

Yuen Long District Sports Association –Notice

2016-7-1 Revised

A. Membership Application

1. The participant must apply for a membership card before joining any courses or using the fitness centre.
2. The participant must fill out all the information on the membership application form (staff will check the identification documents in order to make identity verification), and provide one photo for printing a membership card. If the participant is unable to provide a photo, staff will take a photo without charge. Data submitted by the applicant is for internal use only, not to disclose. (Enforcement since April 1, 2014)
3. Qualifications :
 - 3.1) Student member: people aged 25 or below, holders of Hong Kong Government's full-time student cards.
 - 3.2) Ordinary member: people aged 18 or above.
4. Membership card annual fee: \$ 100 for Ordinary, \$ 50 for Students; Replacement fee: \$ 30
5. The membership card is valid for one year starting from the date of registration. The card can be renewed.

B. Application of Certificates

The certification can be provided to those who participated in the courses more than six months with 80% attendance rate or above. To apply for the course certification, the participant has to pay \$30 for administration fee. The applications will take 7 working days from the submitted date.

C. Bad weather arrangement

Indoor courses: (a) If the red rainstorm signal or no.3 typhoon signal or below is issued, indoor courses including swimming will be continued. Parents can decide whether to join or not. However, no make-up classes or refunds will be provided. (b) If the Hong Kong Observatory issues a Black Rainstorm Signal or No. 8 typhoon signal or above 2 hours before the courses, all swimming classes will be cancelled . The coach will arrange another course afterwards.

Outdoor courses: (a) If the yellow rainstorm signal is issued, the track and field course will be cancelled. The coach will arrange another course afterwards. (b) If the Hong Kong Observatory issues a Black Rainstorm Signal, all swimming classes will be cancelled. The coach will arrange another course afterwards.

- Swimming courses: If the red rainstorm, yellow rainstorm, heavy rain or thunderstorm warning is issued, swimming classes will run as usual. The coach will make appropriate arrangements in the swimming pool or another area. If the Hong Kong Observatory issues a Black Rainstorm Signal or No. 8 typhoon signal or above 2 hours before the courses, all swimming classes will be cancelled .
- If all courses are cancelled due to bad weather, a designate course will be arranged to participants. If the participants do not attend the designate course, no another courses or refund will be offered.

Opening hours under bad weather: (a) If No.3 typhoon signal or below is issued, the association is still open. (b) If No.8 typhoon signal or above, the association will be closed immediately. (c) The association re-open after 2 hours of No.8 typhoon signal off. All courses will be cancelled during closing hours. However, the association will not open even though No.8 typhoon signal off after 7pm.

D. Rules and regulations (Please refer to the full content in ground floor lobby)

1. All users are required to wear appropriate clothes and shoes, and use the appropriate equipment, and special protective equipment. Please follow the relevant sports or activities safety regulations and conditions.
2. Smoking is prohibited in the whole building. Eating is not allowed in all activity areas.
3. Users are not allowed to wear dirty shoes to enter the venue.
4. All users must keep the venue clean.
5. Bicycles and scooters are not allowed to enter the building.

E. Curriculum (Particularly point 2, 8, 12, 13, 14)

1. All courses are paid on a regular-basis.
2. **Not all the courses are guaranteed to start successfully. Members cannot dissent after registration.**
3. Once the registration is confirmed, all fees are non-refundable. If the course is cancelled by the association, the full payment can be refund within 3 months limit. No refund is accepted once expired.
4. Course instructors may be changed without notice.
5. If there are not enough participants to start a course, the course may be cancelled or re-allocated.
6. Each participant must pay the tuition fee a week before the course begins. No one is allowed to take part in any courses without having paid.
7. If participants change courses after having paid, they have to pay a \$30 administration fee.
8. **Participants are required to follow the timetable of the courses. There are no other make-up courses or refunds provided if they are absent.**
9. Courses will be monitored by staff and attendance of all participants will be marked. Members should carry a valid membership card or a receipt. Please provide either of the above documents to the staff before going into the classroom.
10. Members who have participated in the last courses have the priority to reserve a place before the appointed date, together with the notice to the ground floor counter. The place is not guaranteed if the payment is overdue.
11. For the late participants (those who have never joined the course before), tuition fees are charged proportionally.
12. **The make-up courses are set (summer programs and special courses excluded). Only school examination (Note 1) and sick leave (Note 2) can be accepted. Members are required to fill out the application forms and provide relevant documents. Staff will issue a notice for a make-up course. The participants have to attend on the assigned date. Otherwise, no other courses or refunds will be given. If there is no make-up course, the cost of next enrolment will be reduced.**
13. **Trial courses: Based on the negative reviews of the operation of trial courses, from now on all trial courses are cancelled. We apologize for any inconvenience. If any new members enroll after the courses, they can pay either a single course fee or the ratio of the remaining course fee. No refund will be given if you cancel the membership application.**
14. **Starting from January 2015, all existing members who join the courses after they begin, only single course fees are accepted. However, if the total price is higher than the full course fee, the full course fee will be charged.**
15. From October 2013, the training course can be charged as a single course fee. Please refer to the leaflets.

Note 1 : School Exams – only accepted one week before the examination and relevant documents must be provided when paying the next course fee.

Note 2 : Sick leave - must present a valid medical certification.

Note 3 : Participants must follow the rules and regulations. Otherwise, a member may be disqualified, and stop enjoying the services and facilities.

**** If there are any discrepancies between the Chinese version and the English version, the Chinese version shall prevail.**

Change of Address / Telephone numbers for member

In order to provide better service, we need to update your personal information from time to time, to ensure that your records and relevant information are up-to-date.

If you have changed your information, please fill out the form below and hand it to our counter on the ground floor.

If you have any enquiries, please feel free to contact us at 2474 1221. We are happy to serve you.

Name of Member : _____ No. of Member : _____ New Telephone No. : _____

New Address : _____

New Email Address : _____

Used by staff only	Receive Date : Remarks :	Signature of staff :
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