

# Hong Kong China Tennis Association (HKCTA) Private Lesson Policy for Coaches

**Effective Date:** 1 April 2025

## 1. Purpose

The purpose of this policy is to establish clear guidelines for HKCTA tennis coaches conducting private lessons. By adhering to these standards, we aim to maintain a professional coaching environment, ensure financial transparency, and uphold the integrity of our organization.

## 2. Authorization of Private Lessons

- All private lessons must be arranged and conducted under the authorization of the HKCTA. Coaches must notify the HKCTA office in advance of any scheduled private lessons.
- Prior approval is required for the scheduling, venue, and format of all private lessons to ensure compliance with HKCTA policies and facility regulations.
- Unauthorized private lessons conducted outside HKCTA-approved venues or without prior notification may result in disciplinary action.

## 3. Payment Structure and Financial Procedures

- The fee structure for all private lessons follows a **70/30 revenue-sharing model**:
  - **70%** of the lesson fee is allocated to the coach.
  - **30%** of the lesson fee is retained by the HKCTA.
- All payments must be processed through the HKCTA office. Coaches are prohibited from handling direct cash payments or engaging in private financial transactions with clients.
- Coaches must submit payment details, including lesson records and fee breakdowns, to the HKCTA office in a timely manner for proper accounting and payroll processing.

## 4. Prohibition of Unauthorized Transactions

- Coaches are strictly prohibited from conducting private lessons without proper documentation and authorization from HKCTA.
- Any coach found engaging in **off-the-books transactions**, including accepting cash payments without official HKCTA processing, will be subject to disciplinary measures, which may include suspension, termination of coaching privileges, or other penalties deemed appropriate by HKCTA management.

## 5. Record-Keeping and Compliance

- Coaches must maintain **detailed and accurate records** of all private lessons, including:
  - Date, time, and duration of each lesson.
  - Client name and contact information.
  - Payment details and transaction records.

- These records must be submitted to the HKCTA office on a **[monthly/quarterly]** basis for review and verification.
- The HKCTA office will oversee all private lesson records to ensure compliance with organizational policies and financial integrity.

## **6. Professional Conduct and Standards**

- Coaches are expected to uphold the **highest standards of professionalism and ethical conduct** when delivering private lessons.
- This includes:
  - Treating all clients with respect and courtesy.
  - Maintaining a safe, inclusive, and positive learning environment.
  - Adhering to all HKCTA codes of conduct and policies, including safeguarding measures, child protection guidelines, and facility regulations.
- Any conduct deemed inappropriate or in violation of HKCTA standards may result in disciplinary action.

## **7. Conflict of Interest**

- Coaches must avoid any real or perceived conflicts of interest when conducting private lessons.
- Soliciting clients in a manner that undermines HKCTA programs, diverting business away from HKCTA, or engaging in activities that conflict with HKCTA's mission and objectives is strictly prohibited.
- Any potential conflicts must be disclosed to HKCTA management for review and guidance.

## **8. Amendments to the Policy**

- The HKCTA reserves the right to amend this policy at any time. Any changes will be communicated to coaches in a timely manner.
- In the event of **significant amendments**, all coaches will be required to acknowledge and sign an updated policy document.

## **9. Acknowledgment and Agreement**

All coaches must review, understand, and acknowledge their compliance with this policy before conducting private lessons under HKCTA. A signed copy of this agreement will be maintained on file by the HKCTA office.

### **Coach Acknowledgment:**

I, \_\_\_\_\_, have read and understood the HKCTA Private Lesson Policy. I agree to comply with all terms and conditions outlined in this policy and acknowledge that failure to do so may result in disciplinary action.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_