

Terms and Conditions

1. HKTA has the right to amend the content of the course including coach arrangement & ratio etc.
(Participant should visit www.tennishk.org or login to the HKTA Online Enrolment Widget for the latest/updated course information.)
2. No refunds and transfers of course fee will be arranged once the enrolment is accepted.
3. HKTA reserves the right in its discretion to accept or reject any enrolment application.
4. HKTA reserves the right to cancel any courses. Applicants will be informed respectively for course transfer or refund arrangement.
5. Applicant will take part in the Hong Kong Tennis Association (“HKTA”) tennis training course as indicated in my enrolment form / online enrolment application 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.
6. 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.)

7. Refund Arrangement

- A. If participant fails to attend the course due to personal reasons, there shall be NO arrangement for refund or make-up class.

- B. If participant fails to attend the whole course due to health reason, refund will be arranged if the application is submitted 5 days prior to the commencement of the course. HK\$100 admin fee will be levied for each application.
Sick leave application during the course will not be eligible for refund unless the participant will be absent for 50% or more of the lesson and medical certification is provided.

8. Inclement Weather Arrangement

- A. Training will be cancelled once the typhoon signal No. 8 or above is hoisted, or after a Red or Black Rainstorm Warning signal is announced.
If typhoon signal No. 3 or below is hoisted, or after a Yello Rainstorm Warning signal is announced 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.
If there are courts available, make up classes will be arranged.

- B. If the coach decides to go ahead with the training on rainy days, parents/guardians are advised to remain at the courts. In case of the weather condition worsening, and the coach being forced to cancel the lesson, the HKTA shall not be responsible for the safety of any child after the coach has cancelled the lesson.

9. Enrolment Arrangement

- A. Courses enrolment is on a first come first serve basis.
- B. Participants can refer to timetables for the language used for training.
- C. Participants should apply for the courses according to the enrolment schedule and should avoid enrolling more than one class during the same time.
- D. Online Enrolment:
 - I. login to the HKTA Online Enrolment Widget and submit your enrolment form online.
 - II. Receive an email notification for payment.
 - III. Pay the course fee by credit card, cheque or cash
 - IV. Enrolment status will change from “Pending” to “Accepted”
 - V. Please go to “My Enrolment Record” after login for enrolment information and history.

E. By Mail

(5.1) Complete the enrolment form and send a cheque / credit card information to HKTA, Rm 1021, Olympic House, So Kon Po, Causeway Bay, Hong Kong.

(5.2) 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.

(5.3) Participants should attend the class on schedule upon enrolment. No further notification will be issued.

F. Payment Instructions:

(6.1) Credit Card – Fill in the payment detail part on the enrolment form or download the Credit Card Payment Form from www.tennishk.org

(6.2) 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.

(6.3) Cash – we will accept cash at the HKTA office only.

(6.4) Please do not give any cash/cheque/credit card details to the coaches.

G. Office hours for enrolment applications

Monday to Friday 0900-1800hrs

Saturday 0900-1300hrs

H. 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.

I. Application for an attendance certificate should be submitted to the HKTA office. An administration fee of HK\$50 will be charged per application.

10. **Points to Note**

A. HKTA Junior Tennis Squad is a subsidised trianing programme operated by HKTA and subvented by the LCSD. Each year the training programme starts in September, and will continue for 6 terms, 2 months per term. The no. of training sessions vary depending on the Level of Squad and coaches' recommendations. The HKTA will finalise the training

timetables according to these requirements. Please see below "Course contents" and "Timetable" for details.

- B. 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.
- C. 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.
- D. Participants should be dressed in appropriate sportswear and bring along their own tennis rackets. Limited mini tennis rackets are available for mini tennis courses.
- E. Please download the bi-monthly schedule in the HKTA website (<http://www.tennishk.org/Trainings/JuniorTraining/JuniorTennisSquad/Timetables/tabid/392/Default.aspx>)
No further announcement will be made.
- F. No confirmation will be sent. For enquiries, please contact Mr Frank Cheung on 25048276.