

中國香港殘疾人奧委會
China Hong Kong Paralympic Committee

基礎殘疾運動教練課程
Foundation Para Sport Coaching Course

學員手冊
Participant Handbook



中國香港殘疾人奧委會
CHINA HONG KONG
PARALYMPIC COMMITTEE



1. 序言 Preface

中國香港殘疾人奧委會 (本會) 作為國際殘疾人奧委會指定地區性殘疾人奧委會代表，積極提升體育界對殘疾運動的專業知識，尤其在殘疾運動教練培訓方面的認知，以培訓更多具質素的支援人員，讓殘疾運動員能得到適切及專業的支援。The China Hong Kong Paralympic Committee (the Committee), as the designated Regional Paralympic Committee representative under the International Paralympic Committee, is committed to enhancing the sports sector's professional knowledge of Para sports. In particular, the Committee focuses on advancing awareness and training for Para sports coaching. By cultivating more qualified support personnel, we aim to ensure that Para athletes receive appropriate and professional support.

2. 課程 Courses

本會現提供的課程如下：The Committee currently offers the following course:

- 基礎殘疾運動教練課程 **Foundation Para Sport Coaching Course**

3. 規則 Regulations

3.1. 入讀課程 Course Enrollment

3.1.1. 基礎殘疾運動教練課程 Foundation Para Sport Coaching Course

課程讓有志從事殘疾運動服務的教練及相關專責人員入讀，課程名額為90人，並以先到先得方式報名。This course is open to coaches and related personnel who are interested in providing services for Para sports. The course has a capacity of **90 participants** and enrollment is on a **first-come, first-served** basis.

- 3.1.2. 申請人需於報名期完結前填妥及遞交網上申請表，課程取錄名額會以遞交網上表格的時間計算。Participants must complete and submit the online application form before the end of the registration period. Course admission quota will be calculated based on the time of submission of the online form.

3.2. 註冊 Registration

3.2.1. 基礎殘疾運動教練課程 Foundation Para Sport Coaching Course

3.2.2. 取錄名單會在報名期完結後 3 個工作日內於本會網站公佈。The admission list will be published on the Committee's website within 3 working days after the application deadline.

3.2.3. 成功獲取錄的學員會收到由本會以電郵發出的取錄通知書。Participantss who are successfully admitted will receive an admission notice from the Committee via email.

3.3. 個人資料肖像權／版權 Personal Data and Portrait/Copyright Rights

3.3.1 本會使用你提供的個人資料，向申請人提供申請人所需要的活動、課程或服務，包括參與活動、課程或服務的相關用途、簽發收據、收集意見及資料分析。閣下有責任提供申請表格上列為「必填」的資料，或啟動相關流程必須提供的資料，否則本會有可能無法提供閣下要求之服務。The Committee uses the personal data you provide to offer activities, courses, or services requested by the Participants. This includes purposes related to participation in activities, courses, or services, issuance of receipts, collection of feedback, and data analysis. You are responsible for providing the information marked as "mandatory" on the application form or the information required to initiate relevant processes. Failure to provide such information may result in our organization being unable to deliver the requested services.

3.3.2 申請人所提供的個人資料，會供本會在基礎殘疾運動教練課程上有需要知道該等資料的職員或指定人士使用。本會不會租用、出售、轉移或披露所持有之個人資料予他人或非本會有關單位，除非：i. 對方為於業務上向本會提供服務的代理機構、承辦商或服務提供者；ii. 閣下要求之服務由有關人士／公司負責提供；iii. 已預先得到資料當事人的同意；iv. 對非法活動、懷疑詐騙、涉及或威脅到任何人的人身安全的事件作出調查、預防及採取行動；v. 遵循所有適用法律、規定、法律程序、具法律效力的政府要求、行政制度或規例要求。The personal data provided by the Participants will be used by staff or designated personnel of the Committee who need access to such information for the Foundation Para Sports Coaching Course. The Committee will not rent, sell, transfer, or disclose the personal data held to others or unrelated units, except under the following circumstances: i. The party is an agent, contractor, or service provider that provides services to The Committee in the course of business; ii. The requested service is provided by the relevant person(s) or company; iii. Prior consent has been obtained from the data subject; iv. It is necessary for investigating, preventing, or taking action against illegal activities, suspected fraud, or incidents involving or threatening anyone's personal safety; v. It is required to comply with applicable laws, regulations, legal processes, legally enforceable government requests, administrative systems, or regulatory requirements.

3.3.3 申請人請確保向本會提供的資料正確無誤，並有責任向本會更新資料，否則本會有可能無法提供閣下要求之服務。申請人有權要求查閱和改正所提供的個人資料及索取有關資料的複本。

Participants must ensure that the information provided to the Committee is accurate and are responsible for updating their information. Failure to do so may result in the Committee being unable to deliver the requested services. Participants have the right to request access to and correction of the personal data provided, as well as to obtain a copy of such data.

- 3.3.4 本會將會根據內部的保存政策，銷毀所持有的個人資料。個人資料會被保存至完成收集資料之原來目的或直接有關之目的為止，除非個人資料須根據任何適用法規或合約規定予以保存；及根據上述準則及我們的內部程序，個人資料在特定的期限後便會在我們的電子、人手及其他儲存系統中被清除。The Committee will destroy personal data held in accordance with its internal retention policy. Personal data will be retained until the original purpose of data collection or any directly related purpose has been fulfilled, unless such data must be retained under any applicable laws or contractual requirements. Following the above criteria and the Committee's internal procedures, personal data will be cleared from its electronic, manual, and other storage systems after a specified period.

3.4. 肖像權／版權 Portrait and Copyright Rights

- 3.4.1 除本會或導師允許，課堂期間一律不得錄影、錄音、拍照或進行任何拍攝。課程筆記及課堂討論之內容只可作私人用途。Unless permitted by the Committee or the instructor, recording, audio recording, photography, or any form of capturing during the class is strictly prohibited. Course materials and class discussions are for personal use only.
- 3.4.2 本會於課堂/活動其間拍攝、錄影及/或錄音，並用作包括但不限於廣告及推廣課程/活動之用途上，此等影像，均可以任何形式在任何媒體上複製，包括互聯網，而無須支付版權費或任何其他賠償。本會並不會於未經同意的情況下公開參加者的名字。The Committee may take photographs, record videos, and/or audio during classes or activities, which may be used for purposes including but not limited to advertising and promoting the courses/activities. These images may be reproduced in any form and on any media, including the internet, without the need to pay copyright fees or any other compensation. The Committee will not disclose participants' names without prior consent.

3.5. 個人健康及免責聲明 Personal Health and Disclaimer

- 3.5.1 申請人必須聲明健康及體能良好，及適宜參加上述課程。如果因申請人的疏忽、健康或體能欠佳，而引致於參加這項活動時傷亡，主辦機構則無需負責。Participants must declare that they are in good health and physical condition, suitable for participating in the aforementioned course. The organizer shall not be held liable for any injuries or fatalities resulting from participants' negligence, poor health, or inadequate physical fitness during the activity.

3.6. 課程費用 Course Fee

基礎殘疾運動教練課程為免費課程 The Foundation Para Sport Coaching Course is **free of charge**.

3.7. 修業期限 Course Duration

本課程總共15小時。學員如有合理原因申請並獲本會批准，可獲酌情安排處理(在下一期課程中補課)，否則需按課程章程上之日子完成課程。The course has a total duration of **15 hours**. Participants must complete the course within the stipulated period as stated in the course regulations. If a participant has a valid reason and obtains approval from the Committee, special arrangements may be made at the Committee's discretion. (Potential arrangement: attend the same lesson in the next course)

3.8. 頒授證書 Certificate Awarding

經本會秘書處核實學員達畢業要求後，會於課程的最後一堂頒授證書，未能領取證書的畢業生可於課程完結後兩個月內前往本會辦公室領取證書。所有學員必須出席15小時課堂方可頒發證書。Upon verification by the Committee's Secretariat that participants have met the graduation requirements, certificates will be awarded in the last lesson of the course. For graduates who cannot collect their certificate in the last lesson, the certificate can be collected in HKPC Office within **two months** after course completion. All participants **must attend all 15 hours of classes** to be eligible for the certificate.

3.9. 請假 Leave of Absence

學員如有合理原因申請並獲本會批准，可獲酌情安排處理。如學員有合理原因請假一次，可安排在下一期課程中補課。如請假兩次或以上，需重新報讀課程。Participants who need to apply for leave due to valid reasons for once may be accommodated at the Committee's discretion, subject to approval. (Potential arrangement: attend the same lesson in the next course) If participants take two or more leaves, they need to re-register for the course.

4. 學生投訴 Student Complaints

如學員對課程內容及導師教學事宜提出投訴，投訴學生須以書面向本會投訴。If participants wish to file complaints regarding the course content or instructors' teaching, they must submit the complaint in **writing** to the Committee.

5. 惡劣天氣期間之上課及考試安排

5.1 惡劣天氣安排將通過中國香港殘疾人奧委會(本會)官方網站及電郵通知所有參加者，時間為課堂開始前的兩至三小時。The bad weather arrangements will be communicated to all participants via the China Hong Kong Paralympic Committee (HKPC) website and email **two to three hours before the lecture begins.**

5.2 如遇其他緊急情況，課堂可能會被取消或延期，並由本會官方網站及電郵公布。For other emergency situations, the lecture may be cancelled or postponed upon announcement by HKPC through the HKPC website, Facebook, and email.

5.3 當三號、八號熱帶氣旋警告信號（或更高級別）生效、香港天文台預告於兩小時內將發出三號、八號信號、超強颱風過後的「極端情況」[^]或黃色/紅色/黑色暴雨警告信號生效時，將作出以下安排: When Tropical Cyclone Warning Signal No.3, No.8 (or above) is in force or will be issued within the next 2 hours (as announced by the Hong Kong Observatory), or “extreme conditions” [^] announced by the Government after super typhoon are in force, or the Yellow/Red/Black Rainstorm Signal is in force, the following arrangements shall apply to as follows: -

情況 Situation	採取的行動 Action to be taken
當<u>三號熱帶氣旋警告信號或黃色/紅色暴雨警告信號</u>於課堂開始前兩小時仍然生效 When <u>Tropical Cyclone Warning Signal No. 3 or Amber/Red Rainstorm Warning Signal</u> is/are in force 2 hours before the lecture starts.	面授課堂將按原定計劃進行，除非本會另行通知 The <u>physical face-to-face Lecture</u> will continue to be held as scheduled, unless otherwise announced by the HKPC.
當<u>八號熱帶氣旋警告信號、「極端情況」或黑色暴雨警告信號</u>於課堂開始前兩小時仍然生效 When <u>Tropical Cyclone Warning Signal No. 8, “extreme conditions” or Black rainstorm warning</u> is/are in force 2 hours before the lecture starts.	面授課堂將改為以<u>視頻形式在線上進行</u>。網課連結 (Zoom Link)將通過電郵發送 The physical face-to-face Lecture shall be conducted <u>online via Zoom format. The online class link(Zoom) shall be sent through Email.</u>
當八號熱帶氣旋警告信號（或更高級別）在<u>面授課堂期間發出</u> When Tropical Cyclone Warning Signal No. 8 (or above) is issued <u>during the physical face-to-face Lecture</u>	課堂將立即<u>中止</u> The lecture <u>will be suspended immediately.</u>

情況 Situation	採取的行動 Action to be taken
當八號熱帶氣旋警告信號、「極端情況」或黑色暴雨警告信號於課堂<u>開始前兩小時取消</u> When the Tropical Cyclone Warning Signal No. 8, “extreme conditions” or Black rainstorm warning <u>have been cancelled 2 hours before the lecture starts.</u>	面授課堂可能繼續進行，具體安排由殘奧會決定。殘奧會將在課堂開始前至少兩小時通知參加者。 <u>The physical face-to-face lecture may continue,</u> subject to <u>HKPC's final decision.</u> HKPC shall communicate this at least two hours before the Lecture.
當<u>九號熱帶氣旋警告信號（或更高級別）</u>於課堂開始前兩小時仍然生效 When <u>Tropical Cyclone Warning Signal No. 9 (or above)</u> is in force 2 hours before the lecture starts.	<u>不會進行任何線上或面授課堂。</u>重新安排的課堂時間將通過香港殘奧會網站、Facebook 及電郵通知 <u>No Online/physical face-to-face Lecture</u> shall be held. A re-scheduled Lecture shall be announced via HKPC website, Facebook and email.
當九號熱帶氣旋警告信號（或更高級別）<u>線上課堂期間發出</u> When Tropical Cyclone Warning Signal No. 9 (or above) is issued <u>during an Online Lecture.</u>	線上課堂將<u>繼續進行至結束</u> The Online Lecture will <u>continue until the end of that lecture.</u>
當黑色暴雨警告在面授課堂<u>期間發出</u> When Black rainstorm warning is issued <u>during a physical face-to-face Lecture.</u>	面授課堂將繼續進行至結束 The <u>physical face-to-face Lecture will continue until the end of that Lecture.</u>

^在超強颱風後引發的某些「極端情況」下，例如公共交通服務嚴重中斷、大規模水浸、重大山泥傾瀉或大範圍停電，政府將檢視情況（包括公共交通和其他因素）並向公眾發表公告。Under certain “extreme conditions” caused by super typhoons, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage after super typhoons, the Government will review the situation (including public transportation and other aspects) and make announcement to the public.

6. 注意 Notice

6.1 如有任何爭議，主辦單位將保留最終決定權，包括隨時暫停、更改或終止活動及其條款及細則。In case of any disputes, the organizer reserves the right of final decision, including the authority to suspend, amend, or terminate the activity and its terms and conditions at any time.