

# Yuen Long District Sports Association – Notice

2023-2-1 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.
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 6 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 14 working days from the submitted date.

## C. Bad weather arrangement (Updated version)

### Indoor courses:

(a) If the yellow or red rainstorm signal or no.3 typhoon signal or below is issued, indoor courses will be continued. No make-up classes or refunds will be provided. (Except Playgroup Course<sup>(Note 1)</sup>)

(b) If the Hong Kong Observatory issues a Black Rainstorm Signal or No. 8 typhoon signal or above 2 hours before the courses, all indoor courses will be cancelled. Course fee deduction will be arranged in next period.

**(Note 1)** Playgroup course: If the black or red rainstorm or No. 3 typhoon signal or above warning is issued, playgroup course will be cancelled. Course fee deduction will be arranged in next period. No make-up classes or refunds will be provided.

### Outdoor courses:

(a) Swimming course: If the red or 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. (Based on LCSD venue regulation) If the Hong Kong Observatory issues a Black Rainstorm Signal or No. 8 typhoon signal with forecast above 2 hours before the courses, all swimming classes will be cancelled.

(b) Outdoor Balance Bike course: If the Hong Kong Observatory issues a red or yellow Rainstorm Signal or No. 3 typhoon signal with forecast above 2 hours before the courses, course will be cancelled or changed venue into indoor. If Black Rainstorm Signal or No. 8 typhoons signal with forecast above 2 hours before the courses, outdoor balance bike classes will be cancelled. If the thunderstorm warning is issued or in heavy rain, the couch will make appropriate arrangements and decide the course still run as usual or cancelled.

**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-opens 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) (Particularly point 6)

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.
6. Users enter the venue should be complied with the disease prevention measures and arrangements.

## E. Locker Rental Service

Locker rental service is now provided, \$ 60 for monthly fee. The acceptable residential address proofs within last 3 months should be submitted by applicants. Personal information used for application procedure only.

Rules: Locker occupants take the key from reception with demonstrates the membership card; the card will be kept by reception and returned it after the key returned.

(1) Each locker only for maximum 2 applicants (2) ID card for verify identity will be required without bring the membership card (3) YLDSA will charge \$ 100 for administration fee once the occupants fail to return or the locker key lost.

## F. Curriculum (Particularly point 6, 11, 12)

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 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. Participants are required to confirm the timetable. No compensation provided if the class schedule overlapping.
10. 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.
11. **Course fee deduction will be arranged in next period (summer programs 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 course fee deduction. The participants have to follow the assigned date for fulfill the course fee deduction requirement. Otherwise, no other courses or refunds will be given.**
12. **New participants (those who have never joined the course before), tuition fees are charged proportionally or based on remain lesson fee. (Gymnastic (coach: Mr. Poon), Swimming, Balance Bike, Playgroup class excluded). Participants who needed to become a member before join the course and no refunds will be given for withdraw the membership.**
13. 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. For the late participants, tuition fees are charged proportionally. 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.
14. The training course can be charged as a single course fee. Please refer to the leaflets.
15. YLDSA have a right to revise the rules and regulations without any prior notice.

Note 1 : School Exams – only accepted one week before the examination and relevant documents must be provided when paying the next course fee. Submit documents after the lesson date will not be accepted.

Note 2 : Sick leave - must present a valid medical certification only accepted the application within 14 days.

**\*\* 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 :**

**Signature of staff :**

**Remarks :**