

# 幼兒游泳獎勵計劃

## Pre-school Swimming Award Scheme

此計劃是讓本會 3-5 歲之幼兒會友在安全衛生的環境、有系統的教學內容及資深教練帶領下熟悉水性及促進自然發育。透過青年會的教學法，培養幼兒自信自我認識，建立正面的價值觀及社交技巧，協助其全人發展。完成幼兒游泳獎勵計劃之泳員可繼續參加青年會兒童游泳獎勵計劃，全面學習四式技術。

This scheme allows members aged 3-5 to get used to water environment with systematic course contents and experienced coaches. Children will gain confidence and self understanding, establish positive values and learn social skills. Members finishing Pre-school Swimming Award Scheme can continue to enroll in the Youth and Teens Aquatics Scheme of YMCA and further develop their skills of the 4 different strokes.

級別 Grade	獎章 Award	學習內容 Contents	備註 *# Remarks
幼兒初班 Pre-school Swimming Elementary	1 級 Grade 1  螃蟹章 Crab	進出水面 / 閉氣 3 秒 / 螃蟹走路 / 持板浮身還原起立 Water entry, breath holding for 3 seconds, crab walk, floating with float board and stand up	完成此兩個章別相等於魚苗章 (初級一班) Completion of the 2 levels is equivalent to the Baby Fish award. (Elementary 1)
	2 級 Grade 2  章魚章 Sea Spider	閉氣 5 秒 / 水中呼吸 / 漂浮 3 米還原起立 / 持板踢腳 / 持板背泳浮身 / 站立跳水 / 潛水拾物 Water entry, breath holding for 5 seconds, breath control, front float for 3m and stand up, flutter kick with float board, back float with float board, feet first entry, pick up objects under water.	
幼兒高班 Pre-school Swimming Advanced	3 級 Grade 3  水母章 Jellyfish	水母漂浮 5 秒 / 水中站立 / 蹬牆漂浮 3 米 / 漂浮踢腳 3 米 / 背泳浮身 Jellyfish float for 5 seconds, push-off and float for 3m, flutter kick for 3m, back float.	完成此兩個章別相等於水獺章 (初級二班) Completion of the 2 levels is equivalent to the Otter award. (Elementary 2)
	4 級 Grade 4  海馬章 Seahorse	漂浮打水 5 米 / 仰漂 3 秒還原起立 / 閉氣捷泳 5 米 / 背泳仰浮踢腳 / 蹬牆仰漂 Flutter kick for 5m, float for 3 seconds and stand up, Freestyle for 5m holding breath, back float kicking, push-off and back float.	
	5 級 Grade 5  河豚章 Balloonfish	捷泳 6-8 米 / 換氣 2 口以上 / 仰浮踢腳 3 米 Freestyle for 6-8m, breath exchange twice, push-off and back float kicking for 3m.	

\* 幼兒班泳員完成該級課程及通過評估，獲得幼兒游泳獎勵計劃證書及游泳學習進度記錄及貼紙外，亦可獲取相等於該級兒童游泳獎勵計劃之證書；

Upon completion of the course and assessment, swimmers will be awarded a certificate and learning progress with sticker of the Pre-school Swimming Award Scheme and a certificate from the equivalent level of the Youth and Teens Aquatics Scheme.

# 幼兒高班 4 級海馬章泳員若足 5 歲，同時動作達標及穩定，可升初級三班之海豹章泳班。

Swimmers of Pre-school Grade 4 (Seahorse Award) aged above 5, with stable and recognized performance would be promoted to Elementary 3 (Seal Award).



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# 兒童少年游泳獎勵計劃

## Youth and Teens Aquatics Scheme

本會所推行之兒童少年游泳獎勵計劃是參照美國、加拿大、台灣及日本基督教青年會 (YMCA) 現行之兒童少年游泳獎勵計劃加以改良，目的是鼓勵 5-15 歲之兒童及少年會友按部就班，有系統地學習各種游泳技術。透過本會所舉辦之各級游泳班，會友可在資深教練指導下，按照每階段之課程內容學習各種游泳技巧。每一學員在訓練班完結時，均由任教教練作出評核，以確定其晉升級別。

With reference to the swimming program of the YMCAs in US, Canada, Taiwan & Japan, this scheme encourages children of 5-15 to learn to swim in a progressive manner. Under the instruction of our experienced coaches, children will learn the different strokes and skills as designed in each phrase. Assessment will be made upon completion of each course as a confirmation for promotion.

\* 備註：泳員在升級後仍需保持該級之所有要求，否則教練在需要時會要求泳員調往較初級之班別，以配合泳員能力之發展及保持該級之課程進度。

Remarks: Students fail to keep the appropriate standard might be transferred to courses of an earlier phrase if necessary.

級別 Grade	獎章 Award	參加資格 Eligibility	學習內容 Contents
初級一班 Elementary 1	 魚苗章 Baby Fish	完全不懂泳術者 No swimming ability is required	克服懼水心理 / 閉氣 5 秒 / 水中呼吸 / 輔助浮身 / 持板踢腳 / 仰浮 / 俯浮 / 水中滑行 Overcome aqua phobia/ Holding breathe for 5 sec/ Breathing techniques in water/ Assisted floating/ Tread with floating device/ Float on the back/ Float with face down/Front glide
初級二班 Elementary 2	 水獺章 Otter	已考獲魚苗章或章魚章或可扶持浮身閉氣 5 秒 Members with Baby Fish Award or Sea Spider Award; or Float with support and hold breathe for 5 sec	仰浮 / 俯浮 / 進入水中 / 捷泳手腳配合 / 捷泳 5 米 Float on the back/ Float with face down/ Crawl with arms & legs/ Crawl stroke 5m
初級三班 Elementary 3	 海豹章 Seal	已考獲水獺章或海馬章或能做閉氣捷泳 5 米 Members with Otter Award or Seahorse Award; or Crawl stroke for 5m without breathing	捷泳呼吸 / 捷泳手腳及呼吸配合 / 捷泳 10 米連呼吸 / 仰浮踢腳 5 米 Rotary breathing/ Crawl stroke with rotary breathing/ Crawl stroke 10m / Backstroke kick 5m
中級一班 Intermediate 1	 海豚章 Dolphin	已考獲海豹章或能做仰浮踢腳 5 米及捷泳 10 米連呼吸 Members with Seal Award; or Backstroke kick 5m and Crawl stroke 10m	淺跳 / 捷泳 25 米 / 背泳手腳配合 / 背泳 5 米 Shallow diving/Front Crawl 25m/ Backstroke arms & legs/Backstroke 5m
中級二班 Intermediate 2	 飛魚章 Flying Fish	已考獲海豚章或能游捷泳 25 米及背泳 5 米 Members with Dolphin Award ; or Crawl stroke 25m and Backstroke 5m	淺跳 / 踏水 / 背泳 10 米 / 捷泳 50 米 Shallow diving/Treading/Backstroke 10m/ Crawl stroke 50m
中級三班 Intermediate 3	 泳員章 Swimmer	已考獲飛魚章或能游捷泳 50 米及背泳 10 米 Members with Flying Fish Award; or Crawl stroke 50m and Backstroke 10m	淺跳 / 踏水 / 前滾翻 / 背泳 25 米 / 捷泳 75 米 Shallow diving/Treading/Front rolling / Backstroke 25m/ Crawl stroke 75m
高級一班 Higher 1	 一星章 Star 1	已考獲泳員章或能游捷泳 75 米及背泳 25 米	潛泳 5 米 / 踏水 / 捷泳 75 米 / 背泳 50 米 / 蛙泳基本動作 (划手及踢腳) Dive & swim 5m/Treading/Crawl stroke 75m/ Backstroke 50m/ Breaststroke basics
高級二班 Higher 2	 二星章 Star 2	已考獲一星章或能游捷泳 75 米及背泳 50 米及蛙泳基本動作 (划手及踢腳) Members with Star 1 Award; or Crawl stroke 75m, Backstroke 50m and Breaststroke basics.	蛙泳手腳及呼吸配合 / 蛙泳 25 米 / 背泳起跳 / 捷泳及背泳各 100 米 Breaststroke basics with rhythmic breathing/ Breaststroke 25m/ Backstroke Start/ Crawl stroke & Backstroke 100m
高級三班 Higher 3	 三星章 Star 3	已考獲二星章或能游捷泳及背泳各 100 米，蛙泳 25 米 Members with Star 2 Award; or Crawl stroke 100m , Backstroke 100m and Breaststroke 25m	捷泳轉身 / 蛙泳 50 米 / 蝶泳腳部及腰部技術 / 捷泳及背泳各 150 米 Crawl turn/Breaststroke 50m/Dolphin kick & Butterfly stroke waist/ Crawl stroke & Backstroke 150m
深造一級班 Advanced 1	 四星章 Star 4	已考獲三星章或能游捷泳及背泳各 150 米，蛙泳 50 米，捷泳轉身及蝶泳腳部及腰部技術 Members with Star 3 Award; or Crawl stroke 150m, Backstroke 150m, Breaststroke 50m, Breaststroke turn, Butterfly Stroke waist and legs.	蝶泳手部技術及手腳配合 / 蝶泳 10 米 / 蛙泳 100 米 / 捷泳及背泳各 200 米 / 蛙泳轉身 Butterfly arm paddling & dolphin kick/ Butterfly stroke 10m/ Breaststroke 100m/ Crawl stroke & Backstroke 200m/Crawl turn
深造二級班 Advanced 2	 五星章 Star 5	已考獲四星章或能游蝶泳 10 米，蛙泳轉身，蛙泳 100 米，捷泳及背泳各 200 米 Members with Star 4 Award; or Butterfly stroke 10m, Breaststroke turn, Breaststroke 100m, Backstroke 200m , Crawl stroke 200m	蝶泳 25 米 / 蛙泳 200 米 / 捷泳及背泳各 300 米 Butterfly stroke 25m/ Breaststroke 200m/Crawl stroke & Backstroke 300m
深造三級班 Advanced 3	 六星章 Star 6	已考獲五星章或能游蝶泳 25 米，蛙泳 200 米，捷泳及背泳各 300 米 Members with Star 5 Award; or Butterfly stroke 25m, Breaststroke 200m, Crawl stroke 300m, Backstroke 300m	四式轉身 / 蝶泳 50 米 / 蛙泳 300 米 / 捷泳及背泳各 400 米 4 strokes turning/Butterfly stroke 50m/ Breaststroke 300m/ Crawl stroke & Back stroke 400m

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本會會友 Members



你知道自己適合參加哪個泳班嗎？  
Which course should I choose?



兒童少年游泳獎勵計劃  
Youth & Teens Aquatics Award Scheme

- 初級一班 (魚苗章) 完全不懂泳術  
Elementary 1 (Baby Fish) No swimming ability is required
- 初級二班 (水獺章) 已考獲魚苗章或可扶持浮身閉氣 5 秒  
Elementary 2 (Otter) With Baby Fish Award or Able to float with support and hold breathe for 5 sec
- 初級三班 (海豹章) 已考獲水獺章或能閉氣捷泳 5 米  
Elementary 3 (Seal) With Otter Award or Able to perform Crawl stroke 5M without breathing
- 中級一班 (海豚章) 已考獲海豹章或能捷泳 10 米連呼吸  
Intermediate 1 (Dolphin) With Seal Award or Float and tread for 5M on the back and Crawl stroke 10M
- 中級二班 (飛魚章) 已考獲海豚章或能游捷泳 25 米及背泳 5 米  
Intermediate 2 (Flying Fish) With Dolphin Award or Able to perform Crawl stroke 25M and backstroke 5M
- 中級三班 (泳員章) 已考獲飛魚章或能游捷泳 50 米及背泳 10 米  
Intermediate 3 (Swimmer) With Flying Fish Award or Able to perform Crawl stroke 50M and Backstroke 10M
- 高級一班 (一星章) 已考獲泳員章或能游捷泳 75 米及背泳 25 米  
Higher 1 (Star 1) With Swimmer Award or Able to perform Crawl stroke 75M and Backstroke 25M
- 高級二班 (二星章) 已考獲一星章或能游捷泳 75 米及背泳 25 米及蛙泳基本動作  
Higher 2 (Star 2) With Star 1 Award or Able to perform Crawl stroke 75M, backstroke 50M and basic movements of breaststroke
- 高級三班 (三星章) 已考獲二星章或能游捷泳 100 米及蛙泳 25 米  
Higher 3 (Star 3) With Star 2 Award or Able to perform Crawl stroke & Backstroke 100M and Breaststroke 25M
- 深造一班 (四星章) 已考獲三星章或能游捷泳及背泳各 150 米，蛙泳 50 米，捷泳轉身及蝶泳腳和腰部技術  
Advanced 1 (Star 4) With Star 3 Award or Able to perform Crawl stroke & Backstroke 150M, Breaststroke 50M, breaststroke turn, techniques in waist & leg of Butterfly Stroke
- 深造二班 (五星章) 已考獲四星章或能游蝶泳 10 米，蛙泳轉身，蛙泳 100 米，捷泳及背泳各 200 米  
Advanced 2 (Star 5) With Star 4 Award or Able to perform Butterfly stroke 10M, Breaststroke turn, Breaststroke 100M, Backstroke & Crawl stroke 200M
- 深造三班 (六星章) 已考獲五星章或能游蝶泳 25 米，蛙泳 200 米，捷泳及背泳各 300 米  
Advanced 3 (Star 6) With Star 5 Award or Able to perform Butterfly stroke 25M, Backstroke 200M, Crawl stroke 300M

學習進度評估  
Course Progress



<p>幼兒游泳獎勵計劃 (幼兒初班、高班) Pre-School Swimming Award Scheme (Pre-School Swimming Course I &amp; II)</p> <p>兒童少年游泳班 / 一條龍泳班 (初級一班至深造三級班) Youth &amp; Teen Aquatic Scheme / Through-Train Program (Elementary Level 1 to Advanced Level 3)</p>	<p>學習該級別之課程內容及重溫前一級別之泳式 Learn the course content of respective level and revise the course content of previous level</p>	<p>學習評估 Course Assessment</p>	<p>技術重溫 Skills Revision</p>
<p>習泳少年 Teen Swimmer</p>	<p>四式游泳訓練 Swimming Training of Four Strokes</p>	<p>泳式計時 Time Trial</p>	

學習評估：第 7 課教練會為學員作學習評估，於下課時向學員派發派發 \* 泳章評核結果通知書。  
\* 學員於第 7 課完結後而評核達標者，可於泳班完結起計三星期後及兩個月內憑「泳章評核結果通知書」到本會一樓接待處免費換取證書。  
Course Assessment: Coaches will conduct assessment on lesson 7 and distribute the \*result announcement form to students after lesson.  
\* For the students who meet the course standard on lesson 7 will be awarded a certificate from the equivalent level of Youth & Teens Aquatics Award Scheme, students can get their certificates at 1/F reception with the result announcement form 3 weeks after and within 2 months from the last lesson.

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# 泳班課程須知 Swimming Course Guidelines

## 上課須知

1. 本會所會為學員提供泳帽，而學員必須自備泳衣、泳鏡、膠拖鞋、毛巾、沐浴用品，泳池除膠拖鞋外，不得穿著任何鞋履進入池面範圍。
2. 學員請於上課前 15 分鐘攜同收據，準時到四樓泳池櫃檯報到。
3. 學員須於第一堂出示收據予本會職員核查及保留收據至課程完畢。
4. 在一般情況下，本會所各級泳班開班人數為3人或以上。

## 更衣及沐浴須知

泳班開課前十五分鐘內，方可進入更衣室。

2. 超過 6 歲或身高超過 1.1 米之學員，請勿進入異性更衣室。
3. 4/F 更衣室只供泳班學員及泳客使用，學員家長不得陪同進入（親子班除外），家長如需協助子女更衣及沐浴，可使用本會所各樓層更衣室，安排如下：

男泳員 + 男家長  
Male child swimmer + Male adult

女泳員 + 女家長  
Female child swimmer + Female adult

男泳員 + 女家長 / 女泳員 + 男家長  
Male child swimmer + Female adult / Female child swimmer + Male adult



## 存放物品須知

1. 所有游泳課程之費用（除註明外）不包括儲物櫃收費，在上課期間學員可將其個人物件存放於泳池面之儲物架內。
2. 學員如要使用儲物櫃，請於地下票務處購票使用 4/F 之儲物櫃，費用為每次 \$10 元，不設退回。

## 泳班病假補課須知

1. 申請病假補課必須呈上交課當日由註冊西醫或中醫簽發之病假證明信。
2. 所有事假、身體檢查或非緊急手術恕不能安排病假補課。
3. 如需申請病假補課，請掃描二維碼。
4. 女學員如有需要可申請生理假補課，每期兩次，請 whatsapp 至 65965007
5. 補課將安排在同一期有空位之同級泳班內進行，補課日期一經確認，恕不更改。

申請補課：

Apply for Sick Leave Make up Class



## Lesson

1. The Centre will provide swim caps for course participants. Participants are required to prepare their own swimsuits, goggles and other necessities. Except clean and unsoiled rubber sandals (flip-flops), other footwear is not allowed in the pool area.
2. Please arrive at the venue 15 minutes before lesson and present your receipt to the counter on 4/F.
3. Members are required to present the receipt to our staff for verification on the first lesson. Please keep the receipt until completion of the whole course.
4. Under normal circumstances, the minimum number of students for each swimming class is 3.

## Changing room and showering

1. Students are not allowed to enter 4/F changing rooms more than 15mins in advance.
2. Children aged above 6 or exceeding 1.1m in height are not allowed to enter the changing rooms of the opposite sex.
3. Changing rooms on 4/F are for course participants and swimmers only. Accompanying parents/ guardians are not allowed to enter (except AQUA-TOTS). If child participants need assistance, please use the changing rooms as indicated below:

## Storage

1. Locker rental costs are not included in the course fees (unless otherwise specified). Participants may place their belongings on the racks beside the pool during course time.
2. Locker rentals on 4/F is available at G/F Ticketing Office at \$10 per session.(Non-refundable)

## Make Up Class

1. Make up classes would only be offered to participants who are able to provide a medical certificate of the date of sick leave
2. Physical examinations and non-emergency surgeries would not be accepted.
3. To apply for make up classes for sick leave, please scan the QR code.
4. To apply for make up classes for menstrual leave, please send message to 65965007. Female student can apply for make up classes during menstrual leave up to twice per course.
5. Make up classes would only be arranged within the current term where vacancies of same grade are available. The date of the make up class will not be changed once the appointment is confirmed.

## 一般課程須知 General Course Guidelines

1. 學員須於第一堂出示收據予本會職員核查及保留收據至課程完畢。
2. 學員如需使用儲物櫃，請憑會友證於地下票務處租用六樓之儲物櫃 (每次 \$10)。參加者需自行保管一切隨身財物，如有遺失，本會所恕不負責。
3. 參加課程之兒童須有家長 / 監護人接送。
1. Members are required to present the receipt to YMCA staff/tutor for verification on the first lesson. Please keep the receipt until completion of the whole course.
2. Rental for 6/F locker is available at the Ticketing Office on G/F at \$10 per session. Members should take care of their belongings, our Centre will not be responsible for items lost.
3. Children attending the course must be accompanied by parents/guardians to the Centre.

## 報名須知 Enrollment Policy

1. 參加者必須為青年會有效會友。
2. 除另行訂明外，所有課程以先到先得形式接受報名。
3. 課程之詳細資料及收生安排請參閱相關季刊、海報或致電向職員查詢。
4. 親臨報名人士，每人每次可遞交不多於 3 份報名表格。費用可以現金、八達通、易辦事、信用卡或支票繳交，支票抬頭「香港中華基督教青年會」。
5. 報名後請保留收據以便查核，並請依已公佈的日期上課，恕不另行通知。
6. 一經報名，名額恕不接受轉由他人代替參加。
7. 若課程因人數不足或其他突發情況而被取消，學費將獲發還，負責職員將個別通知退款安排，學員需保留收據以作退款憑證。
8. 如因病患或私人理由而未能參加已報之課程，請參考課程退費安排。
9. 請仔細選擇最合適課程、日期及時間，如因私人理由要求轉班，須聯絡課程負責職員辦理手續，並需繳交每課程 \$60 行政費。所有更改必須按實際名額情況及行政安排許可下才可作實，無論更改接受與否，已繳交之款項概不發還。
10. 參加者如違反本會課室守則或場地守則，經導師或中心職員勸喻無效後，本會有權終止其上課。所繳費用，概不發還。
11. 所有課程均以粵語授課。(個別課程可安排以其他語言授課)
12. 學員如要申請出席證明信，可到票務處辦理申請手續，費用 \$30(1/1/2024 起)，處理時間預計需最少七个工作日。
13. 本會所保留刊登參加者活動照片之權利，有關相片或錄像有可能公開展出、刊登或播放，若參加者不希望在訓練程序及活動時被拍攝，可直接向活動負責人反映，讓拍攝時不拍入鏡頭內。
14. 未經許可，上課期間嚴禁拍攝、錄影或錄音。
15. 本會所保留一切更改細則及資料之權利，如有修改，將不會另行通知。如有需要，可向會所查詢最新詳情。
1. All courses are for Chinese YMCA of Hong Kong members only. Members should show valid membership card for enrollment.
2. All courses are enrolled on a first-come, first-served basis unless otherwise specified.
3. For course details, please refer to the booklets, posters or call the hotline.
4. Each applicant may hand in not more than 3 application forms each time. Payments should be made in cash, Octopus, EPS, credit cards or cheques payable to "Chinese YMCA of Hong Kong".
5. Please keep the receipts for future checking. Members should attend the classes on schedule upon enrollment. No further notification will be issued.
6. Course fees are non-transferrable and no substitution of another person is allowed upon receipt of payment.
7. Course fee will be refunded in case of course cancellation or insufficient enrollment. Individual notifications of refund arrangement will be issued. Please keep the receipt for refund purposes.
8. If members fail to attend the course due to sickness or personal reasons, please refer to the Refund Policy.
9. Please choose the most appropriate course time and date. Course transfer upon personal request is subject to an administrative charge of \$60 per class. Please contact our staff before application. Course/programme transfer will be accepted only when there are vacancies available and administration arrangement allows. Administrative charges will not be refunded.
10. If a participant repeatedly violates the set rules and regulations, he/she will be rejected from attending the class. The paid fees will not be refunded.
11. Courses are conducted in Cantonese. (Alternative languages could be arranged for special request with Centre's approval)
12. Application for attendance certification letter should be submitted to G/F Ticketing Office. An administrative fee of \$30 (with effect from 1/1/2024) will be charged per certification letter. The expected time required of issuing certification letters is at least seven working days.
13. Chinese YMCA of Hong Kong reserves the right to use photos, videos and/ or sound recordings of participants taken in our training courses or programmes, for curriculum use and/ or promotional purposes. Participants who do not wish to be photographed or filmed should inform our staff in advance.
14. Photo taking, video or audio recording are strictly prohibited during the lesson.
15. Chinese YMCA of Hong Kong reserves the right to vary or modify any of the information, terms and conditions without any prior notification. If there is any inquiry, please contact the Centre for more details.

## 報名安排 Enrollment Arrangement

1. 會友請按照各訓練班之報名日期於票務處或網上報名系統辦理報名手續。(網上報名只適用於部份恆常程序活動 / 訓練程序)
2. 於票務處報名時，每人每次可遞交不多於 3 份報名表格。
3. 部份課程設有舊生優先報名，新參加者可致電 2783 3600 查詢課程餘額。
4. 如課程開課後仍有餘額，可接受插班申請，唯參加者需支付該期全期學費及不設補堂。
1. Please apply the course(s) at G/F Ticketing Office or register online according to the enrollment schedule. (Online registration is applicable to a selection of regular programmes/ training classes only.)
2. Each applicant may hand in not more than 3 application forms each time.
3. Current Student Priority Enrollment is applicable to a selection of courses, new students may call 27833600 to check for vacancies.
4. Participants may join the course(s) after course commencement if vacancies are available. In such cases, payment has to be paid in full amount and no make-up classes will be arranged.

# 退費安排 Refund Policy

## 1. 課程取消：

- a) 由本會職員個別以電話通知安排轉班；或
- b) 退回課程全部費用（會友費用除外）

## 2. 開課後會友未能完成餘下課程：

- a) 因病患（必須附有註冊醫生證明，單次病假不構成退費原因）
  - 安排訓練班補課（只供游泳班學員、補課安排須於課程完結前進行）；或
  - 將退回餘下課程 50% 費用（餘下課程為申請退費日期之後的課程，申請日期前缺席課堂，包括已聯絡但未補堂之課程不計算在內，退費申請手續必須於課程完成日期前完成）
- b) 因私人理由不作退費及補課安排

## 3. 開課前會友未能參與已報名之課程：

- a) 因病患（必須附有註冊醫生證明）
  - 開課日期五日前申請可退回課程之全費
  - 開課日期前五日內申請可退回課程費用之 50%
- b) 因私人理由
  - 開課日期十四日前（游泳班課程為開課日期七日前）申請按課程費用扣除 \$120 行政費後退回
  - 開課日期前十四日內（游泳班課程為開課日期七日內）申請不作退費及延期安排

### 備註：

- 所有退款申請需經批核。收到申請後，本會職員會在完成退款批核手續後，通知申請人有關進一步的退款安排。申請人須在接獲通知後兩星期內，親臨本會所一樓辦事處簽署「退費申請表」及領取退款，逾期恕不辦理。（參加者申請退款須填寫退費申請表並帶同收據正本到會所辦理退款。）
- 退款方式
  - a. 金額 \$1000 以下之退費將以現金退回。
  - b. 金額 \$1000 或以上之退費將按報名時選擇的付款方式退回。
    - 現金、易辦事、八達通繳費：以現金退回費用，申請人須到本會所領款。
    - 支票繳費：當本會職員收到由本會財務部發出的支票後，會盡快通知申請人親臨本會所辦理退款手續。申請人須在接獲通知後半年內領取支票，逾期恕不受理。
    - 信用卡繳費：退款將直接退還到該信用卡戶口（由銀行安排透過信用卡戶口辦理退款，申請人無須再到本會所領款，退款程序一般需時約 2-3 個月）。

## 1. Cancelled Course

- a) applicants will be informed by phone respectively for course transfer arrangement.
- b) or, full refund will be made (except membership fee).

## 2. If members fail to complete the course:

- a) due to health reasons (must be certified by medical certificate; refund will not be made for single sick leave)
  - (For swimming courses only) make-up lessons can be arranged before the ending date of the course; or
  - 50% of the remaining course fee will be refunded. Remaining sessions refer to the sessions subsequent to the date of refund application; absent sessions before refund application or arranged make-up lessons not yet attended are not included. Refund process must be completed before the ending date of the course.
- b) due to personal reasons: No arrangement for refund/ make-up lessons will be made.

## 3. If members fail to attend the course:

- a) due to health reasons (Medical certificate must be provided),
  - Full refund will be made if the application is submitted prior to 5 days before the commencement of the course.
  - 50% of the course fees will be refunded for application made within 5 days before the commencement of the course.
- b) due to personal reasons,
  - course fees will be refunded after deduction of an administration fee of \$120, provided that the application is made prior to 14 days before the commencement of the course (prior to 7 days before the commencement of the course for swimming courses).
  - there shall be no refund or arrangement of make-up classes for applications made within 14 days before the commencement date of the course (within 7 days before the commencement date of the course for swimming courses).

### Remarks:

- Applicants will be notified when the refund application is approved. Upon receipt of notification, applicants have to come to our Center (1/F Office) within two weeks to sign the relevant documents and collect the refund. Late applications will not be processed. (All refund will not be processed without a completed refund application form and the official receipt of the class)
- Refund Method
  - a. For an amount below \$1000, the refund will be made in cash.
  - b. For an amount above \$1000, the refund method is adopted according to the payment method.
    - By cash, EPS or Octopus: The refund will be made in cash.
    - By cheque: The applicants will be notified when the refund cheque is issued. Upon receipt of notification, applicants have to come to our office within six months to collect the cheque. Late collections will not be processed.
    - By credit card: The refund will be credited back to the credit card account via the banks. Applicants do not need to come in-person to collect the refund. Processing time takes approximately 2-3 months.

# 惡劣天氣安排 Inclement Weather Policy

- 當天文台懸掛黑色暴雨、八號或以上風球，或政府公布極端情況生效，課堂即時暫停及取消，本會所將不另行通知，而取消之課堂恕不補課或退款，本會所保留最終決定權。When Tropical Storm Warning Signal No. 8 (or above) or the Black Rainstorm Warning Signal is hoisted or when "extreme conditions" is in force, all classes or activities will be suspended immediately. There will not be any arrangement for make-up class or refund. Our Centre reserves the right of final decision.
- 當黑色暴雨、八號或以上風球（及政府公布取消極端情況）於上課時間開始兩小時前除下，該節課堂將會照常上課。如天文台除下有關於訊號之時間距離會所關閉時間不足三小時，當日會所將不會開放，所有服務暫停。當日餘下課堂則全部取消，本會所將不另行通知，取消之課堂恕不補課或退款，本會所保留最終決定權。When Tropical Storm Warning Signal No. 8 (or above) or the Black Rainstorm Warning Signal (and the "extreme conditions" warning) is cancelled 2 hours before class commencement time, the session will be conducted as usual and no make-up class or refund will be arranged. If the warning is cancelled less than 3 hours before closing time, all classes will be suspended and our Centre will remain closed on that day. There will not be any arrangement for make-up class or refund. Our Centre reserves the right of final decision.
- 如已預約之場地設施（6/F 綜合體育館及 7/F 壁球室）因上述情況而關閉，會友可補訂七日內可供預約之時段，或於三十天內（包括原本用場當日）就未能使用的時段申請退款。時間更改只安排一次，一經確定，不作退費。If a confirmed booking of 6/F Multipurpose Gymnasium or 7/F Squash Courts has to be cancelled due to the above mentioned reasons, members may apply for reallocation to any available session(s) within 7 days or refund of the facility booking charges for the unused session(s) within 30 days, inclusive of the day of the original booking. Once the reallocation is confirmed, no further changes or refund is allowed.

會所服務類別 Types of Services	 黃色暴雨警告 Amber Rainstorm warning	 紅色暴雨警告 Red Rainstorm warning	 黑色暴雨警告 Black Rainstorm warning	 三號風球 Tropical Cyclone warning No.3	 八號或以上風球 Tropical Cyclone warning No.8 or above	 極端情況 "Extreme Conditions"
會所開放 Centre Service	●	●	✗	●	✗	✗
室內活動 In-door Activities	●	●	✗	●	✗	✗
戶外活動 Out-door Activities	◆	✗	✗	◆	✗	✗

● 如期舉行 Proceed as normal ◆ 視乎情況而定 Depends on situation ✗ 停止服務、取消或改期 Service cancelled or postponed