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21 May 2010

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

CIRCULAR 28/2010

THE PROCESS of FACILITATING a LEVEL 1 COURSE

This serves as reminder to District Standing Committees for Coaching (DSCC) on the process of facilitating a Level 1 course in their districts. This course is run by DSCCs on behalf of the National Standing Committee for Coaching (NSCC), with a member of NSCC present to assist and to ensure that a similar level of coaches' training occurs throughout South Africa.

The process of facilitating a Level 1 course is as follows:

1. DSCC decides on cost and possible dates and submits the NSCC application form to the NSCC secretary.
2. DSCC books the venue and invites applicants using the appropriate candidate application forms, supported and paid for by their Club Executives.
3. DSCC screens applicants and those approved should receive the pre-course reading material, printed by the district.
4. DSCC facilitators organize the programme and required resources, ensuring that each facilitator has appropriate time to prepare their segment (NSCC representative may be included in the facilitation/presentation if required).
5. Each candidate's evaluation should be recorded on the appropriate evaluation form by the course convener and their post-course supervising coach.
6. Once the candidate has been approved to be at an acceptable standard by the supervising coach, the application form containing candidate details plus the evaluation form should be submitted to the NSCC Secretary. This should be done within 3 months of the last day of the 4-day course.
7. NSCC will submit these details to Bowls SA Head Office for the issuing (and recording) of badges and certificates. Bowls SA Head Office will invoice the District for the cost of the badges (R45 each).

For further information and the appropriate forms please contact Dix on 082 220 3737 (cell), 041 504 9089 (fax) or dixie@nmmu.ac.za (Secretary of NSCC).

**John Ravenscroft
Operations Manager**

Executive Committee:

President: Debra Ferguson, *Vice President:* Allan Freeman

Member: Kallie Haupt, Sergio Martinengo, Isabel Smith, Ronald Weddell