

中銀香港草根足球策劃員、草根足球領袖及中國香港足球總會 D 級教練證書課程

<<實習須知>>

1. 學員可自行尋找實習或申請中國香港足球總會(足總)實習。
2. 如申請中國香港足球總會實習，請電郵至 coach@hkfa.com. 電郵請列明以下資料：
 - I. 申請人中英文全名
 - II. 就讀班別
 - III. 聯絡電話
 - IV. 可任教區域(只有以下三項選擇：香港島／九龍／新界)
 - V. 可任教時期(例如：2023 年 7 月至 12 月)
3. 若申請人拒絕本會提供的第一次實習機會，本會不會為申請人提供第二次實習機會。
4. 非本會之實習，需附上有關機構之招生章程或宣傳單張（如有）。
5. 所有學員之實習時數表必須由中國香港足球總會之認可教練所簽署認證。
6. 所有簽署認證的教練，其資歷必須比學員所報讀的課程為高。
 - 中銀香港草根足球策劃證書課程學員需由 **D 級或以上**教練簽署認證
 - 草根足球領袖證書課程學員需由 **D 級或以上**教練簽署認證
 - D 級教練證書課程學員需由 **C 級或以上**教練簽署認證
7. 學員在進行實習時，請穿上整齊教練班制服，以便於識別。
8. 如實習機構多於一間，請分開兩張表格填寫，以便機構填寫聯絡資料及蓋章。
9. 如有需要學員可自行複印實習時數表。
10. 完成實習後請將實習時數表正本寄回或親身交回本會，本會將於十四個工作天內批核，並以郵寄或電郵方式通知學員。

- ✧ 中銀香港草根足球策劃證書課程學員完成課程後，可選擇進行 12 小時 之 12 歲以下兒童草根足球活動實習經驗，然後於足總註冊草根足球策劃員。
- ✧ 草根足球領袖證書課程學員必須最少獲取 12 小時 之 12 歲以下兒童草根足球活動實習經驗才可獲頒證書。
- ✧ D 級教練證書課程合格之學員必須最少獲取 30 小時 之實習經驗才可獲頒證書
- ✧ 如英文與繁體中文版本有任何抵觸或不相符之處，概以繁體中文版本為準

**BOCHK Grassroots Football Planner Programme, Grassroots Football
Leader Certificate Course and HKFA D Coaching Certificate Course**

<<Coaching Practice Guidance Notes>>

1. Students can seek external coaching practice by themselves or apply to HKFA for internal coaching/grassroots practice.
2. Please email coach@hkfa.com if you would like to apply for a coaching practice through HKFA. The below information should be stated clearly in the email:
 - I. Applicant's Chinese and English full name
 - II. Applicant's class
 - III. Applicant's phone number
 - IV. Applicant's preferred district (only 3 options: Hong Kong Island/
Kowloon/ New Territories)
 - V. Available period (For example: June-December 2024)
3. If applicant declines the coaching practice offer from HKFA, HKFA would not provide applicant with another offer.
4. Coaching/grassroots practice other than provided by HKFA should have the enrollment pamphlets or promotion leaflets of the concerned organizations attached with Coaching Practice Log Form. (if there is any)
5. All the students' Coaching Practice Log Form must be verified and signed by HKFA recognized coaches.
6. The qualifications of all the coaches who verify and sign the Log Form must be higher than the coach qualification requirements of the course that individual student enrolls in.
 - **BOCHK Grassroots Football Planner Programme** students are required to have their Coaching Practice Log Form verified and signed by **D license coaches or above.**
 - **Grassroots Football Leader Certificate Course** students are required to have their Coaching Practice Log Form verified and signed by **D license coaches or above.**

- **HKFA D Coaching Certificate Course** students are required to have their Coaching Practice Log Form verified and signed by **C license coaches or above**.
7. Students must wear neat and tidy HKFA Coach Education Division's uniforms when doing practice for identification.
 8. If students apply to more than one organization for coaching practice, they should fill out two separate forms so that the organization can fill in the contact details and stamp the form.
 9. Students can make photocopies of the Coaching Practice Log Form in case there is a need.
 10. On completion of the practice, students are required to send the original copies of the Coaching Practice Log Form by post or submit them in person to HKFA. HKFA will approve the forms within 14 working days and then inform the students by post or email.
- ✧ After completing the course, **BOCHK Grassroots Football Planner Programme** students can choose to have 12-hour grassroots coaching practice for children under 12 years old and then register with the HKFA as HKFA grassroots football planners.
 - ✧ Certificates will be awarded to **Grassroots Football Leader Certificate Course** students who have completed at least 12-hour grassroots practice for children under 12 years old.
 - ✧ **HKFA D Coaching Certificates** will be awarded to student who have completed at least 30-hour practical coaching and passed the examination.
 - ✧ If there is any inconsistency or ambiguity between the English version and the Traditional Chinese version, the Traditional Chinese version shall prevail.