



香港教練培訓委員會

Hong Kong Coaching Committee



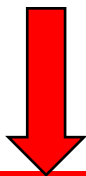
# 2025 Hong Kong Coaching Awards Nomination System

## Users' Guide

# Step 1

## Account Set Up

# Access to the CAW Online Nomination System



2025 香港優秀教練選舉  
2025 HONG KONG  
COACHING AWARDS



香港教練培訓委員會  
Hong Kong Coaching Committee

ABOUT US

COACH ACCREDITATION

PROGRAMME & EVENT


- Click the logo at the Hong Kong Coaching Committee's website and link to the login page of Coaching Awards Nomination System


# Request Account



- Click "Request Account"

## Hong Kong Coaching Award Nomination System

 Login ID

 Password



Login

[Forget Password](#) | [Forget Login ID](#) | [Contact Us](#)

# Download & Fill-In Account Request Form

## Hong Kong Coaching Award Nomination System

Home > Request Account

### Request Account (updated: 14/10/2025)

To request account for the Coaching Award Online Nomination System, please fill-in the [Account Request Form](#) and email to [sharony@hksi.org.hk](mailto:sharony@hksi.org.hk). For enquiries, please contact Ms. Sharon Yu (2681 6516).



- Download Account Request Form
- Fill in with **NSA's / Organization's / School's chop** and email to [sharony@hksi.org.hk](mailto:sharony@hksi.org.hk)

# Activate Your Account

Activate Your Account - Hong Kong Coaching Award Nomination System

Recently you have requested to reset your password for Hong Kong Coaching Award Nomination System, please click the below link to reset your password:

Login ID: testing\_123

Email: testing@123.com

For enquiry, please call us on 2681-6516, or email us on [ceddept@hksi.org.hk](mailto:ceddept@hksi.org.hk).

- A **Login ID** will be generated and sent to your Email once it is created by HKCC

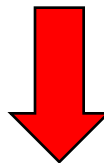
Click the URL to activate your account

我們最近收閣下要求重設你在香港優秀教練選舉提名系統的密碼。請點擊以下連結重設密碼：

登錄ID: testing\_123

電郵: testing@123.com

如有查詢，請致電2681-6516或電郵至[ceddept@hksi.org.hk](mailto:ceddept@hksi.org.hk)與我們聯絡。



URL/連結: <https://cns-uat.hkcoaching.com/member/password/setup?token=j1pQkaoGE0Sx7uVwkvSMvuyRoG4iDgZ80JHng9GHNB4U5dCbL1v%2BPVJRVS0TuxVG>

# Set Your Password

Login

- Set your password

- At least 8 characters
- At least 1 non- alphabetic
- At least 1 special letter
- E.g.:test\_001

## Reset Password

Login ID: testfredi

We received your reset password request. Please enter your new password!

New Password

Confirm New Password

Submit

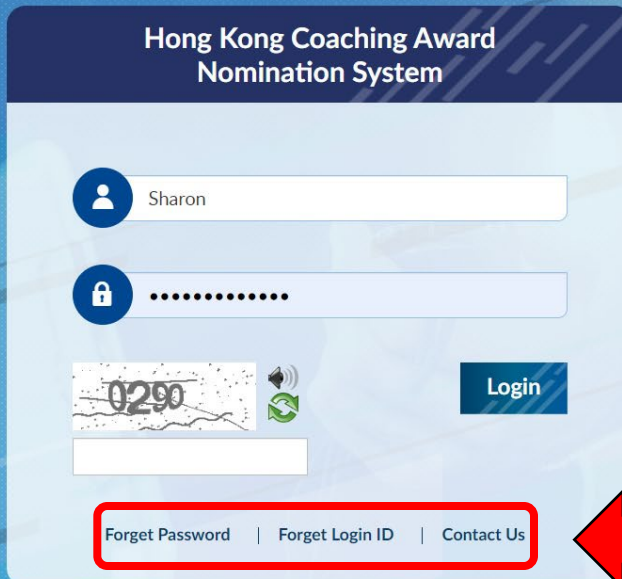
# Step 2

## Preparation for Nomination

# Login

Login

- Login your account
- Click “Forget Password” / “Forget Login ID” / “Contact Us” whenever necessary



Hong Kong Coaching Award  
Nomination System

Sharon

.....

0290

Login

[Forget Password](#) | [Forget Login ID](#) | [Contact Us](#)

# Read Appendix

Start Nomination

Records

Profile

## Welcome to Hong Kong Coaching Award Nomination System

### <<2025 Hong Kong Coaching Awards >>

The 2025 Hong Kong Coaching Awards are open for nominations starting from 1 December 2025 from National Sports Associations, community sports clubs, district sports associations as well as primary and secondary schools as a way of showing gratitude to our coaches/teachers for their tireless efforts behind the scenes. The awards are designed to recognise coaches'/teachers' contributions and achievements to sport at various levels across the community. The Hong Kong Coaching Committee (HKCC) will honour top coaches for their effort and contribution at the "2025 Hong Kong Coaching Awards Presentation" which will be held in 2026.

Please read carefully for the Nomination Criteria and Appendix before the start of nomination:

[Nomination Criteria](#)

[Appendix I: Evaluation Criteria](#)

[Appendix II: Coaches' Code of Conduct](#)

Nomination Deadline: 31 December 2025 (Wednesday)

Enquiries: Please contact Ms. Sharon Yu (2681 6516).



- Read appendix
- Nomination Deadline: **(31 December 2025)**

# Create Nominator's Profile

[Start Nomination](#) [Records](#) [Profile](#) [Logout](#)

Home > Profile

## Association Profile details

Login ID: **Dummy 1**  
Association Name: **CEC Association**  
Contact E-mail: **too0648@yahoo.com.hk**

## Nominator Profile

Surname\*

Name\*

Name in Chinese\*

Business Telephone\*

Position\*

Mobile\*

Facsimile

Email\*

Address\*

This nominator profile has been approved and

- Create nominator's profile before nomination
- More than one profile is allowed

# Step 3

## Nomination

# Start Nomination



Start Nomination

Records ▾

Profile ▾

Home > Start Nomination

## Start Nomination

Nomination Period: 1 December - 31 December 2025

If the nomination is not completed and submitted with required document/information through Coaching Awards Online Nomination System on or before the closing date, the nomination will not be considered.

Distinguished Services Awards for Coaching [DSA]



Best Team Sport Coach Awards [BTSA]



School Coach Recognition Awards [SCRA]



Community Coach Recognition Awards [CCRA]



Coaching Excellence Awards [CEA]



Coach Education Award [CEDA]



Coach of the Year Awards [CYA]



- Click "Start Nomination"
- Choose the award category

# Start Nomination (1) Instruction

## Coaching Excellence Awards [CEA]

1

Instruction

2

Particulars of  
Nominee

3

Particulars of  
Nominator

4

Provide Justification

5

Upload photos and  
documents

6

Upload declaration  
form

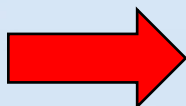
The "Coaching Excellence Awards" will be awarded to coaches who have coached an athlete or a team to the 4-point level or above results as defined by the Hong Kong Coaching Awards "Evaluation Criteria" (Appendix I) from 1 January - 31 December 2025. Achievements from demonstration/exhibition events of competitions will not be considered. For Team Sports, Awards will also be granted to coaches who have coached individual athletes of the team to achieve official recognition in competitions of the 4-point level or above results as defined by the Hong Kong Coaching Awards "Evaluation Criteria". Official recognition includes "Most Valuable Player", "Best Pitcher", "Best Defender" etc.

- The "Evaluation Criteria" listed in Appendix I serves as a guideline. NSAs should use their respective sports-specific Elite Vote Scoring Table to evaluate their achievements.
- Nominations for the "Coaching Excellence Awards" should be submitted by NSAs.
- Each competition result can only be used to nominate one coach for the Coaching Excellence Award.

### Remarks:

- Please upload one 1.5 inches x 2 inches colour passport photo (taken within three months) and two colour photos in digital format, showing the interaction between the nominee and athlete(s) at training. All photos must be in JPG with file size not less than 2MB (300dpi). The nominator/nominee should own the copyright of the photos. HKCC may use the photos in promotional activities related to this event.
- Please list the best competition results of the 4-point level or above and upload the official records of result of the competition(s) with the related results highlighted
- The closing date for nominations is 31 December 2025. If the form is not completed and submitted with required document/information on or before the closing date, the application will not be considered.

Back



Save as Draft 

Next

- Read instruction and remarks carefully
- **"Save as Draft"** whenever necessary
- Saved documents can be retrieved for the "Record" page

# Start Nomination (2)

## Particulars of Nominee

### Coaching Excellence Awards [CEA]

1

Instruction

2

Particulars of  
Nominee

3

Particulars of  
Nominator

4

Provide Justification

5

Upload photos and  
documents

6

Upload declaration  
form

#### Particular of Nominee

Please fill in the nominee's personal data and upload a 1.5 inches X 2 inches passport colour photo which taken within three months.



Please upload a passport colour photo (taken within three months) here!

Nominee's Surname\*

English

Nominee's Other Name\*

English

Nominee's Name in Chinese\*

(Please enter N/A if this field does not apply to you)

Chinese

- Upload a passport color photo 1.5 inches X 2 inches, not less than 2MB(300dpi)

# Start Nomination (3) Particulars of Nominator

Hong Kong Coaching Committee

Start Nomination

Records

Profile

Logout

- Choose the “Nominator Profile” or fill in the information

Home > Start Nomination > Coaching Excellence Awards [CEA]

## Coaching Excellence Awards [CEA]

1

Instruction

2

Particulars of  
Nominee

3

Particulars of  
Nominator

4

Provide Justification

5

Upload photos and  
documents

6

Upload declaration  
form

### Particular of Nominator

Select Nominator Profile

Fredi

Fredi

Fred Badminton Club

Nominator's Surname\*

Wong

Nominator's Other Name\*

Fredi

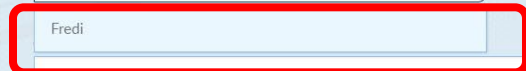
Nominator's Name in chinese\*

(Please enter N/A if this field does not apply to you)

弗雷黃

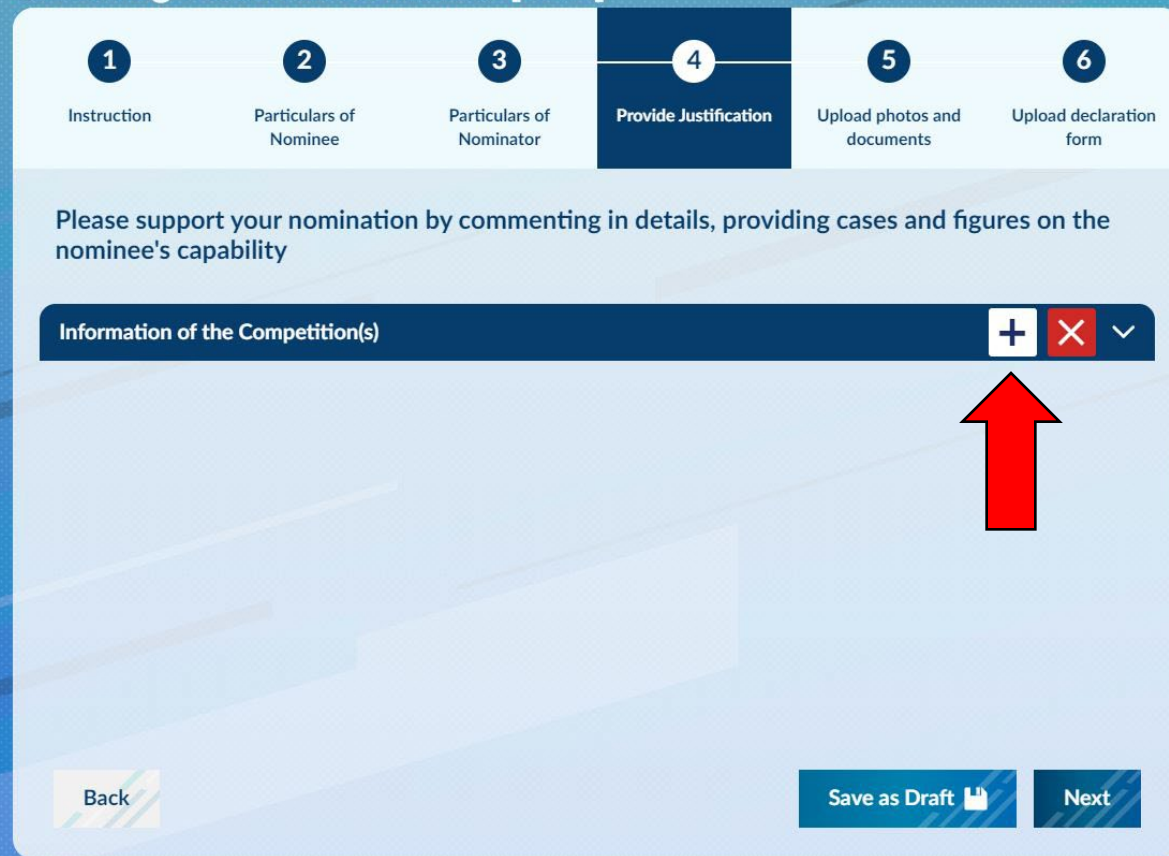
Position\*

Officer



# Start Nomination (4) Provide Justification

## Coaching Excellence Awards [CEA]



The screenshot shows a multi-step nomination form for the Coaching Excellence Awards (CEA). The steps are: 1. Instruction, 2. Particulars of Nominee, 3. Particulars of Nominator, 4. Provide Justification (current step), 5. Upload photos and documents, and 6. Upload declaration form. The current step, 'Provide Justification', is highlighted in dark blue. Below the step indicators, there is a text prompt: 'Please support your nomination by commenting in details, providing cases and figures on the nominee's capability'. A dark blue header bar for the 'Information of the Competition(s)' section contains a white plus sign (+) icon, a red minus sign (-) icon, and a dropdown arrow. A large red arrow points to the plus sign icon. At the bottom of the form, there are three buttons: 'Back', 'Save as Draft' (with a document icon), and 'Next'.

- Click “+” to add competition
- Fill in the information
- Multiple competitions can be added

# Start Nomination (5) Upload photos and documents

## Coaching Excellence Awards [CEA]



### Upload photos and documents

Please upload all the supporting photos or documents for your Coaching Award nomination here.

1. Two colour photos in digital format, showing the interaction between the nominee and athlete(s) at training.
2. Coaching Certificates
3. Official records of result of the competition(s) with the related results highlighted
4. Others supporting documents

- Read the information carefully and **follow the instructions** to upload attachments
- Multiple attachments can be uploaded in every categories

# Start Nomination (6)

## Upload declaration form

Coaching Excellence Awards [CEA]

- 1 Instruction
- 2 Particulars of Nominee
- 3 Particulars of Nominator
- 4 Provide Justification
- 5 Upload photos and documents
- 6 Upload declaration form

### Upload Declaration Form

[Download Declaration Form](#) ←

Please confirm declaration sheet downloaded, signed and uploaded with this application.\*

Browse photos or documents to upload!

Back Save as Draft Finish

- Download “Declaration form”
- Fill in with **NSA’s / Organization’s / School’s chop** and upload the form
- Click “Save as draft” (suggested to get back to previous step to check all the information before submission)
- Click “Finish” to submit the nomination  
**(No editing is allowed once submitted)**

# Thank you for the submission

Coaching Excellence Awards [CEA]



## Thank you for submit

Your nomination form has been submitted successfully! Please feel free to contact HKCC on 2681 6516 for any enquiries.

END

# Step 4

## Records & Checking

# Record



Request Account

Start Nomination

Records ▾





Profile ▾

My Records

Past Records

Home > My Records > Nomination Data for 2025 (current year)

## Nomination Data for 2025 (current year)

Sequence	Title	Nominee	Submit	Last update ▾	Status	Action
CEDA-251103175416001	Coach Education Award [CEDA]		2025-11-03 17:54:16	2025-11-03 17:54:16	Pending	
CEDA-251031121411001	Coach Education Award [CEDA]		2025-10-31 12:14:11	2025-10-31 12:14:11	Pending	
CEDA-251031120644001	Coach Education Award [CEDA]		2025-10-31 12:06:44	2025-10-31 12:06:44	Pending	
CEDA-251031110913001	Coach Education Award [CEDA]		2025-10-31 11:09:13	2025-10-31 11:09:13	Pending	

- Click "Record" to edit the draft or view the submitted nomination

- Click the column on the left to view records

- **No editing of information is allowed after the nomination submitted. Please contact the staff of HKCC if needed.**



# Thank You!

Please contact us if you have any questions:

- Sharon Yu - Tel: 2681 6516

Email: [sharony@hksi.org.hk](mailto:sharony@hksi.org.hk)