



### 游泳教師證書續期申請須知

證書有效期為三年。有意續期者請按以下程序親臨本會辦理有關手續。

#### 申請程序：

一. 申請者必須於證書到期日前三個月內親身前往中國香港游泳總會(泳總)辦事處(地址: 香港九龍觀塘海濱道 133 號萬兆豐中心 9 樓 L 室) 辦理證書續期手續。

#### 二. 應備文件:

1. 已填妥的申請表，申請表可於本會網頁下載 (<http://www.hkgswimming.org.hk/>)
2. 有效游泳教師證書正本( 請勿把證書過膠！)
3. 以下任何一種文件正本及副本
  - i) 申請人與康文署或學校或註冊團體簽署的僱員合約或
  - ii) 由泳總註冊屬會為申請人填寫的推薦信  
(被推薦教練須每年在中國香港游泳總會註冊為該屬會之「註冊教練」\*) 或
  - iii) 於申請表上選擇參加下一期游泳教師課程考試 (考試日期將由泳總安排)

#### \*「泳總屬會註冊教練」

屬會推薦申請者必須在證書三年有效期內每年均為泳總屬會註冊教練，否則必須補辦註冊手續 及繳交每年註冊費用港幣二百元正。

三. 證書有效期: 三年

四. 續期費用: 港幣三百元正 ( 只接受支票， 支票抬頭 - ‘HKGSA ‘)

五. 處理時間: 三個月內 (教練證書領取名單將於中國香港游泳總會網頁上公布)

#### 六. 違規

逾期申請 - 逾期申請者除遞交上述文件外， 必須連同解釋信及相關證明文件一併交往泳總辦事處。證書逾期超過一年者須補交續期費用每年港幣一百元正。

沒有屬會註冊 - 申請者必須在證書有效期內均為屬會註冊教練，否則必須遞交解釋信並補辦註冊手續及繳交每年註冊費用港幣二百元正。

如本會發現申請者兩次續證皆屬違規 (即沒有屬會註冊或逾期申請)，本會將不接受其申請，申請者須重新通過考試。考試日期將由泳總安排。

泳總保留對申請者所遞交續期申請的最終決定權利



**APPLICATION FOR RENEWAL OF HKGSA SWIMMING TEACHER'S CERTIFICATE (2025-26)**

I, \_\_\_\_\_ (name of certificate holder) \_\_\_\_\_ (certificate No.)  
hereby apply to the Hong Kong China Swimming Association for : (“✓” where appropriate.)

renewal of my Swimming Teacher's Certificate \*expired / expiring on \_\_\_\_\_.  
(The renewal application should be submitted to HKGSA office within three months prior the expiry date of certificate.)

replacement of my Swimming Teacher's Certificate.

Coach Registration no : \_\_\_\_\_ Contact Telephone no : (1) \_\_\_\_\_

HKID number : \_\_\_\_\_ (2) \_\_\_\_\_

E-mail : \_\_\_\_\_

For certificate **renewal** only:

In accordance with the requirement as set out by HKGSA, I hereby attached the following documents for your consideration :

1. Original of the HKGSA Swimming Teacher's certificate.
2. Certified true copy or original copy of (“✓” where appropriate.)  
 Employment contract of LCSD/school/registered institution or  
 HKGSA Affiliated Club's recommendations letter (signed & sealed) or
3. In lieu of Item No. 2,

I elect to sit for the next assessment examination in order to re-new my certificate.  
(Date of examination to be advised by HKGSA)

I declare all of the above-mentioned information/document(s) submitted by me are true and correct.  
I understand submission of any false or misleading information/document(s) will lead to permanent disqualification of my Swimming Teacher's Certificate.

\_\_\_\_\_  
Applicant's signature

(For Office Use Only)

The application for renewal of the swimming teacher's certificate has been approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by HKGSA

<u>For HKGSA Office Use Only</u>	<u>Reg. Year</u>	<u>Club</u>
Receipt No _____	22-23: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Received Date _____	23-24: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Cert. Expiry Date _____	24-25: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Certificate Replacement <input type="checkbox"/>	25-26: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
No Violation <input type="checkbox"/>	Total: \$ _____	
First Violation <input type="checkbox"/>	Explanation Letter: Received <input type="checkbox"/> Not Received <input type="checkbox"/>	
Second Violation <input type="checkbox"/>	Examination Resit Required <input type="checkbox"/>	

(Complete by HKGSA affiliated club)  
To : Hong Kong China Swimming Association

## **AFFILIATED CLUB'S RECOMMENDATION LETTER**

I, (name of official) \_\_\_\_\_  
am (position in club) \_\_\_\_\_  
of (name of club) \_\_\_\_\_  
affiliated to the Hong Kong China Swimming Association since (year) \_\_\_\_\_ hereby  
support (name of certificate holder) \_\_\_\_\_ in  
his / her swimming teacher's certificate renewal. We confirm that he / she is a member of our club  
and has been actively engaged in our club's swimming teacher/training program for the following  
period : -  
From \_\_\_\_\_(dd/mm/yyyy) to \_\_\_\_\_(dd/mm/yyyy)

Date : \_\_\_\_\_  
\_\_\_\_\_ Authorized Signature with Club Chop

\_\_\_\_\_ Contact Telephone No.

\_\_\_\_\_ Name in Block

\*Organizations/Department that are **NOT** affiliated club of the HKGSA may use their own stationery.  
**Please ensure that content is similar to the above letter.**

(For HKGSA Office Use Only)

**Hong Kong China Swimming Association**  
Unit L, 9/F MG Tower, 133 Hoi Bun Road, Kwun Tong, Kowloon  
Tel : (852)2572 8594 Fax : (852)2591 0792  
E-mail : info@hkgswimming.org.hk Web-site : www.hkgswimming.org.hk

### **ACKNOWLEDGMENT OF RECEIPT**

#### **APPLICATION FOR RENEWAL OF HKGSA SWIMMING TEACHER'S CERTIFICATE**

We certify that (name of certificate holder) \_\_\_\_\_(ID No. \_\_\_\_\_)  
has handed in the original HKGSA swimming teacher's certificate (Cert. No. : \_\_\_\_\_)  
to HKGSA Office for application of renewal. His/ her swimming teacher's certificate will be/has been  
expired on \_\_\_\_\_ .

\_\_\_\_\_ HKGSA office received date :

\_\_\_\_\_ Signed & stamped by the  
Hong Kong China Swimming Association