

# 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)

Photo  
照片

<b>Personal Data 個人資料</b>		
<b>License Type 申請牌照 MTL/CL1/CL2/CL3</b>		
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(日/月/年)
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:	
<b>Coaching Qualifications (with years of attainment) 教練資格(獲得資格年份)</b>		
<b>Other Qualifications(with years of attainment) 其他資格(獲得資格年份)</b>		
<b>Please list the reasons for applying the HKTA Coach License</b> 請列明你申請香港網球總會教練執照的原因		

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])。

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# 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: \_\_\_\_\_

## HKTA Coach Licensing Scheme Appendix IIB

## Report form

香港網球總會教練牌報告表格附錄二B

報告表格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)

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)

Dare	日期:
Description of Event	項目詳情:
Item No.	項目編號: <u>B1.6/B1.7</u>
Contents	內容:             

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 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 promise and commitments, both verbal and written.
2. Recognize a student's right to consult with their private coach. 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 that, as a coach, you are in a position of authority and power, and therefore avoid intimate or sexual relationships with your students.
6. Actively discourage the use of performance-enhancing drugs, the use of alcohol and tobacco and any illegal substance.
7. Recognize individual differences in students and always think of the student's long-time best interest.
8. 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.
9. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your students.
10. Encourage students and other coaches to develop and maintain integrity in their relationships with others.
11. Respect others working in tennis and always act in a manner characterized by courtesy and good faith.
12. When asked to coach a student, ensure that any previous coach-student relationship has been ended by the student/other in a professional manner.
13. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
14. 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.
15. Be open to other people's opinion and be willing to continually learn and develop.
16. Welcome evaluation and feedback from your work by colleagues, and be accountable to players, clients, and HKTA.
17. Clarify in advance with students/employers the number of sessions, fees, method of payment; explain expected outcome and progressions for the players.
18. 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

19. Provide feedback to students and other participants, in a caring manner, sensitive to their needs. Ensure all feedback is constructive in nature.
20. Involve the students in decisions that affect them.
21. Encourage and facilitate students' independence and responsibility for their own behavior, performance, decisions and actions.
22. Encourage students to respect one another and to expect respect for their worth as individuals regardless of their level of play.
23. At all times use appropriate training methods that in the long term will benefit the students and avoid those which could be harmful.
24. Ensure that the tasks/training set are suitable for the age, experience, ability and physical and psychological conditions of the students.
25. Respect the fact that your goal as a coach for the student may not always be the same as that of the students. Aim for excellence based upon realistic goals and due consideration for the student's growth and development.
26. Aim for excellence based upon realistic goals and due consideration for the student's growth and development. Ensure your goals as a coach align with the goals of the student.
27. Set challenges for each student which are both achievable and motivating.
28. Avoid unaccompanied and unobserved activities with persons under the age of 18 years.
29. Abide by the HKTA Child Protection Policy. Refrain from all forms of child abuse as outlined in the document.

## 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私人教練的權利，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穩；
5. 清楚明瞭作為網球教練與學員之間建立關係的重要性，及提防與學員發生恰當的親密關係；
6. 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；
7. 認識到每個學員具備獨特性，亦經常以學員的長遠利益為大前題；
8. 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；
9. 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；
10. 鼓勵學員及其他教練與他人建立及維持互相尊重的關係；
11. 尊重其他網球同業；
12. 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；
13. 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；
14. 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；
15. 對其他人的意見持開放的態度，並經常保持持續進修；
16. 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；
17. 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；
18. 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

19. 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，教練需確保所有回應均對學員有建設性；
20. 所有對學員有關的決定均邀請他們參與；
21. 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；
22. 在學員間培養互相支持的精神；
23. 採用對學員長遠最為受益的教練方式，並盡量避免造成傷害；
24. 在培訓及參賽時為學員提供安全的環境；
25. 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；
26. 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；並令學員共同訂立相同之目標；
27. 為每個學員訂定及具挑戰性的目標；
28. 避免與未滿 18 歲之學員進行單獨及未受監管之活動；
29. 嚴格遵守香港網球總會保護兒童及青少年之守則，避免任何形式之傷害及虐待兒童及青少年。

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: