



Leisure and Cultural Services Department Water Sports Centres

Training Course Enrollment Form

For Official Use Only	
Receipt No.	
Cheque No.	
Application No.	

(Photocopy of this form is acceptable)

Note:

Please read the notes overleaf carefully before completing this form.

Personal Data :

1. The information and identity document numbers provided will only be used for enrollment, compilation of statistics, future correspondence, promotion of activities organised by the Department and verification of identity when arranging refund in case of cancellation of activity. Apart from the staff duly authorised by the Department, no one will be given access to your personal information.
2. If you want to access or correct your data, you may contact the manager of this office.
3. The provision of your personal data (except the item 'Occupation') in this form is obligatory. If you do not provide the personal information required, the Department may not be able to process your application.

Please put a "✓" in the appropriate box below

Course venue : Chong Hing Stanley Main Beach St. Stephen's Beach Tai Mei Tuk Wong Shek

Type/Name of activity: Kayaking Sailing Windsurfing _____

Course code : _____ Programme no.: _____

Date of activity : _____ Course fee : \$ _____

Name of applicant : _____ Identity document no. : _____

Chinese Commercial code :

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Sex : M F Date of birth : _____ D _____ M _____ Y

Occupation :

- Student Employed Housewife Retired Others

2 nd Choice (for balloting only) Programme no. (Date of Activity) ()
3 rd Choice (for balloting only) Programme no. (Date of Activity) ()
4 th Choice (for balloting only) Programme no. (Date of Activity) ()
5 th Choice (for balloting only) Programme no. (Date of Activity) ()

Contact telephone no. : _____ (Day) _____ (Night) _____ (Mobile Phone No.)

(In case of emergency, please call : _____ at _____)

Declaration :

<p>(1) <u>Applicants aged 18 or above should sign this declaration</u></p> <p>I declare that I can swim with clothes for at least 50 metres and do not suffer from any illness that renders me unfit for the above-mentioned activity. The Leisure and Cultural Services Department shall not be liable for any injury or death which I may suffer in this activity if the cause of injury or death is due to my own negligence or inadequacy in health and fitness.</p> <p>Signature of applicant: _____</p> <p>Date: _____</p>	<p>(2) <u>For applicants under 18 years of age, the declaration should be completed by their parents/guardian or by persons authorised by their parents/guardian*</u></p> <p>I agree to allow _____ (applicant's name) to participate in the above-mentioned activity and declare that he/she can swim with clothes for at least 50 metres and does not suffer from any illness that renders him/her unfit for this activity. The Leisure and Cultural Services Department shall not be liable for any injury or death which the applicant may suffer in this activity if the cause of injury or death is due to his/her negligence or inadequacy in health and fitness.</p> <p>Signature of Parent/Guardian or authorised person: _____</p> <p>Name: _____ Date: _____</p> <p>*Delete as appropriate</p> <p>#Parent/Guardian or authorised person should be aged 18 or above</p>
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Please cut out the appropriate self-addressed slip and send it to the respective centre by post or by fax.

Chong Hing Water Sports Centre Leisure and Cultural Services Department West Sea Cofferdam High Island Reservoir Sai Kung, Hong Kong Fax No.: 2791 2473	Stanley Main Beach Water Sports Centre Leisure and Cultural Services Department Stanley Link Road Stanley Hong Kong Fax No.: 2813 0490	St. Stephen's Beach Water Sports Centre Leisure and Cultural Services Department Wong Ma Kok Path Stanley Hong Kong Fax No.: 2813 6449	Tai Mei Tuk Water Sports Centre Leisure and Cultural Services Department Main Dam Plover Cove Reservoir Tai Mei Tuk, Tai Po, Hong Kong Fax No.: 2660 7910	The Jockey Club Wong Shek Water Sports Centre Leisure and Cultural Services Department Wong Shek Pier Sai Kung Hong Kong Fax No.: 2328 2172
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Please fill in either your fax number or address for future correspondence. Leave the address blank if you give your fax number. If you submit the enrollment form by post, please provide a stamped self-addressed envelope for the centre to send the relevant information to you.

Please fill in your correspondence address clearly	Name : _____ Fax Number : _____ Address : _____
	Name : _____ Fax Number : _____ Address : _____

[Notes on Enrollment of Training Course]

(I) Codes for Enrollment Method and Procedure

(1) Places allotted on a "First-come-first-served" basis []

(1.1) Enrol in person at any Water Sports Centres (WSCs), District Leisure Services Offices (DLSOs) or any recreation and sports venues with Leisure Link Services

- ☞ Applicants should return the completed enrollment forms, together with their entry fees, to any WSCs, DLSOs and any recreation and sports venue with Leisure Link Services on the date(s) of enrollment. Applications will be processed until all the quotas are filled.
- ☞ At the time of enrollment, applicants must produce their identification documents (original or copy) and proof of relevant and valid qualification for verification.
- ☞ Unless otherwise stated, each applicant may only submit one application form at one time. Those who want to enrol in more than one activity must queue up again.

(1.2) Enrollment by telephone


- ☞ Applicants shall be permitted to complete one reservation and to reserve one place in any programme/activity per telephone call. (Tel 2927 8080). Reserved programmes will be held for the applicant's confirmation by payment at relevant booking offices within 3 days from the date of reservation. Applicants should return the completed application forms, produce their identification documents (original or copy) and proof of relevant and valid qualification for verification.

(1.3) Enrollment by mail

- ☞ An applicant should mail the completed enrollment form, together with a crossed cheque payable to 'The Government of the Hong Kong Special Administrative Region', copies of his/her identification documents (for verification only), photocopy of proof of relevant and valid qualification and a stamped return envelope to the WSC organizing the activity at least 6 working days prior to the commencement of the activity. Enrollment will be treated on a first-come-first-served basis. For applications received on the same day, priority will be accorded to the applicants who make the enrollment in person. Remaining quota will be allocated by balloting to the mail applications if applications exceed the capacity.

(1.4) Enrollment through Leisure Link Self-service Kiosk

- ☞ During the period of enrollment, applicants may enrol in the activities through a Leisure Link Self-service Kiosk at any venue provided with such a facility. Applications will be processed until all quotas are filled.

(2) Places allotted by "Balloting" []

(2.1) Submission of Application Form:

- ☞ Applicants should submit the application forms in person, by post or by fax to the WSC organizing the activity or submit application forms through internet (<http://www.lcsd.gov.hk/MonthlyProg/Ls/index.html>) or Leisure Link Self-service Kiosk on the specified date.

For the same type of activities (e.g. all kayaking activities belong to the same type of activity) organized by a WSC within same enrollment period, each applicant can only submit one application form which the activities are same type and organized at the same centre. If applicants want to apply for activity at different WSCs (e.g. kayak training courses at TMTWSC and WSWSC), they should submit separate forms to the respective centres for separate balloting. Applicants who duplicate their enrollments or submit incomplete applications will be disqualified.

(2.2) Balloting, Posting of Results and Payment Settlement:

- ☞ Places are allotted by balloting which will be held on the specified balloting date after the closing date of application. The WSC will draw the list of successful applicants and the waiting list for the activities at the same time. All successful applicants and applicants on the waiting list will be informed of the details of arrangement by mail within 7 working days after balloting.
- ☞ Results of the successful applicants and the applicants on the waiting list will be posted in the respective WSCs and LCSD homepage 5 days after balloting.
- ☞ Successful applicants must bring along their notification letters, identification documents (original or copy), proof of relevant and valid qualification and entry fees to any WSCs, DLSOs or Leisure Link outlets for enrollment.

(2.3) Enrollment procedure for the applicants on the waiting list:


- ☞ Waiting list will be drawn up for all water sports activities. No priority number will be assigned to the applicants on the waiting list.
- ☞ If places are available after the payment due date for successful applicants, these places will be opened for all the applicants on the waiting list for enrollment within specified period at any WSCs, all DLSOs or Leisure Link outlets on a first-come-first-served basis.

(2.4) "Date of Open Enrollment for Remaining Quota":

- ☞ If there are still places after the enrollment period for the applicants on the waiting list, these places will be opened to the general public on the "Date of Open Enrollment for Remaining quota" starting from 8:30am, via the following means, for enrollment on a first-come-first-served basis.

- Water Sports Centres and District Leisure Services Offices
- Leisure venues providing Leisure Link service
- Telephone booking
- Leisure Link Internet Booking (except free-of-charge programmes)
- Leisure Link Self-service Kiosk

- ☞ Enquiries about the balloting result and the remaining quota arrangement may be directed to the respective WSCs organizing the activity.

(3) '  ' means the activity also accepts on-line enrollment via Leisure Link Internet Booking on a first-come-first-served basis. Applicants may enrol in activities through Leisure Link webpage (<http://www.lcsd.gov.hk/leisurelink>) starting from 8:30a.m. on the first date of enrollment.

(4) '  ' means the activity should be enrolled at the WSC organizing the activity and applications would be processed on a first-come-first-served basis.

(II) Courses and Entry Requirement

Please refer to the programme sheet issued by the WSCs.

(III) Course Fees**(1) Chong Hing , Tai Mei Tuk and The Jockey Club Wong Shek Water Sports Centres**

Age	Training Course									Fun Day/Trip		
	Kayaking			Dinghy Sailing				Windsurfing		Per Day		
	1 day	2 days	3 days	1 day	2 days	4 days	5 days	1 day	2 days	Kayaking	Dinghy Sailing	Wind-surfing
Persons aged 18 to 59 (Normal rate)	\$40	\$60	\$90	\$40	\$70	\$140	\$175	\$65	\$130	\$45	\$40	\$65
Persons aged 15 to 17 (25% discount)	\$30	\$45	\$70	\$30	\$55	\$105	\$135	\$50	\$100	\$45	\$30	\$50
50% discount ※ Persons below 15, 60 or above or persons with disabilities	\$20	\$30	\$45	\$20	\$35	\$70	\$90	\$35	\$65	\$25	\$20	\$35

(2) Stanley Main Beach and St. Stephen's Beach Water Sports Centres

Age	Training Course / Fun day / Trip									
	Kayaking			Dinghy Sailing					Windsurfing	
	1 day	2 days	3 days	1 day	2 days	4 days	5 days	1 day	2 days	
Persons aged 14 to 59 (Normal rate)	\$30	\$60	\$90	\$40	\$80	\$160	\$200	\$80	\$160	
50% discount ※ Children aged below 14, senior citizens aged 60 or above, full-time students and persons with disabilities	\$15	\$30	\$45	\$20	\$40	\$80	\$100	\$40	\$80	

※ For enrollment in the programmes, the relevant people can enjoy a 50% discount upon production of valid proof e.g. student card, proof of age or the registration card for persons with disabilities. Minders of persons with disabilities (limited to one minder) can also enjoy the concession.

(IV) Notes to Applicants

- (1) All applicants must be able to swim with clothes for at least 50 metres.
- (2) Applicants of Junior Windsurfing Course, Junior Kayaking Course and Junior Dinghy Sailing Courses should be aged between 8 and 13 while participants of other courses must reach 14.
- (3) Declaration of applicants aged below 18 must signed and agreed by their parents/guardian or persons authorised by their parents/guardian and submit the Declaration to the centre staff for verification when attending the courses. The declaration forms can be obtained at any water sports centres.
- (4) Applicants must produce their personal identity documents on the day of the activity for verification by the centre staff. Participants paying at the concessionary rate have to make up the charge difference on site if they fail to produce proof of age or identity.
- (5) Applicants should meet the relevant qualification requirement when enrolling for the activities. They must produce their logbooks as well as the relevant and valid certificates at the time of payment and on the day of the activity for verification by the centre staff. If the participants fail to meet the requirement, they may be disqualified.
- (6) Crafts can only be used under supervision of instructors.
- (7) Applicants who are unable to meet the requirements as stipulated in notes 1 to 6 above will not be allowed to enrol in the courses and use the crafts.

(V) Points to Note

- (1) Participants should be aware of their health condition, and consider whether it is suitable for them to enrol in the recreation and sports activity. In case of doubt, please consult a doctor prior to the enrollment of activity.
- (2) For enrollment in recreation and sports activities, please complete the applicant forms. Incomplete application forms will not be accepted.
- (3) All entry fees are listed in full rate.
- (4) If entry fee is paid by cheque, applicants should complete the enrollment at least 6 working days prior to the commencement of the activity.
- (5) Leisure Link Internet Booking and Leisure Link Self-service Kiosk Booking-enrolled participants paying concessionary rate should produce valid identification documents for the inspection of our staff on the 1st lesson of the course. Those fail to do so will have to pay the fee in full.

- (6) Participants' age is calculated against the commencement date of the programmes.
- (7) Unless under special circumstances, no application for refund, change of programme or making substitution is allowed after enrollment.
- (8) Activity Time : 9:00am to 5:00pm
- (9) Cancellation of Activities
- (9.1) In the event that compensatory session cannot be arranged or a programme has to be cancelled because of bad weather or venue maintenance, etc., participants may apply for partial or full refund of fees from the WSC organizing the activity (with the original receipt) **within 30 days after cancellation of the activity**. For details, please contact the relevant WSC.
- (9.2) In case of insufficient enrollment, participants would be notified the cancellation of activities at least 7 days prior to the commencement of activities.
- (10) Arrangements under inclement weather:

Weather Condition	Signals / Warnings issued by the Hong Kong Observatory still valid at 7 a.m.*	
Type of Activity	Red Rainstorm Warning Signal, Typhoon Signal No. 1, Strong Monsoon Signal or Thunderstorm Warning	Black Rainstorm Warning Signal, Typhoon Signal No. 3 or higher
Fun day, 1 day course and craft hirer	Activities will be held as scheduled. Centre has discretion to cancel the activity for the sake of safety. (except the scheduled trip in the training course)	Activities will be cancelled.
Multi-day course		Activities will be cancelled. The remaining sessions will be continued as scheduled.
Sea Trip	All trips will be cancelled (including the scheduled trip in the training course)	

* If typhoon signal No. 3 or the black rainstorm warning is cancelled before 7 a.m., all activities of the day will be resumed.

- (11) The announcement of the WSC organizing the activity shall prevail. Programme information is subject to change without prior notice. For details, please contact the respective WSCs by telephone or see the notices on the notice board.

(VI) Service hours of the counters and fee collection hours of Venues / District Offices organizing the activity:(all fee-charging programmes can only be enrolled during the fee collection hours)

- (1) Service hours of the counters

		Water Sports Centres	Tuen Mun Recreation and Sports Centre	District Leisure Services Offices	Sports Centres/ Tennis Courts/ Park Facilities	Holiday Camps
Service hours	Monday to Friday	8:30a.m.to 5:00p.m.	8:00a.m. to 9:30p.m.	8:30a.m.to 6:15p.m.	7:00a.m. to 10:00p.m.	8:30a.m.to 5:00p.m.
	Saturday	Same as above	Same as above	Close	Same as above	8:30a.m.to 12:00nn
	Sunday & Public Holidays	Same as above	Same as above	Close	Same as above	Close

- (2) Fee collection hours

	Shroff Office	Water Sports Centres	Tuen Mun Recreation and Sports Centre	District Leisure Services Offices	Sports Centres/ Tennis Courts/ Park Facilities	Holiday Camps
Fee collection hours	Monday to Friday	8:30a.m.to 4:30p.m.	8:30a.m.to 9:30p.m.	8:30a.m. to 4:30p.m.	8:30a.m. to 10:00p.m.	8:30a.m.to 4:30p.m.
	Saturday	Same as above	Same as above	Close	Same as above	8:30a.m.to 11:00a.m.
	Sunday & Public Holidays	Same as above	Same as above	Close	Same as above	Close

- (3) Enquiry Time: 9:00am to 5:00pm (except close day)
- (4) Close Day of Water Sports Centre :
- St. Stephen's Beach & The Jockey Club Wong Shek Water Sports Centres : every Tuesday
- Stanley Main Beach & Tai Mei Tuk Water Sports Centres : every Wednesday
- Chong Hing Water Sports Centre: every Thursday

(VII) Remarks

- (1) Should there be any enquiry on course content or enrollment arrangement for recreation and sports activities, please contact the WSC organizing the activity.
- (2) The monthly programme information of various WSCs organizing the activities is obtainable by fax. Please call LCSD hot-line at 2414 5555 or visit LCSD Homepage <http://www.lcsd.gov.hk>