

# HOW TO HOST COACHES IN THE FIELD WORKSHOP 2020

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### Applying for a workshop

- Complete the 'Online Application to Host a 'Coaches in the Field Workshop Form' at least six weeks prior to the requested dates for the workshop. [form stack link](#)
- Ensure that all details are completed including three preferable dates for the workshop as well as the workshop topics you would like presented.
- Once a coach developer and date are confirmed The Workforce Administration Coordinator will confirm workshop details in writing via e-mail.
- The cost of participating in the CIF workshops are kept at an absolute minimum, with participants only required to pay \$35.00 to attend each workshop.

### Who organises what?

- **Netball Victoria:** Coach Developer, Coach Developer payment, travel & accommodation, resource material
- **Workshop Coordinator:**
  - **Venue** – with the following requirements:
    - must be indoors if possible and should be booked for a maximum of 3 hours if holding a single workshop or 7 hours if holding two workshops.
    - venue has an area for coaches to sit
    - a basic first aid kit on hand, including ice.
    - Whiteboard and useable markers
  - **Lunch:** If the workshop is for a full day, the coordinator is required to arrange lunch for the Coach Developer.
  - **Payment** for all costs incurred for the venue hire.
- **Association:** Payment for all costs incurred for the venue hire.

**Please note:** Netball Victoria will **not** be contributing towards venue hire, catering or lunch for the Coach Developer if the workshop is for a full day.

### Prior to Workshop

- Confirmation details are sent to the designated coordinator once the workshop date has been confirmed.
- The coordinator can direct interested applicants to the coaching calendar on Netball Victoria's website for online enrolment.
- MINIMUM number of participants for all workshops is 15 and the maximum is 30
- The NV Workforce Administration Coordinator will contact the workshop coordinator regarding final participant numbers and will then forward the workshop registration sheet and any resource material.
- The coordinator **MUST** contact the Coach Developer prior to the workshop to confirm what equipment they will require on the day i.e. balls, cones, bibs, whiteboard etc.
- Tea/coffee and catering is optional and must be organised by the association if they so choose.



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### During the Workshop

- The coordinator **MUST** be present for the duration of the workshop(s).
- Mark participant attendance and confirm all listed details are correct.
- Ensure course material sent by Netball Victoria is distributed at the workshop.
- Organise catering (if applicable) and lunch for the Coach Developer if the workshop is for the full day.
- Ask the participants to complete the online feedback survey prior to leaving the workshop:  
<https://www.surveymonkey.com/r/coachesinthefield>

### Conclusion of Workshop

- Forward the completed registration sheet, any manual evaluation forms and all unused course materials to the Workforce Development Coordinator either via e-mail at [workforce@netballvic.com.au](mailto:workforce@netballvic.com.au) or reply paid envelope provided to be received no later than 7 days after the workshop.