

Elite Training Seminar

The Role of Sports Administrator in Elite Sport



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Coaching Support Manager

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The Role of Sports Administrator in Elite Sport

Outline

- 1. The Elite Sport Training Structure**
 - Government Funding and Public Accountability
 - The Management
 - A Coach Driven Programme
 - The Support System
- 2. Coaching Support Department – Roles and Responsibilities**

The Role of Sports Administrator in Elite Sport

The Elite Sport Structure

Government Funding and Public Accountability

- 1. Sports in the Hong Kong context –
Where Elite Sports fit in**
- 2. The Sports Commission**
- 3. Mission of HKSI**
- 4. The Delivery and Control**



Hong Kong Sports Institute

Hong Kong Sports Institute

Mission

To provide an elite training centre to search, identify, nurture and train elite athletes to achieve sporting excellence in the international arena



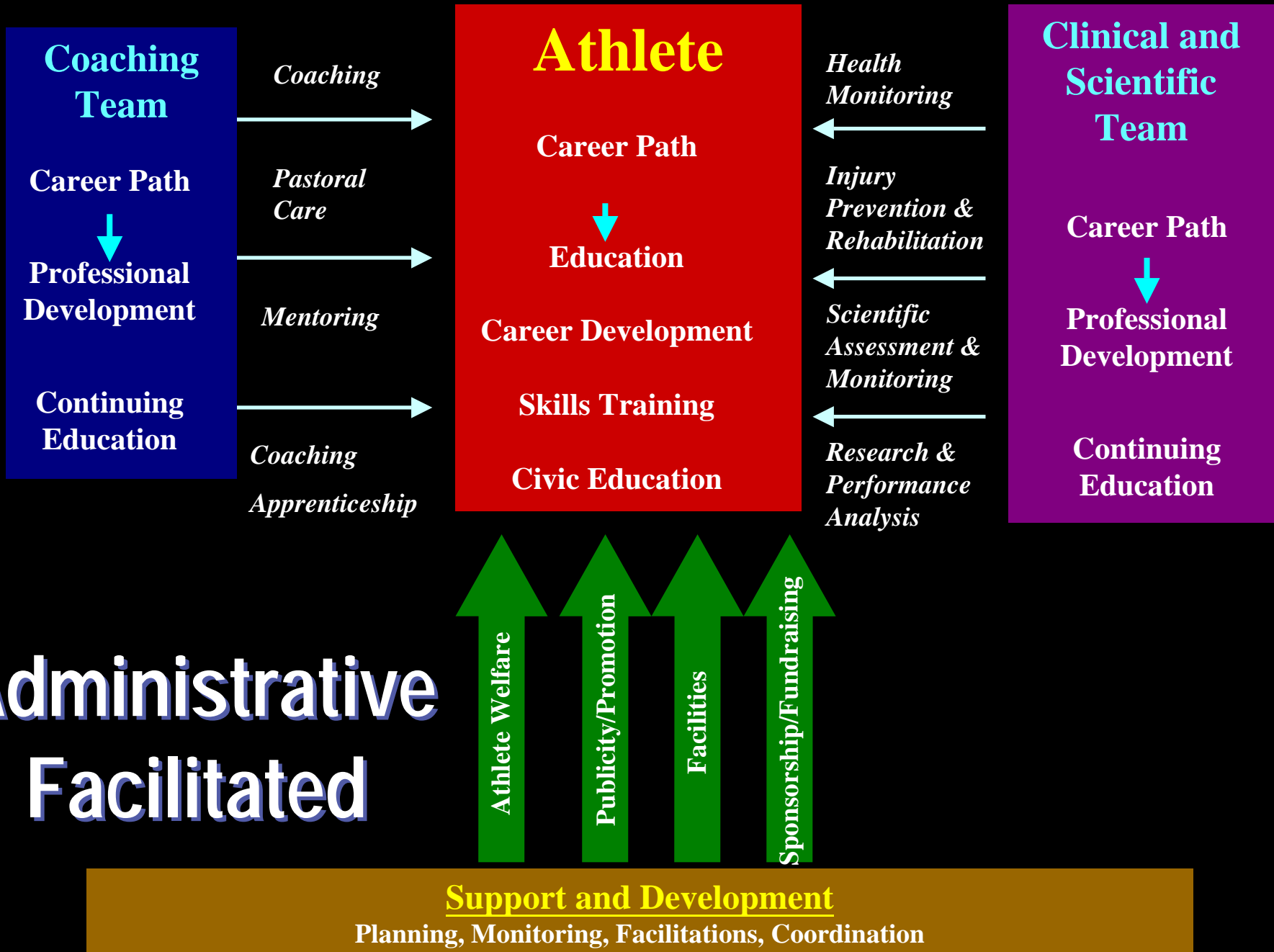
Athlete Centered

Coach Driven



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Delivery and Control

HKSI – Head Coach Driven

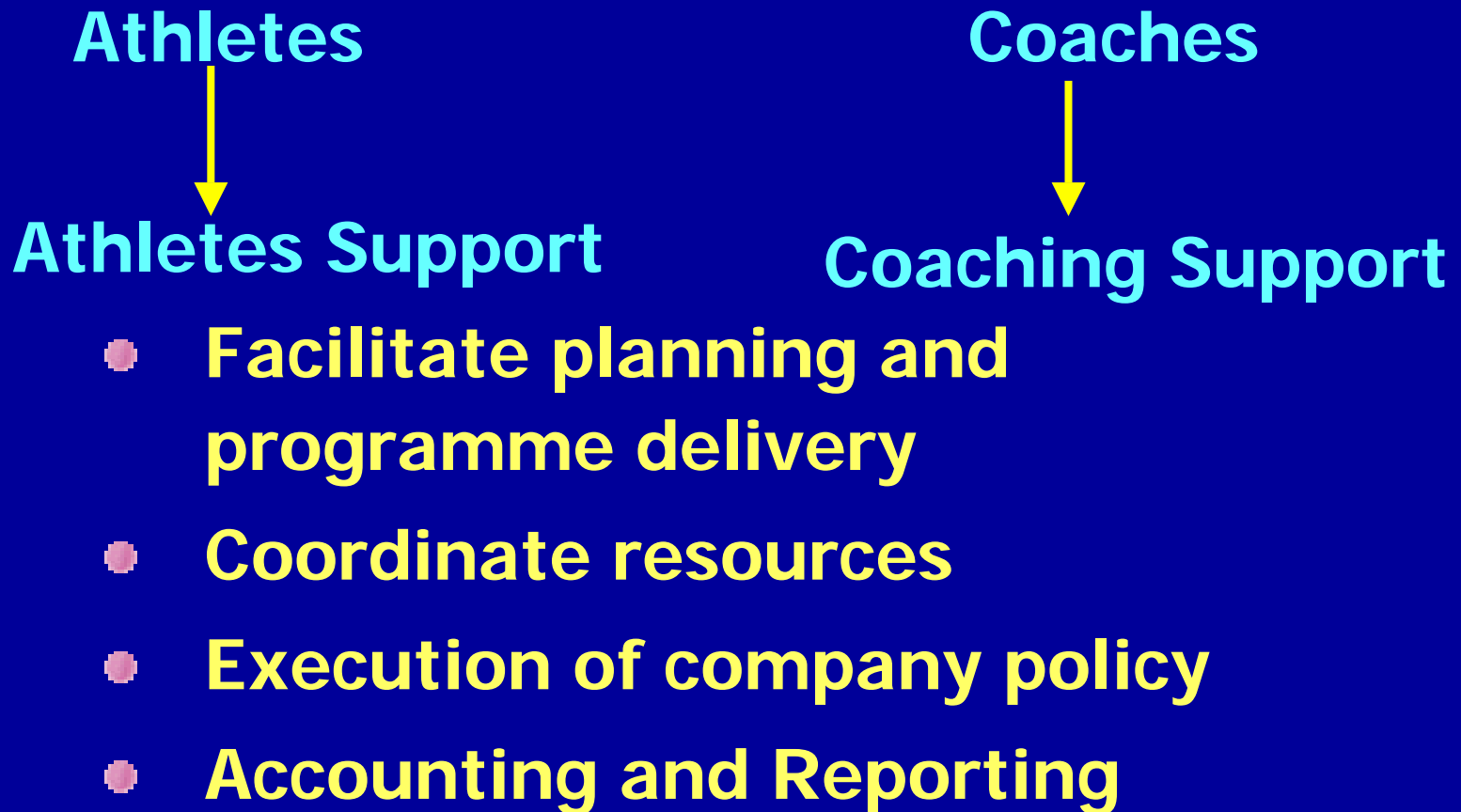
- Focus on elite performance
- Autonomy in programme planning
- Management of Resources
- Accountable for result and resources
- Coaching vs administration

The Board and The Management

- Bound by the government bureaucracy
- Set guidelines and policies
- Allocation and coordination of Resources
- Accountable for public funding
- Monitoring and control
- Meeting the needs of Coaches and Athletes

The Management

13 Elite Coaching Departments



Coaching Support Department

Elite Sport Management and Strategic Planning Matters

- Propose, implement and evaluation of strategies and policies
- Coordinate Budgets / Funding and other resources for 13 + 2 Sports
- Develop and monitor budget control and database system
- Athletes data for policy formulation

Coaching Support Department

Support to Board and Management

- Preparation of policy papers and execute Board and Committee decisions
- Elite Vote Review and Evaluation
- Develop support criteria, context, mechanism, procedures and effective system
- Collaborate with other Departments on initiatives / projects related to Elite Sports support and Development matters
- Messages and Protocol

Coaching Support Department

Support to Elite Coaching Departments

Planning and Liaison

- Assist in Programme planning and coordination
- Advise on budget allocation from different sources
- Liaise and coordinate with NSAs on resources allocation
- Other Departments and external organisation – HAB / LCSD / Sponsors, etc.

Coaching Support Department

Support to Elite Coaching Departments

Funding Monitoring / Administrative Support

- Enhance administration efficiency
- Monitoring System and database (ETAPS)
- Vetting and Recommendation of internal funding applications – comply with policy and ensure effective use and accountability
- Coaching Development Programmes

Coaching Support Department

Support to Elite Coaching Departments

Budgets and Funding

Recurrent Programme Budget

- Training
- Equipment
- Coaches and Training Partners
- Nutrition
- Meals & Accommodation
- Stipend

Coaching Support Department

Support to Elite Coaching Departments

Budgets and Funding

- Capital Budget
- Purchasing and stock-taking
- Projects – TID and others
- ASDF – Major Games Preparation
- HKSI Re-provisioning

Coaching Support Department

Support to Elite Coaching Departments

Budgets and Funding

- Application
- Collation and vetting
- Justification & Recommendation
- Approval
- Spending
- Accounting and Reporting

Coaching Support Department

Support to Elite Coaching Departments

General Administration Support

- Coaches Movements
- Statistics
- Car-Parking
- Secretarial Support for Coaches Meetings
- AA / Secretaries supervision and communication

Coaching Support Department

Sport Scholarship Scheme Administration

- Appraisal system
- Performing Targets
- Stipends and Bonus
- Car-parking
- Records and Statistics

Coaching Support Department

Sport Scholarship Scheme Administration

- **Application and vetting**
- **Athletes Profiles and Performance Records**
- **Level and changes of support**
- **Justification & Recommendation**
- **Approval**

Procedures of Medical Test

Complete Medical Questionnaire

Sports Medicine Department - for medical check up by Medical Consultant
Sports Science Department – for blood / urine tests and pulmonary test

pass

not pass

**Meet Medical Consultant to analyse
test results and re-examination**

pass

not pass

**Another meeting with Medical
Consultant and Head coach
for in-depth analysis**

pass

not pass

**Offering of Scholarship
Contract Agreement**

**No Scholarship
Arrangements**

Coaching Support Department

Sport Scholarship Scheme Administration

Medical and Insurance

- **Group Medical Insurance – Hospital & Surgical Benefit (upon referral from attending Physician)**
- **Group Travel, Group Personal Accidents & Life Insurance**
- **Medical – Out-patient (in-house budget)**
 - **General Consultation - including chiropractic, acupuncture, Chinese Herbalist, bone-setter**
 - **Specialist Consultation, X-Ray, Lab Test and Prescribed Medicine**
- **Dental**

Coaching Support Department

Sport Scholarship Scheme Administration

Recommendation Form

- Personal Particulars
- Achievements
- Current Support
- Appraisal of Performance by Head Coach
- Problems – Training, Family, Education, Career. Social, etc.
- Strength and Areas of Improvement
- Head Coach's Comments
- Recommendation of Support
- Approval

Coaching Support Department

Sport Scholarship Scheme Administration

Contract Agreement

- Athlete Code of Ethics
- Training and Competitions
- Medical
- Doping
- Sponsorship
- Public Relations
- Athletes Hostel
- Benefits
- Termination
- Agreed Performance Targets
- Personal Data Collection Statement

Coaching Support Department

Individual Athletes Support Scheme

- **Criteria, guidelines and policies**
- **Application, vetting and recommendation**
- **Liaison with Development Sports NSAs, Coaching Supervisors and Athletes**
- **Funding, reports and support**

Coaching Support Department

Disabled Elite Sports Programmes

- **Criteria, guidelines and policies**
- **Application, vetting and recommendation**
- **Liaison with Disabled Sports NSAs, Coaching Supervisors and Athletes**
- **Use of HKSI facilities and support**
- **Coordination with Elite Sports and other Departments**
- **Administrative Support**
- **Funding and reports**

Coaching Support Department

SAFF / SADF

- **Criteria, guidelines and policies**
- **Application, vetting and recommendation**
- **Liaison with Elite and Development Sports NSAs, Coaching Supervisors**
- **Funding and Reports**

Coaching Support Department

Searching for New Sport Stars

- **Coaching Departments initiatives**
- **School and Community Contacts**
- **Programme liaison and execution**
- **Application, vetting and recommendation**
- **Budget coordination**
- **Funding and Reports**

The Role of Sports Administrator in Elite Sport

Coaching Support Department

Sport Administration Vs Elite Coaching?

Where do we stand?

Who is supporting who?

Who takes the lead?

Who's responsible?





The Role of Sports Administrator in Elite Sport

Elite Training Seminar

Athlete Centered

Coach Driven

Administrative Facilitated

The Role of Sports Administrator in Elite Sport

Elite Training Seminar

Thank You

Coaching Support Department