



## Producing Videos for Coach Evaluation

This document outlines the key aspects coaches must take into consideration if they choose the video option to complete the ***Provide Support to Athletes in Training*** evaluation requirement. Note that the text has been drafted for the coaches.

### Prerequisites

You must have successfully completed all the other applicable evaluation requirements prior to engaging into the ***Provide Support to Athletes in Training*** step of the evaluation.

### Coaching Tasks

You must perform the coaching tasks listed in Table 4 of the Development Coach Evaluation Package or Table 6 of the Advanced Development Coach Package.

It is recommended that you discuss the specifics of each task with your Evaluator before producing the videos, in order to ensure that the skills/tactics selected are appropriate given the timing of the season and the status of the players.

You will have to submit videos of yourself fulfilling these coaching tasks with a group of players whose experience and skill level is such that they can learn and execute the skills outlined in Tables 2 and 3 (Development Coaches: Basic Skills, Indoor and Beach) or 4 and 5 (Advanced Development Coaches: Intermediate skills, Indoor or Beach).

A specific timeframe for completing this requirement should also be determined by the Evaluator and yourself.

## **Video Release Communication**

The players involved in the videotaping process (or their parents, guardians, or tutors if they are minors) must also receive a video/photo release communication before being filmed (see *Video Release Communication* on page 3).

If you are not 18 years old at the time of producing the videos, your parent, guardian, or tutor must also receive the *Video Release Communication*.

## **Keep in mind that...**

Your videos will not be expected to be of a professional quality!

However, failure to comply with the general guidelines outlined in in this document may result in the Evaluator returning them to you unmarked, and asking you to re-submit better quality videos.

# Video Release Communication

Volleyball Canada requires prior communication to be made to athletes and parents of the athletes, which informs them that they will be filmed as a part of the NCCP Coach certification process. Volleyball Canada suggests the sample communication below be sent to the athletes and their parents and a record of the communication be kept on file.

Dear Athlete/Parent,

To further my coaching skills I am currently working toward certification within the National Coach Certification Program (NCCP). The final stage of the program includes a video submission of a practice session. This practice session will be sent privately to a certified Evaluator who will then provide feedback. While the emphasis and evaluation is on the coach, the session and the video recording may include you or your son/daughter running the drills within the practice.

If you do not wish to have your son/daughter video recorded during this session, please provide me with a written statement indicating such request, which will be respected. Please also note that during membership registration to your Provincial Volleyball Association and Volleyball Canada, informed consent was ascertained which permits the use of videos and photos for Volleyball Canada instructional purposes.

Thank you and please do not hesitate to contact me with any further questions,

Coach name  
Telephone number  
Email

## Producing Videos for Coach Evaluation: Checklist

Before producing or submitting your videos, verify that the items below have been dealt with satisfactorily.

Have you...	
Taken the time to go through Volleyball Canada's Guidelines for producing coach evaluation videos?	
Clarified the tasks you will be filming with your Evaluator?	
Ensured the skills and drills featured in your videos are suitable for the time of the season and the level of your athletes?	
Sent the video release communication to athletes or their parents/tutors?	
Asked someone to help you for filming?	
Secured the use of a tripod?	
Ensured the equipment you will be using allows you to record quality images and sound?	
Ensure lighting is adequate in the gym?	
Ensured there are no background noise or distractions while filming?	
Set-up the equipment correctly, and tested it?	
Planned for a short intro piece in which you introduce yourself and describe the coaching tasks you will be leading?	
Provided evidence in the video that the training area is safe, and that the components of your EAP are in place?	
Followed the recommended steps regarding what the Evaluator must see:	
• at the beginning of the explanation/demonstration	
• during the explanation/demonstration	
• during the transition into the activity	
• during the activity	
• at the end of the activity	
Ensured your videos really focus on the evaluation tasks you must produce?	
Ensured the Evaluator can clearly see and hear what you do or say?	
Ensured the duration of each video is adequate?	
Ensured image is stable throughout the video?	
Verified that audio quality is acceptable, and that audio is in sync with image?	
Used a suitable format and storage device?	
Saved a copy for your records before uploading or sending the videos?	
Done a self-evaluation using the grids that are referred-to in your Evaluation package?	
Sent an email to the Evaluator with the link (Zoom Meeting, YouTube, etc.)	

# **Volleyball Canada's Detailed Guidelines for Producing Coach Evaluation Videos**

Videos must be produced according to the guidelines outlined in this section relative to format, as well as image and sound quality.

## **Format of the video**

Using a Zoom Meeting or uploading the video to a private You Tube link, and providing this link to the evaluator or mentor is the preferred option.

Alternatively, the video may be:

- Saved and submitted on a portable media (CD, DVD, USB Flash Drive, etc.). In this case, it must be readable on a standard DVD player or personal computer.
- In this case, candidates must also keep copies of their videos for their own records.

## **Duration of the Videos**

Excluding the identification and safety portions, the length of each video submitted must be as outlined in Table 4 of the Development Coach Evaluation package and Table 6 for Advanced Development Coach Evaluation package.

## **Video / Image Quality**

### ***General considerations***

There are no expectations that professional quality videos will be produced as part of this coach evaluation process. However, it is important that the Evaluator should receive videos that are as well-made and as clear as possible in order to perform a valid job.

The focus of the video is on providing evidence of the coach's competency and ability to interact with athletes. To ensure adequate quality, videotaping must therefore be done (1) by a third party or an assistant, and (2) in proximity, where coach and players can be clearly seen and heard.

Key aspects to keep in mind regarding the overall video and audio quality include:

- Adequate lighting should be present in the gym or training location.
- Rapid or jerky camera movements must be avoided when videotaping. The use of a tripod is therefore highly recommended.
- The image should be stable when specific "scenes" are videotaped, i.e. as little movement as possible of the camera, either vertically or laterally.
- As much as possible, there should be no distractions or activity in the background; this also applies to background noise.

In order to provide the Evaluator with the type of information he or she needs when reviewing the performance of the candidate, attention should also be paid to the guidelines that follow for specific portions of the video.

### ***Identification of the videos***

At the beginning of each video, the candidate must introduce himself or herself, and provide the following information:

- Name, Volleyball Club, name of the Head Coach or President of the Volleyball Club, date and place of the recording.
- Evaluation task(s) being dealt with on the video.

### ***Safety***

Following the presentations, the candidate must confirm that a facility check has been completed, and provide evidence that:

1. The training area is clean, free of obstacle, and suitable for the activities taking place
2. An Emergency Action Plan is available
3. A cellular or office telephone are available, and readily accessible
4. First aid equipment is available, and readily accessible

## Audio Quality

Ideally, the coach should wear a wireless earpiece, so that all their explanations or comments can be clearly heard, particularly during the activity at which time he or she may move around amongst the players.

If it is not possible for the candidate to use a wireless microphone, the person responsible for shooting the video should make every effort to be positioned sufficiently close to the coach and to the players to ensure an adequate sound quality, without interfering with them or becoming a distraction factor during the training activities.

### **Notes:**

*The preceding guidelines pertaining to video and audio quality are offered as general suggestions only. Some rehearsal and testing in the gym may be necessary prior to the actual shooting of the videos that will be submitted to the Evaluator, in order to (1) ensure a suitable image and sound quality and (2) make an effective use of the time of players involved in the process.*

*For instance, a rehearsal may help to determine how the video and audio recording equipment should be set up given the specific conditions prevailing on the training site, which sector(s) of the gym offer the best recording conditions, or where the person shooting the video should be positioned for best results.*

*Additional information and suggestions on video shooting can also be found on the following web site: <http://zimmer.csufresno.edu/~candace/basics/shooting.htm>*

## **Guidelines for Filming your Practice using a Zoom Meeting**

What you need:

- Smartphone with a Zoom App (laptop computer could also be used, but is not necessary)
- Wireless Earpiece connected to your phone
- Tripod
- Access to a Zoom Pro Account

Steps:

- The coach sets up a meeting using their own Zoom Pro account or a PTA Zoom Pro account. Designate the meeting to be recorded to the cloud. The meeting time should be set for 90-120 minutes depending on the length of the practice. In the settings of the zoom account, set the meeting to auto-record.
- Place your smart phone on a tripod near the court (a raised end line perspective is best). Ensure the phone is protected from errant balls by a hockey net or by other means.
- The account holder will need to log into their zoom account and start the meeting at the appropriate time. The coach enters the meeting and ensures the video is on to capture the action. If the Evaluator is present during the initiation of the meeting, they may leave the meeting, but first must make the coach a co-host of the meeting. The Evaluator may click "Leave Meeting" but NOT "End Call".
- The audio should be captured from a Bluetooth ear piece connected to the phone and the coach can be heard from anywhere on the court.
- The facility needs cellular service or WIFI access for the Zoom meeting to run properly. The call is for the duration of the practice so it will tie up a coach's phone line for the duration of the practice.
- The coach can mute the call as necessary throughout the practice.
- Stop the recording at the end of the practice. The recording should upload automatically to the cloud.
- The owner of the Zoom account now has access to the video. If it is the coaches' Zoom account, the link can be shared with the Evaluator by email. If it is the Evaluator's account, the file can be viewed, or downloaded to a computer and uploaded to other platforms for the purpose of commenting and providing feedback to the coach.