

School Sports Programme (Special School) – Application Guide 2023/24

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Organised by the Leisure and Cultural Services Department School Sports Programme (Special School) 2023/24

I. Introduction

The School Sports Programme (Special School) 2023/24 (SSPSS) is organised by the Leisure and Cultural Services Department (LCSD) and conducted in line with the daily schedule of schools to enable students of special schools in the territory to participate in diverse sports activities at school during their leisure time.

II. Objectives

- To nurture students' interests in sports so as to foster a sporting culture on school campuses;
- To encourage students to participate in sports on a regular basis and develop a healthy and active lifestyle;
- To raise the sporting standards among students; and
- To identify students with sporting talent for further training.

III. Contents

The SSPSS consists of three subsidiary programmes/schemes:

A. Sport Education Programme

Students are provided with updated sports information through the following activities:

(1) Sport Demonstration

Instructors from National Sport Associations (NSAs) introduce the basic skills required for individual sports and rules to students. Play-in sessions will be arranged to give students a taste of the sports.

(2) Sport Exhibition

The LCSD produced a series of display panels on sports for free use in roving exhibitions at schools.

(3) Guided Visits to Sports Venues; Day Camp

Students will visit sports facilities under the LCSD, including Hong Kong Stadium, Tuen Mun Recreation and Sports Centre, Hong Kong Velodrome and Chong Hing Water Sports Centre. Play-in sessions will be included in some of the visits.

(4) Hiking

The programme aims to arouse students' interests in hiking activity.

(5) Guided Tour of Sports Events

Students will be arranged to watch high-level sports competitions, pre-match practices and demonstrations in Hong Kong. Representatives from NSAs will, on some occasions, provide students with commentaries to enrich their sports knowledge and enhance their appreciation of sports competitions.

B. Easy Sport Programme

The programme aims to arouse students' interest in sport by teaching simplified sports skills through modified introductory courses with the aid of simple equipment.

C. Outreach Coaching Programme

The NSAs will arrange outreach coaches to schools to organise systematic sports training programmes in a sustained manner for students.

IV. Venues

Participating schools should, **as far as practicable**, carry out the activities **at indoor venues on their own campus** or arrange other venues themselves for programmes other than sport demonstration of tenpin bowling and snowshoeing, the venue of which will be arranged by the LCSD. They may also apply for use of LCSD facilities such as main arenas and activity rooms of sports centres under the Department's Free Use Scheme. Under the scheme, venues will be available for free use by schools from the opening time of the venues to 5:00 pm from Monday to Friday (except public holidays and in July and August). For details of the Free Use Scheme, please refer to Appendix I (P.55) or contact the relevant District Leisure Services Offices, the enquiry numbers of which can be found on the LCSD website (<https://www.lcsd.gov.hk>).

V. Equipment

For the arrangement of sports gear and equipment, please refer to the prospectuses of the respective sports activities. If necessary, schools may borrow certain sports gear and equipment from the LCSD for a period of three to six months.

VI. Application

Applications for activities under the SSPSS are accepted in three phases. The application deadlines for the three phases are as follows:

Phase	Activity Period	Application Deadline*
I	September 2023 to January 2024	On or before 16 June 2023 (Friday)
II	February to June 2024	On or before 10 November 2023 (Friday)
III	July to August 2024	On or before 12 April 2024 (Friday)

* Late applications will only be entertained where circumstances permit. Places will be allocated by ballot if the number of applying schools exceeds the quota.

VII. Conflict of Interest

Teachers-in-charge of School Sports Programme (Special School) (SSPSS) should strive to avoid either any conflict of interest (i.e. their private interest conflicts with the interest of the National Sports Associations) or any perception of such a conflict when they are assigned by schools to organise events under the SSPSS. They must not abuse their position or authority in the school to pursue their own private interests. Such private interests generally refer to both financial and personal interests of the teacher-in-charge and those of his/her connections including family and other relations, personal friends, the clubs and societies to which he/she belongs, and any person to whom he/she owes a favour or is

obligated in whatsoever way. In case of an actual or potential conflict of interest, the teacher-in-charge must make a declaration to the school principal/approving authority with the use of Declaration Form template set out at Appendix V. Failure to do so may result in accusations of favouritism or abuse of authority, and even amount to the offence of corruption. Upon completion of declaration, schools must maintain the declaration forms properly, while allowing at all times the LCSD and its authorised representative(s) to conduct random on-site checks, have access to and make copies of all of the records as and when necessary for the purposes of inspection and verification.

VIII. Activity Arrangements

1. The LCSD will issue a “Confirmation Letter” to the participating school by email upon confirming the activity arrangements with the NSA. After printing out the letter and verifying the activity information listed thereon, the school should sign and stamp the school chop on the letter, and return it to the School Sports Programme Unit of the LCSD within the specified period. In case there is potential conflict of interest between teachers-in-charge and coaches assigned by the NSAs such as the former having family relations to the latter or the NSAs responsible for organising the event, the teachers-in-charge must make a declaration to the school principal or approving authority with the use of Declaration Form template set out at Appendix V. For details, please refer to item VII “Conflict of Interest”.
2. The teachers-in-charge shall sign on the “Attendance Record of Students/Coaches” after every session of the course/activity to confirm attendance. After the completion of the course/activity, the teacher shall stamp the school chop on the original copy of the record and give it to the coach, and at the same time retain a copy of it and send it by fax to the LCSD (fax no.: 2696 5391) within a week for record.
3. For details of the courses/activities in various sports, please refer to the respective prospectuses. For suggestions of new sports to be included in the SSPSS or enquiries, please contact the School Sports Programme Unit of the LCSD on 2601 7602 or by email (equiryssp@lcsd.gov.hk).
4. School Sports Programme (Special School) – Flow Chart for School Application

Application

Step 1.1

Formulate an activity plan for a given school year with reference to the **Application Guide** of the SSPSS.



Step 1.2

Visit the SSPSS’s website at https://www.lcsd.gov.hk/en/ssp/special_school_info/application_guide.html and download the required e-enrolment forms for respective activities following the instructions as stipulated in the **Prospectus**.



Step 1.3

All duly completed e-forms must be submitted by email at applicationsp@lcsd.gov.hk



Confirmation

Step 2

The school will receive via email a “Confirmation Letter/Cancellation Letter” specifying the details of the course/activity concerned three weeks before commencement of the course/activity. The school should verify the information detailed in the Letter, and, if all in order, sign and stamp the school chop thereon which should then be returned to the School Sports Programme Unit of the LCS D before a specified deadline by email at applicationsp@lcsd.gov.hk. The teachers-in-charge should contact the coach two weeks before commencement of the course/activity for confirmation of both dates and arrangements.

In the event of failure to receive the acknowledgement of receipt email from the LCS D within two weeks after submission of e-enrolment form(s), the school should immediately contact us on 2601 7602 for enquiries.

Rescheduling

Step 3.1

To make a change of date or time of the course/activity, the school may contact the LCSD on 2601 7602, and specify the intended change on the relevant part on the Reply Slip attached to the Confirmation Letter.



Step 3.2

Acceptance of Rescheduling

If the NSA can re-arrange the course/activity, the LCSD will issue a Letter of Confirmation of Change in Activity Detail to the school. If the re-assigned date/time is acceptable, the school should reply to the LCSD and contact the coach to confirm the new arrangement by the designated date.

Request for Cancellation

If the school requests the cancellation of a course/activity for which a coach has already been arranged by the LCSD and the relevant NSA, the course/activity may not be re-scheduled.

If the school requests to cancel the Sport Demonstration on the event day, there will be no rescheduling of the activity.

During and after the course/activity

Step 4.1

The teachers-in-charge should pass the “Attendance Record of Students/Coaches” (Attendance Record) to the coaches to fill in during each activity/training session and sign for confirmation. The teachers-in-charge should also closely monitor the attendance of coaches and students as well as the attendance record of coaches, and sign the Attendance Record for verification after each activity/training session. Upon completion of the activity/course, the teachers-in-charge are required to verify all information contained in the original of the Attendance Record immediately and stamp the school chop for confirmation. The school should keep a copy of the Attendance Record and give the original to the coach for submission to the respective NSA for follow-up action.



Step 4.2

A **Course Assessment Questionnaire** (please refer to P.58 to P.59) will be sent to the school by fax or email, and the school should, within one week after the completion of the course/activity, complete and return a copy by fax (fax no.: 2696 5391).

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	Type of Sport	Target Participants			
		Schools for Intellectual Disability	Schools for Physical Disability	Schools for Visual Impairment	Schools for Hearing Impairment
1.	Distance Run for Persons with Intellectual Disability	✓			
2.	Tenpin Bowling for Persons with Intellectual Disability	✓			
3.	Bocce for Persons with Intellectual Disability	✓			
4.	Floor Hockey for Persons with Intellectual Disability	✓			
5.	Artistic Gymnastics for Persons with Intellectual Disability	✓			
6.	Rhythmic Gymnastics for Persons with Intellectual Disability	✓			
7.	Tennis		✓		
8.	Rugby	✓			✓
9.	Fitness Exercise	✓			
10.	Chair Stretching	✓			
11.	Badminton for Persons with Intellectual Disability	✓			
12.	Table Tennis for Persons with Intellectual Disability	✓			
13.	Snowshoeing for Persons with Intellectual Disability	✓			
14.	Rhythmic Fitness Movement		✓	✓	
15.	Physical Fitness		✓		
16.	Indoor Para-Rowing	✓	✓	✓	✓
17.	Duathlon		✓	✓	
18.	Gymnastics for All	✓	✓		✓
19.	Mini-Tennis for Persons with Intellectual Disability	✓			
20.	Athletics for Persons with Intellectual Disability	✓			

- **For any enquiries about the Hospital Schools or School for Social Development, please contact 2601 7602.**
- **For latest activity information, please visit our website, https://www.lcsd.gov.hk/en/ssp/special_school_info/news.html**

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Sport Exhibitions		Duration	Note
1.	X : Sports and Water (Special School)	At least 7 days	Details refer to P.31
2.	Y : The Knowledge of Physical Fitness (Special School)		
3.	Z : Introduction of Special School Programme		

Guided Visits to Sports Venues		Duration	Estimated number of participants per session (including accompany carers)	
1.	Visit to Hong Kong Stadium	1 hour	48	
2.	Visit to Tuen Mun Recreation and Sports Centre	2 hours	48	
3.	Visit to Chong Hing Water Sports Centre	2.5 hours	48	
4.	Hong Kong Velodrome	Activity A	2.5 hours	40
		Activity B	2 hours	40

Other Recreation Activities		Duration	Estimated number of participants per session (including accompany carers)
1.	Hiking	Details refer to P.33-37	24
2.	Day Camp	Details refer to P.38	48

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Distance Run for Persons with Intellectual Disability – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to distance run • Introduction to the equipment, venue facilities and safety rules • Play-in session 	<ul style="list-style-type: none"> • Training on correct running forms • Fitness training (muscular endurance/coordination) • Specific training on distance run
Venue Requirements	Indoor basketball court or covered venue of similar size	
Fee	Free	
Equipment to be provided by NSAs	30 plastic marker disc cones, 20 plastic marker cones, 10 yoga mats	
Clothing of participants	Sportswear and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	40	15
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Tenpin Bowling for Persons with Intellectual Disability – Prospectus

Key Information \ Type of Activity	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to tenpin bowling • Introduction to the equipment, venue facilities and safety rules • Choosing the right bowling ball • Play-in session 	<ul style="list-style-type: none"> • Training on holding and rolling a bowling ball • Basic footwork • Rules of competition
Venue Requirements	10 bowling lanes (Depending on the actual number of participants)	
Fee	Free	
Equipment to be provided by NSAs	Bowling balls and bowling shoes will be provided by the venue	
Clothing of participants	Sportswear and socks	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	40	15
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm	
Enrolment Form	Sport Demonstration – Tenpin Bowling/Snowshoeing Enrolment Form	Easy Sport Programme – Tenpin Bowling/Snowshoeing Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and socks. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Bocce for Persons with Intellectual Disability – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to bocce • Introduction to the equipment, venue facilities and safety rules • Play-in session 	<ul style="list-style-type: none"> • Techniques such as tossing, rolling and controlling the bocce ball • Brief introduction to basic rules and practice match
Venue Requirements	Indoor basketball court or school hall (about the size of two standard badminton courts with a smooth floor)	
Fee	Free	
Equipment to be provided by NSAs	A set of bocce balls, court walls, a set of gymnastic mats, 1 pair of red and green flags, 2 measure tapes, 1 timer and 20 plastic marker disc cones	
Clothing of participants	Sportswear and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30	15
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCS D, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Floor Hockey for Persons with Intellectual Disability – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to floor hockey • Introduction to the equipment, venue facilities and safety rules • Play-in session 	<ul style="list-style-type: none"> • Basic training on stick handling and dribbling • Training on passing and receiving • Mini-competitions
Venue Requirements	Indoor basketball court or school hall (about the size of two badminton courts with a smooth floor)	
Fee	Free	
Equipment to be provided by NSAs	20 floor hockey sticks, 20 floor hockey pucks, 20 plastic marker cones, 20 plastic marker disc cones, 2 floor hockey goals, 20 helmets, 20 pairs of gloves, 20 pairs of shin guards.	
Clothing of participants	Sportswear and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	20	15
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Artistic Gymnastics for Persons with Intellectual Disability – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to artistic gymnastics • Introduction to the equipment, venue equipment and safety rules of vault, balance beam and floor exercise • Play-in session 	<ul style="list-style-type: none"> • Basic footwork and landing posture • Basic movement and routine training
Venue Requirements	Shun Lee Tsuen Sports Centre – Gymnastics Training Hall (venue to be arranged by the LCSD); or school hall (about the size of two standard badminton courts and a minimum ceiling height of 8 metres)	
Fee	Free	
Equipment	Vaulting box, springboard, low balance beam, floor exercise mat	
Clothing of participants	Sportswear and socks	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30	15
Proposed Date/ Time of Activity	Monday to Friday: 10 am to 2 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and socks. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Rhythmic Gymnastics for Persons with Intellectual Disability – Prospectus

Type of Activity	Sport Demonstration	Easy Sport Programme
Key Information		
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to rhythmic gymnastics • Introduction to equipment and safety rules of hoop, gymnastics ball, ribbon and gymnastic rope • Play-in session 	<ul style="list-style-type: none"> • Techniques of using equipment • Ending pose • Basic movement and routine training
Venue Requirements	Shun Lee Tsuen Sports Centre – Gymnastics Training Hall (venue to be arranged by the LCSD); or school hall (about the size of two standard badminton courts and a minimum ceiling height of 8 metres)	
Fee	Free	
Equipment to be provided by NSAs	Music CD, 15 hoops, 15 gymnastics balls, 15 ribbons, 15 gymnastics ropes	
Equipment to be provided by School	Compact music player	
Clothing of participants	Sportswear, socks and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30	15
Proposed Date/ Time of Activity	Monday to Friday: 10 am to 2 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Tennis – Prospectus

Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Key Information			
Target Participants	Students with Physical Disability		
Outline	<ul style="list-style-type: none"> • Introduction to tennis • Demonstration of skill • Play-in session 	<ul style="list-style-type: none"> • Games for coordination • Serve training • Volley training 	<ul style="list-style-type: none"> • Drive training • Serve training • Mini-competitions
Venue Requirements	Indoor basketball court or covered venue of similar size		
Fee	Free		
Equipment to be provided by NSAs	Rackets, tennis balls		
Equipment to be provided by School	At least 1 badminton net with net stand		
Clothing of participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 1.5 to 2 hours per session	At least 5 to 8 sessions; At least 1.5 to 2 hours per session
Estimated No. of Participants per Session	40	16	20
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSd, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Rugby – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction to Rugby • Skill demonstration • Safety point during try or pick up the ball from ground • Group game 	<ul style="list-style-type: none"> • Catch skill training • Training on covers running • Training on keep the ball in hands and run • Mini-competitions 	<ul style="list-style-type: none"> • Training on covers skills • Tag rugby competition • Training for group defense • Learning about teamwork, discipline and respect
Venue Requirements	Indoor basketball court or school hall (about the size of two standard badminton courts with a smooth floor)		
Fee	Free		
Equipment to be provided by NSAs	30 plastic marker disc cones, 6 rugby balls (size 3 or 4), 30 tag rugby bell sets		
Clothing of participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 4 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSDD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Fitness Exercise – Prospectus

Key Information \ Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability		
Outline	<ul style="list-style-type: none"> • Introduction to Fitness Exercise • Demonstration and play-in 	<ul style="list-style-type: none"> • Improving your cardiopulmonary functions and blood circulation • Strengthening your muscles and reducing the risk of osteoporosis • Enhancing the mobility and flexibility of joints to lower the risk of injuries and falls 	
Venue Requirements	Indoor venue with adequate space		
Fee	Free		
Equipment to be provided by NSAs	N.A.		
Equipment to be provided by School	Headset microphones as well as assign staff to maintain order		
Clothing of participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	20		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSDD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Chair Stretching – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability		
Outline	<ul style="list-style-type: none"> • Introduction to chair stretching • Demonstration and play-in session 	<ul style="list-style-type: none"> • Enhancing the mobility and flexibility of joints to lower the risk of injuries and falls • Improving your flexibility • Strengthening your muscles and reducing the risk of osteoporosis 	
Venue Requirements	Indoor venue with adequate space		
Fee	Free		
Equipment to be provided by NSAs	N.A.		
Equipment to be provided by School	Chairs with no armrest and headset microphones as well as assign staff to maintain order		
Clothing of participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	20		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Badminton for Persons with Intellectual Disability – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to badminton • Introduction to the equipment, venue facilities and safety rules • Play-in session 	<ul style="list-style-type: none"> • Basic training on serve and return of serve • Training for basic footwork • Mini-competitions
Venue Requirements	School hall (about the size of two standard badminton courts and a minimum ceiling height of 8 metres); or at least two LCSD'S badminton court (venue to be arranged by school)	
Fee	Free	
Equipment to be provided by NSAs	15 rackets, 60 shuttlecocks, 20 marker cones	
Clothing of participants	Sportswear and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30	15
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 12 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants' capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Table Tennis for Persons with Intellectual Disability – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to table tennis • Introduction to the equipment, venue facilities and safety rules • Play-in session 	<ul style="list-style-type: none"> • Basic training on serve and return of serve • Brief introduction to basic rules and mini-competitions
Venue Requirements	Indoor/covered venue; or LCSD table tennis room (venue to be arranged by school) (capable to set up six table tennis tables)	
Fee	Free	
Equipment to be provided by NSAs	30 rackets, 150 table-tennis balls, 6 adequate hoarding, 6 scoreboards	
Equipment to be provided by School	6 table tennis tables	
Clothing of participants	Sportswear and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30	15
Proposed Date/ Time of Activity	Monday to Friday: 9:30 am to 3:30 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Snowshoeing for Persons with Intellectual Disability – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to snowshoeing • Introduction to the equipment and safety rules • Play-in session 	<ul style="list-style-type: none"> • Training on basic snowshoeing techniques • Brief introduction to basic rules • Practice in putting on snowshoes • Physical training • Mini-competitions
Venue Requirements	The LCSD's Beach Volleyball Court (venue to be arranged by the LCSD)	
Fee	Free	
Equipment to be provided by NSAs	16 pairs of snowshoes, 5 rope ladders, 25 short hurdles, 30 plastic marker disc cones	
Clothing of participants	Sportswear, socks and sports shoes. Participant's own towel and a change of shoes and socks if necessary.	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30	15
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 3 pm	
Enrolment Form	Sport Demonstration – Tenpin Bowling/Snowshoeing Enrolment Form	Easy Sport Programme – Tenpin Bowling/Snowshoeing Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants' capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Rhythmic Fitness Movement – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Physical Disability/Visual Impairment Physical requirements: Basic upper limb mobility, ability to hold light objects with one hand or both hands and with normal hearing.		
Outline	<ul style="list-style-type: none"> • Introduction to fitness movements • Demonstration and play-in session 	<ul style="list-style-type: none"> • Following the rhythm of music, participants will perform fitness movements rhythmically in a continuous effort to train the flexibility of major joints and muscular endurance • Enhancing their quality of life and functional abilities • Cardiorespiratory functions will also be improved 	
Venue Requirements	Indoor venues with adequate space (available of using rainbow umbrella)		
Fee	Free		
Equipment to be provided by NSAs	The rainbow umbrella, gymnastic balls, beanbags, etc		
Equipment to be provided by School	Chairs and headset microphones as well as assign staff to maintain order		
Clothing of participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	10		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Physical Fitness – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Physical Disability Physical requirements: Basic lower limb mobility, able to stand and walk and with normal hearing and visual abilities		
Outline	<ul style="list-style-type: none"> • Introduction to fitness games • Demonstration and play-in session 	<ul style="list-style-type: none"> • To train body stability and co-ordination ability through different forms of fitness games to improve balance, body co-ordination and agility • Enhancing the quality of life and functional abilities 	
Venue Requirements	Indoor venue (chairs are required)		
Fee	Free		
Equipment to be provided by NSAs	Balance boards, mini hurdles, speed ladders		
Equipment to be provided by School	School venues with adequate space and headset microphones as well as assign staff to maintain order.		
Clothing of participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	10		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSd, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Indoor Para-Rowing – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Physical Disability/Visual Impairment/Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction to indoor para-rowing • Introduction to equipment and safety rules • Play-in session 	<ul style="list-style-type: none"> • Correct posture • Fitness training 	<ul style="list-style-type: none"> • Correct posture • Fitness training • Mini-competitions
Venue Requirements	Indoor/covered venue		
Fee	Free		
Equipment to be provided by NSAs	Indoor rowing machines	N.A.	N.A.
Equipment to be provided by School	N.A.	Indoor rowing machines *Please contact the LCSd for enquiry if the school is unable to provide the machines.	
Clothing of participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session	At least 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	20		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSd, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Duathlon – Prospectus

Key Information \ Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Physical Disability/Visual Impairment		
	Primary and Secondary School	Primary 3 to Primary 6 Students	Above Primary 3 and Secondary Students
Outline	<ul style="list-style-type: none"> • Introduction to the development and history of the sport, the equipment, and the content of competition • Briefing on basic skills • Play-in session 	<p><u>Duathlon</u> 【Cycling and Running】 Students should be able to ride a bicycle.</p> <p>Training on duathlon will be provided to teach basic skills, including training on cycling and running, transition between events, as well as time trials.</p>	<p><u>Duathlon</u> 【Cycling and Running】 Students should be able to ride a bicycle.</p> <p>Training on duathlon will be provided to teach competition skills, including training on individual events for enhancement of personal skills.</p>
Venue Requirements	One basketball court	One to two basketball courts	One to two basketball courts
Fee	Free		
Equipment to be provided by NSAs	Bicycle	N.A.	N.A.
Equipment to be provided by school	Television, disc player, notebook computer, screen, projector, 2 portable amplifiers and 2 stopwatches	10 bicycles, 15 traffic cones, 2 portable amplifiers and 2 stopwatches. *Please contact the LCSD if the school is unable to provide the bicycles	
Clothing of participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 6 sessions; At least 2 hours per session	At least 10 sessions; At least 2 hours per session
Estimated No. of Participants per Session	50	20	20
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form

Key Information \ Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Gymnastics for All – Prospectus

Type of Activity Brief Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Physical Disability/Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction of Gymnastics For All • Introduction of light equipment and safety guideline • Play-in session 	<ul style="list-style-type: none"> • Basic movement training • Use of light equipment 	<ul style="list-style-type: none"> • Basic movement training • Use of light equipment • Movement with music • Learning of team work, performance
Venue Requirements	Basketball court or school hall, with P.A. system		
Fee	Free		
Equipment to be provided by NSAs	Light equipment, such as scarves, hoops, ribbons, balls.		
Clothing of participants	Sportswear and sport shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 6 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	15 – 20		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 4 pm Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSd, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Mini-Tennis for Persons with Intellectual Disability – Prospectus

Type of Activity Brief Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Introduction to mini-tennis • Introduction to the equipment, venue facilities and safety rules • Play-in session 	<ul style="list-style-type: none"> • Training on ball sense and racket gripping • Training on serve and return of serve • Brief introduction to the rules and practice match
Venue Requirements	Indoor basketball court or covered venue of similar size	
Fee	Free	
Equipment to be provided by NSAs	15 mini rackets, 30 mini-tennis balls, 2 tennis nets, 20 plastic marker cones	
Clothing of participants	Sportswear and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	40	15
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Athletics for Persons with Intellectual Disability – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Intellectual Disability	
Outline	<ul style="list-style-type: none"> • Track event: Running • Field events: Long jump, standing long jump, high jump, soft ball throw, bean bag throw, tennis ball throw or shot put (Please specify one field event on the enrolment form) 	
	<ul style="list-style-type: none"> • Introduction to track and field events (one session for field event and one session for track event) • Introduction to the equipment, venue facilities and safety rules • Play-in session 	<ul style="list-style-type: none"> • Training on specific track and field skills (one session for field event and one session for track event) • Relevant fitness training
Venue Requirements	Indoor basketball court or covered venue of similar size	
Fee	Free	
Equipment to be provided by NSAs	Depending on the events (one field event and one track event) chosen by schools	
Clothing of participants	Sportswear and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30	15
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.4) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSd, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Sport Education Programme – Sport Exhibition Prospectus

Objective	:	To enhance students' knowledge of and interest in sports
Target Participants	:	Students of special schools
Outline	:	To organise a series of exhibitions in which display panels will be used to introduce the topic such as the relationship between sports and water, the knowledge related to physical fitness and the bespoke programmes for special schools in a light-hearted manner. .
Duration	:	Seven days or above
Quota	:	No restriction
Venue	:	School halls, covered playgrounds or indoor facilities
Topics	:	1. Set X – Sports and Water (Special School) (Display panels can produce special visual and audio effects) 2. Set Y – The Knowledge of Physical Fitness (Special School) 3. Set Z – Introduction of Special School Programme
Panel Size	:	Set X of 8 pieces in total (Approx.: 1.1m(W) x 1.65m(H) each) Set Y of 8 pieces in total (Approx.: 1m(W) x 2m(H) each) Set Z of 5 pieces in total (Approx.: 1m(W) x 2m(H) each)
Language	:	Chinese or English
Fee	:	Free
Enrolment Form	:	Sport Education Programme – Sport Exhibition Enrolment Form
How to Enrol	:	Please submit the completed e-form 3 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk . Failure to do so may result in a delay in processing your application.
Enquiry No./ Website	:	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html

Sport Education Programme – Guided Visits to Sports Venues

Prospectus

- Objective : To enhance students’ understanding of local sports facilities by introducing the operation and management of sports venues to them.
- Activity : Visits to LCSD’s sports venues and water sports centre, and introduction to operation and management of sports venues by staff.
- Target : Students of special schools
- Participants

Venue	Hong Kong Stadium	Tuen Mun Recreation and Sports Centre	Chong Hing Water Sports Centre	Hong Kong Velodrome	
				Activity A	Activity B
Date/Time Available for Selection	Tuesday to Thursday 9 am to 12 nn; or 2 pm to 5 pm	Monday, Thursday 1 pm to 6 pm; or Tuesday, Wednesday and Friday 9 am to 6 pm (except public holidays)	Monday to Friday 9:30 am to 12 nn; or 2 pm to 4:30 pm (except Thursday)	Monday to Friday 9 am to 6 pm (Except public holidays) The 1st and 3rd Tuesday each month from 7 am to 1 pm is the maintenance day. If a maintenance day falls on a public holiday, it will be rescheduled to the next working day.	
Duration	1 hour per session	2 hours per session	2.5 hours per session	2.5 hours per session	2 hours per session
Estimated No. of Participants per Session (Including accompanying carers)	48	48	48	40 (Each accompanying carer may take care of no more than 5 students)	
Play-in Session	Not Applicable	Golf and archery play-in	Sailing/ windsurfing/ canoeing activities on land based simulators	Track cycling play-in	Not Applicable
Enrolment Form	Sport Education Programme – Guided Visits to Sports Venues Enrolment Form				

- How to Enrol : 1. Please submit the completed e-form 3 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk.
2. If the school requests the cancellation of an activity for which a venue and a coach have been arranged by the LCSD as requested by the school in its application, re-scheduling of the activity may not be arranged.

- Remarks : Students participating in the visits to Hong Kong Velodrome must meet the following two criteria for eligibility to participate in the track cycling play-in sessions involved in Activity A:
1. Aged 11 or above; and
 2. With a height of 146 cm (4 feet 9 inches) or above.

Enquiry No./ : 2601 7602 /

Website : https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html

Sport Education Programme – Hiking Prospectus

Route No. Key Information	AA1	AA2	AA3	AA4
Fee	Free			
Level of Difficulty	Easy			
Countryside Map	Hong Kong Island	North West New Territories	North West New Territories	Lantau Island
Starting Point	Pok Fu Lam Public Riding School	Lok Ma Chau	Wah Fat Playground	Shek Mun Kap
Finishing Point	University Drive, Hong Kong University	Ho Sheung Heung	Miu Fat Buddhist Monastery	Ngong Ping Village
Brief	<p>Start at Pok Fu Lam Reservoir Road and walk along the Peak Trail in a reverse direction. Enter Lugard Road at the Peak to take in the spectacular views of Victoria Harbour on the path skirting around the Peak. If you follow the trail in the opposite direction along Harlech Road, you will come across a splendid waterfall before arriving at a picnic area. Walk down Hatton Road to visit the relics of the century-old Pinewood Battery, where the traces of war are still evident. When walking on the Hong Kong Trail, you will find a wealth of historical attractions such as boundary stones and heritage buildings, and plenty of natural sights for the study of the history and geography of Hong Kong Island.</p>	<p>Start at Lok Ma Chau Path and proceed to Lok Ma Chau Garden. There is a viewing point in the garden, where you can overlook the vast area of fish ponds near Shenzhen River. Then take the concrete path leading to the villages which are no longer included in the closed area since 2013. Enjoy the scenery of the fishponds and farmlands along the way, which offers a stark contrast with the urban views of Shenzhen to the north of the tranquil ponds, and feel the distinctive rural flavor pervading the villages. Continue along the riverside of River Indus (Ng Tung River) and River Beas (Sheung Yue River) to arrive at Ho Sheung Heung. The route is generally smooth and easy to walk.</p>	<p>Start at Wah Fat Playground, climb up the stone steps and continue along Tuen Mun Fitness Trail (Section 10 of the MacLehose Trail). Then make a turn to Tuen Mun Trail. Proceed to Lam Tei Reservoir via Fu Tei. This gentle path of half earth half concrete offers an extensive view. As the middle section on Tuen Mun Trail is a slightly rugged path, so take care of your accompanying children. You can enjoy a big meal at Lam Tei Main Street in front of Miu Fat Buddhist Monastery at the end of the trip.</p>	<p>Start at Shek Mun Kap and walk up to Ngong Ping via Tei Tong Tsai. This section comprises mainly uphill paths and steps. There are a number of old temples along the way. After going through Dongshan Famen, you may visit Wisdom Path, Po Lin Monastery, Tian Tan Buddha Statue and Ngong Ping Village. Take in the gorgeous views of Lantau Peak and Shek Pik Reservoir from afar. The entire route goes uphill.</p>
Length	about 7 km	about 8 km	about 8 km	about 5 km
Duration	about 4 hours	about 4 hours	about 3.5 hours	about 4 hours

No. of Participants (Including accompanying carers)	24
Enrolment Form	Sport Education Programme – Hiking Enrolment Form
How to Enrol	Please submit the completed e-form 3 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk .
Points to Note	<ol style="list-style-type: none"> 1. Adequate accompanying carers aged 18 or above should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. The actual route may be changed subject to participants' ability. 4. The school should ensure participants' health condition is good for hiking and to seek medical consultation if necessary. 5. The activity will be cancelled if typhoon signal no.3 or above or Amber, Red or Black rainstorm warning signal is hoisted by Hong Kong Observatory 3 hours before the activity. The person in charge should pay attention to the latest weather condition during the activity. Change or cancel the activity plan if inclement weather is forecasted. 6. For further information of hiking route and safety guidelines, please visit https://www.lcsd.gov.hk/en/healthy/hiking/index.html.
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html

Sport Education Programme – Hiking Prospectus

Route No. Key Information	BB1	BB2	BB3	BB4
Fee	Free			
Level of Difficulty	Moderate			
Countryside Map	North West New Territories	North East & Central New Territories	Hong Kong Island	Hong Kong Island
Starting Point	Tsuen Kam Au, Tai Mo Shan	Pineapple Dam, Shing Mun Reservoir	Wan Chai Gap	Greenery Mini-garden, Braemar Hill
Finishing Point	Fu Yung Shan Road	Pai Tau Village	Mount Butler Road, Jardine's Lookout	Tai Tam Tuk Reservoir
Brief	<p>Walk along the Hiking Practice Trail in Tai Mo Shan before entering the Rotary Park Nature Trail. Walk down the trail until you reach the watercress fields at Chuen Lung Village. Then take the tranquil path in the south of Tai Mo Shan and visit the 4-faced Buddha at Chuk Lam Sim Yuen, Fu Yung Shan, before proceeding to Tsuen Wan. The route is largely downhill with a rugged section which takes about 25 to 30 minutes to walk.</p>	<p>Shing Mun Country Park, located south east of Tai Mo Shan, is full of intersecting footpaths and lyrical scenery. The Shing Mun Reservoir lying amid lush hills, reservoir walks, Tai Shing Stream, woodlands of paperbark trees and the arboretum are the major attractions. Walk along the woodland paths around the reservoir and head for Sha Tin via To Fung Shan after crossing the pass between Grassy and Needle Hills. Alternatively, you may take a footpath on the left leading to Pai Tau Village and</p>	<p>Start at Wan Chai Gap, walk along Middle Gap Road and then take the footpath at the end of the road to Middle Gap. Head east along Black's Link to Wong Nai Chung Gap. Take Sir Cecil's Ride, walk past Sir Cecil's Garden and proceed to Mount Butler Road.</p>	<p>Start at Braemar Hill and walk toward Quarry Gap via Sir Cecil's Ride. Then visit Tai Tam Reservoirs and enjoy the scenery and explore a century-old British style masonry arch bridges along the way. The route is mostly on the restricted access of the reservoir with a few sections of relatively gentle footpaths.</p>

		visit the Ten Thousand Buddhas Monastery before proceeding to Sha Tin if you are physically fit for it. The early section of the route comprises uphill restricted access of the reservoir while the later section comprises downhill footpaths.		
Length	about 4.5 km	about 10.5 km	about 6.5 km	about 9 km
Duration	about 4 hours	about 5 hours	about 4.5 hours	about 4.5 hours
No. of Participants (Including accompanying carers)	24			
Enrolment Form	Sport Education Programme – Hiking Enrolment Form			
How to Enrol	Please submit the completed e-form 3 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk .			
Points to Note	<ol style="list-style-type: none"> 1. Adequate accompanying carers aged 18 or above should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. The actual route may be changed subject to participants' ability. 4. The school should ensure participants' health condition is good for hiking and to seek medical consultation if necessary. 5. The activity will be cancelled if typhoon signal no.3 or above or Amber, Red or Black rainstorm warning signal is hoisted by Hong Kong Observatory 3 hours before the activity. The person in charge should pay attention to the latest weather condition during the activity. Change or cancel the activity plan if inclement weather is forecasted. 6. For further information of hiking route and safety guidelines, please visit https://www.lcsd.gov.hk/en/healthy/hiking/index.html. 			
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html			

Sport Education Programme – Hiking
Prospectus

Route No.	BB5	BB6
Key Information		
Fee	Free	
Level of Difficulty	Moderate	
Countryside Map	North East & Central New Territories	North West New Territories
Starting Point	Hok Tau	Tai Tong Barbecue Area
Finishing Point	Fung Yuen	Ho Pui Tsuen
Brief	Follow Hok Tau Road and walk past Hok Tau Campsite to reach Hok Tau Reservoir. Proceed to Cheung Uk via the ancient path and visit Sha Lo Tung Valley before walking downhill to Ting Kok Road through a vehicular access or via Fung Yuen. The route covers ancient stone paths, hillside footpaths and vehicular access.	Visit the Sweet Gum Woods in Tai Tong and stroll along the tree-lined path. In winter, the woods become a popular attraction in Hong Kong when the leaves of the sweet gum trees turn red. Visit Kat Hing Bridge, take the forest track and the footpath on the right leading to Ho Pui Reservoir. The route finishes at Ho Pui Tsuen, with a slightly rugged uphill path in the latter section.
Length	about 5.5 km	about 8.5 km
Duration	about 3 hours	about 4.5 hours
No. of Participants (Including accompanying carers)	24	
Enrolment Form	Sport Education Programme – Hiking Enrolment Form	
How to Enrol	Please submit the completed e-form 3 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. Adequate accompanying carers aged 18 or above should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. The actual route may be changed subject to participants' ability. 4. The school should ensure participants' health condition is good for hiking and to seek medical consultation if necessary. 5. The activity will be cancelled if typhoon signal no.3 or above or Amber, Red or Black rainstorm warning signal is hoisted by Hong Kong Observatory 3 hours before the activity. The person in charge should pay attention to the latest weather condition during the activity. Change or cancel the activity plan if inclement weather is forecasted. 6. For further information of hiking route and safety guidelines, please visit https://www.lcsd.gov.hk/en/healthy/hiking/index.html. 	
Enquiry No./ Website	2601 7602 / https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

**Sport Education Programme – Day Camp
Prospectus**

Venue	Lei Yue Mun Park	Lady MacLehose Holiday Village	Sai Kung Outdoor Recreation Centre	Tso Kung Tam Outdoor Recreation Centre
Check-in time	After 9:30 am			
Check-out time	Before 4:30 pm			
No. of Participants (Including accompany carers)	48			
Activity facility	<p>Sports Activity: Sport Climbing, Archery, Rope, Badminton, Table-Tennis, Tennis, Squash, American Pool etc.</p> <p>Recreation Activity: Air hockey, Chinese Billiard, Arts & Crafts, Reading, Children's Play, Soccer Game, etc.</p> <p>For more Venue facilities, please visit https://www.lcsd.gov.hk/en/camp/index.html.</p>			
Application Form	Sport Education Programme – Day Camp Enrolment Form			

How to Enrol : Please submit the completed e-form 4 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk. Otherwise, LCS D may not be able to handle the application in time.

Note :

- Catering service is not included. Please contact the restaurant and place your order by email or fax at least 1 week before the camping date if catering service is required.
- Day Camp will be cancelled if typhoon signal No. 3 or above remains hoisted or Red/ Black Rainstorm Warning Signal is still in force at 7:00 am. If typhoon signal No. 3 or above is hoisted after campers have checked in, the campers must leave the camp.

Enquiry No./ Website : 2601 7602 /
https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html

The completed enrolment form should be submitted to Leisure and Cultural Services Department (LCSD) by email
 Email address: applicationssp@lcsd.gov.hk

Form No.:

**School Sports Programme (Special School)
Sport Demonstration – General Sport
Enrolment Form**

Application No. (To be provided by the LCSD)

Type of Sport: _____

[Athletics for Persons with Intellectual Disability]

(Please specify the item required): _____

Name of School: _____

Type of School: _____ Special school (Please specify: _____) Tel No.: _____

Teacher-in-charge: _____ Teacher's E-mail Address: _____

School Address: _____

Venue ^{Note 1:} 1. School Campus
 2. Others - Name of Venue (Please specify) ^{Note 2:} _____

	Date ^{Note 3} (dd/mm/yyyy)	Day of Week	No. of Demonstration Session	Time	No. of Participating Students	Grade	Venue (e.g. School Hall/ Covered Playground)
Example	1/9/2023	Fri	1	1400-1600	20	P1-P6	School Hall
First Choice			1				
Second Choice			1				

Remark: _____

Note:	<ol style="list-style-type: none"> 1. Please put a “✓” in the appropriate box. 2. If the venue is not in the school campus, the school may request the LCSD to arrange transportation between the school and the venue. 3. Please propose the date and time (except school holidays) according to the duration of the demonstration session(s).
Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each sport. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to the “Application” (P.4) of this guide for the dates of application. 3. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 5. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 6. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.

The completed enrolment form should be submitted to Leisure and Cultural Services Department (LCSD) by email
 Email address: applicationssp@lcsd.gov.hk

Form No.:

School Sports Programme (Special School)
Sport Demonstration – Tenpin Bowling/Snowshoeing
Enrolment Form

Application No. (To be provided by the LCSD)

Name of School: _____

Type of School: Special school (Please specify: _____) Tel No.: _____

Teacher-in-charge _____ Teacher's E-mail Address: _____

School Address: _____

Please choose one of the following venues according to the type of sport and fill in the "Venue" column of the below table.

- | | |
|--|---|
| Venue code: <u>For Tenpin Bowling</u> | <u>For Snowshoeing</u> |
| 1. U.S. Dacos Bowling Centre (Tsuen Wan) | 2. Kwai Chung Sports Ground Beach Volleyball Court cum Handball Court |
| | 3. Choi Hung Road Playground Beach Volleyball Court |

	Date ^{Note 1} (dd/mm/yyyy)	Day of Week	No. of Demonstration Session	Time	No. of Participating Students	Grade	Venue ^{Note 2}
Example	1/9/2023	Fri	1	1400-1600	20	S1-S6	1. U.S. Dacos Bowling Centre (Tsuen Wan)
First Choice			1				
Second Choice			1				

Remark: _____

<p><u>Transportation</u> ^{Note 3}</p> <p>Transport arrangement by the LCSD for the outbound journey <input type="checkbox"/> is / <input type="checkbox"/> is not required</p> <p>Estimated pick-up time: _____ (to arrive at the venue 15 minutes before the start of activity)</p> <p>Estimated pick-up location: _____</p> <p>Transport arrangement by the LCSD for the inbound journey <input type="checkbox"/> is / <input type="checkbox"/> is not required</p> <p>Estimated return time: _____ (subject to change depending on actual traffic conditions)</p> <p>Estimated drop-off location: _____</p>
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Note:	<p>1. Please propose the date and time (except school holidays) according to the duration of the demonstration session(s).</p> <p>2. If the number of participating student is more than 10, the school may request the LCSD to arrange for transportation between the school and the venue.</p> <p>3. Please put a "✓" in the appropriate box(es).</p>
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Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each sport. If the number of applications exceeds quota, the participating schools will be determined by balloting. 2. Please refer to the “Application” (P.4) of this guide for the dates of application. 3. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 5. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 6. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1049b (Rev. 5/2023)

SAMPLE

Form No.:

School Sports Programme (Special School)
Easy Sport Programme – General Sport
Enrolment Form

Application No. (To be provided by the LCSD)

Type of Sport: _____

[Athletics for Persons with Intellectual Disability]

(Please specify the item required): _____

Name of School: _____

Type of School: _____ Special school (Please specify: _____) Tel No.: _____

Teacher-in-charge: _____ Teacher's E-mail Address: _____

School Address: _____

Venue ^{Note 1:} 1. School Campus
 2. Others - Name of Venue (Please specify) ^{Note 2:} _____

		Date ^{Note 3} (dd/mm/yyyy)	Day of Week	No. of Session	Time	No. of Participating Students	Grade	Venue (e.g. School Hall/Covered Playground)
	Example	1,8,15,22/9/ 2023	Fri	4	1400- 1600	20	S2-S3	Covered Playground
Course 1	First Choice							
	Second Choice							
Course 2	First Choice							
	Second Choice							

Remark: _____

Note:	1. Please put a “✓” in the appropriate box. 2. If the venue is not in the school campus, the school may request the LCSD to arrange transportation between the school and the venue. 3. Please propose the date and time (except school holidays) according to the number of sessions and duration required for the sports training course concerned.
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Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each sport. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to the “Application” (P.4) of this guide for the dates of application. 3. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 5. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 6. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1050b (Rev. 5/2023)

SAMPLE

Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each sport. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to the “Application” (P.4) of this guide for the dates of application. 3. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 5. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 6. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1051b (Rev. 5/2023)

SAMPLE

The completed enrolment form should be submitted to Leisure and Cultural Services Department (LCSD) by email
 Email address: applicationssp@lcsd.gov.hk

**School Sports Programme (Special School)
 Outreach Coaching Programme – General Sport
Enrolment Form**

Form No.:
Application No. (To be provided by the LCSD)

Type of Sport: _____

Name of School: _____

Type of School: _____ Special school (Please specify: _____) Tel No.: _____

Teacher-in-charge: _____ Teacher’s E-mail Address: _____

School Address: _____

Venue ^{Note 1:} 1. School Campus

2. Others - Name of Venue (Please specify) ^{Note 2:} _____

		Date ^{Note 3} (dd/mm/yyyy)	Day of Week	No. of Session	Time	No. of Participating Students	Grade	Venue (e.g. School Hall/Covered Playground)
	Example	13,20,27/9; 11,18,25/10; 1,8/11/2023	Wed	8	1400- 1600	20	S2-S3	Covered Playground
Course 1	First Choice							
	Second Choice							
Course 2	First Choice							
	Second Choice							

Remark: _____

Note:	<ol style="list-style-type: none"> 1. Please put a “✓” in the appropriate box. 2. If the venue is not in the school campus, the school may request the LCSD to arrange transportation between the school and the venue. 3. Please propose the date and time (except school holidays) according to the number of sessions and duration required for the sports training course concerned.
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Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each sport. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to the “Application” (P.4) of this guide for the dates of application. 3. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 5. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 6. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1052b (Rev. 5/2023)

SAMPLE

The completed e-form should be submitted to **the Leisure and Cultural Services Department (LCSD)**
by email at: applicationssp@lcsd.gov.hk

Form No.:

**School Sports Programme (Special School)
Sport Education Programme – Sport Exhibition
Enrolment Form**

Application No. (To be provided by the LCSD)

Name of School: _____

Type of School: Special school (Please specify: _____) Tel No.: _____

Teacher-in-charge: _____ Teacher's E-mail Address: _____

School Address: _____

Number of students in school: _____

	Date of Exhibition (Exhibition for a minimum of 7 days) (dd/mm/yyyy) – (dd/mm/yyyy)	No. of Participating Students	Theme of Exhibition ^{Note 1}	Remark
Example	6/9/2024-16/9/2024	200	Y	
First Choice				
Second Choice				

Theme of Exhibition: Set X: Sports and Water (Special School)
Set Y: The Knowledge of Physical Fitness (Special School)
Set Z: Introduction of Special School Programme

Venue: School Hall, Covered Playground or Indoor Facilities

Note:	1. The Chinese version of the exhibition panels will be provided unless otherwise specified.
Remark:	<ol style="list-style-type: none"> If the number of applications exceeds the quota, the participating schools will be determined by balloting. Please refer to "Application" (P.4) of this guide for the dates of application. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII "Conflict of Interest" of the Prospectus of the Guide.

LCS 1053b (Rev. 4/2024)

The completed enrolment form should be submitted to Leisure and Cultural Services Department (LCSD) by email
 Email address: applicationssp@lcsd.gov.hk

Form No.:

**School Sports Programme (Special School)
 Sport Education Programme – Guided Visits to Sports Venues
 Enrolment Form**

Application No. (To be provided by the LCSD)

Name of School: _____

Type of School: _____ Special school (Please specify: _____) Tel No.: _____

Teacher-in-charge _____ Teacher's E-mail Address: _____

School Address: _____

Please select one of the following locations to visit ^{Note 1}:

1. Hong Kong Stadium
2. Tuen Mun Recreation and Sports Centre
3. Chong Hing Water Sports Centre
4. Hong Kong Velodrome (Activity A)

Students must meet the following two criteria for eligibility to participate in the track cycling play-in sessions:-

- (a) Aged 11 or above; and
 - (b) With a height of 146 cm (4 feet 9 inches) or above
5. Hong Kong Velodrome (Activity B)

	Date (dd/mm/yyyy)	Day of Week	Time	Number of Participants ^{Note 2} (Including accompanying carers)
Example	1/9/2023	Fri	1030-1230	40
First Choice				
Second Choice				

Remark: _____

Transportation ^{Note 1}

Transport arrangement by the LCSD for the **outbound** journey is / is not required
 Estimated pick-up time: _____ (to arrive at the venue 15 minutes before the visit)
 Estimated pick-up location: _____

Transport arrangement by the LCSD for the **inbound** journey is / is not required
 Estimated return time: _____ (subject to change depending on actual traffic conditions)
 Estimated drop-off location: _____

- | | |
|-------|---|
| Note: | <ol style="list-style-type: none"> 1. Please put a “✓” in the appropriate box(es). 2. If the number of participant is more than 10, the school may request the LCSD to arrange for transportation between the school and the venue. |
|-------|---|

Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each guided visit. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to “Application” (P.4) of this guide for the dates of application. 3. Schools are required to submit their enrolment forms three months before the activity date, otherwise their applications may not be processed in a timely manner. 4. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 5. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 6. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 7. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1054b (Rev. 5/2023)

The completed enrolment form should be submitted to Leisure and Cultural Services Department (LCSD) by email
 Email address: applicationsp@lcsd.gov.hk

Form No.:

**School Sports Programme (Special School)
 Sport Education Programme – Hiking
 Enrolment Form**

Application No. (To be provided by the LCSD)

Name of School: _____

Type of School: _____ Special school (Please specify: _____) Tel No.: _____

Teacher-in-charge _____ Teacher's E-mail Address: _____

School Address: _____

Please choose a route ^{Note 1}:

Route No.: _____ (For details, refer to P. 33-37 of the prospectus)

	Activity Date (dd/mm/yyyy)	Day of Week	Time	Number of Participants ^{Note2} (Including accompanying carers)
Example	1/9/2023	Fri	1030-1230	24
First Choice				
Second Choice				

Remark: _____

Transportation ^{Note 3}

Transport arrangement by the LCSD for the **outbound** journey is / is not required
 Estimated pick-up time: _____ (to arrive at the venue 15 minutes before the start of activity)
 Estimated pick-up location: _____
 Estimated drop-off location: _____

Transport arrangement by the LCSD for the **inbound** journey is / is not required
 Estimated return time: _____ (subject to change depending on actual traffic conditions)
 Estimated pick-up location: _____
 Estimated drop-off location: _____

- | | |
|-------|---|
| Note: | <ol style="list-style-type: none"> For further information of hiking route and safety guidelines, please visit https://www.lcsd.gov.hk/en/healthy/hiking/index.html Schools should arrange an adequate number of accompanying carers to participate in the activity. The LCSD has the right to cancel the activity for safety reasons if it considers the number of accompanying carers arranged by schools inadequate on the activity day. If the number of participant is more than 10, the school may request the LCSD to arrange for transportation between the school and the venue. Please put a “✓” in the appropriate box(es). |
|-------|---|

Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each hiking activity. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to “Application” (P.4) of this guide for the dates of application. 3. Schools are required to submit their enrolment forms three months before the activity date, otherwise their applications may not be processed in a timely manner. 4. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 5. For further information of hiking safety guidelines, please visit https://www.lcsd.gov.hk/en/healthy/hiking/safety.html 6. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 7. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 8. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1055b (Rev. 5/2023)

The completed enrolment form should be submitted to Leisure and Cultural Services Department (LCSD) by email
 Email address: applicationssp@lcsd.gov.hk

Form No.:

**School Sports Programme (Special School)
 Sport Education Programme – Day Camp
Enrolment Form**

Application No. (To be provided by the LCSD)

Name of School: _____

Type of School: Special school (Please specify: _____) Tel No.: _____

Teacher-in-charge: _____ Teacher's E-mail Address: _____

School Address: _____

Please select one of the following leisure camp ^{Note 1}:

- | | |
|--|--|
| 1. <input type="checkbox"/> Lei Yue Mun Park | 3. <input type="checkbox"/> Sai Kung Outdoor Recreation Centre |
| 2. <input type="checkbox"/> Lady MacLehose Holiday Village | 4. <input type="checkbox"/> Tso Kung Tam Outdoor Recreation Centre |

	Date (dd/mm/yyyy)	Day of Week	Estimated Check-in Time	Estimated Check-out Time	Number of Participants ^{Note 2} (Including accompanying carers)
Example	1/9/2023	Fri	1000	1600	48
First Choice					
Second Choice					

Booking for the Facilities ^{Note 3}	Facility	Time	Number of Participants (Including accompanying carers)
First Choice			
Second Choice			
Third Choice			

Remark: _____

Transportation ^{Note 1}

Transport arrangement by the LCSD for the **outbound** journey is / is not required
 Estimated pick-up time: _____ (to arrive at the venue 15 minutes before the check-in time)
 Estimated pick-up location: _____

Transport arrangement by the LCSD for the **inbound** journey is / is not required
 Estimated return time: _____ (subject to change depending on actual traffic conditions)
 Estimated drop-off location: _____

Note:	<ol style="list-style-type: none"> Please put a "✓" in the appropriate box(es). If the number of participant is more than 10, the school may request the LCSD to arrange for transportation between the school and the venue. On-site qualified instructor is required for specific facilities.
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Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each day camp. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to “Application” (P.4) of this guide for the dates of application. 3. Schools are required to submit their enrolment forms four months before the activity date, otherwise their applications may not be processed in a timely manner. 4. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 5. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 6. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 7. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1056b (Rev. 5/2023)

**LEISURE AND CULTURAL SERVICES DEPARTMENT
FREE USE SCHEME OF LCSD RECREATION FACILITIES**

Schools may apply for free use of the following Leisure and Cultural Services Department (LCSD) facilities from 1 September 2023 to 30 June 2024 during non-peak hours between opening to 5:00 pm on weekdays (Monday to Friday except public holidays and normal maintenance day):

- (a) Main arena and activity rooms of all sports centres;
- (b) Squash courts (excluding table-tennis tables provided inside squash courts);
- (c) Hockey pitches at King's Park Hockey Ground (Only available for sessions before 4:00 pm) and Happy Valley Recreation Ground (Pitch No. 11);
- (d) Victoria Park Bowling Greens, Siu Lek Yuen Road Playground Bowling Greens, Wu Shan Bowling Green; Tai Po Waterfront Park Bowling Greens; and
- (e) Shek O Obstacle Golf Course

PROCEDURES

1. Schools apply for free use of facilities should complete and return the Application Form at Annex A to the respective District Leisure Services Office / Venue Booking Office by mail or by fax on or before 1 June 2023 (Thursday). The day, time and facilities for use should be indicated in the option form.
2. Applications received after 1 June 2023 will also be accepted and entertained if sessions are available. Such applications will be dealt with on first-come-first-served basis after those received by 1 June 2023 have been processed. Free use bookings (including applications received after 1 June 2023) will be confirmed in one go to facilitate schools to have sufficient time to plan their activities.
3. The number of courts/rinks at a venue to be reserved by schools for free use shall be subject to the actual bookings from users.
4. The respective District Leisure Services Office or Venue Manager may then arrange meetings with all schools on allocation of the time slots to be assigned to each school. If more than one or numerous competing applications for the same session are received and the clashes in booking cannot be resolved through negotiation, the allocation shall be determined by balloting.

Condition of Use

5. Schools should observe the updated 'Conditions of Use of the LCSD Recreation and Sports Facilities' (<http://www.lcsd.gov.hk/en/condition/index.html>).

Details of Facilities

6. Details of facilities are available at the LCSD website (<http://www.lcsd.gov.hk/en/facilities/facilitieslist/landsports.html>).

Arrangements for School Sports Programme Activities under Inclement Weather Conditions

All activities will be immediately cancelled upon the Education Bureau's announcement of closure of schools. Unless otherwise stated, the following arrangements will apply if any of the following warning signals is issued by the Hong Kong Observatory **two hours before the commencement of the activity**:

	Warning Signal	Arrangements (「✓」 denotes the activity to be held as scheduled under safety conditions; 「✗」 denotes cancellation of the activity)				
		Land Sports			Water Sports	
		Indoor Activity	Outdoor Activity	Outdoor Pursuit Activity	Non Swimming Pool	Swimming Pool
1	Strong Monsoon Signal	✓	✓	✓	✗	✓
2	Thunderstorm Warning	✓	✓ (Subject to the weather conditions, participants and coaches still need to be present at the venue)	✗	✗	✓ (Subject to the weather conditions, participants and coaches still need to be present at the venue)
3	Amber Rainstorm Signal	✓	✗ (the activity may be held as scheduled if conducted indoors)	✗	✗	✗ (the activity may be held as scheduled if conducted indoors)
4	Tropical Cyclone Warning Signal No. 1	✓	✓	✗	✗	✓
5	Tropical Cyclone Warning Signal No. 3	✗	✗	✗	✗	✗
6	Red/Black Rainstorm Signal or Tropical Cyclone Warning Signal No. 8 or above	✗	✗	✗	✗	✗

Note:

1. The teacher-in-charge should note that for the safety of participants, the organiser may cancel the activity or change the place for holding the activity subject to the weather conditions.
2. Please stay alert and watch out for broadcasts and the weather change.
3. The teacher-in-charge may consider exchanging telephone numbers with the coach in advance so that they can keep contact at any time in case of emergency.
4. In case the above signal is cancelled two hours before an activity commences, above activities will be held as scheduled. But it should consider the actual weather and traffic condition in deciding whether or not to conduct the activity.
5. After cancellation of the warning signal(s), teachers may contact the School Sports Programme Unit if they have any questions about whether the activity will be held as scheduled or postponed.

(Revised by the School Sports Programme Unit of the LCSD in May 2022)

**Arrangements for School Sports Programme Activities corresponding to
Air Quality Health Index (AQHI)**

Health Risk Category	AQHI	Arrangements 「✓」 denotes the activity to be held as scheduled under safety conditions; 「✕」 denotes cancellation of the activity)		
		Land Sports		Water Sports
		Indoor Activity	Outdoor Activity / Outdoor Pursuit Activity	
High	7	✓	✓ ● Reduce outdoor physical exertion ● Reduce the time of staying outdoors ● The intensity and duration of the activities could be at moderate level	✓ ● Reduce outdoor physical exertion ● Reduce the time of staying outdoors ● The intensity and duration of the activities could be at moderate level
Very High	8-10	✓	✓ ● Reduce to the minimum outdoor physical exertion ● Reduce to the minimum the time of staying outdoors ● The intensity and duration of the activities could be at moderate-to-low level	✓ ● Reduce to the minimum outdoor physical exertion ● Reduce to the minimum the time of staying outdoors ● The intensity and duration of the activities could be at moderate-to-low level
Serious	10+	✓ ● Avoid indoor physical exertion – Arrangement for non-physical exertion activities (See Note 6) – Arrangement for training course (See Note 7) – Arrangement for competition (See Note 8-9)	✕	✕

Note:

- The AQHI of lower than 10 (i.e. at High or Very High level, all activities should be run as scheduled).
- The tolerability to different levels of intensity of physical/sports activity varies among people. In general, it depends on health condition, previous exercise experience and level of physical fitness of individuals.
- The medical advice for school children with pre-existing heart, respiratory or chronic illnesses should be followed, if any, for activities arrangement. Professional judgment for appropriate arrangement and adjustment should be exercised where necessary.
- School children with heart, respiratory or chronic illnesses are advised to **reduce to the minimum** outdoor physical exertion and the time of staying outdoors, especially in areas with heavy traffic, and take more breaks during physical activities when the health risk category reaches high level, i.e. AQHI is at 7; they should **avoid** physical exertion and staying outdoors, especially in areas with heavy traffic when the health risk category reaches very high level or above, i.e. AQHI is at 8 or above.
- When AQHI reaches 10+, schools children are advised to **avoid** indoor, outdoor and outdoor pursuit physical exertion, and to **avoid** staying outdoors, especially in areas with heavy traffic.
- Indoor activities without physical exertion such as sport talks, theoretical learning of training courses are held as scheduled.
- All indoor training courses with physical exertion will be **suspended** when the AQHI reaches 10+ at the affected district where the activities are organised. Alternatively, non-physical exertion activities such as sport talks, theoretical learning of training courses may be arranged during that period of time. Instructors can liaise with school teachers to **cancel or postpone** those physical exertion activities, if necessary.
- Competitions held at indoor sports venues will be **stopped** immediately when the AQHI reaches 10+ at the affected district where the activities are organised.
- If the AQHI reaches 10+ two hours before the commencement of the competition event at the affected district where the activities are organised, the activity will be **cancelled**.
- Teachers and coaches are advised to keep posted of the latest weather information on the AQHI and take account of the advice from the above mentioned respective response actions.
- This guideline should be read in conjunction with the letter issued by Education Bureau (EDB) dated 18 December 2013 on AQHI and EDB's "Guidelines on Outdoor Activities".

(Prepared by the School Sports Programme Unit of the LCSD in April 2019)

School Sports Programme (Special School) — Course Assessment Questionnaire

(To be provided by School)

Thank you for participating in the "School Sports Programme (Special School)" organised by the Leisure and Cultural Services Department. The purpose of this questionnaire is to hope that by the means you provide, let us make improvement for the school sports programmes in the future.

Information of the programme participated:

Application No: _____
 Name of Programme: _____
 Name of School: _____
 Date of Programme: _____
 Time of Programme: _____
 Venue: _____
 No. of Participants: _____

Please put a “✓” in the appropriate box.

	Disagree	Fair	Agree	N.A.
1. Communication between teacher and the organiser				
(a) Sufficient communication with the organiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Easy to contact the organiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Sufficient assistance provided by the organiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Performance of instructor(s)/speaker(s)				
(a) Detailed introduction and demonstration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Clear presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Able to enhance students' interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Content of programme/exhibition				
(a) Moderate length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Diverse content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Students have sufficient opportunity to join	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Proper arrangement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Interesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Bringing sports knowledge to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. What is the most satisfactory part in the programme?				

5. Do you have any comment for improving the programme?

6. Please provide your other comment for this School Sports Programme (Special School)

7. Will you participate in the similar programme(s) in the future?

(a) Yes

(b) No (please specify you reason: _____)

Name of School: _____

Teacher-in-charge: _____

Telephone No.: _____

Thank you for your comment.

Conflict of Interest Declaration Form template

Part A – Declaration *(To be completed by Declaring Staff)*

To: _____ (School Name) Principal / Approving Authority*

I would like to report the following *existing / potential** conflict of interest arising from the discharge of my official duty in organising the events under the School Sports Programme:

Detailed Information <i>(Please put a tick in the appropriate box and fill in your specification in the space provided in this Form.)</i>	
Person(s) / National Sports Association (NSA)* with whom/which I have official dealings: _____	
Details of the conflict of interest involved	<input type="checkbox"/> I am / was* an Executive Committee member / a staff member / an instructor / an assistant instructor / an official / others* (Please specify: _____) of the NSA concerned
	<input type="checkbox"/> My relationship with the person(s) (e.g. a family member or relative) (Please specify: _____)
	<input type="checkbox"/> I have private interest(s) [#] with the <u>person(s) / NSA</u> * concerned (Please specify: _____)
	<input type="checkbox"/> Others (Please specify: _____)
Supplementary information (if any): _____	

"Private interests" refer to both the financial and other interests of the teacher in question and those of his/her connections including family members, relatives, friends, clubs and societies to which he/she belongs, or any person to whom he/she owes a favour or is obligated in whatsoever way.

* Please delete as appropriate.

Signature of Declaring Staff : _____ Position of Declaring Staff : _____

Name of Declaring Staff : _____ Date : _____

Part B – Acknowledgement *(To be completed by School Principal / Approving Authority)*

To: _____ (Declaring Staff)

The information contained herein of _____ (Date) is noted. It has been decided that:

(Please put a tick in the appropriate box)

- You should refrain from discharging or getting involved in discharging the work as described in Part A, which may give rise to a conflict.
- You may continue to discharge the duty as described in Part A, provided that there is no change in the information declared above, and you must uphold the School's interest without being compromised by your own private interests.
- Other measures[#] (Please specify: _____)

Examples of other measures include: (a) relinquishing the personal / private interests (e.g. divestment of such interests involved); (b) continuing to handle the work in such a manner that an independent officer is assigned to participate in, oversee or review part or all of the decision-making process.

Signature of Principal / : School Name and Chop :
Approving Authority* _____

Name of Principal / : Date :
Approving Authority* _____

Remarks: Upon completion of declaration, schools must maintain this Declaration Form properly, while allowing at all times the LCSD and its authorised representative(s) to conduct random on-site checks, have access to and make copies of all of the records as and when necessary for the purposes of inspection and verification.