



# **COACHING COURSES**

**GENERAL REGULATIONS**

**2003 Edition**



## FIVB COACHES COURSES REGULATIONS

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## **INTRODUCTION**

This brochure contains the regulations to be followed by organisers of coaches courses. It includes various procedures, course content and some sample forms and schedules which may be helpful to the organising Federation.

The objectives of the courses are:

1. To improve the knowledge and competence of coaches and teachers so that they may gain recognition as FIVB coaches.
2. To present the most recent trends of the modern game of Volleyball.
3. To establish in so far as possible a unified system for training coaches in all zones.
4. To enable each National Federation to develop national courses and an internal method of training and qualifying coaches and teachers.
5. To exchange ideas and experiences.

## PART 1: FIVB COACHES COURSES

### 1. GENERAL REGULATIONS

Only National Federations and Development Centres may organise coaches courses. Courses that do not conform with the FIVB Regulations for Coaches Courses are not granted official FIVB recognition. If a course does not provide the full duration, standard or programme and if no examination is held, participants will not receive a certificate.

#### 1.1 LEVEL OF COURSES

There are three qualification levels (Levels I, II and III) which are organised as separate courses. However, these can be held concurrently, with the agreement of the Coaches Commission, on condition that:

- instruction is given separately by two FIVB instructors per level;
- candidates only attend one stage at a time and are only presented for the exam for which they are entered.

##### 1.1.1 *Level I: Basic Volleyball techniques and preparation of a team*

*Duration:* Minimum 12 days.

*Content and programme:* See art. 4.1.

Note: If the full programme (hours and content) and examination are provided, a Level I course may be split into several parts, i.e. 4 x 3 days or 3 x 4 days.

*Working language:* Preferably English, French or Spanish, or any national language on condition that the instructors are assisted if necessary by qualified interpreters provided by the organiser or the participants.

*Participants:* Candidates recommended by their National Federation and who fulfill art. 1.2. They should have experience as Volleyball players, coaches or teachers, of advanced level.

See also art. 1.2.

*Extension:* Level I courses may be held with international, regional or national participation.

*Instruction:* The course is given by at least two FIVB instructors, one of whom is the course director and the other his assistant. Both are nominated by the FIVB. Additional national experts may be nominated by the organising Federation in agreement with the course director.

*Certificates / Attestations:* All the participants receive an attestation. Those who pass the examination receive a certificate (see also art. 1.3.3).

##### 1.1.2 *Level II: Coaching of advanced level teams*

*Duration:* Minimum 14 days.

*Content and programme:* See art. 4.2.

*Working language:* An official FIVB language and/or Chinese, Portuguese or German.

*Participants:* Preferably candidates of the relevant Confederation or of the region, who have passed Level I courses or present a document certifying that they have a national coaches qualification of a corresponding level recognised by the FIVB. Candidates who have graduated from a sports institute as a P.E. teacher with Volleyball specialisation are also accepted. They must present their diploma to the organiser, together with their application (in case of doubt, the FIVB Technical Department will decide).

See also art. 1.2.

*Extension:* Level II courses must be either international or regional. At least all National Federations from the respective region or Confederation must be invited. A copy of the invitation must be sent to the FIVB. (See also art. 2.2.2.)

*Instruction:* Same as for Level I.

*Certificates / Attestations:* All the participants receive an attestation. Those who pass the examination receive a certificate (see also art. 1.3.3).

### **1.1.3 Level III: Coaching of high level teams and preparation or direction of national coach programmes**

*Duration:* Minimum 14 days.

*Contents and programme:* See art. 4.3.

*Working language:* An official FIVB language. However, the organiser may provide translation into another language but if the translation is not simultaneous, the course must be extended by 2 to 3 days. Exams should be held in the official FIVB language.

*Participants:* Coaches and teachers of a high level, presented by their National Federation and who have passed Level II courses.

See also art. 1.2.

*Extension:* Level III courses must be international. At least all National Federations from the respective region or Confederation must be invited. A copy of the invitation must be sent to the FIVB. (See also art. 2.2.2.)

*Instruction:* The course is directed by at least two FIVB instructors, one of whom is the course director and the other his assistant. Both are nominated by the FIVB. National or regional experts may be included in agreement with the course director.

*Certificates / Attestations:* All the participants receive an attestation. Those who pass the examination receive a certificate (see also art. 1.3.3).

## 1.2 CONDITIONS OF PARTICIPATION

### 1.2.1 Participants

#### a) General entry conditions

Participants must:

- Be aged over 18 (stage I) and 20 (stages II and III).
- Be recommended by their National Federation, which guarantees a candidate's experience as a player, coach or teacher and his firm intention to work as a Volleyball coach or teacher.
- Speak the working language.
- Be in good health and physical condition and able to practice coaching skills.

#### b) Particular conditions for Level II and III courses

Participants must:

- Have spent a probation period of at least one year since the last course before proceeding to the following stage. Their National Federation must confirm their active and successful coaching or teaching during the probation time.
- Present a copy of their certificates obtained at the previous course, or of their physical education diploma from a university or comparable institute, together with the application letter.

#### c) Financial conditions (See also art. 2.2.6)

- The organiser must clearly indicate in the invitation the financial conditions, what is covered by the organiser and what expenses the participants must bear.
- The expenses for the participants should be kept as low as possible and the total budget should be prepared on a non-profit-making basis.
- The organisers cover all the administrative expenses of the course.

### 1.2.2 Observers

Some participants may be admitted purely as observers, if space permits. Observers may not, however, be presented for the exam.

### 1.3 EVALUATION OF PARTICIPANTS

#### 1.3.1 Examinations

An examination is organised at the end of each course to evaluate the participants. Only participants who have attended the entire course with a sportsmanlike attitude may be presented for this exam which is composed of:

- Written tests
- Practical tests
- Oral test (compulsory for Level III)

The content of the written and oral tests should take into account the content of the FIVB Coaches Manual (for Levels I and II) and the content of the lectures. For stage III courses, their coaching experience is also to be considered.

#### LEVELS I AND II

a) Written test

The examination consists of a test of 50 multiple-choice questions, in one of the official course languages.

b) Practical tests

These consist of four tests aimed at evaluating the basic practical aptitude of candidates during coaching (coaching skills).

c) Oral test

An oral test is organised for candidates who have not performed satisfactorily in the written test but who have obtained an adequate number of points. Failure in the practical tests cannot be cancelled by an oral test. Candidates who have not obtained satisfactory scores in written and practical tests may not be presented for the oral test.

#### LEVEL III

a) Written test

This consists of the writing of a text on the subject given at least 3 to 4 days before the examination. The subject is linked to a theme or task derived from the content of the course or the experience of a coach.

b) Practical test

This consists of preparing and directing a training session (or a part thereof) with a team of high level players. The session is prepared in writing and performed using appropriate methods.

c) Oral test

The oral test is obligatory. It consists of an interview, supported by the written and practical tests. Using his presentation skills to the best advantage, the participant must display his knowledge of the basic theory and methodology and his ability to treat the subject.

*1.3.2 Criteria for completion of the course*

LEVELS I AND II

To obtain a pass in the examination, a candidate must pass both the theoretical and practical parts. To pass one part only is not sufficient, even if the participant's result in this part is excellent.

LEVEL III

The written, practical and oral tests are evaluated as follows:

- Excellent, Good, Satisfactory, Unsatisfactory.

A score of unsatisfactory in one of the tests results in failure of the examination.

*1.3.3 Certificates and attestations*

The status of FIVB level I, II or III coach is awarded when the participant has passed the examination corresponding to the stage of the course. A certificate, signed by the Presidents of the FIVB and of the Coaches Commission, indicating the level of the course, and an attestation, signed by the Course director and instructor, including the examination results, are delivered as proof of success.

FIVB certificates and attestations are awarded at the closing ceremony by the course director and a representative of the organising Federation to participants.

Participants having failed the examination do not receive an FIVB certificate/attestation. However, the organising Federation may issue a document including the confirmation of attendance of the whole course and the marks obtained.

## **2. ORGANISATION OF A COACHES COURSE**

### **2.1 PROCEDURE**

#### *2.1.1 Request to organise a course*

Requests for courses of all stages are presented on an FIVB application form (*Appendix 1*) accompanied by an FIVB Agreement (*Appendix 2*) form signed by the President of the Federation or his representative and bearing the official seal of the Federation. The documents are addressed to the FIVB Technical Department in Lausanne with a copy to the respective Confederation Secretariat.

#### *2.1.2 Application*

The request to hold an FIVB coaches course must contain the following information:

- Place, date and duration of course
- Course stage
- Working language(s) and translation service if necessary
- Number of participants, possible limitations per country
- Number of observers
- Material and teaching conditions
- Accommodation (reception of participants)
- Financial conditions (i.e. what is paid by the organiser / by the participants, when and how)
- Proposal for instructors

Standard forms (*Appendices 1 and 2*) can be copied from these Regulations.

#### *2.1.3 Number of participants*

The organising committee must ensure a minimum of 15 participants per course and per stage. If two months before the start of the course an insufficient number of enrolments have been received, the organiser must inform the FIVB Technical Department and the course should be cancelled in agreement with the FIVB.

If an FIVB course takes place with an insufficient number of participants, the FIVB may charge the organiser for the expenses incurred or part of such.

#### *2.1.4 Deadline for requests*

Applications must be submitted to the FIVB Secretariat by 30th November of each year for courses to be held during the following year and at least 6 months in advance.

### 2.1.5 Approval

The courses are approved by the FIVB Technical Director in cooperation with the Coaches Commission. The organiser will be informed by the FIVB Technical Department.

### 2.1.6 Cancellations

The FIVB will withdraw its approval in the case of non-respect of the current Regulations. Approved FIVB coaches courses can only be cancelled with the permission of the FIVB.

In the case of cancellation of a course by the National Federation / Development Centre for an unjustified reason, the organisers may be charged by the FIVB for an estimated amount of the expenses incurred for the preparation of the course. Courses planned by that NF / DC for the following year may be affected. Further courses may be suspended until FIVB receives assurance that the NF can guarantee to undertake such organisation efficiently.

## 2.2 TERMS AND OBLIGATIONS

### 2.2.1 Organising Committee

The organising institution sets up an organising committee and nominates its president at least 6 months before the date of the opening of the course. This committee is responsible for :

a) Preparation of the course

Among other points:

- Budget (see art. 2.2.6)
- Announcement of course
- Immediately after receiving the names of the course director and instructor(s), personal invitations must be addressed to assist them with visa formalities.
- Invitations (participants, public relations) (see art. 2.2.2, 2.2.8)
- Accommodation and local transportation (see art. 2.2.2, 2.2.3)
- Facilities and teaching material (see art. 2.2.3)
- Programme: working meetings, recreational activities (see art. 2.2.5)
- Opening and closing ceremonies (see art. 2.2.4)
- Contact with the course director to prepare the schedule and teaching aids (FIVB Coaches Manuals to be used as compulsory study material for all participants)
- All other organisational and administrative aspects which guarantee the success of the course.

b) For the smooth running of the course the following services, among others, should be provided:

- Presentation of all course enrolment forms (*Appendix 3*) to the course director
- Permanent availability of members of the organising committee
- Secretariat and typist
- Reproduction of documents (notes, brochures, examination papers) by photocopy machine
- Preparation and assistance in the evaluation of the examination
- Equipment maintenance with a technician available (see art. 2.2.3)
- Translation services (see art. 2.2.3)
- Distribution of the Coaches Manuals at the beginning of the course (when applicable)
- Official technical and personal photographs
- Drinks during intervals, little souvenirs offered or sold and any service that will facilitate the participants' stay
- Display and sale of material, equipment and books
- Transportation service
- Confirmation of air tickets
- All other organisational and administrative aspects which guarantee the success of the course.

c) Participation in the course evaluation

- by making sufficient photocopies of the "Participants course evaluation form" (*Appendix 4*).
- by collaborating with the course director in the establishment of the final report;
- by collaborating with the participants in the preparation of the course evaluation. For the evaluation the participants will elect two representatives who will distribute to the other participants, during the course, the "Participants course evaluation form" (*Appendix 4*). Before the end of the course the representatives shall calculate the results and complete the "Overall participants evaluation form" (*Appendix 5*). This form shall be signed by the two representatives and be presented to the course director who will include it in his final report.

d) Players for practical sessions

The organiser should make sure that a squad of players is available for the demonstrations, taking the following factors into account :

- Sufficient number of players (if possible a complete team, at least 9 players). In level I courses, some demonstrations can be made with (all or selected) participants.
- The players should be of a skill level appropriate to the stage of the course.
- Proportional specialisation of players - setters, spikers, receivers. blockers (especially important for Level II and III courses).
- A coach of the host country should be responsible for the squad of demonstrators. The instructor(s) have to inform him well in advance on the topic, the purpose and the requirements of the demonstration.

- This coach may support the instructor as assistant coach. If there is no local coach available, one or two participants may be used as assistant coaches. Translation must be ensured either by the coach or an interpreter.
- The squad must be ready and (if requested by the instructor) already warmed-up before the demonstration starts.
- For the practical demonstration on Mini-Volleyball in Level I courses, a squad of children between 11 and 12 years of age is required, or the practical demonstration on Mini VB may be substituted by an appropriate video presentation. Also for the practical demonstration on Beginners Volleyball an appropriate squad of players should be available.

### 2.2.2 Announcement and invitation

#### a) Course announcement

Immediately after the approval of the course by the FIVB Technical Department the organisers must send the announcement letters to the Federations to be invited at the latest 3 months before the course with a copy to the FIVB. In the case of regional courses, letters should be sent to all countries of the region and in the case of international courses, letters should be sent to all member countries of the Confederation, informing them of the following:

- Course stage
- Requirements for participation according to art. 1.1, 1.2
- Place, dates of arrival and departure of participants
- Working language (translation service)
- Material, climatic, accommodation conditions
- Financial conditions, registration fee, date and amount of the first payment, bank account number
- "Course enrolment forms" (*Appendix 3*) and deadline, criteria for participation
- Name, address and telephone / fax / telex numbers of the organising committee
- Visa formalities if needed
- Proposed FIVB instructors

#### b) Invitation letter

If the application of a participant is accepted and confirmed, he should receive a letter containing the following :

- Official invitation
- Confirmation of addresses, phone, telex, fax numbers of the organiser and course site
- Confirmation of date and place of arrival and departure
- Details of transportation to the course site, departure time and means
- Necessary health certificate, vaccinations, medical service

- Procedure for the payment of the course fee, additional costs, currency, fee in case of withdrawal, etc.
- Board and lodging
- Necessary sports clothes, study material
- Nominated director and instructors
- Other important information

### 2.2.3 Installations and equipment

The organiser must provide the facilities below. If he is unable to supply any item, the organiser will inform the course director in advance, in order to seek a solution.

- a) Lecture room(s)
  - A lecture room
  - A blackboard or paper
  - A slide projector, overhead projector, tape-recorder, 16mm projector
  - Video equipment (recommended for Level I and obligatory for Levels II and III) : the system to be used must be agreed between the organiser and the course director.
- b) Teaching material / Translation
  - Besides the official FIVB Manuals (I or II), additional teaching material (from the instructors or the organisers) should be used and, if possible, photocopied and distributed to the participants.
  - The organiser must have equipment available (photocopy machine) to reproduce documents provided by the instructors: course reports and practical sessions.
- c) Sports installations
  - A Volleyball court, equipped according to regulations, per group of 15 participants. The organisers must have a sufficient number of chairs or benches and tables on the sidelines.
  - Balls : at least one FIVB-approved ball per group of two participants and ball carts or baskets in which to store them.
  - Supplementary equipment: medicine balls, muscle-building apparatus, weights, chronometer, etc, according to the request of the course director.
- d) Accommodation
  - Lodging with bathrooms and showers for all participants
  - Single room for the course director, single or double for the instructors
  - Meals (three per day) suitable for sportsmen
  - Means of transport if the accommodation is far from the facilities (more than 10 minutes on foot)

#### 2.2.4 Protocol (ceremonies)

The recommended ceremonies are:

- a) Opening ceremony, if possible with refreshments
  - Short, without much ceremony
  - in a special room (with podium, seats and tables, flowers, flags, banner with FIVB and other logos, slogan)
  - Guests of honour : dignitaries should be invited, such as representatives of the Sports Ministry and the NOC, President of the National Federation, journalists, etc.)
  - Speakers for (short) welcome and opening speeches : representatives of organising Federation, course director, distinguished guests
  - Introduction of instructors (by President of organising committee
  - Cultural presentation (music, film, video, show, etc.)
  - short introduction of participants (by themselves): name, country, club, age, and Volleyball background
  - If possible, the opening ceremony should be combined with a small buffet, with beverages or some such social gathering.
  - A representative of the organising committee may announce organisational items.
  
- b) Closing ceremony, farewell party

The course director and the instructor(s) should :

- Ensure that all participants take part and are well dressed. Only in exceptional cases (flight connections, illness, urgent obligations, etc.) may the course director allow a participant to leave the course before or during the closing ceremony.
- In agreement with the organising committee, relatives or friends may participate in the farewell party, if the relative extra costs are borne by the participants or their guests themselves.
- One member of the organising committee and some participants should be responsible for preparing and directing this part of the farewell party.
- The course director should ensure that there is no abuse of alcohol or rude behaviour during or after the party.
- The organisers can be asked to provide a small prize to be awarded to those indicated by the course director.
- In most instances the organising committee may also wish to present the participants with a memento of the course and the organising country.

### *2.2.5 Recreational activities*

One day or two half days should be reserved for excursions, recreation, sightseeing, shopping and leisure activities such as a Volleyball tournament. Likewise, the organiser should envisage the possibility of the participants extending their stay at their own cost.

### *2.2.6 Financial conditions*

The organiser must cover the following :

a) Participants' and administrative expenses

As indicated under financial conditions (see art. 1.2.1).

b) For the course director and instructors :

- Transportation, by train for distances less than 300 km, by airplane for distances over 300 km (tourist class). The tickets should be sent in advance.
- Visa, airport tax and vaccination costs, when applicable, upon presentation of the invoices.
- Accommodation and transport during the course for the course director and instructor
- Per diem: 100 Swiss francs for each day from the day of departure from the Instructor's home country to day of arrival in home country.

The FIVB covers the following :

a) For FIVB courses held in Development Centres, the per diem and international transport expenses of the instructor(s) are the responsibility of the FIVB.

However, courses run by National Federations are also recognised by the FIVB if previously approved by the latter. They differ from Development Centre courses in that the FIVB has no financial obligations.

b) Administrative support and delivery free of charge for FIVB courses of the FIVB Coaches Manuals and other teaching aids, certificates, and attestations.

### *2.2.7 Sponsoring*

The organiser may receive financial support from sponsors to reduce costs and those of the participants. In the case of sponsorship, publicity is authorised, provided it does not interfere with the running of the course.

### *2.2.8 Public relations*

The organiser should inform the mass media and invite journalists to the course. The organising committee shall use the course for public relations and to promote Volleyball:

- The organiser should arrange a press conference with the instructors and some participants,
- The organiser should invite TV, radio and press to report on the course and other VB affairs,
- The director and the instructor(s) should be available to give interviews, to write articles or appear on TV,
- Participants should be asked to report at home on the course, to publish articles in their national VB journals or other sports publications.

#### **2.2.9. Exhibitions**

The organisers should arrange an exhibition of VB books, journals, posters, videos, etc. to inform participants on teaching and study material. They should prepare lists of the material to enable participants to order or obtain copies.

The organiser must promote the FIVB Technical Journal "The Coach", the FIVB Magazine "VolleyWorld" and other FIVB technical material. He is requested to collect subscriptions during the course to be sent with the Course Report to the FIVB Secretariat or directly to the publisher.

### **3. INSTRUCTORS AND PERSONNEL**

#### **3.1 INSTRUCTORS (See articles 1.1.1 to 1.1.3)**

##### **3.1.1 FIVB Instructors**

Levels I and II: Two FIVB instructors, i.e., one course director assisted by an FIVB instructor or candidate instructor for 20 participants per level.

Level III: An FIVB course director assisted by at least one FIVB instructor, plus additional local experts.

The FIVB Technical Department may decide that an additional FIVB Instructor is to be appointed.

##### **3.1.2 National Instructors**

National or regional experts may be included in the teaching staff or invited as lecturers, with the agreement of the course director.

#### **3.2 NOMINATIONS**

The course director and FIVB instructors must be nominated by the FIVB Technical Department taking into consideration the general recommendations of the Coaches Commission according to the following principles:

- Level of the instructor, as proposed by the Coaches Commission
- Language
- Availability for the proposed period
- Proximity and facility of transport
- Request of the organiser (may be considered)

#### **3.3 RESPONSIBILITIES OF THE COURSE DIRECTOR**

##### **3.3.1 Technique and teaching**

The course director is responsible for all the technical and teaching domains:

- Programme and time schedule
- Distribution of subjects to the lecturers
- Complementary teaching material and aids for instruction and demonstrations
- Distribution of material and documents
- Control of the organisation, facilities and equipment; he must, therefore, arrive 2 days before the opening of the course
- Preparation of the final report; he must, therefore, stay one day after the course

### 3.3.2 Organisation of the examination

The course director is responsible for the examination:

- He designates the members of the examination office and fixes the tasks of the instructors and the organisers
- He conducts the preparation of the exam questionnaires and confirms the list of participants admitted to the examination.
- He confirms the results of the examination

### 3.3.3 Final report

a) After the course, the course director and the instructor(s) complete the FIVB coaches course report (*Appendix 6*) in cooperation with the president of the organising committee, including :

- Place, dates, language(s), stage(s)
- Number, names, addresses, examination results of the participants and observers (*Appendix 7*)
- a copy of the daily programme *must be included*
- a summary of the participant's enrolment forms (*Appendix 3*)
- names and addresses of the course director, instructors and experts
- evaluation of the course, taking into account the organisation and programme, and recommendations with a view to improvement
- a group photograph if possible
- the "Overall participants evaluation form" (*Appendix 5*), prepared by the participants' representatives must be included.

**ALL SUCH FORMS ARE INCLUDED WITH THESE REGULATIONS AND SHOULD BE DUPLICATED FOR USE DURING/AFTER THE COURSE.**

b) The course director must prepare the report immediately after the course. It must be acknowledged within 30 days after the end of the course by :

- FIVB Secretariat
- Organising Federation
- The Confederation should receive a copy of the complete list of participants (*Appendix 7*).

**4. PROGRAMMES**

## 4.1 PROGRAMME FOR LEVEL I COURSES

Duration: 12 days, 8 hours per day

TOTAL: 96 hours

|     | SUBJECTS   | LE | ST | SE | A/V | DE | PR | TOT |
|-----|--|----|----|----|-----|----|----|-----|
| 1.  | Opening and closing ceremonies                                     | 2  | 0  | 0  | 0   | 0  | 0  | 2   |
| 2.  | FIVB, development and status of Volleyball                         | 0  | 1  | 0  | 1   | 0  | 0  | 2   |
| 3.  | Role and moral principles of the coach. Coaching skills            | 1  | 1  | 0  | 1   | 2  | 2  | 7   |
| 4.  | Volleyball for beginners<br>Lead-up games                          | 0  | 1  | 1  | 0   | 2  | 0  | 4   |
| 5.  | Mini-Volleyball  | 0  | 1  | 1  | 1   | 2  | 0  | 5   |
| 6.  | Basic theory of training;<br>training session, warm-up             | 1  | 1  | 2  | 0   | 4  | 0  | 8   |
| 7.  | Skill theory - part 1.<br>Skill acquisition                        | 1  | 2  | 1  | 4   | 10 | 5  | 23  |
| 8.  | Basic team formations,<br>systems and tactics<br>Tactical training | 1  | 1  | 2  | 2   | 5  | 0  | 11  |
| 9.  | Basic physical conditioning  | 1  | 1  | 1  | 1   | 3  | 1  | 8   |
| 10. | First aid, prevention of injuries                                  | 0  | 1  | 0  | 0   | 1  | 0  | 2   |
| 11. | Preparation for exam   | 0  | 4  | 0  | 0   | 0  | 4  | 8   |
| 12. | Examination (written, practical,<br>and oral)                      | 2  | 0  | 1  | 0   | 0  | 4  | 7   |
| 13. | Course evaluation  | 0  | 0  | 1  | 0   | 0  | 0  | 1   |

| <u>Abbreviation</u> | <u>Subject</u>                              | <u>Hours</u> |
|---------------------|---|--------------|
| LE                  | Lecture and written exam                    | 9            |
| ST                  | Studies, preparation for seminars, practice | 14           |
| SE                  | Seminars, discussion, evaluation            | 10           |
| A/V                 | Audio/visual presentation                   | 10           |
| DE                  | Practical demonstration                     | 29           |
| PR                  | Practical exercises by participants         | 16           |
|                     | Day-off activities                          | <u>8</u>     |
| Total               |   | 96           |

Note: Additional studies, sports activities and discussion may be arranged during leisure time.

## 4.2 PROGRAMME FOR LEVEL II COURSES

Duration : 14 days, 8 hours per day

TOTAL: 112 hours

|     | SUBJECTS   | LE | ST | SE | A/V | DE | PR | TOT |
|-----|--|----|----|----|-----|----|----|-----|
| 1.  | Opening and closing ceremonies   | 2  | 0  | 0  | 0   | 0  | 0  | 2   |
| 2.  | FIVB organisation. World Volleyball trends and current problems            | 1  | 1  | 2  | 1   | 0  | 0  | 5   |
| 3.  | Theory of training - part 2  | 1  | 1  | 2  | 0   | 0  | 0  | 4   |
| 4.  | Advanced team formations, systems and tactics. Tactical training           | 1  | 1  | 2  | 2   | 6  | 2  | 14  |
| 5.  | Skill theory - part 2. Skill training, drill organisation. Coaching skills | 1  | 1  | 1  | 3   | 10 | 4  | 20  |
| 6.  | Physical preparation   | 1  | 1  | 1  | 0   | 4  | 1  | 8   |
| 7.  | Management and coaching of a team  | 1  | 2  | 2  | 0   | 2  | 0  | 5   |
| 8.  | Match analysis. Scouting. Tests  | 1  | 2  | 2  | 0   | 0  | 2  | 7   |
| 9.  | Cooperation coach-doctor-player  | 1  | 1  | 1  | 0   | 0  | 0  | 3   |
| 10. | Talent selection. Training of youth and junior players                     | 1  | 1  | 1  | 0   | 0  | 0  | 3   |
| 11. | Women's teams  | 0  | 1  | 1  | 0   | 0  | 0  | 2   |
| 12. | Pedagogical and mental preparation   | 2  | 1  | 2  | 0   | 0  | 0  | 5   |
| 13. | Panel discussion   | 0  | 0  | 2  | 0   | 0  | 0  | 2   |
| 14. | Additional (free) topics   | 1  | 0  | 1  | 1   | 2  | 0  | 5   |
| 15. | Preparation for exam   | 0  | 4  | 1  | 0   | 0  | 6  | 11  |
| 16. | Examination (written, practical and oral)                                  | 2  | 0  | 1  | 0   | 0  | 4  | 7   |
| 17. | Course evaluation  | 0  | 0  | 1  | 0   | 0  | 0  | 1   |

| <u>Abbreviation</u> | <u>Lesson</u>                       | <u>Hours</u> |
|---------------------|-------------------------------------|--------------|
| LE                  | Lecture and written exam            | 16           |
| ST                  | Studies, preparation for exam       | 16           |
| SE                  | Seminars, discussion, evaluation    | 22           |
| A/V                 | Audio/visual presentation           | 7            |
| DE                  | Practical demonstration             | 24           |
| PR                  | Practical exercises by participants | 19           |
|                     | Day-off activities                  | <u>8</u>     |
| Total               |                                     | 112          |

## 4.3 PROGRAMME FOR LEVEL III COURSES

Duration: 14 days, 8 hours per day

TOTAL: 112 hours

|     | SUBJECTS  | LE | ST | SE | A/V | DE | PR | TOT |
|-----|---|----|----|----|-----|----|----|-----|
|     | Opening and closing ceremonies  | 2  | 0  | 0  | 0   | 0  | 0  | 2   |
| 2.  | Trends and problems of contemporary elite Volleyball                    | 2  | 1  | 2  | 1   | 0  | 0  | 6   |
| 3.  | Development, management and coaching of elite teams                     | 0  | 1  | 2  | 0   | 0  | 0  | 3   |
| 4.  | Preparation of team for competition. Scouting                           | 0  | 1  | 2  | 0   | 0  | 2  | 5   |
| 5.  | Theory of training - part 3   | 2  | 1  | 2  | 0   | 2  | 0  | 7   |
| 6.  | Team formations, systems and tactics. Tactical training for elite teams | 1  | 1  | 2  | 2   | 4  | 0  | 10  |
| 7.  | Advanced skills. Skill training for specialists (setter, blocker, etc)  | 0  | 1  | 1  | 1   | 6  | 0  | 9   |
| 8.  | Physical preparation for elite players                                  | 1  | 1  | 2  | 0   | 4  | 0  | 8   |
| 9.  | Recovery, rehabilitation, physiotherapy                                 | 0  | 1  | 1  | 0   | 2  | 0  | 4   |
| 10. | Medical assistance. Doping + sex control                                | 2  | 0  | 1  | 0   | 0  | 0  | 3   |
| 11. | Match analysis. Performance diagnosis for elite teams                   | 2  | 1  | 1  | 1   | 2  | 2  | 9   |
| 12. | Psychological preparation   | 2  | 1  | 1  | 0   | 0  | 0  | 4   |
| 13. | Sports physiology applied to Volleyball                                 | 2  | 0  | 1  | 0   | 0  | 0  | 3   |
| 14. | Use of video and computer   | 0  | 0  | 1  | 0   | 2  | 1  | 4   |
| 15. | Preparation for exam  | 0  | 5  | 1  | 0   | 0  | 4  | 10  |
| 16. | Panel discussion  | 0  | 0  | 2  | 0   | 0  | 0  | 2   |
| 17. | Examination (oral, practical)   | 0  | 0  | 4  | 0   | 0  | 10 | 14  |
| 18. | Course evaluation   | 0  | 0  | 1  | 0   | 0  | 0  | 1   |

| <u>Abbreviation</u> | <u>Subject</u>                      | <u>Hours</u> |
|---------------------|-------------------------------------|--------------|
| LE                  | Lecture and written exam            | 16           |
| ST                  | Studies, preparation for exam       | 15           |
| SE                  | Seminars, discussion, evaluation    | 27           |
| A/V                 | Audio/visual presentation           | 5            |
| DE                  | Practical demonstration             | 22           |
| PR                  | Practical exercises by participants | 19           |
|                     | Day-off activities                  | <u>8</u>     |
| Total               |                                     | 112          |

## **PART 2: OTHER COACHES COURSES**

### **1. MINI VOLLEY COURSES**

- 1.1 The FIVB does not organise official courses for mini-Volleyball. However, it supports such regional or local courses for mini-Volleyball coaches, instructors, teachers and "*animators*" by:
- proposing suitable experts as directors or instructors
  - advising on the preparation of the course programme and schedule
  - providing teaching aids
- 1.2 Mini-Volleyball courses may be organised by:
- Confederation Coaches Commissions
  - Development Centres
  - National Federations
  - School or youth organisations or National Olympic Committees in cooperation with National Federations.
- 1.3 The content and the duration of mini-Volleyball courses should be prepared in accordance with the needs of the respective zone, region or National Federation and the interest and level of the expected participants. The FIVB Coaches Commission should be consulted on this matter.
- 1.4 The organisation of such courses should be similar to that described in part 1 of these Regulations.

**2. OLYMPIC SOLIDARITY COURSES**

The IOC, through Olympic Solidarity, grants financial support to National Olympic Committees in order to stage national or international training courses for coaches. The FIVB grants technical support for these courses through its National Federations, nominates FIVB instructors, provides their per diem and air tickets in accordance with these Regulations and teaching material.

The objectives, duration, site, participation of these Olympic Solidarity courses are decided exclusively by the organising National Olympic Committee in cooperation with the respective National Volleyball Federation which plays a technical role in the organisation of the course.

However, if the organiser wishes the participants of such courses to be certified as FIVB coaches, it must :

- arrange the course fully in accordance with the FIVB Coaches Courses Regulations,
- submit the relevant request when applying for the course to Olympic Solidarity.

Only in this case, the participants can be qualified as FIVB coaches if they pass the examination and if requested by Olympic Solidarity. No FIVB certificates will be delivered if these conditions are not fulfilled.

After an Olympic Solidarity course, the course director has to make two reports: one as required by these Regulations, another as required by the Olympic Solidarity (Report forms: see *Appendix 4*).

### 3. SEMINARS AND SYMPOSIA

#### 3.1 AIM

FIVB coaches symposia are organised in order to study, discuss and analyse either topics other than those included in the coaches course programmes or those included in them, but beyond their current content and depth, and additionally to discuss and publicise recent findings of sports sciences, practical experiences of successful coaches and other experts.

#### 3.2 ORGANISERS

National Federations, Confederations, Development Centres and the FIVB itself or any FIVB-approved bodies (universities, organising committees, etc.) are the sole authorities competent to organise symposia recognised or supported by the FIVB. It is recommended that the organisation of symposia should be connected with major FIVB competitions and other events.

#### 3.3 CATEGORIES OF SYMPOSIA

From the organisational point of view, three categories of symposia are to be noted:

##### 3.3.1 *Official FIVB symposia*

These are recognised and also supported by the FIVB. In support of a symposium, the FIVB nominates and covers the costs of one or two main speakers, or some other expenses (such as publication of proceedings, etc.) within the budget approved in advance by the FIVB Board of Administration. Only one official FIVB symposium will be recognised per year.

##### 3.3.2 *FIVB recognised symposia*

Symposia may be recognised by the FIVB without being financially supported by the latter. In this case they are initiated, organised or supervised by the FIVB Confederations or National Federations.

##### 3.3.3 *Other symposia*

May be arranged or supervised by National Federations and include FIVB instructors as lecturers, but without the recognition and support of the FIVB.

#### 3.4 APPLICATION FOR OFFICIAL FIVB SYMPOSIA

The candidate organiser applies in writing to the FIVB Technical Department, with a copy to the respective Confederation. The application must reach the FIVB not later than two years (preferably 25-26 months) before the symposium and usually before 30th November of the current year.

The application will be studied at the next meeting of the Coaches Commission and if accepted passed to the FIVB Board of Administration for preliminary approval.

The application must contain the following information :

- type of symposium
- place, dates (connection with other FIVB events)
- selected topics (including practical demonstrations and audio-visual presentations)
- proposed main speakers (or with request to the Coaches Commission to make this proposal)
- format of the event
- supposed (requested) financial or other participation of the FIVB

### 3.5 APPLICATION FOR RECOGNISED SYMPOSIA

A letter addressed to the Coaches Commission must arrive at the FIVB Secretariat not later than 30th November for symposia scheduled to take place at any time during the following year.

The Commission is competent to recognise the symposia under the condition that the FIVB is not implied financially.

### 3.6 FIRST LEVEL OF THE PREPARATION

If the symposium is preliminarily approved, the Coaches Commission prepares an estimate for submission to the Finance Commission and to the Board of Administration. A technical coordinator will be nominated by the Commission. The organisers create the organising committee which prepares a detailed project. This project will be considered at the next meeting of the Coaches Commission and the Board of Administration in order to obtain final approval. Immediately upon approval by the Board of Administration, the organising committee of the symposium starts to realise preparatory steps, that is to :

- deal with invited speakers
- publicise the symposium
- finalise the budget
- search for additional sponsor(s)
- hire rooms, prepare accommodation, meals, etc.
- prepare simultaneous translation (if necessary)
- prepare publication of summaries and full texts of key papers as well as individual contributions (all of this is very much dependent upon local conditions)
- prepare practical and audio-visual demonstrations, study and teaching material

### 3.7 SECOND LEVEL OF THE PREPARATION

If the symposium is finally approved by the Board of Administration, the organising committee accomplishes gradually the respective points of the project up to the symposium.

#### 3.7.1 *Inspections and checks*

The Coaches Commission follows the entire preparation with the help of written communication with the organisers and in the case of an official FIVB symposium, the Technical Director or his representative must inspect preparatory work in due time. The written report of such inspection will be studied at the following Coaches Commission meeting.

### 3.7.2 Invitation, programme and schedule

These are published and/or sent to all potential participants, no later than 8 months prior to the opening.

### 3.7.3 Summaries

Two months before the symposium starts, the organisers publish short summaries of all speeches and contributions received in time. This documentation is mailed or distributed to all participants upon their arrival.

## 3.8 PROCEEDINGS

Organisers are obliged to publish proceedings consisting of all key papers and individual contributions as soon as possible after the symposium and distribute them to all participants, FIVB Secretariat (10 copies) and specialists determined during the preparation. The Coaches Commission will select those texts of general interest to be offered for publication in the FIVB technical journal : "The Coach".

## 3.9 EVALUATION

Within three months after the symposium, the organising committee has to prepare and distribute the entire evaluation and report on the symposium.

## 3.10 PREPARATION SCHEDULE

Distribution of tasks from the application onwards:

| Per month<br>(from appli. until symp.) | Per year            |          |   |
|--|---------------------|----------|---|
| 0                                      | <i>Application:</i> | Nov. 1st | Application   |
| 2nd month                              | <i>1st year:</i>    | January  | Agreement of Coaches Commission and proposal of speakers                            |
| 6th month                              |                     | April    | Approval by Board of Administration   |
| 8th month                              |                     | June     | Acceptance of proposed speakers   |
| 10th month                             |                     | August   | Presentation to FIVB of estimate and working programme by the technical coordinator |
| 12th month                             |                     | October  | Definite project and possible inspection visit                                      |
| 15th month                             | <i>2nd year:</i>    | January  | Definitive agreement of Coaches Commission  |

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|                     |          |  |
|---------------------|----------|--|
| 16th month          | 8 months | Distribution of invitation, programme and schedule |
| 19th month          | 5 months | Closing of registration                            |
| 2 months            |          | Remittance of summaries or extracts                |
| 22nd month          | 0 month  | Opening of the symposium                           |
| 24th month          |          | Phase when the symposium takes place               |
| 27th month (plus 3) |          | Evaluation, report                                 |
| 28th month (plus 4) |          | Distribution of proceedings                        |