



香港教練培訓委員會

Hong Kong Coaching Committee



# 2020 and 2021 Jockey Club Hong Kong Coaching Awards Nomination System

## Users' Guide



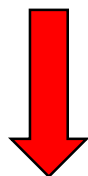
香港賽馬會慈善信託基金

The Hong Kong Jockey Club Charities Trust

# Step 1

## Account Set Up

# Access to the CAW Online Nomination System



- Click the logo at the Hong Kong Coaching Committee's website and link to the login page of Coaching Awards Nomination System

# Request Account



- Click "Request Account"

## Hong Kong Coaching Award Nomination System

 Login ID

 Password



Login

[Forget Password](#)

[Forget Login ID](#)

[Contact Us](#)

# Download & Fill-In Account Request Form

## Request Account (updated: 26/11/2021)

To request account for the Coaching Award Online Nomination System, please fill-in the [Account Request Form](#) and email to [Keithlee@hksi.org.hk](mailto:Keithlee@hksi.org.hk). For enquiries, please contact Mr. Keith Lee (2681 6289) / Ms. Lyon Cheng(2681 6516).

- Download Account Request Form
- Fill in with **NSA's / Organization's / School's chop** and email to [Keithlee@hksi.org.hk](mailto:Keithlee@hksi.org.hk)

# Activate Your Account

## Activate Your Account - Hong Kong Coaching Award Nomination System

From: <HKSI Nominaiton>  
To: <fredw@hksi.org>

[Show Info](#)

HTML HTML Source Text Raw Analysis Check HTML SMTP info

Thank you for using Hong Kong Coaching Award Nomination System, please click the below link to activate your account:

Login ID: testfredi

Email: fredw@hksi.org

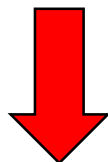
For enquiry, please call us on 2681-6289, or email us on ceddept@hksi.org.hk.

感謝你使用香港優秀教練選舉提名系統，請點擊以下連結激活帳戶：

登錄ID: testfredi

電郵: fredw@hksi.org

如有查詢，請致電2681-6289或電郵至ceddept@hksi.org.hk與我們聯絡。



URL/連結: <https://hksi-nomination.p25.dev.theorigo.com/member/activation?token=GeVERsNZnNxGQZvPer8%2Bgtk6et0wutWuXl2jjToyJF0p%2BIErKodfgBjZQ3OqqZtP>

- A **Login ID** will be generated and sent to your Email once it is created by HKCC
- Click the URL to activate your account

# Set Your Password

## Reset Password

Login ID: testfredi

We received your reset password request. Please enter your new password!

New Password

Confirm New Password

Submit

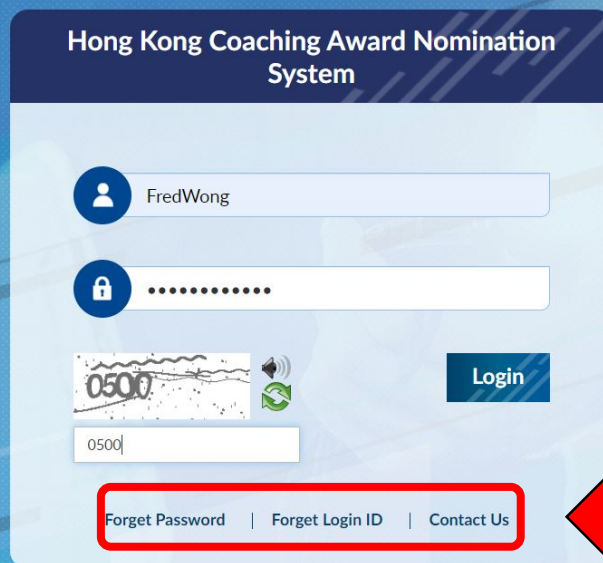
- Set your password
  - At least 8 characters
  - At least 1 non- alphabetic
  - At least 1 special letter
  - E.g.:test\_001

# Step 2


## Preparation for Nomination


# Login

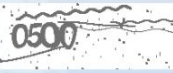

- Login your account
- Click “Forget Password” / “Forget Login ID” / “Contact Us” whenever necessary



Hong Kong Coaching Award Nomination System

 FredWong

 .....

 0500 

0500

Login

[Forget Password](#) | [Forget Login ID](#) | [Contact Us](#)

# Read Appendix

- Read appendix
- Nomination Deadline:  
**(31 December 2021)**

[Start Nomination](#)

[Records](#) ▼

[Profile](#) ▼

[Logout](#)

## Welcome to Hong Kong Coaching Award Nomination System

### <<2020 and 2021 Jockey Club Hong Kong Coaching Awards >>

The 2020 and 2021 Jockey Club Hong Kong Coaching Awards are open for nominations starting from 1 December 2021 from National Sports Associations, community sports clubs, district sports associations as well as primary and secondary schools as a way of showing gratitude to our coaches/teachers for their tireless efforts behind the scenes. The awards are designed to recognise coaches/teachers' contributions and achievements to sport at various levels across the community. The Hong Kong Coaching Committee (HKCC) will honour top coaches for their effort and contribution at the "2020 and 2021 Jockey Club Hong Kong Coaching Awards Presentation" which will be held in 2022.

Please read carefully for the Nomination Criteria and Appendix before the start of nomination:

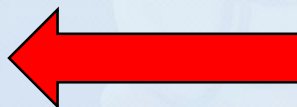
[Nomination Criteria](#)

[Appendix I: Evaluation Criteria](#)

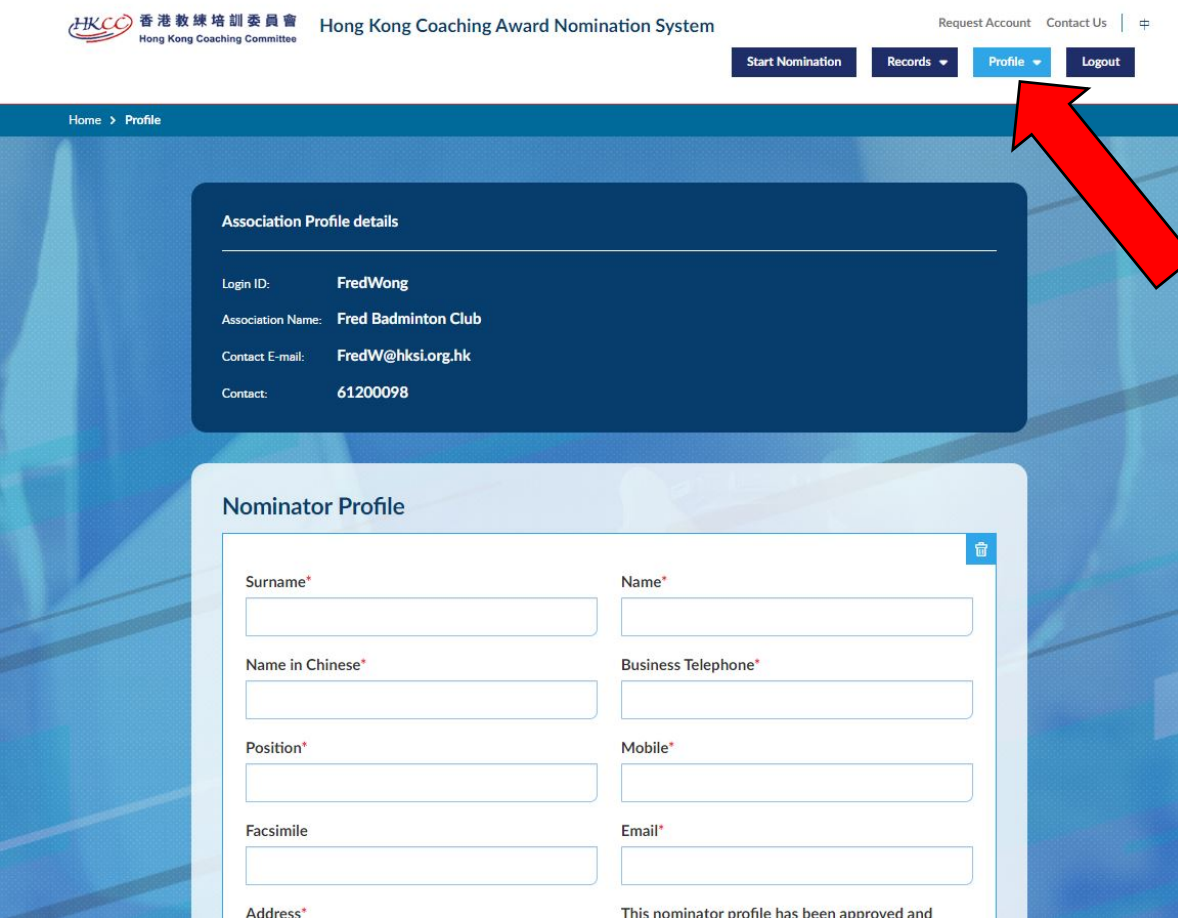
[Appendix II: Coaches' Code of Conduct](#)

Nomination Deadline: 31 December 2021 (Friday)

Enquiries: Please contact Mr. Keith Lee (2681 6289) / Ms. Lyon Cheng(2681 6516).



# Create Nominator's Profile



HKCO 香港教練培訓委員會 Hong Kong Coaching Award Nomination System

Request Account Contact Us 中

Start Nomination Records Profile Logout

Home > Profile

Association Profile details

Login ID: FredWong

Association Name: Fred Badminton Club

Contact E-mail: FredW@hksi.org.hk

Contact: 61200098

Nominator Profile


Surname*	Name*
<input type="text"/>	<input type="text"/>
Name in Chinese*	Business Telephone*
<input type="text"/>	<input type="text"/>
Position*	Mobile*
<input type="text"/>	<input type="text"/>
Facsimile	Email*
<input type="text"/>	<input type="text"/>
Address*	This nominator profile has been approved and

- Create nominator's profile before nomination
- More than one profile is allowed

# Step 3

## Nomination

# Start Nomination



Start Nomination

Records ▾

Profile ▾

Logout

- Click “Start Nomination”
- Choose the award category

[Home](#) > [Start Nomination](#)

## Start Nomination

Nomination Period: 1st to 31st December 2021

If the nomination is not completed and submitted with required document/information through Coaching Awards Online Nomination System on or before the closing date, the nomination will not be considered.

Distinguished Services Awards for Coaching [DSA]



Best Team Sport Coach Awards [BTSA]



School Coach Recognition Awards [SCRA]



Community Coach Recognition Awards [CCRA]



Coaching Excellence Awards [CEA]



Coach Education Award [CEDA]



Coach of the Year Awards [CYA]



# Start Nomination (1) Instruction

## Coaching Excellence Awards [CEA]

1  
Instruction

2  
Particulars of  
Nominee

3  
Particulars of  
Nominator

4  
Provide Justification

5  
Upload photos and  
documents

6  
Upload declaration  
form

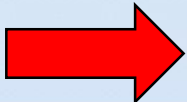
The "Coaching Excellence Awards" will be awarded to coaches who have coached an athlete or a team to the 4-point level or above results as defined by the Jockey Club Hong Kong Coaching Awards "Evaluation Criteria" (Appendix I) from 1 January 2020 - 31 December 2021. Achievements from demonstration/exhibition events of competitions will not be considered. For Team Sports, Awards will also be granted to coaches who have coached individual athletes of the team to achieve official recognition in competitions of the 4-point level or above results as defined by the Jockey Club Hong Kong Coaching Awards "Evaluation Criteria". Official recognition includes "Most Valuable Player", "Best Pitcher", "Best Defender" etc.


- The "Evaluation Criteria" listed in Appendix I serves as a guideline. NSAs should use their respective sports-specific Elite Vote Scoring Table to evaluate their achievements.
- Nominations for the "Coaching Excellence Awards" should be submitted by NSAs.
- Each competition result can only be used to nominate one coach for the Coaching Excellence Award.

Remarks:

- Please upload one 1.5 inches x 2 inches colour passport photo (taken within three months) and two colour photos in digital format, showing the interaction between the nominee and athlete(s) at training. All photos must be in JPG with file size not less than 2MB (300dpi). The nominator/nominee should own the copyright of the photos. HKCC may use the photos in promotional activities related to this event.
- Please list the best competition results of the 4-point level or above and upload the official records of result of the competition(s) with the related results highlighted
- The closing date for nominations is 31 December 2021. If the form is not completed and submitted with required document/information on or before the closing date, the application will not be considered.
- ill not be considered.

Back



Save as Draft 

Next

- Read instruction and remarks carefully
- **"Save as Draft"** whenever necessary
- Saved documents can be retrieved for the "Record" page

# Start Nomination (2)

## Particulars of Nominee

### Coaching Excellence Awards [CEA]

1

Instruction

2

Particulars of Nominee

3

Particulars of Nominator

4

Provide Justification

5

Upload photos and documents

6

Upload declaration form

#### Particular of Nominee

Please fill in the nominee's personal data and upload a 1.5 inches X 2 inches passport colour photo which taken within three months.



Please upload a passport colour photo (taken within three months) here!

Nominee's Surname\*

English

Nominee's Other Name\*

English

Nominee's Name in Chinese\*

(Please enter N/A if this field does not apply to you)

Chinese

- Upload a passport color photo  
1.5 inches X 2 inches, not less than  
2MB(300dpi)

# Start Nomination (3) Particulars of Nominator

- Choose the “Nominator Profile” or fill in the information

Hong Kong Coaching Committee

Start Nomination Records Profile Logout

Home > Start Nomination > Coaching Excellence Awards [CEA]

## Coaching Excellence Awards [CEA]

- 1 Instruction
- 2 Particulars of Nominee
- 3 **Particulars of Nominator**
- 4 Provide Justification
- 5 Upload photos and documents
- 6 Upload declaration form

### Particular of Nominator

Select Nominator Profile

Fredi

Fredi

Fred Badminton Club

Nominator's Surname\* Wong

Nominator's Other Name\* Fredi

Nominator's Name in chinese\* (Please enter N/A if this field does not apply to you) 弗雷黃

Position\* Officer

# Start Nomination (4) Provide Justification

## Coaching Excellence Awards [CEA]

1

2

3

4

5

6

Instruction

Particulars of Nominee

Particulars of Nominator

Provide Justification

Upload photos and documents

Upload declaration form

Please support your nomination by commenting in details, providing cases and figures on the nominee's capability

Information of the Competition(s)

+

×

▼

Back

Save as Draft

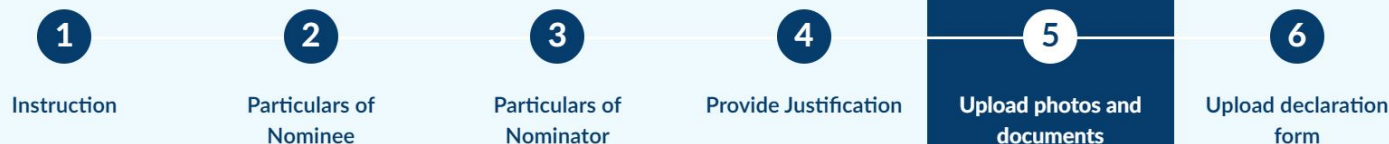
Next

- Click “+” to add competition
- Fill in the information
- Multiple competitions can be added

# Start Nomination (5)

## Upload photos and documents

### Coaching Excellence Awards [CEA]



#### Upload photos and documents

Please upload all the supporting photos or documents for your Coaching Award nomination here.

1. Two colour photos in digital format, showing the interaction between the nominee and athlete(s) at training.
2. Coaching Certificates
3. Official records of result of the competition(s) with the related results highlighted
4. Others supporting documents

- Read the information carefully and **follow the instructions** to upload attachments
- Multiple attachments can be uploaded in every categories

# Start Nomination (6)

## Upload declaration form

Coaching Excellence Awards [CEA]


- 1 Instruction
- 2 Particulars of Nominee
- 3 Particulars of Nominator
- 4 Provide Justification
- 5 Upload photos and documents
- 6 Upload declaration form

### Upload Declaration Form

[Download Declaration Form](#)

Please confirm declaration sheet downloaded, signed and uploaded with this application.\*

☐



Browse photos or documents to upload!

Back Save as Draft Finish

- Download “Declaration form”
- Fill in with **NSA’s / Organization’s / School’s chop** and upload the form
- Click “Save as draft” (suggested to get back to previous step to check all the information before submission)
- Click “Finish” to submit the nomination  
**(No editing is allowed once submitted)**

# Thank you for the submission

Coaching Excellence Awards [CEA]



## Thank you for submit

Your nomination forms has been submitted successfully! Please feel free to contact HKCC on 2681 6289 for any enquiries.

END

# Step 4

## Records & Checking

# Record

[Start Nomination](#)

[Records](#) ▼

[Profile](#) ▼

[Logout](#)

[Home](#) > [My Records](#) > [Nomination Data for 2019 \(current year\)](#)

## Nomination Data for 2019 (current year)

Sequence ▼	Title	Nominee	Submit	Last update	Status	Action
SCRA-191104150517001	School Coach Recognition Awards [SCRA]			2019-11-04 15:05:17	Draft	<a href="#">Edit</a> <a href="#">Copy</a> ▼
CEA-191110012103001	Coaching Excellence Awards [CEA]	Wong Fred	2019-11-10 02:20:40	2019-11-10 02:20:40	Pending	
CEA-191106195111001	Coaching Excellence Awards [CEA]	Wong Fredi	2019-11-10 02:16:49	2019-11-10 02:16:49	Pending	

- Click “Record” to edit the draft or view the submitted nomination

- Click the column on the left to view records

- **No editing of information is allowed after the nomination submitted. Please contact the staff of HKCC if needed.**

# Thank You!

Please contact us if you have any questions:

- Keith Lee - Tel: 2681 6289  
Email: [KeithLee@hksi.org.hk](mailto:KeithLee@hksi.org.hk)
- Lyon Cheng - Tel: 2681 6516  
Email: [LyonC@hksi.org.hk](mailto:LyonC@hksi.org.hk)