

# Current 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>

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## 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.

A handwritten signature in black ink, appearing to read "J. Bowler".

Jane Bowler  
Snake Gully Bowling Club