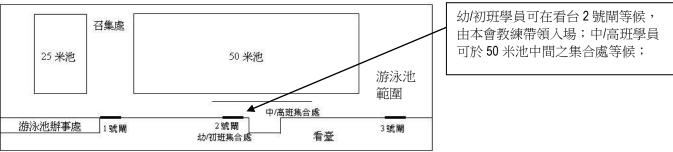
# 🚱 南華體育會游泳班報名須知

# 1. 報名程序

- 所有參加者必須為南華體育會會員;
- 入會手續:請帶同身份證明文件及入會費用(18歲以下青少年會員年費\$60;18歲或以上普通會員年費\$120; 永久會員 \$1500)到會員部辦理有關手續
- 會員部辦公時間:星期一至日 8:00am-9:30pm 查詢電話: 25774427
- 每月 16 號開始接受下一個月份報名,游泳班於每月 1 號開始上課(暑期班課程除外);
- 報名須親身到游泳池辦事處辦理及必須最少於上課前一天辦妥,恕不接受即日報名即日上堂;
- 報名時必須出示已填妥之報名表格、所需學費(現金/信用咭-VISA/MASTER CARD/支票-抬頭請寫南華體育會, 恕不接受期票) 及上課期間<u>有效之會員證</u>;
- 所有報名手續採用先到先得方式,在任何情況下不設預留或優先報名;
- 游泳池辦事處辦公時間為:星期一至六 9:00am-8:30pm 星期日及公眾假期 9:00am-5:00pm 查詢電話:28907736

## 2. 集合地點



### 3. 上課用品

- 學員需穿著整齊及適當之泳裝及合適泳鏡(不設借用泳鏡服務);學員可帶備毛巾、浴袍及乾淨拖鞋在泳池範圍內使用;
- 本會將於第一堂派發專用泳帽給學員,方便教練識別;本會將於最後第二堂派發進度表給學員,以供參考。

### 4. 惡劣天氣安排

天文台懸掛黃色/紅色暴雨警告訊號時,本會泳班將如常上課,但學員及家長須自行決定是否繼續前往上課。本會建議學員及家長只在路面及交通安全情況下前往上課。

### 黑色暴雨警告訊號之安排:

- 天文台於上課前1小時仍懸掛黑色暴雨訊號,則該節訓練班停課;
- 天文台於上課時間內發出黑色暴雨訊號,所有已開課的室內訓練班仍須繼續上課;
- 天文台除下黑色暴雨訊號,所有室內訓練班將在2小時後恢復上課。

### 8號或以上烈風/暴風訊號之安排:

- 天文台於上課前宣佈即將發出8號或以上烈風/暴風訊號,所有訓練班停課。
- 天文台於上課時間內發出8號或以上烈風/暴風訊號,所有訓練班停課。
- 天文台取消8號烈風/暴風訊號或改發3號或以下強風訊號,泳班將在2小時後恢復上課。

受影響之泳班如課堂餘下時間超過全節時間一半,將另行安排日期補課。除因上述受影響之課堂外本會游泳班不設補課。 5. 學生須知

- 参加游泳班之會員,必須遵守本會訂立之會章及會規,並同意遵守游泳池使用規則;
- 上課地點:南華體育會游泳池 銅鑼灣加路連山道 88 號體育中心地庫
- 参加泳班後已繳費用不得轉讓、延期或退回。請小心選擇上課時間每個課程之上課日期或時間只可更改一次(只限同一開班月份/期數)及必須於該課程首堂開課日前一天辦妥,額滿即止。所有泳班於開課日起將不能更改上課時間/日期; 在此情況下學員在更改程度或時間而選擇學費較高之課程,將會收取班員費差額;唯選擇學費較低之課程,將不會退回差額。
- 學員因事未能出席的堂數,本部不設補堂、保留或退款;
- 已繳之學費已包括上課時段入場費,學員下課後請勿停留在游泳池範圍內;
- 除特別公佈外,所有公眾假期照常上課;
- 報讀中/高班後如發現未達本會要求,而所選擇時間之合適班別已滿,學員必須選擇在該期尚有名額之時間上課(恕不 接受延期),敬請留意;
- 所有游泳班教練由本部編排;如有需要,將按個別情況轉換教練而不作任何通知;
- 家長只可於看臺觀看或等候學員。家長未經本會職員許可,請勿進入泳池範圍內,多謝合作!
- 年齡6歲或以上、或身高超過1.1米的任何年齡人士,均不得進入異性更衣室及洗手間或在內逗留。
- 你所提供的資料只用於本會的康樂活動報名事宜。在遞交申請表後,如要更改你的個人資料,可與本會職員聯絡。
- 如有需要,本會保留一切之更改權利而不作任何通知。

## 6. 泳班續報優先制須知

- 由於泳班名額有限,現有學員可於每月1至15日到游泳池辦事處以先到先得方式優先續報下期泳班。所有學員必須 出示現有之收據及有效會員證(有效日期必須至泳班完成日期)方可辦理。
- 星期日課程只供現有星期日學員續報,其他日期之學員可於16日起辦理報讀星期日課程。
- 學員續報後程度進升,可攜同教練簽發之進度表及已報名的收據最遲於開課日前一天前往辦事處更改。
- 7. 證書
  - 學員如成功完成課程,可帶同進度表及會員證,前往游泳池辦事處繳交費用辦理申請領取證書手續;
     申請手續必須在進度表發出日起三個月內辦理,逾期恕不辦理。證書於申請日期後約4-8星期辦妥。

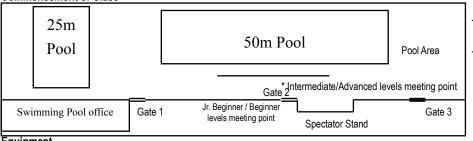


# Enrolment Guidance for SCAA Swimming Course 2017/2018

#### **Enrolment Procedure**

- All courses are for SCAA members ONLY. A. Β.
  - The following are required when applying for Membership:-
    - HK Birth certificate, HK ID or passport
      - Membership fee (Youth Member age below 18 \$60/annum; Ordinary Member \$120 / annum; Life Member \$1,500 / admission) Monday to Sunday 8:00am – 9:30pm [Enguiry Hotline: 25774427] Members' Section office hours:
- Enrolment will commence on the 16<sup>th</sup> of each month, and the course will start on 1<sup>st</sup> of each month (except Summer Course Schedule). C.
- D. Enrolment must be completed at least one day before commencement of the course.
- E. For documenting enrolment, the following are required:-
  - Application form(s); a.
  - Course fees (Cash, Credit card Visa/Master, Crossed cheque should be made payable to "SOUTH CHINA ATHLETIC ASSOCIATION", postb. dated cheque is not accepted);
  - Valid membership card(s). C.
- E. Reservation or priority will not, under any circumstances, be entertained.
- Opening hours for the Swimming Pool Office:-G.
  - Monday Saturday 9:00am 8:30pm Sunday & public holiday 9:00am - 5:00pm [Enquiry Hotline: 28907736]

#### **Commencement of Class** 2.



Participants in Junior Beginner / Beginner levels should wait for their coach at Gate 2;

Participants in other levels should wait at the meeting point in the pool area.

#### Equipment 3.

- Course members should wear proper swimming suits and goggles. Towel and clean slippers may be used within the pool area. SCAA Swimming Course do not offer loaner goggles.
- Designated swimming cap will be distributed in the first session. Progress report will be distributed to course members in the last but one session.

#### 4 Arrangements for inclement weather

Unless otherwise announced, classes will not be affected by amber/red rainstorm warnings. Course members are strongly advised to attend classes so long as traffic conditions allow.

#### Black Rainstorm Warning Signal :

- The class will be suspended when the Black Rainstorm Warning Signal is issued one hour before the specified class hour (Classes will be re-scheduled).
- Indoor class will continue when the Black Rainstorm Warning Signal is issued during the class session.
- After the Black Rainstorm Warning Signal is cancelled. All indoor classes will resume 2 hours after cancellation of the Black Rainstorm Warning Signal.

#### Gale or Storm Warning Signal No. 8 or above :

- All classes will be suspended when Gale or Storm Warning Signal No.8 or above is announced to be issued.
- All classes will be suspended when Gale or Storm Warning Signal No. 8 or above is issued during the class session
- After the cancellation of the No. 8 Signal, all indoor classes will resume 2 hours after the Gale or Storm Warning Signal No. 8 is cancelled and the No. 3 or below Signal is issued.
- If the remaining time of the class being affected is more than half of the session, the class will be re-scheduled.

#### 5. Other relevant information

- All course members must abide by the constitution and by-laws of the Association, and agree to obey the Swimming Pool rules and regulations.
- Venue: SCAA Swimming Pool B/F, Sports Complex, 88 Caroline Hill Road, Causeway Bay.
- Enrolment can only be documented on production of a valid membership card. (Membership must valid throughout the Course)
- Enrolment shall be made in person at Swimming Pool Office, and must complete the enrolment procedure at least one day before commencement of the Course.
- Enrolment fees are non-refundable, non-deferrable and non-transferable. Change of the course time is only allowed once (Only available for the same month/session). Members will not get a refund or, pay more for the Course tuition differences under this circumstance. This must be made one day before the commencement date of the Course and any subsequent request for any changes will not be considered.
- There are no makeup class(es), credits or refunds for any missed class(es).
- The Course fee is inclusive of the admission fee for the enrolled timeslot. Course members must leave the pool area after the class.
- Unless otherwise announced, classes are held throughout all public holidays.
- Minimum standards have been set at classes of Intermediate and Advanced levels. Those who fail to meet the minimum standards will be shifted to other appropriate classes. If the class is full at the same timeslot, members should change to the other timeslot in the same course period.
- Coaches are designated by swimming pool office in all swimming classes. Coaches are subject to change under any circumstances without any prior notice.
- Parents/guardians of Course members should wait for their children in the Spectators stand. They are not allowed to enter the pool area unless specially approved by staff.
- Age 6 years old or above, or height exceeding 1.1m in any ages, are prohibited to enter or stay inside the opposite sex changing rooms and washrooms.
- The information provided by you will only be used for the enrolment of sports activities organized by our association. For correction of or access to your personal data after the submission of this form, kindly contact our staff.
- The association reserves the right to make any amendments without prior notice.

#### 6. **Renewing upcoming Courses**

- Subject to availability of places in swimming classes, priority is given to current course participants for the renewal of enrolment for the following month. They may call at the office between the 1st to 15th of the month, bring with them their valid membership card(within course period) and latest payment receipt. All enrolment on first come, first served basis. Applications for new applicant will be processed after the 15th of the month(except summer course).
- Priority for renewal of enrolment in Sunday courses is only available to Sunday course participants.
- Change of class may be allowed. The request must be accompanied by the participant's duly signed progress report and upcoming course receipt, and must be made at least one day before commencement of the new class.

#### 7. Certificate

- Course members may be issued a Certificate (Issue fee will be applied). The Swimming Course Progress Report and Membership Card must be presented to the Swimming Pool office when applying for a Swimming Certificate.
- Such application must be made within 3 months after completion of the Swimming Course. The certificate will be issued in 4 8 weeks.

💦 南華體育會游泳班報名表 17/·						18		由 2017 年 9 月份開始 Effective from Sep 2017				分開始	Office Use Only (v3						
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Applicant's Signature (Signed by Parent/ Guardian if age under 18)

Name of Signatory (Block Letters)

Date

#### 條款及細則 Terms and Conditions

參加游泳班之會員,必須遵守本會訂立之會章及會規,並同意遵守游泳池使用規則;

- All course members must abide by the constitution and by-laws of the Association, and agree to obey the swimming pool rules and regulations. 地點:南華體育會游泳池銅鑼灣加路連山道 88 號體育中心地庫 Venue: Swimming Pool-B/F, Sports Complex, 88 Caroline Hill Road, Causeway Bay.
- 報名必須出示上課期間內有效會員證 Enrolment can only be documented on production of a valid membership card(Membership must valid throughout the course) 報名須親身到游泳池辦事處辦理及必須最少於上課前一天辦妥,恕不接受即日報名即日上堂;

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Limited space available in each Course, enrolment on first come, first served basis. Enrolment fees are non-refundable, non-deferrable and non-transferable. Change of the course time is only allowed once(Only available for the same month/session). Members will not get a refund or, pay more for the course tuition differences under this circumstances. This must be made one day before the commencement date of the course and any subsequent request for any changes will not be considered. 學員因事未能出席的堂數,本部不設補堂、保留或退款; There are no makeup class(es), credits or refunds for any missed class(es). 已繳之學費已包括上課時段入場費,學員下課後請勿停留在游泳池範圍內;

- The course fee is inclusive of the admission fee for the enrolled timeslot. Course members must leave the pool area after the class.
- 除特别公佈外,所有公眾假期照常上課; Unless otherwise announced, classes are held throughout all public holidays. 報讀中/高班後如發現未達本會要求而所選擇時間之合適班別已滿,學員必須選擇在該期尚有名額之時間上課(恕不接受延期),敬請留意; Minimum standards have been set at classes of intermediate and advanced levels. Those who fail to meet the minimum standards will be shifted to other appropriate classes. If the class is full at the same timeslot, members should change to the other timeslot in the same course period. 所有游泳班教練由本部編排;如有需要,將按情況轉換教練而不作任何通知;
- Coaches are designated by swimming pool office in all swimming classes. Coaches are subject to change under any circumstances without any prior notice. 家長只可於看臺觀看或等候學員。家長未經本會職員許可,請勿進入泳池範圍內,多謝合作!
- Parents/guardians of course members should wait for their children in the Spectators stand. They are not allowed to enter the pool area unless specially approved by staff. 年齡6歲或以上、或身高超過11米的任何年齡人士,均不得進人異性更衣室及洗手間或在內逗留
- Age 6 years old or above, or height exceeding 1.1 metres in any ages, are prohibited to enter or stay inside the opposite sex changing rooms and washrooms. 你所提供的資料只用於本會的康樂活動報名事宜。在遞交申請表後,如要更改你的個人資料,可與本會職員聯絡。
- The information provided by you will only be used for the enrolment of sports activities organized by our association. For correction of or access to your personal data after the submission of this form, kindly contact our staff. 如有需要,本會保留一切之更改權利而不作任何通知。The association reserves the right to make any amendments without prior notice.

#### 黑色暴雨警告訊號之安排 Black Rainstorm Warning Signal:

- 天文台於上課前1小時仍懸掛黑色暴雨訊號,則該節訓練班停課;
- The class will be suspended when the Black Rainstorm Warning Signal is issued one hour before the specified class hour (Classes will be re-scheduled).
- 天文台於上課時間內發出黑色暴雨訊號,所有已開課的室內訓練班仍須繼續上課;
- Indoor class will continue when the Black Rainstorm Warning Signal is issued during the class session.
- 天文台除下黑色暴雨訊號,所有室內訓練班將在 2 小時後恢復上課。Äfter the Black Rainstorm Warning Signal is cancelled. All indoor classes will resume 2 hours after cancellation of the Black Rainstorm Warning Signal.

- 8 號或以上烈風/暴風訊號之安排 Gale or Storm Warning Signal No. 8 or above:
  ◆ 天文台於上課前宣佈即將發出8號或以上烈風/暴風訊號,所有訓練班停課。 All classes will be suspended when Gale or Storm Warning Signal No.8 or above is announced to be issued.
- 天文台於上課時間內發出8號或以上烈風/暴風訊號,所有訓練班停課
- - All classes will be suspended when Gale or Storm Warning Signal No. 8 or above is issued during the class session
- 天文台取消 8 號烈風/暴風訊號或改發 3 號或以下強風訊號,泳班將在 2 小時後恢復上課。After the cancellation of the No. 8 Signal, all indoor classes will resume 2 hours after the Gale or Storm Warning Signal No. 8 is cancelled and the No. 3 or below Signal is issued.
- 受影響之泳班,如課堂餘下時間超過全節時間一半,將另行安排日期補課
- If the remaining time of the class being affected is more than half of the session, the class will be re-scheduled. <u>泳斑續報優先制須知 Renewing upcoming Course(s)</u>

- 由於泳班名額有限,現有學員可於每月1至15日到游泳池辦事處以先到先得方式優先續報下期泳班。所有學員必須出示現有之收據及有效會員證 (有效日期必須至泳班完成日期)方可辦理
- Subject to availability of places in swimming classes, priority is given to current course participants for the renewal of enrolment for the following month. They may call at the office between the 1<sup>st</sup> to 15<sup>th</sup>, bring with their valid membership card(valid throughout the course) and latest payment receipt. Enrolment on first come, first served basis. 星期日課程只供現有星期日學員續報,其他日期之學員可於 16 日起辦理報讀星期日課程。
- Priority for renewal of enrolment in Sunday Courses is only available to Sunday Course's participants. 學員續報後程度進升,可攜同教練簽發之進度表及已報名的收據最遲於開課日前一天前往辦事處更改。
- Change of class level may be allowed. The request must be accompanied by the participant's Progress Report duly signed by the Coach and upcoming course receipt, and
  - must be made at least one day before commencement of the new class. 所有新報學員可於每月 16 日起接受報名(暑期班除外)。Applications for new enrolment will commence on the 16<sup>th</sup> of each month(Except Summer Courses).

### 證書 Certificate

- 學員如成功完成課程,可帶同進度表及會員證,前往游泳池辦事處繳交費用辦理申請領取證書手續;
- Course members may be issued a certificate (issue fee will be applied). The swimming course progress report and member card must be presented to the Swimming Pool office when applying for a swimming certificate.
- 申請手續必須在進度表發出日起三個月內辦理,逾期恕不辦理。證書於申請日期後約48星期辦妥。
- Such application must be made within 3 months after completion of the swimming course. The certificate will be issued in 4 8 weeks.

# 南華體育會(南華會)收集及使用個人資料說明

- 收集及使用用途: 1
- (a) 你所提供之資料將會用作南華會處理入會/各項康樂及體育活動報名申請之用。如你未能提供全部資料,可能會導致你的申請被延誤或不 被接納
- (b) 南華會祇會在已取得 你的同意或並無反對的情況下才使用 你的個人資料作為南華會及/或其合作伙伴作推廣會籍及/或主辦各項康樂 及體育通訊、課程、講座、會議、活動、比賽等的宣傳/推廣用途。
- 2. 更新及停止使用個人資料:
- 如 你不願意讓南華會繼續使用 你的個人資料作上述 1(b)項用途,及/或須查詢/更新 你的個人資料,請透過以下途徑通知南華會:
- 在本表格背頁內適當方格加上✓;或 連同 你的姓名及會員證號碼電郵至members@scaa.org.hk;或
- 在本會網頁 http://www.scaa.org.hk 下載並填寫"更改/不接受使用個人資料 通知"後 i.電郵至members@scaa.org.hk或info@scaa.org.hk;或
- ii. 傳真至 2882 1213/2890 9304;或 iii.郵寄至香港銅鑼灣加路連山道八十八號「南華體育會義務秘書收」

# SOUTH CHINA ATHLETIC ASSOCIATION (SCAA) COLLECTION AND USE OF PERSONAL DATA STATEMENT

Purposes of Collection and Use:

 (a) The personal data you provide(d) to SCAA is for use of the membership application/recreation and sports activities enrolment purposes. Failure to provide full information

- (a) The personal data you provide (a) to solve to the membership application interfeation and sports activities enrolment purposes. Faiture to provide full information may result in the delay or decline of your application.
   (b) Your personal data will be used by SCAA and/or our partners only for promotion and/or marketing purposes of the membership campaign, sports and recreational newsletters, activities, courses, seminars, conferences, events, competitions, etc under your consent or an indication of no objection, you being the data subject.
   2. Updating and Stop Using Your Personal Data:
   If you do not wish SCAA to continue to use your personal data for the purposes mentioned in 1(b) above, and/or would like to enquire about/update your personal data, please

let us know via any one of the following ways: - add ✓ in the appropriate box overleaf; or email to members@scaa.org.hk with your name and membership no.; or - download and fill in the "UPDATE/DECLINE TO USE PERSONAL DATA" form at http://www.scaa.org.hk; and i.email to members@scaa.org.hk or info@scaa.org.hk, or ii. fax to 2882 1213 / 2890 9304, or iii. Mail to The Honorary General Secretary, South China Athletic Association, 88 Caroline Hill Road, Causeway Bay, Hong Kong.