

Introduction

INTRODUCTION

The **National Coaching Accreditation Programme (NCAP)** is the national standard for coaching qualifications. The programme takes care of coaches' educational needs by providing courses to upgrade their coaching skills.

NCAP consists of two fundamental components:

- **NCAP Theory:** lectures on the fundamental principles of coaching and the sports sciences are conducted by the *Singapore Sports Council (SSC)*
- **NCAP Technical:** lectures on sports specific skills, techniques and strategies in coaching as well as coaching attachments are organised by the various *National Sports Associations (NSAs)*

NCAP Theory and Technical courses comprise three learning levels. A complete and recognised certification at each level of NCAP is attained only with the completion of both NCAP Theory and NCAP Technical at the relevant levels, e.g. an NCAP Level 1 coach will have certification in NCAP Theory Level 1 and NCAP Technical Level 1. With certification at each NCAP level, the coach will grow from strength to strength in his/her coaching career. NCAP is an important first step towards entry into the National Registry of Coaches (NROC).

NCAP THEORY SESSIONS

There are numerous Levels 1, 2 and 3 courses scheduled each year. Class sizes are reduced as the course level progresses. Lessons are usually held from 7.00 p.m. to 10.00 p.m. on weekday-nights, with the exception of NCAP Level 1 courses, which start at 7.30 p.m. A copy of the course schedule is available upon request and at the SSC website (<http://sports.ssc.gov.sg>).

MEDIUM OF INSTRUCTION

All lessons are conducted in English.

Application

INTERNET AND WALK-IN APPLICATION

As a general guideline, all registrations for NCAP Theory courses should be made at least one month before the course starts. Interested participants are encouraged to apply early to avoid disappointment.

You will be allocated a place on the course when you register online at <http://sports.ssc.gov.sg>. Please print a copy of the Acknowledgement Page for your reference. Your place will only be confirmed when payment is received. You may choose to collect the course materials from our office or on the first day of course at the training venue.

You may make enquiries and/or register at our office at 230 Stadium Boulevard (at Stadium Carpark H) for any of our NCAP Theory courses. The office is opened Mondays to Fridays from 9.00am to 6.00pm. The office is closed between 1pm to 2pm daily for lunch. We are also closed on weekends and Public Holidays.

COURSE FEES

The course fees, inclusive of GST, are given in the table below:

| Course | Course Fees | |
|----------------------------|-------------|-----------|
| | Public | SSC Staff |
| NCAP Level 1 Theory Course | \$168.80 | \$126.60 |
| NCAP Level 2 Theory Course | \$210.60 | \$157.95 |
| NCAP Level 3 Theory Course | \$330.70 | \$248.00 |

Course fees must be paid via e-Payment, in cash (at our office) or by cheque (payable to "Singapore Sports Council") within 1 month (or 2 weeks before course commencement, whichever is earlier) after registration to confirm a place on the course. If we do not receive payment of course fees by the stipulated deadline, we will release your place on the course to the next applicant on the waiting list.

REFUND/ WITHDRAWAL FROM COURSE

Applications for refund must be made in writing at least two weeks before the course starts. The SSC reserves the right to reject applications for refund and will not enter into correspondence once a decision has been made. No refunds will be given for withdrawals that are less than 2 weeks before the start of the course.

ASSESSMENT

The assessment format is as follows:

- ◆ NCAP Level 1 Theory: 1-hour written examination
- ◆ NCAP Level 2 Theory: 1-hour written examination
- ◆ NCAP Level 3 Theory: Multiple-Choice-Questions examination + Coach Assessment Workbook

Results should be released within **6-8 weeks** of the examination date.

ELIGIBILITY TO SIT FOR EXAMINATIONS

Only course participants who have achieved the minimum 80% attendance requirement will be allowed to take the examination. Participants who are on medical leave or are involved in official duties during a major competition or representing the nation in a major competition will need to re-take the modules he/she missed as a result.

RE-EXAMINATION

A re-examination can be arranged for course participants who were absent from the examination or had failed the examination. Course participants may only sit for one re-examination. An administrative fee will be charged for all re-examinations according to the table below, unless a medical certificate, valid on the original examination date is submitted to the Course Coordinator:

| Level | Re-examination Fee |
|--------------|--------------------|
| NCAP Level 1 | \$10.50 |
| NCAP Level 2 | \$21.00 |
| NCAP Level 3 | \$31.50 |

CERTIFICATION

To qualify for the **Statement of Success**, participants must have achieved at least 80% attendance, sat and passed the end-of-course examination. In addition to these requirements, course participants for NCAP Theory Level 3 must also submit all the relevant sections of the Coach Assessment Workbook for assessment and meet minimum requirements as stipulated by the NCAP Lecturers.

The maximum duration allowed for participants to fulfill all requirements, e.g. passing the re-examination and/or the Coach Assessment Workbook is 6 months from the last day of the course (i.e. first examination date). Course participants who could not meet the deadline will be required to repeat the course for NCAP Theory certification at the same level.

NATIONAL REGISTRY OF COACHES (NROC)

Coaches are encouraged to register for the National Registry of Coaches (NROC) once they have obtained both NCAP Theory and NCAP Technical certifications.

The following are pre-requisites for NROC registration:

- 1) NCAP Theory and NCAP Technical certifications
- 2) Valid Standard First Aid with CPR certification
- 3) Understands and accepts the SSC Coach's Code of Ethics as spelt out in *A Comprehensive Handbook on NCAP/NROC for Coaches, 2004*
- 4) Valid employment pass, allowing coach to engage in coaching activities (if applicable)

Please note that NROC membership is renewable every three years if the coach meets renewal criteria.

CONTINUING COACH EDUCATION

Coaches are expected to continually pursue knowledge and skills upgrading to maintain the validity of their certificate. This can be in the form of coach education (e.g. courses, seminars, workshops, article contributions) or coaching practice (e.g. coaching attachments).

ATTENDANCE PROCEDURES

Participants are expected to be punctual for every lesson of the course and sign in the attendance register before the end of each lesson as proof of attendance.

CHANGE OF ADDRESS & PERSONAL PARTICULARS

Please inform Course Coordinators of any change in address and personal particulars so that we can continue to keep you informed and updated of any coaching courses, clinics, workshops and other coaching events.

SUGGESTION/FEEDBACK

We welcome constructive suggestions and feedback on matters relating to the course. A feedback questionnaire will be distributed to all participants at the end of the course. However, if, during the course, a participant needs to provide any feedback, he/she can surface it either to the NCAP Lecturer or the Course Coordinator.

DISCLAIMER

The SSC reserves the right to cancel, postpone or change the dates, venue and module-order of the courses as it deems fit.

The SSC, its employees and agents will not be responsible for any death, injury or loss arising from any cause whatsoever in connection with the participant's participation in the course.

Information is updated on 18 March 2008