

'Continuing Coach Education (CCE) – by NROC Coaches, for NROC Coaches'
(#ForCoachesByCoaches) Programme

Section 1 – Background

Following the CoachSG launch in May 2017, one of CoachSG's goals is to develop and strengthen the coach education system and pathways in Singapore – for both formal (e.g. SG-Coach Theory, Technical) and informal (Continuing Coach Education (CCE)) coach education.

With that in mind, CoachSG cordially invites all NROC coaches to conduct **Continuing Coach Education (CCE) workshops** for fellow NROC coaches. NROC coaches who conduct these CCEs will be able to¹:

1. Receive additional CCE hours

CCE hours awarded per workshop = actual workshop duration + additional CCE hours to reflect the time and effort put in for workshop preparations and review (see details below). Conducting CCE workshop(s) under this programme will help NROC coaches fulfil CCE hour requirement at a quicker rate. Please note that an NROC Coach Presenter may be awarded up to 10 CCE hours per workshop conducted under this programme.

Duration of CCE Workshop Delivered (x hrs)	Total No. of CCE Hours Awarded			
	No. of CCE Hours Awarded (Current) (x + 5) hrs	Revised: 1 st Workshop Delivery (2x + 1) hrs	Revised: Repeated Workshop w/ Same Content (x + 1) hrs	Revised: Repeated Workshop w/ Significantly Different Content (1.5x + 1) hrs
1	6	3	2	2.5
2	7	5	3	4
3	8	7	4	5.5
4	9	9	5	7
5	10	10	6	8.5

- 2. Receive partial reimbursement for your time** – S\$150 per CCE workshop (includes GST)
- 3. Share their knowledge / expertise with, learn from and network with other coaches. The primary objective of this initiative is to provide learning opportunities for BOTH presenter and participants**

NROC coaches who conduct CCE workshop(s) under this programme will be known as NROC Coach Presenter(s); whereas NROC coaches who participate in these workshop(s) will be known as NROC Coach Participants.

¹ To be eligible to receive (1) and (2), the NROC Coach Presenter must collaborate with CoachSG to adhere to all guidelines listed in Section 3 – 'I am an NROC coach and I am interested to conduct CCE workshop(s). What should I do?'

Examples of CCE workshops include the following. **All workshops must be interactive in nature:**

1. Hands-on / practical sport-specific sessions at sports venues (e.g. stadiums, running track, field, sports hall), such as how to creatively design and conduct various football training drills on a football field
2. Coaching circles / Communities of Practice (CoPs) – where coaches from the same or similar sport(s) gather and share sports coaching-related experiences and / or insights such as:
 - a. How to help parents and athletes deconflict / compromise sports and other priorities in your sport
 - b. Processes and challenges in athlete development
 - c. How to lead your sports team more effectively
 - d. Practical ways to develop your sports coaching career

Disclaimer

Please note that CoachSG reserves the final right to:

- a. Disallow any NROC Coach Presenter to continue with the proposal / workshop at any part of the CCE Development Cycle, should CoachSG find the NROC Coach Presenter's conduct to be unsatisfactory; CoachSG may also disallow the NROC Coach Presenter from conducting future CCE workshop(s) should CoachSG deem the Presenter's misconduct to be sufficiently severe
- b. Decline any NROC Coach Participant's continued participation at the workshop, should CoachSG find the NROC Coach Participant's conduct to be unsatisfactory. CoachSG may also disallow the NROC Coach Participant from participating in future CCE workshop(s) should CoachSG deem the Participant's misconduct to be sufficiently severe

In addition, CoachSG will not intervene for any dispute(s) that may arise between NROC Coach Participants during the conduct of the workshops.

Section 2 – Who is eligible?

NROC coaches who conduct CCE workshop(s) under this programme must meet all of the criteria below:

1. Have minimum 5 years of regular sports coaching experience (i.e. at least weekly coaching)
2. Have a clearly articulated sports coaching philosophy that is aligned with SportSG and CoachSG's philosophies
3. Have proven sports coaching track record²
4. Have specialty in a particular area (e.g. youth sports, disability sports), and is theoretically sound in the fundamental principles of sports coaching
5. Have good command of English (speaking, presenting)
6. Have prior experience in teaching and / or class facilitation, preferably in the context of sports coaching (e.g. delivery of coaching courses)

² 'Proven track record' refers to either a track record of success at sports competitions and / or consistent history of sports coaching jobs / assignments.

Section 3 – I am an NROC coach and I am interested to conduct CCE workshop(s). What should I do?

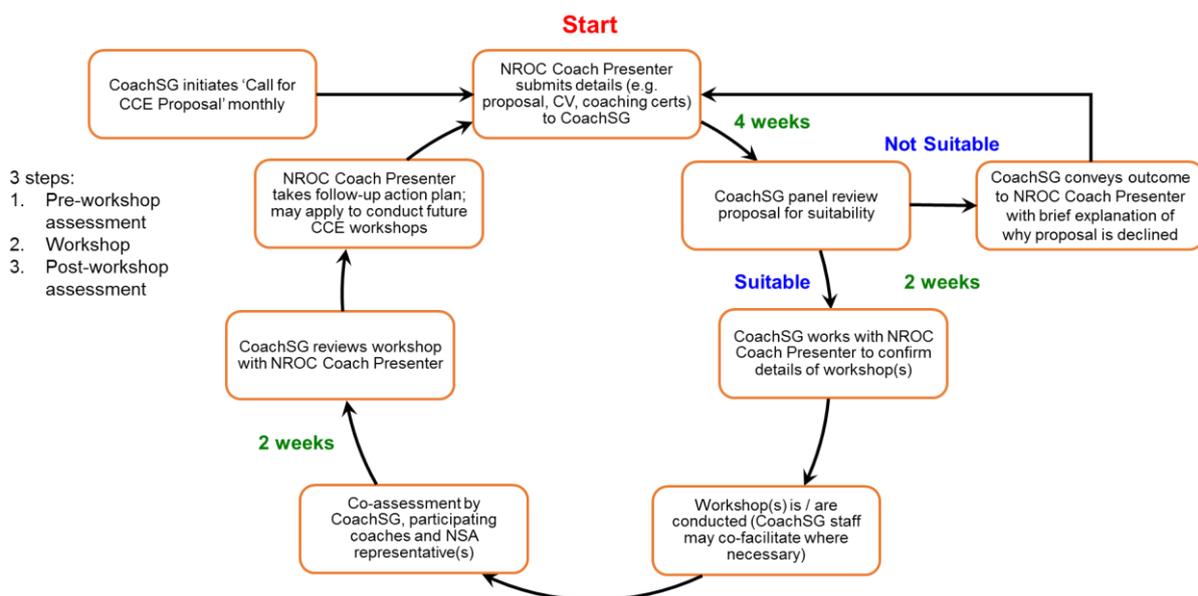
You will need to...

1. Understand the CCE Development Cycle:

All NROC coaches who are interested to conduct CCE workshop(s) will participate in a 3-step CCE Development Cycle illustrated below. This cycle is designed to ensure a quality learning experience for the NROC Coach Presenter as well as to ensure quality of CCE workshops delivered.

NROC Coach Presenters are reminded that marketing of their own companies / services is not allowed at the CCE workshops as the primary objective of this initiative is to provide learning opportunities for BOTH presenter and participants.

Diagram 1 – CCE Development Cycle



2. Collaborate with CoachSG on the following steps:

• Step 1 (Pre-Workshop Assessment)

- ✓ E-mail details to Sport_Coaching@sport.gov.sg:

(a) and (b) need to be submitted only prior to your 1st workshop OR when there are updates

- CV – please include your sports coaching history and track record in detail
- Certifications – sports coaching and other related certificates (e.g. Diploma / Degree in Sports Science / Physical Education)

c. CCE workshop Proposal(s) – please provide details in attached template ‘[CCE Workshop – Session Outline](#)’. Required details for each workshop are:

1. Workshop topic
2. Workshop objective(s)
3. Sub-topics under the main topic – for example, if your main topic is team culture, possible sub-topics may include communication and leadership
4. Learning outcomes – this provides participants clarity on what they can learn by attending your workshop
5. Session outline – detailed activities with timing in your workshop

Kindly submit up to 3 proposals per application. If more than 3 proposals are submitted, CoachSG panel³ will only evaluate up to 3 of the submitted proposals.

³ CoachSG panel include CoachSG representatives, and may include Sports Science and Medicine department and / or relevant National Sports Association(s)’ (NSAs) representatives.

d. Supporting documents to be used during your workshop – e.g. presentation deck, coaching-related readings / articles

✓ Await CoachSG panel’s evaluation of your proposal. CoachSG’s evaluation criteria can be broadly summarised into the following 3 points:

- a. Proposal’s values / philosophies are aligned with SportSG / CoachSG values / philosophies
- b. Content is practical-focused and sufficiently in-depth
- c. Workshop format is interactive; promotes discussion and sharing of ideas / experiences

✓ Attend all pre-workshop meeting(s) / discussion(s) with CoachSG – you may be required to elaborate further on your proposal(s) during the meeting(s) / discussion(s)

✓ After proposal is approved by CoachSG, please proceed to:

- a. Book and confirm venue⁴, date and timing of CCE workshop
- b. Prepare required sports equipment⁵ (e.g. balls, training aids, sports apparels)

CoachSG will assist to publicise finalised details of CCE workshop to other NROC coaches from the same sport or similar sport(s). Representative(s) from other SportSG departments and the relevant NSA(s) may be invited to participate.

⁴ For CCE workshops conducted in sports venues (e.g. stadium, running track, field, sports halls) only. If the workshop requires a SportSG venue (e.g. ‘BlackBox’ Auditorium, SIRC Seminar Room), CoachSG can assist to book, subject to venue availability.

⁵ If participating NROC coaches are required to prepare and bring their own sports equipment, please notify CoachSG early for inclusion in the publicity.

- Step 2 (Workshop)
 - ✓ Arrive at workshop venue sufficiently early for pre-workshop preparations / setup
 - ✓ Deliver the CCE workshop professionally by:
 - a. Being responsible for all participants' safety
 - b. Being physically and mentally present
 - c. Keeping an open mind
 - d. Practising active listening and open, clear communication
 - e. Providing honest feedback to your fellow participants
 - f. Keeping technology (e.g. mobile phones) away during the session, unless it is integral to delivery of the session
 - ✓ Receive co-assessment from participants (e.g. CoachSG staff, NROC Coach Participants and NSA representative(s)).

CoachSG staff may co-facilitate at the workshop where necessary.

- Step 3 (Post-Workshop Assessment)
 - ✓ Participate in post-workshop assessment with CoachSG – CoachSG will work with you to holistically review your workshop. This assessment may either take place immediately after the workshop, or within 2 weeks after the workshop as a separate discussion
 - ✓ Pursue follow-up actions on your own (e.g. upgrading of facilitation skills). NROC Coach Presenter may apply to facilitate future CCE workshop(s)

3. Adhere to CCE workshop guidelines

Being an NROC Coach Presenter, you will need to:

1. Collaborate with CoachSG to complete all 3 steps in CCE Development Cycle (see Diagram 1)
2. Demonstrate positive attitude throughout the CCE Development Cycle
3. Be punctual for all CCE workshop(s) and all meetings (including interviews, discussions, assessments)
4. Provide consistent, quality work (e.g. session outline, actual workshop delivery)

Section 4 – I am an NROC coach and I am interested to participate in the CCE workshop(s). What should I do?

Thank you for supporting your NROC Coach Presenter and this programme. As an NROC Coach Participant, you are required to:

1. Be punctual when attending all CCE workshop(s)
2. Bring your NROC log book when attending all CCE workshop(s)
3. Conduct yourself professionally during CCE workshop(s) by:
 - a. Being responsible for your own safety
 - b. Being physically and mentally present
 - c. Keeping an open mind
 - d. Practising active listening and open, clear communication
 - e. Providing honest feedback to the NROC Coach Presenter
 - f. Keeping technology (e.g. mobile phones) away during the session, unless it is required to participate in the session