



## 2024 Club Inventory Guide

The Club Inventory is a tool created by Volleyball BC to partner with clubs in an effort to help track Coach, Staff and PIA Requirements. Clubs will be responsible for updating the “Basic Information”, “Categories” and “Locker Information”. Volleyball BC will be responsible for updating the “Mandatory” and “Specific” coaching requirement section.

Additionally, Volleyball BC will connect with and support clubs in an ongoing fashion to ensure Coaches and Persons In Authority have completed the necessary requirements.

### New for 2024.

- VC has changed the requirement to be certified in your 2+ years Head Coaching in the Development (14U-16U) or Advanced Development (17U-18U) stream to 3+ years.
- Safe Sport expiry: VC has removed the Safe Sport 3 year expiry date. However, we will keep the date completed as they may require it to be taken again when an updated version is released.
- Removal of “should have” and “must have” language. All requirements must be met to avoid sanction. “Specific Head Coach Requirements” that are not completed are eligible to participate at provincials but will be sanctioned.

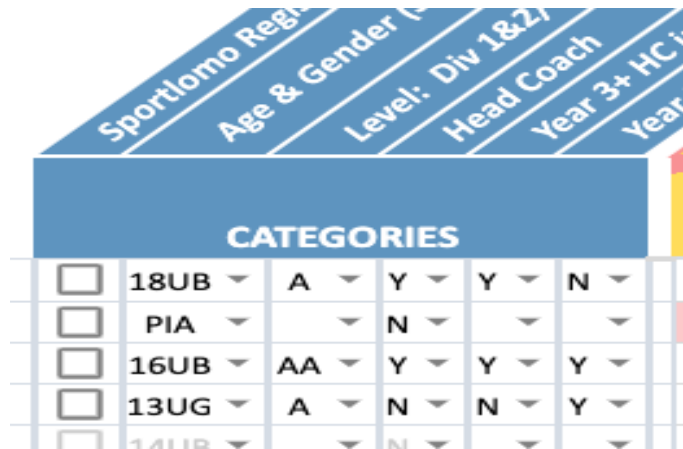
### Step 1. Update “Basic Info” Section

- 2024:** Open 2024 Tab in your Club Inventory.
- Active/Inactive?:** If there is a Coach or PIA who will not be active in your club this year, but has not left your club, mark them as “inactive.”
- Remove:** If a Coach or PIA has left your club, clear their “Basic Info”, (do not delete the row).
- Add:** any new Coaches or PIA that will be involved with your club.

	First Name	Last Name	Status
6	BASIC INFO		
7	Henry	Au	Active
8	Larry	Bian	Inactive
9	Willy	Billedo	Active
10	Liam	Brusse	Active

**Step 2. Update “Categories” Section**

- A. **Sportlomo/Screening:** Have they been registered through Sport Lomo and completed the screening?
- B. **Age/Gender:** Select the age and gender they are coaching this year from the dropdown list. If they are a Person In Authority, Select “PIA”.
- C. **Division:** Select what division they will be competing in this year. Div. 1&2/“AA” or Div. 3-5/“A”. **Please Note,** 12U and 13U are the equivalent of Div. 3-5/“A” when it comes to requirements.
- D. **Head Coach:** Select “Y” or “N”
- E. **Year 3+?:** Select “Y” or “N” if they have been a Head Coach for 3+ years in either Development (14U-16U) and Advanced Development (17U-18U) streams. Just a reminder that this does not need to be consecutive years. It might be worth making a comment (right click) if it’s their first or second year HC, so that next year you know to update this column appropriately.



CATEGORIES					
	Sportlomo Reg	Age & Gender	Level: Div 1&2	Head Coach	Year 3+ HC
<input type="checkbox"/>	18UB	A	Y	Y	N
<input type="checkbox"/>	PIA		N		
<input type="checkbox"/>	16UB	AA	Y	Y	Y
<input type="checkbox"/>	13UG	A	N	N	Y
<input type="checkbox"/>	14UB		N		

**Step 3. Update “Locker Info” Section ( far right).**


- A. **NCCP #:** All Coaches and PIA need an NCCP#. Some coaches have two NCCP #'s. If this is the case, have them contact [coach.ca](http://coach.ca) and get them to merge the two.
- B. **Email:** Please include an email for anyone listed on the Inventory.

NCCP #	Email
<b>Locker Information</b>	
717806	John@snailmail.com
6409333	Jill@snailmail.com
6560423	Jessie@snailmail.com

**Step 4. “Comment” on any Requirement Updates**

- A. As coaches communicate their completion of their requirements. It’s helpful to add a “comment” over their name so that we can check the Locker to verify and then update the Inventory.

BASIC INFO

John	 <b>Ryan Adams</b>
Willy	<div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; text-align: center;">Has completed Foundations</div>
Liam	<div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #0056b3; color: white; border-radius: 15px; padding: 10px 20px; text-decoration: none;">Comment</div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 10px 20px; text-decoration: none;">Cancel</div> </div>
Rachel	