

## Terms and conditions

I acknowledge and understand

HKTA has the right to amend the content of the course including coach arrangement & ratio etc. (Participant should visit [www.tennishk.org](http://www.tennishk.org) for the latest /updated course information.)

No refunds and transfers of course fee will be arranged once the enrolment is accepted.

HKTA reserves the right in its discretion to accept or reject any enrolment application.

HKTA reserves the right to cancel any courses. Applicants will be informed respectively for any changes of the course or refund arrangement.

- (1) the information provided by me will be used for the purposes of enrolling and promoting the activities organized by the Association, co-organizing parties, and/or other authorized parties or partnering companies in connection with the delivery of the said activities;
- (2) the information may be disclosed to the subsidiaries, agents, contractors, sub-contractors and/or affiliates of the persons mentioned paragraph (1) and/or other relevant parties for the purposes mentioned in paragraph (1);
- (3) I have the right of access and correction with respect to my personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap.486)
- (4) I may contact the staff of the Association for accessing or correcting my personal data and I agree that the Association is entitled to impose a fee on me for complying with a data access request."

I will take part in the Hong Kong Tennis Association ("HKTA") tennis training course as indicated in my enrolment form at my own risk and hereby exonerate and indemnify the HKTA and its staff from and against any proceedings, claims and demands whatsoever arising from any injuries or sickness howsoever sustained or contracted by me during my participation in the training.

HKTA reserves the right to vary or modify any of the information, terms and conditions without any prior notification. (If there is any inquiry, you may contact the HKTA office for details.)

## Refund

If participant cannot attend the whole course due to health reason, refund will be arranged if the written request is submitted 5 days prior to the commencement of the course. HK\$100 admin fee will be levied for the application. Sick leave application during the course will not be eligible for refund. Medical certification must be provided in all cases.

## Inclement Weather

Training will be cancelled once the typhoon signal No. 8 or above is hoisted, or after a Black Rainstorm Warning signal is announced. If typhoon signal No. 3 or below is hoisted, please contact the coach-in-charge to check the latest training arrangements. No refund will be provided if a lesson is canceled due to bad weather conditions. However, make up classes will be arranged later.

## Enrolment Procedures

Course enrolment is based on the Ability Test results (except MT courses) or the Coach Development Committee Members' recommendation, and then follows the first- come- first- serve method.

By Mail

Complete the enrolment form and send a cheque / credit card

本人知悉及明白

香港網球總會("本會")保留更改課程內容之權利,包括教練安排及人數比例等。(參加者可於 [www.tennishk.org](http://www.tennishk.org) 查閱最新/更新之課程資料)

如申請已被接納,本會不會安排轉班或退款。

本會保留接受或拒絕任何人仕報名之權利。

本會保留取消任何課程之權利。參加者將獲個別通知有關課程之改動或退款之安排。

- (1) 本人所提供之資料會被用作報名及總會與合辦機構,其他授權機構、合作公司所籌辦活動推廣之用
- (2) 就(1)所指,資料會向有關附屬公司、代理、承辦商及/或其他聯繫之人仕公開
- (3) 本人有權就個人資料私隱條例第 486 章 之規定索取及更改本人之個人資料並
- (4) 本人可聯絡總會索取或更改本人之個人資料,同時總會有權就本人之要求收取相關費用。

本人明白須自行承擔參與香港網球總會訓練班之風險並藉此免除向香港網球總會及其職員因訓練中發生意外或受傷索償及提出訴訟之權利。

本會保留修改任何資料、條款之權利而不予任何通知。(如有查詢,請與本會聯絡。)

如參加者因健康問題導致不能出席全期訓練,參加者需於開班前5天遞交書面退款申請,而\$100行政費用會於退款中扣除。如參加者因健康問題導致不能出席部份訓練,將不獲得退款,病假申請需連同病假紙一併遞交。

如天文台懸掛八號風球或以上強風訊號,黑色暴雨警告,當日訓練將被取消而不予任何通知。如天文台懸掛八號以下強風訊號,請聯絡負責教練有關訓練之安排。如訓練因天氣不佳而取消,所繳款項概不退還,而本會將另外安排補堂。

課程收生以能力測試成績為主(不適用於小型網球訓練員課程),或獲得本會教練委員會成員推荐,持有相同能力測試成績者,以本會收到報名表先後為準,學額先到先得。

郵遞:

填妥報名表連同支票/信用卡資料郵寄至香港銅鑼灣掃桿埔

information to HKTA, Rm 1021, Olympic House, So Kon Po, Causeway Bay, Hong Kong.

**By Fax**

Complete the enrolment form and credit card information and fax to 28948704

- (1) No confirmation of acceptance will be issued to participants. Acceptance list is available at [www.tennishk.org](http://www.tennishk.org). It is the applicant's responsibility to check the acceptance list. Any applicant who has submitted the application form but cannot find his/her names on the Acceptance List please call the HKTA office within 2 working days after the enrolment deadline.
- (2) Participants should attend the class on schedule upon enrolment. No further notification will be issued.

**Payment Instructions:**

- (1) Credit Card – Fill in the payment detail part on the enrolment form or download the Credit Card Payment Form from [www.tennishk.org](http://www.tennishk.org)
- (2) Cheque – Please make it payable to “HK Tennis Association” and write your name & the course code on the back of the cheque and send it to HKTA office.

Office hours for enrolment applications

Monday to Friday 0900-1800hrs

Saturday 0900-1300hrs

**Notes**

HKTA coaches have the right to reject participants from attending the lesson if he/she fails to pay the course fee.

HKTA coaches have the right to suspend participants from training at any time during the course if he/she fails to follow coach instructions or repeatedly violates the rules and regulations.

Participants should be dressed in appropriate sportswear and bring along their own tennis rackets.

球場徑 1 號 1021 室香港網球總會收

**傳真：**

填妥報名表連同信用卡資料傳真至 28948704

- (1) 本會不會發出確認信予參加者。請到 [www.tennishk.org](http://www.tennishk.org) 查閱取錄名單。如參加者發現自己的名子不在名單上，請於報名截止日期後 2 個工作天與本會聯絡
- (2) 參加者於申請確認後根據時間表出席訓練。本會不會再作任何通知

**繳費安排：**

- (1) 信用卡 – 將信用卡資料填妥於報名表上 / 於 [www.tennishk.org](http://www.tennishk.org) 下載信用卡繳費授權書
- (2) 支票 – 劃線支票抬頭“香港網球總會”及將參加者姓名及課程編號寫於支票背面

可於以下辦公時間到香港網球總會辦公室報名

星期一至五 0900-1800

星期六 0900-1300

本會教練有權拒絕未繳費用之參加者出席訓練。

本會教練有權終止不遵守教練指引或違反訓練守則之參加者出席訓練。

參加者需穿著合適之運動服裝及自備球拍。