



BOWLS SOUTH AFRICA

MODUS OPERANDI OF THE NATIONAL STANDING COMMITTEE - COACHING [N.S.C.C.]

Rev. July 2022

MODUS OPERANDI OF THE NATIONAL STANDING COMMITTEE - COACHING

1. BOWLS SA Executive shall appoint a Standing Committee for coaching. These appointments shall be at the discretion of the BOWLS South Africa Executive [hereinafter referred to as *the Executive*] and revised when necessary.
 - 1.1 The National Standing Committee - Coaching, hereinafter referred to as "the NSCC" shall consist of not less than three or more than six persons, preferably of both genders, all of whom have achieved a minimum qualification of Level 3. In addition, they should have had experience of presenting courses, organising and managing coaching clinics and upgrading courses. [The Executive, at their discretion, may amend the total number of members on the NSCC].
 - 1.2 The Executive may, at its discretion, allow members of the NSCC, to serve on a District Standing Committee.
 - 1.3 The appointment of additional or replacement members to the NSCC shall be at the sole discretion of the Executive
 - 1.4 The NSCC shall be responsible and accountable to the Executive.
 - 1.5 The Convenor shall be appointed by the Executive. The convenor must have a minimum qualification of Level 4 with the High-Performance certificate.
 - 1.6 In the event of the Convenor not being present at any scheduled Meeting, the NSCC shall elect one of the members present to act as Chairperson for that Meeting.
 - 1.7 The NSCC shall meet as and when required to perform its functions. The nature of the purpose of the Committee is such that many of the functions can be performed through telephonic or electronic communication between members of the NSCC reducing the need for physical meetings to the minimum.

- 1.8 The Convenor may convene any meetings of the NSCC as and when required at his or her discretion or as directed by the Executive.
 - 1.9 The Convenor shall manage the allocation of duties and responsibilities to the NSCC members, according to a detailed list of job descriptions, with allocations reviewed annually after the Executive Strategic Planning Meeting. The job descriptions should detail each member's responsibilities and be easily transferable from member to member, especially at the time of the introduction of new members.
 - 1.10 All minutes of meetings and copies of correspondence must be submitted to Bowls South Africa within 15 days of such meeting.
 - 1.11 In the event of the NSCC not being able to reach a majority decision, the matter must be referred to the Executive.
 - 1.12 Members of the NSCC shall seek approval for unbudgeted expenses from the Convenor and the Executive Liaison Member prior to any visits to Districts and/or Clubs.
 - 1.13 Members of the NSCC shall be entitled to reimbursement for reasonable travelling, accommodation, subsistence, and communication expenses on submission of satisfactory documentation to Bowls SA, provided it was approved and signed by the Convenor and the Executive's liaison member of the NSCC.
 - 1.14 No credit purchases, travel or accommodation arrangements may be made by members of the NSCC without the prior written consent of the Convenor or by the Convenor without the prior written consent of the Executive liaison member of the NSCC
 - 1.15 The NSCC must present to the Executive a Business Plan for the subsequent Financial Year., BY November of each year.
 - 1.16 The NSCC may not conduct banking accounts of any nature either in its name or in the name of Bowls South Africa.
 - 1.17 The Executive may make agreed budget for specific NSCC courses or projects. Claims with supporting documents or invoices must be submitted to the Bowls South Africa Office within 15 days of closure of course or event. NSCC to maintain detailed project accounts to ensure agreed budgets are not exceeded.
2. The Committee shall assist and advise the Executive on coaching matters in the Republic of South Africa
 - 2.1 Adhere to all current Bowls SA policy documents- Bowls SA Coaching Policy, Bowls SA Coaches Code of Conduct and the requirements of SASCO.
 - 2.2 be responsible for the establishment, development and training of Coaches who will skillfully be able to enhance the performance of players and teams at all levels of play. They shall advise the Executive on all aspects pertaining to the practical and theoretical requirements of the Sport of Bowls.
 - 2.3 be responsible for the accrediting of Coaches and will ensure that the qualification and upgrading of Coaches to the various levels comply with the requirements of the South African Qualification Authority [SAQA], and Tourism Hospitality and Sports Education Training Authority [THETA].
 - 2.4 be responsible to produce all Course Curricula for the different Coaching levels in terms of the Unit Standards.
 - 2.5 ensure that any amendments to the Syllabi and Qualification criteria are agreed to by the Executive prior to communication and implementation.
 - 2.6 ensure that Districts conform and present the prescribed learning material to a level of excellence and national uniformity as required by the Executive.
 - 2.7 be responsible for the appointment of Course Facilitators, at all levels of coaching.

- 2.8 be responsible for the application of the Bowls SA Recognition of Prior Learning for candidates applying for Level 3 training without a Level 2.
- 2.9 receive results of qualifying courses in the prescribed format from District Standing Committee's within an agreed upon period after the conclusion of a specific course.
- 2.10 ensure that a National Register of Coaches is maintained with current membership details and each calendar year's coaching-related hours and submitted to SASCOC on an annual basis.
- 2.11 ensure that only coaches who comply with the SASCOC's four-year CPD policy remain on the list as Registered Coaches
- 2.12 ensure that all registered Coaches are provided with regular CPD opportunities by NSCC and DSCCs to comply with SASCOC requirements.
 - 2.12.1 NSCC's Level 3 & 4 Courses in an alternate biennial cycle.
 - 2.12.2 NSCC Specialisation Courses as required
 - 2.12.3 NSCC Coach-to-Coach (C2C) Days on a biennial cycle in all districts (District Liaison Member)
 - 2.12.4 DSCC Coaches Days at least on a biennial cycle in all districts.
- 2.13 maintain communication with the DSCCs as per the Bowls SA Communication Policy.
- 2.14 undertake such duties as the Executive may delegate from time to time.
- 2.15 submit such reports as the executive may determine from time to time
- 2.16 subject to approval of the Executive, arrange for National Coaching Workshops, Seminars, or other events to achieve set goals.

3. NSCC District Liaison Tasks:

- 3.1 Ensure that each District Executive affiliated to Bowls South Africa appoints and supports a District Standing Committee for Coaching [hereinafter referred to as "DSCC"].
- 3.2 Provide District Executives and DSCCs with a recommended DSCC Modus Operandi, updated as required.
- 3.3 Each Committee member shall liaise with and provide the required support of assigned liaison districts, ensuring that each district a DSCC and that coaching and coach-developer activities are carried out regularly within the district.
- 3.4 The liaison member should provide DSCC-type interaction with those liaison Districts temporary without a DSCC – Executive and coaches – to build up to a point where the District can establish a functioning DSCC.
- 3.5 NSCC is responsible for training DSCCs in Bowls SA database operations related to coach-developer Level A, Level 1 & 2, and CPD events and DSCCs are responsible for maintaining the database within their authority of operations, which includes annual entry of coaching-related hours.

4. Coach Development

- 4.1 A person who is not a bona fide member of a club affiliated to a District Association shall not be entitled to enter for a course, except in the case of Assistant Coach (Level A), which is also available for those involved in school-authorized sport.
- 4.2 DSCCs shall arrange dates for coach-developer events to be held in its area of jurisdiction with notification to NSCC prior to the course, with at least 6 months' notice for a Level 1 & 2 courses.

- 4.3 Candidates for any qualification-related coach-developer events must, in the first instance, be approved by their own club who shall thereafter forward the application to the DSCC for local events and for national events, the DSCC would, in conjunction with the District Executive, recommend candidates for NSCC-run coach-developer events.
- 4.4 The course fees must cover the cost of the appropriate material and certification provided by the Bowls SA, invoiced by the hosting authority – i.e. District or Bowls SA – and held in suspension pending qualification and invoicing by Bowls SA.
- 4.5 DSCCs will be responsible for the organizing the awarding of any qualifications to candidates at a suitable District-level occasion.
- 4.6 Coach Developer Course (*Train-the-Trainer*)
 - 4.6.1 Each District should build and maintain a Facilitation Team of at least 7, trained at these courses held biennially around the country.
 - 4.6.2 Each District Executive, with assistance from their DSCC, will nominate and if necessary, finance appropriate Coaches, with the minimum requirement of a Level 2 qualification and 50 hours experience, to participate in a Train-the-Trainer course prior to their appointment as course Facilitators.
 - 4.6.3 Applicants are required to commit to assisting at a minimum of the next 2 Level 1 and/or Level 2 courses held in their districts.
 - 4.6.4 Numbered certificates are issued once the applicant has facilitated at a Level 1 and/or Level 2 course, observed by NSCC Liaison member.
 - 4.6.5 The cost of the *Train-the-Trainer* courses will, if possible, be carried by Bowls SA, however costs shall be recovered from the Districts should successful candidates not involve themselves in training at district level.
- 4.7 Assistant Coaches Level A
 - 4.7.1 The course, which will include practical and theoretical aspects, will be facilitated by at least 1 NSCC-trained Facilitator and assistant qualified coaches (minimum Level 2) numbering 1 per maximum 4 candidates.
 - 4.7.2 The course Facilitator and assistant coaches will evaluate candidates during the course. Upon complying with the requisite standard, the candidate will qualify as an Assistant Coach (Level A).
 - 4.7.3 All forms and literature required by course facilitators will be supplied to each DSCC electronically (only) by NSCC.
 - 4.7.4 Each DSCC shall be responsible for the final recommendation for certification to NSCC who will in turn notify Bowls SA.
- 4.8 Coach Level 1 & 2
 - 4.8.1 The course, which will include practical and theoretical aspects, will be facilitated by a minimum of four Coaches trained and appointed for this purpose, by NSCC.
 - 4.8.2 The course Facilitators or their local representatives (experienced coaches), will evaluate the candidates on an ongoing basis. Upon complying with the requisite standard, the candidate will qualify as a Coach (Level 1 or 2).
 - 4.8.3 Candidates who do not reach the required standard within a DSCC- and, if necessary, NSCC-approved period, for a reason acceptable to the DSCC and, if necessary NSCC, may attend a further course without payment of an additional, fee. A candidate who fails to reach the required standard at a second attempt will not be permitted to attend any further courses.

- 4.8.4 All forms and material required by course facilitators will be supplied to the DSCC – course material electronically (only) by NSCC and books for the candidates by Bowls SA, on payment of district orders.
- 4.8.5 DSCCs shall be responsible for the final recommendation for the awarding of Badges and Certificates to Coaches (Level 1 & 2).
- 4.9 Coach Levels 3 & 4
 - 4.9.1 Training and assessment of candidates will be under the control of NSCC and ratified by the Executive.
 - 4.9.2 NSCC shall advise District Executives, DSCCs and the candidates of their results.
- 4.10 Continuous Professional Development Events (CPD)
 - 4.10.1 Each DSCC is required to facilitate a refresher event for Qualified Coaches, as required by SASCOC's CPD Policy, to ensure coaches remain registered.
 - 4.10.2 The minimum content for a Coaches' Day to qualify as a CPD Event is prescribed by NSCC.
 - 4.10.3 Each DSCC is required to submit a list of 'refreshed' coaches to NSCC within 15 days of the event and update the Bowls SA Membership database accordingly.
- 4.11 Each affiliated club should maintain a register of currently registered Coaches, which must be prominently displayed in the club.
- 4.12 Additional or replacement badges and certificates will be available through the District from Bowls South Africa on payment of the requisite fee.

5. Bowls SA Code of Conduct and Communication Policies

All members are to be conversant with and abide by these policies

6. Attendance at Functions:

- 6.1 All Executive members, Selectors, Standing Committees and Players to attend all functions when required to do so.
- 6.2 Spouses/Partners will only accompany when specially invited. This must be approved by the Office Evening functions will be attended in Step-outs unless otherwise instructed by the President or Office.
- 6.3 No Spouses/Partners to accompany any Executive, Selector or Standing Committee member when they travel for official duty. The President may under very special circumstances allow a spouse/partner to accompany the member. The additional cost will be for the member's account.

7 Standing Committee Clothing Policy

- 7.1 The following is the dress policy whilst performing Bowls SA duties, unless instructed otherwise by the President or the Bowls SA office.
- 7.2 Men
Bowls SA Windbreaker, Cream Golf Shirt, Cream Trousers, White Shoes. Navy Blue trousers may be worn whilst running courses or officiating at tournaments.
- 7.3 Women
Bowls SA Windbreaker, Cream Golf Shirt, Cream Skirt or Slacks, White Shoes. Navy Blue Slacks may be worn whilst running courses or officiating at tournaments.
- 7.4 Correct dress to be worn on arrival.

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