

**FIVB**<sup>TM</sup>



FÉDÉRATION INTERNATIONALE  
DE VOLLEYBALL

**COACHES COURSES  
REGULATIONS**

## TABLE OF CONTENTS

	Pages
<b>INTRODUCTION .....</b>	<b>2</b>
<b>GENERAL REGULATIONS .....</b>	<b>2</b>
Level of Courses.....	2
Level I: How to Play .....	2
Level II: How to Teach.....	3
Level III: How to Coach.....	4
<b>CONDITIONS OF PARTICIPATION.....</b>	<b>5</b>
Participants.....	5
Observers .....	5
<b>EVALUATION OF PARTICIPANTS .....</b>	<b>6</b>
Examinations .....	6
Certificates and attestations .....	8
<b>ORGANISATION OF A COACHING COURSE.....</b>	<b>9</b>
Procedure .....	9
<b>TERMS AND CONDITIONS .....</b>	<b>10</b>
Organizing Committee .....	10
Announcement and invitation .....	12
Installations and equipment.....	13
Protocol (ceremonies) .....	14
Financial conditions .....	14
Sponsoring .....	15
Public relations .....	15
Exhibitions .....	16
<b>INSTRUCTORS AND PERSONNEL.....</b>	<b>16</b>
Instructors.....	16
Nominations.....	16
Responsibilities of the Course Director.....	16
<b>PROGRAMMES .....</b>	<b>18</b>
Programme for the Coaches Course Level I .....	18
Programme for the Coaches Course Level II .....	19
Programme for the Coaches Course Level III .....	20
Timeline to organise a Coaches Course Level III .....	21
<b>OTHER COURSES .....</b>	<b>22</b>
Mini-Volleyball Courses .....	22
Olympic Solidarity Courses.....	22

## INTRODUCTION

This document contains the regulations and procedures to organise Coaches Courses. It includes course content, sample forms and schedules.

The objectives of FIVB Coaches Courses are:

1. To improve the knowledge and competence of coaches
2. To contribute for a unified coaching system
3. To enable National Federations to develop national coaching programmes

## GENERAL REGULATIONS

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

### Level of Courses

There are three qualification levels (I, II and III) in which separate courses are organised. However, these can be held concurrently on condition that:

- Instructions are given separately by the FIVB instructor
- Candidates attend only one stage at a time and are only presented for the exam for which they are entered.

#### 1. Level I: How to Play

*Duration:* 5 days, in total 40 hours + theory online

*Note:* If the full programme (hours and content) and examination are provided, a Level I course may be split into several parts. The course schedule and the working language must be approved at least one month prior to the start date of the course.

*eLearning:* The participant must complete the online session 1 month prior the start of the practical session in order to attend the practical session.

*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 should be recommended by their National Federation. They should have experience as Volleyball players, coaches or teachers of advanced level.

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

*Instruction:* The course instructor is nominated by the FIVB. National experts may be invited by the organising National Federation or Development Centre in agreement with the course director, and the FIVB Sports Development Department. In case there are 20 or more participants, two instructors are recommended.

*Certificates/Attestations:* All participants receive an attestation proving their participation. Only those who fulfil the course requirements receive a certificate.

## 2. Level II: How to Teach

*Duration:* 13 days, in total 96 hours

*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:* Preferably active candidates of the respective Confederation or region, who have passed the Level I course minimum 2 years before and no more than 5 years prior to the start of the course. If more than 5 years have passed, the participant must attend the Coaches Course Level I as an observer before applying for Coaches Course Level II.

Participants without the FIVB Level I certificate must present a document certifying that they have national coaching qualification of a corresponding level that can be recognised by the FIVB, provided that the National Federation gives its recommendation and that the degree was obtained no more than five years prior to the start of the course.

Candidates who have graduated from a sport institute as P.E. teachers with Volleyball specialisation are also accepted provided that the diploma was obtained no more than seven years prior to the start of the course. They must present their diploma to the organiser, together with their application (in case of doubt, the FIVB Sports Development Department will decide).

*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.

*Instruction:* The course instructor is nominated by the FIVB. National experts may be invited by the organising National Federation or Development Centre in agreement with the course director, and the FIVB Sports Development Department. In case there are 20 or more participants, two instructors are recommended.

*Certificates/Attestations:* All participants receive an attestation proving their participation. Only those who fulfil the course requirements receive a certificate.

### 3. Level III: How to Coach

*Duration:* Minimum 8 days, in total 64 hours

*Working language:* An official FIVB language: English, French or Spanish. 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:* Must be recommended by their National Federation, which guarantees that the candidate has experience and **is on the peak of his/her carrier**. Participants cannot be over the age of 55 in the year the course is organised. Preferably coaches linked to national programmes that have passed Level II courses minimum two years before the start of the course. Participants must be active coaches with retraceable record of their coaching activities validated by the National Federation.

*Extension:* Level III courses must be international. All National Federations from the respective region or Confederation must be invited. Each National Federation may send 2 candidates. In case of a small number of applicants, the number of candidates may be increased, but regional participation should always have priority. The organising National Federation / Development Centre may have maximum 5 participants of the total quota.

The official invitation letters must be sent to the respective Confederation and National Federations 3 – 5 months prior to the course. A copy of the invitation must be sent to the FIVB Sports Development Department.

The organiser is responsible for sending the complete application file of ALL applicants no less than **two months** prior to the start of the course. The required documents are as follows:

- a. FIVB Application form
- b. FIVB Curriculum Vitae form including a digital photo
- c. FIVB Level I & II coach certificates
- d. Recommendation letter from the candidate's National Federation
- e. ELIGIBLE passport copy

Submitting the complete application file is not a guarantee that the applicant will be allowed to participate in the course. Only applicants accepted by the FIVB Sports Development Department may attend the course.

*Instruction:* The course is directed by at least two FIVB instructors, one of whom is the course director and the other is his/her assistant instructor. Both are nominated by the FIVB.

*Certificates/Attestations:* All participants receive an attestation proving their participation. Only those who fulfil the course requirements receive a certificate.

## CONDITIONS OF PARTICIPATION

### Participants

#### a. General entry conditions

Participants must:

- speak the working language
- be in good health and physical condition and be able to practice coaching skills on the court
- actively participate on the whole course program, including classes and ceremonies.

#### b. Particular conditions for Level II and III courses:

Participants must:

- Have spent a probation period of at least two years 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.
- Present a digital picture to put on the inscription form.
- Level III courses participants cannot be over the age of 55 in the year the course is organised.

#### c. Financial conditions

- The organiser must clearly indicate the financial conditions in the invitation; what is covered by the organiser and what expenses must the participants bear.
- The expenses for the participants should be kept as low as possible and the total budget should be prepared **on non-profit basis**.
- The organisers must cover all the administrative expenses of the course and preferably get a local sponsor to assist if needed.

### Observers

Some participants may be admitted purely as observers, if the course director approves and if space permits. Observers may not be present at the exams. Observers do not receive an attestation of their participation.

## EVALUATION OF PARTICIPANTS

### Examinations

An examination is organised at the end of the coaches courses level I and II to evaluate the participants. Only participants who have attended the entire course with a sportsmanlike attitude may attend this exam which is composed of:

- Written test
- Practical test
- Oral test

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.

### **LEVEL I**

#### a. Practical test

The practical test consists of four tests aimed at evaluating the basic practical aptitude of the candidates during coaching (coaching skills).

Participants should acquire minimum 55 points out of 80 in the practical exam. Those candidates that do not get 55 points at the practical test have failed the course requirements.

#### b. Written test

The examination consists of a test containing 50 multiple-choice questions, in one of the official course languages. Each correct answer is 2 points, the maximum score is 100. Each participant must answer 35 questions correct to obtain a pass status.

Participants that answer 25 to 34 questions correctly or have 50 to 68 points may request an oral examination. In case of a successful oral exam the participant is awarded the pass status with 35 correct answers or 70 points in total.

#### c. Oral test

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

## **LEVEL II**

### a. Practical test

The practical test consists of three tests aimed at evaluating the basic practical aptitude of the candidates during coaching (coaching skills).

Participants should acquire minimum 40 points out of 60 in the practical exam. Those candidates that do not get 40 points at the practical test have failed the course requirements.

### b. Written test

The examination consists of a test containing 50 multiple-choice questions, in one of the official course languages. Each correct answer is 2 points, the maximum score is 100. Each participant must answer 35 questions correct to obtain a pass status.

Participants that answer 25 to 34 questions correctly or have 50 to 68 points may request an oral examination. In case of a successful oral exam the participant is awarded the pass status with 35 correct answers or 70 points in total

### c. Oral test

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

## **LEVEL III**

### a. Exam preparation

The course director sends the assignment via email one month prior to the course.

Each participant is required to give an oral presentation of his / her topic to the instructors, including an explanation on his / her approach and the method used to conclude the assignment.

Each participant must provide the course director and instructor with a written copy of his / her assignment.



b. Oral presentation

The oral presentation is obligatory. It consists of an interview supported by the written and practical tests. Using their presentation skills to their best advantage, the participants must display their knowledge of the basic theory and methodology; and their ability to present the subject and prove that they are able to transfer their knowledge and experience.

c. Practical presentation

d. Assignment evaluation

The final evaluation is made by the course director and the course instructor.

### LEVEL I AND LEVEL II

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

### LEVEL III

To pass the examination, a candidate must succeed in the theoretical and the practical parts, and present their assignment proving that they are able to transfer their knowledge and experience. Active participation at the whole duration of course is also a condition of receiving the certificate, but it does not guarantee that the participant passes the course.

## **Certificates and attestations**

The status of FIVB level I and II coach is granted when the participant has passed the examination corresponding to the stage of the course. A certificate, signed by the FIVB President and the Coaching Commission President, indicating the level of the course is delivered as the proof of success. Participants who have failed the examination do not receive a FIVB certificate.

FIVB attestations are given out at the closing ceremony by the course director and a representative of the organising National Federation / Development Centre to the participants, as a proof of attendance.

The course certificates are sent to the course organisers not later than 6 weeks after receiving the course report. The organisers have the responsibility to distribute the course certificates to the participants within one month after receiving them from the FIVB Sports Development Department.

## ORGANISATION OF A COACHING COURSE

### Procedure

#### Request to organise a course

Requests for courses of all stages are presented on a FIVB application form accompanied by a FIVB Agreement form signed by the President of the National Federation / Development Centre or his / her representative, bearing the official seal of the Federation. The documents are addressed to the FIVB Sports Development Department with a copy to the respective Confederation Secretariat.

#### Application

The request for organising a FIVB Coaches Course must contain the following information:

- Place, date and duration of the course
- Course level
- Working language(s) and translation service if necessary
- Number of participants, possible limitations per country
- Number of observers
- Material and teaching conditions
- Accommodation
- Financial conditions
- Proposal for instructors

#### 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 Sports Development Department and the course should be postponed or 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.

**The maximum number of participants is 35.** In case of more applicants, the organising National Federation / Development Centre must ask the FIVB Sports Development Department in advance to authorise more participants consulting the Course Director. The organising National Federation / Development Centre must then provide two indoor courts.

#### Deadline for requests

The National Federation must return the agreement and the course application form to the FIVB Sports Development Department within the deadline stipulated in the invitation letter sent by the FIVB.

## Approval

The courses are approved by the FIVB Sports Development Department in cooperation with the FIVB Coaching Commission. The approved courses will be announced in the annual course calendar on the FIVB website.

## Cancellations

The FIVB will withdraw its approval in the case of disrespecting 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 organiser may be charged by the FIVB for an estimated amount of the expenses incurred for the preparation of the course. Courses planned by that National Federation / Development Centre for the following year may also be affected. Further courses may be suspended until the FIVB receives assurance that the National Federation / Development Centre can guarantee to undertake such organisation efficiently.

## TERMS AND CONDITIONS

### Organizing Committee

The organising National Federation / Development Centre sets up an organising committee and nominates its President at least 6 months before the opening of the course. This committee is responsible for:

- a. Preparation of the course
  - Budget
  - Announcement of the 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)
  - Accommodation and local transportation
  - Facilities and teaching material
  - Programme: working meetings, recreational activities
  - Opening and closing ceremonies
  - Contact with the course director to prepare the schedule and teaching aids
  - All other organisational and administrative aspects which guarantee the success of the course

b. For the smooth running of the course, the following services should be provided:

- Presentation of all course enrolment forms to the course director
- Permanent availability of the 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
- Translation services
- 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 flight 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"
- By electing two representatives who will distribute the form to the other participants during the course. Before the end of the course the representatives shall calculate the results and complete the "Overall Participants evaluation form". This form shall be signed by the two representatives and be presented to the course director who will include it in his/her final report
- 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

d. Players for practical sessions

The organiser should make sure that a group 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 participants.
- The players should be skilled for the stage of the course.
- Proportional specialization of players - setters, spikers, receivers, blockers (especially important for Level II and III courses)
- The coach of the host country should be responsible for the demonstrators. The instructors have to inform him/her 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 group of children between 11 and 12 years of age is required, or the practical demonstration on Mini-Volleyball may be substituted by an appropriate video presentation. For the practical demonstration on Beginners Volleyball an appropriate group of players should also be available.

## Announcement and invitation

### a. Course announcement

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

- Course level
- Requirements of participation
- 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" and deadline, criteria of participation
- Name, address and telephone/fax numbers of the organising committee
- Visa formalities if needed
- Proposed FIVB instructors

### b. Invitation letter

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

- Official invitation
- Confirmation of addresses, phone, and fax numbers, email address of the organiser and course site
- Mobile phone numbers of the people who are working for the Course
- Confirmation of the date and place of arrival and departure
- Details of transportation to and from the course site, departure time and means
- Information about the 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

## Installations and equipment

The organiser must provide the facilities below. If he/she 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 flipchart
- A video, a projector and a DVD player
- 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 in advance.
- Access to wireless internet is recommended for the classroom in order to download and show the FIVB technical material available online.

### 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 and technical material

- A Volleyball court, equipped according to the regulations, per groups 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 groups of 2 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
- For Level II and Level III courses it is mandatory to have access to indoor Volleyball courts.
- For Courses with more than 20 participants the organising NF/DC must provide two Volleyball courts

### 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)

## Protocol (ceremonies)

The recommended ceremonies, besides the official meetings between instructors, the organising committee and the National federation officials, are:

- a) Opening ceremony, if possible with refreshments
  - Short, without much ceremony, held 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 Ministry of Sport 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 the organizing 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 such a social gathering
  - A representative of the organising committee may announce organisational items
- b) Closing ceremony, farewell party

The course director and the instructor 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 closing ceremony, if the relative's 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 alcohol abuse or rude behaviour during or after the party
- The organisers can be asked to provide with a small prize to be awarded to those indicated by the course director
- In most circumstances the organising committee may also wish present the participants with a souvenir of the course and the organising country

## Financial conditions

The organiser must cover the following:

- a. Participants' and administrative expenses

- b. For the course director and instructors:
- Transportation, by train for distances less than 300 km, by airplane for distances over 300 km (economy 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: 200 CHF from the first to the last day of their duties, and a travel allowance of 200 CHF for travel expenses.

For the courses organised by National Federations, all the above mentioned expenses are directly paid by the host National Federation.

Payment of the per diem and the travel allowance is made by the FIVB Finance Department directly to the course director or instructor at the end of the course.

The FIVB covers the following:

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

However, courses run by National Federations are also recognised by the FIVB, if previously approved by the latter. Unlike Development Centre courses, the FIVB has no financial obligations.

- d. Administrative support and delivery free of charge for FIVB courses of the manuals and other teaching aids, certificates, and attestations.

### **Sponsoring**

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

### **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 the TV, the radio and the press to report on the course and other Volleyball affairs
- The director and the instructor(s) should be available to give interviews, to write articles or to appear on TV
- Participants should be asked to report on the course in their home country, to publish articles in their national Volleyball journals or other sports publications



## Exhibitions

The organisers should arrange an exhibition of Volleyball books, journals, posters, videos, etc. to inform participants on teaching and study material available on the FIVB website free of charge.

## INSTRUCTORS AND PERSONNEL

### Instructors

#### a) FIVB Instructors

Level I and Level II: A course director assisted by an instructor for 20 participants per level is required.

Level III: Two FIVB instructors are needed: one course director assisted by one instructor, plus additional local experts.

The FIVB Sports Development Department may decide that an additional instructor is to be appointed.

#### b) National Instructors

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

### Nominations

The course director and the instructor is nominated by the FIVB Sports Development Department, taking into consideration the general recommendations of the Coaching Commission according to the following principles:

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

### Responsibilities of the Course Director

#### a) Technique and teaching

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

- Programme and time schedule
- Meeting with the organising committee
- 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/she must, therefore, arrive 2 days before the opening of the course
- Preparation of the final report; he/she must, therefore, stay one day after the course

#### b) Organisation of the examination

The course director is responsible for the examination:

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

#### c) Final report

After the course, the course director and the instructor complete the FIVB course report 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
- A copy of the daily programme
- A summary of the participants' enrolment forms
- Names and addresses of the course director, instructors and experts
- Evaluation of the course, taking into account the organisation, programme, and recommendations with a view to improvement
- Photos: group photo, photos of the opening and closing ceremonies; photos of the instructors interacting with the participants
- The "Overall participants evaluation form", prepared by the participants' representatives must be included

The course director must prepare the report immediately after the course. It must be acknowledged within 14 days after the end of the course by:

- FIVB Sports Development Department
- Organising National Federation / Development Centre
- The Confederation should receive a copy of the complete list of participants

Course Forms can be downloaded on the following link:

[http://www.fivb.org/EN/Technical-Coach/Document/FIVB\\_Technical\\_Seminar\\_forms\\_2011.zip](http://www.fivb.org/EN/Technical-Coach/Document/FIVB_Technical_Seminar_forms_2011.zip)

## PROGRAMMES

### Programme for the Coaches Course Level I

Duration: 5 days, 8 hours a day, 40 hours in total

<b>COACHING COURSE LEVEL I – HOW TO PLAY</b>		
<i>Online session (1 month prior to the practical session)</i>		
1.	<b>Introduction</b> Intro video	
2.	<b>History</b> History & Structure of FIVB History of Volleyball	
3.	<b>Theory</b> Rules Philosophy	
4.	<b>Introducing Volleyball</b> Beginners Mini-Volleyball	
5.	<b>Theory of Training</b> Planning of the Training Process Training sessions Postures and movement Medical Aspects	
6.	<b>Outro</b> Outro video	
<i>Practical session</i>		
		Hours
1.	<b>Opening and closing ceremonies</b>	2
2.	<b>Volleyball for Beginners</b> Lead up games and Mini-Volleyball	4
3.	<b>Basic Technical Skills</b> Set, Spike, Reception, Serve, Defense, Block	12
4.	<b>Basic Tactics</b> Team formations and systems, Offensive tactic, Defensive tactic	6
5.	<b>Basic Physical Conditioning</b>	2
6.	<b>Additional Questions / Panel Discussion</b>	4
7.	<b>Preparation for exams</b>	3
8.	<b>Examination</b> Written (2) Practical (4) Oral (1)	7
	<b>TOTAL</b>	<b>40</b>

## Programme for the Coaches Course Level II

Duration: 13 days, 8 hours a day, 1 day rest, 96 hours in total

<b>COACHING COURSE LEVEL II – HOW TO TEACH</b>						
		LE	Q/A	A/V	DE	TOTAL
1.	<b>Opening and closing ceremonies</b>	0	0	0	0	2
2.	<b>FIVB</b> Volleyball trends and current problems Special Projects Competitions and Qualification System	2	1	1	0	4
3.	<b>Theory of Training</b> Pedagogical aspects Planning (all kinds) Training Sessions and drills organisation	6	1	1	1	9
4.	<b>Physical Preparation</b>	2	1	0	2	5
5.	<b>Modern Technical Skills</b> How to teach skills Specialization Set                      Spike Reception              Defense Serve                      Block Recommended drills	7	2	4	13	26
6.	<b>Advanced Tactics</b> Team formation and systems Offensive tactic Defensive tactic	4	2	3	6	15
7.	<b>Coaching aspects</b> Management and coaching of a team Analysis, scouting, statistics New Technologies Coach's ethic and behavior Talent selection and preparation	2	1	3	0	6
8.	<b>Cooperation</b> Coach - Medical Personnel - Player	1	1	0	0	2
9.	<b>Beach Volleyball</b> History and Rules Technical Skill "How to play" - Tactics	1	0	1	2	4
10.	<b>Additional Questions / Panel Discussion</b>	0	4	0	0	4
11.	<b>Preparation for Exams</b>	0	0	0	0	8
12.	<b>Examination</b> Written Practical Oral	2	1		4	7
	<b>TOTAL</b>	29	14	13	30	96

## Programme for the Coaches Course Level III

Duration: 8 days, 8 hours a day, 64 hours in total

<b>ELITE COACHING' COURSE LEVEL III – HOW TO COACH</b>						
		LE	Q/A	A/V	DE	TOT
1.	<b>Opening and closing ceremonies</b>	0	0	0	0	2
2.	<b>FIVB</b> Volleyball, and the FIVB in the sport world FIVB – TV – Mass Media relations Plans and Perspectives – World Vision	1	0	1	0	2
3.	<b>Trends and Problems for Contemporary Elite Teams</b> Professionalism in Volleyball Coach – TV and MM relations Distribution of coach's staff duties Club – national team relations Competitions – training coordination TE of last world competitions	3	3	0	0	6
4.	<b>Model of national / professional team</b>	1	1	0	0	2
5.	<b>Coaching Aspects</b> Scouting New Technologies: Evaluation and Performance: PC, video, radio, VIS, etc. New rules practical application Advanced planning of elite team preparations Advanced drills and training sessions Coach's role during a match Coach's ethics and behavior	6	6	4	6	30
6.	<b>Psychological and mental aspects of the player's preparation and performance</b> Management of players	2	3	0	0	5
7.	<b>Medical aspects</b> Recovery, rehabilitation, physiotherapy Testing and physical preparation Doping control	2	1	0	0	3
8.	<b>Additional Topics and Panel discussion</b>	0	3	3	0	6
9.	Theoretical and Practical presentations by participants and final exam evaluation	0	2	0	14	8
	<b>TOTAL:</b>	15	19	8	20	64

Abbreviation

LE

Q/A

A/V

DE

Subject

Lecture and written exam

Questions/Answers

Audio/visual presentation

Practical demonstration

## Timeline to organise a Coaches Course Level III

<i>3-5 months before the course</i>	Official invitation letters sent to the respective Confederation and the National Federations of the region. Provide the instructors with the necessary documents for the Visa procedure, invitation letter.
<i>2 months before the course</i>	The organiser sends the complete application file of each candidate to the FIVB Sports Development Department.
<i>6 weeks before the course</i>	The FIVB Sports Development Department informs the list of approved participants. Official course schedule is ready in collaboration with the instructors.
<i>1 month before the course</i>	The approved participants receive their specific topics from the course director.
<i>2 days before the course</i>	Arrival of the course director & instructor.
<i>1 day before the course</i>	Official meeting between organisers and instructors to verify the list of participants.
<i>1 day after the course</i>	Departure of the instructors.
<i>2 weeks after the course</i>	The course director submits the final report to the FIVB Sports Development Department. The course director and the NF submit photos and videos of the course.
<i>6 weeks after the course</i>	The FIVB Sports Development Department sends the certificates of the successful participants to the organising NF or DC.

## OTHER COURSES

### Mini-Volleyball Courses

- 1.1. The FIVB does not organise official courses for Mini-Volleyball. However, it supports regional or local courses for Mini-Volleyball coaches, instructors, and 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 Coaching 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 Coaching Commission and the Development Commission should be consulted on this matter.
- 1.4. The organisation of such courses should be similar to that described these regulations.

### Olympic Solidarity Courses

The IOC, through the 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 flight tickets in accordance with these regulations.

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.

The National Federation will notify the NOC on the course arrangements and the NOC has to confirm in writing to the Sports Development Department that all the course arrangements including the organising committee are in place.

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

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

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

After an Olympic Solidarity course, the course director has to write two reports: one as required by these Regulations, another as required by the Olympic Solidarity.

Financial conditions:

- a) The FIVB will cover and take care of:
  - Instructors' transportation (flight return ticket, economy class)
  - Instructors' per diem (CHF 200.00 for each day of the course, including two days before and one day after the end of the course; and travel allowance)
  - The invoice will be sent to Olympic Solidarity
- b) The National Federation will cover and take care of:
  - Administrative expenses
  - Visa, airport tax and vaccination costs upon receipt of the invoice
  - Local transportation and accommodation (incl. meals) for the Course Director/Course Instructor
  - The hotel must be of acceptable standard
  - The National Federation will notify the NOC on the course arrangements and the NOC has to confirm in writing to the Sports Development Department that all the course arrangements including the organizing committee are in place.