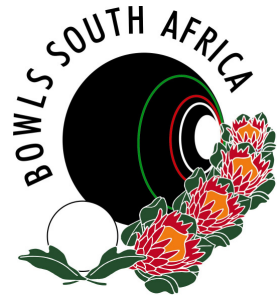


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01 February 2016

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

CIRCULAR 11/2016

ANNUAL UPDATE OF COACHES' INFORMATION

The annual update of coaches' information is requested per district, through the use of the Annual Hours Return form provided by NSCC for districts to send to their club (copy attached). NSCC and NSCT are making a concerted effort to fix the data problems in the current database before the roll-out of the updated system in the near future. It is therefore vital that DSCCs carefully check the information about their coaches in detail, before **returning this to NSCC by 29 February 2016**, via their NSCC liaison member and dixie@nmmu.ac.za.

A district list, extracted 2016-01-05, will be sent to each district from NSCC – this file will contain 2 lists – **Current** and **Retired** – please check both lists for veracity of data, **from column A to column AP**. In addition to the regular **annual hours per coach**, DSCCs are kindly requested to pay attention to the following details:

- Please update the file sent to the District from NSCC (separate to this circular) and send this updated file back as an attachment as indicated above.
- Please **do not delete any rows or columns** – comments back to NSCC can be provided in column AN **District Notes**.
- Check the details of the Bowls SA list against the current in-house district list, especially the **problem cases** indicated at the end of each row, on both the Current list and the Retired list. District findings should be recorded next to these columns, in order to fix the current information on the Membership database, which will be handled centrally on a national basis. Additional problem cases may be found – explanations for these to be added to the **District Notes** column AN.
- If any membership details have been corrected, please indicate this in the column AM, **Update Member Info Y/N** by typing a Y, to ensure that no corrections have been missed and highlight the cell containing the corrected information in **orange**.
- Add any coaches not included in the list at the bottom of the **Current** sheet and highlight the row in **orange** – we are aware that some players' coach data may have been lost.
- Update all contact details on the list, especially email addresses and cell phone numbers. *Ignore the missing 0 at the start of many phone numbers – this can be fixed centrally.*
- Updates in the **Status** – *Active / Inactive / Retired*. Note the info in the *Player Notes* for information about previously identified Inactive and Retired coaches as well as columns AO & AP (queries / problems identified by NSCC).
- If coaches only return one number for the hours coached in the 2015 calendar year, enter these in the **2015 Total Hours** column. If they have indicated the details in terms of youth (<25), adult and admin hours, enter these in the relevant columns and a total will automatically be calculated in the Total Hours column AI.

Please ensure that your district's list is received timeously to ensure enough time for the processing of this information in order to meet operating deadlines.

Thank you for your co-operation.

John Ravenscroft
Operations Manager



Executive Committee:

President: Kallie Haupt, Vice President: Rob Forbes
Members: Trevor Davis, Fred Kruis and Charles Levy