

# HKGSA Registered Coach Menu

The Hong Kong China Swimming Association (“HKGSA”) has established a set of coach registration procedure aims to unify all members / registered coaches to upgrade, maintain the high quality and to better manage all the Hong Kong coaches.

These General Rules are basic regulations for all registered coaches of HKGSA. HKGSA recognises that these Rules may be adjusted from time to time but recommends that all coaches adhere to these Rules as closely as possible.

## 1. ELIGIBILITY

- 1.1 Age 18 or over.
- 1.2 Process valid HKGSA Swimming / Diving / Water Polo / Artistic Swimming Teacher/Coach Certificate or Hong Kong Swimming Coach Association Coaches Certificate.
- 1.3 Endorsed by HKGSA Members. (applicable to Registered Affiliated Club Coach only)

## 2. REGISTRATION PROCEDURES

- 2.1 Fill in the HKGSA Affiliated Club or Individual Coach Registration Form.
- 2.2 Completed application form, copy of certificate and passport photo should be submitted to HKGSA Office for processing the registration through a HKGSA Member or in person.

## 3. REGISTRATION INFORMATION

- 3.1 Registration is available all-year-round.
- 3.2 Application forms are obtainable from HKGSA office or HKGSA Member.
- 3.3 Registered coaches are allowed to represent only one club at a time in any situation.
- 3.4 Violation of any rules and regulations set here will be subject to penalty as decided by the HKGSA.
- 3.5 Upon completion of the first time registration, a life-long unique registration number will be assigned to each coach and be used as identification number disregard of any change in club affiliation or intermission in registration renewal.
- 3.6 Renewal: Coaches who wish to renew their registrations with HKGSA under the Members they currently belong to should do so by submitting the application form each year.

- 3.7 Application for renewal of registration with renewal time lapsed for more than a year will be regarded as new registration and if coaches wish to register under a new club in this situation will be regarded as club Transfer.
- 3.8 HKGSA reserves the right to reject any application and/or revoke any registration upon its absolute discretion at any time and there shall be no obligation on HKGSA to give any reason, explanation or clarification in relation to such rejection or revocation. Rejected application fee will not be refunded in any case.

#### **4. CLUB TRANSFER**

- 4.1 All HKGSA registered coaches who wish to transfer club membership must fill in the Club Transfer - Coach Registration Form and pay the appropriate club transfer application fee (HK\$70 for the year 2021-2022).
- 4.2 New information will be valid after seven working days when the HKGSA receives all necessary documents.
- 4.3 Any club transfer cancellation request without the consent of the old club will be considered as having no member endorsement and his/her registration status will be suspended. Fees paid will not be returned in any circumstance.
- 4.4 Coaches are not allowed to transfer to another club within the seven working days starting from the calendar date immediately following the date of notification by HKGSA.

#### **5. ENFORCEMENT AT PRACTICE**

- 5.1 Failure of a coach to comply with the Coach Menu and/or Code of Conduct will be grounded for termination of coach membership status.
- 5.2 Members that continue to conduct a program with coach who has been suspended his/her coach registration due to violation of the Coach Menu and/or Code of Conduct will risk losing membership.

#### **6. RESPONSIBILITY**

- 6.1 If required, registered coaches shall report to HKGSA of the problems and progress of all swimmers/players and/or teams in any HKGSA organized training courses and/or overseas meets.
- 6.2 All registered coaches must seek prior approval from HKGSA before representing Hong Kong in any overseas or local events such as demonstrations, exchange, clinics, competitions...etc.
- 6.3 All registered coaches are responsible for the safety and performance of swimmers/players at all time during overseas or local training and competitions.
- 6.4 All registered coaches should dress appropriately and advise swimmers/players on proper costumes of all trainings and competitions.
- 6.5 Each registered coach shall strictly observe the HKGSA rules, regulations, policies and guidelines.

- 6.6 All HKGSA registered coaches shall be responsible for their action and abide by the Code of Conduct.
- 6.7 All registered coaches should strictly observe and abide by FINA Rules and Regulations.

## **7. UNAUTHORIZED RELATIONS AND MISBEHAVIOUR**

- 7.1 No registered coaches shall have any kind of relationship with a suspended body.
- 7.2 Coaching and holding of demonstrations, exhibitions, clinics, trainings, competitions, etc., with suspended bodies is not permissible.

## **8. RIGHTS**

Registered coaches have the eligibility to

- 8.1 Coach swimming training for HKGSA Member(s).
- 8.2 Book swimming lane(s)/pool(s) through affiliated club and endorsed by HKGSA.
- 8.3 Get recommended by the HKGSA to coach the Hong Kong Team in local or overseas competitions.
- 8.4 Participate in HKGSA organized and sanctioned coaching courses.

## **9. DISQUALIFICATION AND WITHDRAWAL**

- 9.1 All disqualification and withdrawal of registered coach shall be handled by a sub-committee case by case and final decision is subject to the decision of Respective Disciplines' Committee/Technical Committee of the HKGSA.

## **Code of Conduct for Registered Coaches**

This Code establishes the basic regulations for fair play and moral behaviour and general discipline of registered coaches in all HKGSA activities. HKGSA retains its rights to review the content of the Code of Conduct in any circumstance.

1. Act as a role model that promotes positive aspects of the swimming sport regardless of its discipline (including swimming, diving, water polo, artistic swimming, open water swimming or masters swimming).
2. Submit an evaluation and report on the expected outcome and progressions to HKGSA of all training programs organized by the HKGSA and of all overseas meets when representing as the coach of the Hong Kong Team of the specific discipline.
3. Be honest and ensure all qualifications presented are all truth.
4. Attend refreshment course organized by HKGSA and the Hong Kong Swimming Coaches Association constantly.
5. Know and abide by FINA & HKGSA rules, regulations and standards.
6. Handle coach-student relationship in a professional manner.
7. Declare conflict of interest when necessary.
8. Encourage, develop and maintain integrity in relationships with all officials, swimmers and other coaches regardless of their discipline.
9. Treat all participants in a fair manner within the context of their trainings and competitions regardless of gender, race, place of origin, athletic potential, religion, socio-economic status and any other conditions.
10. Discourage the use of performance-enhancing drugs or World Anti-Doping Agency ("WADA") banned substances and any illegal substance in any situation.
11. Maintain the highest standards of personal conduct and project a favorable image of the specific discipline and of coaching at all times.
12. Keep the personal information of swimmers/players/participants confidential in any circumstance.
13. Any coaching relationship to further personal, political, or business interests is strictly prohibited during the coaching hours of training programs organized by the HKGSA and all overseas meets when representing as the coach of the Hong Kong Team of the specific discipline.
14. Do not engage in any conduct that is contrary to or inconsistent with the policies of HKGSA.
15. Do not express any personal opinion/comments/speech that damages the image of HKGSA.
16. Do not engage in sexual harassment towards any individual or group; do not deny an athlete the right to participate based on the athlete having made, or being the subject of, sexual harassment allegations; Physical contact between a coach and an athlete is sometimes necessary during the coaching process, should be ensured that no action on their part could be misconstrued or experienced as inappropriate.