

康樂及體育部 - 團體課程申請表

Sports & Recreation Section – Group Programme Application Form

申請者資料 Particulars of Applicant			
姓名 Name		聯絡電話 Contact No.	
電郵地址 Email Address			
通訊地址 Correspondence Address			
所屬團體名稱(如有) Name of Represented Organization(If applicable)			
所屬團體地址(如有) Address of Represented Organization(If applicable)			
申請者職位(如有) Position Held by Applicant(If Applicable)		辦公室電話(如有) Office No. (If Applicable)	
課程詳情 Programme Details			
甲. 課程編制 Programme Arrangement			
項目選擇/堂數 Event/No. of Sessions	<input type="checkbox"/> 一堂體驗制 One Trial Session <input type="checkbox"/> 四堂制 Four Sessions <input type="checkbox"/> 十堂制 Ten Sessions <input type="checkbox"/> 比賽 Competition <input type="checkbox"/> 其他 Others : _____		
課堂日期時間偏好 Dates & Time Preferences	<input type="checkbox"/> 一星期一堂 Once a week <input type="checkbox"/> 一星期兩堂 Twice a week <input type="checkbox"/> 其他 Others: _____		
	逢星期一/二/三/四/五/六/日 (刪去不適用者) Every Mon/Tue/Wed/Thu/Fri/Sat/Sun (Please delete as appropriate)		
	開始時間 Starting Time		完成時間 End Time
	自選上課日期及時間 Others		
開班日期 Starting Date		完成日期 End Date	

上課地點 Venue	<input type="checkbox"/> 港青尖沙咀中心 YMCA of Hong Kong Tsim Sha Tsui Centre <input type="checkbox"/> 其他(由本會安排)Others (Arranged by YMCA) <input type="checkbox"/> 其他:_____ (由申請者自行提供)Others(Provided by applicant)
<b>乙.課程內容</b>	
請選擇運動 Nature of Sports	<input type="checkbox"/> 游泳 Swimming <input type="checkbox"/> 體操 Gymnastics <input type="checkbox"/> 籃球 Basketball <input type="checkbox"/> 足球 Football <input type="checkbox"/> 羽毛球 Badminton <input type="checkbox"/> 排球 Volleyball <input type="checkbox"/> 壁球 Squash <input type="checkbox"/> 小型網球 Mini-Tennis <input type="checkbox"/> 乒乓球 Table Tennis <input type="checkbox"/> 攻防箭 Archery Tag <input type="checkbox"/> 水健班 Aquacise <input type="checkbox"/> 水中物理治療班 Hydrotherapy <input type="checkbox"/> 其他 Others:_____
學員年齡 Age Group of Participants	<input type="checkbox"/> 親子(13-35 個月)Parent-child (13-35 months) <input type="checkbox"/> 幼兒(3-5 歲)Tots (Ages 3-5) <input type="checkbox"/> 青少年(6-17 歲)Teenagers (Ages 6-17) <input type="checkbox"/> 成人(18 歲或以上)Adults (Ages 18 or above) <input type="checkbox"/> 長者(55 歲或以上)Elderly (Ages 55 or above)
學員人數 No. of Participants	
教學內容要求(如有) Specific Teaching Requirement(If Applicable)	
教練偏好/要求(如有) Instructor Preference/Requirement (If Applicable)	

## 團體課程申請流程及有關注意事項

### Regular Group Programme Application Process and Related Things to Note

#### I. 申請方法 Method of Application :

- 郵寄申請 By Post : 請將填妥申請表格郵寄至「尖沙咀梳士巴利道 41 號香港基督教青年會康樂及運動部收」  
Please send the completed form to "Sports & Recreation Section, YMCA OF HONG KONG, 41 Salisbury Road, Tsim Sha Tsui"
- 傳真或電郵申請 By Fax or Email: 請將填妥的申請表格傳真(傳真號碼: 2131 0256), 或將表格電郵(電郵地址: [spe@ymcahk.org.hk](mailto:spe@ymcahk.org.hk) / [aquatics@ymcahk.org.hk](mailto:aquatics@ymcahk.org.hk))  
Please send the completed form by fax (Fax no.: 2131 0256) or by email (email address: [spe@ymcahk.org.hk](mailto:spe@ymcahk.org.hk) / [aquatics@ymcahk.org.hk](mailto:aquatics@ymcahk.org.hk))

#### II. 申請流程 Application Process :

- 所有「團體課程申請表」需於開班日期前最少六十個工作天前遞交至本會方會被視作有效申請  
All "Regular Group Programme Application Form" received on at least 60 working days before the course starting date will be considered as a valid application.
- 本會會於收到申請表後十個工作天內以電郵回覆申請者課程日期、時間、地點、堂數及課程收費  
YMCA of Hong Kong will send the proposed course dates, time, venue, sessions and fees to the applicant by email in 10 working days upon receiving the application.
- 申請者須在收到本會以上電郵後完成以下步驟  
Applicant MUST complete the following steps after receiving the above email.
  - 於十個工作天內, 以電郵回覆確認課程申請  
Confirm the application by replying the email within 10 working days.

2. 於開班日期至少二十個工作天前，親身遞交或郵寄學員名單及課程全費支票至本會  
Submit the participants list and full course fee by cheque to YMCA of Hong Kong in person or by post before 20 working days of the course starting date.

備註 Remarks :

- i. 學員名單必須包括每位學員之基本個人資料（姓名、性別、年齡、聯絡電話【適用於成人學員】或家長／監護人姓名及聯絡電話【適用於未成年學員】）。如以上資料有任何缺漏，本會有權拒絕學員上課；  
Participants list MUST include the basic information of every participant, including name, sex, age, contact number (For adult participants) or contact number of parents or adult guardian (For child / teenager participants). If there is any missing information, YMCA of Hong Kong reserves the right to stop the participants from joining the course;
- ii. \*如申請人或其所屬團體需要本會開出發票，請於本報名表簽名欄上方選取相應選項，否則本會不會主動提供發票；  
\*If applicant or the organization needs an invoice from YMCA of Hong Kong, please select the corresponding choice at the last page of this form. Otherwise, YMCA of Hong Kong will NOT provide the invoice.
- iii. 團體課程只接受支票付款，支票上款為「香港基督教青年會」或「YMCA of Hong Kong」  
Payment can ONLY be made by cheque for regular group programme application. Cheque payable to "YMCA OF HONG KONG"
- d. 如申請者未能於以上指定時間內遞交所須文件或款項，本會有權拒絕有關申請  
If the applicant fails to submit the required documents or fee according to the above timeline, YMCA of Hong Kong reserves the right to reject the application.
- e. 本會會於收到以上全部資料後以電郵寄出課程確認通知作實  
A confirmation email will be sent to the applicants upon the successful submission and confirmation of the documents
- f. 已被確認的申請，不論任何原因，恕不接受學員調動時間、名額轉讓或退學等要求，所繳的費用概不退回  
Once the application has been confirmed, no changes of course time, participants names or withdrawal request would be granted, and no refund for such cases.
- g. 在課程開課前三十天，申請者若未收到本會的「課程確認電郵」，請電郵致 spe@ymcahk.org.hk / aquatics@ymcahk.org.hk 或致電 2268 7087(運動及體育組)/ 2268 7010(水運組)查詢有關課程申請事宜  
If the applicant does not receive the confirmation email within 30 days before the course starting, please send an email to spe@ymcahk.org.hk / aquatics@ymcahk.org.hk or call 2268 7087 (SPE Unit) / 2268 7010 (Aquatics Unit) to enquire about the application status.

### III. 上課守則 Course Rules :

為確保本會學員能持續學習及保持積極的學習態度，敬請申請人注意並遵守以下內容。不論個人或團體申請，申請人均有責任知會、提醒及確保負責課程之所有參加者遵守以下事項

To ensure our participants can have continuous learning with a proactive attitude, please note and follow about the following rules. No matter the applicant does or does not have a represented organization, he/she has the responsibility to note, remind and ensure all course participants follow the following rules.

- a. 如學員在上課期間騷擾他人、擾亂課堂秩序或影響課堂進行，本會教練有權終止其上課權利，一切費用概不退還  
If the participants disturb others or affect the course discipline, our instructors have the right to refuse him/her from continuing the course. No refund for such cases.
- b. 只限親子班：每名學員均需要有一名家長或監護人陪同上課  
For Parent-child course only: Every participant must be accompanied by a parent or adult guardian.
- c. 本會課程只限在學員名單上之學生上課，嚴禁由他人替代出席  
Only those with their names on the participants' lists are allowed to attend the lesson. Substitution is strictly prohibited.
- d. 學員須注意個人財物安全，如有任何損失，本會概不負責  
Participants should take care of their own personal belongings. YMCA of Hong Kong will not be responsible for any losses.
- e. 學員請準時上課，遲到課堂將不作補時  
Participants should attend the lesson on time. Latecomers will not have any compensated time.
- f. 學員未能完成課程或缺席其中課堂，不論任何原因，所繳的費用概不退回  
For any reasons resulting to participants missing lessons or not being able to complete the course, no refund will be provided.
- g. 如課程/ 活動在過程中因惡劣天氣或行政理由（如：導師生病等）而未能舉行，本會會安排補課或改期，惟所繳款項恕不退還  
If the lesson is cancelled owing to unfavorable weather or other unforeseen circumstances (e.g. illness of the instructor), makeup class will be arranged. No refund will be provided.
- h. 除特別說明外，所有課程及活動毋需在公眾假期上課  
Unless specified otherwise, there is no lesson on public holidays.
- i. 本會保留指派導師及安排或調動上課時間之權利  
YMCA of Hong Kong reserves the right to arrange the instructors and adjust the course time.

### IV. 注意事項 Things to Note :

- a. 請小心填寫申請表上的每一個項目，確保所填寫的資料準確無誤。申請者提供之個人資料，將作課程登記或日後聯絡之用  
Please fill in the application form carefully and make sure there is no mistake. The particulars provided by the applicants will be used for course registration and contact uses.
- b. 除特別說明外，自選課程申請人將自動成為課程之負責人。如課程有任何聯絡事項（如課堂補課或改期安排），本會會聯絡負責人，再由負責人個別聯絡課程學員。本會不會逐一聯絡課程學員  
Unless specified otherwise, the applicant will be the point of contact. YMCA of Hong Kong will approach the point of contact if needed (e.g. makeup class arrangement) and he/she will be responsible for contacting the participants. YMCA of Hong Kong will not contact the participants individually.

- c. 如資料不充份或不正確，本會可能延遲或無法處理申請。如因以上原因而導致申請程序延遲或失敗，本會恕不負責  
If there is any missing or incorrect information on the application form, the application may be delayed or unable to be completed. If the application is affected by the above reason, YMCA of Hong Kong will not be responsible for the failure.
- d. 申請手續一經辦妥及確認後，申請者及所有參加者會成為本機構學員，學員必須遵守本會一切有關上課守則、場地守則或相關規定  
Once the application has been completed and confirmed, the applicant and all the participants will become participants of YMCA of Hong Kong. All participants should follow the rules and regulations about the course, venue or other related items.
- e. 有關本會惡劣天氣政策，請參閱以下網址：  
For the bad weather policy, please refer to the below website: [http://www.ymcahk.org.hk/member/bad\\_weather\\_policy.php](http://www.ymcahk.org.hk/member/bad_weather_policy.php)
- f. 如參加者或任何人士受傷，或有設施遭到損壞，必須即時向管理人員報告。  
All injuries to participants or any other party, as well as damage to the facility, must be reported to the YMCA immediately.
- g. 在選擇參加是項活動，參加者認知及自願接受當中可能涉及個人受傷或損失的危險。損傷範圍可由較輕微的肌肉、關節及韌帶扭傷，瘀傷，裂傷至嚴重受傷如骨折、腦震盪等，甚或引致傷殘或死亡  
In choosing to participate in this activity, the participant acknowledges and freely accepts that there is a risk of personal injury or loss. Such injuries could range from relatively minor strained muscles, joints and ligaments, contusions, lacerations and such to more serious injuries such as broken bones, concussions and so forth that may result in disability and death.
- h. 課程進行期間，申請人須負責維持學員和使用場館的所有人士紀律和秩序，亦須採取適當行為和方法確保安全及避免自身和他人受傷。所有參加者必須嚴格遵守港青提供的安全條例，規則及建議  
During the period of the course, the applicant shall be responsible for maintaining the discipline and order of the participants and all other persons using the facility. The applicant shall also take necessary precautions and care for ensuring the safety of all persons using the facilities. The YMCA provides safety rules, regulations and advice in this regard, to which the participants are to strictly adhere.
- i. 申請人須確保所有參加者明白及同意不會向香港基督教青年會及其工作人員追究因參加課程而引起的個人或財物損失、受傷或傷害責任  
The participant understands and agrees that they will not hold the YMCA of Hong Kong or its officers responsible for any loss, injury or damage to themselves or their property as a result of participation in the course.
- j. 如申請人、參加者或獲其授權的任何人士在使用康樂及體育設施時，因申請人本身或獲其授權人士的疏忽而引起或引致任何人士死亡、受傷、蒙受損失或損害，以致有關人士向港青提出訴訟、申索及要求，申請人須對港青作出彌償，並須一直為有關彌償負上全責  
The applicant shall indemnify and keep indemnified the YMCA against all actions, claims and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of the recreation and sports facility by the applicant or any person so authorized by him/her due to the negligence on his/her part or on the part of such authorized person.
- k. 事先未經管理人員批准，申請人不得在使用設施期間安排任何公眾以觀眾身份進入所租訂的設施  
The applicant should not arrange any public admission during the use of the facility as spectators, without the prior approval of the management.
- l. 本會一切範圍內嚴禁任何不當行為，例如（包括但不限於）噪音滋擾、故意破壞、粗言穢語及帶有歧視性的語言和行為。如有發現，本會會即時終止場地及設施的使用權。  
Misbehaviours including, but not limited to, noise nuisance, vandalism, using abusive or discriminatory language or behavior, intimidation or harassment are prohibited. The right of using the venue or facility will be immediately terminated.
- m. 任何人士如違反場地守則或不聽從場館職員之勸告，場館職員有權要求違反守則者離開，一切已繳款項概不退還。  
Stadium staff may ask persons who do not obey the regulations to leave Stadium and fee paid will not be refunded.
- n. 本會保留修改上述條款之權利，並不作事前通知  
YMCA of Hong Kong reserves the right to amend the above terms without prior notice.
- o. 本會有權不接受任何申請  
YMCA of Hong Kong reserves the right to reject applications.

### 申請人聲明 Declaration from the Applicant

本人已細閱以上各項內容，亦已知會本人所代表之團體及全部參加者以上各項內容，現謹代表本人所屬團體及參加者就以上申請作出以下聲明

I have carefully read through all the above items and have already notified my represented organization and all the participants about all the above items. I, representing my organization and all the participants, hereby make the below declaration :

- a. 明白及同意香港基督教青年會之意願及使命  
Understand and agree with the vision and mission of the YMCA of Hong Kong.
- b. 明白及同意以上「團體課程申請流程及有關注意事項」  
Understand and agree with the above "Regular Group Programme Application Process and Related Things to Note"
- c. 明白及同意香港基督教青年會收集及保存機構資料的目的及用途：  
Understand and agree the YMCA of Hong Kong to collect and use our data in the following purposes and ways:
- ✓ 處理課程申請及費用繳交事宜  
Handling the course application and carrying out the payment of the charges procedure.
  - ✓ 香港基督教青年會可能會使用本機構資料，以電郵、郵件及電話等方式向我們提供有關推廣場館設施及優惠的相關資訊  
The YMCA of Hong Kong may use our data (such as telephone number, email address and/or correspondence address) for marketing the services and promotional events through various communication means such as direct-mail, email, telephone, printed matter, newsletter, brochure and leaflets.
  - ✓ 有需要時香港基督教青年會會在節目期間拍攝照片/錄像或錄音作紀錄之用，並在電子/印刷/影音媒體作宣傳之用及配合香港基督教青年會場館目的與電視台/電台/電影公司/出版社共同製作的項目上不受限制地使用

If necessary, The YMCA of Hong Kong may take photographs, records the videos or sound in the event for recording purpose. Those data may also be used in worldwide web, print matters and media in marketing purpose and transferred to and used by other parties such as TV and radio broadcasts, films production companies and publishers for producing related materials.

本人知悉，如日後不願意香港基督教青年會繼續使用本機構的資料作上述推廣用途，可隨時向香港基督教青年會康樂及運動部作書面提出。

I know that, at any time, I can choose to opt-out from your side using my data for marketing by informing you by mail or fax.

致：康樂及運動部 To: Sports & Recreation Section

本人 / 本人所代表之機構\* 現申請上文所述課程，並同意遵守香港基督教青年會所訂的申請條款。本人 / 本人所代表之機構\* 亦會確保所有參加者明白及遵守上述守則及場館職員指示。

I/We\*, do hereby apply for the course of The YMCA of Hong Kong as specified above and agree to follow and abide by the above conditions. I/We\* will also ensure that all users are fully aware of the rules, regulation and points to note as above and the instruction given by The YMCA of Hong Kong staff.

本人需要/ 不需要\* 開具發票。

I do / do not need the invoice from YMCA of Hong Kong.

\*請刪去不適用者Please delete as appropriate

申請人簽署

Signature of Applicant

日期

Date

所屬團體印鑑

Chop of Represented Organization

**Official use only**

Reference No.: \_\_\_\_\_

Venue Availability: Yes No

Outside Venue Required: Yes, venue is \_\_\_\_\_ No

Coach Availability: Yes No

Coach Assigned: \_\_\_\_\_

Total Fee for the programme: \_\_\_\_\_

Course Code Assigned: \_\_\_\_\_

A/C Credit: \_\_\_\_\_

Remarks:

Food and drinks are NOT allowed at venue.

This booking is non-refundable.

Payment terms:

Full payment must be made on or before \_\_\_\_\_.

50% deposit must be made on or before \_\_\_\_\_.

Prepared by: \_\_\_\_\_

Position:

Approved by: \_\_\_\_\_

Position:

Ms. Samantha Hsiao

Senior Manager,

Sports & Recreation Section,

YMCA of Hong Kong

Date:

Date: