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24 November 2008

**TO: ALL DISTRICT SECRETARIES
DISTRICT STANDING COMMITTEES FOR COACHING**

CIRCULAR 75/2008

**RE: LEVEL 2 DISTRICT COACH UPGRADING COURSE
AND LEVEL 2 REFRESHER COURSE**

Applications are invited from Club Coaches who meet the necessary requirements to undertake the Upgrade Course to be held during 2009. Existing Level 2 Advanced Coaches are also encouraged to undertake this course as a Refresher Course in order to be fully up to date with current coaching methods.

Applicants should apply in the first instance via their District Coaches Standing Committees and applications must be endorsed by their District Executive. All applications **MUST** be on the attached Application Form and accompanied by a **FULL CV**, that should include both bowling and commercial details.

Minimum requirements to undertake this course include :

- Proof of at least 300 hours coaching activity over the previous 3 years by
- Submitting a Portfolio of Evidence detailing their coaching activity and involvement
- Be a qualified Technical Official
- Be recommended by their District Standing Committee and Executive

The National Standing Committee reserve the right to "fast track" individuals for this qualification and District Standing Committees are encouraged to communicate with the National Standing Committee should they have any questions in this regard.

Applications MUST be received by February 13th 2009 at the latest.
Please note that there will be no extension to this date.

This annual Upgrade Course consists of Distance Learning Modules that will be sent to all successful applicants during February and these **MUST** be completed by **May 29th 2009**.
Please note there will be NO extensions to this date due to time constraints

Those applicants who are declared "competent" will be asked to attend a Practical Assessment (at their own expense) for two days at one of three centres situated in the central, south or north of South Africa. Every attempt will be made to use centres nearest to the majority of the applicants.

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Executive Committee:

President: Piet Breitenbach, *Vice President:* Debra Ferguson

Members: Allan Freeman, Kallie Haupt, Isabel Smith, Ronald Weddell

The theory part of the course (Distance Learning Modules) consists of FIVE compulsory modules and any TWO of the elective modules shown below.

COMPULSORY	ELECTIVE
<p>Practical Techniques Psychology Physiology Philosophy of Coaching Teaching Methodology</p>	<p>Team Coaching Modified Sport Talent Identification Video Analysis Notational Analysis</p>

The cost of the course will be R 400 that covers the cost of material and postage to candidates. Additional costs for the Practical Assessment are for the Candidates own account and will depend on the venue.

In all Modules the Assessors will be looking for :

- Competency
- Understanding of the subject material presented in the Course Manuals
- The Candidates ability to communicate clearly and logically. (It should also be noted that although the manuals are in English, Candidates are advised to use their home language to complete their Portfolios).
- The Candidates ability to demonstrate all the practical aspects of delivering a bowl together with correction techniques.

Should applicants have further questions at any stage they should contact members of the National Standing Committee for Coaching in the first instance.

All coaches should ensure they are in possession of :

- Bowls South Africa Coaching Purpose Statement
- An up to date Logbook
- Bowls South Africa Coaching Structure and Qualifications

Coaches are also reminded that their qualification as a coach is only valid for four years and at the end of this period they are obliged to undertake either an Upgrade Course or a recognised Refresher Course run by their District Standing Committee. Coaching is never static and changes and improvements are always being introduced so it is in the best interests of coaches to keep up to date.

It is essential that all Candidates have adequate time available to undertake the duties of a District Coach and also understand the associated responsibilities.

As it is in the best interests of Districts to have **Qualified Coaches** available they should support candidates financially where ever possible.

John Ravenscroft
Operations Manager

Attachment : Application Form

NATIONAL STANDING COMMITTEE FOR COACHING

APPLICATION FOR UPGRADING

PERSONAL

Call Name: _____

Family Name: _____

I D Number: _____ BSA Number: _____

Postal Address: _____

Code: _____

Telephone : Home () _____ Business : () Cell : _____

_____ Fax : () _____

E – Mail: _____

District: _____ Club: _____

Coaches Badge Number: _____ Umpires Badge Number: _____

Bowling Experience : Player +/- _____ years. Coach +/- _____ years

Hours logged over last 12 months : _____

When last did you teach a beginner to play bowls : _____

Umpire +/- _____ years

What other sports have you been involved with (Please indicate if you were a player, coach, technical official or administration).

Have you coached, trained or taught Adults in another field ? If yes please give short details of this experience.

Have you been involved in Dramatics ? Amateur _____ Professional _____

What hobbies do you have ?

What is/was your occupation ? _____

Are you still working ? Yes / No

BOWLS ADMINISTRATION

Positions held :

Club level: _____

District level: _____

National level : _____

Signed: _____ Date: _____

NOTE : Please attach a FULL CV detailing your commercial and bowling experience and other relevant qualifications.