



HONG KONG CHINA SKATING UNION LIMITED

中國香港滑冰聯盟有限公司

Member of International Skating Union, Asian Skating Union
and Sport Federation & Olympic Committee of Hong Kong, China
國際滑冰聯盟、亞洲滑冰聯盟及中國香港體育協會暨奧林匹克委員會會員

中國香港滑冰聯盟

短道速滑教練服務申請指引

(2025 年 5 月修訂)

為推動本地短道速滑的發展，本協會樂意與不同機構合作，向機構主辦的短道速滑活動或課堂提供專業的教練服務，以協助短道速滑在公眾推廣，有利於大眾對短道速滑的了解，進而吸引大眾投入短道速滑項目的發展。

申請本會『短道速滑教練服務』之要求：

- 1) 機構如申請教練服務作推廣活動，所租用之冰面必須是由申請之活動為唯一使用；如申請教練服務作教學課堂/訓練課程，所租用之冰面必須為整個冰場冰面並由短道速滑課堂/訓練為唯一使用；
- 2) 如申請作教學課堂/訓練課程，所租用之本地冰場冰面尺寸要求為最少 **50 X 23 米**；
- 3) 如申請作教學課堂/訓練課程，進行中必須要使用保護墊並要求厚度最少達 10 厘米；
- 4) 申請機構須就申請之活動、課堂/訓練課程購買公眾責任保險並須向協會提供保單副本證明

『短道速滑教練服務』之條款：

- 1) 本會並不會負責及參與任何申請活動、課堂/訓練課程的場地租用安排。
- 2) 本會並不會承擔任何申請活動、課堂/訓練課程的場地租用費用及保險責任。
- 3) 所有申請之活動、課堂/訓練課程的場地及器材由申請機構提供。如有關器材或保護墊需要協助，可向本會另行提出及商議收費。
- 4) 有關提供教練服務之收費以每項活動、課堂/訓練課程或每月結算一次，或因應節數作調整。相關服務收費乃本會提供教練作一般短道速滑教學服務，如有額外要求，本會將按情況或會另行收取額外費用。**(服務收費請參閱短道速滑教練服務收費表)**
- 5) 所有申請之活動、課堂/訓練課程是由申請機構自行管理營運及承擔盈虧，本會並不會參與相關的運作及管理。
- 6) 提供服務之教練由本會指派，本會將考慮不限於以下之因素，包括申請活動、課堂/訓練課程之地點、日期、時間、性質、人數及年齡等，安排合適之教練提供服務。而有關活動、課堂/訓練課程之教學內容將由申請機構與協會及教練協商。
- 7) 機構所提供的所有申請相關資料，均屬真實及正確。申請成功後如機構資料、申請之活動、課堂/訓練課程有任何更改，須立即通知本會，雙方必須就安排達成共識後，



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本會才繼續提供服務；

- 8) 有關申請活動、課堂/訓練課程必須在確認申請成功後，才可以本會教練作宣傳/推廣用途。如有意使用本會任何標誌、字眼、人員或訊息作相關活動宣傳，必須事先向本會提出及獲得本會同意，未得本會同意不得擅用。
- 9) 如因有關申請之活動、課堂/訓練課程而引起任何申索、要求、訴訟或法律責任，由申請機構自行承擔；如本會因有關之申請活動、課堂/訓練課程而蒙受、招致或承受的一切損失、債務及申索，申請機構向須協會作出賠償；
- 10) 有關申請之活動、課堂/訓練課程不會對教練個人及／或協會構成實質或潛在的非法行為及不作會使協會公共機構及／或教練的個人形象和誠信受損之行為；
- 11) 如申請之活動、課堂/訓練課程為 18 歲以下人士參與不得接受酒商贊助；
- 12) 申請之活動、課堂/訓練課程不得接受煙草商贊助任何活動；
- 13) 申請之活動、課堂/訓練課程所接受的贊助不應令本會尷尬；
- 14) 如申請機構違反任何本短道速滑教練服務的條款，或所申請之活動、課堂/訓練課程有任何變動而未有事先通知本會或教練，本會可隨時終止提供有關之服務而不作任何賠償；

『短道速滑教練服務』之申請程序：

- 1) 有意向本會『短道速滑教練服務』之機構，請先下載申請表並清晰填寫申請表內資料，並於申請之活動、課堂/訓練課程前兩個月提交申請。
- 2) 填妥之申請表請連同所須相關證明文件以電郵、郵寄或親身送交本會辦事處。
(郵寄地址：香港銅鑼灣大球場徑 1 號奧運大樓 1023 室) (電郵：stss@hksu.org)
- 3) 確認收妥機構之申請後，本會將連同所有相關證明文件交由本會執委會檢閱審批*，並在一個月內向申請機構通知申請結果。
- 4) 如申請成功，本會將與機構另簽訂詳細之服務協議書。

**所有申請不保證成功，本會對機構的申請有絕對之審批權，同時本會將保留一切最終決定權。*

如有對本計劃有任何疑問可以透過信件、電郵或電話向本會職員查詢。

郵寄地址：香港銅鑼灣大球場徑 1 號奧運大樓 1023 室

電郵：enquiry@hksu.org

電話：2577-8010



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Hong Kong China Skating Union

Short Track Speed Skating Coach Service Application Guideline

(Version 2025 May)

To promote the development of local short track speed skating, the association is willing to collaborate with different organizations to provide professional coaching services for short track speed skating activities or classes hosted by these organizations. This aims to assist in the public promotion of short track speed skating, enhancing public understanding and ultimately attracting more people to participate in its development.

Requirements for applying for the association's "Short Track Speed Skating Coaching Services":

- 1) If the organization applies for coaching services for promotional activities, the ice surface rented must be exclusively used for the applied event. If applying for coaching services for teaching classes/training courses, the rented ice surface must be the entire rink and exclusively used for short track speed skating classes/training.
- 2) If applying for teaching classes/training courses, the rented local ice surface must be at least 50 x 23 meters in size.
- 3) If applying for teaching classes/training courses, protective mats must be used during the sessions, with a minimum thickness of 10 centimeters.
- 4) The applying organization must purchase public liability insurance for the applied activities, classes/training courses, and must provide a copy of the insurance policy to the association as proof.

Terms for the "Short Track Speed Skating Coaching Services":

- 1) HKSU is not responsible for or involved in any arrangements for venue rental for the applied activities, classes, or training courses.
- 2) HKSU will not bear any costs or insurance liabilities related to the venue rental for the applied activities, classes, or training courses.
- 3) All venues and equipment for the applied activities, classes, or training courses must be provided by the applying organization. If assistance is needed for equipment or protective mats, a separate request can be made to HKSU for discussion of fees.



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- 4) Fees for the coaching services will be charged per activity, class, or training course or settled monthly, and may be adjusted according to the number of sessions. The relevant service fees cover general coaching services for short track speed skating. Additional requests may incur extra costs as determined by HKSU. (For service fees, please refer to the short track speed skating coaching service fee schedule.)
- 5) All applied activities, classes, or training courses will be managed and operated by the applying organization, which will bear any profits or losses. HKSU will not participate in the related operations or management.
- 6) Coaches providing the services will be assigned by HKSU, which will consider factors including but not limited to the location, date, time, nature, number of participants, and age of the applied activities, classes, or training courses to arrange suitable coaches. The teaching content for these activities, classes, or training courses will be negotiated between the applying organization, HKSU, and the coaches.
- 7) All information provided by the organization related to the application must be true and accurate. If there are any changes to the organization's information or the applied activities, classes, or training courses after a successful application, the organization must immediately notify HKSU. Services will continue only after both parties reach a consensus on the arrangements.
- 8) The applied activities, classes, or training courses may only use HKSU's coaches for promotional purposes after confirming the application is successful. If there is any intention to use HKSU's logos, wording, personnel, or messages for related promotional activities, prior approval must be obtained from HKSU. Unauthorized use without consent is prohibited.
- 9) The applying organization will bear any claims, requests, lawsuits, or legal liabilities arising from the applied activities, classes, or training courses. The organization must compensate HKSU for any losses, liabilities, or claims incurred due to the applied activities, classes, or training courses.
- 10) The applied activities, classes, or training courses must not constitute any actual or potential illegal actions against the coaches or the association, and must not harm the public image and integrity of HKSU or the coaches.
- 11) If the applied activities, classes, or training courses involve participants under 18, sponsorship from alcohol companies is not permitted.
- 12) Sponsorship from tobacco companies for any activities related to the applied activities, classes, or training courses is not allowed.
- 13) Sponsorship accepted for the applied activities, classes, or training courses should not embarrass HKSU.



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- 14) If the applying organization violates any terms of the short track speed skating coaching services or makes any changes to the applied activities, classes, or training courses without prior notification to HKSU or coaches, HKSU may terminate the related services at any time without compensation.

Application Procedure for the "Short Track Speed Skating Coaching Services":

1. Organizations interested in the association's "Short Track Speed Skating Coaching Services" should first download the application form and clearly fill in the required information. Applications must be submitted two months prior to the planned activities, classes, or training courses.
2. The completed application form, along with all necessary supporting documents, should be submitted to HKSU's office via email, mail, or in person.
(Mailing Address: Room 1023, Olympic Building, 1 Stadium Path, Causeway Bay, Hong Kong)
(Email: stss@hksu.org)
3. Upon confirming receipt of the application, HKSU will forward all relevant supporting documents to the Executive Committee for review and approval*, and will notify the applying organization of the application outcome within one month.
4. If the application is successful, HKSU will sign a detailed service agreement with the organization.

**All applications are not guaranteed to be successful. HKSU reserves the absolute right to approve applications, and retains final decision-making authority.*

For any questions regarding this program, please contact HKSU staff via letter, email, or phone.

Mailing Address: Room 1023, Olympic Building, 1 Stadium Path, Causeway Bay, Hong Kong

Email: enquiry@hksu.org

Phone: 2577-8010