



# World ParaVolley

## Coach Tutors Role Guidance

## Overview

World ParaVolley (WPV) Coach Tutors provide a key service in the training and development of teachers, coaches, leaders, activators and volunteers in sitting volleyball.

We thank you for your continued commitment to sitting volleyball and in particular, coach education. This is an exciting time for ParaVolley, and we look forward to running many of our new courses with coaches all over the world.

The new Level 1 and Level 2 courses will be the only official coaching qualifications offered by World ParaVolley and its zonal associations for sitting volleyball, therefore ensuring all coaching courses throughout the world will have a standard approach and be consistent with the quality of coaches which complete them. All courses will:

- Be delivered using the same structure and timeframe
- Cover the same content, with the same resources, in the same way
- Assess candidates fairly, both theoretical knowledge and practical implementation
- Award successful candidates with a World ParaVolley Diploma, or a certificate of attendance for those who do not reach the required standard

The target is that there will be at least one Level 1 course within each zone each year. While for Level 2 there will be a minimum of one course ran per year rotating around the zones (so one Level 2 practical will be organised within each Zone within each Paralympic cycle).

Sitting underneath the Level 1 course is the VolleySLIDE programme and tutors are also sought to support new countries and regions get started with sitting volleyball through introductory workshops. Applicants can indicate on the expression of interest form if this is also something they would be interested in doing. These workshops will be organised when requested and the structure and content will be built on a case-by-case basis.

Qualified Level 2 coaches are eligible to apply for the “Level 3” mentoring programme which offers a unique opportunity for elite coaches to work one-on-one with world-renowned mentors, ensuring that participants gain expert guidance in developing their own identified target areas. This year-long immersive mentorship experience is limited to 12 participants and includes individual mentor-guided learning, real-world feedback, exclusive topical webinar access, shadowing opportunities, and certification—capping off the pathway and raising global coaching standards.

## Coach Tutor Role Purpose

Coach Tutors will be the main face of World ParaVolley to the candidates and will work with local course hosts to organise and deliver the final face to face element. The first aspect of this is reviewing the Self Study tasks for each participant from the e-learning (Part A) and verifying candidates are ready for to attend the practical.

Each course will have its own area on e-ParaVolley (the World ParaVolley e-learning platform) for each practical course and this will be the sole contact point between the tutors and candidates.

Coach Tutors will be required to:

- Prepare, deliver and evaluate World ParaVolley courses to the agreed standard
- Comply with candidate evaluation requirements when awarding Diplomas or Certificates of Attendance
- Attend all Coach Tutor training
- Adhere to all relevant World ParaVolley guidelines, policies and processes
- Promote Coach Education opportunities within their regions and seek continual development for themselves as a coach and tutor
- Represent World ParaVolley in a professional manner
- Actively promote the concepts of respect, safeguarding and equity in ParaVolley

Part of a Coach Tutors safeguarding responsibility is to complete the Safe Sport International course on “Safeguarding Responsibilities Within Sport” and provide World ParaVolley with their certificate.

## Eligibility

To continue as a WPV Coach Tutor, individuals need to:

- Be comfortable conversing and presenting in English (spoken and written)
- Continue to meet the Role Requirements outlined below
- Agree to and follow the [World ParaVolley Coaches Code of Conduct](#)
- Be registered with their National Federation / World ParaVolley Zone as a coach
- Complete all mandatory Coach Tutor training (not paid)
- Engage with the Coaches Commission and Coach Tutor team through Microsoft Teams and e-ParaVolley
- Pass the annual World ParaVolley Safeguarding check

## Recruitment and Retention

Working under the World ParaVolley Development Department, the Coaches Commission is responsible for the quality assurance of its education and training provision. Within the Coaches Commission, Peter Karreman is the assigned person responsible for Coach Tutor training and liaison.

Any applicant who is not a holder of the qualification for which they are looking to Tutor, either the full course or the fast-track route, will be required to complete Part A (e-learning) before tutoring any courses of that level – excluding the Self Study assignments.

The World ParaVolley Coaching Commission will hold the master list of approved Level 1 and Level 2 Tutors and review this on an ongoing basis. Recruitment of new tutors will be done based on vacancy or increased course demand.

Coach Tutors can choose to step down from the role at any point by informing the Development Director and Coaches Commission in writing.

## Commitments and Responsibilities | World ParaVolley

As part of being an active Coach Tutor, World ParaVolley will provide:

- All course programme materials and resources
- Administrative support from the Coaches Commission
- Regular updates and professional development opportunities
- Opportunities for appointments to tutor Level 1 and/or Level 2 courses – quantity to depend on demand for courses
- World ParaVolley branded polo shirt(s) to wear during the course delivery

Coach Tutors will be selected and appointed to specific courses by the Development Director, following a proposal from the Coaches Commission, which is based on the following criteria:

- Language, experience and background of potential candidates
- Location (zone and country) of the course relative to the Coach Tutor
- Experience of previous WPV courses and Coach Tutoring Sitting Volleyball
- Attendance and completion of Coach Tutor training opportunities
- Tutor team dynamic with other appointed Coach Tutors (where applicable)

The Coach Tutor list will be publicly available on the World ParaVolley website, and all are expected to publicise their selection and help generate interest in the courses. Part of the role of a Coach Tutor is initiating courses in their local zone/region/country.

All costs associated with travelling to a course, and accommodation, will be covered by the course organiser (or World ParaVolley).

Coach Tutors will be paid for Practical course delivery as follows:

- Hourly rate: 20 EUR per hour
- Day rate: 150 EUR per delivery day
- Per Diem: 50 EUR per day

<b>Work Required</b>	<b>Level 1</b>	<b>Level 2</b>
Course Preparation (including introductory "First Service" webinar with candidates)	2 hours	4 hours
Candidate Familiarisation / Part A Self Study review	1 hour per candidate	2 hours per candidate
Travel Days	2 x per diems	2 x per diems
Delivery Days	2 days	3 days
Course Evaluation	1 hour	2 hours

Where course organisers do not provide host country national/local transportation or food/drinks for the duration of the stay, a per diem will be paid per day to each tutor as well.

Tutors will be paid for all work relating to delivering a practical course after submitting the end of course evaluation report and associated claim form/invoice.

Payment/amounts are subject to change prior to tutor appointment or a specific practical course situation.

### **Commitments and Responsibilities | Appointed Tutors**

- Maintain up to date knowledge, such as:
  - Attending, and contributing to training events, workshops and other mandatory WPV updates as required
  - Undertaking appropriate training and development opportunities to continually professionally develop as a coach and tutor
  - Acting on any feedback received as appropriate
- Support the Coaches Commission with administrative tasks, including candidate Part A review, by:
  - Candidate confirmation for Part B (Practical) keeping within the maximum specified tutor : participant ratio (Level 1 = 1 : 14 / Level 2 = 1 : 10)
  - Check candidate e-learning completion and Knowledge Check results
  - Review candidate Self Study task submissions and feedback/follow up appropriately to ensure work meets the required standard
- Deliver the Practical programme to a suitable standard, including:
  - Engaging with the hosting country to ensure transport, catering, accommodation and course delivery requirements (e.g. sports hall, theory room etc)
  - Following the specific course schedule and content plan
  - Ensuring the specified aims and learning outcomes are delivered
  - Helping learners' access and use the associated resources
  - Actively involve learners in the learning process, so group benefits from all knowledge in the room
  - Adapting delivery methods to accommodate different learning needs, abilities and experiences
  - Monitoring learners progress and providing feedback to assist learner development
- Carry out participant assessment in accordance with provided specifications:
  - Correctly completing all candidate assessment documentation
  - Treating all equally and fairly without directly or indirectly excluding anyone
  - Providing objective feedback to the learners about performance/achievement and areas for improvement
  - Devising and agreeing action plans with learners not reaching the required standard

- Maintain accurate records, such as:
  - Session attendance registers
  - Explanation of reasonable adjustments provided
- Evaluate the course programme and own tutoring, to include:
  - Gathering feedback from learners
  - Identifying action points to improve future delivery and feed back to World ParaVolley Coaches Commission as appropriate
  - Evaluate self and peer delivery to review practice and identify action points
  - Complete course evaluation and end of course report

## **Coach Tutor | Role Requirements**

### *Qualifications / Experience*

- Extensive high performance Sitting Volleyball experience
- National Federation Volleyball Level 3 (or higher) Award, FIVB Level 2
- Appropriate teaching / tutoring qualification or experience
- Appropriate assessor qualification or experience
- A recognised Safeguarding and Protecting Children and Vulnerable Adults certificate
- An appropriate First Aid Certificate

### *Knowledge and Experience*

- Experience of coaching high level sitting volleyball
- Knowledge of learning and coaching principles
- Experience of tutoring or assessing courses in sport
- Knowledge and commitment to the [World ParaVolley Code of Conduct and Ethics Policy](#)
- Experience of working with adults (over 16 years old)

### *Skills*

- Able to manage and motivate groups with different abilities
- Able to create a positive and welcoming learning environment
- Able to model best practice in coaching methodology and actively involving coaches in the learning process throughout
- Good communication, presentation and interpersonal skills
- Comfortable establishing and maintaining good working relationships with learners, workforce colleagues and World ParaVolley

### *Personal Qualities*

- Growth mind-set and willing to engage in self-reflection
- Values and prioritises continual professional development
- Self-starter, proactive and enthusiastic

### *Other*

- Competent use of a computer software and internet-based platforms
- Willingness to travel internationally
- Experienced at international travel and visa application procedures

### *Desirable*

- Already completed the World ParaVolley Coaches Level 1 or 2 course
- Speak a second language which is dominant in the area/region in which they live