

## INTRODUCTION

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### 1. Background

The Hong Kong Coaching Committee (HKCC) was established in July 1991 to formulate strategies for the development of coach education and accreditation programmes in Hong Kong. These Programmes are currently managed by the executive arm of the HKCC, Coach Education Department (CED) which is based at the Hong Kong Sports Institute (HKSIL).

Under the Coach Education Programmes (CEP), the HKCC provides annual grants to eligible National Sports Associations (NSAs) to support the training and development of sports coaches.

### 2. Participation and Membership

NSAs fulfilling the following criteria are eligible to apply for grants from the HKCC:

- 1) non-profit making and registered under the Societies or Companies Ordinance;
- 2) established a proper constitution;
- 3) has been operated for at least three years;
- 4) affiliated to the Sports Federation & Olympic Committee of Hong Kong, China; and
- 5) has a Coaching Director or other designated officer who is able to assist in the development and implementation of the Coach Education Programmes.

Interested NSAs need to send in a written application and a coach education plan for the coming two years to CED.

Coach Education Programmes (CEP) include Coach Accreditation Programme (CAP) and Continuing Coach Education Programme (CCEP).

Participating Associations normally adopt "Level 1", "Level 2" and "Level 3" as their official accreditation levels. Also, Associations are required to organise CCEP for their coaches on a regular basis. Associations will require continual implementation of systematic coach education and continuing coach education programmes.

To maintain the quality of coaches and enhance the coaches' professionalism, Associations are encouraged to apply an 'Active Coaches System' and maintain an updated coach database for future development. (General Guideline for 'Active Coaches System' can be found in **Annex 2**)

On joining the CEP, NSA will obtain an institution membership. Coaches with Level I or above accreditation may apply for individual membership. Membership application form is available on request.

### **3. Jockey Club Coach Education Programme Yearly Plan**

To facilitate the use of funds, all member NSAs are required to submit a Yearly Plan to CED. NSAs will normally be informed of their new funding allocation before the commencement of each fiscal year. **(Form 1)**

### **4. Specimen Signatures**

NSAs are required to submit the specimen signatures of the following office-bearers and senior staff of their Association authorised to sign correspondence / funding application and statements in respect of the grant respectively. **(Form 2a / 2b)**

- \* President / Chairman
- \* Honorary Secretary
- \* Honorary Treasurer
- \* Other Designated Officials
- \* Chief Executive (either the Executive Director, Senior Sports Executive or Sports Executive or Coaching Director)

The specimen signatures should be submitted to CED together with the Jockey Club Coach Education Programme Yearly Plan each year.

Any subsequent changes of office-bearers and chief executive should inform the HKCC by submission of a new form within 14 working days.