insurance for return to Volleyball England.

Notification of Cancellation

In the event of the course being cancelled or course arrangements being changed, it is the responsibility of the Course Organiser to inform Volleyball England Head Office, in writing, before the cancellation deadline specified by the venue. Please note, any charges incurred by Volleyball England, due to failure by the Course Organiser to inform Volleyball England of cancellation or changes will be charged in full to the Course Organiser and future courses may not be sanctioned by Volleyball England.

APPENDIX 1 – Course Information

Course Information: Volleyball Leaders Award

Course Descriptor

The Volleyball England Leaders Award course has been developed by a team of practitioners working in schools and volleyball clubs, with the aim of providing potential young leaders with a basic knowledge of volleyball, and developing the skills and confidence to introduce and develop aspects of the game safely. The ability to officiate and organise small-sided games, events and tournaments is also recognised as an essential element of sport leadership that needs to be developed in young people. This award forms an integral part of the Volleyball England 'Lets Play Volleyball' National Youth Initiative and complements other opportunities including officiating, festivals, camps, teacher training and skills awards.

Year 10 (Key Stage 4) and above students, young club members or anyone wishing to develop their leadership skills through coaching, refereeing and organising community volleyball activity.

The Volleyball Leaders Award is a 6 hour course designed to be used by clubs, schools and youth groups to complement the Level 1 Award in Sports Leadership and Level 1 Award in Community Sports Leadership or to stand alone as a valid award for young leaders

By the end of the course the Volleyball Leaders will:

- a) be able to lead a volleyball specific warm up
- b) be able to organise a volleyball festival
- c) be able to referee small sided games
- d) be able to organise and run simple volleyball developmental practices
- e) help establish a safe working environment
- f) know about the Volley Sport Cards and VolleySport Award Scheme

Course organisation

Once the tutor pack and resources are purchased from Volleyball England, any qualified PE teacher or Volleyball England registered coach can deliver the Leaders Award. The course is designed to be delivered in school PE sessions over six weeks or delivered in one day.

Eligibility

Anyone between the ages of 14-19 can attend the course. No pre-requisites are required.

Certificate of attendance/prize pack

In addition to the tutor pack, a prize pack for each candidate can be purchased containing a certificate of attendance, branded drawstring bag and branded notepad and pen.

Course Information: VolleySport

Course Descriptor

This course is designed for teachers with little or no experience of volleyball working at Key Stage 1 and 2 or coaches working with groups starting volleyball for the first time. The course aims to introduce candidates to the fundamentals of movement and sending/receiving skills through the development of basic tactical concepts for attacking and defending. Modified games of 1 v 1 and 2 v 2 are explored using a set of specially designed activity cards. With a strong emphasis on teaching methodology, creative approaches to improving leadership skills through communication, use of rules, equipment and group/session organisation are explored.

Learning Outcomes

By the end of this course candidates should be able to:

- a) Choose appropriate practices, games and equipment in order to introduce and develop the basic tactical concepts of attack, defence and co-operation with a team mate.
- b) Introduce key movement skill concepts, identify common errors and formulate corrective practices.
- c) Describe and use different styles of delivery and group organisation.
- d) Identify changes to the game for the purpose of progression, inclusion and differentiation.
- e) Understand, apply and adapt basic rules and refereeing for VolleySport.

Course Organisation

The minimum period of instruction is four hours and candidates should attend the whole course. The course is mainly practical in nature and is based on a set of specially designed activity cards as the key resource. Candidates will normally be expected to participate in the practical sessions and will be expected to carry out a variety of simple coaching/teaching tasks.

Eligibility

Candidates must be at least sixteen years of age and have an interest in introducing volleyball to beginners and/or young children.

Certificate of Attendance

Volleyball England shall issue a Certificate of Attendance at the end of the course to each candidate who has attended the entire course and participated fully with appropriate enthusiasm. If a replacement certificate is required the Volleyball England will make an administration charge.

Outline Timetable & Syllabus

10 min	<i>Introduction</i> Induction, course structure, learning outcomes and introduction to the activity card resource	Class
100 min	<i>Familiarity with the VolleySport cards</i> Work with individual cards and explore a number of concepts related to delivery style, progression, inclusion, differentiation and group organisation.	Gym
30 min	<i>VolleySport in Context</i> Discussion of health and safety issues, review of tactical and technical concepts and VolleySport in the wider context of introducing and developing volleyball.	Class
45 min	<i>Delivering a Session</i> Delivery of a typical session focusing on the interaction of the different card types with a particular emphasis on a whole-part-whole approach.	Gym
35 min	<i>Organising a Tournament</i> Opportunity to organise and participate in a 2 v 2 tournament and introduce basic match officiating.	Gym
10 min	<i>Summary and Evaluation</i> Evaluation of the course and identification of points for future action.	

Course Information: Mini-Volley

Course Descriptor

This course is primarily aimed at secondary teachers (KS 3) or coaches who have an existing Level 1 Award or who have previously attended the VolleySport course. It offers an opportunity for candidates to progress knowledge and understanding by developing the 3-a-side (Mini-Volley) format of the game. As the tactical complexity of the game is developed new skills are introduced providing a selection of possible solutions to the challenges that are encountered.

Learning Outcomes

By the end of this course candidates should be able to:

- a) Choose appropriate practices, games and equipment in order to develop the tactical concepts of attack and defence; identifying strengths and weaknesses, moving opponents out of position, reading and anticipating situations and making decisions about using a range of shots and court positions.
- b) Help players to build on existing skills and further develop a variety of skill concepts related to attacking (jump attack/tip) and defending (block and forearm pass), identify common errors and formulate corrective practices to improve consistency and accuracy.
- c) Describe and use different styles of delivery and group organisation.
- d) Identify changes to the game for the purpose of progression, inclusion and differentiation.
- e) Understand, apply and adapt basic rules and refereeing for Mini-Volley.

Course Organisation

The minimum period of instruction is four hours and candidates should attend the whole course. The course is mainly practical in nature and is based on a set of specially designed activity cards as the key resource. Candidates will normally be expected to participate in the practical sessions and will be expected to carry out a variety of simple coaching/teaching tasks.

Eligibility

Candidates must be at least sixteen years of age and have an interest in developing volleyball with beginners and/or young children.

Certificate of Attendance

Volleyball England shall issue a Certificate of Attendance at the end of the course to each candidate who has attended the entire course and participated fully with appropriate enthusiasm. If a replacement certificate is required Volleyball England will make an administration charge.

Outline Timetable & Syllabus

10 min	<i>Introduction</i> Induction, course structure, learning outcomes and introduction to the activity card resource	Class
100 min	<i>Familiarity with the MiniVolley cards</i> Work with individual cards and explore a number of concepts related to delivery style, progression, inclusion, differentiation and group organisation.	Gym
30 min	<i>Mini-Volley in Context</i> Discussion of health and safety issues, review of tactical and technical concepts and Mini-Volley in the wider context of introducing and developing volleyball.	Class
45 min	<i>Delivering a Session</i> Delivery of a typical session focusing on the interaction of the different card types with a particular emphasis on a whole-part-whole approach.	Gym
35 min	<i>Organising a Tournament</i> Opportunity to organise and participate in a 3 v 3 tournament and experience basic match officiating.	Gym
10 min	<i>Summary and Evaluation</i> Evaluation of the course and identification of points for future action.	

Course Information: Super Mini-Volley (Under Development)

Course Descriptor

This course is primarily aimed at secondary teachers (KS 4) or coaches who have a Level 1 Award or who have previously attended the Mini-Volley course. It provides the key link in the transition from small-sided games to the full 6-a-side version. Skills are advanced further in the context of a number of 4-a-side versions of the game that are used to introduce and explore a selection of tactical possibilities from both an attacking and defensive perspective.

Learning Outcomes

By the end of this course candidates should be able to:

- a) Choose appropriate practices, games and equipment in order to further develop tactical concepts related to attack and defence; identifying strengths and weaknesses, moving opponents out of position, reading and anticipating situations and making decisions about using a range of shots/court positions.
- b) Help players to build on existing skills and further develop a variety of skill concepts related to attacking (smash and overhand serve) and defending (double block and block/attack cover), identify common errors and formulate corrective practices to improve consistency and accuracy.
- c) Describe and use different styles of delivery and group organisation.
- d) Identify changes to the game for the purpose of progression, inclusion and differentiation.
- e) Understand, apply and adapt basic rules and refereeing for super mini-volley.

Course Organisation

The minimum period of instruction is four hours and candidates should attend the whole course. The course is mainly practical in nature and is based on a set of specially designed activity cards as the key resource. Candidates will normally be expected to participate in the practical sessions and will be expected to carry out a variety of simple teaching tasks.

Eligibility

Candidates must be at least sixteen years of age and have an interest in developing volleyball with beginners and/or young children.

Certificate of Attendance

Volleyball England shall issue a Certificate of Attendance at the end of the course to each candidate who has attended the entire course and participated fully with appropriate enthusiasm. If a replacement certificate is required Volleyball England will make an administration charge.

Outline Timetable & Syllabus

10 min	<i>Introduction</i> Induction, course structure, learning outcomes and introduction to the activity card resource	Class
100 min	<i>Familiarity with the Super Mini-Volley cards</i> Work with individual cards and explore a number of concepts related to delivery style, progression, inclusion, differentiation and group organisation.	Gym
30 min	<i>Super Mini-Volley in Context</i> Discussion of health and safety issues, review of tactical and technical concepts and Super Mini-Volley in the wider context of introducing and developing volleyball.	Class
45 min	<i>Delivering a Session</i> Delivery of a typical session focusing on the interaction of the different card types with a particular emphasis on a whole-part-whole approach.	Gym
35 min	<i>Organising a Tournament</i> Opportunity to organise and participate in a 4 v 4 tournament and experience basic match officiating.	Gym
10 min	<i>Summary and Evaluation</i> Evaluation of the course and identification of points for future action.	

Course Information: L1CCVB 1st4sport Qualifications Level 1 Certificate in Coaching Volleyball

Course descriptor

The 1st4sport Qualifications Level 1 Certificate in Coaching Volleyball (L1CCVB) is suitable for those who are new to coaching, but who have some experience and knowledge of the game and would like to learn how to apply this in a coaching environment. An assistant coach at this level should be committed to their personal development and should be looking to gain more experience through some involvement with their local club with a qualified coach at Level 2 or higher.

The 1st4sport Qualifications Level 1 Certificate in Coaching Volleyball (L1CCVB) is the first step on the Volleyball England Coach Education Pathway. The qualification introduces the candidate coach to the technical, tactical, physical and mental aspects of the game as well as the 'how to' skills of coaching (referred to as the generic coaching skills). The candidate coach will be given opportunities to practice the skills of coaching the game throughout the 2 days of delivery and this will lead to an assessment day where they will be expected to be observed coaching their peers.

The course will qualify the successful candidate to assist a higher qualified coach working with:

- school beginner/junior club player
- senior beginner/social/club players in local leagues

This is in line with UKCC guidelines, where a Level 1 qualification qualifies the assistant coach to 'assist more qualified coaches delivering aspects of coaching sessions, normally under direct supervision'.

All candidates will receive a high quality resource file to support the qualification. The course typically costs £180 (to include all course support materials including coach registration for the season).

It may be possible to receive subsidy for taking the course from your local authority, HE Institution or FE College. Please speak to your County Sports Partnership or Regional Coaching Administrator for more details of available course funding.

Learning outcomes

- Preparing to train and play-includes warm-up and cool-down; fundamentals; postural control and ball handling
- Game flow-including attacking, defending and transition
- First Contact-including service and service reception
- 'How to' coaching skills-including communication, demonstration, explanation, etc.

Course organisation

- Phase 1 Pre-course Induction and activities (2 hours)
- Phase 2 Taught programme and on-going internal assessment (14 hours)
- Phase 3 Reflection phase with on-going internal assessment (4 hours)
- Phase 4 Independent assessment day (8 hours)

Normally the complete UKCC Level 1 course is most effectively delivered over two consecutive days, plus the assessment day at least seven days later. However the design allows for flexible delivery and inclusion within a college or university curriculum for example. This organisation also allows the potential for candidates to 'build' a Level 1 qualification attending parts of the course with different tutors and at different times/venues to suit their individual needs and/or to claim exemption from parts of the course previously attended. However this can only be done with the agreement of Volleyball England and must be discussed prior to the course taking place with Volleyball England and the appointed tutor(s).

The minimum period of instruction is sixteen hours plus the assessment and candidates must attend all units of the course. The course is mainly practical in nature and candidates will

normally be expected to participate in the practical sessions and to carry out a variety of coaching tasks. The Course Tutor must be a Volleyball England accredited Staff Tutor.

Eligibility

Candidates are required to:

- Be at least 16 years of age on the first day of the course
- Have some experience of playing the game

Assessment

To qualify as a UKCC Level 1 Coach candidates will be required to:

- a) attend the entire course and participate fully with appropriate enthusiasm
- b) explain, demonstrate or arrange the demonstration of some practical aspect of the game to the required standard

Continuous assessment methods will be used and all candidates must pass a written examination at the end of the course.

Course Information: Level 2 Coaching Course

Course Descriptor

The Level 2 Award prepares the coach who has some experience of competitive volleyball to plan, organise, and deliver a series of volleyball sessions in a safe and enjoyable manner to a group of adults or children, and to teach and improve fundamentals, basic techniques, skills and simple tactics in preparation for playing a game e.g. school or club competition.

Course Organisation

The course is currently under review to include extra content including coaching craft skills being added. Until such time, the minimum period of instruction is twenty-four hours and the candidates must attend the whole course. The course is mainly practical in nature and candidates will normally be expected to participate in the practical sessions and to carry out a variety of simple coaching tasks. The Course Tutor must be a Volleyball England Staff Tutor 2 or Senior Staff Tutor and course organisers should liaise with the appointed tutor regarding the exact schedule for the course.

Learning Outcomes

The Level 2 Coach should be able to:

- a) Plan and evaluate a coaching session to meet the needs of the group
- b) Demonstrate teaching and coaching of fundamentals, individual skills, team work and tactics (6v6), and progressions of these elements to prepare participants for school/club games
- c) Select coaching aids and equipment appropriate to the level and needs of the group
- d) Maintain a safe working environment
- e) Mimic, or create an image of, the fundamentals and individual skills as an aid to teaching
- f) Demonstrate appropriate feeding skills (serving, feeding for smashers, feeding for defensive drills and blocking)
- g) Demonstrate an understanding and knowledge of the principles of injury prevention, and R.I.C.E. treatment of soft tissue injuries

Eligibility

Candidates must:

- a) Be at least eighteen years of age
- b) Have the UKCC Level 1 volleyball coaching award or Volleyball England Level 1 coaching award (if attained pre-UKCC) and have one year's practical experience of volleyball.
- c) Complete an Emergency First Aid or Injury Prevention course and provide evidence to Volleyball England Head Office. Where this is completed post-course, the Level 2 Award cannot be made until evidence is provided to the Technical Administrator at Volleyball England Head Office.
- d) Be familiar with the technical and tactical information contained within Volleyball England's UKCC Level 1 coaching course resources and materials.
- e) Be a registered Volleyball England coach.

Assessment

- a) Volleyball England reserves the right to refuse to examine any candidate whom, in the opinion of Volleyball England, is not up to the required standard.
- b) The candidates must attend the entire course and participate fully with appropriate enthusiasm.
- c) The candidate's ability to adequately prepare and organise a practical coaching demonstration will be assessed during the course. There will be a written examination paper at the end of the course.
- d) Candidates who fail the written examination may, by arrangement through Volleyball England Head Office, retake a second paper at a later date on payment of the appropriate fee. A second failure will necessitate attendance at another course.

Recommended Text

'Coaching Volleyball Successfully' - Sally Kus

Course Information: Level 2 Coaching Course

Syllabus - Day One

- a) Introduction to the course: induction, expectations, timetable and assessment procedures.
- b) Practice Management; planning and organisation of the training session; practice rules, types of drills, drill design, organisation e.g. corrective, teaching, pressure, game-like, decision making practices.
- c) Fundamentals of posture and movement: starting, stopping, side-step 1, 2, 3 and cross step.
- d) Fundamentals of overarm serve: balance and body weight, toss, contact, direction, rhythm, simple training drills for service.
- e) Fundamentals of forearm pass (for free ball): posture and use of body weight.
- f) Service reception technique: preparation, movement, contact, controlling slow and medium pace serves.
- g) Rotational order, 4-2, for setting at three and 2½. Specialisation: setters, middle blockers, outside hitters.
- h) Fundamentals of team work in service reception: controlling space, movement patterns, channelling, shadowing and linking. Simple training drills for introducing and improving service reception.
- i) Service reception formations: W + 1, switching front row setter to zone 3 and switching front row setter to zone 2½.
- j) Video - 'Volleyball - A Movement Education'.
Practical coaching assignments allocated.

Day Two

- a) Coaching skills: serving, tossing for setters, low toss for teaching smash, high toss for developing and training the smash, hitting for defence and blocking.
- b) Fundamentals of volley pass (movement, contact point and use of weight, rhythm).
- c) Introduction to setting (high outside, reverse and 'non quick' sets in zone 3): movement, creation of space, posture, contact point, still time, use of weight, aiming and rhythm.
- d) Simple drills for training the setter in side-out.
- e) Fundamentals of smashing: preparation and approach, use of weight, arm swing, contact and landing. Hitting cross-court and line from zones 4 and 2. Hitting 'non quick' set in zone 3. Off speed attack.
- f) Simple drills for training the power attacker.
- g) Developing an attack system from service reception: 'pass, set, attack' drills.
- h) Smash cover formation. Simple drills for training attack cover.
- i) Video – 'Coaching Skills'.
Practical coaching assessments.

Day Three

- a) Introduction to theory of learning and teaching styles and skills.
- b) Fundamentals of blocking technique (posture, movement, focus of attention); building a double block.
- c) Defensive techniques: underarm and overhand digging, dive and roll: running defensive drills.
- d) Building a defensive system: block/back court co-ordination, 2 - 1 - 3.
- e) Transition from defence to attack, including free ball.
- f) Practical coaching assessments.
- g) Next coaching step: practical experience, registration, Level 3, Sportscoach UK Coach Workshops.
- h) Written examination.

Course Information: Level 3 Coaching Course

Course Descriptor

The Level 3 Award prepares the experienced coach to plan, organise, deliver and evaluate a programme of training sessions aimed at improving the technical and tactical performance of individual players and a team over a series of matches (season).

Course Organisation

The minimum period of instruction is thirty-two hours (including the examination) and candidates must attend the whole course.

The course is a mixture of practical and theory and candidates will normally be expected to participate in the practical sessions and to carry out a variety of coaching tasks.

The Course Director (Senior Tutor) must be a Volleyball England Senior Staff Tutor.

Learning Outcomes

The Level 3 Coach should be able to:

- a) Plan and deliver a series of coaching sessions, based on goal setting and evaluation, aimed at improving the performance of individual players and a team over a period of time
- b) Demonstrate teaching and coaching of skills and tactics appropriate to competitive 6v6 volleyball
- c) Maintain a safe working environment
- d) Demonstrate an understanding and knowledge of the principles of team rotational order, match analysis and scouting and match coaching
- e) Demonstrate basic understanding and knowledge of the principles of sports physiology, the coaching process and goal setting and planning.

Eligibility

- a) Candidates must have held a Level 2 Award for a minimum of one year and must be a registered coach member of Volleyball England
- b) Candidates must have completed three SportsCoach UK Coach Workshops:
 - i) Planning and periodisation
 - ii) Analysing your coaching
 - iii) Coaching the young developing performer or Introduction to LTAD

Examination

- a) Volleyball England reserves the right to refuse to examine any candidate whom, in the opinion of Volleyball England is not up to the minimum required standard.
- b) There will be a written theory examination at the end of the course. A practical examination is to taken at a later date (see below).
- c) The candidates must attend the entire course and participate fully with appropriate enthusiasm.
- d) Candidates who fail the written examination may, by arrangement through Volleyball England Head Office, retake a second paper at a later date on payment of the appropriate fee. A second failure will necessitate attendance at another course.

Course Information: Level 3 Coaching Course

Procedure for practical assessment

- a) After successful completion of the written examination, candidates may request a practical examination.
- b) It is the candidate's responsibility to organise the facility and the players involved.
- c) The request must be sent to Volleyball England Head Office a minimum of six weeks before the proposed date, together with the appropriate examination fee.
- d) The candidate's Coaching Log, covering a minimum of 10 training sessions, must be available for inspection by the examiner at the time of the practical examination.
- e) The practical examination will comprise of a two-hour training session involving, under normal circumstances, the candidate's own team of not less than nine players.
- f) It will have the following format:
 - i) candidate coach's topic of own choice (one hour), notified to the examiner in advance
 - ii) a topic selected by the examiner and notified in advance to the candidate (thirty minutes)
 - iii) work by the candidate on the correction of a particular technique of player(s), selected on the day by the examiner (twenty minutes)
 - iv) oral examination (ten minutes)
- g) Unsuccessful candidates may re-sit the practical examination after six months.

Syllabus

- a) Introduction to the course: induction, expectations, timetable and assessment procedures
- b) Fundamentals and feeding skills review
- c) Building a service reception pattern (4-2, 6-2)
- d) Overhand service reception skills and building the service reception unit
- e) Rotational order: balance, specialisation
- f) Serving: developing overarm float, tactical considerations
- g) Training the setter
- h) Match preparation and scouting
- i) Building the side-out offence
- j) Training the power attacker, developing the quick attacker
- k) Planning for the season
- l) Read and react blocking system
- m) Linking block and court defence
- n) Individual defensive skills
- o) Mental and physical preparation - practical examples for volleyball
- p) Transition play: block defence to attack
- q) Practical coaching assessments
- r) The next step: coaching log, practical examination
- s) Written examination

Course Information: Beach Volleyball Coaching Award

Course Descriptor

The Beach Volleyball Coaching Award prepares the coach who has some experience of coaching volleyball to plan, organise, and deliver a series of beach volleyball sessions in a safe and enjoyable manner to a group of adults or children. The course will cover the specific techniques, skills, teamwork and simple tactics in preparation for playing a game.

Course Organisation

The minimum period of instruction is fourteen hours and the candidates must attend the whole course. The course is mainly practical in nature and candidates will normally be expected to participate in the practical sessions and to carry out a variety of simple coaching tasks. The Course Tutor must be a specialist Beach Volleyball Staff Tutor. Course organisers should liaise with the appointed tutor regarding the exact facility and equipment requirements for the course and for participants as well as the schedule for the course.

Learning Outcomes

The Beach Volleyball Coach should be able to:

- h) Plan and prepare a beach volleyball coaching session to meet the needs of the group
- i) Demonstrate teaching and coaching of fundamentals, individual skills, team work and tactics (2v2), and progressions of these elements to prepare participants for the beach game
- j) Select coaching aids and equipment appropriate to the level and needs of the group
- k) Maintain a safe working environment
- l) Create an image of the fundamentals and individual skills as an aid to teaching
- m) Demonstrate appropriate feeding skills (serving, feeding for smashers, feeding for defensive drills and blocking)

Eligibility

Candidates must:

- a) Be at least eighteen years of age
- b) Have the UKCC Level 1 volleyball coaching award or Volleyball England Level 1 coaching award (if attained pre-UKCC).
- c) Be familiar with the technical and tactical information contained within Volleyball England's UKCC Level 1 coaching course resources and materials.
- d) Be a registered Volleyball England coach.

Assessment

- a) Volleyball England reserves the right to refuse to examine any candidate whom, in the opinion of Volleyball England, is not up to the required standard.
- b) Candidates must attend the entire course and participate fully with appropriate enthusiasm.
- c) The candidate's ability to adequately prepare and organise a practical coaching demonstration will be assessed during the course. There will be a written examination paper at the end of the course.
- d) Candidates who fail the written examination may, by arrangement through Volleyball England Head Office, retake a second paper at a later date on payment of the appropriate fee. A second failure will necessitate attendance at another course.

Syllabus

- a) Introduction to the course: induction, expectations, timetable and assessment procedures
- b) Adaptations of the serve for beach volleyball, tactical considerations
- c) Service reception positions and options, passing and adjustment for wind effects
- d) Setting and the range of sets
- e) Attacking using hard and soft shots, adaptations for beach volleyball
- f) Blocking technique; defending an area of court
- g) Defensive systems: blocker and defender; individual defensive skills
- h) Transition play
- i) Written examination

APPENDIX 2 – Health & Safety

HEALTH AND SAFETY GUIDELINES FOR VOLLEYBALL

Introduction

The organiser of any volleyball event has a responsibility to ensure that it is delivered in a safe environment and manner. These guidelines set out the basic minimum requirements, which are necessary for the safe practice of volleyball mainly in an indoor environment.

Duties and responsibilities of an organiser, coach, leader or teacher

The organiser and leader (teacher, coach, supervisor, referee) of a volleyball event has a 'duty of care' to everyone involved with the event, ensuring that the event is delivered in a manner which does not expose any participant to any undue hazard or risk. In the context of volleyball played indoors the principal areas of concern are listed below.

Facilities

The floor should be non-slip, non-abrasive, dry and clean, with no protrusions e.g. sockets for other sporting equipment. The floor must be flat, horizontal and uniform. If it is wooden, it must be splinter-free.

There should normally be a 'Free Zone' of 3 metres around the court, with no dangerous protrusions on walls. In certain circumstances e.g. a non-competitive session, the free zone may be smaller - participants should be made aware of this. (See 'Failure to warn').

All lights above the court should be guarded and all non-volleyball equipment e.g. 5-a-side posts should be safely stored.

For courses outdoors the playing area should be checked for stones, glass and any other debris. Sunglasses, sunscreen, extra water and a shade umbrella are also essential.

Equipment

Posts must be rounded and smooth and be screwed to, or slotted into, the floor. **Free standing or weighted posts are not permitted and tie wires should not be used to support the posts.** In order to ensure the stability of the posts, it is important that any floor screw sockets used for securing the posts are clean and able to take the holding screws to full depth. Alternatively, a slider wall fixing may be used. Care should be taken when moving posts, as they can be heavy. Posts and net should be erected in compliance with manufacturer's instructions.

Nets should be securely fastened to the posts and antenna securely fastened to the nets. If a teaching net or rope is being used, this should be marked to make it clearly visible to the participants. Tie wires below head height should not be used.

When being used referee stands must be stable, easily mounted and present minimum obstruction to the players.

Appropriate sports clothing should be worn and footwear should be suitable for indoor sports activity. The wearing of jewellery and the use of gum is prohibited.

For further information regarding facilities and equipment, please contact Volleyball England Head Office to receive a Volleyball England Facilities Strategy which gives further detailed information on Volleyball England policy and facility requirements.

Processes

All participants should be asked to inform the leader of any potential health problem which may affect the individual e.g. diabetes, epilepsy or asthma and the leader should be aware of any emergency action which may be necessary.

Where necessary, Parental or Guardian Consent forms permitting juniors (under 16) to take part in the activity should be signed.

Each venue should have a Health and Safety Policy and the coach, teacher or leader should acquaint themselves with the accident and emergency procedures in the venue. The coach,

teacher or leader must check and communicate to the group procedures in case of fire and the place of assembly at the venue.

A written record of all accidents and illness which occur should be made in accordance with the venue's Health and Safety Policy and the leader should also know where the First Aid Kit is kept and the location of the nearest telephone and accident and emergency telephone number.

It is good practice to be a trained first-aider. It is a requirement for a certified Level 2 coach to have attended an Emergency First Aid (or equivalent) course. In the absence of such training, specialist first aid assistance should be sought if an injury occurs.

Supervision and conduct of sessions

The leader should be qualified to a standard appropriate to the level of the participants and the work being undertaken. He/she should know and enforce the rules of the game. Each session should be properly planned, with a systematic approach and graduated steps matched to the ability of the players. Players should be matched in ability or clear safety instructions given where players of unequal ability are practising or playing together. The Participant/Coach ratio should allow effective control of the activity to be maintained at all times.

Hazards in volleyball

A ball container should be used to ensure loose balls do not roll into an area where players may be jumping. Excess clothing should be neatly stored and not discarded courtside.

All serving and smashing practices need to be organised and controlled to minimise the potential hazard of a player being hit unawares by a hard driven ball. When organising smashing/blocking drills players should be reminded to observe the rules concerning net and centre line violations, so as to minimise contact at the net.

Failure to warn

The leader should warn players of the general hazards associated with playing the sport of volleyball, and remind them from time to time e.g. the necessity for proper warm up and cool down, keeping the gym tidy, observing the rules governing the danger of loose balls, play near the net.

Players have a personal responsibility for following good practice. The leader has a duty to warn players of any specific hazards e.g. minor defects in the equipment or the facility. Foolhardiness should not be tolerated.

Assistants

Any assistant coaches should be adequately supervised. The level of supervision required is dependent on their qualifications and experience and the activity which they are supervising.

Insurance

The leader should have Public Liability Insurance. All Volleyball England registered coaches receive this insurance to the amount of £5 million. If coaching for a fee, then Professional Indemnity Insurance is recommended. Personal Accident Insurance is recommended but is at the individual coach or player discretion.

APPENDIX 3 – Course Application Forms

COACH ACCREDITATION SCHEME: APPLICATION FORM - TC/1

To be completed by the Course Organiser and returned to Volleyball England Head Office preferably no later than 4 weeks prior to the start of the course.

PLEASE NOTE - any course registered with less than two weeks notice will be charged a premium of £20.00 for extra administration. This will be included in the invoice for candidate registration fees despatched at the end of the course.

COURSE DETAILS				
Level of Course - please circle (Candidate Registration Fee)	UKCC Level 1 – Please complete TC1 form only and contact Volleyball England Head Office	VolleySport (£20.00)	Mini-Volley (£20.00)	Super Mini-Volley (£20.00)
Total Candidate fee includes relevant venue and tutor costs		Level 2 (£25.00)	Level 3 (£25.00)	Beach (£23.00)
Dates & Times	Date: _____ Times: _____			
	Date: _____ Times: _____			
Venue (please provide full address and post code)				
Is the course 'open' or 'closed'?				

COURSE ORGANISER DETAILS	
Name & Position	
Address (for all correspondence)	
Contact Details	☎ (h) ☎ (w)
	☎ (mobile) ✉ (email)

COURSE TUTOR DETAILS	
Name	
Contact Details	☎(h) ☎(w) ✉

Declaration: 'I confirm that I have read the 'Volleyball England Course Organisers Handbook' and that I shall comply with these Regulations, including the Health and Safety Guidelines, in the organisation and delivery of this course.'

Signed (Course Organiser): _____ **Date:** _____

OFFICE USE ONLY			
Date Received in Office		Copy to Regional Coaching Administrator	
Course Number Allocated		Details to Website	
Tutor Eligibility - if not currently registered, course cannot proceed			

COACH ACCREDITATION SCHEME: RESOURCE REQUEST - FORM TC/2

To be completed by the Course Organiser and sent to Volleyball England Head Office preferably with form TC/1 but no later than 3 weeks prior to the start of the course.

TUTOR _____ LEVEL _____ DATES _____ VENUE _____

CANDIDATE RESOURCE PACKS (included in candidate registration fee)			
Resource Pack includes	No. Req'd	Candidate Fee	
VolleySport/Mini-Volley/Super Mini-Volley - Activity cards, Rules Leaflet, Candidate Course Card, Candidate Evaluation Form, Attendance Certificate		@ £20	£
Level 2 - Coaching Volleyball Successfully (Kus), Rule Book, Exam Paper, Candidate Course Card, Personal Failure Letter, Candidate Evaluation Form, Coach Registration Form		@ £25	£
Level 3 – Coaching notes pack, Exam Paper, Candidate Course Card, Personal Failure Letter, Candidate Evaluation Form, Coach Registration Form		@ £25	£
Beach - Award Manual, Child Protection Leaflet, Exam Paper, Candidate Course Card, Personal Failure Letter, Candidate Evaluation Form, Coach Registration Form		@ £23	£
Total			£

Returnable items		
Video – 'Volleyball – A Movement Education' (Level 2)		Please note that the Course Organiser will be liable for a replacement charge of £20 per item for tutor resources not returned following the end of the course.
Video – Coaching Skills (Level 2)		

Delivery Name & Address	
Signed (Course Organiser)	Date

OFFICE USE ONLY			
Date Received in Office		Date Materials sent to Tutor	
Course Number		Invoice No.	

COACH ACCREDITATION SCHEME: RESOURCE RETURNS - FORM TC/3

To be completed by the Course Organiser and returned to Volleyball England Head Office within 3 weeks of the end of the course.

An invoice for candidate fees, additional/tutor resources and late registration fee will be sent to the Course Organiser 3 weeks after the course ends. Should you wish to reclaim on any unused materials and candidate resource packs you must return these to Volleyball England Head Office within 3 weeks of the end of the course. The Organiser will be held liable for any loss incurred to Volleyball England, unless proof of the approved postal service is supplied, in which case compensation can be claimed by the sender and passed on to Volleyball England. *Please use 'Parcelforce standard service' and insure the parcel for £500.*

COURSE NO. _____ **TUTOR** _____ **EXAM DATE** _____ **VENUE** _____

Item	No. Returned
Unused Attendance Certificates	
Unused Examination Papers	
Unused Candidate Course Cards	
Unused Candidate Evaluation Forms	
Unused Personal Failure Letters	
Volley Sport Cards	
'Coaching Volleyball Successfully' - Sally Kus	
Level 3 Resource Pack	
Video – 'Volleyball – A Movement Education'	
Video – Coaching Skills	

Signed _____ (Organiser) **Date** _____

OFFICE USE ONLY			
Date received in office		Date payment made	

COACH ACCREDITATION SCHEME: RESULTS - FORM TC/4

To be completed by the Course Tutor and returned to Volleyball England Head Office together with Evaluation Summary sheet, completed Candidate Course cards, completed Coach Registration forms (Level 1 only) within 3 weeks of the course finishing.

TUTOR _____ **COURSE NO.** _____ **EXAM DATE** _____ **VENUE** _____

Please list all PASS candidates alphabetically, followed by FAIL candidates. Also list those who attended the course and either did not take the exam or withdrew.

Full Name of Candidate (in surname alphabetical order)	%	Pass/Fail/ Attended	scUK Evidenced
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

All candidates who have failed the course must receive a 'personal failure letter', to be completed by the Course Tutor and be returned with the results to Volleyball England Head Office. Enclosed are _____ 'personal failure letters' for the candidates who have failed the examination.

Signed _____ **(Tutor)** **Date** _____

OFFICE USE ONLY			
Date Received in Office		Copy sent to Course Tutor	
Date Results Sent		Copy sent to Course Organiser	
Copy sent to R.C.A.			

COACH ACCREDITATION SCHEME: COURSE EVALUATION - FORM TC/5

Notes for Staff Tutors

This questionnaire should be issued to each VE course candidate on the last day of the course to be completed prior to the examination. You should indicate to the participants at the beginning of the course that there will be an opportunity for them to assess your performance as a Tutor and provide feedback on the course content.

Procedure on the day:

1. Issue the Evaluation Forms prior to the examination whilst candidates are sitting.
2. Explain the purpose of the form (we are committed to continuous improvement).
3. Explain how to fill it in.
 - state course name (level and dates for candidates to complete)
 - ask candidates to write the name(s) of the Tutors
 - Part A - we need to know how you found out about the course (candidates tick the box)
 - Part B, C and D - give a 1 to 5 rating on aspects of this course. Allow the candidates fifteen minutes to complete the questionnaire and ask for totally honest comments, observations and suggestions for improvement
4. Collect the questionnaire with exam papers.

Reporting your results (on a spare Evaluation Form)

1. Indicate total number of candidates on bottom right of form.
2. Using the margins, use a tally system to record the scores for your personal performance, organisation and content and enter your total in the space or box.

Tutor 1

e.g.	1	2	3	4	5	
				22	22	1. Knowledge 39
			3	16	20	

3. For 'A', enter the total number of each by the side or each heading.
4. For comments/observations (include positive statements!) record overleaf.
5. Please forward your tally/record sheet with your course materials to the National Office so that we can develop a personal course record for you.



COACH ACCREDITATION SCHEME: COURSE EVALUATION - FORM TC/5

Please reply to each of the listed categories on a scale from 1 to 5, with 1 being very poor and 5 being very good.
5 = very good, 4 = good, 3 = satisfactory, 2 = unsatisfactory, 1 = poor (please state why)

Level of Course _____ Venue _____ Dates _____						A How did you find out about the course? Regional Coach Administrator YES/NO Volleyball England Head Office YES/NO Club/Team Secretary YES/NO Other: _____									
B. Tutor Evaluation	Name – Tutor 1					Name - Tutor 2					Name - Tutor 3				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. Knowledge															
2. Communication															
3. Course Management															
4. Interpersonal Skills															
5. Presentation Skills															
6. Theoretical Lessons															
7. Practical Lessons															
8. Professionalism															
C. Course Organisation	1	2	3	4	5	D. Course Content					1	2	3	4	5
1. Pre-Course Service						1. Learning Outcomes Achieved									
2. Facilities/environment						2. Teaching Atmosphere									
3. Accommodation						3. Hand-outs									
4. Meals						4. Practical Sessions									
5. Location						5. Theory Sessions									
6. Overall Organisation						6. Overall Content									