

Coach Policy

Approved: September 14, 2025

Coaches are under the direct supervision of the President and/or the Coaching Committee, who will be authorized to determine the process for identification and appointment of coaches, including recruitment, applications, interviews, reference checks, etc. At a minimum, applicants are expected to submit a resume of coaching, educational, and professional qualifications along with references.

Minimum Certification Requirements

All LUVC coaches must possess the minimum requirements listed by the OVA Coach Eligibility Policy in order to be a Head Coach or Assistant Coach. The Board may waive this requirement for coaches or assistant coaches at its discretion upon receipt of a written commitment by the coach to complete the required certification at its earliest availability.

Screening

All coaches are subject to a Police Record Check (PRC) and Vulnerable Sector Screening (VSS) every three years, in accordance with OVA policy. Any new coach joining the coaching staff must obtain a new PRC and VSS naming Lanark United Volleyball Club as the requesting organization. All PRC and VSS documentation will be held by the Club and provided to the OVA upon request.

Coaching Committee

Under the direction of the Club Technical Director or President, a Coaching Committee shall be raised. The Club President or, at their direction, a Vice President shall be a member of the Coaching Committee and shall select the remaining committee members from the coaching staff for the season. The Coaching Committee will assign coaches to teams, support coaches during the tryout process, and support coaches throughout the season.



Appointment Process

The Coaching Committee will be responsible for appointing coaches to teams annually. The Coaching Committee will submit coach assignments to the President for approval. The goal is that each team will be assigned the number of coaches deemed adequate to provide appropriate training and coaching at practices and tournaments. For most teams, this will consist of one head coach and one assistant coach. Experience, availability, compatibility, coaching style as it suits the age group, and coach preference will be taken into consideration in placement. A coaching roster of more than 2 coaches requires Board approval and is determined by the Coaching Committee.

Coaching Consecutive Seasons

In order to provide athletes the benefit of the experience of a number of different coaches over the course of their club career, a Head Coach will be limited to two consecutive years with the same core group of athletes^[1]. Exceptional circumstance requests to override this condition may be considered by the President or Coaching Committee.

Parent Coaches

The Club encourages interested parents to pursue coaching certification to coach with the Club. A parent shall be limited to two years as head coach for their own child's team. At the 17U and 18U levels, the Club will restrict parents from coaching their own child in both Head and Assistant Coach roles. Exceptional circumstance requests to override this condition may be considered by the President or Coaching Committee.

Training, Professional Development, and Evaluation

The Club shall endeavour to financially support training and development activities for coaches in accordance with the approved annual budget. After completion of a

full year as coach, coaches will be eligible to for reimbursement for Club approved training and development activities upon submission of a receipt for fees incurred.

Coach Honourariums

Head and Assistant Coaches (including Parent Coaches) are eligible for an honourarium based on their full-time commitment to the Club during the competitive season (September - June). The maximum honourarium for each coaching category will be set by the Board of Directors at the beginning of the season and approved for payment by the President or Coaching Committee at year-end (before June 30). At its discretion, the Board, on the recommendation of the President or Coaching Committee, may adjust the payment to a coach based on their participation in Club activities (practices, tournaments, social events, etc.) throughout the year.

Payment may be withheld at the discretion of the Board if team equipment (ball carts, med kit, training equipment, etc.) has not been returned to the Club.

Expense Reimbursement - Club Budget

Head Coaches and Assistant Coaches (including Parent Coaches) shall be eligible for expense reimbursement from the Club budget related to participation in tournaments as follows:

- Approved transportation (driving) - Coach's vehicle will be reimbursed a mileage rate, approved in the Club's annual budget. Coaches are expected to carpool where practical; should coaches opt to arrive separately. The mileage will be based from Smiths Falls to the Tournament location. Should a coach opt to travel with the team there will be no mileage reimbursement. The coach will submit their mileage to the Treasurer for reimbursement.
- Accommodation - The Club will cover up to two hotel rooms (Head and Assistant Coach) for tournaments over 150km from Smiths Falls.

- Per diem - The Club will reimburse coaches a set amount for per diem, approved in the annual Club budget. Coaches may request reimbursement from the Treasurer without receipts based on the approved rates.
- Approved equipment/supplies - Coaches may be required to purchase pre-approved equipment or supplies for team purposes and use (ice packs, med kit replacements). Reimbursement, with proof of receipt from the purchase and if the item is on the pre-approved purchase list, will be made through submission of the receipt to the Club's Treasurer.

Expense Reimbursement - Team Budget

In the case of additional tournaments beyond the scope of the OVA calendar, coaches shall be eligible for expense reimbursement from the team athlete and guardians as follows:

- Approved transportation (driving) - Head and Assistant Coach's vehicles will be reimbursed a mileage amount, based on the Club-approved amount. Coaches are expected to carpool where practical. The mileage will be based from Smiths Falls to the Tournament location. Should a coach opt to travel with the team, no mileage reimbursement will be provided. The coach will submit their mileage to the Team Manager for reimbursement.
- Approved transportation (other) - When distance requires a team to make other arrangements for transportation (air, rail, bus), they will be expected to cover the cost of transportation for their Head Coach and Assistant Coaches.
- Accommodation - The Team Athlete and Guardians will reimburse up to two hotel rooms (Head and Assistant Coach) for tournaments over 150km from Smiths Falls.
- Per diem - The Team Athlete and Guardians will reimburse coaches a set amount for per diem, based on the Club-approved amount. Coaches may request reimbursement from the Team Manager without receipts based on the approved rates.

Coach Uniform/Dress Code

LUVC will provide an approved clothing package for all LUVC coaches, included within the Club budget. Coaches must wear approved and provided LUVC clothing items at all tournaments, games and exhibitions. Coaches must also comply with the OVA and/or Volleyball Canada dress code policies for events.

[1] Team composition will change from year to year. If a coach starts with a team at 14U and coaches the same core group at 15U, this policy prevents that same coach from coaching the team at 16U even if the team's composition has significantly changed.