Western Province Bowls

021 531 1541 **T** | admin@wpbowls.co.za | www.wpbowls.co.za

15 May 2026

WP BOWLS CIRCULAR 2026-22
WP BOWLS - LEVEL 2 (NEW) COACH TRAINING COURSE

To: All WPB Club Presidents

All Existing Coaches

The District Standing Committee for Coaching (DSCC) is on an all-out drive to encourage players from all clubs to become coaches, and to keep their certifications active. It is vital that all clubs have at least 2 coaches to ensure the growth of bowls in our district in terms of numbers and the standard of bowls played.

We are running a Level 2 (new) Course and urge all Level 1 (new) coaching certificate holders to attend. Coaching is never static and evolves with the times through constant improvements and innovations. This Level 2 (new) Coach Training Course is specifically focussed on the coaching of existing players.

Candidates need to attend a 2-day course, where they will receive appropriate training, with a post-course assessment to be completed within 4 months of the course. Should the candidates be successful, they will be qualified for four (4) years, after which they will be expected to attend a refresher course or upgrading course dependent on their personal requirements. The basic entry requirements are:

- Longest of 30 hours of coaching or 1 year since Level 1 Coaching Course
- Markers Course
- Valid Safeguarding Awareness Certificate (SGAC)
- A minimum of three (3) years bowling experience
- Support of their club
- A good understanding of the Laws of the Game
- Valid Level 1 (new) Coaches certificate

OR

- Existing coaches who qualified more than 4 years ago, could attend the course as a refresher, especially if they want to upgrade in the next few years.

The details of this Level 2 Course are as follows:

• **Dates**: 11-12th July 2026

Western Province Bowls Association | NPO 080-192
President: A Harland | **Vice:** M Kirsten | **Treasurer:** J Calvert | **Executive:** A Black, E Douglas, J Cochrane, M Gibbs, N Taljaard
Administration & Finance: D Phillips | **Competitions**: P Dockendorff

- **Time**: 09:00 to 17:30 each day
- **Venue**: Helderberg Bowling Club
- **Cost**: R250 per candidate, to be paid directly to the District Office, for the following:
  - ✓ R70: Certificate and scroll
  - ✓ R180: Printing, teas & green fees

In addition, the candidate should have copies of the latest editions of the Laws of the Game & Etiquette of Bowls and the Lawn Bowls Coaching (reference book used at the course) – available from your club or the District Office.

Candidates are expected to bring their own lunches (to keep costs down).

Application: To apply for this course, please follow the instructions below. Course no **1653**. The closing date for the applications is 25th June 2026.

A minimum of 10 candidates will be necessary to hold the course. Please provide a copy of this circular, preferably electronically if an online form is to be used, to all applicants in your club.

For further information please contact your Club Liaison Coach or Eddie Phillips on 083 445 0011.

Regards,

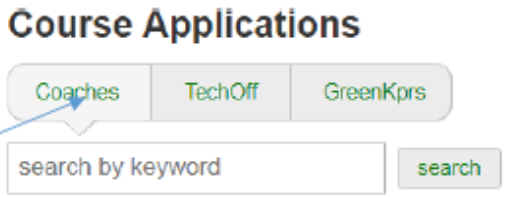
Eddie Phillips
Convenor: District Standing Committee for Coaches

Guidelines 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. At the top of the white part of the page, you will see 3 buttons:



   Click on the type of course you want to apply for – *Coaches*, *TechOff* or *GreenKprs* – the list of the type of courses displayed has the arrow as part of the button.

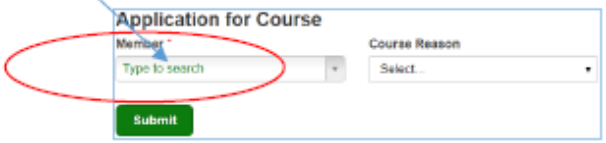
3. You should see a list of OPEN courses on your screen – something like this:

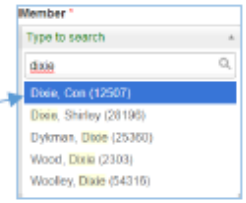


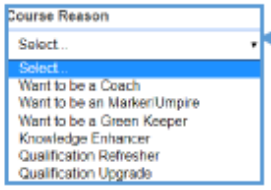
Course Code	Credential	Venue Club	Start Date	End Date	No. Candidates	Cost / Candidate	Application
196	Coach Level 1		11/11/2017	11/06/2017	2	R 0.00	apply
193	Technical Official Level 1	BOL Langebaanweg Bowling Club	01/04/2017	30/04/2017	10	R 0.00	apply

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

4. Click in the *Type to* search box under the Member label then enter your Bowls SA number or surname:







   Once you have entered your number or surname, your name should appear in a list below – click on your name to select it. Click on the *down-arrow* in the *Course Reason* box and select a reason. The reason will depend on the type of event you applying for – consult the table below to select an appropriate reason – this is used by NSCs for administration and reporting purposes.

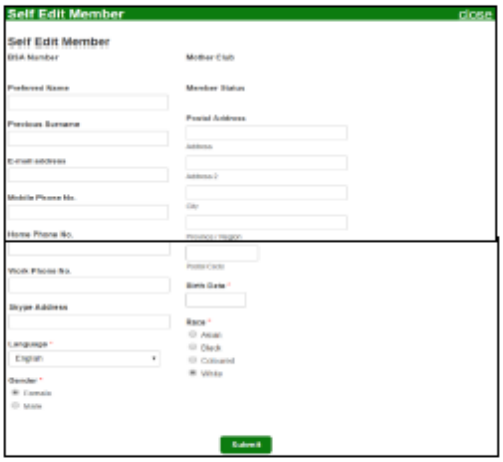
Course Reason	Explanations
Want to be a Coach	• Applying for an entry-level *coach* course
Qualification Refresher	• Applying for a *Continuous Professional Development* (CPD) event or a *Level* course in order to remain current and maintain the qualification registration

   Click **Submit**

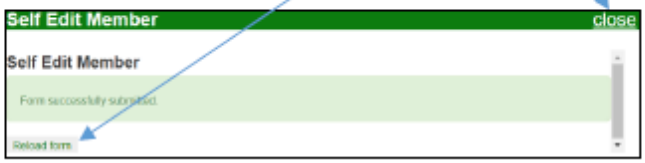
5. Your details should appear in the list of applicants – you will need to click the *screen refresh* button (↻) of your browser in order to see your name.



6. To remove your name from the list of applicants, click delete at the end of your record.
7. To complete your application, click on your *Name*.
8. The window will be populated with the available information about you that is on the database – note that you cannot change your *Bowls SA number*, your *Mother Club* (which denotes your 1st-call club if you are a dual member) or your *Member Status*. Check **all** the entries in the boxes to ensure that all the details are correct – page down if necessary. Click on any text box to remove an entry (e.g. *Work Phone No.* if you have retired) or update it.



9. Click Submit to accept all the changes or click close to ignore any changes you may have made.
10. A confirmation window pops up – click close to exit this task or Reload form to return to the form to check your details.



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

11. To close the webpage, merely exit your browser.