

# **HONG KONG LAWN BOWLS ASSOCIATION**

## **THE COACHING SYSTEM**

(Updated on 9 August 2021)

The objective of the Hong Kong Lawn Bowls Association (HKLBA) coaching system is to provide a standardised form of bowls coaching in Hong Kong based on the HKLBA Coaching Manuals.

Every year HKLBA will join with the Leisure & Cultural Services Department to organise lawn bowl training courses for the general public. In 2020, 42 courses were organised and it is expected that more courses will be organised in the years to come. In addition to this, the launch of school programs and increased number of fundays all require more coaches.

To achieve our ultimate goal of extending the coverage of the sports in Hong Kong, it is important that such courses are conducted in accordance to the best practice and in a professional manner so that beginners will maintain their interest after the first course.

As of July 2021, there are 83 coaches (Level 1 - 50, Level 2 - 26 & Level 3 - 7) registered with the HKLBA. To ensure a high quality of coaching standard, the following system is implemented from 2021.

### **Coach Registration**

For the even distribution of coach duties, it is important to maintain an updated record for all the qualified coaches. The Association maintains a list of all qualified coaches and it is updated on a regular basis. All coaches need to re-register every two years and the prevailing registration fee is HK\$1,000. The following documents are required when re-register:

1. A valid coach Accreditation card from the Hong Kong Coaching Committee;
2. A valid Sexual Conviction Record Check with the Hong Kong Police Force.

Please note that the above documents need to remain valid during the course of your registration. Should any of these documents expired, the coach status will be suspended until they became valid again.

Should the coaches desired to perform coach duties for LCSD's training courses, they are required to register with the LCSD and an interview will be arranged with LCSD to approve such application.

Any coach who does not re-register within two years after the expiry of the previous registration will be de-listed from the HKLBA Coach List. Application of re-instatement should be forwarded to the Coach Panel for consideration. Applicants may need to go through some of the regular procedures in the process, such as the completion of the Foundation Certificate in Sports Coaching Theory by Hong Kong Sports Institute. (Including two full training courses under the supervision of a qualified coach) and the Sexual Conviction Record Check with the Hong Kong Police Force.

### **Level 1 Coach Qualification**

To ensure a high standard of coaching, all coaches are required to possess suitable qualifications before they can be qualified as a registered coach with the HKLBA.

The basic requirements for anyone who would like to enroll to a HKLBA coach training course are:

1. At least five years of competitive bowling experience. To prove this, the applicant should have played in the HKLBA premier league in the last five years;
2. Should be an active and able bowler. The applicant should have gained at least four points annually from National Competitions in three of the last five years;
3. Recommended by a club lawn bowls convenor and a qualified coach who is on the existing HKLBA Coach List;
4. Pleasant personality and be willing to help develop the sport;
5. Physically fit to conduct training courses under demanding environment.

Once an application was received a screening process will be conducted by HKLBA's Coaching Panel. The successful applicants will be admitted to the Level One Coach Training course organised by HKLBA. Upon completion of this 3-hours course, the applicant will be required to attend an examination to demonstrate their understanding of coaching and are physically able to becoming a coach. The procedures include:

1. Attend the training course by HKLBA.
2. Pass the Skill Test (Lawn bowl skill, presentation skill) and Examination (theory, understanding of the handbook).
3. Complete the Foundation Certificate in Sports Coaching Theory by Hong Kong Sports Institute. (Including practice at two full training courses under the supervision of a qualified coach.).
4. Complete the Sexual Conviction Record Check with the Hong Kong Police Force.

Exemption:

1. Applicants who hold valid lawn bowls coaching licenses from other countries may be exempted for items 2 and 3, subject to validation by the HKSI. The applicant still needs to go through a practice of ONE full training courses under the supervision of a qualified coach.
2. Applicants have completed one of the courses validated by the HKSI in the past five years may be exempted for item 3, the courses validated by the HKSI can be found on its website (<https://bit.ly/3cmIIqV>). The applicant still needs to go through a practice of ONE full training courses under the supervision of a qualified coach.
3. Applicants who have represented Hong Kong at international competitions at senior level will be exempted for item 2.

The HKLBA coach training course will normally organize once a year and all clubs will be informed when it is available.

## **Level 2 Coach Qualification**

Unless special approval was granted from the Coaching Panel, only Level 2 coach or above may conduct training courses that are designed for Intermediate level.

The basic requirements for anyone who would like to enroll to a HKLBA Level 2 coach training course are:

1. A qualified Level 1 coach for at least three years;
2. Conducted at least 6 elementary training courses;
3. The holder of a valid Coach Accreditation Card issued by the HKSI;
4. Active participate in the refresher courses organized by the HKLBA and the HKSI;
5. Satisfactory performance in observing the Coaches' Code of Conduct;
6. Sound physical condition.

The procedures are:

1. A screening process conducted by HKLBA's Coaching Panel.
2. The successful applicants will be admitted to the Level Two Coach Training Workshop organized by HKLBA.
3. Pass an examination to demonstrate their understanding of coaching and are physically able to becoming a coach.
4. Complete the Foundation Certificate in Sports Coaching Theory by Hong Kong Sports Institute. (Including practice at two full training courses under the supervision of a qualified coach.).
5. Complete the Sexual Conviction Record Check with the Hong Kong Police Force.

Exemption:

1. Applicants who hold valid lawn bowls coaching licenses from other countries may be exempted for item 4, subject to validation by the HKSI. The applicant still needs to go through a practice of ONE full training courses under the supervision of a qualified coach.
2. Applicants have completed one of the courses validated by the HKSI in the past five years may be exempted for item 4, the courses validated by the HKSI can be found on its website (<https://bit.ly/3cmIlqV>). The applicant still needs to go through a practice of ONE full training courses under the supervision of a qualified coach.

The HKLBAL2 coach training course will normally organize every two years and all clubs will be informed when it is available.

### **Level 3 Coach Qualification**

Unless special approval was granted from the Coaching Panel, only Level 3 coach may conduct training courses that are designed for advanced level.

The basic requirements for anyone who would like to enroll to a HKLBA Level 3 coach training course are:

1. A qualified Level 2 coach for at least three years;
2. Conducted at least 4 intermediate training courses;
3. The holder of a valid Coach Accreditation Card issued by the HKSI;
4. Active participate in the refresher courses organized by the HKLBA and the HKSI;
5. Satisfactory performance in observing the Coaches' Code of Conduct;
6. Sound physical condition.

The procedures are:

1. A screening process conducted by HKLBA's Coaching Panel.
2. The successful applicants will be admitted to the Level Two Coach Training Workshop organized by HKLBA.
3. Pass the examination to demonstrate their understanding of coaching and are physically able to becoming a coach.
4. Complete the Advanced Certificate in Sports Coaching Theory course by Hong Kong Sports Institute. (Including practice at two full training courses under the supervision of a qualified coach.).
5. Complete the Sexual Conviction Record Check with the Hong Kong Police Force.

The HKLBAL3 coach training course will normally organize every two years and all clubs will be informed when it is available.

### **Coach Manual**

To maintain a consistency in the delivery of the coaching courses, HKLBA has developed a new set of coaching manual for all coaches to follow. Currently there are manuals for Level One and Level Two training courses and is being used by HKLBA qualified coaches.

### **Coach Assignment System**

A coach assignment system is maintained and operated by the staff of the HKLBA to ensure the fairness to all coaches. The HKLBA staff assigns coach on a random basis for courses organized directly by HKLBA.

For courses organized directly by LCSD's district offices, they will contact the coaches directly for their courses.

### **Extension Education Program**

To maintain a high standard of the coaches and enhance their knowledge, the Coach Panel will organize extension education program for all the coaches throughout the year. It is expected we will have at least two courses or workshop every year and all coaches are compulsory to join.

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# 香港草地滾球總會 – 教練認證制度

## HKLBA – Coach Qualifying System

(Updated on 27/2/2019)

Level 級別	Pre-requisite 申請條件	Requirement 資格要求
<b>Level 1</b> 第一級	<ul style="list-style-type: none"> <li>- A minimum of 5 years of bowling experience 最少 5 年參與草地滾球經驗</li> <li>- A minimum of 5 years participating in competitions organized by HKLBA 最少 5 年參與香港草地滾球總會賽事</li> <li>- Gained at least four points every year from National Competitions in three of the last five years 在最近 5 年最少有 3 年在香港草地滾球總會計分賽事中每年取得 4 分或以上成績</li> <li>- Sound physical condition 體格良好</li> </ul>	<ul style="list-style-type: none"> <li>- Attended the Level 1 Coach training course organized by HKLBA 出席由總會主辦之一級教練訓練班</li> <li>- Passed HKLBA's Level 1 Coach examination (Technical &amp; Theory) 通過總會之一級教練考試 (技術及理論)</li> <li>- Foundation Certificate in Sports Coaching Theory by Hong Kong Sports Institute (complete practice at two training courses) 取得香港體育學院運動教練理論基礎證書 (須完成全程實習的兩個訓練班)</li> <li>- Completed the Sexual Conviction Record Check with the Hong Kong Police Force 完成香港警務處的性罪行定罪紀錄查核</li> </ul>
<b>Level 2</b> 第二級	<ul style="list-style-type: none"> <li>- A qualified Level 1 coach for 3 years or more 擔任一級教練三年或以上</li> <li>- Conducted at least 6 elementary training courses 曾主持最少 6 個初級訓練班</li> <li>- Holds a valid Coach Accreditation Card issued by Hong Kong Coaching Committee 持有有效之香港教練培訓委員會認可教練證</li> <li>- Active participate in the refresher courses organized by the HKLBA 積極參與由總會主辦之進修課程</li> <li>- Satisfactory performance in observing the Coaches' Code of Conduct 嚴格遵守教練守則及在訓練班表現良好</li> <li>- Sound physical condition 體格良好</li> </ul>	<ul style="list-style-type: none"> <li>- Attended the Level 2 Coach training course organized by HKLBA 出席由總會主辦之二級教練訓練班</li> <li>- Passed HKLBA's Level 2 Coach evaluation process 通過總會之二級教練評核</li> <li>- Foundation Certificate in Sports Coaching Theory by Hong Kong Sports Institute (complete practice at two training courses) 取得香港體育學院運動教練理論基礎證書 (須完成全程實習的兩個訓練班)</li> <li>- Completed the Sexual Conviction Record Check with the Hong Kong Police Force 完成香港警務處的性罪行定罪紀錄查核</li> </ul>
<b>Level 3</b> 第三級	<ul style="list-style-type: none"> <li>- A qualified Level 2 coach for 3 years or more 擔任二級教練三年或以上</li> <li>- Conducted 4 intermediate training courses 曾主持最少 4 個中級訓練班</li> <li>- Holds a valid Coach Accreditation Card issued by Hong Kong Coaching Committee 持有有效之香港教練培訓委員會認可教練證</li> <li>- Active participate in the refresher courses organized by the HKLBA 積極參與由總會主辦之進修課程</li> <li>- Satisfactory performance in observing the Coaches' Code of Conduct 嚴格遵守教練守則及在訓練班表現良好</li> <li>- Sound physical condition 體格良好</li> </ul>	<ul style="list-style-type: none"> <li>- Attended the Level 3 Coach training course organized by HKLBA 出席由總會主辦之三級教練訓練班</li> <li>- Passed HKLBA's Level 3 Coach evaluation process 通過總會之三級教練評核</li> <li>- An advanced certificate in sports coaching from Hong Kong Sports Institute 取得香港體育學院的高級運動教練理論證書</li> <li>- Completed the Sexual Conviction Record Check with the Hong Kong Police Force 完成香港警務處的性罪行定罪紀錄查核</li> </ul>