**A picture containing logo, graphics, graphic design, screenshot

Description automatically generatedCurrent and Competent Letter Template**

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 Bowls Victoria 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 coach frequently for our members and guests.

*<insert name>* has completed approximately *<insert no. of hours>* 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 achieve their reaccreditation as a *<Introductory/Club>* Coach and happy to provide support as required.

*<insert President or Secretary signature>*

*<insert President or Secretary name>  
<insert Club name>*

**CURRENT AND COMPETENT LETTER TEMPLATE EXAMPLE**

12/06/2023

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

Dear Bowls Victoria Coaching Committee,

I can confirm that John Citizen has been actively coaching at Snake Gully Bowling Club.

John is a well-respected coach at our club and someone who performs the role of a coach frequently for our members and guests.

John has completed approximately 210 hours 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 achieve their reaccreditation as a Club Coach and happy to provide support as required.

Jane Bowler  
Snake Gully Bowling Club