

# HOW TO HOST AN INTERMEDIATE COACH COURSE

Thank you for your interest in hosting an Intermediate Coach Course. Netball Victoria Affiliated Clubs, Associations & Leagues can apply to host an Intermediate Coach Course.

## Applying to host an Intermediate Coach Course (8 hours)

- Contact all interested coaches and ensure they have completed workshop pre-requisites.
- Complete the “Application Form - Host an Intermediate Coach Course” and send to Netball Victoria’s Coach Development Coordinator at least six weeks prior to the requested dates for the course.
- Ensure that all details are completed including three possible dates for the course.
- The Coach Development Coordinator will confirm course details via email.

## Who organises what?

- **Netball Victoria:** Coach Developer payment, travel & accommodation, manuals, resource materials & registration link.
- **Workshop Coordinator:** Venue (meeting room for 4 hours in the morning and 1-2 courts in the afternoon), equipment (balls, bibs, cones), TV/DVD access, and whiteboard & markers.
- **Association:** Payment for all costs incurred for venue hire, equipment, and refreshments
- **Participants:** all participants are required to bring 2 players for their assessment.

## Prior to Workshop

- Confirmation details are sent to the designated Workshop Coordinator once the course date has been confirmed.
- The workshop coordinator will be provide with a link to the workshop on Netball Learning.
- All Workshop bookings are to be made through Netball Learning unless otherwise confirmed by Netball Victoria.
- Minimum number of participants for all workshops is **5** and maximum is **10**.
- The Coach Development Coordinator will contact the Workshop Coordinator regarding final participant numbers and will then forward the workshop registration sheet, workbooks, and resource material.
- Workshop Coordinator to confirm venue (meeting room and court – preferably indoor), players, balls, bibs, cones, whiteboard, TV/DVD access, and whiteboard.

### **During the Workshop**

- The Workshop Coordinator **MUST** be present for the duration of the course.
- Mark participant attendance and confirm all listed details are correct.
- Assist the Coach Developer as required.
- Ensure workshop material sent by Netball Victoria is distributed at course.
- Please note that due to strict maximum workshop numbers, **no 'walk up' enrolments** are to be taken at the workshop on the day. – *However, take their details and Netball Victoria will follow up with them.*

### **Conclusion of Workshop**

- Forward the completed registration sheet, evaluation forms, assessments, and all unused workshop materials to the Coach Development Coordinator to be received **no later than 7 days** after the workshop.

**Please direct questions and application forms to:**

Georgia Burt  
Coach Development Coordinator  
Netball Victoria

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