

St Alphonsus Athletic Association

Girls Volleyball Coaches Handbook

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Expectations For A Catholic School Coach

- Accepts his or her ministerial role as a Christian role model on and off the field of play.
- Understand the rules of the game and instructs his/her players regarding same.
- Controls his/her emotions both during a game, and upon game's end.
- Speaks in a manner and tone appropriate for his or her position.
- Realizes players never purposely make mistakes and never ridicules.
- Concentrates on coaching and lets the officials call the game.
- Is fair and does not show favoritism.
- Sets realistic practice and game schedules, being prompt at the beginning of practice and punctual when ending practice for consideration of parents and family obligations.
- Knows when and who to substitute, according to the team structure, diocese guidelines and game scenario.
- Never permits an ill or injured player to practice or play.
- Insists that a team practice with the same enthusiasm and skill as demonstrated during a scheduled game.
- Gives ALL players the opportunity to improve their skill sets during practice through drills, scrimmages and direction.
- Within the game scenario, is aware of the diocese guidelines for playing time for the specific level of play, and uses that awareness within the roster of the team.
- Never deliberately humiliates an opponent by running up the score.
- Insists that players accept victory with modesty, and defeat without alibi.
- At the final whistle of the game, takes into consideration the emotions and frustrations of everyone, thus limiting post game criticism, leaving detailed comments for the next practice.
- Realizes a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy, and manner.

Signature reflects the coach's understanding of these basic elements. When violation of any of the above expectations occurs, the principal and pastor will be notified, and appropriate actions will be discussed and enforced.

(Printed Name)

Coach

(Signature)

SAAA Representative



St. Alphonsus School

201 Church Road, Wexford, PA 15090 724-935-1152 FAX: 724-935-1152

Volleyball Coach Responsibilities

Volleyball Coach Roles and Responsibilities

May

- Hold 3-4 open gyms for 4th and 5th graders only. This gives the girls a chance to try volleyball in a non-competitive format. This needs to be done before fall registration is complete.
- Send Volleyball Camp information to families.

June

- Attend Diocese VB League Meeting around June 8-15. A coach or representative should attend. They will go over new rules and layout the registration process.
- Contact the gym coordinator to gain access to the gym, equipment room and concession stand.
- Obtain the roster of girls trying out from the SAAA secretary.
- Confirm Coaches and make sure they are compliant with Diocese guidelines
- Pick a Saturday in September to hold JV Tournament (usually the week or 2 after Harvest Home) and do the following:
 - Get a registration form to the diocese to distribute.
 - 5th and 6th grade parents are to coordinate the tournament (not the coaches). Assign parents.

July

- Attend a Coaches meeting put on by the SAAA.
- Get a final list of the girls that registered from the SAAA. Ensure new families are accounted for.
- Based on the number of girls registered, determine the number of teams and ensure they are all registered with the diocese.
- Deadline for registration changes each year however it is typically around August 1st.
- Reach out to the Gym coordinator for the following information:
 - Play day and time for each team.
 - Black-out dates that the Ryan Center is not available.
- Prepare the registration form and record the game day and time along with the black-out dates. LIST ALL DATES EVEN IF YOU EXCEED THE MAXIMUM DATES ALLOWED.
- Hold Open Gyms (3-4 nights) around the 3rd or 4th week of July.
- Hold a minimum of two Tryouts (2 for JV and 2 for varsity) the last week of July or the 1st week in August.

August

- After teams are picked each coach needs to hold a Parents Meeting and a board member needs to be present. Be sure to review the parent meeting agenda created for you by the SAAA and edit as necessary.
- Practices the 3-4 weeks before school starts are generally held on Monday – Thursday evenings. Reach out to the gym coordinator to ensure the time can be reserved.
- Once school starts, practice is 2 times per week (usually Tuesday and Thursday). Again request the time from the Gym Coordinator.
- Assign gym duties to all girls (Swiffering, cleaning lockers and lobby). Swiffering must be done prior to and after each practice.
- You will receive game schedules around August 15-20.
- Review schedule for any conflicts, communicate gym needs to gym coordinator and provide the information to the parents.
- Have parents setup “parent duties” for each home game (door, 50/50, concession, score keeping, clock, line judge)

- Hold a “how to keep score” clinic for parents and any 7th or 8th grader.
- Each team can sign up for 2 tournaments – start looking for them (Bishop Canevin, North Catholic, Oakland Catholic, etc.) Double check with parents to make sure the team is available to play.
- Make sure all coaches are familiar with the gym operations (locking and unlocking the front doors, opening concession stand, turning off lights, location of ice packs, etc)
- Once home games are finalized, request checks from Treasurer for the referees for the entire season. It is the job of each coach to keep the money and pay the refs at each home game. (\$35/game)
- A parent can coordinate buying socks for all of the girls. This can be optional and the parents are responsible for purchasing them. (this is not the job of a coach.)
- Once teams are picked, submit rosters to the diocese.
- By mid-August the JV tournament should have 8 teams signed up to play and the “business Ads” and “Personal Ads” should be distributed to parents.

September

- Send weekly emails to parents about what is scheduled for the coming week (practice, games, tournaments).
- For home games, the coach is responsible for emailing or calling in the final scores within 24 hours.
- Pick a date for 8th grade recognition and make sure the 8th graders can come.

October

- Let the Board know if you make the playoffs and when and where each game is so that information can be communicated to the school.
- Remind JV coaches to set a date for their end of the season team parties. They will need to contact gym coordinator to use the gym.

Varsity

- Prior to one of your last home games schedule an 8th grade recognition. Here is some information about this process.
 - Communicate to the team when the 8th grade recognition is. Ask for a parent volunteer to coordinate the process.
 - Have the parent volunteer coordinate the following:
 - The 7th graders should make some signs to be posted at the venue to recognize each player.
 - Purchase a carnation or a rose for each player to be handed to them during the ceremony.
 - Purchase balloons so that each 8th grader and their parent can walk through.
 - Send out an email with a list of questions that each 8th grader must answer and return to the coach. A list of these questions are attached.
 - At the recognition, introduce each player and their parents one at a time. Have them come forward to accept the flower and walk towards the spectators. At this time the coach should be reading the answers to the questions the 8th grader previously provided.
 - It is the coaches option to introduce or not introduce the 8th graders from the other team, however the SAAA does NOT reimburse the cost of flowers for the visiting team and therefore does not recommend that they are provided.

November

- Let the SAAA know if any Diocesan or Section Championships were won so the banners can be updated.
- Give any Section or Diocesan Championship trophies to the SAAA to be included in the trophy case. A plaque with the winning names and the coaches maybe added (if they are not already on the trophy) at the SAAA expense. Keep it under \$20.
- Send an email to all volleyball players to have them return their uniform to the school office. Give them 10 days to do so. Remind them to have it cleaned and put into a zip lock bag with their name on it.
- Take the rest of the year off and THANK YOU!!!!!!!

Volleyball Coaches Meeting

Agenda and Talking Points Volleyball

The purpose of the following document is to clarify and set coaching expectations of you as a Coach. Please ensure you take the time to read and understand this information as it is critical to the SAAA and your success as a Coach or Assistant Coach at St. Alphonse. Please reach out to a Board Member should you have any questions or concerns.

SAAA Expectations

The SAAA has set specific coaching expectations so that we have consistency across our program. We expect that our coaches will understand and adhere to these expectations.

Coach Requirements

- Complete the following clearances as communicated:
- [Diocesan Centralized Database Application](#) and a signed copy of the Pastoral Code of Conduct (at the end of the application process);
- A Certificate of Attendance for the Protecting God's Children Seminar—enrollment at [Virtus.org; Pennsylvania Criminal background check/clearance](#)
- [Pennsylvania Child Abuse clearance](#)
- A Certificate of Attendance for the “Play Like a Champion” coaching seminar that is required by the diocese.
- It is your responsibility to ensure all the paperwork has been turned into the school. The school office is your point of contact to ensure all requirements have been met.
- Review and sign Expectations For A Catholic School Coach
- The diocese requires (which is communicated through Protecting Gods Children Workshop) that at least **2 adults must be present** (Coach plus one other) during all team activities. Please keep this in mind when you schedule your practices. Also note that when locker room meetings are taking place that in addition to having two adults, one of them must be of the same gender of the team being coached.

Assistant Coach Selection

- It is the responsibility of the Head Coach to ensure all clearances are in place prior to selecting and committing the Assistant Coach position. **Please ensure all paperwork has been turned into the school. Unless this has been done, they can not be an Assistant Coach.**
- The Assistant Coach may NOT be selected prior to the completion of tryouts without the consent of the SAAA. The only exception we will allow is if the Assistant Coach has zero conflict of interest with the selection of the players and again this must be approved in advance by the SAAA.
- Once you have selected your Assistant Coach, please send an email to info@stalsaa.org indicating who you have selected as your Assistant Coach(es).

Playing Time

- Red
 - It is understood that winning is a key objective of the red team; however keep in mind the importance of the team. On the BEST teams each player has a role. Remember, when the match and especially the season are over it will only be memorable if you won as a team. Keep your team goals in mind.
 - While playing time does not need to be even, every player should play in every match. It is very difficult on the player and their family when they don't get to play.
 - In the event there is one extremely large team, the coach should schedule additional matches for players that don't see much playing time during section matches.

- When playing against teams that are weak we look for you to adjust the rotations so that your weaker players get more playing time.
- There should also be a few other things (other than skill) that affect playing time.
 - Commitment to developing skills.
 - Attending practice and being on-time.
 - Working hard during practice with a good attitude/team player.
 - Sportsmanship.
- While playtime is not even on a Red team, should it become clear that the Red team will not make the playoffs, the Red team should begin using the rules applied to White teams relating to playtime which means playtime should be as close to even as possible.
- **Black and White**
 - The goal of the Black/White team is to provide developmental opportunities for every player regardless to whether the set and match is won or lost. This is a developmental program and ALL players need match experience to develop.
 - Coaches are expected to allocate playtime as evenly as possible knowing that one must comply with rotation requirements. Even if the league you are playing in has different minimums the even playtime rule applies to our teams in every match.
 - We expect the coaches will adjust the rotation set-by-set to ensure playtime is as even as possible.
 - Coach has the authority and discretion to reduce playtime below minimums in situations where there are issues with the player behavior or attendance. Please ensure parents are aware of the issue BEFORE reducing playing time.
 - While the goal should be even playtime, we know that it is impossible to execute that perfectly. The Coach should strive for even, but it is understood that some players will get a little more time and some a little less.
 - Tournaments and Playoffs (should there be playoffs)
 - Tournaments played during the regular season must follow the normal playtime standards.
 - Playing time for SEASON ENDING tournaments and playoffs do not need to be allocated evenly.
 - Season ending is defined as a tournament (or playoffs) that START after every regularly scheduled season match has been completed. The entire team MUST be invited and encouraged to participate. The entire bench must play in a meaningful way however playtime does not need to be even.
 - If you decide to participate in an end of season tournament, please remind the parents of the new playing time rules prior to the tournament or playoffs.

St. Alphonsus requirements

- **Grades**
 - It is the policy of St. Alphonsus that no student may participate in school sports unless they maintain acceptable grades this includes matches and practices.
 - You will be contacted by the school should you have someone on your team not meeting the threshold.
 - You can support your players by reminding them how important it is to keep their grades up.
- **Student absent from school**
 - No student is allowed to practice or play in a game on the SAME DAY they missed the entire school day.
 - If the student misses school on Friday they CAN play/practice on a Saturday.
- **Team Assignment**
 - Only 5th and 6th graders are allowed to be on the roster and play JV Red girls volleyball and only 7th and 8th graders are allowed to be on the roster and play varsity Red girls volleyball when multiple teams exist at the respective level.

In-season Sports

- Volleyball will take the priority over winter sports until volleyball season is over. Players are expected to prioritize volleyball over other winter sports like basketball.

- Volleyball coaches should work with the basketball coaches to find a time that will work for basketball tryouts as tryouts will occur while volleyball is still in-season.
- Winter sports (like basketball) always take the priority over winter or club volleyball. Players should not prioritize club volleyball over basketball.

Red Team Tryouts

- Send an email announcing the tryout dates and required information. A sample is attached.
- There must be an objective and consistent approach to evaluating the talent of each child trying out. A sample tryout plan and evaluation form is attached. You are free to create your own process however this is one that has been used in the past successfully.
- The only child that is committed a spot on the team is the child of the HEAD COACH. Should the Head Coach have more than one child on the team, only the strongest child is committed a spot.
- The Head Coach is in-charge of the tryouts.
- The Head Coach must select at a MINIMUM 3 observers to help evaluate the players trying out.
- ALL 3 observers must be free from any conflict of interest in the selection process. This means that they can't have a child or a relative trying out.
- All observers must be highly competent in volleyball.
- The Head Coach has the final decision although should directionally follow the input of the observers.
- There must be a minimum of 2 tryout days. Players are encouraged to attend both; however they must attend at least one to be considered on a Red or Black team.
- St. Al's reversible and numbered tryout jerseys are required to be used during tryouts. These jerseys can be obtained from the Equipment Coordinator.
- If a child is NOT interesting in playing Red or Black she does not need to tryout, just register.
- You must arrange to have at least one Board Member at your tryouts. The Board Member does not need to participate in the evaluation.
- No child is allowed to tryout unless they have registered and have a Physician Release form turned into the SAAA or uploaded through their St. Al's user profile prior to tryouts. Make sure you communicate this when you send your tryout announcement.
- Tryouts should occur during July or August. Be sure to communicate this date well in advance so families can work around any conflicts.
- Because tryouts are occurring over summer vacation, some latitude must be given to families that are out of town. In the event a registered player is unavailable they should be allowed to tryout during an open gym. Should the player not be able to attend any of the open gyms, they should be allowed to tryout during a practice. A Board Member should be in attendance during a practice/open gym that has a player trying out.
- The league (PIAA) will define the first day you can practice as a team. Make sure you are aware of this date and don't violate it.
- If a player is injured prior to or during tryouts then they are allowed to tryout once they have recovered from the injury and you have a release from a doctor. You can permit them to tryout at an upcoming practice(s).

White Team Evaluation

- Should it become necessary to have more than one White team, the goal of the process will be to ensure that the talent level is balanced.
- Board Members, Red Team Coach and the White team Coaches will participate in the evaluation process.
- The Board will facilitate and regulate the process and approve the coaches (Red and White) recommendations.
- While consideration should be given to requests by the parents, under no circumstances should that result in unbalanced skill levels between teams.

Announcement of Red team

- The day prior to making your final selections and announcing the team, you should contact any parent who has a child towards the bottom of your roster and let them know that they made the Red team however they might not see a lot of play time. Give the parent an opportunity to commit to that scenario or the option for the child to play Black/White. Be prepared for the parent to need a few hours or the next day to get back with you. If the parent selects the Black/White option (unlikely) you can adjust your roster accordingly and continue to make the necessary phone calls. By doing this you clearly set the expectations for the year so that parents are not upset with you during matches. You can also let them know that this is not cast in stone. Should their skills improve they will get more time.
- If you are aware that a specific parent is going to be very disappointed that their child did not make the Red team, we ask you to call that parent in advance. While this can be a tough conversation, it often times lessens the blow of seeing it in an email.
- Your announcement should come out no LESS than 3 days after your last tryout and no MORE than 5 days after you last tryout.
- An example of the announcement is attached; please use this as a guideline to edit your announcement.

Practices

- JV and Varsity
 - Generally speaking we expect our teams to be together 3 days per week. This generally means 2 practices and 1 match.
 - If a coach would like to be together more than 3 days during a week please ensure your parents support this. There is never an issue with extra practices or extra matches as long as you have the support of your parents and gym time is available.
 - Only varsity teams can schedule practices that start at 8:00PM or later.

Communicating with the Parents

- Within two weeks of your first practice you should hold a parent meeting. During this meeting you can set expectations for the season and answer any questions. Prior to the meeting please send your agenda in advance to the parents and copy the Board. You should have the agenda at the meeting to hand out as well. Please plan for this meeting to last at least 30 minutes with the possibility of it going an hour based on questions. We have provided a copy of a parent meeting agenda that you can use as a guideline and edit the information that is specific to your team.
- You should select a parent to coordinate the many jobs that the parents must perform during matches throughout the season. This parent is responsible for scheduling the parents for each assignment and communicating that information throughout the season.
- We ask that coaches communicate with their parents at least once per week. The most effective approach is sending an email every Saturday or Sunday that reminds the parents about the next week schedule of activities.
- Great communication with parents is essential to a strong athletic program and team. Please do your best to always keep the lines of communication open. Should you find yourself in an emotional and escalating conversation with a parent, please excuse yourself from the conversation and contact the Board. Nothing good will come from having a heated argument with a parent. Contact the Board and let us assist you.

Communicating with the Board

- We require a Board Member to be present at your Parent Meeting. Prior to setting the meeting date, please reach out to a Board Member of your choice to ensure they can attend your meeting. Once you have ensured that your Board Member is available you can communication the date and time to your parents.
- Please feel free to copy the Board on communications that you feel the Board should be aware of.
- You can contact the Board directly at info@StAlsAA.org . Any email sent to this address goes to all Board Members.

- Please let the Board know if you make the playoffs and the results of each match. Please let us know when and where your next match is and we will make sure this information gets out to the school so we can help support attendance.
- Let the Board know if your RED team wins a Diocesan or Section Championship so that we can update the banner in the gym.
- Please notify the Board should there be any incidents. Incidents would include anything unusual like upset parents, coach Red Card, serious injury or concerning behavior.
- If you should win a Diocesan Championship trophy, you can have a plaque added to it with all the names of the players and coaches. The target price for this plaque should be under \$20. The Trophy should be brought to school then given to a Board Member so that it can be placed in the Trophy Case. Section Trophy should be given to a Board Member to be added to the trophy case.
- All tournament and non-Red team trophies will be placed into the trophy case in the center area for 1 year. All Diocesan and Section trophies for Red teams will remain in the trophy case.
- We encourage all of our coaches to attend the monthly SAAA meeting. Please do your best to attend when you can most importantly during season.

General Information

League Registration

- The Volleyball Coordinator will handle league registration and scheduling for all teams.
- The Volleyball Coordinator will communicate the schedules as soon as they are available. No deviations should be made from this schedule except for school/diocesan events (IE, Harvest Home Dinner, confirmation, graduation etc.)
- Volleyball Coordinator should ensure they have spoken to the school and the Gym coordinator and understand all dates that the Ryan Center is not available. No matches should be scheduled on these dates and should be communicated as such to the league.

Concussions

- Educate yourself on detecting and reacting to a possible concussion.
- Review the attached concussion evaluation tool and keep it with you.
- Be ready to quickly detect a possible concussion and seek the appropriate medical attention and contact parents. Should there be any delay in medical attention be sure the child is always supervised and in a quiet area as movement and excitement can cause further damage. Sitting on the bench does not qualify as a quiet area.
- Correctly responding to questions does not necessarily mean there is no concussion. If something seems wrong it probably is. Error on the side of being too cautious.

Team Photo's

- We will coordinate one day for pictures to be taken. The SAAA will notify each Coach and each Coach must notify their parents.
- When notifying parents be sure to tell them the scheduled time and stress the importance of arriving 15 minutes early.
- Order forms will be given to the coaches to hand out at practice prior to the photo date.

Emergency Contact Forms

- The Board will provide each Coach with an emergency contact form for each child.
- Please be sure to read through the forms just in case a child has a condition you need to be aware of. Please keep in mind that this is confidential information which shouldn't be shared with anyone except medical personnel.
- Please keep these in your coaches bag in case of emergency

Weather decisions

- Matches
 - Decisions to cancel a match due to weather should be a joint decision between the home and away coaches. If you see weather is looking bad reach out to the Coach from the other team. Teams that play in the diocese can find out the coaches name and contact information on <https://sites.google.com/site/vbschedules/Home>. Teams that play outside the diocese should contact their league administrator for visiting coach contact information. Please don't wait until the last minute to act as this can inconvenience a lot of people.
 - Keep in mind that some schools don't allow their students to participate in matches on days when school is cancelled. This is NOT the policy of St. Alphonsus.
 - The home coach is responsible for calling the league and rescheduling the match.
 - If you would like any partnership feel free to reach out to any member of the SAAA Board, Sr. Mariella or Father Murphy.
- Practices
 - Use your good judgment to decide if you should cancel a practice. Feel free to reach out to a Board member if you would like a second opinion. When holding a practice on a day with weather, make it clear to parents that it is their decision as to come or not based on what they see out their window. You should tell parents that there will be NO consequences to their child if they feel it is not safe enough to drive.

Uniforms

- JV and Varsity
 - The Uniform Coordinator will make arrangements with you to be at a practice where your players can be fitted for the correct size.
 - It is the Uniform Coordinators responsibility to issue the uniforms. Keep in mind that a uniform will not be issued until a \$100 deposit check (post dated to June 1) is provided by the family to the SAAA. The check will be cashed if the uniform is not returned in good condition otherwise it will be shredded.
 - Please support the Uniform Coordinators efforts as this is a big and sometimes frustrating job.

Access to Ryan Center

- Each coach should arrange with the Gym Coordinator access to the Ryan Center.
- If you are provided a key (fob) to the Ryan Center they must be returned promptly at the end of the season. Don't make us chase you down.

Ryan Center

- Coaches Responsibilities at the Ryan Center
 - Review the attached document plus some key call-outs as follows:
 - After every practice or match, EACH Coach is responsible for ensuring the locker room, stage, athletic closet, gym and lobby is picked up.
 - The Coach of the first team and the last team using the Ryan Center on any given day must ensure that the floor is swiffered. It is fine to assign one of your players the responsibility to complete this task, just ensure that the responsibility is evenly spread across the team. This should not be a punishment.
 - If no one is following your practice or match, the floor must be swiffered by one of your players. You must also make sure the lights are out and ALL doors are locked.
 - If you are the last match of the day, the lobby floor must be swept and the trash taken out. The lobby floor and trash does not need to be done after practices.
 - Only players and coaches are allowed on the court.

- No drinks or food are allowed in the gym and indoor court shoes must be carried into the Ryan Center.
- Hoops
 - Ensure you know how to put up the hoops. The code is 2004 and should not be shared outside the coaching staff. If you haven't done this before you will need instruction.
- Bleachers
 - No one (including coaches) is allowed to open or close the bleachers unless they have been trained, or working with someone that has been trained.
 - No one is allowed to sit on closed bleachers.

Tournaments

- The Athletic Association will reimburse up to two tournament entry fees per year per team.

Equipment room

- Ice packs can be found here or in the concession stand area in the space under the counter near the window to the court.
- Please keep the room organized. If you walk in and the room is a mess, please take the time to reorganize it before you leave.
- Please keep the room locked as small children have been injured in this room.
- Game balls are marked. Game balls should not be used during practices.
- Make sure you have a code to this room. You can get a code from the Gym Coordinator.
- No children are allowed in the equipment room.
- In case the scoreboard does not work for any reason, you will find a box labeled emergency clock and scoreboard in the equipment room. Should you need to open this box please ensure the contents are returned to the box and the box is re-taped. Additionally, please contact the Gym Coordinator and the Equipment Coordinator.

Equipment

- Each coach will be provided with an equipment bag which includes a first aid kit.

Paying Refs

- The preferred payment method is direct bill whenever that can be arranged. If the Ref's expect cash payment, then please provide them with the cash and request reimbursement from the SAAA Treasurer. If you would rather get the money in advance, that can be arranged as well.
- NEVER take money from the concession stand or admissions. It is important that all money is accounted for correctly and doing this creates an issue.
- Please give the Treasurer at least two weeks advance notice when requesting any SAAA funds.

Setting up Practices

- Contact the Gym Coordinator and request your practice times and day. Times and day will be prioritized based on the team type. Varsity will be a higher priority then JV and so on.
- You will be provided up to two gym slots per week per team for practice. On any given week if you aren't going to use your gym slot contact the Gym Coordinator and cancel the spot as another coach may need it. If you have no home match on a particular week you can use that spot to practice in as well. If you are not going to use your home match gym slot please let the Gym Coordinator know that as well.
- You can view the status of availability and confirm your gym time by visiting www.stalsaa.org. Prior to requesting any additional gym time please review availability on the above site.

Matches

- You will be given a day of the week and a time slot for your home matches.

- Please provide this day and time to the league.

Assistant Coach

- It is critical that the Assistant Coach has roles and responsibilities.
- Please take the time to determine what role the Assistant Coach will have on your team and communicate those expectations.
- Coaches can get very busy during a match, so leveraging the Assistant Coach can help ensure everyone gets played and a strong substitution strategy is executed well.

Gifts or Team Purchases

- Coaches are not allowed to provide gifts or coordinate the purchase of team apparel or other team related items without the approval of the Board. It doesn't matter if the items are donated or being paid for by a third party or a parent. Under no circumstances is this allowed without Board approval.
- Keep in mind that we are managing many different teams and when one team receives something that another team doesn't there are hurt feelings and consequences.

End of Season

- All JV teams should have an end of season party. The SAAA will provide you with \$10 per player towards the cost of a party. Most teams hold their party at the Ryan Center. Contact the Gym Coordinator to reserve time.
- All JV coaches should contact the Awards Coordinator for end of the season pins and pennants.
- Varsity does not have an end of season party that is supported by the SAAA. Instead there will be a varsity banquet and the end of the school year.

Contact Information

- Here is a list of all SAAA contacts for the school year can be found at www.stalsaa.org.

Sample Email Announcing The Tryout Dates and Required Information

THIS SHOULD BE SENT BY THE VOLLEYBALL COORDINATOR TO ALL PARENTS. THIS EXAMPLE IS THE JV EMAIL... ONE WILL NEED TO BE SENT TO VARSITY AS WELL

Parents of JV Volleyball Players;

While I know everyone is enjoying the summer (including me) it is time to start planning for volleyball season.

To hit the diocesan timelines, it is important to hold tryouts so that volleyball teams can be determined.

Tryouts for 5th and 6th grade girls volleyball is scheduled as follows:

- Tuesday July 26th 2:00 – 4:00 Ryan Center
- Thursday July 28th 2:00 – 4:00 Ryan Center

Here is some additional information about the tryout process.

- Each player will be assigned a tryout number.
- Please come 30 minutes early so that you can stretch, get your shoes on, pickup a number and be ready to play.
- There will be 3 observers (in addition to me) evaluating the players. These observers are all skilled in volleyball and have no child or relative trying out for a spot on the team.
- There are 2 tryout days. I encourage all players to attend both.
- Players are NOT REQUIRED to attend both tryouts; however they must attend at least one to be considered for the Red team.
- Should a player be unavailable for both tryouts, they will be permitted to tryout during a practice. Please let me know ASAP if that is the case with your child.
- If an injury prevents a player from trying out than the player will be allowed to tryout later with a doctor release.
- **No player is allowed to tryout unless they have registered and turned in the Physician Release Form (or uploaded it within your SAAA profile) to the SAAA.**
- **Please bring your post dated \$100 uniform deposit check to the tryout. The checks will be collected at that time.**
- Parents are permitted to observe the tryout process.
- Results of the tryouts will be communicated via email between July 31st and August 2nd .

We have some great JV athletes and I am looking forward to watching them WIN BIG during the fall!!

Please let me know if you have any questions or concerns. More information will follow as we get closer to the tryout dates.

Volleyball Tryouts

		Scale: 1-5 [5 being the best]							
		Day One				Day Two			
		10	30	30	10	Game Time			
<u>Student Name</u>	<u>Minutes</u> Try-out #	<u>Serving</u>	<u>Passing</u>	<u>Hitting</u>	<u>Setting</u>	<u>Defense</u>	<u>Hustle</u>	<u>Court Awareness</u>	<u>Rotation Knowledge</u>
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
	15								
	16								
	17								
	18								
	19								
	20								
	21								
	22								
	23								
	24								
	24								
	26								

- Serving Serving 5 times and count how many out of five they make - are they serving underhand or overhand?
- Passing Passing 5 times and count how many to target?
- Hitting Hitting - how many down balls are they making over
- Setting Setting 5 times and count how many to target?
- Defense Watch during games to see how they react
- Hustle Hustle 5 times and count how many to target?
- Court Awareness
- Rotation Knowledge During game, determine who understands what the game is all about and who is responsible for taking what ball

Volleyball Team Announcement

THIS SHOULD BE SENT BY THE VOLLEYBALL COORDINATOR TO ALL PARENTS.

JV Volleyball Parents and Players;

I want to thank everyone for coming out last week for tryouts. All the coaches were very impressed with the level of play and how hard everyone has worked on their game. Given the skills of our players the decisions our observers had to make were very difficult.

The following players have made the JV Red Volleyball team.

Player Name

Player Name.....

Head Coach – COACH NAME

The following players have made the JV Black volleyball team.

Player Name

Player Name.....

Head Coach – COACH NAME

The following players have made the JV White volleyball team.

Player Name

Player Name.....

Head Coach – COACH NAME

Please remind your children, that no matter which team they are selected for, they are classmates and friends first.

Your head Coach will be in touch with you soon.

Parents Meeting

- **Goal of Program**

- Develop the fundamental skills of volleyball
- Develop a stronger understanding of the game, strategies and rules.
- Work hard, work as a team and have fun.
- Be competitive

- **Uniforms**

- We will receive on _____.
- Must have deposit in to receive a uniform.

- **Parent Commitments**

- Expectations of Parents Document
 - Please hand this out during the meeting and have parents sign and return to you during the meeting or at the next practice.
- Ryan Center Parent Responsibilities
 - Please hand this out during the meeting.
- Ryan Center Student Responsibilities
 - Please hand this out during the meeting. Parents should have their child sign and return it to you at the next practice.

- **Matches**

- *Home Matches* –
 - Home Matches will be on DATE in the Ryan Center.
 - Please be in the gym and ready to start (stretching complete) 30 minutes prior to match-time.
- *Away Matches*
 - Please be at away matches ready to start (stretching complete) 30 minutes prior to match-time
- *Tournaments*
 - Tournament 1
 - Tournament 2
- *Extra Matches*
 - Assuming there is support (and gym time) I will look to schedule extra matches throughout the season. Once I am able to get something scheduled, I will reach out to see who can attend. Participation is NOT mandatory but encouraged.

- **Practices**

- Red Team
 - This is the Red team and as such all the players are expected to be at all practices and diocesan matches. The only exceptions to this rule should be illness, school work and important family commitments. Please do not prioritize other activities above Red volleyball commitments.
 - When a player misses a practice it affects the entire team. It does not allow us to practice the way we will be configured during our matches. We are one team and as such are dependent upon each other to perform their roles to give us the best chance to win. This can only be done if we have everyone at practice and everyone at matches.
 - If for any reason your child must miss a practice, please let me know at least 24 hours prior to the practice. Understand that I plan the practice based on who is attending.
 - During the week we will practice on PRACTICE DAYS AND TIMES.
 - All practices will be held in the Ryan Center.
 - Prior to the school year starting, we will have the following additional practices _____

- Please be at practices 20 minutes prior to practice starting. This will give your child time to put on their shoes and stretch.
- There is a good water fountain in the Ryan Center; however, I would suggest bringing water.
- Black/White Team
 - While this is Black/White team, players are expected to be at all practices and diocesan matches. The only exceptions to this rule should be illness, school work and important family commitments. Try not to prioritize other activities above volleyball.
 - When a player misses a practice it affects the entire team. It does not allow us to practice the way we will be configured during our matches. We are one team and as such are dependant upon each other to perform their roles to give us the best chance to win. This can only be done if we have everyone at practice and everyone at matches.
 - If for any reason your child must miss a practice, please let me know at least 24 hours prior to the practice. Understand that I plan the practice based on the number attending.
 - During the week we will practice on PRACTICE DAYS AND TIMES.
 - All practices will be held in the Ryan Center.
 - Prior to the school year starting, we will have the following additional practices_____
 - Please be at practices 20 minutes prior to practice starting. This will give your child time to put on their shoes and stretch.
 - There is a good water fountain in the Ryan Center; however, I would suggest bringing water.
- **Playing Time**
 - Red Team
 - Since this is the Red team, playing time will not be equal.
 - I will do my best to get every player in every match, but playtime is not guaranteed.
 - In matches where the competition is weaker, I will look to give more time to those players that don't play a lot.
 - Having said there are a few things (other than skill) that effect playing time.
 - Commitment I see to developing skills.
 - Attending practice and being on-time.
 - Working hard during practice with a good attitude/team player.
 - Sportsmanship.
 - Black/White
 - This is a developmental team, so the focus will be on improving skills versus winning matches.
 - Playtime will be allocated as evenly as possible with the following notes.
 - Keep in mind that given the specific position your child plays or the flow of the match; it is possible that they might receive a little more or a little less than the average, however there will be no big variances among the players. This is necessary to keep the talent level balanced by position to ensure success for all.
 - Since our substitution strategy assumes an average number of rotations will occur, it that doesn't happen within a particular set the rotations of future sets will be adjusted so that playtime is as even as possible.
 - I will make every attempt to create an opportunity for everyone to start a match.
 - While my commitment is to have generally even playing time; this assumes the following:
 - Attending practices and being on-time.
 - Working hard during practice with a good attitude/team player
 - Sportsmanship
 - Keep in mind that there are times when a player requests to come out of a set or not go in. A coach will always honor these requests, however at times the child may not want to tell their parent that they made this request.
 - In the event I have an issue that will effect playing time, I will advise the parent
 - Black/White Tournaments and playoffs (should there be any)
 - Playing time for SEASON ENDING tournaments and playoffs will not follow the even playtime standard.

- The entire team will be invited and encouraged to participate.
- The entire bench will play in a meaningful way; however playtime will not necessarily be even.
- The players that work hard on volleyball and successfully develop their skills will earn more time at the end of the season.

- **Parental Involvement**

- There are several positions that need to be supported for home matches like, scoreboard, Line Judge, official match book, concessions, 50-50, Gym Monitor and admission. At away matches, the official book needs to be kept as well.
- In addition we need a team parent to organize, delegate and communicate the many responsibilities.
- Who will volunteer to be the team parent?

- **Miscellaneous**

- If for any reason your child will miss a match please notify me at least 24 hours prior to the match. Understand that I have a plan for every set based on who will be attending.
- Please have your child on-time for every practice and match. Additionally, please make sure that they are picked up on-time as well.
- Athletic shoes must be worn during practice and matches
- Athletic shoes should never be worn outside. Please hand-carry them to practice.
- Parents are always welcome and encouraged to attend practice.
- Active Ankle and knee pads.
- Team volleyball sock purchase.
- Concussion Awareness. Impact and pre-concussion testing.
- Information about gym status can be found at www.stalsaa.org.
- Siblings of players must be supervised by a parent during practice.
- Team pictures will be taken on DATE . Wear your uniform.

- **Communication**

- Again, please let me know at least 24 hours in advance if your child can't make a practice or a match.
- You can always contact me as follows:
 - Coaches Name
 - Coaches phone number
 - Coaches email address
- Please feel free to contact me with any questions, concerns or suggestions at anytime.
- Should you have any specific concerns, I ask that you give me an opportunity to address and resolve it prior to taking the issue to the Board or Sr. Mariella. My goal is to support every player and family in the best possible way. If you feel that I am not doing that, please give me the opportunity to resolve it.
- Lastly, please be reminded about the 24 hour rule following a match. This rule is in place to allow for a "cooling" period should there be an issue during a match that you are concerned about. Once the 24 hours is over, please reach out accordingly.

I look forward to working with your child this year and hope it will be a positive experience for everyone.

Expectations For Parents Of Student Athletes

- * Accepts his or her role as a Christian parent who is watching and enjoying a sport.
- * Enrolls the child into the sport, with the realization that being part of a team is a commitment to both practices and games by both the child and parent(s).
- * Insists that the child enter into the sport with enthusiasm even if the child is not a gifted player.
- * Sees to their child being prompt for all practices and scheduled games, and is prompt when picking up a child at the end of practice.
- * Does not permit a child who was absent from school to attend practice or a game within that same day.
- * Understands that children must perform in their academics to be eligible to play. Poor report card grades equal removal from practice and games even if these practices or games are in preparation for a tournament.
- * Understand that excessive detentions may lead to removal from practice and games even in preparation for a tournament.
- * Grades can and should be monitored by parents via School Tools.
- * Does not encourage a child who wishes to miss a practice to use the excuse of illness. Understands that s/he is NOT the coach and must be supportive of the coach.
- * Controls his/her emotions both during and after games.
- * Speaks with the coach privately regarding any topic of concern, (i.e. equal playing time, a biased call, etc.) in regards to their own child ONLY.
- * Never shouts at the coach or steps out of the bleachers to approach a coach while the game is in session or immediately following the game. Abides by using a 'cooling' off period before contacting the coach. (i.e. 24 hour rule)
- * Realizes that sports at St. Alphonsus are meant to be instructional, developmental and preparatory, but are only a part of the elementary school program.
- * Realizes that the best gift s/he can give a child is the good example s/he sets as a parent.
- * Helps his/her son or daughter to see an injustice, accept a missed call, work through hurt feelings and deal with all facets appropriately.
- * Agrees that sports are one facet of a child's life and not a life threatening or life altering event.
- * Never ridicules the Home Team, the Guest Team or the coaches in public.
- * Lets the officials call the game despite their disagreement with a call.
- * Being disrespectful or physical in any way to players, visitors, coaches, or referees at either home or away venues is cause for dismissal from the Ryan Center.
- * Knows that every child of every sport is an integral part of a team which represents St. Alphonsus School. No one who contributes to defamation of the school's name in any way may continue to belong to the sports' program.

Printed Name

Parent(s)

Signature

SAAA Representative



St. Alphonsus School

201 Church Road, Wexford, PA 15090 724-935-1152 FAX: 724-935-1152

Coach and Parent Responsibilities at the Ryan Center

The St. Alphonsus gym/auditorium is a beautiful facility and as coaches we have a responsibility to help ensure it is maintained properly. The following gym/auditorium rules will help keep the facility in good condition:

- **No food, drink or gum** is permitted in the gym. For practices, players may have water or sports beverages in plastic, closed containers. **These must be kept in the entryway, and are not permitted in the gym.**
- For games, drinks must be in enclosed containers and should be kept in the provided plastic holders provided for each team.
- No **cans or soft drinks** are permitted in the gym.
- No **smoking or other tobacco products** are permitted in the facility.
- Spectators are not permitted on the court during games (before, at halftime and after).
- Only the basketballs provided by St. Alphonsus will be permitted in the gym.
- Due to the sprinkler heads, no balls are permitted in the locker rooms at any time.
- Shoes worn to the gym will not be permitted on the gym floor. Players and cheerleaders must carry their playing shoes into the gym.
- Only soft rubber heeled and soled shoes are permitted on the gym floor.
- All events involving children must be supervised by an adult. Children are not permitted in the facility unless you or their parent is present.
- Students are not permitted to reenter the school once they arrive at the gym.
- Students are not permitted on the stage, neither during practice nor during a game (even if their parents are scorekeepers).
- Coaches are responsible for the following facility maintenance:
 - The first team using the gym for the day must sweep the floor prior to play.
 - Dispose of the 'swiffer' cloth in either the garbage can in the closet or the concession area.
 - The last team using the gym (or if you are unsure if you are the last team) for the day must sweep the floor, clean up trash, turn out the lights, inspect the bathrooms and check all entry doors to ensure they are locked.

Any problems found during use of the facility need to be reported to either the school office or the custodian, Paul Denk, as soon as possible. Phone numbers can be found in the athletic closet or the concession stand.

- Admissions for games are:
 - \$3.00 for adults, \$1.00 for students or \$5.00 for a family
 - All St. Alphonsus students will be admitted free.
 - Season passes for all St. Alphonsus sporting events can be purchased for \$20 a person.
 - All fans entering the game will have their hands stamped.

Thanks in part to the cooperation of the Expansion Committee, the Athletic Association, and the Rules Committee for their thorough assessment of our gym. Though the list may seem thankless, we have to believe that by starting off with the proper care and respect for our facility, it will be a beautiful facility for many to appreciate for years to come. Thank you for your time and efforts in providing our students with an opportunity to grow in their athletic abilities.

The St. Alphonsus Athletic Association

Student Responsibilities at the Ryan Center

Our new St. Alphonsus gym/auditorium is a beautiful facility and all students have a responsibility to help ensure it remains in good condition. The following gym/auditorium rules apply to all students and their families:

- No **food, drink or gum** is permitted in the gym. Players may have water or sports beverages in plastic, closed containers. The player's drinks should be kept in the provided plastic holders.
- No **cans or soft drinks** are permitted in the gym.
- No **smoking or other tobacco products** are permitted in the facility.
- Spectators and students are not permitted on the court during games (before, at halftime and after).
- Spectators and students are not permitted on the stage during practice or games.
- Students are not permitted to re/enter the main school once they have arrived to the gym.
- No outside balls are permitted in the gym. Only the basketballs provided by St. Alphonsus will be permitted in the gym.
- Shoes worn to the gym will not be permitted on the gym floor – this applies for practice, games, and gym class. Players and cheerleaders must carry their playing shoes into the gym.
- Only soft rubber heeled and soled shoes are permitted on the gym floor.
- All events involving children must be supervised by an adult.
- Parents or guardians will be responsible for any damage to the gym/auditorium caused by their children.
- Spirit signs may be placed on the walls however blue masking tape must be used.
- Students using the gym for any event are always expected to display positive behavior.

Thank you for helping keep our gym/auditorium beautiful and our faith community strong.

Student Signature _____
The St. Alphonsus Athletic Association

Concussion Evaluation Tool

On-field Cognitive Testing

Orientation

Ask the athlete the following questions.
 What stadium is this? What month is it?
 What city is this? What day is it?
 Who is the opposing team?

Anterograde amnesia

Ask the athlete to repeat the following words.
 Girl, dog, green

Retrograde amnesia

Ask the athlete the following questions.
 What happened in the prior quarter/period?
 What do you remember just prior to the hit?
 What was the score of the game prior to the hit?
 Do you remember the hit?

Concentration

Ask the athlete to do the following.
 Repeat the days of the week backward (starting with today).
 Repeat these numbers backward:
 63 (36 is correct) 419 (914 is correct)

Word list memory

Ask the athlete to repeat the three words from earlier.
 (Girl, dog, green)

*Any failure should be considered abnormal.
 Consult a physician following a suspected concussion.*

The Best Approach To Concussion Management

Concussion Signs and Symptoms Evaluation

Signs observed by staff

- appears to be dazed or stunned
- is confused about assignment
- forgets plays
- is unsure of game, score, or opponent
- moves clumsily
- answers questions slowly
- loses consciousness (even temporarily)
- shows behavior or personality change
- forgets events prior to hit (retrograde)
- forgets events after hit (anterograde)

Symptoms reported by athlete

- headache
- nausea
- balance problems or dizziness
- double or fuzzy vision
- sensitivity to light or noise
- feeling sluggish
- feeling "foggy"
- change in sleep pattern
- concentration or memory problems

Symptoms may worsen with exertion
 Athlete should not return to play until symptom-free

www.impacttest.com

St. Al's 8th Grade Recognition

Parents Name:

How long playing volleyball at St. Al's:

Other favorite activities:

Favorite St. Al's memory:

High School attending:

Last thoughts:

Diocesan Pre-Game Prayer

Before all games the teams and coaches should come together in the middle of the court and recite the following prayer:

Dear Lord,

You have blessed us with many gifts and talents.

We thank you especially for the ability to participate in sports today.

Help us to play in a Christ like manner.

Help us to play in a way that will foster teamwork.

Help us to play to the best of our ability.

Win or lose, we hope to have fun, make friends and celebrate life.

Amen.