



中國香港汽車會

HONG KONG, CHINA AUTOMOBILE ASSOCIATION

Est. 1918

Hong Kong, China Automobile Association

**Hong Kong Motorsports
Coaching Manual**

Table of Content

- 1 Introduction
- 2 Coach Training Objective
- 3 Level of Coach Licence
- 4 Licence Validity Period and Fees
- 5 Coach Eligibility & Registration Renewal
- 6 Coach Training Course
- 7 Assessment
- 8 Continuing Professional Development Course
- 9 Late Registration Renewal
- 10 Code of Conduct
- 11 Notes
- 12 Registration Procedure

Appendix (1) Coach Promotion Process

1 Introduction

Established in 1918, the Hong Kong, China Automobile Association (HKAA) has a long and distinguished history and reputation. With over 150 motorsports associations worldwide, we provide exquisite service for our members even when they are at overseas. As a non-profit organization, we aim to serve our members, fight for their interests, serve the community, promote road safety, develop motorsports racing activities, support environmental protection and support the development of environmental petrol.

In addition, the HKAA is a member of the Fédération Internationale de l'Automobile (FIA), the Fédération Internationale de Motocyclisme (FIM) and the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC). Since 1950s, we have been involving in motorsports racing and are the only recognised organisation that issues competition licence in Hong Kong. The Motor Sport Council is responsible to sanction all Hong Kong races, and its members include the Association's General Committee and members from the related local motorsport associations.

2 Coach Training Objectives

Since 2017, HKAA has been a member of the Sports Federation & Olympic Committee of Hong Kong, China. HKAA understands the importance of motorsport coaches are playing a key role, a good standing of coaching qualification and training are essentially important to motorsports development, therefore, the Hong Kong Motorsports Coaching System (HKMCS) is established to formalize and maintain a high level of coaching qualifications.

3 Level of Coach License

There are three levels of the coaching licence, namely Level 1, Level 2 and Level 3, differentiated by the type of racing car. In order to acquire the licence, applicants must meet the requirements of the relevant licence, and pass the training courses and assessment tests organized by HKAA. The following table shows the licence levels:

Licence Type * / Level	Level 1 Coaching License (Fundamental)	Level 2 Coaching License (Intermediate)	Level 3 Coaching License (Advanced)
Formula	FM1	FM2	FM3
Driver's Competition Below International Grade C	PB1	PB2	PB3
Driver's Competition International Grade C & above	PA1	PA2	PA3
Rally / Rally Cross	RC1	RC2	RC3
Drifting	DF1	DF2	DF3

4 Licence Validity Period and Fees

The licence is valid for two calendar years, i.e. from 1 January to 31 December of each year. A period of less than one calendar year is counted as one calendar year from the issue date to the end of the calendar year.

Licence Level	Registration Fee (Valid for 2 years)	Assessment Fee (Each time)
Level 1 (Fundamental)	\$1,500	\$400
Level 2 (Intermediate)	\$3,800	\$400
Level 3 (Advanced)	\$6,800 (Unavailable until 2024)	\$400 (Unavailable until 2024)

5 Coach Eligibility & Registration Renewal

5.1 Level 1 (Fundamental) Coach

5.1.1 Definitions

- Applicants who have completed and passed the Level 1 (Fundamental) Hong Kong Motorsports Coach Training Course and has been issued with a Coach's Licence; and
- Hold a valid Level 1 (Fundamental) Motorsports Coach Licence to teach community activities or motorsports related theory courses recognised by the Association.

5.1.2 Application Eligibility

- Aged 18 or above;
- Hold a valid competition licence issued by the HKAA with National Competition (A) Licence or above for 3 years or above;
- Participate in at least five or more races;
- Provide personal coaching record and proof of having minimum 5 lessons of coaching motorsports (including teaching assistants) record;
- Completed and passed the Level 1 (Fundamental) Hong Kong Motorsports Coach Training Course, as well as passing the assessment; and
- Must hold a valid HKAA Ordinary membership or life membership.

5.1.3 Registration Renewal

- Hold a valid Level 1 (Fundamental) Motorsports Coach License;
- Hold a valid competition licence issued by HKAA with National Competition (B) Licence or above;
- Within the valid license period, applicant must attend at least 5 recognized motorsports training courses or participate in motorsports promotion activities organized by the HKAA for at least 10 hours; those records must be provided for renewal.

- Applicants are required to attend Continuing Professional Development (CPD) courses recognized by the HKAA and meet the basic hours or course requirements for renewal;
- Level 1 (Fundamental) Motorsports Coach Licence renewal registration will last for 2 years (in calendar years);
- Complete the renewal application form and return it with copies of the required documents, along with the registration fee to our office before the expiry of the licence; and
- Must hold a valid HKAA Ordinary membership or life membership.

5.2 Level 2 (Intermediate) Coach

5.2.1 Definitions

- Applicants who have completed and passed the Level 2 (Intermediate) Hong Kong Motorsports Coach Training Course and has been issued with a coaching licence; and
- Hold a valid Level 2 (Intermediate) Motorsports Coach Licence to teach community activities or motorsports related courses recognised by the HKAA. It includes the teaching of motorsports driving skills, and the issuance of National Competition (B) Licence Training Certificate recognized by the Association; and
- Level 2 (Intermediate) motorsports coach must have the ability to organize, plan, lead and train athletes with potential in motorsports.

5.2.2 Application Eligibility

- Aged 18 years or above;
- Applicants who holding a valid competition licence issued by the HKAA with International Competition (C) Licence or above;
- At least one race must be ranked in the top one-third;
- Applicants who held or holding a valid Level 1 (Fundamental) Motorsports Coach Licence not less than 2 years;
- Provide a personal teaching record of not less than 10 cumulative lessons of coaching motorsports (including assistant teaching) records;
- Completed the Level 1 (Fundamental) Hong Kong Motorsports Coach Training Course with a passing grade, as well as passing the assessment; and
- Must hold a valid HKAA Ordinary membership or life membership.

5.2.3 Registration Renewal

- Holder of a valid Level 2 (Intermediate) Motorsports Coach Licence;
- Applicants who held or holding a valid competition licence issued by the HKAA with International Competition (C) Licence or above;
- Within the valid licence period, applicants must issue 10 or more motorsports training certificates; and attend at least 10 recognized motorsports training courses or assist in coordinating HKAA's motorsports

promotional activities organized by the HKAA for at least 10 hours; those records must be provided for renewal.

- Applicants are required to attend Continuing Professional Development (CPD) courses recognized by the HKAA and meet the basic hours or course requirements for renewal;
- No violation of HKAA's motorsports coaching regulations on the first two years of registration;
- Renewal registration of the Level 2 (Intermediate) Motorsports Coach Licence is valid for 2 years (in calendar year);
- Complete the renewal application form and return it with copies of the required documents, along with the registration fee to our office before the expiry of the licence; and
- Must hold a valid HKAA Ordinary membership or life membership.

5.3 Level 3 (Advanced) Coach (Unavailable until 2024)

5.3.1 Definitions

- Applicants who have completed and passed the Level 3 (Advanced) Hong Kong Motorsports Coach Training Course and has been issued with Coach's Licence; and
- Hold a valid Level 3 (Advanced) Motorsports Coach Licence to teach community activities or motorsports related courses recognised by the HKAA. It includes the teaching of motorsports driving skills, and the issuance of a National Competition (B) Licence Training Certificate recognized by the Association;
- Hold a valid Level 3 (Advanced) Motorsports Coach Licence can issue reference letter to motorsports racer to help them to acquire higher level of licence; and
- Besides handling administrative work in the training courses, motorsports coaches who hold a Level 3 (Advanced) Licence should equip with management experience as well as to lead and train the potential motorsports racer.

5.3.2 Application Eligibility

- Aged 21 or above; and
- Applicants who held or holding a valid International Competition (B) licence issued by HKAA; or
- Applicants who held or holding a valid International Competition (C) license; and have participated in at least five ASN registered circuit races in the last three years; or
- Applicants who held or holding a valid Level 2 (Intermediate) Motorsports Coach Licence for at least 3 years; and
- Provide a minimum of 20 lessons of personal coaching records and issue minimum 5 National Competition (B) Licence Training Certificate recognized by the Association; and

- Completed the Level 3 (Advanced) Hong Kong Motorsports Coach Training Courses with a passing grade, as well as passing the assessment; and
- Must hold a valid HKAA Ordinary membership or life membership.

5.3.3 Registration Renewal

- Holder of a valid Level 3 (Advanced) Motorsports Coach Licence;
- Hold a valid International Competition (B) Licence issued by the HKAA; or
- Hold a valid International Competition (C) Licence issued by the HKAA; and have participated in at least five ASN sanctioned circuit races;
- Within the valid license period, applicants must issue 15 or more motorsports training certificates; and assist in coordinating HKAA's motorsports promotional activities organized by the HKAA for at least 20 hours; those records must be provided for renewal
- Applicants are required to attend Continuing Professional Development (CPD) courses recognized by the HKAA and meet the basic hours or course requirements for renewal;
- No violation of HKAA's motorsports coaching regulations in the past two years before registration;
- Level 3 (Intermediate) Motorsports Coach licence renewal registration will last for 2 years (in calendar years);
- Complete the renewal application form and return it with copies of the required documents, along with the registration fee to our office before the expiry of the licence; and
- Must hold a valid HKAA Ordinary membership or life membership.

5.4 Criteria of Document Submission

5.4.1 Teaching certificate

- Including information such as date of teaching, position held, number of classes, name of student, teaching content, type of vehicle taught, etc. Besides, applicants will also need to provide relevant document issued by the training school. The cumulative number of coaching sessions shall not be less than 3 hours per session °

5.4.2 Personal Records of Coaches

- Including information on the date, duration, number of participants, mode of the training course or promotional activity, etc.

5.4.3 Record of Coach's Workshop, Seminar and Training

- Including information on the date, duration, organizer, eligibility criteria, etc. of the workshop and provide the relevant certificates.

6 Hong Kong Motorsport Coach Training Courses (Notice will be issued when applications are accepted)

6.1 Level 1 (Fundamental) Coach

6.1.1 The course duration is 6 hours

6.1.2 Contents include:

- Introduction and development of Fédération Internationale de l'Automobile (FIA) and Fédération Internationale de Motocyclisme (FIM);
- Motorsports definition and introduction & athletes promotion process;
- Regulations of the preliminary stage of the FIA International Sporting Code and safety knowledge of racing circuits;
- Teaching skills, including presentation skill, attitude, teaching material preparation, site and environment use, etc.;
- Sport psychological skills and sports physiology adjustment knowledge;
- Level 1 (Fundamental) motorsports Coaches' responsibility and code of conduct
- Attendance rate must reach 70% in order to participate in the final assessment

6.2 Level 2 (Intermediate) Coach

6.2.1 The course duration is 6 hours

6.2.2 Contents include:

- The update and introduction of the international racing regulations and safety knowledge of Fédération Internationale de l'Automobile (FIA) and Fédération Internationale de Motocyclisme (FIM)
- The usage of various athlete's safety equipment;
- Intermediate level of regulation in the FIA International Sporting Code;
- Knowledge of physical training, sports psychological skills and physiological adaptations for motorsports athletes;
- Knowledge of injury prevention and treatment for motorsport athletes;
- Teaching skills training, teaching materials and curriculum planning for different types of racing cars;
- Level 2 (Intermediate) motorsports coaches' responsibility and code of conduct; and
- Attendance rate must reach 70% in order to participate in the final assessment.

6.3 Level 3 (Fundamental) Coach

6.3.1 The course duration is 6 hours

6.3.2 Contents include:

- The update and introduction of the international racing regulations and safety knowledge of Fédération Internationale de l'Automobile (FIA) and Fédération Internationale de Motocyclisme (FIM);
- Organise motorsports programme ;
- Advanced level of regulation in the FIA International Sporting Code;
- Teaching material preparation and programme detail planning;
- Management and planning for the motorsports school;
- Technique coaching based on different motorcar types;
- Following Level 3 (Advanced) coaches' responsibility and code of conduct; and

- Attendance rate must reach 100% in order to participate in the final assessment.

7 Assessment

- 7.1 Consists of a "Written Test" and a "Practical Assessment".
- 7.2 Practical Assessment is an overall assessment of the applicant's knowledge of the international regulations and safety regulations governing the sport of motor racing. The content covers rules, flags, safety equipment, principles of race car operation and crisis response. There will also be analysis of cases and contingency handling.
- 7.3 Practical Assessment aims at reaffirming the applicant's teaching skills, presentation skills, and knowledge of different levels of learning. The assessment will be therefore based on the coping skills of the staff. <Unavailable until 2021>.
- 7.4 The pass mark for the Written Test and the Practical Assessment is 70% each.
- 7.5 All assessment results will be assessed by the Assessment Board before consideration is given to the issuance of the relevant coach's licence. The assessment panel is comprised of professionals from various disciplines and international motorsports athletes with international racing experience. This ensure the assessment to be fair and be impartial and quality supervision of the accreditation of coaches.

8 Continuing Professional Development (CPD) courses (Notice will be issued when applications are accepted)

- 8.1 It aims to assist coaches in maintaining and enhancing their pedagogical knowledge and skills as well as professional competence and standards of teaching across different fields. Eventually, coaches can, therefore, provide more holistic teaching environment and curriculum, increasing the standard of racing athletes and the development of motorsports;
- 8.2 A coach holding a valid licence for each registration year must attend the required CPD courses and gain enough credit for renewing the licence; and
- 8.3 Details of the recognised courses will be announced.

9 Late Registration Renewal

- 9.1 The validity period of the licence will be shown on the coach's licence, after which it will be deemed invalid;
- 9.2 Coaches who failed to renew the registration for two years and wish to re-apply must submit a written application to the HKAA. Also, coaches should complete the relevant motorsports coaching training course and assessment within a specific period of time with a passing score;

- 9.3 In addition to the training course fee and assessment test, an additional late administrative fee will be charged;
- 9.4 If an application is unsuccessful or overdue for more than 3 years, the applicant must re-apply for a licence in accordance with the normal procedures Registration; and
- 9.5 If the Association finds that a coach has deliberately continued to teach after the expiry of his or her coaching licence, the coach's qualification will be immediately revoked, and we will not consider accepting his application again.

10 Coaching Code

- 10.1 The role of a motorsports coach play roles as mentor, role model, advisor, parent and trainer of an athlete etc. A good motorsport coach can provide the right experience and develop good sportsmanship in the process. To raise the standard of coaches, the HKAA has developed a Coaching Code of Conduct for coaches to follow;
- 10.2 Treating each athlete as an individual and helping them to develop their talents;
- 10.3 Promote fair play, respect for others and accept the rules and spirit set by motorsports;
- 10.4 Enrich coaching knowledge and promote personal improvement;
- 10.5 Ensure a safe environment for athletes to train and compete, with sports equipment and facilities that meet safety standards;
- 10.6 Ensure that training and competition match the age and fitness appropriate of the athletes;
- 10.7 Educate athletes on the benefits of sport, encouraging them to participate in sport in a lifelong time;
- 10.8 Avoid over-training the athletes, and maintain and boost their interest in sport;
- 10.9 Lead by example and do not use foul language;
- 10.10 Refrain from harassment and discrimination, including sexual harassment, racial and disability discrimination; and
- 10.11 The HKAA reserves the right to make changes at any time and reserves the right of finality.

Notes

- 11.1 Must comply with HKAA Coaching Code of Conduct;
- 11.2 Failure to comply with the Code may result in the revocation of the coach licence;
- 11.3 Any change of information after the coach's licence and certificate have been issued will be subject to re-issuance fee and additional administration fee. The reimbursement will take not less than 5 working days to process; and
- 11.4 Training intuitions shall ensure that it employs coaches holding a valid coaching licence. Any coaches who hold an expired licence and continue coaching and issuing

motor racing training school certificate, HKAA will consider revoking the licences of the training schools to which they belong.

Registration procedure

- 12.1 Please complete the "HKAA Coach Application Form" at Annex (3);
- 12.2 Together with the application form, please submit personal teaching record (e.g. Certificate of Organization or other relevant information) and copies of coach training course certificates.
- 12.3 Payment of written examination and assessment fees;
- 12.4 Arrangement will be made to sit for a written examination and those who pass the written examination will be assessed;
- 12.5 The results of all assessments will be assessed by the motorsports Coach Qualification Committee before consideration is given to the issuance of the relevant coaching licence. In addition, applicants may be invited for an interview by the Assessment Board;
- 12.6 Applicants who fail in the written examination may apply for a supplementary examination to the HKCAA. Remedial examination fee will be charged.



Hong Kong, China Automobile Association

Marsh Road, Wanchai Reclamation, Hong Kong

Office Hour: Monday to Friday 9am- 6pm (Close on Saturday, Sunday & Public Holiday)

Promotion process of the HKAA Racing Coaches

