

How to host a World ParaVolley Coaching Course (Part B)

Hosting a World ParaVolley course is an excellent opportunity for organisations to develop the skills of their sitting volleyball coaches locally and contribute to the growth of the sport worldwide.

The World ParaVolley Level 1 and Level 2 courses are the only global sitting volleyball coaching qualifications and are designed to train and certify individuals in all aspects of being a high level coach. While all applications to host a course come through World ParaVolley, accepted Level 1 courses will be managed by the Zonal Association coaching lead.

For candidates, both courses start with a tailored theory based e-learning section (Part A) which must be fully completed before they can be registered onto a Part B practical course. These face-to-face parts of the courses are where WPV appointed Coach Tutors will lead the practical learning elements, followed by the final candidate assessment and certification.

There are two different approaches to being a Part B organiser. If you already have a group of people that you wish to put through the course, you can either announce your Part B course dates and then get candidates to sign up to the e-learning. Then once each has completed the e-learning they become confirmed for the practical part. Or you can announce a Part B course and then offer it to those who have already completed, or are working through, the e-learning to see who is interested in attending. Usually courses are made up of a combination of candidates coming from both of these approaches.

Below is a step-by-step guide on how an organisation can apply, and successfully host, a World ParaVolley coaching part B course:

1. Select the Course

Identify the specific type of course that your organisation wishes to host. The WPV courses available are outlined on the Course Hosting Application form. For coaching, there is a Level 1 - aimed at club coaches and those starting to work with national teams and a Level 2 - for national team head coaches. Beyond this there is a mentoring programme.

2. Secure Financial Backing

Whilst occasionally World ParaVolley can utilise grants to subsidise courses, the start point is that any course(s) should pay for itself and “break even”. This means that the amount that candidates will pay, added to anything that the organiser can contribute or cover, must be able to pay for all of the course costs - namely; all tutor(s) costs, facilities hire (court/meeting room), local transportation, accommodation, food and drinks, course t-shirt, etc. Candidate registration fees are paid to World ParaVolley as part of completing the Part A e-learning.

This requires the organiser to make an estimated budget based on how many people they expect to join the course so they can work out an amount to advertise the course(s) at. This requires an organisation to manage the course finances and underwrite the course in case there are not as many candidates as expected.

The cost of attending the course for candidates will be paid directly to the organiser, so can be in their local currency. As not all candidates will require a visa to enter the hosting country, it is best to state that this is kept separate from the course fee.

3. Submit an Application

Once the relevant course plans and details have been confirmed, the hosting organisation needs to complete the Course Organisation Application Form. This is available on the Education page of the World ParaVolley website and requires:

- Hosting organisation's details
- Technical and/or coaching courses you wish to organise
- Location, venue and dates
- Course details (transport, accommodation, facilities, etc)
- Financial commitment

4. Collaborate with World ParaVolley

If your application is confirmed by World ParaVolley, you will work with the relevant WPV personnel to agree on a target number of candidates, and as such the final candidate price to participate in the course. World ParaVolley and the coaching commission will then appoint Coach Tutors who will work closely with the hosting country to finalise the schedule, manage logistics, and provide necessary support during the course.

Below outlines some specifics for the two courses:

	Level 1	Level 2
Number of days delivery	2 - 14 hours (1 x 8, 1 x 6)	3 - 22 hours (2 x 8, 1 x 6)
Max. Coach Tutor : Candidate Ratio	1 Tutor : 14 Candidates	1 Tutor : 10 Candidates
Language of instruction	English or local language*	English, French, Spanish, Portuguese or Arabic
Courts	1	1 per 10 Candidates
Additional info	Preferred alongside an international competition	High level players required for 3rd day

More information about the two courses, including the Learning Objectives can be found here:

[Level 1](#)

[Level 2](#)

An overview of the schedule for the Part B's is provided below:

	Level 1	Level 2
Session 1	Set-up	Environment & Context
Session 2	Technical	Approach
Session 3	Training	Group Presentations

Session 4	Tactical	Technical
Session 5	Assessment	Players & Planning
Session 6	Personal Action Plan and Certification	Training
Session 7	-	Tactical
Session 8	-	Match Play
Session 9	-	Personal Action Plan and Certification

5. Promote the Course

In collaboration with the WPV and zonal communication teams, the organiser is to lead on promoting the course within your region to attract participants ensuring there is a clear sign-up procedure. World ParaVolley will assist by providing some templates/digital graphics for this, but will require some local imagery (e.g. of venue) from organisers.

Remember: Candidates can only be confirmed on a L1 or L2 course once they have completed Part A (e-learning).

6. Prepare the Venue and Materials

Once numbers are known, ensure that appropriate facilities are available for both the theoretical and practical parts of the course. Court(s) are required for the duration of the course, along with a meeting room (with projector, internet and speakers) for the following sessions:

Level 1 - Session 3

Level 2 - Session 3, Session 5, Session 7

Organisers should provide a t-shirt to each candidate / Coach Tutor with the WPV logo and the course name and dates on it. Designs for this shirt must be presented to World ParaVolley before ordering, along with any other planned promotional materials.

7. Pre-course Communication

All candidates will be added to a dedicated space on World ParaVolley's e-learning platform (e-ParaVolley) and this will be the main source of information and communication with the candidates.

Around two weeks prior to the course World ParaVolley will host a First Service Webinar for all candidates, by which time all practical and logistics details need to be finalised. The rough agenda for this session is:

1. Coaching Pathway
2. Course Introductions
3. Venue
4. Accommodation
5. Daily logistics

6. Course Schedule
7. Assessment method
8. Personal Action Plans
9. Next Steps
10. Packing List

8. Host the Course

For the course itself, organisers are expected to:

- Have a point of contact via e-mail for Coach Tutors and candidates in advance (must be in English)
- Welcome candidates at airport/station on arrival
- Appropriately host Coach Tutors
- Arrange all local transportation
- Ensure facilities are set-up and ready for each session
- Ensure availability of equipment and materials (some papers will require printing)
- Ensure all logistics run smoothly, communicating meal/transfers etc
- Provide guidance and support to all
- Guarantee adequate safety measures and first-aid are in place
- Troubleshoot any issues that arise during the course
- Handle insurance and national legal requirements

9. Evaluation and Follow-Up

For more information, visit www.worldparavolley.org or contact the World ParaVolley Development Department directly.