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08 March 2018

**TO: DISTRICT SECRETARIES
EXECUTIVE
MEDIA
DISTRICT LEVEL 1 & 2 COACHES**

CIRCULAR 10/2018

Invitation to Apply for District (Level 2) Coaching Course

Coaching and the development of bowls skills are the key elements in the success of our sport. It is the objective of Bowls SA to have well qualified coaches across the country to assist in raising the enjoyment and standard of our sport and to provide the necessary assistance to players of all ages and levels. NSCC is delighted to invite applications from active Club Coaches (Level 1) who are interested in upgrading their qualifications to District Coach (Level 2). The next District Coaches courses will be held at two possible times at two different venues, depending on the number of applicants and the main area the majority of the applicants are located. If there are only enough applicants for one course, it will take place centrally from 13:00 24 June – 13:00 28 June, otherwise it will be in Knysna. Should there be enough applicants, a 2nd course will be offered from 13:00 18 November – 13:00 22 November, to take place up north, in an area where the majority of applicants are from – probably in one of the Gauteng Districts. Applicants may opt for either course but, all are required to fund their own travelling and accommodation expenses.

Pre-requisites are as follows:

1. A Level 1 qualification date not more than 5 years old. **Note:** Any applicant whose qualification date is older than 5 years, will need to attend a Level 1 course as a refresher before finally being accepted on the course, but the application should be made by the due date.
2. ±100 hours of coaching at Level 1 with the bulk of these hours accumulated over the past 4 years.
3. A printed copy of *Lawn Bowls Coaching*, which should be ordered (at a cost of R300) from Bowls SA, through the District Secretary and applicants must be prepared to do the required pre-reading before the course (provided in pre-course information letter to all accepted candidates).
4. Computer literacy is highly recommended (Word – word processing, Excel – spread sheets, PowerPoint – presentations, e-mail communication, Internet – research). Please note computer literacy is not a requirement for successful participation – any assistance necessary at the course will be provided by NSCC.
5. Minimum of a current Level 1 Technical Official qualification.
6. Knowledge of First-Aid is recommended.
7. DSCCs & District Executives will be requested to provide support and motivation for candidates shortly after the closing dates. A Maximum of eighteen (18) candidates will be accommodated per course. If more than one candidate is nominated by a District their nominees must be prioritised.

Note: Level 2 coaches who wish to participate in the 2019 Level 3 course (High-performance coaching) and who qualified as a Level 2 coach more than 5 years ago, need to attend one of the 2018 Level 2 courses as a refresher before being accepted for upgrading to the 2019 Level 3 course.

Owing to financial constraints the Bowls SA Executive decided in 2014 that Level 2 candidates will be required to cover the full cost of the course themselves – transport, accommodation and catering.

The registration fee per candidate is R150, to be paid directly to Bowls SA on confirmation of acceptance by NSCC – invoices will be sent from Bowls SA to each district. Districts and Clubs are encouraged to support and to assist candidates in covering this cost as qualified Level 2 coaches can be a great asset to the District and the Club.

Applications for both course dates must be completed on-line by 15 May 2018 – please follow the 4-step guideline provided at the end of this circular – **note that NO LOGIN or SIGN-UP is required!** Contact Dix (dixie@mandela.ac.za) if there are any problems with access or assistance is needed.

Applicants will be advised of their acceptance (this will depend on numbers) in late May and will be provided with information and pre-course preparation instructions prior to the course. Please note that should less than 8 applications be received, both courses will be cancelled and only offered again in 2020.

For any further enquiries, please contact Dix (via email or telephone – 041 378 1971 or 082 220 3707).

John Ravenscroft
Operations Manager

Instructions for Course Application

1. Ctrl-Click on the following link to take you directly to the Course Application section of the Bowls SA Membership Database Management System:

<https://bowlssa.knack.com/membersdb#course-applications/>

2. You should see a list of OPEN courses on your screen – something like this:

Course Code	Credential	Venue Club	Start Date	End Date	No. Candidates	Cost / Candidate	Application
196	Coach Level 1		11/11/2017	11/06/2017	2	R 0.00	apply
193	Technical Official Level 1	BOL Langebaanweg Bowling Club	01/04/2017	30/04/2017	10	R 0.00	apply

Click on the word *apply* next to the course you wish to apply for – check the *Credential* and *Start-End Dates* as the venue may not be booked yet.

3. You will see a spot where you need to enter your Bowls SA number:


Application for Course

Member *

Type to search

Submit

Once you have entered your number, your name should appear in a list below – click on your name to select and then click on the *Submit* button.

4. Your details should appear in the list of applicants after you have clicked the *screen refresh* button () of your browser in order to see your name.

BSA No.	Name First	Mother Club
12507	Con Dixie	EPB Mill Park Bowling Club
...		

Click on your name, check/update your membership details (email very NB) and click on *Submit*.

Your course co-ordinator will pick up your application and send you further information about the course.