

Volleyball team handbook

One team's agreements on absences, being on time, playing time, transport and communication. Fill in the blanks together and have everyone sign.

Team _____ Season _____ Date _____

How to use it: fill in the blanks before the season starts, go through them with the team (and with the parents of a youth team), change whatever does not fit and have everyone sign the list on the last page. Halfway through the season, check whether the agreements still work.

1. Who is who

Role	Name	Phone or email	Best time to reach
Coach			
Assistant coach			
Team parent			
Captain			

2. Training and matches

What	Day	Time	Venue and address
Training			
Training			
Home matches			

3. Absences

- Can't make it? Let us know at least _____ hours before a training session and _____ hours before a match.
- You let us know yourself (for youth players a parent may do it), via: _____
- Say why you can't come, so the coach knows whether it is illness, school, work or something else.
- Ill or something unexpected on the day itself: tell us as soon as you know, even if the deadline has passed.
- Away for a longer period (holiday, injury, exams)? Tell us as early as possible.
- What happens if you stay away without letting us know: _____

4. Being on time

- On time means: changed and in the hall _____ minutes before training, and _____ minutes before a match.
- Running late? Let us know before the start via _____. Training starts on time anyway.
- If you are late, warm up on your own first and then join in.
- Lateness is recorded. After _____ times, you have a talk with the coach.

5. Playing time

Tick what applies to your team and add to it.

- ☐ Over the season everyone plays roughly the same amount, but not the same in every match.
- ☐ Players who come to training more often and work hard get more playing time.
- ☐ In deciding matches the strongest line-up plays; in the others we rotate more.
- ☐ Other: _____
- The coach decides the line-up and the substitutions. Parents on the sideline cheer; the coach does the coaching.
- Questions about playing time are not for during or right after a match, but for a calm moment:

- Players aged _____ and over ask the question themselves first; a parent can join in after that.

6. Transport to away matches

- Who drives:** ☐ according to a driving rota ☐ taking turns ☐ other: _____
- We leave _____ minutes before the start of the match, from: _____
 - Can't drive on your turn? Swap with another parent yourself and pass the swap on to: _____
 - Every player has their own seat with a seat belt.
 - Agreement on fuel costs: _____
 - Tournaments and outings are arranged separately.

7. Communication

- The schedule is in: _____
- That schedule is what counts. When in doubt, check there, not in the group chat.
- Announcements from the coach come via: _____
- The coach can be reached (days and times): _____
- We use the group chat for: _____
- Something bothering you? Talk to the person directly or to the coach, not through others.

8. Team tasks

Task	How we share it	Who arranges it
Washing the match shirts		
Bringing balls and the first aid kit		
Helping at home matches		

9. Our own agreements

[illegible]

In the Koach app a player or parent signs out with **Can't make it** and can add a reason, the **Driving rota** shares out the driving to away matches, and the coach can post agreements as an **Announcement**, **Poll** or **Task** for the whole team.

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

10. Agreement: the signature list

Team _____ Season _____

I know the agreements in this team handbook and will stick to them. If I want to change something, I will discuss it with the coach.

No.	Name	Signature	Parent or guardian *	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

* For players under 18, a parent or guardian signs as well.

Coach _____ Signature _____ Date _____