



**Olympic Solidarity (OS)
Regional Coaching Advanced Players Course (CAP)
HKTA Coach Certification Scheme
Advanced Coach Course (Endorsed by ITF)
Coaches Course Outline**

1. Introduction

Advanced Coach Course under HKTA Coach Certification Scheme in conjunction with International Tennis Federation (ITF) is now open to candidates. This course is subsidized by the Olympic Solidarity and Jockey Club Coach Education Programme.

(Note: English will be used as the medium of instruction throughout the course)

2. Course Schedule

Course Code	Course Content	Duration	Date	Day	Time	Venue	Course Fee
AC - 3	Coaching Advanced Players Course (CAP)	11 Days	19,20,21,23, 25,26,27,28,29,30 June 2023	Mon- Fri & Sun	8am- 4pm	HKTA Tennis Centre, Kowloon Tsai Park	HK\$8,800
			22 June 2023*	Thu	1pm- 9pm		

*The training schedule of 22 June may be changed to 8am - 4pm subjected to courts availability. The final schedule will be announced in the first day of the course (19 June).

3. Pre-requisites to the Course

- **Candidates must at least possess HKTA Development Coach Certificate or**
- **Former Player of ATP or WTA ranking or**
- **Captain of Davis Cup/ Fed Cup**

4. Course Components

The Advanced Coach Course consists of the following three parts:

- a. **Tennis Theory (Face to Face Lecture)**
- b. **Tennis Practical**
- c. **ITF Online Pre-courses (Free for enrolment)**

➤ Candidate MUST be completed 7 days before the start of the course.

For more details, please visit to the following website:

https://www.itf-academy.com/?academy=103&view=page_certifications&pageid=13

whereas, to obtain an **Advanced Coach Certificate**, candidates should complete the following:

- d. **Practical coaching experience –80 hours** in due course upon successful completion and passing of **part a. and b.** and
- e. **Certificate in Advanced Sports Coaching Theory (QF Level 3)** (conducted by Hong Kong Coaching Committee)



5. Qualification to be obtained

- A **Certificate of Attendance** will be given to all participants who have maintained **full** attendance at the end of the Course.
- Upon successful completion of the Advanced Coach Course and the Practical coaching experience, candidates are eligible to apply for the **HKTA Temporary Coach License 3 (CL 3)**, and acquire an **Advanced Coach Certificate**, issued by the HKTA in conjunction with the ITF.
- Once candidates have acquired passes in the Certificate in **Advanced Sports Coaching Theory (QF Level 3)** (conducted by Hong Kong Sports Institute), he/she will be eligible to apply for an **HKTA Coach License (CL 3)**.

6. Examination and re-test

A written examination and four practical examinations will be conducted in the following manner:

Component	Examination Format	Venue
(a) Tennis Theory	1. Multiple- Choice Test 2. Written Open Test	Classroom
(b) Practical Test	On-court 1. Tennis Ability Test 2. Group Lesson Test 3. Individual Lesson Test	On-court

- The written tests will cover the key information from the course and the CAP manual.
- Candidates must achieve 67% (40/60 answers) to pass the written tests.
- Candidates will receive two opportunities for the level of play, group and individual lesson tests
- if required. Participants may retake any failed (not yet competent in) assessment(s) at a later stage to complete the course.
- No retest for Playing Ability test, candidates have to repeat the whole course if fail.
- Candidates need to pay for any re-test. The retest fee is HK\$1,000.

7. Course Materials

- ITF eBook will be used for the course.

8. Application

- Each Candidate must be **20 years of age or over** at the time of his/her registration.
- Candidates who are interested in taking the above Course are required to complete the attached Application Form and return it by email, by hand, or by mail to the HKTA office.

9. Course Fee & Handling Fee

- Please send a crossed cheque in the amount of HK\$8,800 payable to the **“The Hong Kong, China Tennis Association Limited”**. Course details (i.e. exact time and venue of the course) will be sent to accepted candidates before the course starts.
- HK\$1000 will be charged when candidate withdraw from the course without a valid reason after the acceptance list is announced.



**Olympic Solidarity (OS) Regional Coaching Advanced Players Course (CAP)
HKTA Coach Certification Scheme Advanced Coach Course (Endorsed by ITF)
Application Form**

備註 Remarks

1. 請將填妥之申請表格，連同專業資格證書副本，**電郵至 german.man@tennishk.org、傳真(2338 7749)、郵寄或親身交回**『香港網球總會』。

The completed application form, together with copies of professional qualifications, should be sent to 「Hong Kong Tennis Association」 By email, to german.man@tennishk.org, by fax (2338 7749), by post or by hand.
地址: 九龍城延文禮士道 13 號 九龍仔公園 香港網球總會中心 (高級教練課程)
- Address: HKTA Tennis Centre, Kowloon Tsai, 13 Inverness Road, Kowloon City, Kowloon. (Development Coach Course)

2. 本會將於甄選期間要求申請者出示有關第 2 及第 3 部份所申報之學歷證書及工作經驗證明文件以供核對。
Applicants will be required to produce documentary evidence pertaining to the qualifications and working experience (where appropriate) in Sections II & III for verification in due course.

申請者所提供之資料將用作甄選或其他有關事宜，並會供本會有關部門、委員會或其他處理甄選事宜之人士查閱。甄選程序完成後，未獲取錄之申請者資料，當無需保留時將全部銷毀。
The information provided will be used for selection and other related purposes in the Hong Kong Tennis Association. It may be accessible to offices, committees or persons who will process selection matters. Information on all unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.

個人資料 Personal Particulars

中文姓名： Name (Chinese) :	英文姓名(依身份證為準)*： Name (English) :																								
年齡： Age :	出生日期*： Date of Birth :																								
香港身份證號碼*： HKID No. :	手提電話號碼*： Mobile No. :																								
香港網球總會屬會： HKTA Member Club:	獲中級教練牌照之年份*： Year of obtained CL2 :																								
電郵地址/E-mail Address :	香港網球總會冬夏季聯賽球員級別： HKTA Winter/Summer League Player's Grading:																								
住址： Home Address :																									
課程編號/Course Code : AC - 3	課程費用 / Course Fee : HK\$8,800																								
*Candidates of the AC 3 will be provided a full subsidy funded by the Olympic Solidarity and Jockey Club Coach Education Programme. After completion, candidates will be issued certificate and refunded in full.																									
<input type="checkbox"/> 支票 / Cheque (請將支票連同此表格寄回本會 / Please send the cheque and this form to HKTA office) Cheque Number 支票號碼 _____ Bank 銀行 _____																									
<input type="checkbox"/> 信用卡 / Credit card (請填妥以下資料 Please fill in the following details) Credit Card Type 信用卡類別: <input type="checkbox"/> Visa <input type="checkbox"/> Master 萬事達卡 Credit Card Issuing Bank 發卡銀行名稱: _____ Card Holder's Name 持卡人姓名: _____																									
號碼:	Card No. 信用卡 <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																								
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Card Holder Signature 持卡人簽署: _____																									

* 所有資料必須填寫，否則申請不被處理 *All information **MUST** be provided # 請刪去不適用者 # Please delete as appropriate.



1. 網球執教經驗 Coaching Experience *

日期 Date	項目/課程名稱 Event / Programme

2. 其他教練資格 Other Coaching Qualifications *

名稱 Name	級別 Level	獲取日期 Acquired Date

3. 比賽成績 Tournament Results *

日期 Date	比賽名稱 Tournament	主辦單位 Organizer	成績 Results

4. 職業 Occupation *

由 From	至 To	公司名稱 Name of Company	職位 Title	全職 Full-time	兼職 Part-time
月 / 年 mth / yr	月 / 年 mth / yr				

5. 聲明 Declaration

本人

(參加者姓名) 已知悉及明白所附有關條款。

I _____ (Name of Participant) acknowledge and agree with the Terms and Conditions attached.

參加者簽署： _____
Signature of participant

日期： _____
Date



Terms and conditions

<p>I acknowledge and understand</p> <p>No refunds and transfers of enrolment 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 scheduled event. Applicants will be informed respectively for refund arrangement.</p> <ol style="list-style-type: none"> (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." <p>I will take part in the Hong Kong Tennis Association ("HKTA") tennis training course/ workshop/seminar 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. By participating in the event/course, I agree to allow HKTA and/or the co-organizing parties to use the images taken during the lesson/event for future promotional and archival purpose. 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.)</p>	<p>本人知悉及明白</p> <p>如申請已被接納，本會不會安排退款。</p> <p>本會保留接受或拒絕任何人仕報名之權利。</p> <p>本會保留取消任何已安排活動之權利。參加者將獲個別通知有關退款之安排。</p> <ol style="list-style-type: none"> (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。 <p>本人明白須自行承擔參與香港網球總會訓練班/工作坊/研討會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。</p> <p>本人同意總會於訓練/活動過程中，進行拍攝及錄影訓練/活動的情況，以作日後訓練/活動檢討及推廣之用。</p> <p>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。)</p>
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Inclément Weather

Training/ Event 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 event organizer to check the latest arrangements.

惡劣天氣

如天文台懸掛八號風球或以上強風訊號，黑色暴雨警告，當日活動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，請聯絡本會有關訓練之安排。

Enrolment arrangement

Courses/Events enrolment is on a first come first serve basis

- By Mail
- (1) Complete the enrolment form and send a cheque / credit card information to HKTA Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon City, Kowloon.
 - (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 event 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
- (2) Cheque – Please make it payable to "The Hong Kong, China Tennis Association Limited" 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

報名安排

- 課程/ 活動 名額有限，先到先得。
- 郵遞：
- (1) 填妥報名表連同支票/信用卡資料郵寄至九龍延文禮士道十三號九龍仔公園香港網球總會網球中心收
 - (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字不在名單上，請於報名截止日期後 2 個工作天與本會聯絡
 - (3) 參加者於申請確認後可根據時間表出席活動。本會不會作任何通知

繳費安排：

- (1) 信用卡 – 將信用卡資料填妥於報名表上
- (2) 支票 – 劃線支票抬頭"中國香港網球總會"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

Notes

HKTA coaches have the right to reject participants from attending the training/event if he/she fails to pay the required fee.

When the training course/ workshop is run on tennis courts, participants should be dressed in appropriate sportswear and bring along their own tennis rackets.

本會教練有權拒絕未繳費用之參加者出席活動。

當訓練課程/工作坊在網球場上舉辦時，參加者需穿著合適之動服裝及自備球拍。