

'Current and Competent letter' Template for Reaccreditation

All coaches wanting to reaccredit are required to have their club president/secretary verify their competency and hours of active coaching. Please note the hours mentioned for Introductory Coaches (60 hours) and Club Coaches (200 hours) are purely a recommendation and meeting these hours are not a prerequisite.

In signing this letter, the club is endorsing that:

- the reaccreditation candidate has been actively coaching (and they have seen the log detailing the hours); and
- the club is satisfied with the performance of the coach and is happy for that coach to continue.

Current and competent letter template

<Insert date>

Dear <state/territory> coaching committee,

I can confirm that <insert name> has been actively coaching at <insert club name>. <Insert name> is a well-respected coach at our club and someone who performs the role of a <Introductory/Club> coach frequently for our members and guests.

<Insert name> has completed approximately <x number of hours> of coaching at our club over the past four years and I have sighted his/her log book which details the records.

On behalf of our club, we are delighted to see <insert name> achieve their reaccreditation as a <Introductory/Club> Coach and happy to provide support as required.

<insert President/Secretary name>

<insert club name here>

Current and competent letter template example

12/1/13

Dear Bowls Victoria Coaching Committee,

I can confirm that *John Citizen* has been actively coaching at the *Snake Gully Bowling Club*. *John* is a well-respected coach at our club and someone who performs the role of a *Club* coach frequently for our members and guests.

John has completed approximately *210* of coaching at our club over the past four years and I have sighted *his* log book which details the records.

On behalf of our club, we are delighted to see *John* achieve his reaccreditation as a *Club* Coach and happy to provide support as required.

Jane Bowler, President

Snake Gully Bowling Club