

## HKCTA Coach Certification Scheme Development Coach Course – DC 18 Course Outline

### 1. Introduction

Development Coach Course is a Level 2 coach course under the HKCTA Coach Certification Scheme is now open to candidates. All candidates will be on a **first-come-first-served basis**.

### 2. Course Details & Schedule

- Venue: HKCTA Tennis Centre, Kowloon Tsai Park
- Course Fee: HK\$6,325\*
- Duration of the course: 9 days
- No. of quotas in course: 16 pax
- **Application Deadline: 31 Oct 2025**

Remarks: \*Upon completion, candidates may receive subsidy funded by the Hong Kong Sports Institute (HKSI), which subject to HKSI approval.

Course Content	Date	Time	Daily Delivery Time (Excluded 1-hour meal break)
<b>Development Coach Course (DC 18)</b>	24 Nov 2025 (Mon)	8am – 4pm	7 Hours
	25 Nov 2025 (Tue)	8am – 4pm	7 Hours
	26 Nov 2025 (Wed)	8am – 4pm	7 Hours
	27 Nov 2025 (Thur)	8am – 4pm	7 Hours
	30 Nov 2025 (Sun)	8am – 4pm	7 Hours
	1 Dec 2025 (Mon)	8am – 4pm	7 Hours
	2 Dec 2025 (Tue)	8am – 4pm	7 Hours
	3 Dec 2025 (Wed)	12pm – 8pm	7 Hours
	4 Dec 2025 (Thur)	12pm – 8pm	7 Hours
<b>Fallback Day</b>	9 Dec 2025 (Tue)	12pm – 8pm	7 Hours
<b>Total Delivery Hours</b>			<b>63</b>

### 3. Application

- ✧ Candidate must be **18 years of age or over** at the time of his/her registration.
- ✧ Candidates interested in taking the above course are required to complete the attached Application Form and return it via email, by post, or by hand to the HKCTA office.
- ✧ For those who are admitted to the course, please send a crossed cheque in the amount of HK\$6,325 payable to the “The Hong Kong, China Tennis Association Limited”.  
(Remarks: The acceptance list will be subjected to CDQC’s approval.)

### 4. Withdrawal Deadline

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.

### 5. Pre-requisites to the Course

Candidates must at least possess HKCTA Elementary Coach Certificate or the equivalent for 2 years or above as deemed fit by the Coaches Development and Qualification Committee of HKCTA.

## 6. Course Components

The Development Coach Course consists of the following two parts:

- a. Theory – specific to tennis
- b. Practical aspects – specific to tennis

The current training course focuses on parts (a) and (b) whereas, to obtain a **Development Coach Certificate**, candidates should complete the following parts (c) and (d) in due course upon successful completion and passing of parts (a) and (b).

- c. General sports theory course (Level 2) (conducted by Hong Kong Sports Institute)
- d. Practical coaching experience – 50 hours

The primary teaching language will be English, with Cantonese as a supplementary language. Some components of the course may be conducted in English. The majority of the course materials will be in English.

## 7. 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 Development Coach Course and 50-hour Practical Coaching Experience, candidates are eligible to apply for **the HKCTA Temporary Coach License (CL 2) and a Development Coach Certificate**, issued by the HKCTA and recognized by ITF.
- ◆ As soon as candidates have acquired passes in the General Sports Theory, they will be eligible to apply for an **HKCTA Coach License (CL 2)**.

## 8. Examination and Retest

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

Component	Examination Format	Venue
(a) Tennis Theory	Written (in English and in Chinese)	Classroom
(b) Practical Test	On-court 1. Playing Ability 2. Individual Lesson Coaching Test 3. Group Lesson Coaching Test 4. Demonstration Test	On-court

- ✧ Candidates who fail the written test in part (a) may repeat this test at a later date. They do not have to repeat the whole course.
- ✧ Candidates who fail one of these three on-court tests (individual lesson coaching test, group lesson coaching test and the demonstration test) in part (b), can apply for a retest; however, candidates who fail more than one of these tests will have to repeat the whole course.
- ✧ Candidates who fail the Playing Ability test in part (b), will have to repeat the whole course.
- ✧ Candidates can have a maximum of two attempts for one retest. The retest must be done during the immediate courses following the original test.
- ✧ Candidates need to pay for any re-test. The retest fee is HK\$1,000. **(No subsidy for the retest fee)**

## 9. Course Materials

ITF eBooks will be used for the course.



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

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。)

## Incliment 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，請聯絡本會有關課程之安排。

## Enrolment arrangement

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

- (1) Complete the Application Form
- (2) By email, to [saukam.tse@tennishk.org](mailto:saukam.tse@tennishk.org) OR
- (3) By post to HKCTA Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon City, Kowloon. (Please specify "**Development Coach Course**" on the envelope cover)
- (4) No confirmation of acceptance will be issued to participants. Acceptance list is available at [www.tennishk.org](http://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

Office hours:

Monday to Friday 09:00-12:45 & 14:00-18:00

## 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 [saukam.tse@tennishk.org](mailto:saukam.tse@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 "**中級教練課程**")
- (4) 本會不會發出確認信予參加者。請到 [www.tennishk.org](http://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

辦公時間：

星期一至五 09:00-12:45 & 14:00-18:00

## Notes

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

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。

參加者需穿著合適運動服裝及自備球拍參加訓練課程。