



香港網球總會

HONG KONG TENNIS ASSOCIATION

Room 1021, Sports House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong.

Enrolment arrangement

報名安排

Players are admitted to the training by selection only.	球員必須參加甄選。
Participants can refer to timetables for the language used for training.	參加者可查閱時間表有關訓練班採用之語言。
Participants should apply for the courses according to the enrolment schedule and should avoid enrolling more than one class during the same time.	參加者需根據時間表申請訓練班及不可於同一時段申請多於一個訓練班。
Online Enrolment: (1) login to the HKTA Online Enrolment Widget and submit your enrolment form online. (2) Receive an email notification for payment. (3) Pay the course fee by credit card, cheque or cash (4) Enrolment status will change from "Pending" to "Accepted" (5) Please go to "My Enrolment Record" after login for enrolment information and history.	網上報名： (1) 登入香港網球總會網上報名系統並於網上提交申請 (2) 收到繳費通知電郵 (3) 透過信用卡/支票/現金繳交訓練費用 (4) 報名狀態將由"Pending"轉為"Accepted" (5) 登入網上報名系統並於我的報名記錄查閱有關申請
By Mail (1) Complete the enrolment form and send a cheque / credit card information to HKTA, Rm 1021, Olympic House, So Kon Po, Causeway Bay, Hong Kong. (2) No confirmation of acceptance will be issued to participants. Acceptance list is available at 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. (3) Participants should attend the class on schedule upon enrolment. No further notification will be issued.	郵遞： (1) 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球場徑 1 號 1021 室香港網球總會收 (2) 本會不會發出確認信予參加者。請到 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 個工作日與本會聯絡 (3) 參加者於申請確認後可根據時間表出席訓練。本會不會作任何通知



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<p>Payment Instructions:</p> <p>(1) Credit Card – Fill in the payment detail part on the enrolment form or download the Credit Card Payment Form from www.tennishk.org</p> <p>(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.</p> <p>(3) Cash – we will accept cash at the HKTA office only.</p> <p>(4) Please do not give any cash/cheque/credit card details to the coaches.</p>	<p>繳費安排：</p> <p>(1) 信用卡 – 將信用卡資料填妥於報名表上/於 www.tennishk.org 下載信用卡繳費授權書</p> <p>(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</p> <p>(3) 現金 – 請親臨香港網球總會繳交</p> <p>(4) 請勿將信用卡資料/支票/現金交給教練</p>
<p>Payment for training fee will be charged in the preceding month, from August to July of the following year</p>	<p>每月之訓練費用將由八月至明年七月期間於前一個月之廿三號收取。</p>
<p>Office hours for enrolment applications</p> <p>Monday to Friday 0900-1800hrs</p> <p>Saturday 0900-1300hrs</p>	<p>可於以下辦公時間到香港網球總會辦公室報名</p> <p>星期一至五 0900-1800</p> <p>星期六 0900-1300</p>
<p>Participant who wish to enrol for training of a higher level, such as intermediate and advanced level, he or she must obtain a recommendation letter from the coach and submit to the HKTA.</p>	<p>參加者如欲申請中級或以上訓練，必須獲得教練推薦並將推薦信遞交至本會。</p>
<p>Application for an attendance certificate should be submitted to the HKTA office. An administration fee of HK\$50 will be charged per application.</p>	<p>參加者如欲申請訓練班出席證明，請將申請書連同行為費用\$50 遞交至本會。</p>

Notes	注意
<p>HKTA coaches have the right to reject participants from attending the lesson if he/she fails to pay the course fee or submit the consent form.</p>	<p>本會教練有權拒絕未繳費用或未提交家長同意書之參加者出席訓練。</p>
<p>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.</p>	<p>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。</p>
<p>Participants should be dressed in appropriate sportswear and bring along their own tennis rackets. Limited mini tennis rackets are available for mini tennis courses.</p>	<p>參加者需穿著合適之運動服裝及自備球拍。小型網球訓練將提供有限量之小型網球拍。</p>