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16 October 2012

TO: ALL DISTRICT SECRETARIES

EXECUTIVE

ALL CONVENORS of DISTRICT STANDING COMMITTEES for COACHING

CIRCULAR 59/2012

Requests from National Standing Committee for Coaching (NSCC)

1. **Liaison Coach:** Each member of NSCC has been assigned a number of districts to support. Please make note of your Liaison Coach's contact details and maintain regular contact.

NSCC Member	District Liaison Responsibility	Cell phone	Email
Brian Sayce	EGB, BGN, Mpumalanga, Limpopo	082 570 5884	sayso@sherwood.za.net
Jill Atkinson	All KZN districts	079 030 7418	jillatkinson@bergmail.co.za
CH Dixie	EP, WP	082 220 3707	dixie@nmmu.ac.za
Graham Mackenzie	NFS, Sables, JBA, NW, Sedibeng	082 948 9262	gailmacwhite@gmail.com
Merle v d Berg	Border, Boland, S Cape	082 693 4227	merlof@telkomsa.net
Heather Boucher	SFS, N Cape	083 310 0797	hboucher@aspenpharma.com

2. **DSCC Minutes:** Please make sure all District Standing Committee for Coaching meeting minutes are emailed to your Liaison Coach shortly after each meeting. This allows NSCC to provide appropriate support for DSCC and raise any relevant issues at National level.
3. **Log Books:** Please request your coaches to record their player-coaching and administrative time separately in their log books – a convenient way of doing this is to record coaching hours in the front and administrative hours at the back each year. Once the current stock of log books has been exhausted, the re-designed log books will cater for this separation. As a reminder:

Executive Committee:

President: Allan Freeman, Vice President: Kallie Haupt
Members: Robert Forbes, Fred Kruijs, Isabel Smith, Andrew Strong

- *Player Coaching Hours*: Any hours spent assisting players, whether through indoor workshops or on the green. Please note that this refers to actual time spent, irrespective of how many players are involved.
 - *Administrative Hours*: include meetings, courses, research time, writing time, etc. provided these hours are related to coaching.
4. **Train-the-Trainer**: There are still a number of districts who have not responded to Circular 39 regarding needs to train facilitators to assist at the district Level 1 courses. Please email your Liaison Coach or Brian Sayce A.S.A.P.

A handwritten signature in black ink, appearing to read "John Ravenscroft".

John Ravenscroft
Operations Manager