



**VOLLEYBALL COOPERATION
PROGRAMME (VCP)**
REGULATIONS

2006

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1. OBJECTIVES OF FIVB DEVELOPMENT

The broadest development aim of the FIVB is to improve the general standard of performance of Volleyball throughout the world. More specifically, to create the conditions under which each country, given its resources, is able to express its potential in competition and derive the maximum benefit possible from sport.

The emphasis of this programme is based on teaching the basics of Volleyball to children and young people and to motivate and develop them to an advanced level of play.

The target groups for the Volleyball Cooperation Programme (VCP) are schoolteachers, who will be able to integrate Volleyball in their curriculum; future coaches of young Volleyball players and also for the facilitators of development and propagation of Volleyball and Beach Volleyball in their country.

Participants in the Volleyball Cooperation Programme will have the possibility to:

- be introduced to the fundamental ideas and concepts of Volleyball and Beach Volleyball
- refresh and deepen their knowledge, abilities and skills
- widen their experiences in the field of Volleyball
- become FIVB Coaches (1st level)

Theoretical tutoring and practical coaching skills in the field of Volleyball are the central education objectives of VCP. Consequently, participants may gain the following qualifications in the course:

PRACTICE	-	Technical and tactical skills
	-	Lead-up games for introducing Volleyball
	-	Co-ordination skills
	-	Development of conditional qualities
SPECIAL THEORY	-	Teaching and coaching competence
	-	Introductory methods for beginners
ADMINISTRATION AND ORGANISATION	-	Sports associations, officials, allocation of tasks
	-	Organisation of Volleyball competitions

2. SYLLABUS

Most experts are very critical of a simple transfer of American, European or Asian training and coaching standards to a Third World Sports setting, as there are tremendous differences in the social, mental and technical domain, and with regards to special local requirements. Creative instruction is favoured that teaches participants to use the conditions they find in their respective countries, with ingenuity and imagination. This is of special importance since many courses are held in cities, while teachers and coaches are active in rural areas also where the same facilities may not exist.

In a few words, the Instructor has to take into account the specific conditions:

- a structure of age and physical fitness which is very different within one club/class/group
- the material equipment has to be considered as very little (1-4 balls; 1 net; concrete and rough floors)
- club sports or school sports takes place in the fresh air up to 90% of the time

Apart from teaching participants the theory of Volleyball, practice and the methodology of game lessons is offered, these principles allow the participants to understand the popularity, structure and organisation of their National Federation.

3. GENERAL INDICATIONS

The Volleyball Cooperation Programme is part of Volleyball World Vision 2012.

Courses that do not conform with the FIVB Regulations for VCP Courses are not granted official FIVB recognition. If a course does not provide the full duration, standard or programme, participants will not receive a certificate.

During a period of four years, NFs are able to choose one course from the five listed below, with the possibility of choosing the same course twice. However, the FIVB Level I Coaches Course can be organised only once during a four year period.

Types of courses:

I - Teachers' Course

(how to teach school children how to play)

II - Young player's Course

(how to play)

III - Grassroots Beach Volleyball Course

(Beach Volleyball)

IV - FIVB Coaches Course - level I

(how to coach)

V – National Referees Course

Duration:

Maximum 6 days; 1st level Coaches course: 8 days.

Place:

In principle, in the city where the NF is located. However, the FIVB encourages the change of city in order to allow new participants to enter the VCP. In this case, the host NF must ensure that the requirements stipulated in the current Regulations are met.

Working language:

Preferably English, French or Spanish, or any national language on condition that the Instructor is assisted if necessary by qualified interpreters provided by the organiser or the participants.

Number of Participants:

15 minimum, 35 maximum.

Instruction:

The course is conducted by one FIVB Instructor nominated by the FIVB. The Instructor shall arrive two days before the course (the second day being used to check the local organisation if necessary and to hold the National Plan meeting) and leave one day after the course.

His/her schedule will be to direct the courses in 3-5 different countries and carry out his/her duties in two stages:

- a) He/she will travel successively to each country.
- b) He/she will have a rest of 2 days in the middle of the operation if the tour exceeds a total of 5 countries. Where necessary, the programme will be carried out without interruption.

3.1 CONDITIONS OF PARTICIPATION

- a) Participants must :
 - Be aged 18 or older.
 - Be recommended by their National Federation, National Olympic Committee (NOC) or Government Sports Body (GSP), which guarantees a candidate's experience as a player, coach or teacher and their strong intention to work for Volleyball.
 - Speak the working language.
 - Be in good health and physical condition and able to practice the coaching skills.
 - Have attended not more than one previous VCP course.
- b) Financial conditions (see also article 4.2.4)
 - The organiser must clearly indicate in the invitation the financial conditions, what is covered by the organiser and what expenses the participants must bear.
 - The expenses for the participants should be kept as low as possible and the total budget should be prepared on a non-profit-making basis.
 - The organisers cover all the administrative expenses of the course.

3.2 CERTIFICATES

Participants receive a certificate as proof of their participation. The certificate is signed by the FIVB President and the course Instructor. This is awarded at the closing ceremony by the Instructor and a representative of the organising Federation to all participants who have participated in the whole course (and who passed the final exam in case of a Coaches Course/level I).

4. ORGANISATION OF A VCP COURSE

4.1 PROCEDURE

4.1.1 Course invitation

The FIVB invites National Federations to participate in the VCP each year. An FIVB Agreement form signed by the Ministry of Youth or Sport, the President of the National Olympic Committee and the President of the National Volleyball Federation (or his representative) and bearing the official seal of the Federation must be addressed to the FIVB Technical & Development Department in Lausanne.

A questionnaire will also be addressed on this occasion by the FIVB Technical & Development Department to the NF asking for necessary information for the set-up of the VCP.

4.1.2 Number of participants

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

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

4.1.3 Deadline

The National Federation must return the agreement to the FIVB Technical & Development Department and the course information form to the FIVB Technical & Development Department within the deadline stipulated in the invitation letter addressed by the FIVB.

4.1.4 Planning

- VCP has been in existence since 1989 - Volleyball Cooperation Programme former Sport Aid Programme (SAP).
- Instructors nominated by the FIVB will direct successive courses each year in neighbouring countries. One FIVB Instructor will be appointed for each course (see also article 5.1).

4.1.5 Cancellations

The FIVB will withdraw its approval in the case of non-respect to the current Regulations.

Approved FIVB coaches courses can only be cancelled with the permission of the FIVB.

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

4.2 TERMS AND OBLIGATIONS

4.2.1 Organising Committee

The organising institution sets up an organising committee and nominates its president as soon as they sign the FIVB agreement. This committee is responsible for:

a) Instructor's visa and invitation

As soon as the FIVB forwards the name of the Instructor, the organiser has to send an official invitation to him/her and to take all the necessary steps to ensure that visa is delivered to the Instructor.

b) Preparation of the course

Among other points :

- Budget (see article 4.2.4).
- Invitations (participants, public relations) (see article 4.2.6).
- Accommodation, local transportation and visa formalities (see article 4.2.4).
- Facilities and teaching material (see article 4.2.2).
- Programme: working meetings.
- Opening and closing ceremonies (see article 4.2.3).
- Organisation of the Volleyball Festival (see below).
- Contact with the Instructor to prepare the schedule and teaching aids

- c) For the smooth running of the course the following services, among others, should be provided:
- Permanent availability of members of the organising committee.
 - Availability of a group of young players for demonstrations.
 - Secretary or typist.
 - Ability to reproduce documents (notes, brochures) by photocopy machine.
 - Official technical and personal photographs.
 - Refreshments during intervals, souvenirs offered or sold and any service that will facilitate the stay.
 - Display and sale of material, equipment and books.
 - Distribution of T-shirts to the participants.
 - Distribution of the Enrolment form to the participants upon their arrival if not completed beforehand, to be submitted to the Instructor at the beginning of the course.
 - Confirmation of air tickets and other organisational and administrative aspects which guarantee the success of the course.

- d) Players for practical sessions

Local authorities may be invited to children's demonstrations.

- e) Volleyball Festival and Youth Tournament

The Volleyball Festival will close the VCP course for teachers. It will take place on the last day of the course and include a presentation by schools of young players of Volleyball of less than 17 years of age.

A tournament will take place during this Festival with a minimum of 6 teams and will be played on at least one Volleyball court. The NF is encouraged to enlarge this Festival if the necessary requirements can be met.

The FIVB recommends that the host NF awards a cup as a prize to the winning team.

The local sports authorities and the press should be invited to this event which will be followed by the official closing ceremony.

4.2.2 Installations and equipment

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

- a) Lecture hall
 - A lecture room
 - A blackboard or paper
 - A slide projector, overhead projector, tape-recorder
 - Video equipment: the system to be used must be agreed between the organiser and the Instructor.

- b) Teaching material / Translation
 - Besides the FIVB material, additional teaching material (from the Instructor or the organisers) may be used and, if possible, photocopied and distributed to the participants.
 - It is recommended that the organiser have equipment available (photocopy machine) to reproduce documents provided by the Instructor (course reports and practical sessions).

- c) Sports installations
 - One Volleyball court, equipped according to FIVB Official Volleyball Rules, per group of 15 participants or a Beach Volleyball court, equipped according to FIVB Official Beach Volleyball Rules, per group of 6 participants.
 - A sufficient number of chairs or benches and tables on the sidelines.

4.2.3 Protocol (ceremonies)

The recommended ceremonies are:

- a) Opening ceremony, if possible with refreshments.
- b) Closing ceremony, if possible followed by dinner and a farewell party and distribution of souvenirs by the host Federation.

4.2.4 Financial conditions

- a) The FIVB will pay :
 - Air transportation for the Instructor
 - Per diem for the Instructor : US\$ 200 to cover board, lodging and pocket money
 - Health / accident insurance for the period of the tour
 - Participation certificates for the participants

- The following teaching material :
 - For the NF: balls, portable nets (if available)
 - For the participants: T-shirts (if available)
VCP Manual
Beach Volleyball-Get Involved Manual
Coaches Manual I
 - For the Instructor: VCP Manual for FIVB Instructor (which can be photocopied for general distribution if necessary)

- b) The host Federation will be responsible for:
 - The organisation of the course including the Volleyball Festival (sports and material facilities) and tournaments.
 - Local transportation (Instructor and participants) including transportation from the city where the airport is located, where the Instructor arrives to the host city (see article 3 - Place).
 - Obtaining customs licenses for the import of the material sent by the FIVB
 - Obtaining entry visas for the Instructor (if these are not free of charge, they must be paid for by the host Federation).
 - Presentation of a cup to the winning team during the final tournament (see article 4.2.1 e).

4.2.5 Sponsorship

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

4.2.6 Public relations

The organiser should inform the mass media and invite journalists to both the course and the Volleyball Festival.

4.2.7 Exhibitions

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

The organiser must promote the FIVB Technical publications, the FIVB magazine "VolleyWorld" and other FIVB technical material.

4.3 SANCTIONS

- 4.3.1 FIVB approval may be withdrawn if these Regulations and/or the Agreement are not strictly respected.
- 4.3.2 Should FIVB approval for the course be withdrawn, financial and material support will also be withdrawn.
- 4.3.3 In case of non-justified reason for cancellation of a course, the FIVB may charge the organiser for an estimated amount of the expenses incurred for the preparation of the course.
- 4.3.4 Any Federation which is sanctioned under the above Articles 4.3.1 to 4.3.3 will be excluded from the programme from the following year.
- 4.3.5 The Instructors are also bound to respect these Regulations and the FIVB Agreement signed by them.

4.4 PROCEDURE FOR THE SETTING-UP OF A VCP COURSE

- a) Set-up an Organising Committee and nominate the NF's officer responsible for the organisation of the VCP course and for the communication with the FIVB. Communicate his/their name(s) to the FIVB.
- b) Return the FIVB Agreement form and Course Information form to the FIVB Technical Department.
- c) Prepare a budget for the course.
- d) Contact the National Olympic Committee and Sports Minister asking for their support during the course and send them invitations for the opening and closing ceremonies.
- e) Contact potential firms asking for sponsorship for the provision of souvenirs for the participants (note pads, any kind of material, key rings, etc.) in exchange for advertising during the course.
- f) Send an invitation to the assigned Instructor and undertake the necessary visa procedures (see article 4.2.1 a).
- g) Invite participants according to the type of course (e.g. physical education teachers, schoolteachers, former or active players, potential coaches, etc.). They should come from different areas of the country and not only from the main city, and must be older than 18.
- h) Make hotel reservations for participants and the Instructor.
- i) Book a Volleyball court (with the sufficient number of chairs or benches and tables on the sidelines) for practical lessons during the course.

- j) Prepare (if available):
 - lecture room or classroom with the number of seats required
 - blackboard
 - overhead projector
 - slide projector
 - video equipment
 - photocopying machine and paper for photocopies
 - material for practical lessons (nets, balls, etc.).
- k) Prepare opening and closing ceremonies of the course including the Volleyball Festival (see article 4.2.1 e) and tournaments.
- l) Contact local press to advertise the course in the newspapers.
- m) Provide local transportation for participants and Instructor.
- n) Provide interpreters if needed.
- o) Obtain customs licenses for the import of the material sent by the FIVB.
- p) Assist the Instructor with the obtaining of entry visas (if these are not free of charge, they must be paid by the host Federation).
- q) Appoint a member of the Organising Committee who will be permanently available to assist the Instructor.

5. INSTRUCTOR AND PERSONNEL

5.1 INSTRUCTOR

5.1.1 FIVB Instructor

One FIVB Instructor who may be assisted by local Instructors.

5.1.2 Nominations

The FIVB Instructor must be nominated by the FIVB Technical Department taking into consideration the general recommendations of the Coaching Commission according to the following principles:

- the level of the Instructor, as proposed by the Coaching Commission, and type of the course chosen by the NF
- language
- availability for the proposed period
- proximity and facility of transport
- request of the organiser (may be considered).

The same Instructor may be selected to instruct in the same series of countries in the following year, in order to check if progress was made and to ensure the continuity of the work accomplished with the local officers.

5.2 RESPONSIBILITIES OF THE INSTRUCTOR

5.2.1 Techniques and teaching

The FIVB Instructor is responsible for all the technical and teaching aspects of the course:

- programme and time schedule
- distribution of subjects to the lecturers (if assisted by others)
- complementary teaching material and aids for instruction and demonstrations
- distribution of material and documents
- final inspection
- preparation of the final report

5.2.2 Final report

- a) After the course, the Instructor completes the VCP course report including:
 - General schedule and daily programme
 - Course Enrolment forms

- List of participants
 - A group photograph if possible
- b) The final report must be prepared immediately after the course. It must be received **within 30 days** after the end of the course by the FIVB Technical & Development Department and the Organising Federation.