



The Football Association of Hong Kong, China 2024 – 2025 Coach Registration Application (For Overseas License Holders registration)

Application Criteria: Applicant must be over 18 years old who possess valid coaching certificate.

For previously registered coaches:

- Online registration period is 1st July – 31st August 2024. Online coach system account will be blocked on/after 1st September 2024 without successful registration.
- Register through online coach system. Please update personal information, upload the copy of letter of “Sexual Conviction Record Check” and upload this application form.
- Upon receipt of further confirmation from HKFA, please arrange payment of registration fee by credit card.
- Registration later than 1st September 2024, please submit the coach registration application form and the letter of “Sexual Conviction Record Check” (SCRC) in person or by post to the HKFA.

For new register coaches:

Please return the completed application form to the HKFA(Address : No. 55 Fat Kwong Street, Kowloon) **with the followings:**

- 1 Recently taken photo (**Passport photo format**)
- Coach Card Copy (valid coach card issued by FIFA member association or AFC member association)
- HKID/Passport Copy.
- Letter of acceptance of the application for Sexual Conviction Record Check by the Hong Kong Police with applicant's name and the checking code.

Coach registration fee:

The coach registration fee is \$1,200, including 3-years membership of “Sport Session Planner” - online football coaching plan software. The registration is valid until 30.6.2027.

Please note the following:

- Applicant with **Non-HKFA/AFC** recognized coaching license will be registered as “**Overseas Coach**”. It will not be categorized as any level within HKFA coach education structure unless it is verified by AFC.
- For enquiry, please email to coach@hkfa.com or contact our staff (2712 9122)

Payment Method :

- ☐ **Cheque** – Cheque of Hong Kong Dollar **\$1,200** payable to “The Football Association of Hong Kong, China Limited”
(The HKFA will **NOT** accept any cash payment, or any email/fax application. *Please be advised that any rejected cheque will incur an addition HK\$100 administrative charge.)
- ☐ **Octopus** – Please come in person to pay by Octopus card.

(Personal Information)

Name (Eng) _____ (Chi.). _____

Date of Birth (YYYY-MM-DD) **Sex**

HKID/Passport No.	Contact No.
	(Home) (Mobile)

Address (Please write in BLOCK letters)

Overseas Address _____

Email (Please write clearly)

[illegible]

Declaration

Please read through all the contents in the HKFA Coach Manual before you tick the boxes ☒.

****Please upload this page to “Read the HKFA Child Protection policy and return the signed Declaration of HKFA Code of Ethics”****

- ☐ I have confirmed that all the personal information provided above is consistent with the data entered into the Online Coach System. (Not Applicable for Newly Registered Coaches).
- ☐ I have read through HKFA Coach Manual and HKFA Policy for Use of Personal Data.
- ☐ I fully understand my obligations stated and therefore, unequivocally, accept the terms spelled out in the HKFA Coach Manual's Code of Conduct & HKFA Child Safeguarding Policy. I understand that the breach of any terms may result in disciplinary action taken against me by the HKFA.

Signature:

Date: _____