

Hong Kong, China Rowing Association ("HKCRA")
Coaches Registration Policy
(as of January 2021)

The "Coach Development Program - Coach Registration System" managed by the HKCRA Coaching Commission aims to link all qualified coaches through a registration system to encourage those who have obtained coaching qualifications and actively participate in different coaching development activities of HKCRA and to register as a HKCRA registered coach. At the same time, all the registered coaches can improve their professionalism and keep abreast of the latest rowing and coaching information and the rowing development through lectures, seminars, overseas internships etc to exchanges of technique and teaching methods.

Under the HKCRA coach qualification system, coaches at all levels must comply with the Coaches Code of Conduct when taking part in any coaching education programmes and delivering coaching activities. All coaches, Indoor Rowing Instructor and Board Rowing Instructor should renew their registration each year before the deadline. Registration is valid from 1 April to 31 March next year.

Section A: Coach Registration

1. Club Coaching Assistant and Rowing Coach

1.1 All those who have successfully completed the qualifications for Club Coaching Assistant, Level 1 to Level 3 Coach must register under the Coach Registration System in order to be recognised by HKCRA. All registered coaches will receive information about coaching education and training on a regular basis. Registered coaches can participate in the Annual Coaching Conference and Awards Presentation Ceremony at no cost. Registered coaches may apply to coach HKCRA rowing courses (special conditions apply to Club Coaching Assistant) and may enjoy discounted prices to participate in the different training courses and lectures, attend overseas trainings organized by the HKCRA, purchase of coaching uniform and other benefits.

2. Indoor Rowing Instructor (IRI)

2.1 All those who have successfully qualified as an HKCRA Indoor Rowing Instructor (IRI) can register as a Registered IRI of HKCRA. Registered IRI will receive regular information about rowing development, participate in the Annual Coaching Conference (excluding Annual Coaches election) at no cost, enjoy discounted prices to participate in the different training courses, lectures, etc., organized by the HKCRA and purchasing IRI uniform.

3. Board Rowing Elementary Instructor Award (BREIA)

3.1 All those who have successfully qualified as an Board Rowing Elementary Instructor can register as a Registered BREIA of HKCRA. Registered BREIA will receive regular information about rowing development, participate in the Annual Coaching Conference (excluding Annual Coaches election) at no cost, enjoy discounted prices to participate in the different training courses, lectures etc., organized by the HKCRA and purchasing BREIA uniform.

4. Suspension of Registration and Registration Requirements for Overseas Coaches

4.1 In case of any Club Coach Assistant, Coach or IRI did not renew their registration they shall not be eligible for any benefits or rights until renewal is completed. Where such registration has not been renewed for three consecutive years, the related qualification will be suspended. In case of such suspension, any request for re-registration by the related Club Coach Assistant,

Coach or IRI must be submitted in writing with reasons and proof of performing coaching duties for the Coaching Commission to consider. Coaching Commission may request the related Club Coaching Assistant, Coach or IRI to re-take the safety module (Module E) and practical examination in Coaching Courses at his/her respective level if there is no proof or recent coaching activities or if such activities are not sufficient in the opinion of Coaching Commission. A fee will be charged for retaking Module E and re-examination. The fee shall be set annually by Coaching Commission.

- 4.2 Any rowing coach holding a recognised overseas rowing coach qualification and requesting to register as a Registered Coach of HKCRA, he or she should make a written application, which will be submitted to the Technical Director and/or Coaching Director of HKCRA for review and endorsement. Such endorsement may be subject to any additional qualifications or conditions relating to local requirements (e.g. included but not limited to Safety Module, etc.).

5. CPR & AED Certificate

- 5.1 All registered Club Coaching Assistants and Coaches (except IRI and BIREA) must provide a valid CPR & AED certificate at the time of registration. Club Coaching Assistants and Coaches are required to renew and maintain the CPR & AED qualification at all times if they perform any coaching duties by the government funding or HKCRA coaching courses.
- 5.2 HKCRA does not recognize any CPR & AED certification obtained on the Internet or without completing any practical session.

Section B: Coaching for LCSD subvented course

Coaches for LCSD subvented course / programmes / events / competitions **must** be:

1. A current Registered Level 1, Level 2 or Level 3 Coach at the time of the activity; and
2. Valid CPR & AED holder; and
3. Valid HKCRA centre user

Section C: Re-issue of Coaching Certificate

For any request for re-issuing of Coaching Certificate, an administration charge of **HK\$100** will be required.