



HONG KONG, CHINA TENPIN BOWLING CONGRESS LTD.

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HKCTBC Coach Accreditation System Outline

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1. Introduction

This document outlines the Hong Kong China Tenpin Bowling Congress coaching accreditation pathway, presenting a structured progression from entry-level instructor to HKCTBC elite coaching certification. The purpose, eligibility requirements, course duration, assessment methods, practicum expectations, and certification arrangements for each accreditation level- Emerald, Jade, Sapphire, and Diamond are set out below, serving as a reference for prospective applicants and stakeholders. Further, the outline document provides a clear overview of the standards and processes required for registration and continued recognition as an HKCTBC instructor and coach.



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2. **Emerald: Instructor Course for School Team Coaches and PE Teachers**

- Course Duration: 12 hours (2 days)
 - Day 1: 3 hours theory + 3 hours practical
 - Day 2: 3 hours theory + 3 hours practical
- Eligibility and Admission:
 - Applicants must be 18 years of age or older.
 - Applicants must be proficient in English. Only verbal Cantonese translation will be available.
 - A minimum attendance rate of 100% is required.
- Application and Enrolment Logistics:
 - Open applications are announced on the official HKCTBC channels prior to the course commencement.
 - Application Deadline: 3 weeks before the start of the course.
 - Selection Notification: Applicants will be notified by mail 1 week prior to the start date. If applications exceed capacity, admission will be determined on a first-come, first-served basis.
- Assessment and Evaluation:
 - Basic Assessments: Evaluated by 3 senior examiners.
 - Examinations: Includes a Written Exam and On Lane Coaching covering the following basic concepts:
 - General Bowling Information
 - Bowling Environment and Common Equipment
 - Safety in Bowling
 - Athlete Development
 - Basic Bowling Technique
 - Implementation of Basic Drills
 - Basic Analysis of Athletes
 - Basic Spare Systems
 - Passing Grade: An average score of 80% across the evaluation sections.
 - Results and certificates will be released/issued within 1 month following the examination date.



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3. Jade: Youth Development Program Instructors Course

- Course Duration: 18 hours (3 days)
 - Day 1: 3 hours theory + 3 hours practical
 - Day 2: 3 hours theory + 3 hours practical
 - Day 3: 3 hours theory + 3 hours practical
- Eligibility and Admission:
 - Applicants must have successfully passed the Emerald Coaching Course.
 - Applicants must be proficient in English. Only verbal Cantonese translation will be available.
 - A minimum attendance rate of 100% is required.
- Application and Enrolment Logistics:
 - Open applications are announced on the HKCTBC website approximately 2 months prior to the course commencement.
 - Application Deadline: 3 weeks before the start date.
 - Selection Notification: Applicants will be notified via email 1 week prior to the start date. If applications exceed capacity, selection will be prioritized based on candidates' scores in the Emerald course.
- Assessment and Qualification Requirements:
 - Examinations: Includes a Written Exam, On Lane Coaching, Technical Knowledge Test and Bowling Proficiency Test all at a developmental requirement level.
 - Evaluation Rules: Assessments are conducted by 3 senior examiners.
 - Passing Criteria: An overall average score of 70% across the four assessment categories, alongside a minimum passing score of 80% on the written exam.
 - Results: Results will be announced within 3 months post-examination.
 - Practicum: Complete 30 hours of practical instructing in official HKCTBC Youth Development (YD) classes with a passing evaluation (Practicum Report- issued by HKCTBC based on performance).



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4. Sapphire: Intermediate Coaching Course

- Course Duration: 24 hours (4 days)
 - Day 1: 3 hours theory + 3 hours practical
 - Day 2: 3 hours theory + 3 hours practical
 - Day 3: 3 hours theory + 3 hours practical
 - Day 4: 3 hours theory + 3 hours practical
- Eligibility and Admission:
 - Applicants must have successfully completed the Jade: Youth Development Program Instructors Course.
 - Applicants must demonstrate active coaching involvement in Official HKCTBC Youth Development classes or programs deemed of similar level by HKCTBC.
 - Applicants must be proficient in English. Only verbal Cantonese translation will be available.
 - A minimum attendance rate of 100% is required.
- Application and Enrolment Logistics:
 - Open applications are announced on the HKCTBC website approximately 2 months prior to the course commencement.
 - Application Deadline: 3 weeks before the start date.
 - Selection Notification: Applicants will be notified via email 1 week prior to the start date. If applications exceed capacity, selection may be prioritized based on candidates' previous coaching performance, practicum results and relevant coaching experience.
- Assessment and Qualification Requirements:
 - Examinations: Includes Written Assessment, On Lane Coaching Assessment, Training Session Planning and Technical Knowledge Evaluation all at an intermediate level.
 - Evaluation Rules: Assessments are conducted by 3 senior examiners.
 - Assessment Areas:
 - Intermediate bowling techniques and corrections
 - Training session design and progression planning
 - Intermediate athlete development and performance monitoring
 - Team structure and squad management
 - Talent identification
 - Coaching communication and feedback delivery
 - Passing Criteria: An overall average score of 75% across theoretical and practical components.
 - Results: Results will be announced within 3 months following the examination date.
 - Practicum: Complete 40 hours of practical instructing in official HKCTBC Centralised Program (CP) classes with a passing evaluation (Practicum Report- issued by HKCTBC based on performance)



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5. Diamond: Elite Coaching Course

- Course Duration: 35 hours (5 days)
 - Day 1: 7 hours theory
 - Day 2: 3 hours theory + 4 hours practical
 - Day 3: 7 hours theory
 - Day 4: 7 hours guided practical
 - Day 5: 7 hours practical
- Eligibility and Admission:
 - Applicants must have successfully completed the Sapphire Coaching Course.
 - Applicants must demonstrate substantial coaching experience and involvement in athlete preparation for advanced-level training or competition.
 - Applicants must demonstrate active coaching involvement in Official HKCTBC Centralised Program classes or programs deemed of similar level by HKCTBC.
 - Applicants must be proficient in English. Only verbal Cantonese translation will be available.
 - A minimum attendance rate of 100% is required.
- Application and Enrolment Logistics:
 - Open applications are announced on the HKCTBC website approximately 2 to 3 months prior to the course commencement.
 - Application Deadline: 3 weeks before the start date.
 - Selection Notification: Applicants will be notified via email 1 week prior to the start date. If applications exceed capacity, selection may be determined based on candidates' assessment results in the Sapphire level, coaching portfolio and relevant high-performance coaching experience.
- Assessment and Qualification Requirements:
 - Examinations: Includes Advanced Written Examination, High-Performance Coaching Assessment, Athlete Case Analysis, Competition Planning Task and Technical Evaluation.
 - Evaluation Rules: Assessments are conducted by 3 senior examiners and 1 appointed elite-level assessor.
 - Assessment Areas:
 - High-performance athlete development
 - Advanced technical and tactical analysis
 - Periodisation and long-term training planning
 - Competition preparation and lane-play strategy
 - Performance review and data-based coaching adjustments
 - Leadership, professional ethics and safeguarding
 - Passing Criteria: An overall average score of 80% in all the practical and theoretical components.
 - Results: Results will be announced within 3 months following the examination date.
 - Practicum: Complete 100 hours of practical coaching, athlete supervision or competition preparation in official HKCTBC programs or approved elite training environments with a passing evaluation (Practicum Report- based on performance and issued by HKCTBC where applicable).



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6. Certification and Registration

- Official Recognition: Upon fulfilling all requirements for the enrolled course, candidates will be awarded a certificate titled the same as the course and must sign an agreement to abide by the Code of Conduct for Coaches to officially become an HKCTBC Registered Coach at the pursued level.
- Registration Renewal: Registration must be renewed every 2 years and is subject to meeting all renewal criteria, including background checks for complaint records, safeguarding issues, sexual harassment complaints and student performance.



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7. Summary Table

Level	Course Title	Focus	Course Duration	Entry Requirement	Passing Criteria	Practicum Requirement
Emerald	Instructor Course for School Team Coaches and PE Teachers	Foundation	14 hours (2 days)	18 years of age or older; proficient in English	Average score of 80% across the evaluation sections	None
Jade	Youth Development Program Instructors Course	Development	24 hours (3 days)	Pass Emerald Coaching Course; proficient in English	Average score of 70% and minimum 80% on written exam	30 hours of practical instructing in official HKCTBC Youth Development (YD)
Sapphire	Centralised Program Instructors Course	Intermediate	32 hours (4 days)	Complete Jade course; active coaching involvement in official HKCTBC Youth Development classes	Overall average score of 75% across theoretical and practical components	40 hours of practical instructing in official HKCTBC Centralised Program (CP) classes
Diamond	Elite Coaching Course	Elite	40 hours (5 days)	Complete Sapphire course; substantial coaching experience; active coaching involvement in official HKCTBC Centralised Program classes; proficient in English	Overall average score of 80% in all practical and theoretical components	100 hours of practical coaching, athlete supervision or competition preparation in official HKCTBC programs or approved elite training environments