

HKCTA Coach Certification Scheme Elementary Coach Course – EC 52 (Endorsed by ITF) Course Outline

1. Introduction

One Elementary Coach Courses under the HKCTA Coach Certification Scheme in conjunction with the International Tennis Federation (ITF) is now open to candidates. All candidates will be on a **first-come-first-served basis**, preference will be given to candidate who enroll for both Play Tennis (PT) and Coaching Beginning & Intermediate Players Course (CBI). Priority may be given to Mini-Tennis Instructor Certificate, A+ in HKCTA Winter/Summer League Player's Grading or teammate of Hong Kong, China Team. Applicants for this course must **pass** the Course Entry Assessment.

2. Course Introduction Briefing

Date	Time	Venue	Fee
6 Mar 2025 (Thur)	11am – 12nn	HKCTA Tennis Centre, Kowloon Tsai Park	N/A

3. On-Court Entry Assessment

Assessments	Date	*Time	Venue	Assessment Fee
<ul style="list-style-type: none"> • Forehand & Backhand • Three kinds of serve • Volley & Smash 	6 Apr 2025 (Sun)	7pm-10pm	HKCTA Tennis Centre, Kowloon Tsai Park	HK\$100
	Fallback Day 12 Apr 2025 (Sat)			

*Period of assessment will be allocated by HKCTA

4. Course Details & Schedule

- **Venue:** HKCTA Tennis Centre, Kowloon Tsai Park
- **Course Fee:** HK\$9,000 (PT 52: HK\$2,400, CBI 52: HK\$6,600)
- **Duration of the course:** 15 Days (PT 52: 4 days, CBI 52: 11 days)
- **No. of quotas in course:** 24 pax (on a first-come-first-served basis)
- **Teaching language:** Cantonese (Primary) & English
- **Language of course material:** English
- **Deadline of enrolment:** 14 Mar 2025 (Fri)

Course Content	Duration	Date	Time	Daily Delivery Time (Excluded 1-hour meal break)
Play Tennis Course (PT 52)	4 Days	6 May 2025 (Tue)	8am – 5pm	8 Hours
		7 May 2025 (Wed)	8am – 5pm	8 Hours
		13 May 2025 (Tue)	8am – 5pm	8 Hours
		18 May 2025 (Sun)	8am – 5pm	8 Hours
Fallback Day	N/A	25 May 2025 (Sun)	8am – 5pm	8 Hours
Total Delivery Hours				32
Coaching Beginner & Intermediate Players Course (CBI 52)	11 Days	2 Sep 2025 (Tue)	8am – 5pm	8 Hours
		3 Sep 2025 (Wed)	8am – 5pm	8 Hours
		4 Sep 2025 (Thur)	8am – 5pm	8 Hours
		9 Sep 2025 (Tue)	8am – 4pm	7 Hours
		10 Sep 2025 (Wed)	8am – 4pm	7 Hours
		11 Sep 2025 (Thur)	8am – 4pm	7 Hours
		16 Sep 2025 (Tue)	8am – 4pm	7 Hours
		17 Sep 2025 (Wed)	8am – 4pm	7 Hours
		18 Sep 2025 (Thur)	8am – 4pm	7 Hours
		21 Sep 2025 (Sun)	8am – 4pm	7 Hours
		28 Sep 2025 (Sun)	8am – 4pm	7 Hours
Fallback Day	N/A	12 Oct 2025 (Sun)	8am – 4pm	7 Hours
Total Delivery Hours				80

5. Application Requirements

- ✧ Candidate must be **18 years of age or over** at the time of his/her registration.
- ✧ Candidates who are interested in taking the above Course is required to complete the attached Application Form and return them by email, by post or by hand to the HKCTA office.

6. Late Application and Withdrawal Deadline

- ✧ Late application will be charged an extra HK\$100 Administration Fee **after the enrolment deadline and one week before the assessment day.**
- ✧ Applicant who would like to withdraw from the course are required to submit a written request with valid reason to HKCTA office **one week before the course begin.** All withdrawal after that date will be charged and no refund will be given.

7. Course Components

A. Tennis Theory (Face to Face Lecture)

B. Tennis Practical aspects

C. ITF Online courses (Free for enrolment):

- Total 3 hours** for Play Tennis (PT) online courses **MUST be completed 7 days before** the start of the course.
- Total 6 hours** for Coaching Beginner & Intermediate Players Course (CBI) online courses **MUST be completed 7 days before** the start of the course.

For more details, please visit to the following website:

<https://www.tennishk.org/hk/coaches-coaching/qualifications-course/>

<https://www.itf-academy.com/?academy=103&area=online>

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

D. **Practical coaching experience – 30 hours** in due course upon successful completion and passing of Part A and B of both PT and CBI parts, and

E. **General Sports Theory (Part I) (conducted by Hong Kong Sports Institute (HKSI)).**

For more details, please visit to the following website:

<https://www.hkcoaching.com/en/coach-accreditation/rationale/index.html>

8. 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 **Elementary Coach Course** and the **Practical coaching experience**, candidates are eligible to apply for the **HKCTA Temporary Coach License (CL 1)**, and acquire an **Elementary Coach Certificate**, issued by the HKCTA in conjunction with the ITF.
- ✧ Once candidates completed the **General Sports Theory (conducted by HKSI)**, they will be eligible to apply for an **HKCTA Coach License (CL 1)**.

9. Examination and Retest

Two written examinations and **Five** practical examinations will be conducted in the following manner:

A. Play Tennis Parts:

Content	Component	Examination Format	Venue
Play Tennis Course (PT)	(a) Tennis Theory	• Written (in English and in Chinese)	Classroom
	(b) Practical Test	• Group Lesson Coaching Test	On-court
• Playing Ability Test			

- ✧ Candidates must achieve 67% (20/30 answers) of written examination
- ✧ **To progress to the ITF Coaching Beginner and Intermediate Players course (CBI), candidates have to pass all above examinations.**

B. Coaching Beginner & Intermediate Players Course (CBI)

Content	Component	Examination Format	Venue
Coaching Beginner & Intermediate Players Course (CBI)	(a) Tennis Theory	• Written (in English and in Chinese)	Classroom
	(b) Practical Test	• Individual Lesson Coaching Test	On-court
		• Group Lesson Coaching Test	
		• Playing Ability Test	

- ✧ Candidates who fail the assessment at CBI parts, may retest after a period of six months. They do not have to repeat the whole course; however, candidates fail any assessment of the retest will have to repeat the whole course.
- ✧ Candidates ONLY have a maximum of ONE attempt for the retest and the retest fee is HK\$1,000.

10. Criteria for Retake and apply procedure

- ✧ Participants who did not complete their previous training courses due to insufficient training hours, and have informed the course instructor and HKCTA of the reasons for their absence, may request to retake the course.
- ✧ The requests must be in writing and be submitted to the HKCTA's Coaches Development and Qualification Committee for approval.
- ✧ Eligible candidates for retake will be informed individually by HKCTA office.
- ✧ A course fee in pro rata may be required.

11. Course Materials

ITF eBook will be used for the course.

HKCTA Coach Certification Scheme Elementary Coach Course – EC 52 (Endorsed by ITF) Application Form

備註 Remarks

- 請將填妥之申請表格，連同專業資格證書副本，電郵至 tiffany.lai@tennishk.org、郵寄或親身交回「中國香港網球總會」。The completed application form, together with copies of professional qualifications, should be sent to 「Hong Kong, China Tennis Association」 by email to tiffany.lai@tennishk.org, by post or by hand.
- 地址: 九龍城延文禮士道 13 號 九龍仔公園 中國香港網球總會中心 (初級教練課程)
- Address: HKCTA Tennis Centre, Kowloon Tsai, 13 Inverness Road, Kowloon City, Kowloon. (Elementary Coach Course)
- 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 provide documentary evidence pertaining to the qualifications and work 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, China Tennis Association. It may be accessible to offices, committees or persons who will process selection matters. Information of all unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.

*所有資料必須填寫，否則申請不被處理

個人資料 Personal Particulars

*All information MUST be provided, otherwise the application will not be considered.

中文姓名 Chinese Name				英文姓名* English Name*		
別名 Nickname		年齡 Age		出生日期 Date of Birth	DD / MM / YYYY	
香港身份證號碼 HKID Card No.		手提電話號碼 Mobile No.		性別 Gender	Male / Female	
中國香港網球總會屬會 HKCTA Member Club				中國香港網球總會冬夏季聯賽球員級別 HKCTA Winter/Summer League Player's Grading		
地址(英文) Address (English)						
電郵地址 (與ITF Academy 登入相同) E-mail (same as ITF Academy login email)						
課程編號 Course Code	PT 52	CBI 52			入班考核費用 Assessment Fee	
課程費用 Course Fee	HK\$2,400	HK\$6,600			HK\$100	

劃線支票 / Crossed Cheque (請遞交三張劃線支票, 分別為 入班考核費用 HK\$100 及兩部份課程費用 (PT 52: HK\$2,400; CBI: 52 HK\$6,600) 連同此表格寄回本會 / Please send THREE crossed cheques (Assessment Fee HK\$100 and two parts of Course Fee, PT: 52 HK\$2,400; CBI 52: HK\$6,600 separately) and this form to HKCTA office)

Cheque Number 支票號碼: _____ (HK\$100); _____ (HK\$2,400); _____ (HK\$6,600);
Bank of the Cheque 發票銀行: _____

信用咭 / Credit card (請填妥以下資料 Please fill in the following details)

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: _____

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)

--	--

 (Year 年)

Card Holder Signature 持卡人簽署: _____

1. 網球執教經驗 Coaching Experience

日期 Date	項目/課程名稱 Event / Programme Name

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 Name	主辦單位 Organizer	成績 Results

4. 職業 Occupation

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

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

I acknowledge and understand

No refunds and transfers of enrolment fee will be arranged once the enrolment is accepted.

HKCTA reserves the right in its discretion to accept or reject any enrolment application.

HKCTA reserves the right to cancel any scheduled event. Applicants will be informed respectively for refund arrangement.

- (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."

I will take part in the Hong Kong, China Tennis Association ("HKCTA") tennis training course/ workshop/seminar as indicated in my enrolment form

/ online enrolment application at my 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 me during my participation in the training.

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.

HKCTA 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 HKCTA office for details.)

本人知悉及明白

如申請已被接納，本會不會安排退款。

本會保留接受或拒絕任何人仕報名之權利。

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。

- (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；
- (4) 本人可聯絡總會索取或更改本人之個人資料，同時總會有關權就本人之要求收取相關費用。

本人明白須自行承擔參與中國香港網球總會訓練班/工作坊/研討會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。

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。

本會保留修改任何資料及條款之權利而不予任何通知。(如有查詢，請與本會聯絡。)

Inclment 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

- (1) Complete the Application Form
- (2) By email, to tiffany.lai@tennishk.org OR
- (3) By post to HKCTA Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon City, Kowloon. (Please specify "Elementary Coach Course" on the envelope cover)
- (4) 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 HKCTA office within 2 working days after the enrolment deadline.
- (5) 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 Application Form
- (2) Crossed 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 HKCTA Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon City

報名安排

課程/ 活動 名額有限，先到先得。

- (1) 填妥報名表
- (2) 電郵至 tiffany.lai@tennishk.org 或
- (3) 郵寄至九龍延文禮士道十三號九龍仔公園 中國香港網球總會網球中心 (封面請註明"**初級教練課程**")
- (4) 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，請於接納名單公布後 2 個工作天內與本會聯絡
- (5) 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) 劃線支票 – 支票抬頭 "**中國香港網球總會有限公司**"，於支票背面寫上參加者姓名及課程編號，及將支票郵寄至中國香港網球總會網球中心 九龍仔公園延文禮士道 13 號

Notes

HKCTA 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付費用之參加者出席活動。參加者需穿著合適運動服裝及自備球拍參加訓練課程/工作坊。