

HOW TO HOST A COACHES IN THE FIELD WORKSHOP

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.

Apply to host a Coaches in the Field Workshop (3 hours)

- Contact all interested coaches and ensure they have a Netball Learning account.
- Complete the “Application Form – Host a Coaches in the Field Workshop” 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.
- The cost per participant is \$20 for the Introduction to Coaching and \$50 for all CIF Workshop topics.

Who organises what?

- **Netball Victoria:** Coach Developer payment, travel & accommodation, manuals, resource materials & registration link.
- **Association:** Payment for all costs incurred for venue hire, equipment, and refreshments.
- **Workshop Coordinator:**
 - **Venue:** court with area for coaches to sit.
 - Should be booked for a maximum of 3 hours if holding a single workshop or 7 hours if holding two workshops.
 - **Equipment:** balls, bibs, and cones, first aid kit, TV/DVD access (if required), and whiteboard and markers.
 - **Lunch:** if the workshop is for a full day, the coordinator is required to arrange lunch for the Coach Developer.
 - **Platers:** the workshop coordinator is required to also ensure that there are 10 – 16 players available to participate in the workshop (*Players should be 14 years or older.*)

Prior to Workshop

- Confirmation details are sent to the designated workshop coordinator once the workshop 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 **10** and the maximum is **25**.
- The Coach Development Coordinator will contact the Workshop Coordinator regarding final participant numbers and will then forward the workshop registration sheet.
- The Coach Development Coordinator will also provide all participants with electronic resources needed for the workshop. – *It will be the participants responsibility to bring with them on a smart device or print a copy themselves.*
- Workshop Coordinator to confirm venue, players, and equipment.
- Tea/coffee and catering is optional and must be organised by the association if they so choose.

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.
- Assist the Coach Developer as required.
- Please note that, **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.*
- Organise catering (if applicable) and lunch for the Coach Developer if the workshop is for the full day.

Conclusion of Workshop

- Forward the completed registration sheet to the Workforce Development Coordinator via e-mail at workforce@netballvic.com.au no later than 7 days after the workshop.

Please direct questions and application forms to:

Georgia Burt
Coaching Development Coordinator
Netball Victoria

T: (03) 9321 2231 E: workforce@netballvic.com.au