



## **By-laws: Modus Operandi Coaches**

**APPENDIX: 5**

## ***Table of Contents***

1. Appointment and Title .....	3
2. Coaching Objectives .....	3
3. Requirements.....	4
4. Administration .....	5
5. Finance .....	6
6. Course Certification Criteria .....	7
7. Communication & Collaboration.....	7
8. Reference .....	7
9. Dress Code .....	7

## 1. **Appointment and Title**

The District Executive Committee shall appoint a **DISTRICT STANDING COMMITTEE for COACHING**, hereinafter referred to as DSCC, to assist and advise them on coaching matters. DSCC shall consist of not less than three and no more than six qualified coaches, preferably of mixed gender and preferably a Train-the Trainer qualification.

Nominations will be asked for 30 days prior to the AGM. The KBA Executive shall appoint the committee members from (unless otherwise indicated) nominations submitted by all affiliated clubs in the district and announce the convenor and members at the Annual General Meeting. (AGM)

## 2. **Coaching Objectives**

The **primary objectives** of DSCC will be to:

- 2.1 Promote and maintain **uniform** standards of Lawn Bowls Coaching throughout the District.
- 2.2 Convene Coaching workshops/seminars in line with the objectives of the constitution, i.e., to train:
  - 2.2.1 **Level A** (Assistant Coaches) in accordance with the syllabus provided by the **National Standing Committee for Coaching (NSCC)**.
  - 2.2.2 **Level 1** (New Player Coaches) in accordance with the syllabus provided by **NSCC**.
  - 2.2.3 **Level 2** (Club Coaches) in accordance with the syllabus provided by **NSCC**.
  - 2.2.4 Certain **Specialisation** courses, in accordance with the syllabus provided by **NSCC** for only those Specialisations delegated to DSCCs for implementation.
  - 2.2.5 All coaches in the District through **Coaches' Days** for refresher and/or upskilling purposes.
  - 2.2.6 All registered coaches in the District through **Refresher Days** to maintain the 4-year SASCOG requirement for coach registration.
  - 2.2.7 **Facilitators** who will assist in implementing the coaching and training objectives.
  - 2.2.8 **Assessment Facilitators** who will assist DSCC in carrying out NSCC-approved assessment program at the Club level.

**Secondary objectives** will be to:

- 2.3 Appoint members of DSCC and/or senior coaches in the District to act as mentors for specific coaches in the District. Emphasis to be placed on mentoring recently qualified coaches to ensure their continuing growth as coaches.

- 2.4 Identify, through mentoring, those coaches who should be considered for upgrading to higher levels of qualification.
- 2.5 Identify and encourage potential future Level 1 Coach candidates, from players in the District.
- 2.6 Identify, from active coaches in the District, potential DSCC members for recommendation to the District Executive.
- 2.7 Arrange and run advanced training sessions at the request of Club committees, assisted by other senior coaches if possible.
- 2.8 Submit an updated panel of **qualified, competent senior** coaches to the District Executive Committee for consideration to be appointed to assist and support the team managers with preparing/training the various Inter- District Squads or teams.
- 2.9 Assist with coaching and training in the District or Regional Emerging Squad if called upon.

### **3. Requirements**

In support of the above objectives, this section contains details of requirements from Bowls SA & NSCC:

- 3.1 A person who is not a bona fide member of a club affiliated to a District Association shall not be entitled to enter a course, except in the case of Level A which is also available for those involved in school-authorized sport.
- 3.2 Coach Levels 1 & 2 Courses:
  - 3.2.1 Arrange dates for courses to be held in the District with notification to NSCC at least 6 months prior to the course.
  - 3.2.2 Candidates may, without the approval of their club apply for the Level 1, badge, certificate course and shall forward the application accompanied by the course fee to DSCC. Fee to be paid to the KBA. The fee will cover the cost of the appropriate required material and logbook.
  - 3.2.3 The course, which will include practical and theoretical aspects, will be facilitated by a minimum of three Coaches trained and appointed for this purpose, by NSCC.
  - 3.2.4 The course Facilitators and/or their local representatives (experienced evaluate the candidates on an ongoing basis, as mentor coaches. Upon complying coaches), will with the requisite standard, the candidate will qualify as a Level 1 or 2 Coach.

- 3.2.5 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 later 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.
- 3.2.6 All forms and material required by course facilitators will be supplied to DSCC, electronically and through a purchase order from the District, by Bowls South Africa.
- 3.2.7 The District Treasurer shall hold in suspense all certification fees pending the result of the courses, with payment made to Bowls SA when invoiced.
- 3.2.8 DSCC shall be responsible for the final recommendation for the awarding of Badges and Certificates to Coaches (Levels 1 & 2).
- 3.3 Refresher Days (all coaching Levels).
  - 3.3.1 DSCC is required to facilitate a Refresher Day for Qualified Coaches, at least every four years, to ensure coaches remain registered.
  - 3.3.2 The minimum content for a Coaches' Day to qualify as a Refresher is prescribed by NSCC.
  - 3.3.3 DSCC is required to submit a list of 'refreshed' coaches to the Committee within 15 days of the course.
  - 3.3.4 DSCC is required to include information regarding active (registered) and in-active coaches in an annual return to the Committee, with updated contact information.
- 3.4 The District Executive, with assistance from their DSCC, will nominate appropriate Coaches, with the minimum requirement of a Level 2 qualification and 50 hours of experience, to participate in a Train-the-Trainer course before they are appointed course Facilitators.
- 3.5 Ensure that each affiliated club maintains a register of currently registered Coaches, Which Must Be Prominently Displayed In The Club.

#### **4. Administration**

The portfolio duties of any member of the committee may also be delegated to others in their absence. The management of DSCC shall vest in a team of persons consisting of:

##### **4.1 A convenor who:**

- 4.1.1 Acts as Chairperson at DSCC meetings.
- 4.1.2 Acts as a delegate to the District Council meetings.

4.1.3 Submits DSCC's quarterly report to the District Executive Committee on the progress of coaching at all levels within the District.

4.2 **A Vice-chairperson** assumes the duties of the chairperson in his/her absence.

4.3 **A Secretary** responsible for:

4.3.1 All administration and correspondence relating to coaching activities.

4.3.2 Maintaining minutes in an action format of all committee meetings and submitting an edited copy of these to the District Secretary to be forwarded to NSCC.

4.3.3 Submitting an annual return of hours logged by coaches within the District to NSCC to be logged in the National database. The secretary, or an appointed person, shall maintain a database of all the coaches within the district. When a training or upgrading course is planned the secretary shall apply to NSCC for ratification of the dates. He/ she shall notify clubs of coaching courses, forwarding all the necessary documentation/ information. Advise candidates of their results and apply to Bowls SA for certificates and badges for qualifying candidates. All with prior approval from the Executive. The District Secretary must be copied in all correspondence.

4.4 **Additional members**, who assist in all committee matters, make up the balance of DSCC with portfolios such as Course coordinator, assistant secretary, etc.

## **5. Finance**

5.1 DSCC shall submit an annual training budget to the District Executive Committee.

5.2 DSCC will implement proper controls over income earned and expenditure incurred for training purposes and submit a quarterly report to the District Executive Committee.

5.3 Equipment required for coaching purposes and workshops will be provided and maintained by the District.

5.4 May not hold banking accounts of any nature either in their names or in the name of KBA.

5.5 Members of the Committee shall be entitled, upon submission of satisfactory documents to the KBA Treasurer, to be reimbursed for reasonable travel expenses.

## **6. Course Certification Criteria**

- 6.1 DSCC, in conjunction with NSCC will arrange Level A, Level 1 & Level 2 Courses within the District. Applications forms for Level A (Schools must approve their candidate's application) and Level 1, must be forwarded on the official NSCC form, accompanied by the course fee (where appropriate), to the KBA Treasurer. The fee covers documentation, a badge, a certificate, and learning material.
- 6.2 DSCC will screen/interview candidates to assess their suitability, where applicable.
- 6.3 Candidates will be expected to successfully complete the theoretical and practical aspects of the course before receiving certification. DSCC will advise candidates, the District Secretary, the candidates' Club Secretaries, and/or the School of the results that will be forwarded to Bowls SA for ratification and the issue of badges and certificates.
- 6.4 Clubs shall be responsible for the maintenance and prominent display of a Register of Coaches, available from Bowls SA.
- 6.5 NSCC shall conduct Level 3 & Level 4 Courses.

## **7. Communication & Collaboration**

- 7.1 DSCC shall maintain regular communication with the District Executive via a liaison person appointed by the Executive.
- 7.2 DSCC may communicate directly with NSCC providing that all communications are copied to the District Executive Committee.
- 7.3 DSCC will collaborate with other District Standing Committees on joint projects to further the goals of the District Executive.

## **8. Reference**

This recommended Modus Operandi for District Standing Committees for Coaching is based on the updated Bowls SA By-laws.

## **9. Dress Code**

A shirt will be supplied by the Executive. A white or navy pants.