



# Cunningham District Bowls Association Inc

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## DISTRICT COACHING COMMITTEE

**REPORTING RELATIONSHIPS:** The District Coaching Committee is responsible to and reports to the Management Committee.

**PURPOSE OF THE UMPIRES COMMITTEE:** It is the role of the Coaching Committee to arrange for the education, training and examinations as required for the accreditation and re-accreditation of Level 1 standard coaches under the National Coaching Accreditation Scheme.

**MINIMUM QUALIFICATIONS:** Must be Level 1 (or higher) standard of the National Coaching Accreditation Scheme and have held and maintained a current Coaches' accreditation for at least two years.

### Principal Responsibilities:

- Within the first 30 days of appointment the Coaching Committee must convene and appoint a Chairperson
- Provide accurate details advertising all current and proposed courses to the Systems Administration Committee for uploading onto the CDBA website and social media page.
- To conduct a minimum of five (5) courses each calendar year with a minimum of two of these courses being held in both Brisbane and Ipswich regions and at least one (1) course being conducted in a country/regional location.
- Assist Club Coaches in coaching programs at club level.
- Liaise with BQ Coaching Coaching Committee for accreditation and re-accreditation of level 1, II and I III Coaches
- Maintain a current listing of all CDBA Coaches detailing their name and contact details as well as their accreditation number and expiry date.
- Liaise with the District Secretary to obtain from BQ the most current listing of accredited Coaches in Cunningham District.
- To keep all information provided from the BQ database as confidential and not release personal details of any Coach to any group or person outside of the Coaching Committee without express permission of the CDBA Management Committee.
- Conduct annual self assessments of the committee's operations
- Work cohesively with all CDBA officials

### Committee Chairperson (Roles & Responsibilities)

- Chair and convene all meetings or teleconferences, keeping minutes/records of these meetings of which a summary shall be included in the Coaching Committee's monthly report to CDBA Management Committee.
- Prior to a meeting ensure all committee members have an agenda, necessary documentation and all other relevant information that will assist them to participate fully in the meeting
- Prepare a monthly report to the Management Committee covering the activities for the month, report on courses conducted, numbers participating, numbers of new accredited Coaches, numbers of re-accredited Coaches, courses proposed plus details of which committee members attended these courses.
- Prepare a written report for each Council Meeting and for inclusion in the Annual Report
- Document and update all processes used by the Coaching Committee
- Prepare Succession Plans for Coaching Committee positions

### Key Result Areas:

- Increase the number and quality of Level 1 and higher Coaches throughout the District

### Limitations:

The committee members are not authorised to:

- Make policy or regulations or make a commitment to change any policy or regulation that may be binding on the CDBA
- Make press or social media statements that may be considered defamatory of the CDBA, CDBA Officials, or Players.
- Directly approach Bowls Qld or Bowls Australia without the express authority of the CDBA Management Committee

Signed By Applicant: \_\_\_\_\_ Date: \_\_\_\_\_