

Hugh Wyndham Park, 15 Hume Road
Dunkeld West, Johannesburg 2196
P O Box 47177, Parklands 2121
Tel: (011) 788-0005
Fax: 011 880-4578 or 086 519 6162
E-mail: info@bowlssa.co.za
Website: <http://www.bowlssa.co.za>



23 October 2012

TO: ALL DISTRICT SECRETARIES

EXECUTIVE

ALL CONVENORS of DISTRICT STANDING COMMITTEES for COACHING

CIRCULAR 60/2012

Invitation to Apply for Level 3 Coaching Course

Coaching and the development of bowling skills are the key elements in the success of our sport. It is the objective of Bowls SA to have well qualified coaches around the country to assist in raising the enjoyment and standard of our sport and to provide the necessary assistance for players of all ages and levels. NSCC is delighted to invite applications from Level 2 (District) Coaches who are interested in upgrading their qualifications to Level 3 (Academy). The next Level 3 course will be held at Wingate Park, Pretoria from Sunday (pm) 13 January 2013 to Thursday (am) 17 January 2013.

Pre-requisites are as follows:

1. DSCC & District Executive must motivate applications to NSCC (forms attached) – the candidate must be accepted by elite and district players as a coach. A Maximum of twelve (12) candidates will be accommodated. If more than one candidate is nominated by a District their nominees must be prioritised (form attached).
2. Portfolio (details attached): The primary goal of this is to get to know something about the candidates prior to the course.
3. ±100 hours of coaching at Level 2 (minimum ±200 hours in total).
4. Current (i.e. refreshed) minimum Level 1 Technical Official
5. Computer literacy is highly recommended (Word – word processing, Excel – spread sheets, PowerPoint – presentations, Email – communication, Internet – research). Please note that if the applicant is not computer literate, assistance will be required to complete the application forms in Word and to email the forms to Brian Sayce. In addition, a presentation needs to be developed (more information on this will be provided in the letter confirming receipt of the application) and should the candidate prefer to use a PowerPoint document during this presentation, assistance will be required prior to the course to develop this – NSCC will provide assistance to operate the document during the presentation.
6. First-Aid qualification recommended.

The registration fee per candidate is R300, to be paid directly to Bowls SA (Ref: Level 3 Coach and name) on confirmation by NSCC. Districts are encourage to support and to assist candidates in covering this cost as qualified Level 3 coaches can be a great asset to the district. Travelling, accommodation and meal costs will be covered by Bowls SA.

Executive Committee:

President: Allan Freeman, Vice President: Kallie Haupt
Members: Isabel Smith, Alan Strong, Rob Forbes, Fred Kruijs

Completed documentation must be received by Brian Sayce by 30 November 2012 – preferably by email (sayso@sherwood.za.net) or alternatively by fax (086 572 2884).

Applicants will be advised of their acceptance, be provided with pre-course material & instructions at least one month prior to the course and advised of traveling and accommodation arrangements at least one week prior. Please note that should only a few applications be received, this course may be deferred to a later date.

For any further enquiries, please contact Brian Sayce (via email or telephone – 011 974 7616 or 082 570 5884).

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

John Ravenscroft

Operations Manager



DSCC Recommendation

*This form should be sent directly from DSCC to
Brian Sayce (sayso@sherwood.za.net)
to be received by 30 November 2012*

We recommend that _____ (name of candidate) be accepted to attend the Level 3 Coaching Course to be held at Wingate Park, Pretoria in January 2013.

We confirm that s/he is an active coach in our district and has the support of local elite and district players.

In addition, we would like to recommend this candidate for the following reasons:

(DSCC to motivate their recommendation above.)

Signatures: _____

(DSCC Convenor)

(DSCC Secretary)

Date: _____



DSCC Recommendation

This form should be sent directly from DSCC to
Brian Sayce (sayso@sherwood.za.net)
to be received by 30 November 2012

Should your District be nominating more than one candidate, please prioritise these nominations. This prioritisation will be used if more than 20 applications are received.

Priority	Name
1.	
2.	
3.	
4.	
5.	

Signatures: _____
(DSCC Convenor)

(DSCC Secretary)

Date: _____



District Executive Recommendation

*This form should be sent directly from the District Executive to
Brian Sayce (sayso@sherwood.za.net)
to be received by 30 November 2012*

We recommend that _____ (name of candidate) be accepted to attend the Level 3 Coaching Course to be held at Wingate Park, Pretoria in November 2012.

We confirm that s/he is an active coach in our district and has the support of local elite and district players.

In addition, we would like to recommend this candidate for the following reasons:

(District Executive to motivate their recommendation above.)

Signatures: _____

(District President)

(District Secretary)

Date: _____



Level 3 Candidate Portfolio

These documents should be sent to
 Brian Sayce (sayso@sherwood.za.net)
 to be received by 30 November 2012

I, _____ (name & surname) of _____ Bowling Club,
 wish to be considered as a Candidate for the Level 3 Coaching Course.

Health or disability issues the trainers should be aware of: _____

Dietary requirements: Regular / Vegetarian / Halaal / Kosher / Other: _____
 (✓ to indicate appropriate choice)

Level of Computer Literacy: Word Processing / Spreadsheets / Presentation / Email / Internet
 (✓ to indicate appropriate choices)

New reference book (*Lawn Bowls Coaching*) Have / have not (✓ to indicate appropriate choice)

Familiar with game notation technique illustrated below: Yes / No (✓ to indicate appropriate choice)

End	Mat	Jack		Third	
1	2	28	Side	L	L
			Clock	6	D
			Distance	12	2

Can bring a digital camera / laptop / neither to use at the course (✓ to indicate appropriate choices)

Language on Certificate English / Afrikaans (✓ to indicate appropriate choice)

- I understand that if I find, during the course (includes all activities up to the time of qualification), that I am unable to continue for whatsoever reason, I will reimburse my Club / District and NSCC with monies that have been paid on my behalf and return material received to NSCC.
- I undertake to attend all contact-sessions. The material that I will receive, when accepted, will be studied before the sessions as indicated by the Course Facilitator. I understand that I will be expected to discuss the content of this material during the course.
- I further understand that I will have to accept the considered opinion of the training team, if told that I may not be suitable for the current training scheme.

Candidate Signature _____ Date ____/____/____

Note: The forms below may be completed electronically or printed, completed & scanned prior to emailing them to Brian.



Level 3 Candidate Portfolio

*These documents should be sent to
Brian Sayce (sayso@sherwood.za.net)
to be received by 30 November 2012*

Please answer the following questions or discussion points in the spaces provided:

1. Why do you want to upgrade your qualification from Level 2 to Level 3?

2. What are your goals in coaching?

3. What specifically are you planning to do with your Level 3 qualification?

Exec
Presi

Members: Robert Forbes, Fred Kruijs, Isabel Smith, Andrew Strong



Level 3 Candidate Portfolio

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to be received by 30 November 2012*

4. What do you expect from the Level 3 course?

5. Describe examples of the coaching of individuals you have done over the past 2 years.

6. Describe examples of group coaching you have done over the past 2 years.



Level 3 Candidate Portfolio

These documents should be sent to
 Brian Sayce (sayso@sherwood.za.net)
 to be received by 30 November 2012

Research Report

Please pick one of the topics listed below and write a 1 A4 page report, using a word processor, in Arial 12pt, single-spacing, with references. This report should be submitted along with the above completed application forms. The language (English or Afrikaans) choice is yours. Please write 1 full A4 page only – i.e. find enough to satisfy your goal(s) or answer your question(s), but only the most important points, not necessarily everything you know or find out about the topic.

NB: *If you have never written a report before, do not panic! The trainers need to know the research & writing capabilities of the candidates in order to effectively handle research and writing during the course. So, all you need to do is try! Be creative and explore the world!*

	Topic	<u>Possible</u> Research Goal(s) / Questions
1	Why coaching is necessary	<ul style="list-style-type: none"> • Convince the sceptics
2	A Bowler in the Gym	<ul style="list-style-type: none"> • Why? • Doing what? • Achieving what?
3	Technique & Elite Players	<ul style="list-style-type: none"> • Why does a Protea/District player need / not need technique coaching?
4	Tactical Training	<ul style="list-style-type: none"> • Is this possible? • Why necessary when all games are different?
5	Emotional Intelligence in Bowls	<ul style="list-style-type: none"> • What is it? • Inborn or can this be developed?
6	Making a champion	<ul style="list-style-type: none"> • What makes a player a possible champion? • How do you create a possible champion? • How to identify a possible champion?
7	Alcohol & Bowls	<ul style="list-style-type: none"> • How could you convince a top player that they could be even better without the alcohol?
8	Disability Coaching	<ul style="list-style-type: none"> • Types of injuries (hips, back, knees, shoulders) • Types of disabilities (Blind / Deaf / Wheelies)

Curriculum Vitae

All the sections provided below are for the purpose of allowing the trainers to gain some knowledge of the candidates prior to the course. Any section where you have no information to provide, you may either delete it or leave blank.



Level 3 Candidate Portfolio

*These documents should be sent to
Brian Sayce (sayso@sherwood.za.net)
to be received by 30 November 2012*

Curriculum Vitae

Home address

Postal address

Telephone: Home

Cell

Fax

E-Mail address

PERSONAL DATA

Surname

Initials

Nationality

Identity No

Passport

Number:

Expiry date:

Home language

Other languages

Present outside interests

Strong points

Weak Points

LAWN BOWLS

Affiliation

Bowls SA No:

Bowling Club

Bowls size used

00 / 0 / 01 / 2 / 3 / 4 / 5 / 6 (*circle to indicate appropriate choice*)

Qualifications

Coach:

Badge No:

Level:

Latest Refresher Date:

Technical Official:

Badge No:

Level:

Latest Refresher Date:



Level 3 Candidate Portfolio

*These documents should be sent to
Brian Sayce (sayso@sherwood.za.net)
to be received by 30 November 2012*

Administration

Player Record

Coaching Record

Hours to Date:

Research Interests

Referees

(i)

Telephone:

Cell:

Email:

(ii)

Address:

Telephone:

Cell:

EDUCATIONAL QUALIFICATIONS

HIGHER EDUCATION

Universities/Colleges attended

Qualifications obtained

Major subjects

Other Training

(i)

(ii)

EMPLOYMENT HISTORY

(Latest first)

1. Name of Institution

Years:

Job Description:

2. Name of Institution

Years:

Job Description:

3. Name of Institution

Years:

Job Description:

GENERAL

Any additional information you would like to add.