

Visiomed Office Park, Block 2, Unit 5
269 Beyers Naude Drive, Blackheath, 2195
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22 March 2022

**To: EXECUTIVE COMMITTEE
PROVINCIAL PRESIDENTS
PROVINCIAL SECRETARIES
DISTRICT PRESIDENTS
DISTRICT SECRETARIES
DISTRICT STANDING COMMITTEES for COACHING
MEDIA**

CIRCULAR 14 /2022.

Invitation to Apply for District (Level 2) Coaching Courses 2022

Due to all NSCC coaching courses having been cancelled for 2020-2021, NSCC has devised a tentative schedule for Level 2 Coach courses to be held in 2022.

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).

Three (Level 2) courses are scheduled tentatively for 2022, namely

North: 06-09 June – (booked at Groenkloof BC)

Natal: 26-30 November – (location to be determined by location of applicants – tentatively Linwood BC in Pietermaritzburg but only because a venue is required on the database)

South: 12-16 November – (location to be determined by location of applicants – tentatively Knysna BC)

Pre-requisites are as follows:

- 1. A Level 1 qualification date not more than 6 years old.**
Note: Any applicant, who's refreshed, qualification date is older than 6 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 6 years.
- 3. A printed copy of *Lawn Bowls Coaching***, which can, if necessary, be ordered (at a cost of R 450) 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. Minimum & maximum numbers per course will be applied and candidates notified after the closing date. If more than one candidate is nominated by a District their nominees must be prioritised.

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The non-refundable application fee per candidate is R250 (see Bowls SA Circular 13/2019), to be paid directly to Bowls SA via the District Office – see below. Districts and Clubs are encouraged to support and to assist candidates in covering costs as qualified Level 2 coaches can be a great asset to the District and the Club. **Candidates are required to cover their own travel, accommodation and catering costs – NSCC only covers the in-course catering costs of teas and lunches.**

Please follow the 4-step guideline provided at the end of this circular – **note that NO LOGIN or SIGN-UP is required! – to apply online for a course by:**

North Course Code 519: 30 April 2022
Natal Course Code 520: 30 September 2022
South Course Code 518: 30 September 2022

Applicants are required to pay the non-refundable R250 application fee prior to the deadline, **through their District Office**, with the REFERENCE of account **NSCC 097001 and the District abbreviation – e.g. NSCC 097001 KBA or NSCC 097001 WPB**. **Proof of payment** must be emailed to the Billy Rowan – william.ab.rowan@gmail.com before the closing date for the course. *NB: Only applicants who have made these payments will be processed.*

District Secretaries (or District Presidents) are requested to approve applications by means of an email to Billy Rowan, prior to the application deadline.

Applicants will be advised of their acceptance (this will depend on numbers) after each deadline has passed and will be provided with information and pre-course preparation instructions prior to the course. Please note that should there be less than 8 applications, the relevant course will be cancelled and only offered again in 2024.

For any further enquiries, please contact Billy at william.ab.rowan@gmail.com. Cell 071 891 7716.

A handwritten signature in black ink, appearing to read "John Ravenscroft".

JOHN RAVENSCROFT
OPERATIONS MANAGER

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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. Depending on whether the application process has been updated to accommodate the POPI Act or not, your details may appear in the list of applicants after you have clicked the *screen refresh* button () of your browser in order to see your name.

Whether this happens or not **it is vital that you ask your Club Database Administrator to check that your contact details are up to date on the database.**

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