NATIONAL COACHING ACCREDITATION PROGRAMME (NCAP)

AND

NATIONAL REGISTRY OF COACHES (NROC)

HANDBOOK

A comprehensive handbook on NCAP/NROC for Coaches

Published by:
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INTRODUCTION

Our Vision

The Coaching Development Department, in partnership with the National Sports Associations (NSAs) and other stakeholders, seeks to produce competent coaching personnel and leadership that will deliver quality sports development and coaching.

Objective of Handbook

This handbook was designed to meet several objectives:

(i) To officially make known SSC's policies on the National Coaching Accreditation Programme (NCAP) and the National Registry of Coaches (NROC).

(ii) To provide guidelines to coaches who wish to be registered with the NROC

(iii) To provide NROC rules and Coach's Code of Ethics as well as disciplinary process for breach of Coach's Code of Ethics.

Using this Handbook

This handbook serves as a guide to all coaches in their application to be registered with the NROC and existing NROC-registered coaches. Should any part of this handbook seem unclear, please do not hesitate to contact any of our staff at the Coaching Development Department for further clarification.

Who to Contact

We welcome all coaches with enquiries to contact us. Please call or write in to:

The Coaching Development Department
Sports Management & Development Group
Singapore Sports Council
230 Stadium Boulevard
Singapore 397799
Tel: (65) 6 500 5309
Fax: (65) 6 346 1842
Email: ssc_cd@ssc.gov.sg

Terminology

CAC

Refers to the Coaching Advisory Committee, established by the Singapore Sports Council.

CAC NCAP Accreditation Committee

Refers to the authority providing advice on the NCAP accreditation policies and programmes.

CCE

Refers to Continuing Coach Education.

NCAP

Refers to the National Coaching Accreditation Programme.

Full NCAP Certificate

Refers to the NCAP certificate awarded by Singapore Sports Council to a person who has completed and passed both the NCAP theory and technical course of the same level.

NCAP/NROC Handbook

Refers to this handbook and includes all amendments to the policies, procedures, guidelines and Rules herein (including, without limitation, the Coaches' Code of Ethics and Disciplinary and Appeal Guidelines) as may be made from time to time by the NROC Panel in its sole discretion.

NROC Members

Refers to the coaches who are registered with NROC.

NROC Panel

Refers to the NROC panel, comprising panel members appointed in accordance with the provisions of Section F, 5.14.

NSA

Refers to a National Sports Association in Singapore.

Register

Refers to the Register of NROC Members.

Registrar

Refers to the Registrar of the National Registry of Coaches

Registry

Refers to the NROC.

Rules

Refers to the rules set out in this Section G

SSC

Refers to the Singapore Sports Council.

A NATIONAL COACHING ACCREDITATION PROGRAMME (NCAP)

1 WHAT IS NCAP?

The National Coaching Accreditation Programme (NCAP) is a progressive coach education course that is designed to improve the quality of coaching in Singapore. It is a partnership programme between the Singapore Sports Council (SSC) and participating National Sports Associations (NSAs) that aims to set the national standard for coaching qualifications.

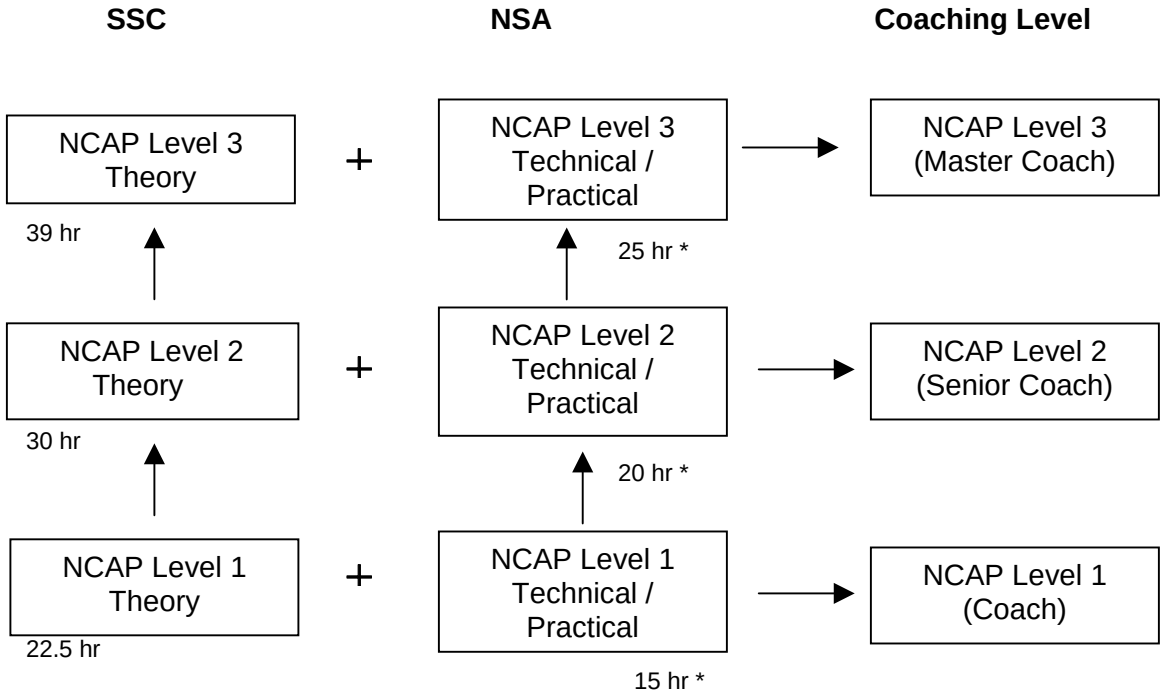
NCAP courses comprise the following components:

- Theory	:	fundamental principles of coaching
- Technical	:	sports skills, techniques and strategies that apply to the particular sport
- Coaching Attachment	:	practical coaching experience and application of coaching skills and knowledge

The theory component of the NCAP is conducted by the SSC while the NSA of the particular sport conducts the technical component and the coaching attachment.

2 NCAP PROGRESSION

Coaches can obtain certification at three levels. To be fully certified at one level, the coach needs to take an NCAP Theory and NCAP Technical course at the same level. For example, a Level 1 coach is deemed competent only when he/she has completed an NCAP Level 1 Theory course and an NCAP Level 1 Technical course. This can be summarised in the diagram below:



* minimum hours, practical not included

3 CERTIFICATION

A Full NCAP Certificate is awarded upon completion of or accreditation to an NCAP Theory course and NCAP Technical course of the same level.

4 RENEWAL OF CERTIFICATION

A new Full NCAP Certificate will be issued upon renewal of NROC membership, subject to compliance with the stipulated CCE requirements.

5 WHAT IS ACCREDITATION?

The process of reviewing a coach's past experience and qualification, and equating the level of NCAP certification that he/she may acquire without having to go through the entire NCAP course.

6 ACCREDITATION TO NCAP

6.1 Accreditation may be granted on a case by case basis, based on the evaluation of the applicant's prior learning and experience. The CAC NCAP Accreditation Committee shall be the authority to decide on the level of accreditation for NCAP theory. Please check with SSC's Coaching Development Department for more details.

The CAC NCAP Accreditation Committee representatives will be drawn from the following groups:-:

a A representative from the SSC Coaching Development Department
b Representatives from the NCAP Panel of Lecturers
c A representative from CAC - presently Mr C. Kunalan

6.2 For accreditation to NCAP technical, NSAs will make recommendations to SSC. SSC shall be the authority to decide on the level of accreditation.

PART I: THEORY COURSES

1 INTRODUCTION

Modeled after the Canadian National Coaching Certification Programme [NCCP], the NCAP Theory courses offer three (3) levels of certification to cater to the needs of coaches at various levels. Fundamental principles of coaching are taught to allow coaches to apply these coaching theories in practice.

Level 1 is designed to help coaches understand the various approaches to coaching. Basic skills are introduced and coaches are taught to design a safe, enjoyable and challenging practice. Upon completing the course, coaches will be certified to coach a novice or beginner sports person.

Level 2 is designed to help coaches prepare athletes for competition. The process of developing training programmes to prepare athletes in the physical, psychological, technical and tactical domains is taught. Upon completing the course, coaches will be certified to coach at intermediate sports competition levels organised by clubs and schools.

Level 3 is designed to help coaches apply the principles of planning an annual training and competition programme for elite athletes and teams, after acquiring advanced level knowledge in sports science. Upon completing the course, coaches will be certified to coach at the advanced sports competition level involving local professional clubs and national teams.

2 PROGRAMME DEVELOPMENT

2.1 POLICIES AND PROCEDURES FOR COURSE APPROVAL (LEVELS 1-3)

2.1.1 The minimum number of content hours for each level is as follows:

Level 1	:	22.5 hours
Level 2	:	30 hours
Level 3	:	39 hours

3 PROGAMME DELIVERY

3.1 POLICIES AND PROCEDURES FOR PARTICIPATION IN THE NCAP

3.1.1 A reasonable standard of the English language that is equivalent to the “PSLE” standard is necessary.

3.1.2 Minimum qualification required for each level is as follows:

Level 1:	Nil
Level 2:	Level 1 Theory certificate
Level 3:	Level 2 Theory certificate

3.1.3 It is recommended for a participant to complete NCAP Theory certification prior to NCAP Technical certification, of the same level before proceeding to the next level. However, a participant is encouraged to proceed to the next level of NCAP Theory if the NSA does not have a NCAP Technical Programme.

3.1.4 Applications will be considered on a first-come-first-served basis. However, priority may be given to participants who have already obtained an NCAP Technical certificate, as this would help expedite his/her obtaining of a full certification.

3.1.5 Preference would also be given to Singaporeans/PRs, in view of developing higher standards in local coaching. However, foreign applications will also be considered on a first-come-first-served basis.

3.2 POLICIES AND PROCEDURES FOR COURSE DELIVERY

3.2.1 The SSC will be responsible for the administration and delivery of all NCAP Theory courses.

3.2.2 The SSC will be responsible for the setting of fees for all its NCAP Theory courses.

3.2.3 The course schedule for each calendar year should be pre-approved every end of the year before the scheduled courses are conducted for the following year.

3.2.4 Lecturers should be pre-booked by the Coach Education Executive in charge of NCAP Theory courses for their availability at the end of each calendar year. Their availability for each individual course should be re-confirmed one month before the start of the course.

3.2.5 A course should ideally be conducted only if it is able to break-even. In the event that the course is unable to break-even, approval should be sought to conduct such a course.

3.2.6 All SSC staff applying for the course will not be given a waiver. However, they will be eligible for a 25% discount.

3.3 POLICIES AND PROCEDURES FOR RESOURCE AVAILABILITY

3.3.1 SSC has exclusive rights to the NCAP Theory coach manuals, which are only available through SSC's NCAP courses.

3.3.2 NCAP Theory coach manuals are not for general sale to the public.

3.3.3 At such time when the NCAP Theory coach manuals are revised, coaches may purchase the revised edition. However priority will be given to course participants.

3.3.4 The SSC will ensure the availability of equipment/aids to facilitate the smooth delivery of courses.

4 CERTIFICATION

4.1 POLICIES AND PROCEDURES FOR SUCCESSFUL COMPLETION OF NCAP THEORY COURSES

4.1.1 Course participants must achieve at least 80% attendance requirement to sit for the exams.

4.1.2 In addition to the above requirements, course participants for NCAP Level 3 must also submit their Yearly Planning instrument [YPI] and Coach Assessment Workbook for assessment.

4.1.3 All course participants must sit for an exam and attain a minimum pass score to be able to successfully complete the course.

4.1.4 While it is mandatory for participants to achieve 80% attendance to qualify for the examinations, the SSC will consider deferring some course modules in the event that a participant is involved in official duties during a major competition or representing the nation in a major competition. However, the participant is obliged to complete outstanding modules in order to graduate from the course.

4.2 POLICIES AND PROCEDURES FOR GRANTING ACCREDITATION / EQUIVALENCES

4.2.1 A participant may apply for NCAP Theory accreditation if he/she has obtained an equivalent form of academic qualification or coaching theory/principles certification from other institutions or agencies.

4.2.2 A participant may also use his/her prior non-academic learning as a basis for NCAP Theory accreditation. This is usually the case for national coaches appointed by and strongly recommended by the NSAs.

4.2.3 For accreditation purposes, the following procedure should be adopted:

Step 1: Candidates must forward photocopies of all supporting documents to SSC. Supporting documents include certificates, course syllabus, curriculum content and hours, evidence of up-to-date prior learning such as professional work or vocational training received, documentation of training materials or publications that would demonstrate candidate's understanding of NCAP Theory subject matters. **(N.B. to submit only where applicable)**

Step 2: CAC NCAP Accreditation Committee will evaluate and accredit accordingly if curriculum content and hours or prior coaching experiences satisfactorily meet the NCAP Theory curriculum for the particular level that the candidate qualifies for.

Step 3: Candidate may be required to complete certain assessment

instruments, e.g. Planning Instruments or certain NCAP modules in which he/she is deficient.

Step 4: SSC will inform candidate of the outcome and upon satisfying the conditions for accreditation, candidate will be issued with a NCAP Theory Statement of Success at the level that he/she qualifies for.

Step 5: Candidate may then apply for the next level of NCAP Theory course.

4.3 POLICIES AND PROCEDURES FOR AWARDING CERTIFICATION

4.3.1 A NCAP Statement of Success will be issued to every participant upon successful completion of the NCAP Theory course.

4.3.2 A NCAP Certificate in Coaching may only be issued to participants who have successfully completed both NCAP Theory & Technical courses at the same level.

PART II: TECHNICAL COURSES

1 INTRODUCTION

The Singapore Sports Council ("SSC") has been collaborating with over 20 National Sports Associations ("NSAs") to provide a comprehensive National Coaching Accreditation Programme ("NCAP") package to meet the demand for quality coach education. These NSAs deal with the sport-specific aspects of the NCAP courses by conducting NCAP Technical courses. Like the NCAP Theory - courses conducted by SSC, these Technical courses are also conducted at three (3) levels.

Level 1 provides elementary knowledge in coaching a sport. After completing the course, the coach will be equipped to organise practice sessions that are safe and challenging for beginner athletes.

Level 2 will teach coaches to train developing athletes in the physical, technical and mental demands of the sport. It also provides coaches with intermediate knowledge of the sport.

Level 3 is designed to equip coaches with a high standard of technical expertise necessary to coach advanced skills at competitive level.

2 ACCREDITATION POLICY

2.1 There will be an accreditation policy to allow coaches with prior learning to seek exemption from attending the NCAP Technical course.

2.2 Recognition of prior learning refers to the recognition given to a coach who has relevant experience or qualification acquired elsewhere and is required by the NSA for accreditation to a particular level of the NCAP Technical course.

2.3 Prior learning can come in the forms of:

(a) Formal qualification (includes academic qualification such as degree/diploma in P.E. and coaching qualification such as coaching certificate from International Federation)

(b) Informal learning (includes writing and publication of articles in journals, conducting of workshops/seminars)

(c) Coaching experience (includes coaching attachments and coaching achievements from coaching an athlete/team)

For more details NCAP Technical courses and accreditation for NCAP Technical courses, please contact the NSA.

B NATIONAL REGISTRY OF COACHES (NROC)

1 WHAT IS THE NATIONAL REGISTRY OF COACHES (NROC)?

1.1 The NROC is an initiative by the Singapore Sports Council's Coaching Development Department, to raise the standard and professionalism of coaching in Singapore. It is also the vehicle to ensure that practicing coaches continue to meet and provide quality coaching throughout the various levels of sporting involvement.

1.2 The NROC is a database of coaches who have completed a full National Coaching Accreditation Program (NCAP) certified course, have undertaken a standard First Aid and CPR License course and have agreed to abide by the Coach's Code of Ethics.

2 OBJECTIVES OF NROC

2.1 To recognise coaching standards.

2.2 To assist the public in making informed choices when engaging coaches, by providing access to an up-to-date database on accredited coaches.

2.3 To promote quality coaching through Continuing Coach Education.

3 BENEFITS FOR NROC MEMBERS (COACHES)

3.1 Being registered with the NROC, coaches enjoy the recognition of status as a nationally registered coach, which boosts the credibility of these coaches.

3.2 NROC registered coaches will have access to information on opportunities to enhance coaching skills and knowledge through SSC organised ad-hoc talks/seminars and published materials.

3.3 NROC coaches are given discounted rates for SSC organised seminars and conferences.

3.4 NROC coaches are given discounted rates for SSC library membership fee.

3.5 NROC registered coaches can opt to display their coaching experience and qualifications to potential customers in a public domain (i.e. through the Internet), thus reaching a broader customer base.

3.6 SSC driven publicity will serve to promote the status of NROC coaches.

3.7 Only NROC registered coaches are allowed to advertise/print on their business card that they are registered with the National Registry of Coaches.

4 BENEFITS FOR EMPLOYERS OF NROC MEMBERS

4.1 The NROC serves as a valuable guide, with a list of registered coaches of various sports for the public or organisation who wish to select an NCAP certified coach to carry out coaching assignments.

4.2 The public can be assured that all registered coaches are NCAP qualified and are required to subscribe to the Coach's Code of Ethics.

4.3 Registered coaches are current in their knowledge and skills as these coaches are required to participate actively in Continuing Coach Education activities.

C NROC MEMBERSHIP

1 NROC ADMISSION REQUIREMENTS

1.1 Entry to the NROC will be offered to coaches who fulfill all of the following requirements:

a) Full NCAP Certification equivalent to a NCAP Theory certificate and NCAP Technical certificate combined.

b) Minimum age of 18 and above

c) i) Valid Standard First Aid and CPR Certificate (for NROC Card) OR

ii) Expired Standard First Aid and CPR Certificate (for 6 months Provisional Card)

<u>If applicable</u>,

d) Valid employment pass or work permit for coaching. Or a letter from the Ministry of Manpower stating that the applicant is allowed to conduct coaching activities under his/her current employment pass or work permit. (for paid coaching services to be rendered)

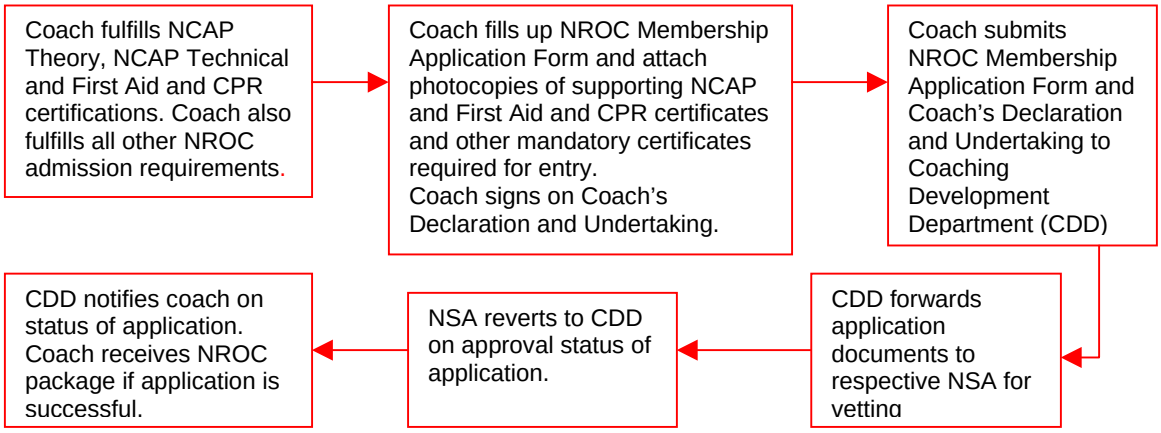
1.2 The successful applicant must have signed on the Coach's Declaration and Undertaking as an indication that he/she agrees to adhere to the policies and procedures, and abide by the Coach's Code of Ethics, as laid out in this Handbook.

1.3 The application to enter the NROC is subject to the endorsement of the relevant NSA and the SSC.

1.4 Coaches who fulfill the admission requirements of the NROC will be listed in the Coaching Web site at http://www.coaching.com.sg.

2 ADMISSION PROCESS

2.1 For coaches who are holding NCAP Theory or Technical certificates dated before 1 July 2004, the admission process is detailed as follows:



2.2 Coaches who had taken their NCAP Theory **or** Technical courses before 1 July 2004 will be required to apply to join the NROC.

2.3 For coaches who are taking their NCAP Theory **and** Technical courses after 1July 2004, they will be admitted into the NROC directly upon fulfilling all the requirements. No further application is required. The admission process for these coaches is detailed as follows:

NCAP Theory Certification:

1. Coach applies for NCAP Theory Course or NCAP Theory Accreditation to SSC.
2. Coach is briefed on the Coach's Code of Ethics and Coach's Declaration and Undertaking..
3. Coach is required to sign on Coach's Declaration and Undertaking.
4. Coach must submit First Aid and CPR and other mandatory certificates where required.
5. Coach successfully passes or is accredited with the NCAP Theory certificate.

NCAP Technical Certification:

1. Coach applies for NCAP Technical Course or accreditation to the NSA.
2. For accreditation, the NSA will assess the competency of the coach and accredit the coach to a suitable level.
3. For certification, the NSA will certify a coach who has met the NCAP Technical requirements upon passing a coach at that level.
4. NSA will submit result of participant who successfully passes or is accredited with the NCAP Technical course to CDD.

NROC Admission:

1. Coach is admitted to the NROC upon fulfilling both NCAP Theory and Technical Certification and is at least 18 years old and above.
2. CDD will inform coach on his/her successful admission into the NROC.

3 RENEWAL OF NROC MEMBERSHIP

3.1 The renewal of membership is subject to:

a) The fulfillment of Continuing Coach Education (CCE) requirements.

b) Compliance with the Coach's Code of Ethics

c) Proof of a valid Standard First Aid and CPR Certificate

If applicable,

d) Valid employment pass or work permit for coaching. Or a letter from the Ministry of Manpower stating that the applicant is allowed to conduct coaching activities under his/her current employment pass or work permit. (for paid coaching services to be rendered)

3.2 The SSC has the right to refuse membership renewal without giving any reason.

3.3 For NROC Members who fulfills the above-mentioned criteria in section 3.1 above, each renewed membership will be valid for three (3) consecutive years commencing from the date of expiry of the immediate preceding 3-year membership period.

4 ADMINISTRATIVE FEES

4.1 An administrative fee of $60 will be levied upon approval of new or renewed membership of a period of three (3) years. Please check with SSC for the latest membership fee structure.

4.2 In the event of a breach of the Coach's Code of Ethics, SSC reserves the right to revoke the membership of the registered coach, without a refund.

4.3 Membership shall be valid for three (3) consecutive years commencing from the date of NROC admittance.

4.4 All fees paid are not refundable.

4.5 SSC has the right to review fees as and when as necessary.

5 MEMBERSHIP STATUS IN THE REGISTRY

There are four types of membership status in the Registry:

5.1 **"Active"**

It means the NROC Member has fulfilled all the NROC criteria and membership renewal requirements.

5.2 **"In-Active"**

It means the NROC Member does not possess a valid First Aid & Cardiopulmonary Resuscitation (CPR) certification or employment pass during his/her membership term.

5.3 **"Expired"**

It means the NROC Member has fulfilled all the NROC criteria but did not meet the membership renewal requirements (i.e. failed to acquire the required learning hours).

5.4 **"De-Listed"**

It means the NROC Member has failed to meet the membership renewal requirements for a continuous period of not less than 9 years and who has no address in Singapore at which he can be found. The Member's name will be removed from the Registry.

5.4 **"Suspended"**

It means the NROC Member either has breached the Coach's Code of Ethics or is under investigation, pending a decision from the Board of Inquiry / Appeals.

Re-instatement of membership will be granted on a case by case basis.

6 SUCCESSFUL APPLICATIONS

6.1 Successful applicants will receive a letter notifying them that their applications have been successful.

6.2 A membership card and logbook will be issued. Coaches are encouraged to carry their logbook at all times to record all coaching education and activities.

6.3 During the 3-year membership period, coaches are required to participate actively in the Continuing Coach Education programme.

6.4 Every NROC Member shall inform the Registrar in writing of any change in his/her personal particulars, qualifications or experience within twenty-eight (28) calendar days following such change.

7 COACHING WEBSITE

7.1 The coaching website is where the database of NROC coaches is available for public viewing, at the URL http://www.coaching.com.sg

7.2 Each NROC Member will be given a website account on successful admittance to the NROC.

7.3 Each NROC Member can update his/her personal particulars and coaching qualifications records, in his allocated account. Data such as name, gender, nationality and NCAP qualifications are compulsory fields to be displayed to the public. Whereas, the other fields such as contact, sporting achievements and engagements are optional.

8 ADVERTISING

8.1 NROC members are allowed to advertise/print on their business card that they are registered with the National Registry of Coaches.

8.2 NROC members must seek the Registry approval before using the NROC logo/ trademark on their business card

D CONTINUING COACH EDUCATION (CCE)

1 WHAT IS CCE?

1.1 CCE consists of educational and coaching activities that serve to maintain, develop, or increase the knowledge, skills, professional performance and relationships that a coach uses to provide services for the public or the profession.

1.2 CCE consists of two domain areas:

a) 'Coaching Practice' which comprises of practical sharing and learning activities.

b) 'Coach Education' which consist of theory base learning or sharing.

1.3 Coaching Practice includes but is not limited to:

a) Coaching or conducting training sessions for an individual or team at any level (recreational or competitive level)

b) Mentoring other coaches

c) Understudying or assisting a more qualified/experienced coach

d) Conducting sharing sessions on new methods or improved methods of coaching

e) Practicing Mental Skills Training

1.4 Coach Education includes but is not limited to:

a) Attending any Seminars, Talks, Courses, Symposiums or Conferences that would add value to coaching knowledge. Some of these examples are illustrated as follows:

i. NCAP Theory or Technical Courses

ii. Science of Winning Talks

iii. Umpire/Referee/Officiating Courses/Seminars/Workshops

iv. Sports First Aid Course

v. Sports Trainer Course

vi. Mental Skills Training Course

vii. Leadership Course

b) Conducting, lecturing or presenting papers at Seminars, Talks, Courses,

Symposiums or Conferences on coaching related courses and topics.

c) Contributing articles to coaching journals, newsletters or other relevant publications

2 CCE REQUIREMENTS OF THE NROC

1.1 In order to maintain the "Active" status in the Registry, NROC Members must accumulate the following number of learning hours within the three (3) year membership period:

Level 1 coaches	Total Learning Hours – 30 Consisting of :- 50% Coaching Practice 50% Coach Education
Level 2 coaches	Total Learning Hours – 60 Consisting of :- 60% Coaching Practice 40% Coach Education
Level 3 coaches	Total Learning Hours – 100 Consisting of :- 70% Coaching Practice 30% Coach Education

3 CONDITIONS ON FULFILLING CCE REQUIREMENTS

3.1 Activities recorded must be verified by the conducting agency (e.g. convenor of the course, seminar organiser or NSA official). Mental Skills training must be endorsed by the SSC's Head (Sport Psychology).

3.2 The number of hours recorded must be equal to the number of learning hours, not inclusive of tea breaks and lunch breaks time.

3.3 Coaches are strongly encouraged to spread all their learning activities over the three (3) year membership period.

4 RECORDING OF CCE ACTIVITIES

4.1 All NROC Members will receive a CCE logbook as part of their admission package, and will be required to record all their CCE activities in that logbook.

4.2 NROC Members are encouraged to consistently update their CCE logbook so as to ensure that the activities are accurately recorded. This will allow efficiency in endorsement during NROC membership renewal.

4.3 NROC Members are also required to update their CCE activities into their Coaching Website records for public information. Updating the CCE activities will also enable the system to display the activities undertaken by the coach as well as accurately reflect the number of CCE hours that a coach has fulfilled and is required to complete for NROC membership renewal.

4.4 Before his/her membership expires, a coach has to update both his CCE logbook and his web-site account. He/She will be required to submit the logbook to SSC for updating and/or verification of the data keyed into their Coaching Website account. This will enable the ease of NROC membership renewal.

4.5 NROC Members are encouraged to submit their CCE logbook for endorsement by SSC at least 3 months before his/her NROC membership expires. This will enable the ease of NROC membership renewal.

5 WHO DECIDES WHICH LEARNING ACTIVITIES ARE ACCEPTABLE?

5.1 Singapore Sports Council and the National Sports Association for the sport.

E COACH'S CODE OF ETHICS

1 INTRODUCTION

1.1 Ethics refers to the generally accepted norms of right or wrong behaviour, often based on universal values. Ethics is not about legality nor is it meant to be legalistic.

1.2 Coaches, due to their close interaction with athletes, exposure to the public, and the strong pressure to win, are vulnerable to various forms of ethical issues.

1.3 If coaching is to be recognised as a profession, it is important that there exists a code of ethics for coaches. Coaches, by adhering to a code of ethics, would not only minimise the likelihood of being accused of unacceptable behaviour but would also project a sense of professionalism in their dealings with others.

1.4 One of the attributes of a profession is that the practitioners subscribe to and enforce ethical codes, which will help to demonstrate their commitment to providing quality services and expertise.

1.5 The Coach's Code of Ethics set out herein has been drawn up by the SSC and is applicable to all National Registry of Coaches (NROC) registered coaches.

1.6 Individual National Sports Associations could choose to adopt, or expand on, the Coach's Code of Ethics set out herein.

2 PURPOSE OF COACH'S CODE OF ETHICS

2.1 To provide an ethical framework that would guide registered NCAP Coaches in determining appropriate behaviours.

2.2 To raise the status of coaching as a vocation.

2.3 To facilitate the self-regulation of coaching standards by coaches and consumers of coaching services by telling the public what is expected of coaches.

2.4 To communicate to the public the professional attitude of registered NROC coaches, thereby encouraging greater confidence in these coaches.

3 THE THREE PRINCIPLES OF COACH'S CODE OF ETHICS

Three broad principles form the framework for the coach's code of ethics and are illustrated by a list of key ethical standards related to coaching.

The three principles are:

(a) Respect for Individuals

(b) Responsible Coaching

(c) Integrity in Actions

4 PRINCIPLE: RESPECT FOR INDIVIDUALS

4.1 The concept that each individual possesses an intrinsic value and worth is integral to the principle of Respect for individuals. The coach is called upon to act in a manner respectful of the dignity of individuals.

4.2 KEY ETHICAL STANDARDS

4.2.1 Treat and respect everyone equally, regardless of race, language, religion, culture, gender or physical ability.

4.2.2 Recognise that your athletes can contribute in providing positive feedback on training methods and how best performance during training and competition could be optimised. Be a good listener when occasions for such interaction arise.

4.2.3 Remember that there is a need for certain information to be kept confidential. Disclosure of such information should only be made with the consent of those who requested confidentiality.

4.2.4 Be sensitive to the feelings of your athletes when providing feedback on their training progress and performance during competition. Criticisms, if any, should not be directed at the athlete, instead it should be on your athlete's performance.

5 PRINCIPLE: RESPONSIBLE COACHING

5.1 The principle of Responsible Coaching requires that the coach be competent and that sufficient duty of care to the participants is being exercised such that the participants are not harmed.

5.2 It encompasses the concept that risks to the participants are minimised and benefits to their holistic development are maximised.

5.3 KEY ETHICAL STANDARDS

5.3.1 Be responsible for periodically updating your coaching expertise through participation in courses, conferences and workshops and through information available in resource materials.

5.3.2 Prepare well-planned and sound training programmes and execute them in a manner that would benefit ail your athletes.

5.3.3 Recognise the limits of your knowledge and collaborate with other qualified practitioners. Where appropriate, refer your athletes to a more qualified coach or specialist.

5.3.4 Advise your injured athlete to seek further medical treatment and suggest an appropriate recovery plan whenever possible. When deciding on your injured athlete's ability to continue training or competing, do take into account his/her future health and general well-being.

5.3.5 Ensure that training and competition venues meet with minimum safety standards and that your athletes are properly attired.

5.3.6 Avoid sexual intimacy with your athlete. Any physical contact with your athletes should be only when absolutely necessary and during appropriate situations.

6 PRINCIPLE: INTEGRITY IN ACTIONS

6.1 The principle of Integrity in Actions challenges the coach to act with uprightness, wholeness and coherence. Coaches are expected to be honest, principled and honourable.

6.2 KEY ETHICAL STANDARDS

6.2.1 Be honest and sincere when communicating with your athletes. Do not give false hopes to your athlete.

6.2.2 Inform a fellow coach if and when you are working with their athletes.

6.2.3 Your coaching qualifications and experience should be accurately represented, both in written and verbal form.

6.2.4 Abide by the rules of your sport and respect your opponents and those in positions of authority.

6.2.5 Adopt a professional attitude and maintain the highest standards of personal conduct. It should encompass your mannerism, dress and language.

6.2.6 Exercise self-awareness and evaluate how your values and actions influence your coaching activities positively or negatively.

F BREACH OF COACH'S CODE OF ETHICS: DISCIPLINARY AND APPEAL GUIDELINES

1 PURPOSE OF THESE GUIDELINES

1.1 To serve as a guide on complaint, disciplinary and appeal procedures.

1.2 To ensure all allegations and disciplinary and appeal procedures are dealt promptly, sensitively, with impartiality and where possible, with confidentiality.

1.3 To ensure that the principles of natural justice are followed.

2 DEFINITIONS

2.1 NROC Member

A Coach who is registered with NROC.

2.2 Days

Includes weekdays, weekends and public holidays,

2.3 The Complainant

The person lodging the complaint.

2.4 The Respondent

The person who is the subject of the complaint

2.5 The Appellant

The person making the appeal.

2.6 The Party / Parties

Refers to the person or persons involved in the case. E.g. The Complainant, Respondent, Appellant, victim, witnesses, etc.

3 ACCESS AND DOCUMENTATION

3.1 The following should be readily available for transparency and use:

(a) Information on complaints and appeals procedures.

(b) Easy to use forms for the lodging of complaints. A sample form can be found in Appendix A.

3.2 All complaints, investigations, hearings, appeals and any other reports and information on the case should be properly documented, classified as "confidential" and filed for easy reference.

4 COMMUNICATION

4.1 All issues, in any particular sport, related to the Coach's Code of Ethics, should be first handled at the NSA level.

4.2 Where inquiries were conducted, indirect communication with SSC is recommended. All Parties could forward to the SSC copies of any written communication between the NSA and the other Parties.

4.3 The NSA and SSC will issue a joint notice to all Parties only after the NSA receives the NROC Panel's support on its recommendation to suspend the Respondent. It is the responsibility of the NSA to inform all Parties, including the SSC, on all other courses of action taken.

4.4 On the conclusion of these inquiries, the SSC may publish the details of these cases.

5 SCOPE AND APPLICATION

5.1 This policy applies to all NROC Members in their diverse roles and course of duties as Coaches, in all situations and activities.

5.2 For all criminal cases, the Singapore Police Force will take over the entire proceedings.

5.3 Investigations conducted by the NSA must be carried out in accordance with the NSA's disciplinary bye-laws as documented in the NSA's constitution.

5.4 Should the NSA's disciplinary bye-laws contradict with SSC's guidelines herein or be lacking in scope and application or are non-existent, SSC's guidelines herein shall then take precedence and the principles of natural justice should as follows shall apply:

(a) The Respondent must be kept informed of the allegations against him / her.

(b) The Respondent must be given every opportunity to defend himself / herself.

(c) The investigation must be carried out fairly and properly

(d) An avenue for appeals must be in place

(e) All other Parties involved must be given the opportunity to present their side of the case at the hearings.

5.5 To effect any NROC membership suspension, the NSA must seek the NROC Panel's support on its recommendation to suspend Respondent

5.6 Where recommended by the NSA, the NROC Panel can suspend the Respondent or undertake any other appropriate course of action(s).

5.7 The NROC Panel's determination in each case shall be the final decision, and it may either endorse or not endorse the NSA's recommended course of action for the case.

5.8 To encourage early redress of genuine complaints and appeals, all complaints and appeals should be filed as soon as possible, preferably within fourteen (14) Days of the respective occurrence or decision issued as the case may be.

5.9 The severity of the allegations of the breach of the Coach's Code of Ethics will determine whether an informal or formal disciplinary procedure will be taken. Examples of minor and major breach can be found in Appendix B.

5.10 Depending on the severity of the allegation of the breach, the following disciplinary actions could be meted out by the NSA on the Respondent:

(a) Verbal apology to the aggrieved person.

(b) Written apology to the aggrieved person.

(c) With the agreement of the NROC Panel, twelve (12) months or any other suspension period so decided by the NROC panel or permanent suspension of the Respondent's NROC membership in all sports and disciplines will be implemented.

5.11 For case re-assessments and appeals, the NSA would be obliged to convene a Board of Appeal to re-assess the case and its original recommendations to the NROC Panel, based on any of the following grounds:

(a) The principles of natural justice had not been fairly applied

(b) The Board of Inquiry/Appeals had made a recommendation that was biased.

(c) The recommendations and/or inquiry/appeals were beyond the jurisdiction of the NSA's bye-laws for disciplinary matters (as documented in the NSA's constitution).

(d) Procedures were not properly observed.

5.12 The Board of Inquiry/Appeals, each made up of three (3) unbiased and uninfluenced persons, should comprise members from:

(a) The NSA's Disciplinary Committee and/or Coaching Committee. In the absence of the Disciplinary Committee and/or Coaching Committee, members could come from the NSA Management Committee.

(b) Where the coach is also an NROC registered mental skills trainer and is of relevance to the case, one representative from the SSC's Sports Science Department (Sports Psychology). At the Board of Inquiry level, the representative should preferably be the Head (Sport Psychology).

5.13 However, the Board of Appeals should not comprise any members from the earlier Board of Inquiry.

5.14 The NROC Panel shall consist of an odd number of members, in odd numbers, with power of one (1) vote each, and up to a maximum of five (5) resource

members with no voting powers whatsoever from:

(a) The **SSC:** The Director of Sports Management Division, Deputy Director and Manager (Coach Education) of the Coaching Development Department, or otherwise appointed by CEO, SSC.

(b) The **CAC:** Two (2) members: One (1) Coach and one (1) NSA representative, where possible, one of whom is a lawyer by profession, or any other members as otherwise recommended by the CAC.

(c) **Resource Members,** as appointed: a NSA member who is a lawyer by profession, or where appropriate, the Head (Sport Psychology) from SSC or any other expertise as otherwise appointed by the CEO, SSC.

5.15 Only the Respondent and Complainant are qualified to make the appeal.

5.16 Coaching Advisory Committee's ("CAC") role and relationship with the SSC and NROC will be within the context of providing advice to SSC, with regards to policies, strategic direction, programmes and resources.

6 DISCIPLINARY PROCEDURE - MINOR BREACH

6.1 The person of authority from the NSA may take an immediate informal disciplinary action to correct the behaviour, activity and/or situation. This could be done with a verbal or written warning letter.

7 DISCIPLINARY PROCEDURE - MAJOR BREACH

7.1 The NSA should convene a Board of Inquiry within seven (7) Days of the receipt of the complaint from the complainant, to fairly investigate and conduct a hearing. The NSA may seek advice at this juncture.

7.2 The Board of Inquiry should call on all necessary documents and Parties to investigate and determine the case, such as:

(a) Who are the parties involved - eg. Complainant, Respondent, victim, witnesses, etc.
(b) When the incident/s took place - Date and time,
(c) Where the incident/s took place,
(d) What took place - factual details of the incident,
(e) Circumstances that led to the incident.

7.3 The hearing should be held within twenty-one (21) Days of the appointment of the Board of Inquiry and all the Parties, including the SSC, should be notified at least ten (10) Days in advance of the appointed date.

7.4 Except for the Board of Inquiry's decision on suspending the Respondent's NROC membership, the NSA is at liberty to carry out all other courses of action or decisions taken by the Board of Inquiry and it is the NSA's responsibility to keep all Parties (including the SSC) informed on the courses of action taken.

7.5 The NSA must forward to the NROC Panel its Board of Inquiry suspension

recommendation for endorsement, together with all case information and reports. After receiving the endorsement of the NROC Panel, the NSA and SSC will issue a joint statement on the suspension.

7.6 Based on the evidence received, the NROC Panel has the discretion to either support or reject the NSA's recommendations, or it may instead make a written request for a case reassessment. The NROC Panel is at liberty to verify with the Respondent whether the principles of natural justice were adhered to in the inquiry process.

8 APPEAL PROCEDURE

8.1 The NSA should convene a Board of Appeals within seven (7) Days of the receipt of the appeal from the Appellant or the written request from the NROC Panel, to fairly re-assess the case.

8.2 It is recommended that the re-assessment hearing be held twenty-one (21) Days of the appointment of the Board of Appeals and that all the Parties, including the SSC, should be notified at least ten (10) Days in advance of the appointed date.

8.3 The Board of Appeals should call on all original evidence available at the original Inquiry and the Parties to re-assess the case and the original recommendations.

8.4 However, the Board of Appeals can call on new evidence at its own discretion, provided that the new evidence was not available at the time of the original Inquiry.

8.5 Notwithstanding section 7.5 above, pending the outcome of the appeal inquiry, the decision made by the NSA and endorsed by the NROC Panel to suspend the Respondent (if any) following the original Inquiry, shall be held in abeyance.

8.6 Except for the Board of Appeals' decision on suspending the Respondent's NROC membership, the NSA is at liberty to carry out all other courses of action or decision taken by the Board of Appeals and it is the NSA's responsibility to keep all Parties (including SSC) informed on the courses of actions taken.

8.7 The NSA must forward to the NROC Panel its suspension recommendation for endorsement, together with all case information and reports. After receiving the endorsement of the NROC Panel, the NSA and SSC will issue a joint statement on the suspension.

8.8 Based on the evidence received, the NROC Panel has the discretion to either support or reject the NSA's recommendations, or it may instead make a written request for a case reassessment, whereupon the provisions of this Part 8 will once again apply save that the NROC panel shall not then be entitled to submit the case for re-assessment pursuant to this section 8.8. The NROC Panel is at liberty to verify with the Respondent whether the principles of natural justice were adhered to in the appeal process.

8.9 The Appellant shall be entitled to invoke the appeal procedure in this Part 8 only once.

APPENDIX A **SAMPLE COMPLAINT FORM**
(BREACH OF COACH'S CODE OF ETHICS)

Below is an example of the details that should be included in a complaint. Please note that the guidelines and examples provided are not exhaustive.

Please complete the following by providing facts, not interpretations:

1) Who were involved and/or present at the incident?

2) When did the incident(s) take place? (Date and time)

3) Where did the incident(s) take place?

4) What took place during the incident(s)? (Please provide factual details.)

5) What are the circumstances that led to the incident(s)?

6) Who in the NSA has been notified of the incident?

7) If a police report was made, please advise details of the police report on the following:

   a) Where the report was lodged (branch name)
   b) When it was lodged
   c) Report reference number

Particulars of Person Lodging Complaint:

Salutation	Dr / Mr / Mrs / Mdm / Ms (Please delete necessary) where
Name	
Contact Number	
Address	
Age	
NRiC/ Passport No.	
Name of NSA	
Team (if applicable)	
Signature and Date	I hereby declare that the information and facts in this set out report are true and accurate:

Office Use - Details of NSA Personnel Receiving Complaint

Name	
Designation	
Signature and Date	

APPENDIX B EXAMPLES OF MINOR AND MAJOR BREACH OF COACH'S CODE OF ETHICS

Below are examples of minor and major breach of the Coach's Code of Ethics. Please note that the guidelines and examples provided are not exhaustive.

MINOR BREACH:

1) Single incident of breach of the Coach's Code of Ethics that does not potentially bring harm unto others.

Examples:

a Derogatory comments
b Poor sportsmanship
c Lateness
d Absenteeism
e Non-compliance of event/competition rules and regulations, etc.

MAJOR BREACH:

1) Repeated incidents of breach of the Coach's Code of Ethics that do not potentially bring harm unto others.

Examples:

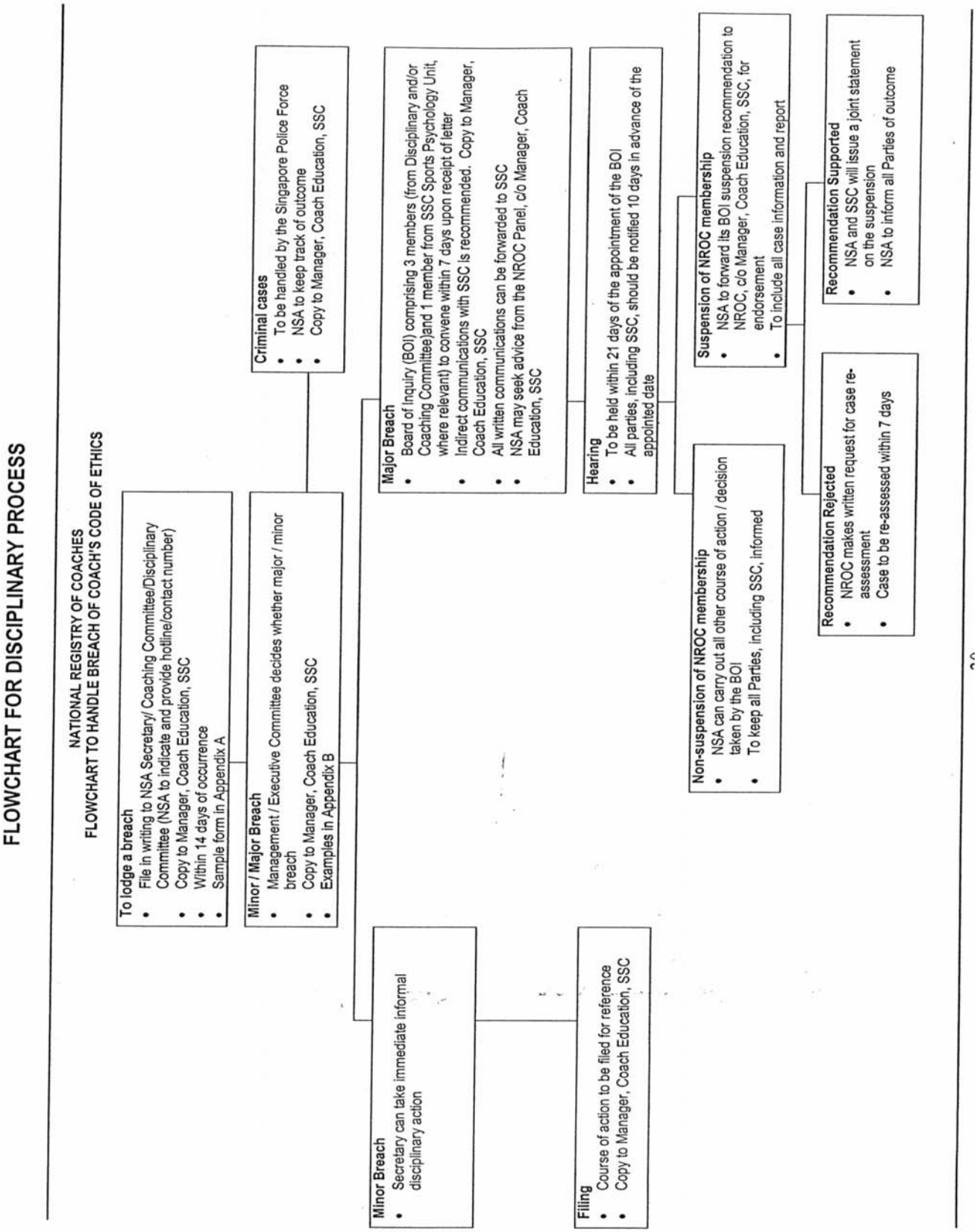
a Derogatory comments
b Poor sportsmanship
c Lateness
d Absenteeism
e Non-compliance of event/competition rules and regulations

2) Single or repeated incidents of breach of Coaches Code of Ethics that can potentially harm or hurt others.

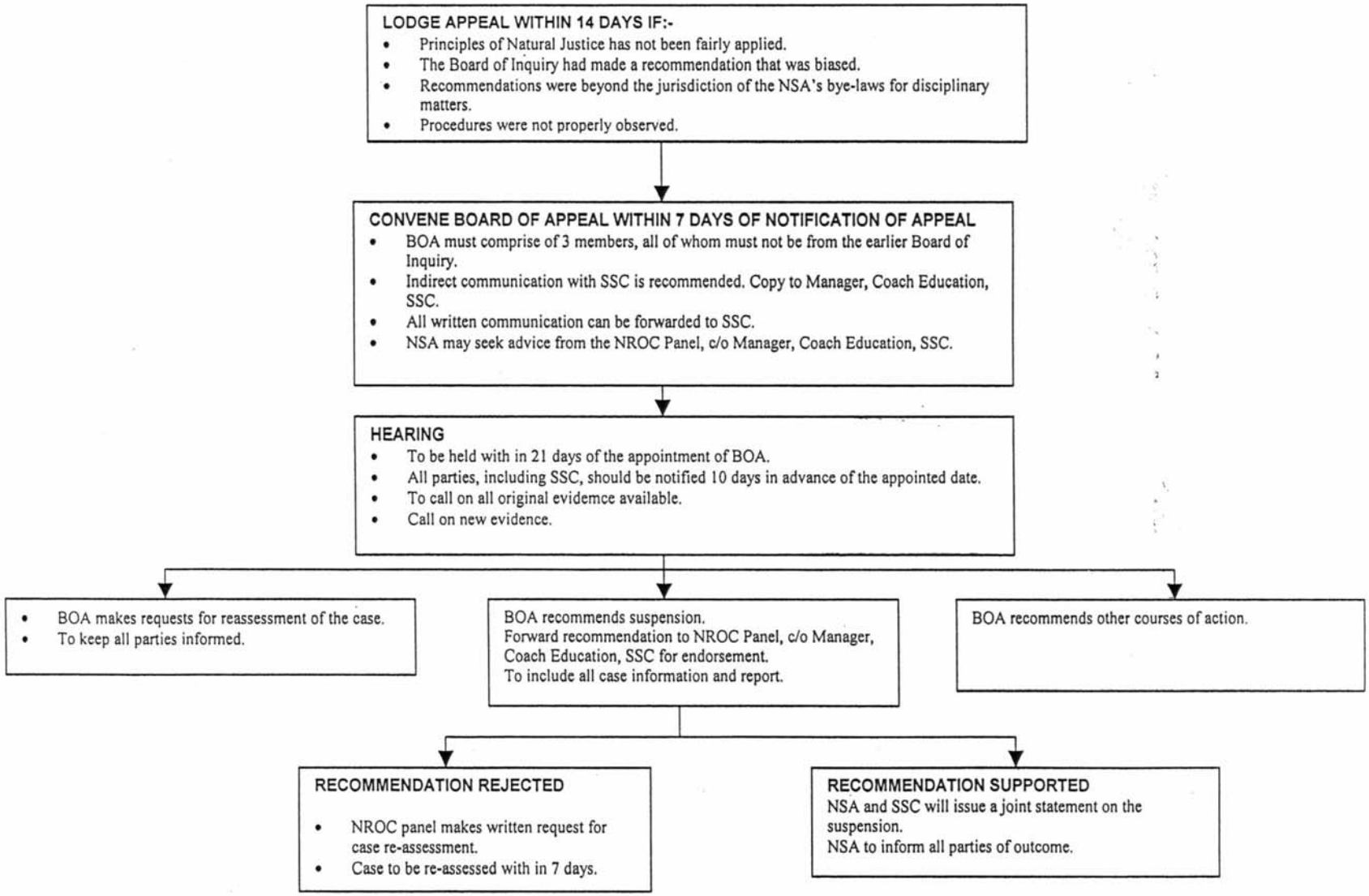
Examples:

a Harm or hurt physically or psychologically
b Harm or hurt the reputation, credibility or image
c Abusive use of alcohol or drugs
d Use of any illicit substances

FLOWCHART FOR DISCIPLINARY PROCESS



FLOWCHART FOR DISCIPLINARY PROCESS



G RULES OF NROC

1 NAME

The name of the registry shall be **National Registry of Coaches,** hereinafter known as NROC.

2 INTERPRETATIONS AND DEFINITIONS

Please refer to Pg. 2 for the list of terminology.

3 APPLICATION FOR NROC MEMBERSHIP

3.1 Admission Requirements

3.1.1 Subject to the provisions of these Rules, any person who holds a Full NCAP Certification, or as otherwise stipulated, shall be entitled to register as a member of the NROC.

3.1.2 The applicant must subscribe to the Coach's Code of Ethics and adhere to all guidelines, policies and procedures set by the SSC with regards to the NROC as required.

3.1.3 The applicant must be eighteen (18) years of age and above.

3.1.4 The applicant must possess a valid standard First Aid (inclusive of Cardio Pulmonary Resuscitation) certificate.

3.1.5 NSAs shall be the authority recommending the admittance of an applicant into the NROC and the Registrar shall be the authority to approve the application.

3.1.6 Applicants who are foreigners and meet the entry requirements must produce at least one of the following documents :-

a) A valid employment pass for coaching

b) A valid work permit for coaching

c) If the employment pass or work permit is not for coaching, a letter from the Ministry of Manpower stating that the applicant is allowed to conduct coaching activities under his/her current employment pass or work permit

3.1.7 The Registrar may refuse to register any applicant who, in the opinion of the Registrar:

a) Is not qualified to be registered;

b) Is not of good reputation and character;

c) Has had his/her name de-listed from any register of coaches in any country; or

d) Is not recommended to be admitted as a member by the NSA of the sport he/she is coaching.

3.1.10 Where the Registrar refuses to register an applicant, the Registrar shall by notice in writing inform the applicant of such refusal and the Registrar's refusal shall be final. The Registrar need not give any reason for the refusal.

3.2 Evidence of Qualifications

3.2.1 Every application for registration shall be made to the Registrar in such manner or form and shall be accompanied by such documents and particulars as the Registrar may require.

3.3 Accreditation

3.3.1 Applicants with foreign coaching qualification or prior coaching experience may apply to the CAC NCAP Accreditation Committee for accreditation to NCAP. All applications are to be accompanied by the necessary documents as required by the CAC NCAP Accreditation Committee. Successful applicants will be issued an NCAP certificate.

3.3.2 Under SSC's Accreditation Policy for NCAP theory courses, all coaches who are born in the year 1954 or earlier, have more than 15 years of coaching experience, and are still actively coaching, will be granted direct entry into the NROC, subject to a case-by-case assessment by SSC.

3.3.3 The above-mentioned coaches are subjected to the terms and conditions for renewal of membership, including fulfillment of CCE hours.

3.3.4 SSC shall be entitled to revoke any NCAP certificate so issued if:

a) the applicant's foreign coaching qualification is suspended, withdrawn, revoked or cancelled by the authority or organisation which registered or certified him; or

b) it is discovered that any information provided by such applicant and considered by the SSC to be material reason for his being issued such certificate was false and untrue.

4 RENEWAL OF NROC MEMBERSHIP

4.1 Renewal Requirements

All members who fulfill the renewal requirements set out in Section D, Parts 3 and 4 of this NCAP/NROC Handbook, shall be eligible to renew their membership.

5 ADMINISTRATION FEES

5.1 The prescribed administration fee shall accompany every new or renewed application.

5.2 SSC reserves the right to revoke the membership of a registered coach without

issuing a refund.

5.3 Membership shall be valid for three (3) years commencing from the date of Full NCAP Certification.

5.4 SSC has the right to review fees and charge new fees as and when as necessary.

6 RIGHTS, DUTIES AND UNDERTAKINGS OF NROC MEMBERS

6.1 ONLY NROC registered coaches are allowed to advertise/print on their business card that they are registered with the National Registry of Coaches.

6.2 Every successful applicant shall, on payment of the prescribed fee, be entitled to receive a membership card and benefits, where prescribed and available.

6.3 Each NROC Member hereby represents and warrants to, and undertakes with the SSC that all information submitted by him/her to the SSC in connection with this NROC membership application or NCAP course application and during any disciplinary process, is true and correct in all respects. He/she shall indemnify and keep indemnified the SSC against any and all losses, damages, costs and expenses which the SSC may suffer or incur as a result of any breach by the NROC Member of his/her representations, warranties and undertakings herein.

6.4 NROC Members are allowed and given the privilege by SSC to use SSC facilities to conduct coaching services, subject to SSC facilities operational guidelines and facilities availability.

6.5 Each NROC Member agrees and undertakes to comply with the terms, conditions, rules, procedures, guidelines, code as set out in the NCAP/NROC Handbook, and as amended from time to time at the sole discretion of SSC (including, but not limited to, the Coach's Code of Ethics and Disciplinary and Appeal Guidelines), and acknowledge and agree that:

a) SSC and/or NSA shall have no liability in contract, tort or otherwise for any Loss arising directly or indirectly out of, resulting from or in connection with the provision of the coaching services (“Services”) by him/her or their use by any person. “Loss” means any claim, liability (civil or criminal), damage, injury, death, demand, expense, fee, fine, payment, proceeding, loss (including loss of profit, any indirect, special or consequential loss), compensation and/or penalty of any kind;

b) no condition, warranty or representation of any kind has been or is made by SSC and/or NSA or any other person on his/her behalf (whether authorised or not), express or implied, whether arising by law or otherwise in relation to the Services. The conditions, warranties and representations referred to in this clause (b) include any conditions, warranties and representations relating to the description, quality, adequacy, suitability or fitness for any purpose, value, condition, design, operation, performance or conduct of any kind of the Services;

c) he/she shall make no statement, representation, or claim and shall give no warranty to any person in respect of any matters mentioned in the NCAP/NROC Handbook, or for and on behalf of SSC and/or NSA in

relation to any matters mentioned therein save such as are specifically authorised by SSC and/or NSA; and

d) he/she shall on demand indemnify SSC and/or NSA, as the case may be, against any Loss incurred by SSC and/or NSA, as the case may be, at any time arising out of, resulting from or in connection with the provision of the Services or their use by any person.

7 DISCIPLINE OF NROC MEMBERS

In the case where an NROC Member breaches the Coach's Code of Ethics, the NROC Member will be liable to face disciplinary proceedings as prescribed in the Disciplinary and Appeal Guidelines outlined in this NCAP/NROC Handbook.

8 THE REGISTRAR

8.1 The Registrar

The Deputy Director of Coaching Development Department of the SSC, or otherwise appointed by the CEO, SSC, shall be the Registrar of the NROC.

8.2 Powers and Duties of the Registrar

8.2.1 The Registrar may appoint a person to act as on his/her behalf during his/her absence from Singapore or incapacity from illness or otherwise.

8.2.2 The Registrar shall be responsible for the maintenance and custody of the Register.

8.2.3 The Registrar shall have the power to decide what additional qualifications or requirements may be required of new NROC Members or upon renewal of NROC membership.

9 THE NROC PANEL

9.1 The NROC Panel

The NROC Panel shall consist of an odd number of members in and up to a maximum of five resource members with no voting powers whatsoever from:

(a) **The SSC:** The Director of Sports Management Division, Deputy Director and Manager (Coach Education) of the Coaching Development Department, or otherwise appointed by CEO, SSC.

(b) **The CAC**: Two (2) members: One (1) Coach and one (1) NSA representative, where possible, one of whom is a lawyer by profession, or any other members as otherwise recommended by the CAC.

(c) **Resource Members,** as appointed: an NSA member who is a lawyer by profession, or where appropriate, the Head (Sport Psychology) from SSC or any other expertise as otherwise appointed by the CEO, SSC.

9.2 Powers and duties of the NROC Panel

9.2.1 Notwithstanding any of the provisions of this Rules, the NROC Panel may, upon such evidence as it may require, order the suspension of membership and / or order the removal from the Register the name of a registered coach under any of the following circumstances:

(a) The NROC Member has obtained registration fraudulently or by false or untrue statements.

(b) The NCAP certificate for registration issued by SSC under Section B has been withdrawn or cancelled by the authority through which it was acquired or by which it was awarded; and

(c) The NCAP certificate of registration issued by the SSC under Rule 3.3 above has been revoked.

9.2.2 The NROC Panel shall, before exercising its powers under Rule 9.2.1, notify in writing the concerned NROC Member of its intention to take such action and shall give the member an opportunity to submit reasons within fourteen (14) Days of the notification why his/her name should not be removed from the Register.

9.2.3 Where appropriate, the NROC Panel may appoint a working group to gather information and provide expertise and advice.

9.2.4 The NROC Panel may from time to time, in its sole discretion, amend or vary the policies, procedures, guideline and Rules herein (including, without limitation, the Coach's Code of Ethics and Disciplinary and Appeal Guidelines). Such amendments shall be notified in writing to each NROC Member and shall take effect fourteen (14) Days after the date of such notification (or such later date as may be expressly specified in such notification) whereupon such amendments shall be binding on each NROC Member.

10 THE REGISTER

10.1 NROC Members' Information

The Register shall contain:

(a) The names and addresses of the persons registered

(b) The respective dates of registration of the persons

(c) The qualifications by virtue of which the persons are so registered and the dates they obtained such qualifications

(d) Other particulars that the NROC Panel may, in its sole discretion, deem suitable for inclusion in the Register.

10.2 Classification of Membership

There are five types of membership status in the Registry:

(a) "Active"

It means that the NROC Member has fulfilled all the NROC criteria and membership renewal requirements.

(b) "In-Active"

It means the NROC Member does not possess a valid First Aid & Cardiopulmonary Resuscitation (CPR) certification or employment pass during his/her membership term.

(c) "Expired"

It means that the NROC Member has fulfilled all the NROC criteria but did not meet the membership renewal requirements (i.e. failed to acquire the required learning hours).

(d) "De-Listed"

It means that the NROC Member has failed to meet the membership renewal requirements for a continuous period of not less than 9 years and who has no address in Singapore at which he/she can be found. The Member's name will be removed from the Registry.

(e) "Suspended"

It means that the NROC Member has either breached the Coach's Code of Ethics or is under investigation, pending a decision from the Board of Inquiry / Appeals. Re-instatement of membership will be granted on a case-by-case basis.

10.3 Entry of Qualifications

No qualification shall be entered on the Register unless such evidence satisfies the Registrar, as he/she may consider proper that the person claiming the qualification is entitled thereto.

10.4 Entry of Additional Qualifications

Every NROC Member who obtains any qualification in addition to the qualification by virtue of which he/she has been registered, may apply to the Registrar to have that additional qualification entered on the Register.

10.5 Alterations to the Register

10.5.1 Every NROC Member shall inform the Registrar in writing of any change in his/her personal particulars, qualifications or experience within twenty-eight (28) Days following such change.

10.5.2 The Registrar shall:

(a) Enter on the Register any alteration which may come to his/her knowledge in the name or address of any NROC member

(b) Enter on the Register such alterations in the qualifications, additional qualifications, status of membership and other particulars as are required to be altered under this Rules

(c) Correct any error in any entry on the Register

(d) Remove from the Register the name of any suspended member whom the NROC Panel deems undesirable for publication on the Register

(e) Remove from the Register the name of any NROC Member who is deceased

(f) Remove from the Register any NROC Member who has not renewed his/her membership or failed to meet the minimum Continuing Coach Education (CCE) requirements for a continuous period of not less than nine (9) years and who has no address in Singapore at which he/she can be found.

10.6 Suspension of Membership

An NROC Member may be suspended from the NROC, with a membership status of "Suspended" if :-

Such NROC Member has breached the Code of Ethics

(a) Such NROC Member is under investigation by a Board of Inquiry; or

(b) The NROC Panel in exercise of its powers under Rule 9.2.1 directs the Registrar to do so.

10.7 Restoration of Membership

10.7.1 Restoration of "Active" Status for Inactive and De-listed members

Applicants must meet all renewal requirements set out in Section D Parts three (3) and four (4) of the NCAP/NROC Handbook.

Applicants must also fulfil the restoration requirements (i.e. required CCE learning hours) by using the prescribed table as shown in TABLE A. The maximum number of years that the applicant can take to meet the restoration requirements is three (3) years.

TABLE A

NCAP Level 1 Certified

Months Taken to complete CCE requirements	**Addtional Hours**	**Examples of Coaches with xhrs left in order to fulfill CCE requirements**		
		x = 25	*x = 15*	*x = 5*
		CCE Hours to reactivate membership		

1 to 3	plus 2	27	17	7
4 to 6	plus 5	30	20	10
7 to 9	plus 9	34	24	14
10 to 12	plus 14	39	29	19
13 to18	plus 20	45	35	25
19 to 24	plus 27	52	42	32
25 to 30	plus 35	60	50	40
31 to 36	plus 44	69	59	49

NCAP Level 2 Certified

Months Taken to complete CCE requirements	**Addtional Hours**	**Examples of Coaches with xhrs left in order to fulfill CCE requirements**		
		x = 40	*x = 20*	*x = 5*
		CCE Hours to reactivate membership		
1 to 3	Plus 4	44	24	9
4 to 6	Plus 7	47	27	12
7 to 9	Plus 11	51	31	16
10 to 12	Plus 16	56	36	21
13 to18	Plus 30	70	50	35
19 to 24	Plus 38	78	58	43
25 to 30	Plus 48	88	68	53
31 to 36	Plus 60	100	80	65

NCAP Level 3 Certified

Months Taken to complete CCE requirements	**Addtional Hours**	**Examples of Coaches with xhrs left in order to fulfill CCE requirements**		
		x = 40	*x = 20*	*x = 10*
		CCE Hours to reactivate membership		
1 to 3	Plus 6	46	26	16
4 to 6	Plus 9	49	29	19
7 to 9	Plus 13	53	33	23
10 to 12	Plus 20	60	40	30
13 to18	Plus 40	80	60	50
19 to 24	Plus 55	95	75	65
25 to 30	Plus 75	115	95	85
31 to 36	Plus 100	140	120	110

The CCE Hours required to restore the membership is calculated by adding the number of hours that the coach failed to complete and the additional hours.

CCE Hours required for restoration = Hours Undone + Additional Hours

10.7.2 Restoration of Status for Suspended members

The NROC Panel may, upon application by the NROC Member, if it thinks fit, direct his/her name to be restored on the Register, Restoration of membership will be granted on a case-by-case basis.

10.7.3 No application for the restoration of any person on the Register under this Rule 10.7 shall be made to the NROC Panel:

(a) Within one (1) year from the date of the removal or expiration; or

(b) More than once in any period of twelve (12) months by or on behalf of such person

And unless such person has complied with all the terms of the orders made against him/her.

10.7.4 Administration Fee is applicable for restoration of status.

10.8 Cessation of Membership

10.8.1 Notice of Resignation

Any member who has paid all monies due for the NROC membership may resign from the NROC by giving one (1) month's notice in writing to the Registrar of such intention to resign and upon the expiration of that period of notice, the member shall cease to be a member. The member's name shall be removed from the Register and no refund will be made to the applicant for any membership fees already paid.

10.8.2 Failure to Renew Membership

A member who has met all NROC membership renewal requirements but fails to renew his/her membership of the NROC in accordance with the procedures herein, will have a membership status of "Expired" until renewal or otherwise.

10.8.3 Forfeiture of Rights

A member who ceases for whatever reason, to be a member, shall forfeit all rights of NROC membership, as made available by the SSC.

10.8.4 Recording in Register

Upon the lapse or expiration of membership in accordance with this Rule 10.8, the date on which the person ceased to be a NROC Member, shall be recorded on the Register.

11 PUBLICATION

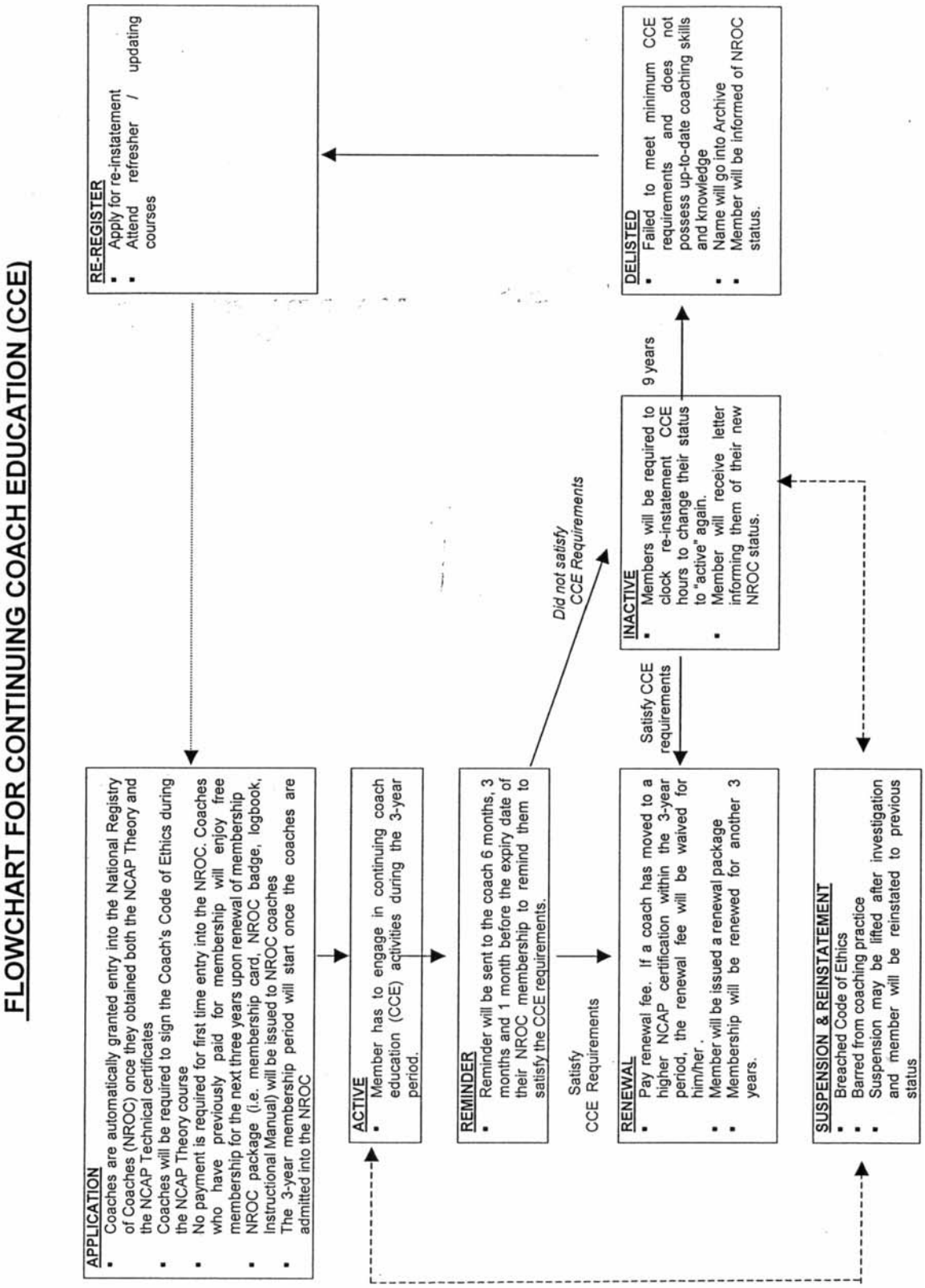
11.1 The Registrar may, in his sole discretion, prepare and publish for sale, at such intervals as the Registrar may decide, publications of the names, addresses, qualifications, dates of qualifications and class of membership of all Coaches who are registered on the Register.

12 INSPECTION

12.1 All information provided shall be dealt with confidentially, where appropriate and possible.

12.2 The Registrar and the NROC Panel have the discretion to reject applications to inspect information not published on the Register.

H FLOWCHART NROC MEMBERSHIP STATUS AND CCE



I NROC MEMBERSHIP APPLICATION FORM

NATIONAL COACHES OF REGISTRY

MEMBERSHIP APPLICATION FORM

The policies, terms, conditions, rules, procedures, guidelines, code and all other provisions in the Code of Ethics should be read carefully before completing this Application Form. The Code of Ethics constitutes an integral part of this Application Form.

This form may take you about 10 minutes to fill in.

You will need to attach the following together with the application form:

1. A copy of your National Coaching Accreditation Programme (NCAP) Theory Certification
2. A copy of your NCAP Technical Certification
3. A copy of your valid Standard First Aid Certification
4. A copy of your valid work permit/employment pass if you are not a Singaporean or Singapore Permanent Resident (PR)

Kindly mail to:

c/o NROC
Coaching & Technical Development
Singapore Sports Council
230 Stadium Boulevard
Singapore 397799

To: Singapore Sports Council (SSC) and _____
(Name of National Sporting Association (NSA)

I, _____ (_____)
(Full Name, please underline surname) (NRIC / Passport No.)

residing at _____ ( )
(Residential Address) (Postal Code)

seek to register/ re-register with the National Registry of Coaches (NROC).

PASSPORT SIZE PHOTO REQUIRED

PERSONAL PARTICULARS

Telephone No.: (H) _____ (O) _____

Handphone No.: _____

Email Address: _____

Preferred mode of contact: (please tick one or more boxes)
☐ Email ☐ Handphone no
☐ Home no ☐ Office no

Nationality: _____ Race: _____

Date of Birth: _____ Gender: _____

Occupation: _____

Highest Academic Qualification: _____

COACHES WEBSITE
The above particulars will be listed on our NROC website (http://coaches.ssc.gov.sg) once your application is approved and, by submitting this Membership Application Form, you consent to your particulars being so listed.

You will be allowed to make changes to some of your particulars on the website once your account is set up for you.

COACHING PROFILE
To better match our coaches to public's request for coaching services, we appreciate it if you could take some time to fill up the following section. Details will not be reflected to public without your permission.

Coaching Category (please cross appropriate boxes):

☐ Full-time ☐ Part-time ☐ Volunteer

Coaching Type (please tick appropriate boxes):

☐ Group Coaching ☐ Individual Coaching

Preferred Coaching Zone(s) (please tick at least one box):
The coaching zones are demarcated in accordance to CDC (Community Development Councils) districts. For more information on the CDC districts, please go to www.cdc.org.sg

☐ **South West**
- Bukit Batok SC
- Bukit Gombak SRC
- Choa Chu Kang SRC
- Clementi SRC
- Jurong Stadium
- Jurong East SRC
- Jurong West SRC

☐ **South East**
- Bedok SRC
- Geylang East SC
- Kallang Basin SC
- Katong SC
- Kallang SRC
- National Stadium

☐ **Central**
- Ang Mo Kio SC
- Bishan SRC
- Burghley SRC
- Farrer Park TC
- Jalan Besar SRC
- Serangoon SRC
- Toa Payoh SRC
- Lower Delta SRC
- Marina South Fields
- Queenstown SRC
- School of Physical Education SRC
- Tanglin Fields
- Wilfrid SRC
- Yio Chu Kang SRC

☐ **North West**
- Buona Vista SC
- Woodlands SRC
- Yishun SRC

☐ **North East**
- Hougang SRC
- Tampines SRC

☐ **No Preference**

Available Coaching Time: _____ (i.e. Weekday mornings, etc).

Area of specialization: _____ (i.e. Babies, Children, Adults, Disabled etc)

Specific Sports Category: _____ (i.e. 4X100m, Dinghy Sailing etc)

Current Coaching rate: _____ (i.e. S$60/ per hour)

If you would like to be included in CCE Mailing List, please indicate how you would prefer to receive information: (*Please tick at least one box*):

☐ Email (default if email address provided) ☐ SMS on handphone

☐ Singpost/Surface Mail ☐ Others, pls indicate: _____

☐ I **do not** wish to be on the CCE mailing list

COACH'S DECLARATION AND UNDERTAKING

COACH'S DECLARATION AND UNDERTAKING

Question	Please indicate as "Yes" or "No"	Remarks If the answer to any of the questions is "Yes", please give details
1) Have you ever suffered or are you suffering from disease or mental illness?		
2) Have you ever been convicted in a court of law in any Country?		
3) Have you been charged with any offence in a court of law in any country for which the outcome is not yet known?		
4) Have you ever been dismissed or discharged from the service of the Singapore Sports Council, a National Sporting Association or any sports related employment in Singapore, or any sports related employment in any other country?		
5) Have you ever been de-registered or de-listed in any registry of coaches in any country?		

I hereby further declare that all information provided by me and/or contained in the documents submitted by me in connection with my application are true and correct in all respects.

I hereby undertake and agree to promptly notify SSC and/or NSA should any information furnished in this Declaration and Application Form prove to be incorrect or untrue in any respect after the date of this Declaration. In the absence of such notification, SSC and/or NSA are entitled to assume that the information hereby furnished is true and correct and remains unchanged.

I hereby declare that I have read and understood and agree to the terms, conditions, rules, procedures, guidelines, code and all other provisions in the NCAP/NROC Handbook (including, without limitation, the Coach's Code of Ethics and Disciplinary and Appeal Guidelines) and that this application has been made in accordance with and subject to the aforementioned terms, conditions, rules, procedures, guidelines, code and provisions.

I hereby irrevocably undertake and agree to comply with the terms, conditions, rules, procedures, guidelines, code and as set out in the NCAP/NROC Handbook, and as be amended from time to time at the sole discretion of SSC (including, without limitation, the Coach's Code of Ethics and Disciplinary and Appeal Guidelines), and acknowledge and agree that:

(a) SSC and/or NSA shall have no liability in contract, tort or otherwise for any Loss

arising directly or indirectly out of, resulting from or in connection with the provision of the coaching services ("Services") by me or their use by any person. "Loss" means any claim, liability (civil or criminal), damage, injury, death, demand, expense, fee, fine, payment, proceeding, loss (including loss of profit, any indirect, special or consequential loss), compensation and/or penalty of any kind;

(b) no condition, warranty or representation of any kind has been or is made by SSC and/or NSA or any other person on my behalf (whether authorised or not), express or implied, whether arising by law or otherwise in relation to the Services. The conditions, warranties and representations referred to in this clause (b) include any conditions, warranties and representations relating to the description, quality, adequacy, suitability or fitness for any purpose, value, condition, design, operation, performance or conduct of any kind of the Services;

(c) I shall make no statement, representation, or claim and shall give no warranty to any person in respect of any matters mentioned in the NCAP/NROC Handbook, or for and on behalf of SSC and/or NSA in relation to any matters mentioned therein save such as are specifically authorised by SSC and/or NSA; and

(d) I shall on demand indemnify SSC and/or NSA, as the case may be, against any Loss incurred by SSC and/or NSA, as the case may be, at any time arising out of, resulting from or in connection with the provision of the Services or their use by any person.

I hereby further irrevocably undertake and agree that I shall not in any way use the NROC Logo/Trade Mark without first submitting a Logo Request Form (in the prescribed form) and obtaining SSC's approval.

Signature: _____ **Date**: _____

Name: _____ **NRIC/Passport No.:** _____

Sport: _____

NATIONAL REGISTRY OF COACHES
NSA VETTING FORM

Note: This form may take about 5 minutes to fill up.
INFORMATION PROVIDED BY SSC:

Name of Applicant:_____ ***Sport:*** _____

Qualifications (Certificates Submitted):
NCAP Theory Nil ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Date: _____

NCAP Technical Nil ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Date: _____

First Aid and CPR Valid ☐ Expired ☐ Expiry Date: _____

Work Permit/ Employment Pass Nil ☐ Applicable ☐ Expiry Date:_____

Other Technical Qualifications (where available):

Name of Qualification	Date Issued	Issuing Organisation

INFORMATION PROVIDED BY NSA: (Please put a √ in box to indicate your selection.)
NCAP Technical Accreditation:

Please kindly indicate the NCAP Technical Level, where required.

Accreditation is granted : Yes ☐ No ☐

If yes, please indicate level: Level 1 ☐ Level 2 ☐ Level 3 ☐

***NSA Vetting*:**
Name of NSA Official:_____ Designation*:_____

Name of NSA:_____

*Note: Approving party should be of Hon General Secretary level or equivalent only. NSA should notify Singapore Sports Council via a letter of authorization if there is a change of approving party.

Vetting Outcome: Approve ☐ Object ☐

If the option 'Object' has been selected, please kindly state reasons for the rejection.

_____

Signature of NSA Official:_____ NSA's Stamp: _____

SSC Official Use:

NROC Level: _____NROC/Provisional Membership Start Date: _____
Declaration Form: _____ Remark: _____

J COACH'S DECLARATION AND UNDERTAKING

COACH'S DECLARATION AND UNDERTAKING

***Delete, as appropriate**. If the answer of any of the questions is "Yes", please give details under the "Remarks" column:

Question	Reply	Remarks
6) Have you ever suffered or are you suffering from disease or mental illness?	*Yes/No	
7) Have you ever been convicted in a court of law in any Country?	*Yes/No	
8) Have you been charged with any offence in a court of law in any country for which the outcome is not yet known?	*Yes/No	
9) Have you ever been dismissed or discharged from the service of the Singapore Sports Council, a National Sporting Association or any sports related employment in Singapore, or any sports related employment in any other country?	*Yes/No	
10) Have you ever been de-registered or de-listed in any registry of coaches in any country?	*Yes/ No	

I hereby further declare that all information provided by me and/or contained in the documents submitted by me in connection with my application are true and correct in all respects.

I hereby undertake and agree to promptly notify SSC and/or NSA should any information furnished in this Declaration and Application Form prove to be incorrect or untrue in any respect after the date of this Declaration. In the absence of such notification, SSC and/or NSA are entitled to assume that the information hereby furnished is true and correct and remains unchanged.

I hereby declare that I have read and understood and agree to the terms, conditions, rules, procedures, guidelines, code and all other provisions in the NCAP/NROC Handbook (including, without limitation, the Coach's Code of Ethics and Disciplinary and Appeal Guidelines) and that this application has been made in accordance with and subject to the aforementioned terms, conditions, rules, procedures, guidelines, code and provisions.

I hereby irrevocably undertake and agree to comply with the terms, conditions, rules, procedures, guidelines, code and as set out in the NCAP/NROC Handbook, and as be amended from time to time at the sole discretion of SSC (including, without limitation, the Coach's Code of Ethics and Disciplinary and Appeal Guidelines), and acknowledge and agree that:

(a) SSC and/or NSA shall have no liability in contract, tort or otherwise for any Loss arising directly or indirectly out of, resulting from or in connection with the provision of the coaching services ("Services") by me or their use by any person. "Loss" means any claim, liability (civil or criminal), damage, injury, death, demand, expense, fee, fine, payment, proceeding, loss (including loss of profit,

any indirect, special or consequential loss), compensation and/or penalty of any kind;

(b) no condition, warranty or representation of any kind has been or is made by SSC and/or NSA or any other person on my behalf (whether authorised or not), express or implied, whether arising by law or otherwise in relation to the Services. The conditions, warranties and representations referred to in this clause (b) include any conditions, warranties and representations relating to the description, quality, adequacy, suitability or fitness for any purpose, value, condition, design, operation, performance or conduct of any kind of the Services;

(c) I shall make no statement, representation, or claim and shall give no warranty to any person in respect of any matters mentioned in the NCAP/NROC Handbook, or for and on behalf of SSC and/or NSA in relation to any matters mentioned therein save such as are specifically authorised by SSC and/or NSA; and

(d) I shall on demand indemnify SSC and/or NSA, as the case may be, against any Loss incurred by SSC and/or NSA, as the case may be, at any time arising out of, resulting from or in connection with the provision of the Services or their use by any person.

I hereby further irrevocably undertake and agree that I shall not in any way use the NROC Logo/Trade Mark without first submitting a Logo Request Form (in the prescribed form) and obtaining SSC's approval.

Signature: _____ **Date**: _____

Name: _____ **NRIC/Passport No.:** _____

Sport: _____

K ACKNOWLEDGEMENTS AND BIBLIOGRAPHY

In producing the NROC Handbook, SCC has referred to a number of sources for concepts and ideas. SSC would like to acknowledge and thank the following sources:

The Australian Sports Commission and Mr Gene Schembri, Manager of Sport Education, for their generous resource support.

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