

HONG KONG TENNIS ASSOCIATION COACH LICENSING SCHEME

香港網球總會教練牌照計劃



Hong Kong Tennis Association
香港網球總會

Introduction

簡介

1. Background

To safeguard the interests of the tennis public, to classify the ability levels of qualified coaches and to implement the continuous professional development programmes for coaches in Hong Kong, the Hong Kong Tennis Association (HKTA) implemented the Coach Licensing Scheme in the year of 2003. This Licensing Scheme is designed to provide a formal recognition of the ability level of qualified coaches. During the licensing period, coaches should keep themselves abreast of current coaching techniques and knowledge and should demonstrate adequate professionalism in accordance with the HKTA licensing requirements. Licensing also serves as an indication that coaches are in good standing with HKTA.

1. 背景

香港網球總會於2003年正式推行教練牌照計劃，為考獲教練證書的網球教練提供級別制度，以及為教練建立持續進修機制，藉以保障網球人仕之利益。其次，本計劃同時為教練提供香港網球總會正式認可的資歷。牌照有效期內，教練必須不斷提升自己的教學技巧及知識，與時並進，並保持專業以達到計劃之要求。教練牌照亦代表著教練與香港網球總會有著良好的關係。

2. Benefits of the Scheme

- ◆ Appearance of their names and coaching profiles on the HKTA Website www.tennishk.org;
- ◆ Eligibility to work for HKTA and other tennis organization which employ coaches registered under the Coach Licensing Scheme;
- ◆ Eligibility of receiving professional and personal development through training programmes of continuous education in the form of forums, workshops and seminars organized by HKTA;
- ◆ Eligibility of receiving various sponsorship benefits;
- ◆ Coverage of third party Insurance.

2. 設立牌照計劃的好處

- ◆ 在香港網球總會網站www.tennishk.org張貼教練名稱及檔案;
- ◆ 合資格教授香港網球總會訓練班，以及可於其他聘請持牌教練之團體工作;
- ◆ 參與由香港網球總會安排的專業發展及培訓工作坊及講座;
- ◆ 享有不同的贊助優惠;
- ◆ 第三者責任保險保障。

3. The levels

3.1 The HKTA Coach Licensing Scheme comprises four levels:

- ◆ MTL - Mini-Tennis Instructor License;
- ◆ CL1 - Coach License 1;
- ◆ CL2 - Coach License 2;
- ◆ CL3 - Coach License 3.

3.2 Eligibility

Coaches with HKTA Mini-Tennis Instructor Certificates can apply for MTL;

Coaches with HKTA Elementary Certificates can apply for CL1;

Coaches with HKTA Development Certificates can apply CL2;

Coaches with HKTA Advanced Certificates can apply CL3.

3. 牌照級別

3.1 香港網球總會的教練牌照計劃共分為四個級別：

- ◆ MTL - 小型網球指導員牌照；
- ◆ CL1 - 一級教練牌照；
- ◆ CL2 - 二級教練牌照；
- ◆ CL3 - 三級教練牌照。

3.2 申請資格

持有香港網球總會小型網球指導員證書的指導員可申請小型網球指導員牌照；

持有香港網球總會基礎網球教練證書的教練可申請一級教練牌照；

持有香港網球總會進階網球教練證書的教練可申請二級教練牌照；

持有香港網球總會高級網球教練證書的教練可申請三級教練牌照。

4. Criteria for Licensing

4.1 To obtain a license, a coach is required to

- ◆ Be a HKTA-recognized coach;
- ◆ Be a Hong Kong permanent resident or be legally allowed to work in Hong Kong in accordance with the Immigration Regulations Cap 115 Section 59 Point 2- Conditions of stay Sub-section point 4, which states that "Permission given to a person to land in Hong Kong for employment shall be subject to the condition of stay that he shall only take such employment or establish or join in such business as may be approved by the Director";
- ◆ Be in good standing with the HKTA;
- ◆ Abided by the HKTA **Code of Ethics and Conduct for Coaches**. (please refer to Appendix III which has to be signed and returned together with the Licensing Scheme Application Form).

4.2 All HKTA-recognized coaches will initially be issued a 2-year license according to their respective levels. And, subject to having satisfied the licensing renewal prerequisites, each subsequent licensing period is for 2-year.

4.3 "Temporary License" is valid for 24 months to those candidates who have passed the HKTA Coach Certification courses but have not yet obtained the Sport-general Theory Certification issued by the Hong Kong Coaching Committee or other organizations approved by the HKTA. Candidates could apply for the license once they meet the requirements listed above.

4. 發牌標準

4.1 教練須要符合下列要求方可獲發牌照:

- ◆ 擁有香港網球總會認可的教練資歷;
- ◆ 為香港永久居民或具有合法在本港工作的資格(按照入境條例第115章第59條第2段,『逗留條件』第4點,當中註明『給予某人為僱傭工作之業務。』);
- ◆ 與香港網球總會維持良好的關係;
- ◆ 遵守香港網球總會『道德及品格要求』(附錄三)所規限,並須簽署及連同牌照申請表一併交回。

4.2 所有擁有香港網球總會認可教練資歷的教練將按照其證書級別,獲發2年牌照。其後,如符合續牌條件,可申請續牌,而每次續牌為期兩年。

4.3 香港網球總會教練證書培訓班合格之學員如未考取由香港教練培訓委員會或其他合資格團體舉辦之體育運動通論證書,該學員可申請暫準牌照。有效期為24個月。直至該學員具備有申請資格,方可正式申請相關級別之教練牌照。

5. Application Procedures

5.1 New Application for Temporary License

Coaches who completed and passed the HKTA coach certification course but not yet obtain the Sport-General Theory Course with a valid reason can apply for a Temporary License. Coaches are required to submit the completed application form (Appendix IIA) together with the followings:

- ◆ Copy of the transcript and attendance certificate of the HKTA Coach Certification Scheme;
- ◆ The duly signed HKTA Code of Ethics and Conduct;
- ◆ Copy of the practical hours log sheet; ;
- ◆ 1 recent photo;
- ◆ An application fee of HK\$800 for 2-year.

5.2 New Application for License

Coaches are required to submit the completed application form (Appendix IIA) together with the followings:

- ◆ Copy of the HKTA Coach Certificate;
- ◆ Copy of the Sport-General Theory Certificate;
- ◆ Copy of the practical hours log sheet;
- ◆ The duly signed HKTA Code of Ethics and Conduct;
- ◆ 1 recent photo;
- ◆ An application fee of HK\$800 for 2-year.

5.3 Assessment

Coaches who hold other coach certificates are required to attend an assessment. The assessment fee is HK\$1500. Coaches can follow the application procedures stated in 5.2 once the tutors confirmed your license levels.

5.4 Renewal Application

Coaches are required to obtain the required credit points as stated in Section 7 within the licensing period and submit the completed application form (Appendix IIA) together with the following:

- ◆ Completed HKTA Coach License credit points log sheet (Appendix IIB)
- ◆ All supporting documents for the credit points obtained;
- ◆ The duly signed Code of Ethics and Conduct;
- ◆ An application fee of HK\$800 for two subsequent years;

Remarks:

Coaches who fail to obtain the designed credit points for their respective levels within the licensing period will not be eligible for license renewal. For example, CL1 Coach who fails to accumulate 40 points at the end of the 2-year licensing period will not be eligible for renewal;

Under special circumstances, coaches who cannot have their license renewal due to insufficient credit points will be given a grace period of three months to make up for the deficit credit points. Coaches who fail to meet the above requirements will have their licenses suspended until it can accumulated enough points before license renewal.

5. 申請程序

5.1 暫準牌照申請

教練完成香港網球總會教練證書課程及獲得合格後因合理原因未能完成運動通論課程之教練可申請暫準牌照。教練須填妥申請表（附錄IIA）以及提交以下文件：

- ◆ 香港網球總會教練證書計劃之成績通知及出席證書副本；
- ◆ 已簽妥之道德及品格要求；
- ◆ 實習記錄副本；
- ◆ 近照1張；
- ◆ 兩年牌照費用港幣800元正。

5.2 新領牌照申請

教練須填妥申請表（附錄IIA）及提交以下文件：

- ◆ 香港網球總會教練證書副本；
- ◆ 運動通論證書副本；
- ◆ 實習記錄副本；
- ◆ 已簽妥的道德及品格要求；
- ◆ 近照1張；
- ◆ 兩年牌照費用港幣800元正。

5.3 測試

持有其他教練證書之教練需要通過由導師安排之評核，評核費用為港幣1,500元正。經導師確定教練級別後，教練可根據5.2所列之程序申請牌照。

5.4 續牌申請

教練須於牌照有效期內取得第七部份所述之積分，並填妥申請表（附錄IIA），及提交以下文件：

- ◆ 填妥附錄2B的牌照積分登記表；
- ◆ 所有積分證明文件；
- ◆ 已簽妥道德和品格要求；
- ◆ 為期兩年續牌費用為港幣800元正。

附注：

未能於牌照期限內累積所需積分的教練將不會獲得續牌。舉例，一個持有CL1牌照的教練如未能於兩年牌照期滿前累積40分，他所持有的牌照將不會獲得續期。

在特別情況下，教練若未能累積足夠積分，可於三個月寬限期內取得尚欠的積分並再次申請續牌。若教練仍未能在寬限期內成功續牌，其牌照會被暫時註銷，直至能累積足夠積分，方可續辦。



6. Licensing Period

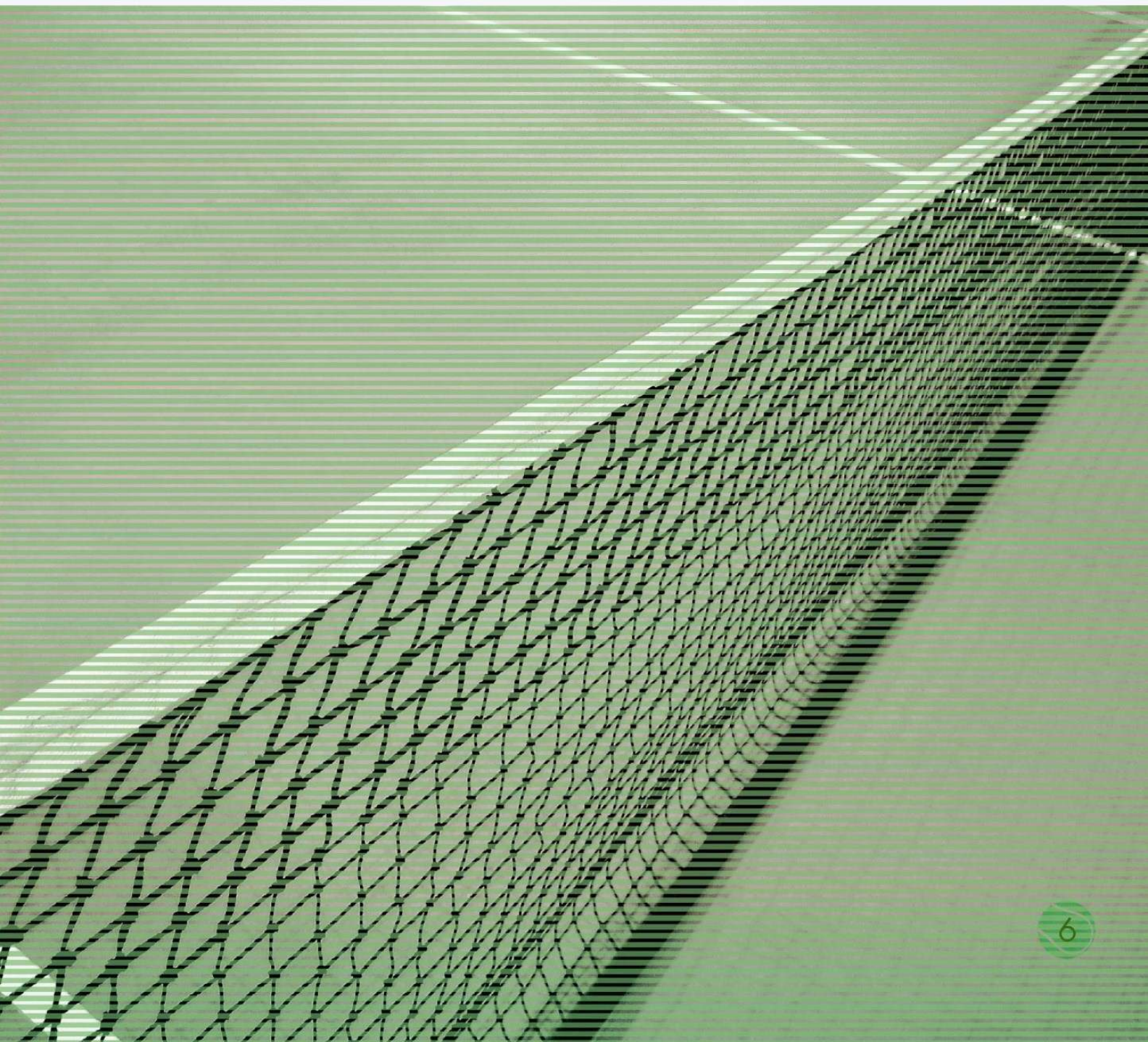
6.1 Each subsequent licensing period is for 2-year:

6.2 Each license validity period will be calculated according to the year of application (not based on month).

6. 牌照期

6.1 所有牌照期限均為兩年:

6.2 每個牌照之有效期，將根據申請當時的年份計算(不以月份計算)



7. Credit Points

- 7.1 Coaches can obtain credit points by attending and / or completing activities under Appendix1;
7.2 The points required for each licenses renewal is stated in Table 1;
7.3 At the end of the initial licensing period, coaches need to accumulate the number of points required for the renewal of a 2-year license of a particular level.

7. 積分

- 7.1 教練可以透過出席並或完成附錄一詳列的活動累積所需積分;
7.2 各級別續牌所需之積分(參考表一);
7.3 在首次登記之兩年牌照期限完結前, 教練須累積所需積分方可獲續牌。

Table 1 (表一)

TYPE OF LICENSE 牌照類別	CREDIT POINTS 積分
Mini-Tennis License 小型網球指導員牌照	20
Coach License 1 一級教練牌照	40
Coach License 2 二級教練牌照	60
Coach License 3 三級教練牌照	80

8. Licensing Fee

- ◆ Eligible coaches are required to pay HK\$800 licensing fee for the subsequent 2-year.
- ◆ The Licensing fee is subject to revision from time to time by the HKTA.

8. 牌照費

- ◆ 獲頒發牌照的教練須繳交牌照費, 為期兩年之牌費為港幣\$800元正。
- ◆ 香港網球總會保留修改牌照費的權利。

9. The Authority

CDQC

- ◆ The Coach Development and Qualification Committee (CDQC) is responsible for the formulation and implementation of the HKTA Coach Licensing Scheme, its revision and updating, as well as for taking disciplinary actions, suspension and revocation of license.
- ◆ The CDQC will organize educational / training programmes and activities for the development of coaches.
- ◆ Exceptional cases including exemptions, discretions, waivers or applications etc, will be dealt by CDQC based on the coached individual merits.
- ◆ The granting of license and the renewal of license are at the sole discretion by the CDQC.
- ◆ The CDQC will case by case approve the non-HKTA coaching qualification certificate. Including the submission of documents and attending assessment, HK\$1500 administration fee will be charged for attending the assessment.
- ◆ The CDQC is the ultimate body to decide on appeals and disputes.
- ◆ This document is subject to being reviewed by the CDQC from time to time without further notice.

9. 決策機構

- ◆ 委員會負責制訂及執行香港網球總會教練牌照計劃，修改及更新有關條文、執行一切紀律行動、暫時註銷以及撤銷個別人士的牌照。
- ◆ 教練發展及資歷委員會將會籌辦教育及培訓活動讓教練參與。
- ◆ 教練發展及資歷委員會將因應個別教練情況而處理特別個案，包括豁免申請、酌情權、或授予權等。
- ◆ 教練發展及資歷委員會對領發及續發牌照保留最終決定權。
- ◆ 教練發展及資歷委員會將會按個別情況審批非本會所發出的教練資歷證書。審批當中包括提交文件與接受測試、測試須繳交港幣1500元正行政費用。
- ◆ 教練發展及資歷委員會保留對上訴及糾紛的最終決定權。
- ◆ 教練發展及資歷委員會將有權修改本文件而無須另行通知。

Appendix I Credit Points required over a 2-Year Period

附錄一 兩年內需累積的積分

TYPE OF LICENSE 牌照類別		CREDIT POINTS REQUIRED IN 2 YEARS 兩年內所需積分
MTL	Mini-Tennis Instructor License 小型網球指導員牌照	20 Points 20 分
CL1	Coach License 1 一級教練牌照	40 Points 40 分
CL2	Coach License 2 二級教練牌照	60 Points 60 分
CL3	Coaches License 3 三級教練牌照	80 Points 80 分

There are 4 parts, Coaching (A), Observation, Presentation & Assessment (B), Education (C), and other (D) as indicated below. Except for MTL, coaches must obtain the minimum points from at least 3 sections and acquire half of the minimum points in the remaining section to make up the above total points to renew for a 2-year period licensing.

積分類別包括以下四個部分，分別為教授（A），觀察，演講及評估（B），教育（C）和其他（D）。除了小型網球指導員外，其他牌照教練需於兩年之牌照期內達到總積分之需求並最少於三個類別達到積分下限而在餘下類別中取得下限之一半積分方可申請延續牌照兩年。

SECTIONS 積分類別		MINIMUM POINTS 積分下限
A	Coaching 教授	14 Points 14分
B	Observation Presentation & Assessment 觀察、演講及評估	6 Points 6分
C	Education 教育	9 Points 9分
D	Other 其他	8 Points 8分

MTL coaches could accumulate points from any sections to make up the 20 points required to renew MTL license.

小型網球指導員只需於任何類別累積不少於20分總積分方可續牌。

A Coaching 教授

A.1 Be employed as a tennis coach 受聘為網球教練			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
A1.1	International Coach (National Coach of Countries outside Hong Kong) 國際級教練 (香港以外地區的國家隊教練)	5 points / week 5 分 / 週	20 points / 20 分
A1.2	National (HK & China) 國家隊(香港及中國)	5 points / week 5 分 / 週	20 points / 20 分
A1.3	HKTA Training Programmes 香港網球總會訓練班	2 points / week 2 分 / 週	14 points / 14 分
A1.4	LCSD/ Club 康樂及文化事務署/會所	1 point / week 1 分 / 週	10 points / 10 分
A1.5	Traveling with players (Tournament / training) 陪同球員出外(比賽或參加培訓課程)	3 points / week 3 分 / 週	12 points / 12 分
A1.6	Others (e.g. Private coaching) 其他(如: 私人教授)	1 point / week 1 分 / 週	10 points / 10 分
A1.7	Coach of international ranked players (WTA/ATP) 執教有國際排名的球員(WTA/ATP)	2 points / week 2 分 / 週	20 points / 20 分
A1.8	Coach of junior ranked in the top 10 in his/her age group in HK 執教年齡組別排名頭 10 名內的香港青少年球員	2 points / week 2 分 / 週	14 points / 14 分
A1.9	Coach of disabled players 執教殘障學員	2 points / week 2 分 / 週	8 points / 8 分
A1.10	Primary School/ High School / College Coach 小學/中學/大學網球教練	2 points / week 2 分 / 週	14 points / 14 分

A.2. Mentor Coaches 導師級教練			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
A2.1	Mentor coach of an accomplished Elementary Coach 為基礎教練學員提供輔導	2 points / year 2 分/年	4 points / 4 分
A2.2	Mentor coach of an accomplished Development Coach 為進階教練學員提供輔導	4 points / year 4 分/年	8 points / 8 分
A2.3	Mentor coach of an accomplished Advanced Coach 為高級教練學員提供輔導	6 points / year 6 分/年	12 points / 12 分

B Observation, Presentation and Assessment 觀察、演講及評估

B.1 Observation 觀察			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
B1.1	Observation at Grand Slam Tournaments On-site: present air tickets & admission tickets TV Broadcast: present written report (around 150 words) 觀賞大滿貫賽事 現場觀賞 — 需提供機票及入場卷 觀看電視 — 需提交書面報告(約 150 字)	1 Point /Report 1 分/報告	6 Points / 6 分
B1.2	Observation at HK Team Event Tournaments or Training (e.g. Davis Cup, Fed Cup): present written report (around 150 words) 觀察香港代表隊比賽或訓練，如台維斯盃、協會盃，並提供書面報告(約 150 字)	1 Point /Report 1 分/報告	4 Points / 4 分
B1.3	Observation at ATP / WTA Tour, ITF / ATF events and HKTA National Championships: present written report (around 150 words) 觀察 ATP / WTA Tour, ITF / ATF 賽事及香港網球錦標賽，並提供書面報告(約 150 字)	1 Point /Report 1 分/報告	4 Points / 4 分
B1.4	Observation of coaching sessions with ATP/ WTA ranked players in the top 200: present written report (around 150 words) 觀察世界排名前 200 位的 ATP/ WTA 球員的訓練，並提供書面報告(約 150 字)	1 Point /Report 1 分/報告	3 Points / 3 分
B1.5	Observation of coaching sessions in overseas tennis academy: present written report (around 150 words) 觀察海外網球學院的訓練，並提供書面報告(約 150 字)	1 Point /Report 1 分/報告	5 Points / 5 分
B1.6	Submit tennis video report and analysis (around 150 words) 提交與網球有關的錄影帶閱後報告(約 150 字)	2 Points /Report 2 分/報告	6 Points / 6 分
B1.7	Submit tennis book report and analysis (around 150 words) 提交與網球有關的書籍閱後報告(約 150 字)	2 Points /Report 2 分/報告	6 Points / 6 分
B1.8	Observation of coaching sessions conducting by an Advanced Coach in tennis or any other sports: present written report (around 150 words) 觀察網球或其他體育類別的高級教練進行培訓，並提供書面報告(約 150 字)	2 Points /Report 2 分/報告	6 Points / 6 分

B.2 Presentation 演講			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
B2.1	Presentation at HKTA Course 在香港網球總會的課程中擔任講者	4 Points /section 4 分/節	No Max 不設上限
B2.2	Presentation at International Tennis Conference 在國際網球會議中擔任講者	6 Points /section 6 分/節	No Max 不設上限
B2.3	Keynote speaker at International Tennis Conference 在國際網球會議中擔任主要講者	8 Points /section 8 分/節	No Max 不設上限

C Education 教育

C.1 HKTA Approved coaching course attendance 出席獲香港網球總會認可的培訓課程			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
C1.1	Attend seminar organised by HKTA 出席香港網球總會主辦之研討會	2 points /section 2 分/節	No Max 不設上限
C1.2	Attend workshops organised by HKTA 出席香港網球總會主辦之工作坊	2 points /section 2 分/節	No Max 不設上限

C.2 Further education (Tennis related) 持續進修(網球相關學科)			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
C2.1	Attendance at HKTA-recognized international and Local Coaching Conferences/ Seminar / ConferencesWorkshops 出席獲香港網球總會認可的國際及本地教練培訓會議/研討會/工作坊	4 Points / Day 4 分 / 日	No Max 不設上限
C2.2	Attendance at HKTA-recognized Coaches Courses 出席獲香港網球總會認可的教練培訓課程	4 Points / Day 4 分 / 日	No Max 不設上限

C.3 Other course attendance 出席其他課程			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
C3.1	Attendance at an approved Strength and Conditioning Course 出席獲得認可的力量及體能培訓課程	4 Points / Day 4 分 / 日	8 points 8 分
C3.2	Attendance at an approved Sports Science Course 出席獲得認可的運動科學培訓課程	4 Points / Day 4 分 / 日	8 points 8 分
C3.3	Attendance at Coaching with Disabilities Courses 出席培訓殘障運動員而設的培訓課程	4 Points / Day 4 分 / 日	4 points 4 分

C.4 Tertiary studies 專上教育			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
C4.1	Sport Related Tertiary Studies (per year of study) - Physical Education 與運動有關的專上教育(每學年計)－運動教育	8 Points / Year 8 分 / 年	16 Points 16 分
C4.2	Other coach education courses at approved University / College 在獲認可的大學接受其他教練培訓課程	8 Points / Year 8 分 / 年	16 Points 16 分
C4.3	Other tertiary qualifications in relevant disciplines (e.g. Psychology Sports science, Sociology, Sports Management) 其他相關專上學歷資格 (如運動心理學、社會學、運動管理等)	8 Points / Year 8 分 / 年	16 Points 16 分

D Others 其他

D.1 Media 媒體			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
D1.1	Commentator or interview of National/ International at TV tennis programs or Equivalent 於國內或國際電視網球或相關的節目中擔任評 述員或接受訪問	4 Points / Half Day 4 分 / 半日	12 Points 12 分
D1.2	Published coaching articles in sport / tennis magazine or equivalent 在體育或網球雜誌或相關刊物刊登有關訓練的 文章	4 Points / Article 4 分 / 文章	8 Points 8 分

D.2 Adminstration 行政			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
D2.1	HKTA Coach Education Coordinator 香港網球總會教練培訓班統籌	2 Points / Year 2 分 / 年	4 Points 4 分
D2.2	HKTA and HKTA-recognized tournament / event organizer or helper 香港網球總會及其認可的賽事或活動中擔任統籌 或賽事助理	2 Points / Tournament or Event 2 分 / 比賽或活動	6 Points 6 分
D2.3	Tournament organizer or helper (e.g. clubs, social functions) 在私人會所或社區活動等場合擔任賽事統籌或助 理	2 Points / Tournament or Event 2 分 / 比賽或活動	6 Points 6 分

D.3 Meetings & Functions 會議及活動			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
D3.1	Attend HKTA-recognized tennis-related social functions/meeting 出席獲香港網球總會認可、與網球有關的社區 活動/會議	2 Points / Functions or Meeting 2 分 / 會議 或 活動	4 Points 4 分
D3.2	Work as volunteer coach or helper in HKTA promotional events 於香港網球總會之宣傳活動中擔任義務教練或 助理	2 Points / Day 2 分 / 日	6 Points 6 分

D.4 Subscriptions 訂閱書刊			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
D4.1	Subscription to a HKTA recognized / International tennis magazine 訂閱獲香港網球總會認可或國際性的網球雜誌	2 Points / Year 2 分 / 年	4 Points 4 分
D4.2	Subscription to relevant journals (e.g. strength and conditioning) 訂閱相關的期刊，如肌力與體能訓練	2 Points / Year 2 分 / 年	4 Points 4 分

D.5 First Aid 急救			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
D5.1	First Aid certificate or equivalent 考獲急救証書或同等資歷	8 Points / Certificate 8 分 / 証書	8 Points 8 分

D.6 Tournament participation 參加比賽			
Item 項目	Description 內容	Points 積分	Max. Points allowed per licensed period 每個牌照期內可累積的最高積分
D6.1	HKTA / LCSD tournaments 香港網球總會 / 康文署賽事	Per tournament 每項比賽	
	● Qualifying round 外圍賽	2 Points 2 分	4 Points 4 分
	● Main draw 決賽	3 Points 3 分	6 Points 6 分
D6.2	ITF-sanctioned tournaments ITF-認可的比賽	Per tournament 每項比賽	
	● Qualifying round 外圍賽	2 Points 2 分	6 Points 6 分
	● Main draw 決賽	3 Points 3 分	9 Points 9 分
D6.3	League tournaments 網球聯賽	Per league / Season 每項聯賽 / 聯季	
	● HKTA-organized league 香港網球總會舉辦之聯賽	2 Points 2 分	4 Points 4 分
	● Other league 其他聯賽	1 Point 1 分	2 Points 2 分

HKTA Coach License Application Form

Appendix IIA

香港網球總會教練牌照申請表

附錄二A

Temporary License / New Application / License Renewal

(Please delete the inappropriate)

暫準牌照/新領牌照/續牌申請 (請刪去不適用者必須填寫)

Personal Data 個人資料		
License Type 申請牌照 MTL/CL1/CL2/CL3		
Name 姓名	(English) (英文)	(Chinese) (中文)
Tel: 電話:	(Residential) (住宅)	(Mobile) (手提)
HKID / Passport No: 香港身份證/ 護照號碼:	Nationality 國籍	Date of birth (DD/MM/YY) 出生日期(年/月/日)
Address: 地址		
E-mail Address (Compulsory): 電郵(必須):		
League Grading: 聯賽級別所屬球會:	Ranking (HK/international): 香港/國際排名:	
Education: University/Secondary/ Primary School*(Delete whichever is inappropriate) 教育水平: 大學/中學/小學*(刪去不適用者)	Languages Spoken: 語言:	
	HKTA Membership Number: 香港網球總會會員號碼:	
Coaching Qualifications (with years of attainment) 教練資格(獲得資格年份)		
Other Qualifications (with years of attainment) 其他資格(獲得資格年份)		

The application form and the code of Ethics and conduct together with copies of supporting document and the licensing fee of HK\$800 (crossed cheque made payable to "The Hong Kong Tennis Association Ltd") should be sent to the [Hong Kong Tennis Association] by post.

請將填妥之申請表及道德及品格要求，連同證明文件副本及兩年牌照費港幣 \$800，以劃線支票郵寄至香港網球總會 (支票抬頭[香港網球總會])。

I confirm all the information provided is true and correct.

本人確認所有填報資料均為真實及正確。

I agree / disagree the HKTA to publish my provided information in the coach database which will be uploaded on the HKTA website. (Delete whichever is inappropriate)

本人同意/不同意*香港網球總會使用本人提供的個人資料於香港網球總會網頁教練資料庫上刊登。*(刪去不適用者)

Signature 簽名: _____ Date 日期: _____

HKTA Coach Licensing Scheme

Credit Points Log Sheet Cover

Appendix IIB

香港網球總會教練牌照積分登記表格首頁

附錄二B

License No: 牌照號碼:	Total No. of Page(Including this cover) 總頁數(包括此頁)
Name(Chinese) 中文姓名	Name (English): 英文姓名:
Mobile/ Pager No. 手提電話/傳呼機碼號:	(Surname) (Given name)

			Official Use Only 本會填寫	
Section no. 組別編號	Section Name 組別名稱	Total No. Points To claim 總申請積分	Points verified by HKTA 網總核對得分	Document verification (Y/N) 核對文件(有/沒有)
A	Coaching 教授			
B	Observation, presentation and assessment 觀察、演講及評估			
C	Education 教育			
D	Others 其他			
Total points 總得分				

I confirm all the information provided is true and correct.

本人確認所有填報資料均為真實及正確。

Signature簽名: _____ Date日期: _____

The completed log sheet, the application form and the code of Ethics and conduct together with copies of supporting document and the licensing fee of HK\$800 (crossed cheque made payable to "The Hong Kong Tennis Association Ltd" .) should be sent to The [Hong Kong Tennis Association] by post.

請將填妥之積分登記表、申請表及道德及品格要求，連同證明文件副本及兩年牌照費港幣 \$800，以劃線支票郵寄至[香港網球總會] (支票抬頭[香港網球總會])。

HKTA Coach Licensing Scheme Appendix IIB

Credit Points Log Sheet Cover

Form A: Coaching

香港網球總會教練牌照積分登記表格附錄二B

表格A: 教授

表格A: 教授

License No: 牌照號碼:	Total No. of Page(Including this cover) 總頁數(包括此頁)
Name (Chinese) 中文姓名	Name (English): 英文姓名:
Mobile/ Pager No. 手提電話/傳呼機碼號:	(Surname) (Given name)

Please fill in chronological order. 順序填寫 (you may add additional sheet if necessary 如有需要請增加附頁)

Section no. 組別編號	From DD/MM/YY 由 日/月/年	To DD/MM/YY 到 日/月/年	Description of event 項目詳情	No. of points To Claim 申請積分	Points verified by HKTA 網總核對得分	Document verification (Y/N) 核對文件(Y/N)
Total points 總得分						

I confirm all the information provided is true and correct.

本人確認所有填報資料均為真實及正確。

Signature 簽名: _____ Date 日期: _____

HKTA Coach Licensing Scheme Appendix IIB

Credit points log sheet cover

Presentation and assessment

Form B Observation

香港網球總會教練牌照積分登記表格附錄二B

表格B 觀察、演講及評估

License No: 牌照號碼:	Total No. of Page(Including this cover) 總頁數(包括此頁)
Name (Chinese) 中文姓名	Name (English): 英文姓名:
Mobile/ Pager No. 手提電話/傳呼機碼號:	(Surname) (Given name)

Please fill in chronological order. 順序填寫 (you may add additional sheet if necessary 如有需要請增加附頁)

Section no. 組別編號	From DD/MM/YY 由 日/月/年	To DD/MM/YY 到 日/月/年	Description of event 項目詳情	No. of points To Claim 申請積分	Points verified by HKTA 網總核對得分	Document verification (Y/N) 核對文件(Y/N)
Total points 總得分						

I confirm all the information provided is true and correct.

本人確認所有填報資料均為真實及正確。

Signature 簽名: _____ Date 日期: _____

報告表格B

Please fill in chronological order. 順序填寫
(you may add additional sheet if necessary 如有需要請增加附頁)

I confirm all the information provided is true and correct.
本人確認所有填報資料均為真實及正確。

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HKTA Coach Licensing Scheme Appendix IIB

Credit points log sheet cover

Presentation and assessment

Form C Education

香港網球總會教練牌照積分登記表格附錄二B

表格C:教育

License No: 牌照號碼:	Total No. of Page(Including this cover) 總頁數(包括此頁)
Name (Chinese) 中文姓名	Name (English): 英文姓名:
Mobile/ Pager No. 手提電話/傳呼機碼號:	(Surname) (Given name)

Please fill in chronological order. 順序填寫 (you may add additional sheet if necessary 如有需要請增加附頁)

Section no. 組別編號	From DD/MM/YY 由 日/月/年	To DD/MM/YY 到 日/月/年	Description of event 項目詳情	No. of points To Claim 申請積分	Points verified by HKTA 網總核對得分	Document verification (Y/N) 核對文件(Y/N)
Total points 總得分						

I confirm all the information provided is true and correct.

本人確認所有填報資料均為真實及正確。

Signature 簽名: _____ Date 日期: _____

HKTA Coach Licensing Scheme Appendix IIB

Credit points log sheet cover

Presentation and assessment

Form D Other

香港網球總會教練牌照積分登記表格附錄二B

表格D:其他

License No: 牌照號碼:	Total No. of Page(Including this cover) 總頁數(包括此頁)
Name (Chinese) 中文姓名	Name (English): 英文姓名:
Mobile/ Pager No. 手提電話/傳呼機碼號:	(Surname) (Given name)

Please fill in chronological order. 順序填寫 (you may add additional sheet if necessary 如有需要請增加附頁)

Section no. 組別編號	From DD/MM/YY 由 日/月/年	To DD/MM/YY 到 日/月/年	Description of event 項目詳情	No. of points To Claim 申請積分	Points verified by HKTA 網總核對得分	Document verification (Y/N) 核對文件(Y/N)
Total points 總得分						

I confirm all the information provided is true and correct.

本人確認所有填報資料均為真實及正確。

Signature簽名: _____ Date日期: _____

Hong Kong Tennis Association Code of Ethics and Conducts for Coaches

Appendix III

香港網球總會 [教練道德及品格要求]

附錄三

Licensed Coaches should agree and abide to the following :

Ethics

1. Treat all students with respect at all times. Be honest and consistent with them. Honor all promises and commitments, both verbal and written.
2. Recognize students' right to consult with other coaches and advisers. Cooperate fully with other specialists (e.g. sports scientists, doctors, physiotherapists etc.).
3. Treat all students fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socio-economic status and any other condition.
4. Determine, in consultation with students and others, what information is confidential and respect that confidentiality.
5. Be acutely aware of the power that you as a coach develop with your students in the coaching relationships and avoid any sexual intimacy with students that could develop as a result.
6. Avoid situation with your students that could be construed as compromising.
7. Actively discourage the use of performance-enhancing drugs, the use of alcohol and tobacco and any illegal substance.
8. Recognize individual differences in students and always think of the student's long-time best interest.
9. At all times act as a role model that promotes the positive aspects of tennis by maintaining the highest standards of personal conduct and projecting a favorable image of tennis and of coaching at all times.
10. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your students.
11. Encourage students and other coaches to develop and maintain integrity in their relationships with others.
12. Respect other working in tennis and always act in a manner characterized by courtesy and good faith.
13. When asked to coach a student, ensure that any previous coach-student relationship has been ended by the student/other in a professional manner.
14. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
15. Know and abide by tennis rules, regulations and standards and encourage students to do likewise. Accept both the letter and the spirit of the rules.
16. Be honest and ensure that qualifications are not misrepresented.
17. Be open to other people's opinion and be willing to continually learn and develop.
18. Welcome evaluation of your work by colleagues and be able to account to players, employers, the HKTA for what they do and why.
19. Clarify in advance with students/employers the number of sessions, fees, method of payment; explain expected outcome and progressions for the players.
20. Do not engage in any conduct that is contrary to or inconsistent with the policies adopted by HKTA.

Hong Kong Tennis Association Code of Ethics and Conducts for Coaches

香港網球總會「教練道德及品格要求」

Appendix III

附錄三

Behavior

21. Provide feedback to students and other participants in a caring manner sensitive to their needs. Avoid overly negative-feedback.
22. Involve the students in decisions that affect them.
23. Encourage and facilitate students' independence and responsibility for their own behavior, performance, decisions and actions.
24. Encourage students to respect one another and to expect respect for their worth as individuals regardless of their level of play.
25. Encourage students to respect one another and to expect respect for their worth as individuals regardless of their level of play.
26. At all times use appropriate training methods that in the long term will benefit the students and avoid those which could be harmful.
27. Ensure a safe environment for the students during training and competition.
28. Ensure that the tasks/training set are suitable for the age, experience, ability and physical and psychological conditions of the students.
29. Respect the fact that your goal as a coach for the student may not always be the same as that of the student. Aim for excellence based upon realistic goals and due consideration for the student's growth and development.
30. Set challenges for each student which are both achievable and motivating.

Hong Kong Tennis Association Code of Ethics and Conducts for Coaches

香港網球總會「教練道德及品格要求」

Appendix III

附錄三

所有獲發牌照的教練將需要遵守及依循下列的要求：

道德要求

1. 尊重所有學員。對學員必須誠實及保持一致性，並遵守口頭及書面承諾；
2. 尊重學員具有諮詢其他教練的權利，並需與其他如運動科學家、醫生、物理治療師等等的專家作出配合；
3. 不論性別、種族、出生地、運動潛能、膚色、性取向、宗教信仰、政治理念、社會地位及其他種種因素，教練必須公平對待所有學員；
4. 通過諮詢學員及有關人仕，確定那些資訊需要受私隱保障及尊重私隱；
5. 清楚明瞭作為網球教練與學員之間建立關係的重要性，及提防與學員發生不恰當的親密的關係；
6. 提防與學員作出妥協；
7. 主動地防止學員使用能提昇表現的藥物、酒精、煙草及所有非法物品；
8. 認識到每個學員具備獨特性，並經常以學員的長遠利益為大前題；
9. 任何時間均需要以身作則，保持個人操守以及網球教練的形象，以協助宣傳網球運動的正面形象；
10. 切勿利用教練與學員之間的關係以推廣個人、政治及其他商業目的；
11. 鼓勵學員及其他教練與他人建立及維持互相尊重的關係；
12. 尊重其他網球同業；
13. 當被聘請為教練時，必須確保學員已經與之前聘用的教練結束僱傭關係；
14. 接納並尊重賽事裁判，並確保賽事能夠按照既定守則公平地進行；
15. 認識及遵守網球條例及標準，並尊重條例下的精神。同時，鼓勵學員同樣認識有關之條例；
16. 必須誠實及確保所提供的資歷真確無誤；

17. 對其他人的意見持開放的態度，並經常保持持續進修；
18. 接受同胞作出工作評估及對學員、僱主及香港網球總會負責；
19. 事先與學員及僱主清楚解釋課堂節數、收費、付款方式，清楚解釋預期的學習進度；
20. 切勿觸犯任何與香港網球總會訂立的品德要求相違背或並不吻合的條例；

表現要求

21. 對學員及其他參加者提供學習進度報告，並需要考慮學員的感受，教練需避免過於負面的回應；
22. 所有對學員有關的決定均邀請他們參與；
23. 鼓勵及協助學員對自己的表現、決定及反應發揮獨立性及責任感；
24. 在學員間培養互相支持的精神；
25. 不論球技高低，教練需鼓勵學員尊重別人；
26. 採用對學員長遠最為受益的教學方式，並盡量避免造成傷害；
27. 在培訓及參賽時為學員提供安全的環境；
28. 確保按照學員的年齡、經驗、能力、體能及心理狀況設定培訓目標；
29. 認識學員對教練的期望可能與教練的預期不一樣。在切實可行的基礎上，按照學員的發展情況訂定最佳的目標；
30. 為每個學員訂定可行及具挑戰性的目標。

The HKTA reserves the right to amend and update the Code of Ethics and Conduct for Coaches from time to time.
香港網球總會保留修改及更新道德及品格要求的權利。

I agree to abide by the Code of Ethics and Conduct.
本人同意遵守上述的道德及品格要求。

Signature簽名: _____ Date日期: _____



Hong Kong Tennis Association
香港網球總會

Address :

Room 1021, Olympic House

1 Stadium Path, So Kon Po

Causeway Bay, Hong Kong

Tel: (852) 2794 1794 / 2794 1793

Fax: (852) 2338 7749

Website: www.tennishk.org

地址：

香港銅鑼灣掃桿埔

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