



COACHES LOGBOOK

All coaches need to keep a record of their training and progress.

1. Receive Logbook if it is your 1st contact time with training or

2. Print out the SAGF Logbook, see attached.

-It is advisable to print it in the form of an A5 booklet and keep it in an A5 plastic sleeve for practicality -

Once you have your booklet keep it updated as follows:

1. Fill in your personal details

2. Fill in the courses you have already completed and have any proof (e.g. certificate number / date

and avenue of course/name of facilitator)

3. When you attend any event, workshop, clinic or course, fill in the details on the relevant page and get the facilitator/ event coordinator to sign your logbook

4. Take a picture of the page you updated and save it on your phone / cloud as a backup.

5. Send your proof to your club administrator to check if your profile is updated on the management system

Remember, attending a course will not give you a qualification.

In order to complete your training, you must do the "Perfect 10":

1. read and sign learner declaration of understanding form at the course

2. attend all on course sessions and sign course register

3. finish your logging activities and get them signed off by your mentor

4. complete all your assignments and assessments

5. send your learner log-sheet / logbook to the facilitator / assessor of your training course

6. follow up on your progress and certification process.

7. print out your own certificate and keep it in a safe place (scan it and store it on a cloud/ take a picture of it and save on your phone and or computer)

8. once you receive your certificate, record the certificate number in your logbook

9. look out for the next opportunity for further training

10. keep yourself up to date with current trends to improve your coaching skills and to stay motivated

SAGF is no longer issuing attendance certificates for courses.

You will only receive a competence certificate of your qualification once you have completed and submitted all your tasks!

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