



Notice of Swimming Teacher's Certificate renewal

The Swimming Teacher's Certificate is valid for 3 years. To renew the Certificate, please follow the appended procedures at the HKGSA office in person.

Application procedure:

- I. The applicant can renew the Certificate within 3-month prior to the expiry date of the current certificate at the HKGSA Office (Address: Unit L, 9/F, MG Tower, 133 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong).
- II. Required documents
 1. Completed renewal form. The renewal form can be downloaded from our website <http://www.hkgswimming.org.hk>
 2. Original valid Swimming Teacher's Certificate (Please do not laminate the certificate!)
 3. Original & copy of any one of the following:
 - i. Employment contract of LCSD / school / registered institution
 - ii. HKGSA Affiliated Club's **recommendation letter** of which the applicant registered under as a HKGSA Registered Coach*
 - iii. Indicated in the renewal form to sit for the next assessment examination. (Date of examination to be advised by HKGSA)

* HKGSA Registered Affiliated Club Coach: Applicant recommended by Affiliated Club must be a HKGSA Registered Coach throughout the 3-year valid period of the Swimming Teacher's Certificate otherwise the applicant must re-register with HKGSA and pay the renewal fee of HK\$200 per year for any non-registered year.

- III. Certificate validity period: 3 years
- IV. Renewal Fee: HK\$300 (Only accept payment in crossed cheque made payable to "HKGSA")
- V. Processing time: within 3 months (The pick-up list would be posted on HKGSA website)
- VI. Violation of renewal procedures
Renewing expired certificate - Besides the required documents mentioned above, applicants must enclose an explanation letter along with valid supporting document(s). Certificate expired for over 1 year will have to pay HK\$100 per year in arrear.

Non-registered Affiliated Club coach - Besides the required documents mentioned above, applicants must enclose an explanation letter along with HK\$200 per year for payment of registration in arrear.

Resitting the examination is required if the applicant did not adhere to the renewal procedures twice (i.e. non-registered Affiliated Club coach or the last certificate has expired more than 3 months).

In case of any dispute, HKGSA reserves the right of final decision



APPLICATION FOR RENEWAL OF HKGSA SWIMMING TEACHER'S CERTIFICATE (2024-25)

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 _____	21-22: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Received Date _____	22-23: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Cert. Expiry Date _____	23-24: Reg. <input type="checkbox"/> No Reg. <input type="checkbox"/>	_____
Certificate Replacement <input type="checkbox"/>	24-25: 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