

Coach handbook

What every coach at your club needs to know: who helps you, what a session looks like, the agreements and where everything is kept. Fill in the blanks and give it to every new coach.

Club _____ Season _____ Version or date _____ Kept up to date by _____

How to use it: fill in the blanks with the technical coordinator or the board, cross out whatever does not fit your club and give the handbook to every coach before their first session. Only put fixed agreements in it. Anything that changes every week, such as the schedule, session plans and attendance, does not belong here: note in section 8 where it is kept.

1. Who helps you

Role	Name	How to reach them	Go to them for
Technical coordinator			
Youth coordinator			
Mentor for new coaches			
Hall and keys			
Equipment			
Safeguarding officer			

2. Vision and development pathway

What our club stands for, in three sentences

For example: what players learn with us, how we handle winning and losing, and what we ask of coaches.

Group or team	Age (years)	Focus this season

The full development pathway and coaching policy are in: _____

3. What a session looks like

Block	Minutes	What we expect
Warm-up		
Technique		
Drill or small-sided game		
Match play		
Wrap-up		

- Every session has one focus, which you tell the players at the start.
- You prepare a plan in blocks beforehand, at least _____ hours before the session.
- The club's drills and session templates are in: _____
- After the session you briefly note what was done and what the focus will be next time, in: _____

4. Agreements for coaches

- You are in the hall _____ minutes before the start and set up the court together with the players.
- Can't run a session? Report it at least _____ hours beforehand to _____ and arrange cover via: _____
- You record attendance at every session, in: _____
- If a player misses _____ sessions in a row without letting you know, you get in touch and report it to: _____
- Before a player trains or plays with another team, you first check with: _____
- The club's code of conduct for coaches is in: _____
- Which background check or certificate the club asks of coaches and where to apply: _____
- Injuries: the first aid kit is in _____ and the AED is: _____
- For a serious injury, call the emergency number first and then: _____

5. Communication

- At the start of the season, tell players (and the parents of a youth team) how training, absences and transport work, via: _____
- Announcements and changes for the team go via: _____
- Cancelling a session: who decides and how the team hears about it: _____
- Discuss parents' questions about playing time or team selection at a calm moment, not right after a match. If you can't sort it out together, bring in: _____
- Team selection is decided by: _____
- Coaches' meeting: _____ times per season, organised by: _____

6. Equipment

What	Where it is	Who manages it
Balls		
Nets, posts and antennas		
Cones and bibs		
First aid kit		
Key or access code		
Match shirts		

- Something broken or missing? Report it within _____ days to: _____
- Ordering or buying equipment goes via: _____

7. Support and coach education

- For their first _____ sessions, a new coach is supported by: _____
- Every coach watches a colleague's session _____ times per season.
- A conversation about how things are going, with the technical coordinator: _____ times per season.
- Courses and coaching qualifications the club pays for (in part): _____
- You claim expenses from: _____

8. What is not in this handbook

Anything that changes often is out of date in a handbook straight away. Note here where it is kept instead, for example in the app or the club's shared folder.

What	Where it is kept	Who keeps it up to date
Training times and halls		
Match schedule		
Player list and contact details		
Session plans and templates		
Drills		
Attendance		
Report after the session		
Notes on players		

9. Checklist for a new coach

Go through this list with the mentor or the technical coordinator in the first few weeks.

- ☐ Met the technical coordinator and the mentor
- ☐ Access to the player list, the schedule and the club's app or folder
- ☐ Key or access code for the hall arranged
- ☐ Seen the equipment, first aid kit and AED
- ☐ Read and signed the code of conduct
- ☐ Applied for a background check or certificate, if the club asks for one
- ☐ Players (and parents of a youth team) know who the new coach is
- ☐ First session prepared with a plan in blocks
- ☐ Read this handbook and signed the list

In the Koach app you keep a plan with **Save as template**, coaches at a club find each other's templates under **From other teams in the club**, and the technical manager can read the report from **After the session**.

You are free to use, copy and adapt this template.

10. Read and agreed

I have read this coach handbook and will keep to the agreements. If I want to change something, I will discuss it with the technical coordinator.

No.	Name	Team	Date	Signature
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17				
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Adopted by

Date

Next review