

Hong Kong, China Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon City, Kowloon, Hong Kong (Attn: Junior Squad)  
Tel 電話: (852) 2336 0165 Fax 傳真: (852) 2338 7749 Website 網頁: [www.tennishk.org](http://www.tennishk.org) Email 電郵: [juniorsquad@tennishk.org](mailto:juniorsquad@tennishk.org)

## Deadline 截止日期 – 15 August 2023

**HK \$50 administration fee will be levied for each late submission, it should be pay together with the course fee.**

本會將會對所有截止日期後繳交學費的球員，收取額外\$50 手續費，手續費需連同學費一併繳交。

如球員 **不再** 參加訓練，則**毋須**交回任何表格，2023 年 9 月或之前登記的信用卡將會**自動取消**

If you **WILL NOT** join the training from September 2023 and onwards, please **do not** fill in the application form. Credit card will be cancelled accordingly.

**所有學員**均需為新年度進行登記 (2023 年 9 月至 2024 年 8 月)

**All players** are required to register for the new semester (September 2023 – August 2024).

以支票繳交學費	Pay by Cheque
<ul style="list-style-type: none"><li>- 填妥報名表格<b>第一頁</b> + 支票</li><li>- 郵寄(*<b>恕不接受</b>電郵或傳真)<ul style="list-style-type: none"><li>➢ 支票抬頭: <u>香港中國網球總會有限公司</u></li><li>➢ 支票背後:<ol style="list-style-type: none"><li>1. 球員姓名</li><li>2. 課程編號</li><li>3. 聯絡電話</li><li>4. 月份</li></ol></li></ul></li></ul>	<ul style="list-style-type: none"><li>- Fill in the application form <b>page 1</b> + cheque</li><li>- By mail (*<b>DO NOT ACCEPT</b> send by fax or email)<ul style="list-style-type: none"><li>➢ Payable to: <u>THE HONG KONG, CHINA TENNIS ASSOCIATION LIMITED</u></li><li>➢ Please write down at the back of the cheque:<ol style="list-style-type: none"><li>1. Player's name</li><li>2. Class code</li><li>3. Mobile</li><li>4. Month of training</li></ol></li></ul></li></ul>
以信用卡自動轉帳繳交學費	Pay by Credit Card Auto-pay
<ul style="list-style-type: none"><li>- 填妥報名表格<b>第一頁及第四頁</b></li><li>- 電郵、郵寄或傳真</li></ul> <p><b>* 如閣下收到新的信用卡，必煩重新繳交信用卡授權書</b></p>	<ul style="list-style-type: none"><li>- Fill in the application form <b>page 1 and 4</b></li><li>- Send by email, mail or fax</li></ul> <p><b>* If you receive a new credit card, you are required to fill in the credit card authorization once</b></p>

## Leave and Withdraw application 請假及退出申請 (2023 年 11 月至 2024 年 8 月)

- 表格須於每期訓練開始前 最少一個月遞交至本會，**所有過期申請將會收取\$100 行政費用**  
例如，球員希望在 11 月退出訓練，必須在 10 月 1 日前填寫及提交退出申請表
- Application form should be sent to the HKCTA at least one month prior to the training session started. **HK \$100 administration fee will be levied for each late application.** For example, Parent have to submit the withdraw form before 1 Oct if the player would like to withdraw from Nov.
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表格請於本會網頁下載 **Forms could be downloaded from the HKCTA**

<https://www.tennishk.org/en/performance-training/junior-squad-training/>

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**I. Player General Information 球員基本資料****(Must fill in all details 必須填寫所有資料)** Current Player of Junior Squad 青訓班現役學員 New Player 新學員

Chinese Name 中文姓名: \_\_\_\_\_ English Name 英文姓名: \_\_\_\_\_

DOB 出生日期: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ HKID No. 身份證號碼: \_\_\_\_\_ Gender 性別: \_\_\_\_\_  
(DD / MM / YYYY)

Tel (Mobile) 電話: \_\_\_\_\_ Email 電郵地址: \_\_\_\_\_

Address 地址: \_\_\_\_\_

**II. Course Information 課程資料***\*圈起適用者 Circle the appropriate*

\*Course Code 課程編號 SQ – ( \_\_\_\_\_ ) – ( \* G1 / G2 / Y1 / Y2 / P ) Course Fee 每期課程費用 \$ \_\_\_\_\_

Training Venue 訓練地點 \_\_\_\_\_ Starting training in 開始訓練月份 \_\_\_\_\_ / 2023 (MM / YYYY)

Remarks 備註 \_\_\_\_\_

**III. Assessment 測試****(For new applicant only 只適用於新學員)**

Applicants should pass the assessment which organised by the HKCTA. (Please contact **coaches of Junior Squad** for the arrangement)  
參加者必須通過本會安排之測試。(請聯絡**青訓班教練**安排測試)

Date 日期: \_\_\_\_\_ Coach 教練: \_\_\_\_\_ Venue 場地: \_\_\_\_\_

**IV. Payment Method 付款方法**

#Please refer to the General notes for more details. 詳情請參閱基本須知

 by **Cheque** 支票  
(One cheque for one player  
每位球員以一張支票繳交) by **Credit Card** 信用卡自動轉帳  
(Training fee will be charged from the card bi-monthly 每兩個月以自動轉帳形式繳交)**V. Declaration 聲明**

I [ \_\_\_\_\_ ] (holder of Hong Kong Identity Card No.) [ \_\_\_\_\_ ] acknowledge that I am the natural and lawful parent of the Player [ \_\_\_\_\_ ] ("the Player") and I understand and agree that the Player will take part in the Hong Kong, China Tennis Association ("HKCTA") tennis training as indicated in the enrolment form at his/her own risk and hereby exonerate and indemnify the HKCTA and its staff from and against any proceedings, claims and demands whatsoever arising from any injuries or sickness howsoever sustained or contracted by the Player during his/her participation in the Programme. Also, I declare that my child is physically fit and suitable for participating in this training  
本人 [ \_\_\_\_\_ ] (身份證號碼: \_\_\_\_\_) · 承認本人為 [ \_\_\_\_\_ ] ("參加者") 之家長/合法監護人及

明白參加者須自行承擔參與香港中國網球總會訓練班之風險並藉此免除向中國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 · 並聲明參加者的身體狀況良好 · 適宜參加此訓練 ·

\* 此聲明以英文版為本

 **I read and understand Item V to VIII. (Please ✓ in the box)**  
**我已細閱並明白項目 V 至 VIII。 (請在方格內加上✓號)**

Name of Parent's / Guidance (父母或監護人姓名): \_\_\_\_\_

Signature of Parent's / Guidance (父母或監護人簽署): \_\_\_\_\_

**For Official use only**

Received Date: \_\_\_\_\_ Confirmed Date: \_\_\_\_\_ Remarks: \_\_\_\_\_

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## VI. General Notes 基本須知

1. No refunds and transfers of course fee will be arranged once the enrolment is accepted.  
如報名已被接納，本會不會安排轉班或退款。
2. If participant fails to attend the course due to personal reasons, there shall be NO arrangement for refund or make-up class.  
如學員因私人理由而未能出席訓練，本會將不會安排退款或補堂。
3. HKCTA 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.  
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。
4. HKCTA 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.  
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。
5. Participants should be dressed in appropriate sportswear and bring along their own tennis rackets.  
參加者須穿著合適之運動服裝及自備球拍。
6. Please download the bi-monthly schedule from the HKCTA website. No further announcement will be made.  
請自行於香港中國網球總會網站下載每期之時間表。本會將不作另行通知。
7. The arrangement of the training session depends on court availability. For details, please check the latest timetable.  
本會將因應場地之許可安排每期之訓練節數，詳情請參閱每期之時間表。
8. **No** confirmation will be sent. The acceptance list will be posted on the HKCTA website.  
本會**不會**發出確認信。取錄名單將於本會網站公佈。
9. By participating in the event/course, I agree to allow HKCTA and/or the co-organizing parties to use the images taken during the lesson/event for future promotional and archival purpose.
10. 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。
11. **No refund and no make up classes will be arranged if a lesson is cancelled due to bad weather conditions.**  
所有因天氣問題而取消的課堂，本會一概不會安排補堂，所繳款項概不退還。

## VII. Payment Method 付款方法

**HK \$50 administration fee will be levied for each late submitted, it should be pay together with the course fee.**

**本會將會對所有截止日期後繳交學費的球員，收取額外\$50手續費，手續費需連同學費一併繳交。**

1. By Cheque 支票
  - Crossed cheque should be sent to the HKCTA office on or before 3rd of each even month e.g. February, April, June, August, October and December between the period of September 2023 - August 2024. Please write down player's name, mobile and course code (training center and level) at the back of the cheque.
  - Payable to: THE HONG KONG, CHINA TENNIS ASSOCIATION LIMITED
  - 在 2023 年 9 月至 2024 年 8 月期間，請於雙數月份，包括 2023 年 8、10、12 月及 2024 年 2、4、6 月的 3 號或之前將劃線支票郵寄至中國香港網球總會，並在支票背後清楚列明球員姓名、課程編號(訓練地區和班別)及聯絡電話。
  - 支票抬頭: 中國香港網球總會有限公司
2. By Credit Card 信用卡 (Please complete the credit card authorization form 請填妥信用卡繳費授權書)
  - Authorize HKCTA to charge the bi-monthly training fee from the credit card, 6 times for the period of September 2023 – August 2024 Junior Squad Semester. The Bi-monthly training fee will be charged on the 20<sup>th</sup> of the preceding month of each training session started including Aug, Oct, Dec 2023 and Feb, April, Jun 2024.
  - Written notification for withdrawal/ Leave Application/Autopay termination should be sent a month prior to each training session.
  - 授權全學年以信用卡自動轉帳形式繳交六期學費。中國香港網球總會將於雙數月份包括 2023 年 8、10、12 月及 2024 年 2、4、6 月的 20 號，從貴家長提供之信用卡戶口內扣取 2023 年 9 月 1 日至 2024 年 8 月 31 日期間青訓班訓練所需六期學費。
  - 如要退出訓練/停止過數，請於每期訓練開始前最少一個月以書面通知中國香港網球總會。

Official receipt is available upon request. 本會可因應要求發出正式收據。

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## VIII. Leave / Withdraw Arrangement 請假 / 退出安排

1. Withdrawal application should be sent to the HKCTA at least one month prior to the training session started. **HK \$100 administration fee will be levied for each late application.**  
退出訓練申請表須於每期訓練開始前最少一個月遞交至本會。所有過期申請將會收取\$100行政費用。
2. Leave application should be sent to the HKCTA at least one month prior to the training session started. **HK \$100 administration fee will be levied for each late application.**  
請假申請表須於每期訓練開始前最少一個月遞交至本會。所有過期申請將會收取\$100行政費用。
3. NO arrangement for refund or make-up class for taking leave or withdrawal.  
本會不會就請假或退出作出退款或補堂。
4. Withdrawal and leave application form could be downloaded from the HKCTA website.  
請自行於本會網站下載退出訓練申請表及請假申請表。

## IX. Purpose for Personal Data Collection 收集資料的目的

1. The provision of personal data and other related information by means of the application form is voluntary. HKCTA may not be able to process the application if no accurate or adequate data is provided.  
提供個人及其他資料純屬自願。如未能提供足夠的資料，本會可能無法處理有關的申請。
2. Your personal data (including telephone number, fax number, email and correspondence address) will only be used for the purposes of communicating and promoting the HKCTA activities.  
本會將會使用閣下的個人資料 (包括電話、傳真、電郵及郵寄地址) 作日後通訊及活動推廣用途。
3. You may subsequently send your request to [development@tennishk.org](mailto:development@tennishk.org) to stop us using your personal data for the above mentioned purposes.  
閣下可隨時發電郵至 [development@tennishk.org](mailto:development@tennishk.org) 要求停止使用其個人資料作上述之用途。
4. Your personal information will be kept confidential. HKCTA will not provide or transfer your information to the other parties or organization.  
本會會把閣下提供之個人資料保密，並不會以任何形式提供及轉讓予任何人士或組織。

I am not willing to receive news from HKCTA through the personal contacts provided.  
本人不願意透過提供之個人聯絡方法收取中國香港網球總會的資訊。

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## 2023 – 2024 Junior Squad Credit Card Payment Authorization Form

### 青訓班2023 – 2024年度信用卡繳費授權書

**\*ONE form for each participant. 每一張授權書只適用於一位申請者**

Player's Name 學員姓名: \_\_\_\_\_ (Eng) \_\_\_\_\_ (中)  
Programme applied 申請課程: **Junior Squad Training 青訓班**  
HKID / Passport No. 身份證/護照號碼: \_\_\_\_\_ Contact No. 聯絡電話: \_\_\_\_\_  
Course Code 課程編號: SQ – ( \_\_\_\_\_ ) – ( \* G1 / G2 / Y1 / Y2 / P ) \*請圈起適用者 Please circle appropriate  
Month of Training Started 開始訓練月份: \_\_\_\_\_ / 2023 (MM / YYYY) Training Venue 訓練地點: \_\_\_\_\_  
Remarks 備註: \_\_\_\_\_

### Credit Card Information 信用卡資料

Credit Card Type 信用卡類別:  Visa  Master 萬事達卡

Credit Card Issuing Bank 發卡銀行名稱: \_\_\_\_\_

Card Holder's Name 持卡人姓名: \_\_\_\_\_ (as appeared on credit card 與信用卡相同)

Card No. 信用卡號碼: 

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Card Expiry Date 信用卡到期日: 

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 (Month 月) 

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 (Year 年)

Card Holder Signature 持卡人簽署: \_\_\_\_\_

(As appeared on credit card 與信用卡相同)

### **Terms and Conditions 條款與規章**

- I hereby agree that the HKCTA has the right to charge my above credit card account for the training fee of the HKCTA Junior Squad Training on the 20<sup>th</sup> of February, April, June, August, October, and December for the Squad training between the period of September 2023 to August 2024 as agreed by HKCTA and myself. The recurring transaction will not be terminated until the HKCTA has been informed by written notification of service termination at least 30 working days in advance. **HK \$100 admin fee will be levied if HKCTA did not receive any written notification of service termination at least 30 working days in advance.**
- This authorization shall have effect until my further notice.
- I confirm that my signature(s) on this authorization form is same as my specimen signature(s) for the operation of my credit card account to be credited for the transfer(s).
- I agree that any notice of cancellation or variation of this authorization which I may give to the HKCTA shall be given at least one month prior to the date on which such cancellation/variation is to take effect.

- 本人同意中國香港網球總會於 2023 年 8、10、12 月及 2024 年 2、4、6 月的 20 號，從本人提供之信用卡戶口內扣取 2023 年 9 月 1 日至 2024 年 8 月 31 日期間青訓班訓練所需六期學費。如要退出訓練/停止過數，必須於每期訓練前最少一個月遞交表格至本會，**所有過期申請將會收取\$100 行政費用。**
- 此授權書將繼續生效直至本人另行通知。
- 本人確認此授權書上的簽署與信用卡帳戶之簽署式樣相同。
- 本人明白如本人須更改或終止此授權書，應於每期訓練開始前最少一個月遞交表格通知中國香港網球總會。

本中文版僅供參考，若中、英文版有任何矛盾或歧異，概以英文版為準。

Signature 簽署: \_\_\_\_\_

Date 日期: \_\_\_\_\_

## Leave Application Form 請假申請表

請假申請表須於每期訓練開始前最少一個月遞交至本會·所有過期申請將會收取\$100 行政費用。

Leave application should be sent to the HKCTA at least one month prior to the training session started.

**HK \$100 administration fee will be levied for each late application.**

如課程開始後·不會接受請假申請 No leave application will be accepted once the course starts.

所有資料必須填寫·否則申請不被處理 \*All information MUST be provided

Part I: To be completed by Player 由球員填寫	
Name of Player 球員姓名	
HKID/ Birth cert. no. 身份證/出生證明文件號碼	
Training Venue 訓練地點	
Course Code 課程編號	SQ – ( ) – ( G1 / G2 / Y1 / Y2 / P )

\*Please check the course code on our website 請自行參閱時間表 <http://www.tennishk.org/hk/training/junior-training/junior-tennis-squad/timetables>

Reason for Leave 請假原因 (Please put a ✓)					
Sick Leave 病假	Please attach medical certificate(s) 請同時附上醫生紙				
School Work 學校活動	Please attach supporting documents, e.g. school calendar 請同時附上證明				
Family or Holiday 家庭活動或旅遊	N/A				
Others 其他	Please state reason(s) 請列明原因				
Month of leave applied 請假月份	From 由	(Year) 年	(Month) 月	To 至	(Year) 年 (Month) 月
Total no. of period 總期數 (兩個月為一期)					
Name of Parent 家長姓名			Mobile 聯絡電話		
Signature of Parent 家長簽署			Date of Application 日期		

Part II: HKCTA Office use 由網總職員填寫		
Received Date	Confirmed Date	Remarks

### Withdraw Application Form 退出申請表

退出/請假申請表須於每期訓練開始前最少一個月遞交至本會，所有過期申請將會收取\$100 行政費用。  
Leave application should be sent to the HKCTA at least one month prior to the training session started.  
**HK \$100 administration fee will be levied for each late application.**  
如課程開始後，不會接受退出申請 No withdraw application will be accepted once the course starts.

所有資料必須填寫，否則申請不被處理 \*All information MUST be provided

Part I: To be completed by Player 由球員填寫	
Name of Player 球員姓名	
HKID/ Birth cert. no. 身份證/出生證明文件號碼	
Training Venue 訓練地點	
*Course Code *課程編號	SQ – ( ) – ( G1 / G2 / Y1 / Y2 / P )

\*Please check the course code on our website 請自行參閱時間表 <http://www.tennishk.org/hk/training/junior-training/junior-tennis-squad/timetables>

Withdrawal month 退出月份	From (Year) (Month) 由_____年_____月起
Reason(s) for Withdrawal 退出原因	
Name of Parent 家長姓名	Mobile 聯絡電話
Signature of Parent 家長簽署	Date of Application 日期

Part II: HKCTA Office use 由網總職員填寫		
Received Date	Confirmed Date	Remarks