

# 香港業餘游泳總會

## 註冊教練須知及規例

香港業餘游泳總會(以下簡稱“泳總”)制定了一套教練的註冊制度，旨在團結本會轄下會員及屬會的教練，致力提高本港教練的水平及質素及發揮監管的作用。

以下為香港業餘游泳總會註冊教練基本要遵守的規則及規例。此規則及規例有可能為切合泳總的發展而有所更改，但本會希望所有教練仍能嚴守此規則及規例。

### 1. 資格

- 1.1 18 歲或以上。
- 1.2 持有有效之香港業餘游泳總會或香港游泳教練會所發出的游泳、跳水、水球或韻律泳教師或教練證書。
- 1.3 得到泳總會員/屬會核准或在個人註冊時得到香港游泳教練會的推薦。

### 2. 註冊程序

欲註冊教練須：

- 2.1 填寫註冊表格連同身份證明文件副本、香港業餘游泳總會或香港游泳教練會發出的證書正本及副本、個人證件相片乙張，
- 2.2 透過泳總會員/屬會交回泳總辦事處；或以個人註冊身份經香港游泳教練會推薦後交回泳總辦事處。

### 3. 註冊須知

- 3.1 全年均接受註冊申請。
- 3.2 申請表格可於泳總辦事處或泳總會員/屬會索取。
- 3.3 所有註冊教練只能代表一個泳總會員/屬會。
- 3.4 註冊教練如違反此規則或規例內的任何條款將會受到泳總適當的處分。
- 3.5 每位註冊教練於首次成功註冊後將獲編一個終身的會員編號，而此會員編號將永久適用，轉會或續期將不會改變此會員編號。
- 3.6 續期註冊 - 教練如仍註冊其原本的屬會，則仍須每年填交申請表格。
- 3.7 教練如停止註冊後再註冊其他會員/屬會，則當作轉會註冊論。
- 3.8 泳總保留絕對權力於任何時候拒絕任何註冊申請及/或註銷任何註冊，亦無責任就該拒絕及/或註銷給予任何原因、解釋或澄清。被拒絕及退回的申請，其費用在任何情況下都不會發還。

### 4. 轉會註冊

- 4.1 申請轉會註冊的教練，必須填妥轉會申請表格及轉會註冊表格，並繳交申請費港幣\$180 元(本年度適用)予泳總。
- 4.2 所有更改及資料更新將於泳總集齊有關文件後七個工作天生效。
- 4.3 任何取消轉會申請在未獲得舊屬會的同意下均被視作無效，該教練的註冊亦會被視作無效。而已繳費用概不發還。

4.4 教練不得於本會已收齊有關文件及轉會註冊費後翌日起七個工作天內再次轉會。

## 5. 強制執行

5.1 教練如未能履行此須知及守則，將被終止其在泳總註冊教練之身份及資格。

5.2 屬會如繼續與被撤銷教練註冊資格的教練合作將有可能喪失其註冊資格。

## 6. 責任

6.1 如有需要，註冊教練須向泳總報告其在泳總所舉辦的本地及海外賽事或訓練所遇的問題及進度。

6.2 註冊教練在代表香港出席任何活動前必須得到泳總的批准。

6.3 註冊教練要對其學員、泳員在任何訓練、比賽及海外賽事之安全及表現負責。

6.4 註冊教練必須穿著合適衣物執教並給予泳員穿著合規格泳衣的指導。

6.5 所有游泳衣物必須要合適及端正，並適合個人游泳、跳水、水球或韻律泳運動及不能附有令人反感的圖案和標語。

6.6 註冊教練應嚴格遵守泳總之規則、政策及指引。

6.7 註冊教練應對自己的行為及操守負責及遵從泳總註冊游泳教練守則。

6.8 註冊教練應遵守國際泳聯規則、條例及附例。

## 7. 不獲批准與授權的關係及不適當行為

7.1 已註冊的教練不得與被泳總懲罰的人仕或團體有任何形式的關係。

7.2 已註冊的教練不得與被泳總懲罰的人仕或團體舉辦、合作任何示範、表演、訓練、比賽...等等。

## 8. 權利

註冊教練可：

8.1 獲泳總推薦帶領港隊比賽/訓練/交流。

8.2 參與泳總舉辦或認可的教練班或訓練課程。

## 9. 褫奪資格及撤銷註冊

9.1 所有被褫奪資格及撤銷註冊的事件將交由獨立委員會作個別跟進，並由所屬組別的委員會/技術委員會作最終決定。

\*詳細國際泳聯游泳、跳水、水球或韻律泳規則，請參閱國際泳聯手冊 02-05 年版

i) 游泳：第 117 至 132 頁

ii) 跳水：第 146 至 197 頁

iii) 水球：第 202 至 233 頁

iv) 韻律泳：第 236 至 300 頁

v) 先進：第 306 至 314 頁

或瀏覽以下網頁 [www.fina.org](http://www.fina.org)。

\*以上頁數如有更改，請以最新出版之國際泳聯手冊為準。

# 香港業餘游泳總會

## 註冊教練守則

以下守則是制定教練於所有泳總舉辦之活動時應遵守的規則，使各教練在泳總活動、比賽及訓練中能維持公平、公正的態度以保持基本紀律及專業形象。香港業餘游泳總會在任何情況下保留更改此註冊教練守則的權利。

1. 以身作則去宣揚游泳(在此包括游泳、跳水、水球、韻律泳或公開水域游泳)運動的正面信息。
2. 被泳總委任為香港隊的教練需在訓練或帶隊出賽的事宜作展望 進度及結果評估的報告。
3. 誠實及保證所提供的資格證明乃真確無訛。
4. 必須於每年參加由泳總與香港游泳教練會合辦之再培訓課程不少於兩小時。
5. 遵守及接受國際泳聯及香港業餘游泳總會的規則、附例及守則。
6. 以專業態度處理教練及運動員的關係。
7. 在有利益衝突時向泳總申報。
8. 抱著正直誠懇的態度鼓勵、發展及維持與裁判、運動員及其他游泳教練的關係。
9. 在任何情況下(如訓練及比賽等), 應對各運動員無論在性別、種族、出生地點、運動員的潛質、宗教、家庭經濟能力及其他因素方面均持著公平、公正的態度。
10. 在任何情況下不應該使用任何提升表現的藥物或被世界反違禁藥組織(“WADA”)禁止的物質及非法的藥物。
11. 在任何情況下應保持最優秀及最良好的品德和反映游泳運動的正面形象。
12. 在一般情況下，確保泳員的個人資料保密。
13. 在替泳總授課、帶領港隊到海外出賽、帶領運動員參與本地比賽其間不得引導或招募運動員參與或出席私人、商業及政治活動。
14. 不得做出與香港業餘游泳總會的規則、政策及守則相違背的行為。
15. 不得發表及作出影響香港業餘游泳總會聲譽的個人意見或言論。

## **HKASA REGISTERED COACH MENU**

The Hong Kong Amateur Swimming Association (named "HKASA" therein) has established a set of coach registration procedure to unify HKASA and its club coaches, to raise the level of coaches to high standard through effective management and governing system.

These General Rules are basic regulations for all registered coaches of the Hong Kong Amateur Swimming Association ("HKASA"). The HKASA recognises that these Rules may be adjusted from time to time but recommends that all coaches adhere to these Rules as closely as possible.

### **1 ELIGIBILITY**

- 1.1 Age 18 or over
- 1.2 Possess valid HKASA Swimming / Diving / Water Polo / Synchronized Swimming Teacher/Coach Certificates or Hong Kong Swimming Coach Association ("HKSCA") Coaches Certificates
- 1.3 Endorsed by HKASA Member / Affiliated Clubs or recommended by the Hong Kong Swimming Coaches Association for Individual Registration.

### **2 REGISTRATION PROCEDURES**

**Coaches who wish to get registered should -**

- 2.1 Complete the application form and submit to HKASA Office along with copies of identification, original and copy of HKASA / HKSCA issued Teacher / Coach Certificates and a passport size photo through the following means:
- 2.2 i) Register through ASA Member / Affiliated Clubs OR ii) Register under Individual Category as recommended by the HKSCA.

### **3 REGISTRATION INFORMATION**

- 3.1 Registration is available all-year-round.
- 3.2 Application forms are obtainable from HKASA office or HKASA Member / Affiliated Clubs.
- 3.3 Registered coaches are allowed to represent only one club, if applicable, at a time in any situation.
- 3.4 Violation of any rules and regulations set here will be subject to penalty as decided by the Association.
- 3.5 Upon completion of the first time registration, a life-long unique registration number will be assigned to each coach and be used as identification number regardless of any change in club affiliation or intermission in registration renewal.

- 3.6 Renewal: Coaches who wish to renew their registrations with HKASA under ASA Member / Affiliated Club they currently belong to should do so by submitting the application form each year.
- 3.7 Coaches who cease registration with HKASA and want to register under a new club afterwards will be regarded as club transfer.
- 3.8 HKASA reserves the right to reject any application and/or revoke any registration upon its absolute discretion at any time and there shall be no obligation on HKASA to give any reason, explanation or clarification in relation to such rejection or revocation. Rejected application fee will not be refunded in any case.

#### **4 CLUB TRANSFER**

- 4.1 All HKASA registered coaches who wish to transfer club membership must fill in the Club Transfer - Coach Registration Form and pay the appropriate club transfer application fee (HK\$180 for the year 2005-2006).
- 4.2 New information will be valid after seven working days when the HKASA staff receives all necessary documents.
- 4.3 Any athlete's club transfer cancellation request without the consent of the old club will be considered as having no affiliated club endorsement and his/her registration status will be suspended. Fees paid will not be returned in any circumstance.
- 4.4 Coaches are not allowed to transfer to another club within seven working days starting from the calendar date immediately following the date of notification by HKASA.

#### **5 ENFORCEMENT AT PRACTICE**

- 5.1 Failure of a coach to comply with the Coach Menu and Code of Conduct will be grounds for termination of coach registration status.
- 5.2 Clubs that continue to conduct a program with coach who has been suspended his/her coach registration due to violation of the Coach Menu and Code of Conduct will risk losing membership.

#### **6 RESPONSIBILITY**

- 6.1 If required, registered coaches shall report to the HKASA of the problems and progress of all swimmers/players and/or teams in any HKASA organized training courses and/or overseas meets.
- 6.2 All registered coaches must seek prior approval from the HKASA before representing Hong Kong in any overseas or local events such as demonstrations, exchange, clinics, competitions.. etc.
- 6.3 All registered coaches are responsible for the safety and performance of swimmers/players at all time during overseas or local training and competitions.
- 6.4 All registered coaches should dress appropriately and advise swimmers/players on proper costumes of all trainings and competitions.

- 6.5 The costumes of all swimmers/players shall be in good moral taste and suitable for the individual sports discipline and not to carry any symbol which may be considered offensive.
- 6.6 Each registered coach shall strictly observe the HKASA rules, regulations, policies and guidelines.
- 6.7 All HKASA registered coaches shall be responsible for their action and abide by the code of conduct.
- 6.8 All registered coaches should strictly observe and abide by FINA rules and regulations.

## **7 UNAUTHORIZED RELATIONS AND MISBEHAVIOUR**

- 7.1 No registered coaches shall have any kind of relationship with a suspended body.
- 7.2 Coaching and holding of demonstrations and/or exhibitions, clinics, trainings, competitions, etc., with suspended bodies is not permissible.

## **8 RIGHTS**

Registered coaches are eligible to:

- 8.1 coach the Hong Kong Team in local or overseas competitions/ training / exchange as recommended by HKASA;
- 8.2 participate in HKASA organized and sanctioned coaching or training courses.

## **9 DISQUALIFICATION AND WITHDRAWAL**

- 9.1 Any disqualification and withdrawal of registered coach shall be handled by a sub-committee case by case and final decision is subject to the decision of Respective Disciplines' Committee/Technical Committee of the HKASA.

**\*For details of the FINA Rules of the four disciplines below, please refer to the FINA Handbook 2002-2005 –**

- i) **Swimming: Page 117 to 132**
- ii) **Diving: Page 146 to 197**
- iii) **Water Polo: Page 202 to 233**
- iv) **Synchronized Swimming: Page 236 to 300**
- v) **Masters Swimming: Page 306 to 314**

**or visit the FINA website at [www.fina.org](http://www.fina.org)**

*\* If any changes made to the above mentioned pages, please refer to the latest FINA Handbook released.*

## **CODE OF CONDUCT FOR REGISTERED COACHES**

This Code establishes basic regulations for fair play and moral behaviour and general discipline of registered coaches in all HKASA activities. The HKASA retains its rights to review the content of the code of conduct in any circumstance.

1. Act as a role model that promotes positive aspects of the sport regardless of its discipline (including swimming, diving, water polo, synchronized swimming, or open water swimming).
2. Evaluation and report on the expected outcome and progressions to the HKASA of all training programs organized by the HKASA and of all overseas meets when representing as the coach of the HK Team of the specific discipline.
3. Be honest and ensure all qualifications presented are all truth.
4. Attend refreshment course organized by the HKASA and the HK Swimming Coaches Association each year for not less than two hours.
5. Know and abide by FINA & HKASA rules, regulations and standards.
6. Handle coach-student relationship in a professional manner.
7. Declare conflict of interest when necessary.
8. Encourage, develop and maintain integrity in relationships with all officials, swimmers and other coaches regardless of their discipline.
9. Treat all participants in a fair manner within the context of their training, competitions regardless of gender, race, place of origin, athletic potential, religion, socio-economic status and any other conditions.
10. Discourage the use of performance-enhancing drugs or World Anti-Doping Agency ("WADA") banned substances and any illegal substance in any situation.
11. Maintain the highest standards of personal conduct and project a favorable image of the specific discipline and of coaching at all times.
12. Personal information of swimmers/players/participants should be kept confidential in any circumstance.
13. Any coaching relationship to further personal, political, or business interests is strictly prohibited during the coaching hours of training programs organized by the HKASA and all overseas meets when representing as the coach of the HK Team of the specific discipline.
14. Do not engage in any conduct that is contrary to or inconsistent with the policies of the HKASA.
15. Do not express any personal opinion/comments/speech that damages the image of the HKASA.

# HONG KONG AMATEUR SWIMMING ASSOCIATION

## 2005 - 2006 Coach Registration Master Form / 教練註冊總表

Discipline: (Pls select / 請選擇)

SW游泳  
  DV跳水  
  SS韻律泳  
  WP水球  
  MS先進

# MR - C

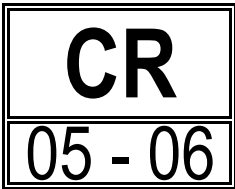
Name of Club/會名稱: \_\_\_\_\_

	Reg No. 註冊編號	Surname 姓	Other Name 名	Cheque No. 支票號碼 (If Applicable) (如適用)	Pls "✓" 請選擇	
					Renewal 續會	New. 新註冊
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16						
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18						
19						
20						
Total No.						

Official Use Only

Received Date: \_\_\_\_\_

HKASA Staff Signature: \_\_\_\_\_ Receipt No.: \_\_\_\_\_



# HONG KONG AMATEUR SWIMMING ASSOCIATION

## 香港業餘游泳總會

### 2005 - 2006 COACH REGISTRATION FORM / 教練註冊表格

相片  
Photo  
(FOR NEW APPLICANT ONLY)  
(只適用於新申請者)

Please write in Block Letter & "✓" as appropriate. 請用正楷填寫及在適當括號內加上"✓"號。

Annual Fee: HK\$80.00  
週年註冊費: 港幣八十元正

DISCIPLINE 註冊組別 SW 游泳 DV 跳水 WP 水球 SS 韻律泳  
(Please choose one 只選一項) ( ) ( ) ( ) ( )

NEW REGISTRATION 新註冊 ( ) → Registered Club 註冊泳會 \_\_\_\_\_

RENEWAL 續期 ( ) → Please State Current reg. No. 會員續期請填上註冊編號 \_\_\_\_\_ Reg. No. 註冊編號 \_\_\_\_\_

Surname 姓氏: \_\_\_\_\_ 中文姓名 \_\_\_\_\_

Other Name 名字: \_\_\_\_\_

Address: \_\_\_\_\_  
通訊住址: \_\_\_\_\_

NATIONALITY 國籍: \_\_\_\_\_

Date of Birth 出生日期: \_\_\_\_\_ Sex 性別: M / F

\* H.K.I.D. Card / HK Birth Cert. / Passport / Identification Document No.: \_\_\_\_\_  
\* 香港身份證 / 香港出生紙 / 護照 / 身份證明書號碼: \_\_\_\_\_

Contact Tel. No. 聯絡電話: \_\_\_\_\_ FAX NO.: 傳真號碼: \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_

I \*would / would not like to receive any information or promotions from Hong Kong Amateur Swimming Association.  
本人\*願意 / 不願意 收到任何由香港業餘游泳總會發出之資料或宣傳品。

\*Please delete as appropriate \* 請將不適用項目刪去

I agree to be abide by and governed by Coach Menu, Code of Conduct, all rules and regulations and by-laws of the Hong Kong Amateur Swimming Association ("HKASA") & Federation Internationale de Natation ("FINA") and understand that violation of any rules will be subject to the disciplinary action imposed by the HKASA. I also certify that the information given above is to the best of my knowledge  
本人願意遵守所有香港業餘游泳總會及國際泳聯的規則、條例及附例、泳總教練須知及守則並清楚明白觸犯任何規條將會被香港業餘游泳總會懲罰。以我所知，我同時證明上述資料均真實及正確。

Name of Signatory (Block Letters) \_\_\_\_\_ Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_  
簽署人姓名(正楷) \_\_\_\_\_ 日期 \_\_\_\_\_ 申請人簽署 \_\_\_\_\_

Endorsement by respective ASA Member Club / Affiliation Club 由所屬泳總會員 / 屬會批核

Date 日期 \_\_\_\_\_ # Club's Authorised Signature 屬會受權人簽署 ( Name & Title 姓名及職銜 ) \_\_\_\_\_ Club Chop 屬會會印 \_\_\_\_\_

Remark 備註: # Only previously provided "Authorized Signature" (s) & "Club Chop" will be accepted. 本會祇接受屬會資料表提交之簽名樣本及會印式樣。

**Other Information 其他資料**

I agree the following information marked with "✓" to be published on the HKASA Web-site.  
本人同意將以下有"✓"的資料刊登於泳總網頁內。

Contact Phone no. 聯絡電話 \_\_\_\_\_ Qualification 資歷, e.g. Level 1, Level 2 \_\_\_\_\_ Affiliated Club 屬會 \_\_\_\_\_ Sex 性別 \_\_\_\_\_

**Important Notes / 注意:**

- Applicant who apply for registration as coach with the HKASA for the year 2005 - 06 (1st April 2005- 31st March 2006) should submit this original form (with valid certificate) through his/her Club to the HKASA.  
申請註冊成為泳總2005-06年度(二 五年四月一日至二 六年三月三十一日)教練須透過其屬會遞交此申請表正本(連同有效證書)至泳總。
- For new applications or change of particulars, A COPY OF IDENTITY DOCUMENT MUST BE ATTACHED with this form.  
首次申請或更改個人資料者, 需連同身份證明文件一併遞交。
- We reserve the right to reject the application from which we suspect the Applicant's Signature. 本會保留拒絕對申請人簽署有懷疑之申請表
- The information provided by you will only be used for enrolment and promotion of recreation and sports activities organized by our Association and co-organising parties. For correction of or access to personal data after submission of this form, please contact our staff.  
你所提供的資料只供本會作紀錄及推廣之用。如欲更改或查詢你申報的個人資料, 可與本會職員聯絡。

**For Official use only:**

Approved Date: \_\_\_\_\_ Registration No.: \_\_\_\_\_ Approved by: \_\_\_\_\_

# HONG KONG AMATEUR SWIMMING ASSOCIATION

## 2005 - 2006 Coach Transfer Registration Master Form / 教練轉會註冊總表

Discipline: (Pls select / 請選擇)

SW游泳    DV跳水    SS韻律泳    WP水球    MS先進

### TR - C

Name of Club/會名稱: \_\_\_\_\_

	Reg No. 註冊編號	Surname 姓	Other Name 名	Cheque No. 支票號碼 (If Applicable) (如適用)	Pls "tick" 請選擇	
					Transfer 轉會	Transfer & Renewal 轉會及續會
1						
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4						
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17						
18						
19						
20						
Total No.						

<u>Official Use Only</u>  HKASA Staff Signature: _____	Received Date: _____  Receipt No.: _____
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# Hong Kong Amateur Swimming Association

## APPLICATION FOR TRANSFER – Coach

### 教練轉會申請表

#### Important Notes / 注意：

- 1 Registered coaches wishing to transfer club should use this form. It is the coach's responsibility to complete Section A and Section B. A copy of this form will be given to the Old Club for acknowledgement. 已註冊之教練如希望轉會，須填妥此表格(包括甲部及乙部)。此表格之副本會呈送予該教練所屬之舊會以作紀錄。
- 2 Transfer application fee is HK\$100. Transfer & renewal application fee is HK\$180. 轉會申請費用為港幣一百元正，轉會連續期費用為一百八十元正。
- 3 After acknowledgement of receipt by HKASA of all necessary documentation and the appropriate fee, the coach will be registered under the "new club" effective after seven working days starting from the calendar date immediately following the date of notification by HKASA 當接到泳總通知已收齊有關文件及轉會註冊費後翌日起七個工作天註冊方為生效。
- 4 Coaches can only represent their "new club" after seven working days starting from the calendar date immediately following the date of notification by HKASA. 教練在轉會後七個工作天才能代表“新屬會”。
- 5 Coaches are not allowed to change to another club within the one week starting from the calendar date immediately following the date of notification by HKASA. 教練不得於本會已收齊有關文件及轉會註冊費後翌日起一個星期內再次轉會。

#### SECTION A 甲部

NAME(姓名): \_\_\_\_\_ ( )

Registration No. 註冊編號 \_\_\_\_\_

H.K.I.D. Card/Passport No. 身份證/護照號碼 \_\_\_\_\_

Discipline(組別): **SW** 游泳/**DV** 跳水/**WP** 水球/**SS** 韻律泳

Name of Old Club 舊屬會名稱: \_\_\_\_\_

I am seeking a transfer from the above-mentioned Club to

\_\_\_\_\_ [insert New Club name]

我現在希望由上述屬會轉至

\_\_\_\_\_ [請填上新屬會名稱]

Applicant's Signature 申請人簽署: \_\_\_\_\_

Name in Block Letter 簽署人姓名(正楷): \_\_\_\_\_

#### SECTION B 乙部

TO: \_\_\_\_\_ [Insert Old Club Name]

This is to acknowledge that SW/DV/WP/SS coach (Name) \_\_\_\_\_ ( )  
with ASA Registration No. \_\_\_\_\_ will transfer to a New Club  
\_\_\_\_\_ with effect from (\*date) \_\_\_\_\_.

致: \_\_\_\_\_ [請填上舊屬會名稱]

謹此通知 游泳/跳水/水球/韻律泳教練 (姓名) \_\_\_\_\_ ( ) 泳總註冊  
編號 \_\_\_\_\_ 將轉至 (新屬會名稱) \_\_\_\_\_

並由 (\*日期) \_\_\_\_\_ 開始生效。

**\*To be filled by HKASA office**

**\*此欄由泳總填寫**

#### Office Use Only

Date Received: \_\_\_\_\_ Transfer Approved / Withdrawal / Rejected: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Signature: \_\_\_\_\_