



Coach Logbook

教練記錄手冊

Ver. Sep 2016
二零一六年九月版

Accredited Coach No
認可教練號碼 : AC -

1.5"X2"

Photo
彩色近照

Surname 姓氏 : _____ Given Name 名字 : _____

Gender 性別 : _____ Telephone 電話 : _____

Email 電郵地址 : _____

Affiliated NSA 所屬體育總會 : _____

Accredited Coach Level: 認可教練級別 : _____ 1 / 2 / 3

QF Level 資歷架構級別 : 2 / 3

Coach Card Issue Date 教練證簽發日期 : _____

Expiry Date 有效期至 : _____

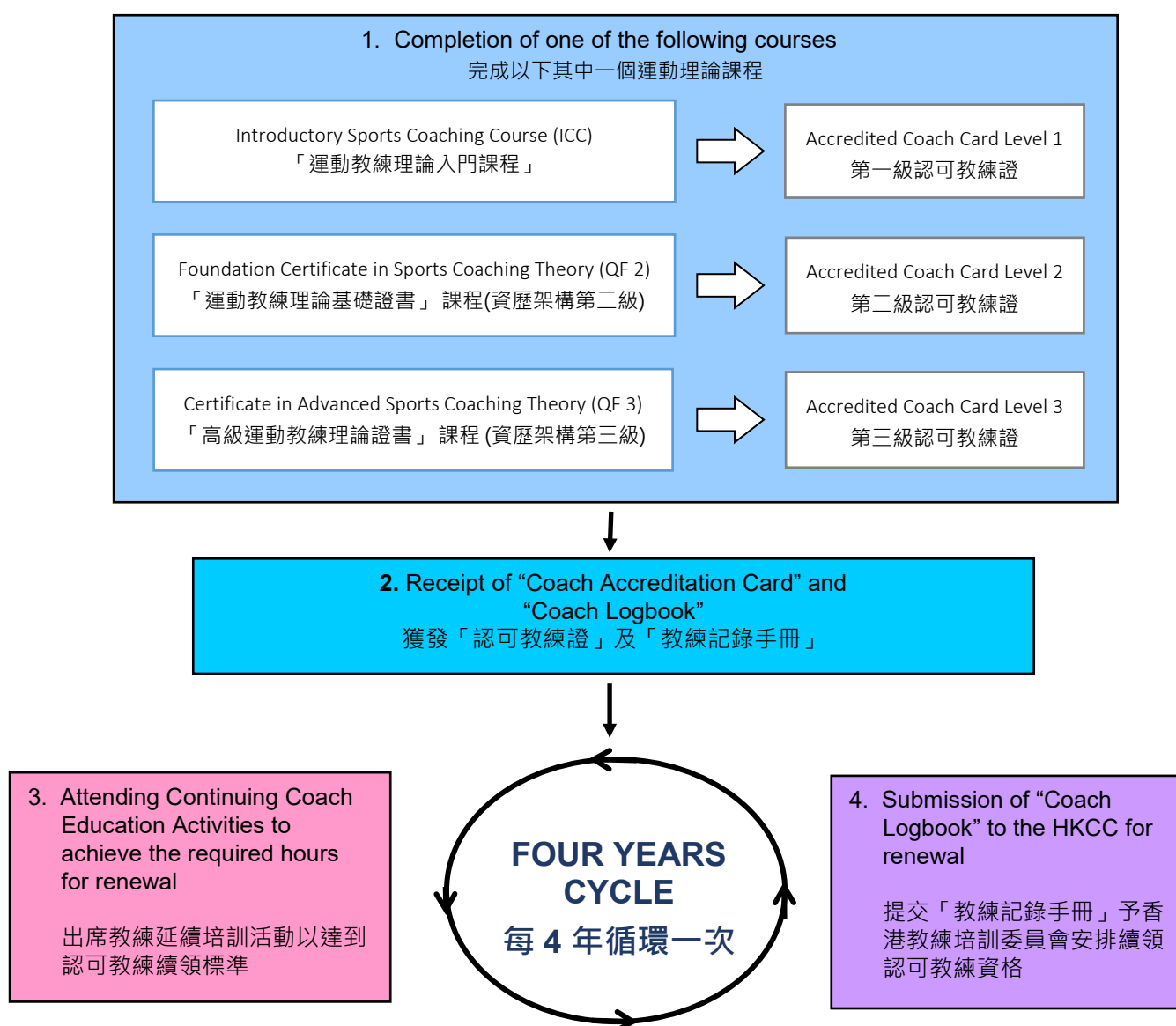
OVERVIEW ON THE IMPLEMENTATION OF ACCREDITED COACH RENEWAL SCHEME (ACRS)

認可教練續領計劃推行概要

Since 2008, all accredited coaches have been issued with a “Coach Accreditation Card” together with a “Coach Logbook”, with a validity of **FOUR years** upon completion of the Coach Accreditation Programme (Part A) Course. Accredited coaches’ photo, accreditation level, and validity period etc. will be displayed on the accreditation card. To maintain a valid “accreditation” status with the Hong Kong Coaching Committee (HKCC), accredited coaches are required to accumulate sufficient hours of continuing coach education activities in order to meet the renewal requirement. Please refer to the overview of the ACRS below:

由 2008 起，所有教練於完成教練級別評定計劃(甲部)課程後會獲發一張有為期 4 年的「認可教練證」及「教練記錄手冊」。「認可教練證」將附有認可教練的相片、認可級別和有效期等。為維持有效的認可教練身份，認可教練須出席足夠的教練延續培訓活動時數，以符合續領要求。有關教練續領計劃概要如下：

Overview of the ACRS 認可教練續領計劃概要



OBJECTIVES 目的

- To maintain the quality of coaches through continuing coach education activities.
 - 透過教練延續培訓活動維持教練質素。
- To provide accredited coaches with a clear path in aspiration for higher skill levels and to promote the culture of lifelong professional development in sports coaching industry.
 - 為認可教練提供明確的途徑以提升技術，並於業界推動終生學習文化。

REQUIREMENTS FOR ACCREDITED COACH RENEWAL FOR EACH LEVEL (WITHIN THE 4-YEAR CYCLE):

每級別認可教練的續領要求 (以 4 年循環計):

Number of hours of Continuing Coach Education Activities

出席教練延續培訓活動時數

第三級
Level **3** A minimum of 48 hours
最少 48 小時

第二級
Level **2** A minimum of 36 hours
最少 36 小時

第一級
Level **1** A minimum of 24 hours
最少 24 小時

RECOGNIZED CONTINUING COACH EDUCATION ACTIVITIES 獲承認之教練延續培訓活動

1. The activity must be **Non Sport-Specific** continuing coach education activities (courses/seminars/workshops) in the following areas (in alphabetical order):

有關活動必須為以下範疇的**非專項體育項目**教練延續培訓活動(課程/講座/工作坊):

(should include at least **2 different areas** below within the 4-year cycle)

(教練須於 4 年內至少出席以下其中 **2 個不同範疇**的教練延續培訓活動)

- | | |
|---|--|
| ○ Biomechanics
生物力學 | ○ Sports Injury
運動創傷 |
| ○ Coaching Techniques
訓練技巧 | ○ Sports Management
運動管理 |
| ○ First Aid
急救 | ○ Sports Massage/Acupressure
運動按摩/手力治療 |
| ○ Health Fitness
健康體適能 | ○ Sports Medicine
運動醫學 |
| ○ Human Anatomy and Physiology
人體解剖與生理 | ○ Sports Philosophy
運動哲學 |
| ○ Kinesiology
運動力學 | ○ Sports Prescription
運動處方 |
| ○ Legal Aspects in Sports Coaching
運動訓練之相關法律 | ○ Sports Psychology
運動心理學 |
| ○ Motor Learning
技能學習 | ○ Sports Science
運動科學 |
| ○ Nutrition
營養學 | ○ Sports Sociology
運動社會學 |
| ○ Special Population Training
特殊人士訓練 | ○ Sports Talent Identification
運動選才 |
| ○ Sports Administration
體育行政 | ○ Test & Measurement of Sports Attributes
運動能力測試與量度 |

2. Sports-General Theory Courses organized by the Hong Kong Coaching Committee:
由香港教練培訓委員會舉辦的運動理論課程:

- Introductory Sports Coaching Course (ICC)
「運動教練理論入門課程」
- Foundation Certificate in Sports Coaching Theory (QF 2)
「運動教練理論基礎證書」課程 (資歷架構第二級)
- Certificate in Advanced Sports Coaching Theory (QF 3)
「高級運動教練理論證書」課程 (資歷架構第三級)

3. Such **Non Sport-Specific** continuing coach education activities must be organized/delivered by recognized sports or education-related organizations in Hong Kong, Mainland China or overseas. (HKCC may request further information of some organizations for verifying their recognition.)

該**非專項體育項目**的教練延續培訓活動須由本地、國內或海外的認可體育或教育相關機構舉辦/提供。(教練培訓委員會有機會要求教練提供更多資料以作核實個別機構的認受性。)

CONTINUING COACH EDUCATION HOURS EARNING METHODS

計算教練延續培訓時數方法

The guideline on accumulating continuing coach education (CCE) hours for the ACRS is as follows:
認可教練續領計劃的時數計算方法如下：

Key 代號	Activity 延續培訓活動	CCE hours 延續培訓時數	Method 要求	Supporting documents Required 所需證明文件
A	Attend non sport-specific courses/seminars/workshops 出席 非專項 體育項目課程/講座/工作坊	Hour of attendance 出席時數	<ul style="list-style-type: none"> Activities organised by recognised sports or education related organisations in Hong Kong, Mainland China or overseas (Should be approved by HKCC) 活動須由本地、國內或海外的認可體育或教育相關機構舉辦(需經香港教練培訓委員會審批) 	<ul style="list-style-type: none"> Photocopy of Programme leaflet; and 活動章程副本及 Certificate 相關證書
B	Teach courses/serve as speaker at seminars in non sport-specific areas 於 非專項 體育項目課程/講座/工作坊中發表演講或教授有關課程	Hour of presentation and preparation 演講及有關備課時數	<ul style="list-style-type: none"> #1 #2 	<ul style="list-style-type: none"> Photocopy of Programme leaflet or letter of verification from host of event 活動章程副本或主辦機構發出的證明文件
C	Serve as coaching committee member in NSAs which are affiliated to the Sports Federation & Olympic Committee of Hong Kong, China 擔任體育總會教練委員會成員(體育總會須為中國香港體育協會暨奧林匹克委員會會員)	Hours per term 任期時數	<ul style="list-style-type: none"> #1 If the term of service falls within two 4-year cycles, it would be counted once only in the first 4-year cycle 如同一任期經歷兩次4年循環，該任期所計算的時數只可於首個4年循環累積 	<ul style="list-style-type: none"> Letter of verification indicating involvement 可證明任期的書信
D	Author of peer-reviewed books/journal articles in non sport-specific areas 著作經同科學者審核，內容為 非專項 體育項目的書本/期刊文章	Hours per book/journal article 書本/期刊文章的著作時數	<ul style="list-style-type: none"> #1 Maximum 10 hours per book; 5 hours per journal article 每本書最多為10小時；每份期刊文章最多為5小時 	<ul style="list-style-type: none"> Book: photocopy of book cover and table of contents 書本：封面及目錄副本 Article: photocopy of journal cover and article 期刊文章：期刊封面及文章副本

• Fractions of CCE Hours, down to a minimum of 15 minutes, may be earned in increments of 0.25 hours, i.e. 15 minutes for 0.25 hours, 30 minutes for 0.5 hours, 45 minutes for 0.75 hours. (Seminars/workshops should last at least 30 minutes or above)
教練延續培訓時數最少以15分鐘為單位，並以0.25小時為單位累積，即15分鐘為0.25小時、30分鐘為0.5小時、45分鐘為0.75小時。(註：有關之講座/工作坊須30分鐘或以上)

• The HKCC will have full discretion to adjust the criteria. In case of disputes, the HKCC reserves the final decision.
香港教練培訓委員會有全權酌情修訂此等準則。如有任何爭議，香港教練培訓委員會保留最終決定權。

#1:

Maximum 25% of the total required number of hours can be claimed per 4-year cycle, i.e. Level 2 – 9 hours; Level 3 – 12 hours
於每4年循環最多為所需時數的25%，即：第二級 – 9小時；第三級 – 12小時

#2:

Under #1, up to 25% can be claimed for preparation, i.e. Level 2 – 2 hours; Level 3 – 3 hours
有關備課時數最多為#1的25%，即：第二級 – 2小時；第三級 – 3小時

For latest information, please visit the HKCC website, www.hkcoaching.com
最新詳情請瀏覽香港教練培訓委員會網頁 www.hkcoaching.com

RENEWAL PROCEDURE 續領程序

1. After accredited coaches have attained the required hours of continuing coach education activities, they may submit the following documents to the HKCC in person or by post at least 2 months (but not more than 12 months) prior to the expiry date:
認可教練取得足夠教練延續培訓活動時數後，可於證件有效期前最少 2 個月(但不多於 12 個月)親身遞交或郵寄下列文件到香港教練培訓委員會辦理續領手續：
 - a) Completed application form;
填妥的續領申請表；
 - b) Copy of the “Coach Accreditation Card” ;
「認可教練證」副本；
 - c) “Coach Logbook” ;
「教練記錄手冊」；
 - d) Certified true copy of certificates/attendance certificates and copy of other supporting documents of the CCE activities;
教練延續培訓活動的證書/出席證書認證副本及其他證明文件副本；
 - e) One color photo of 1.5” W x 2” H taken within recent 3 months;
3 個月內的彩色近照 1 張，尺寸須為 1 吋半(闊)乘 2 吋(高)；
 - f) Two self-addressed envelopes with sufficient postage (only if no contact email provided); and
貼上足夠郵費及寫上地址的回郵信封兩個 (只適用於未能提供電郵地址的申請人)；及
 - g) Renewal fee HK\$200 (cross cheque payable to the “Hong Kong Sports Institute Limited”).
續領費用港幣\$200 (劃線支票祈付「香港體育學院有限公司」)。
2. Upon receipt and verification of all of the above documents, the HKCC will process the application. Applicant will be informed in writing for collection of the new “Coach Accreditation Card” and “Coach Logbook” in person or by authorisation within 8 weeks.
香港教練培訓委員會收到續領申請並核實資料齊全後，將於 8 個星期內以書面通知申請者親身或由授權人士領取「認可教練證」及「教練記錄手冊」。

ACRS FEES 認可教練續領計劃費用

All accredited coaches will receive their first “Coach Accreditation Card” and “Coach Logbook” free of charge. Thereafter, renewal fee will be HK\$200 for every four years.

認可教練均可免費獲得首張「認可教練證」及「教練記錄手冊」，之後的續領費用為每四年港幣\$200。

LOSS OF CERTIFICATE, COACH ACCREDITATION CARD OR COACH LOGBOOK

遺失證書、「認可教練證」或「教練記錄手冊」

A replacement fee of HK\$100 will be charged for each item.

每項補領費用為港幣\$100。

HOW TO USE YOUR LOGBOOK 如何使用你的記錄手冊

It is important that you keep accurate and up-to-date details in this logbook of all attendance at recognized activities that will contribute to your re-accreditation. When you attend a recognized activity you should obtain certificate/attendance certificate. Certified true copy of certificate/attendance certificate and copy of other supporting documents are required for submitting your renewal application.

這本記錄手冊是記錄已出席的認可活動。你需確保所有已記錄的認可活動資料準確，並保存有關證書/出席證書。申請續領時需遞交有關證書/出席證書的認證副本及其他證明文件副本。

RECORD OF ATTENDANCE 出席記錄

*Key 代號	Date 日期 (Year/Month/Day) (年/月/日)	Recognized Activity/ Organizer 認可活動/主辦單位	No. of Hours 時數	#Supporting Documents 證明文件
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
Total hours 總時數 :				

A - Attend course/
seminar/workshop
出席課程/講座/工作坊

B - Teach courses/serve as
speaker at seminar
教授課程/發表演講

C - Serve as coaching
committee member in
NSA
擔任體育總會教練委員會成員

D - Author of books/journal
articles
著作書本/期刊

Please ✓ the appropriate box. 請於適當的空格內填上✓號。

RECORD OF ATTENDANCE 出席記錄

*Key 代號	Date 日期 (Year/Month/Day) (年/月/日)	Recognized Activity/ Organizer 認可活動/主辦單位	No. of Hours 時數	#Supporting Documents 證明文件
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
Total hours 總時數 :				

A - Attend course/
seminar/workshop
出席課程/講座/工作坊

B - Teach courses/serve as
speaker at seminar
教授課程/發表演講

C - Serve as coaching
committee member in
NSA
擔任體育總會教練委員會成員

D - Author of books/journal
articles
著作書本/期刊

Please ✓ the appropriate box. 請於適當的空格內填上✓號。

RECORD OF ATTENDANCE 出席記錄

*Key 代號	Date 日期 (Year/Month/Day) (年/月/日)	Recognized Activity/ Organizer 認可活動/主辦單位	No. of Hours 時數	#Supporting Documents 證明文件
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
Total hours 總時數 :				

A - Attend course/
seminar/workshop
出席課程/講座/工作坊

B - Teach courses/serve as
speaker at seminar
教授課程/發表演講

C - Serve as coaching
committee member in
NSA
擔任體育總會教練委員會成員

D - Author of books/journal
articles
著作書本/期刊

Please ✓ the appropriate box. 請於適當的空格內填上✓號。

RECORD OF ATTENDANCE 出席記錄

*Key 代號	Date 日期 (Year/Month/Day) (年/月/日)	Recognized Activity/ Organizer 認可活動/主辦單位	No. of Hours 時數	#Supporting Documents 證明文件
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
				Photocopy of Programme Leaflet 活動章程副本 <input type="checkbox"/> Attendance/Involvement Proof 出席/出任證明 <input type="checkbox"/> Photocopy of Cover and Table of Content (for Books)/Article (for Journals) 封面及目錄(書本)/文章(期刊)副本 <input type="checkbox"/>
Total hours 總時數 :				

A - Attend course/
seminar/workshop
出席課程/講座/工作坊

B - Teach courses/serve as
speaker at seminar
教授課程/發表演講

C - Serve as coaching
committee member in
NSA
擔任體育總會教練委員會成員

D - Author of books/journal
articles
著作書本/期刊

Please ✓ the appropriate box. 請於適當的空格內填上✓號。

DECLARATION 聲明

I declare that the record of attendance in this logbook is correct. Otherwise, the HKCC has every right to cancel my application. All fees paid will not be refunded.
本人聲明以上資料正確，否則香港教練培訓委員會有權取消本人的申請。已繳費用將不獲退還。

Signature of Applicant:
申請人簽名： _____

Date:
日期： _____

CHECKLIST FOR ACRS APPLICATION 申請認可教練續領計劃清單

- Completed application form;
填妥的續領申請表；
- Copy of the “Coach Accreditation Card” ;
「認可教練證」副本；
- “Coach Logbook” ;
「教練記錄手冊」；
- Certified true copy of certificates/attendance certificates and copy of other supporting documents of the CCE activities;
教練延續培訓活動的證書/出席證書認證副本及其他證明文件副本；
- One color photo of 1.5” W x 2” H taken within recent 3 months;
3 個月內的彩色近照 1 張 · 尺寸須為 1 吋半(闊)乘 2 吋(高)；
- Two self-addressed envelopes with sufficient postage (only if no contact email provided);
and
貼上足夠郵費及寫上地址的回郵信封兩個 (只適用於未能提供電郵地址的申請人)；及
- Renewal fee HK\$200 (cross cheque payable to the “Hong Kong Sports Institute Limited”).
續領費用港幣\$200 (劃線支票祈付「香港體育學院有限公司」)。

ENQUIRIES 查詢

For enquiries, please contact the Coach Education Department of Hong Kong Sports Institute at (852) 2681 6129 or (852) 2681 6289 or email to ceddept@hksi.org.hk.

查詢可致電香港體育學院教練培訓部 (852) 2681 6129 或 (852) 2681 6289 或電郵 ceddept@hksi.org.hk。