

附件一 (中文)

請假申請表

敬啟者：

小兒/女\*\_\_\_\_\_ (姓名)\_\_\_\_\_ (會員編號) 為香港青少年射箭隊  
隊員/教練\*，因 \_\_\_\_\_ (原因) 須於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
請假一天，未能參與集訓，特此敬告。

隨函附上：(請刪去不適用者)

醫生病假證明書

公開考試或比賽證明書

其他證明文件：\_\_\_\_\_

此致中國香港射箭總會青少年發展總監

隊員家長 / 監護人\* 簽名 \_\_\_\_\_

隊員家長 / 監護人\* 姓名 \_\_\_\_\_ 謹啟

\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

\*請刪去不適用者

備註：

- (1) 必須呈交有關有效證明文件，以作記錄。
- (2) 事假申請須於三日前以書面通知。
- (3) 請假信必須有 / 監護人親筆簽署，否則當作無故缺席(曠課)。
- (4) 此表格可於總會網頁下載、自行複印或另紙臨摹抄寫。
- (5) 病假申請須於三日內補交集訓當天的醫生證明，非集訓當天的醫生證明恕不受理。
- (6) 有關三日內或三日前的定義，請參考 2026 - 2027 香港青少年射箭隊計劃書

附件一 (英文)

Application of Leave

Dear Youth Development Director,

I would like to request for a leave for my son / daughter\* \_\_\_\_\_  
(Name) \_\_\_\_\_ (HKAA Membership Number), member/coach\* of the Youth  
Archery Squad Team for \_\_\_\_\_ (YY/MM/DD) due to  
\_\_\_\_\_ (Reason). Thank you  
for your kind attention and understanding.

Attachment: (Please delete as appropriate.)

Medical certificate(s)

Certificate(s) of public examination / competition

Other (if any): \_\_\_\_\_

Parent / guardian\* name: \_\_\_\_\_

Parent / guardian\* signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please delete as appropriate.

Remarks:

(1) Valid supporting document MUST be attached for the application of the leave as a record use.

(2) A written request for leave MUST be submitted at least THREE days in advance.

(3) The written request for leave MUST be signed by the parent/guardian. Otherwise, it would be regarded as absence without reason (truancy).

(4) This form can be downloaded in HKAA's website, printed copy or handwritten copy is accepted.

(5) Medical certificate(s) issued on the training day MUST be submitted for sick leave application, medical certificate(s) issued other days are not accepted. It has to be returned to the office within THREE days of the Leave.

(6) For the definition of "within THREE days" and "at least THREE days", please refer to "Plan of the Hong Kong Youth Archery Squad 2026-2027"