



HONG KONG SWIMMING COACHES ASSOCIATION LIMITED 香港游泳教練會有限公司

To : **Members**

21 July, 2025

HKSCA Coach Accreditation Programme - Level 1 Coaching Course 2025-2026

Three HKSCA Level 1 Coaching Courses are now open for application. Ten (10) classroom lecture sessions and Five (5) practical water sessions of 2 hours each will be conducted at the *OH and *HKSI. Class A will start from 7 December 2025 until 4 January 2026, Class B will start from 18 January 2026 until 22 February 2026 and Class C will start from 8 March 2026 until 5 April 2026. Timetables of the sessions are enclosed for your reference. It is subject to change depending on venue availability. **Please note language used is Chinese.**

Those who are interested must submit their applications **IN PERSON** to the **Hong Kong Swimming Coaches Association** Office at Rm 1205, Fortress Tower, 250 King's Road, North Point, Hong Kong (Tel. no 25122315) no later than **5:00 p.m. on 5 September 2025 (Friday)**. All applicants must take the **water test** at *HKSI swimming pool, Shatin on **26 October 2025 (Sunday) at 10:00 am.**

Pre-requisite qualification as stipulated in the course Common Syllabus are as follows: -

- 1) Age 18 or over.(Age is calculated as of 5 September 2025)
- 2) Equivalent to Hong Kong Education standard F.3 or above.
 - 2.1) Applicants who do not possess the formal qualifications required but are age 35 or above may be granted exemption from the general admission requirements provided that:
 - 2.1.1) They are able to show by acceptable evidence that they have relevant working experience in the sports for 10 years or more; and
 - 2.1.2) Being recommended to attend the course by this Association.
 - 2) Able to swim 100m Individual Medley.

Applicants must provide a current **Passport Photo, Original and Photocopies** of the required documents along with the application form i.e. **original and copy of HKID card; original and copy of school certificate.**

Swimming ability demonstrated in the water test will be a weighted factor in accepting your application to the certificate course. Priority of acceptance will be given to those who are holders of HKGSA Swimming Officials Certificate and those with signed recommendation from HKGSA affiliated clubs who are actively engaged in HKGSA's activities.

Registration and Test fee of **HK\$ 300** is payable to the **Hong Kong Swimming Coaches Association Limited** office together with application form and requested documents. Course fee of **HK\$ 6,000.00** (includes a copy of the course Common Syllabus) is payable to the **Hong Kong Swimming Coaches Association Limited** immediately on successful application to the course. **FEES PAID ARE NOT REFUNDABLE IN ANY CASE.**

The Level 1 Certificate will be issued after completion of the course (80% attendance or above is required) and successful completion of the written examination .

Note: The course syllabus is subject to alteration with or without prior notice.
*OH – Lecture Theatre, 2nd floor, Olympic House, No. 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong.
*HKSI (pool) – Hong Kong Sports Institute, Shatin, New Territories

(Education Programme)

c.c. President / Hon. Secretary / Hon. Treasurer

Mailing Address (郵寄地址): P.O. BOX 80019, Cheung Sha Wan Post Office, Kowloon (九龍長沙灣郵政信箱 80019 號)

Office (辦事處): Rm 1205, Fortress Tower, 250 King's Road, North Point, HK (香港北角英皇道250號北角城中心1205室)

TEL (電話): 2512 2315 FAX (傳真): 2512 2486 WHATSAPP: 5238 7545 E-MAIL (電郵): coach@hksca.org.hk



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香港游泳教練會有限公司

HKSCA Coach Accreditation Programme - Level 1 Coaching Course 2025-2026

交費前須知：

1. 本課程共 15 課節（星期日上午算兩節），出席率要求為 80%，不達標者不獲考試資格。
2. 遲到、早退超過 30 分鐘，將作缺課半節論，超過 60 分鐘，作缺課論。
3. 沒有下水進行水上實習課超過一次須於下期全數補回，前提必須於本期出席率達 80%。
4. 導師安排的作業必須準時繳交，欠交者不獲發證書。
5. 考試試卷為中文。合格要求為 60%，不設補考。
6. 任何作弊行為（如考試作弊、簽到後未經主辦單位負責人批准擅自早退）一經發現即取消考試資格。

Please read before paying fee

1. This course is consisted of 15 lessons (Sunday morning session is counted as 2 lessons). An attendance rate of 80% is a pre-requisite for sitting for the course examination.
2. Late arrival or early dismissal for more than 30 minutes will be considered as absent for ½ lesson and for those exceeding 60minutes will be considered as absent for the lesson.
3. For those who do not practice in the water during the practical session for more than once, will be required to attend make-up lessons in the next HKGSA Swimming Teachers' Certificate course accordingly, provided the 80% attendance rate for this course is being fulfilled.
4. Attendees must submit home work as required by instructors failing which certificates will not be granted.
5. The examination will be carried out in Chinese. The passing requirement is 60% and no make-up examination can be arranged.
6. Any cheating action, e. g. cheating at examination or early dismissal without the organizer in-charge's approval after sign-in to class, will lead to dis-qualifying for sitting in the examination.

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