



Sham Shui Po District Age Group Swimming Competition 2018

Prospectus

- ↳ **Purpose** : To provide members of the community in different age groups with an opportunity to participate in swimming competition, so as to sustain their interest in swimming, enable them to pit their skills against other players and keep fit.
- ↳ **Dat** : 14th October, 2018 (Sun) ; Fall back date: 21st Oct 2018 (Sun)
- ↳ **Time** : 8 am to 6 pm
- ↳ **Venue** : Lai Chi Kok Park Swimming Pool (No.1 Lai Wan Road, Lai Chi Kok, Kowloon)
- ↳ **Division and Quota:**

Division (Men/ Women)		Age (Based on the first day of competition)	Date of Birth	Individual Events		Relay Events			
				Programme Number	Quota of Successful Applicant (*Quota of Waiting List Applicant)	4x50m (Freestyle #)		4x50m (Medley)	
						Programme Number	Quota of Successful Applicant (*Quota of Waiting List Applicant)	Programme Number	Quota of Successful Applicant (*Quota of Waiting List Applicant)
Master	A	55 or above	On or before 14.10.1963	40507602	40 (13)	40507605	8 teams (3 teams)	40507606	8 teams (3 teams)
	B	45-54	15.10.1963 - 14.10.1973						
	C	35-44	15.10.1973 - 14.10.1983						
Adult	D	25-34	15.10.1983 - 14.10.1993	40507603	20 (7)				
	E	18-24	15.10.1993 - 14.10.2000						
Youth	F	15-17	15.10.2000 - 14.10.2003	40507604	440 (30)	40507607	40 teams (13 teams)	40507608	24 teams (8 teams)
	G	13-14	15.10.2003 - 14.10.2005						
	H	11-12	15.10.2005 - 14.10.2007						
	I	9-10	15.10.2007 - 14.10.2009						
	J	8 or below	On or after 15.10.2009						

- Remarks: 1. Applicants should join the division according to their date of birth. Enrolment in higher division is not allowed.
2. If the competition is postponed for any reasons, the original commencement day of the competition will be taken to determine to which age group the participant belongs.
3. If there are less than two participants/teams in a particular division, the competition(s) for that division will still be held and award will be presented to the participant/team.
4. For better resource utilisation, the Organiser reserves the right to adjust the quota for each division with reference to the enrolment response. The applicants/participants should have no objection.
5. * If places are available after the 'Date for Payment by Successful Applicants', those places will be opened for applicants on the waiting list on first-come-first-served basis. For details, please refer to Enrolment Method (P.3).

↳ **Events:**

(All events have both Men and Women sections; each applicant may enrol in a **maximum of three individual events and one relay event.**)

Division	Age		Individual Event												Relay		
			Freestyle			Breaststroke			Backstroke			Butterfly					Individual Medley#
			50m	100m	200m	50m	100m	200m	50m	100m	200m	50m	100m	200m			
Master	A	55 or above	✓	✓		✓	✓		✓	✓		✓	✓				
	B	45-54	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	C	35-44	✓	✓		✓	✓		✓	✓		✓	✓				
Adult	D	25-34	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	E	18-24	✓	✓		✓	✓		✓	✓		✓	✓				
Youth	F	15-17	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	G	13-14	✓	✓		✓	✓		✓	✓		✓	✓				
	H	11-12	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	I	9-10	✓	✓		✓	✓		✓	✓		✓	✓				
	J	8 or below	✓	✓		✓	✓		✓	✓		✓	✓				

In accordance with the swimming rules set by the Federation Internationale De Natation, freestyle in Medley event means any style other than backstroke, breaststroke or butterfly.

A. Eligibility and Notes to Applicants:

1. To foster a sense of belonging to districts among the public, residents or students of the organising district may enrol in the capacity of "Local resident or local student" ("Local Status") for District Age Group Competitions so as to enjoy priority in balloting. Applicants using "Local Status" for enrolment are required to sign a declaration. Residents or students of Sham Shui Po District who participate in the capacity of "Local Status" will be accorded priority in balloting. Local resident or local student' refers to people residing in the boundary of this District as defined in the Electoral Boundary Maps of District Council Election from the website of Electoral Affairs Commission (http://www.eac.gov.hk/en/distco/2015dc_elect_map.htm); or students studying in government/ aided/ private secondary schools, primary schools, special schools or kindergartens in the school list of this district from the website of the Education Bureau (<http://www.edb.gov.hk/tc/student-parents/sch-info/sch-search/schlist-by-district/index.html>). Student hostels and athlete hostels cannot be regarded as the place of residence.
2. The entitlement to priority in balloting can apply only once for the same type of sports competition. Applicants may enrol in the capacity of "Local Status" once for the same type of sports competition in one district within the same financial year (i.e. 1 April 2018 to 31 March 2019). Successful applicants and those put on the waiting list will be regarded as having enjoyed their priority entitlement.
3. Those who are regarded as having enjoyed their priority entitlement cannot enrol in the capacity of "Local Status" again in the same type of sports competition in other districts within the same financial year. However, they may still enrol in the capacity of "Non-local resident or non-local student" ("Non-local Status").
4. For relay events, if all players of a team apply by using the "Local Status", their application will be given first priority in balloting. If at least half players of a team, but not all team players of a team, apply by using the "Local Status", their application will be given second priority in balloting.
5. If a participant is found using the "Local Status" for enrolment repeatedly within the same financial year and is admitted as a successful applicant or put on the waiting list, he/she will be disqualified and all the results he/she attained in the capacity of "Local Status" within that financial year in the same type of sports competition will be cancelled. All enrolment fees will not be refunded. Team results attained in relay events will also be cancelled.
6. Upon payment of fees, the applicant enrolling in the capacity of "Local Status" is required to produce a valid residence or schooling proof or its copy bearing his/ her name for verification by this department. If the applicant fails to produce the valid proof or its copy, the enrolment by using the 'Local Status' will be immediately cancelled. Furthermore, the LCSD has the right to require any applicant at any time (including on the event day(s)) to produce the original of the proof for verification, and the participant shall raise no objection to it. If the applicant fails to produce the original of the proof, the LCSD has the right to cancel his/her status as the successful applicant/the applicant on the waiting list, and reject the application. One's competition result(s) and award(s) attained in all other districts of the same sport will even be forfeited.
 - (a) Residence Proofs
 - i. Statement (such as demand note for rates, electricity bill, water charges bill, monthly bank statement or telephone bill) issued by public utilities, commercial organisations or banks in the last three months;
 - ii. Declaration of residence issued by the Home Affairs Department;
 - iii. Mortgage statement, tenancy agreement ; or
 - iv. Student handbook (any student who cannot produce his/her handbook may produce any of the documents stated in items (i) to (iii) bearing the name(s) of his/her parent(s) together with his/her birth certificate).(Note: Student hostels and athlete hostels cannot be regarded as the place of residence.)
 - (b) Schooling Proofs

Valid student handbook or student card.
7. Each applicant may enrol simultaneously in both individual events and relay event and pay the enrolment fee once. To facilitate the ballot arrangement, the applicant should submit separate enrolment forms for individual and relay events with declarations.

8. Each applicant may enrol in a maximum of three individual events and one relay event. The names of a minimum of 4 and a maximum of 6 applicants should be entered into the enrolment form for the relay event. Reserves are also required to pay the enrolment fee.
9. If a participant who has enrolled in individual event wishes to enrol in relay event as well; or a participant who has enrolled in relay event wishes to enrol in individual event as well, he/she should submit a fresh enrolment form and declaration by producing his/her identity documents and other related document(s), together with the receipt of the enrolled event for fee exemption during the new enrolment.
10. Each applicant should submit only one enrolment form for individual events and relay event respectively. In case of multiple submissions, all enrolment forms submitted by the applicant will not be entertained.
11. Information provided in the enrolment form should be true and correct and be completed in full. Once the enrolment form is submitted, any change of entered information including its local status/non-local status, the events and particulars of the applicants is not allowed before the completion of the "Sham Shui Po District Age Group Swimming Competition 2018". (Applicants may only change the contact telephone number, correspondence address and occupation.)
12. Applicant providing false information will be disqualified. His/her results attained will be cancelled. Enrolment fee will not be refunded.
13. For easy communication, the applicant should notify the organising district immediately in writing of any change of his/her correspondence address.
14. Applicant aged below 18 should provide a declaration signed by his/her parent or guardian before taking part in the competition.
15. The Organiser reserves the right to forbid any participant from taking part in the competitions.

B. Enrolment Fee : \$20 per person, \$20 per team member for relay event (pay once if already enrol in individual event) (those aged below 15 or 60 or above, full-time students and persons with disabilities can enjoy a 50% off concessionary rate upon production of valid identity document(s) during payment). Each applicant should pay the fee according to his/ her age on the first day (i.e. 14/10/2018) of the competition.

- C. Enrolment Method**
1. Admission by ballot.
 2. Applicants should submit the enrolment form with declaration to the District Leisure Services Office (DLSO) or sports centres of Sham Shui Po District between 30/7/2018 and 8/8/2018; or submit enrolment form through Internet. (http://www.lcsd.gov.hk/en/programmes/programmeslist/districtsports/sear_chrsprog.php) or Leisure Link Self-service Kiosk.
 3. If the enrolment form is submitted by post, please return the completed form together with the "Declaration" to DLSO of Sham Shui Po District (Address: 7/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon) on or before 8/8/2018 (the date of receipt of the enrolment form by the above office is regarded as receipt date) with "Sham Shui Po District Age Group Swimming Competition 2018" written on the envelope (Please send out the enrolment form early for joining the ballot to avoid the postal delay.). Please make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website (http://www.hongkongpost.hk/en/postage_calculator/index.html).
 4. If the enrolment form is submitted through Internet or Leisure Link Self-service Kiosk, please provide your personal particulars including Division, Event and Gender clearly and complete the "Declaration" to declare whether your enrolment is in the capacity of 'Local resident or local student'.

	Date for Payment and Procedures					
	Date for Submission of Enrolment Form	Balloting Date	Date for Payment by Successful Applicants	Date for Payment by Waiting List Applicants (applicable only when places are available after the deadline for payment by successful applicants)		Open Enrolment for Remaining Places
				"Local Status"	"Non-local Status"	
Date	From 30/7/2018 to 8/8/2018	21/8/2018	From 30/8/2018 to 7/9/2018	From 11/9/2018 to 14/9/2018	From 13/9/2018 to 14/9/2018	From 19/9/2018 to 20/9/2018
Remarks	Accept enrolment forms submitted either in the capacity of "Local Status" or "Non-local Status".	Applicants enrolling in the capacity of "Local Status" will enjoy priority in balloting.	Applicants enrolling in the capacity of "Local Status" should produce a <u>valid residence or schooling proof or its copy for verification</u>	<p>The waiting list is drawn on the "Balloting Date". Places will be allocated on a first-come-first-served basis.</p> <p>Individual Events: Applicants enrolling in the capacity of "Local Status" will enjoy priority in filling the places and should make payment on a first-come-first-served basis starting from 11/9/2018.</p> <p>Relay Events: All applicants of a team enrolling in the capacity of "Local Status" will enjoy First Priority in filling the places and should make payment on a first-come-first-served basis starting from 11/9/2018.</p> <p><u>At least half numbers of applicants of a team enrolling in the capacity of "Local Status" will enjoy Second Priority in filling the places and should make payment on a first-come-first-served basis starting from 12/9/2018.</u></p>		If there are still places remaining after the deadline for payment by waiting list applicants, or if the competition is under-subscribed, the remaining places will be open for public enrolment on a first-come-first-served basis. No priority will be given to applicants who enrol in the capacity of "Local Status".
				Applicants who take part in Individual and Relay events should ensure that they have received receipts for both events. For the relay event, all applicants of the team should make payment together. <u>If any team fails to make the payment within the specified dates or only some applicants of the team who have made the payment, will be regarded as waiving right of being successful applicants or applicants on the waiting list.</u> The enrolment fee will not be refunded and their places will be allocated to other applicants / teams. If these team members wish to form a new team and enrol during open enrolment, all team members MUST pay again. (EXCEPT those members who had already enrolled in individual events, please produce the receipt of the enrolled event for fee exemption for the relay event).		

D. Places and Time for Submission of Enrolment Form:

Place	Address	Time
Sham Shui Po District Leisure Service Office	7/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon	Monday to Friday: 8:30 am to 6:15 pm Saturday, Sunday and Public Holidays: Close
# Pei Ho Street Sports Centre	5/F - U6/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon	Monday to Sunday and Public Holidays: 7 am to 11 pm
# Po On Road Sports Centre	1/F-2/F, Po On Road Municipal Services Building, 325-329 Po On Road, Sham Shui Po, Kowloon	
# Lai Chi Kok Park Sports Centre	1 Lai Wan Road, Lai Chi Kok, Kowloon	
# Shek Kip Mei Park Sports Centre	290 Nam Cheong Street, Sham Shui Po, Kowloon	
# Cornwall Street Squash and Table Tennis Centre	17 Cornwall Street, Kowloon Tong	
# Cheung Sha Wan Sports Centre	the junction of Hing Wah Street and Cheung Sha Wan Road, Sham Shui Po, Kowloon	
# Tung Chau Street Park	Tung Chau Street, Sham Shui Po, Kowloon	

Venues with Leisure Link Services in Sham Shui Po District.

E. Date and Venue for Balloting : An open ballot for successful applicants and waiting list applicants will be held at **11 am on 21/8/2018** at 3/F, Sham Shui Po Government Offices, 55 Un Chau Street, Sham Shui Po, Kowloon. Members of the public are welcome to attend.

F. Arrangements for Successful /Waiting List Applicants :

1. If any division is over-subscribed, the DLSO will decide the successful applicants by ballot. The number of the successful applicants drawn should be equivalent to the quota of the division. Other applicants equivalent to one-third of the quota of the division (or 30 at most, whichever is the less) will also be drawn and included into a waiting list.
2. Both the successful and waiting list applicants will be notified in writing after the ballot. Please note that unsuccessful applicants will not be informed separately. The DLSO should not be responsible for the postage delay due to the incorrect or incomplete correspondence address provided by the applicants.

G. Date of Announcement : The list of successful applicants and the waiting list applicants will be posted on the notice boards of the DLSO and sports centres of Sham Shui Po District on 27/8/2018 (Monday). The balloting result will also be posted on the LCSD website within 5 working days from the "Balloting Date".

H. Payment Document : **Successful applicants and waiting list applicants should make payment with the following Documents.**

- (1) Notification letter;
- (2) Original or copy of identification document (Those qualified for the concessionary rate are required to produce valid document);
Hong Kong residents
 1. HKID Cards
 2. Birth Certificate/ Document of Identity for Visa Purposes/ HKSAR Re-entry Permit / One-way Permit (only for children aged below 11)

Non-Hong Kong residents

Valid travel documents (e.g. passports and Exit-entry Permit for Travelling to and from Hong Kong and Macao)

- (3) **Valid residence or schooling proof or its copy bearing the applicant's name (Only applicable to the applicants enrolling in the capacity of "Local Status").** Please refer to 6(a) and (b) of Section A 'Eligibility and Notes to Applicants' for details. If applicant fails to produce the valid residence or schooling proof or its copy bearing the applicant's name for verification, the LCSD has the right to cancel his/her successful applicant/ waiting list applicant status.

- I. Payment Method :**
- Successful applicants and waiting list applicants should make reference to Section C 'Enrolment Method' and this Section 'Payment Method and Time' listed below together with the above documents upon payment of fee.**
 - Successful applicants who do not complete the payment procedure within the payment period will be deemed to have abandoned their participation right. Unfilled places, if any, will be filled by waiting list applicants. Applicants enrolling in the capacity of 'Local Status' will enjoy priority.

(a) Payment in person or by the representative

- Applicants enrolling in the capacity of **"Local Status"** should produce **Document (1), (2) and (3) mentioned in Section H** and make payment at DLSO or recreation and sports venues with Leisure Link Services (except Leisure Link Self-service Kiosk) in District within the specified time and dates for verification of "Local Resident or Local Student" by the LCSD staff.
- Applicants enrolling in the capacity of **"Non-local Status"** should produce **Document (1) and (2)** mentioned in Section H and make payment at all DLSOs or recreation and sports venues with Leisure Link Services in all Districts within the specified dates.
- Places and Time for Payment:

	Sham Shui Po DLSO		Recreation and sports venues with Leisure Link services in Sham Shui Po Districts (except Leisure Link Self-service Kiosk)
Applicants enrolling in the capacity of ' Local resident or local student '	Monday to Friday	8:30 am to 4:30 pm	8:30 am to 10 pm
	Saturday, Sunday and Public Holidays	Close	

	All DLSOs		Recreation and sports venues with Leisure Link services in all Districts	Leisure Link Self-service Kiosk
Applicants enrolling in the capacity of ' Non-local resident or non-local student '	Monday to Friday	8:30 am to 4:30 pm	8:30 am to 10 pm	8:30 am to 11 pm
	Saturday, Sunday and Public Holidays	Close		

(b) Payment by Post (For Successful Applicants Only)

- Successful applicants enrolling in the capacity of “**Local Status**” should send the **Notification Letter** and the **copies of Document (2) and (3)** mentioned in this Section, together with a crossed cheque (Post-dated cheque is not accepted) payable to ‘The Government of the Hong Kong Special Administrative Region’ and a stamped return envelope by post to the Sham Shui Po DLSO (Address: 7/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon) before **7/9/2018** (the date of receipt of the cheque by above office is regarded as payment date).
- Successful applicants enrolling in the capacity of “**Non-Local Status**” should send the **Notification Letter** and the **copy of Document (2)** mentioned in this Section, together with a crossed cheque (Post-dated cheque is not accepted) payable to ‘The Government of the Hong Kong Special Administrative Region’ and a stamped return envelope by post to the Sham Shui Po DLSO (Address: 7/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon) before **7/9/2018** (the date of receipt of the cheque by above office is regarded as payment date).

Remarks 1: Please ensure that all information on the cheque is accurate and the instructions stated in the Notification Letter are followed. Otherwise, the LCSD could not process your application and your status as successful applicants or applicants on the waiting list will be cancelled.

Remarks 2: Please send out the cheque early so that the application will not be disqualified due to postal delay.

Remarks 3: Please make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post’s website (http://www.hongkongpost.hk/en/postage_calculator/index.html).

- J. Arrangements for Open Enrolment** :
1. If there are remaining places after the deadline for payment by waiting list applicants, or if the competition is under-subscribed, the DLSO will arrange open enrolment on a first-come-first-served basis from **19/9/2018 (starting from 8:30am) to 20/9/2018** at all DLSOs or recreation and sports venues with Leisure Link Services. All are welcome to enrol and no priority will be given to applicants who enrol in the capacity of “Local Status” in such case.
 2. Applicants shall submit a completed enrolment form and produce identification document or its copy upon payment, which can be made in person or by the representative.
 3. To verify the information provided by the applicants instantly, the enrolment method through Telephone Booking, Leisure Link Internet Booking and Leisure Link Self-service Kiosk are not applicable in this enrolment stage.
 4. If an applicant enrolled in relay event wish to join individual event or vice versa, he/she should submit a separate completed enrolment form by producing the identification document or its copy and bring the relevant receipt for exemption of enrolment fee upon payment.

- K. Collection of Participation Card** :
- For collection of the Participation Card, participants should go to the Sham Shui Po District Leisure Services Office with the “Participation Card Collection Slip” during office hours from **4/10/2018 to 11/10/2018**. Upon collection, please check whether the events to be entered are correct. If there are any mistakes, please inform our staff immediately for rectification. If the participant cannot collect the Participation Card on the above dates, please pick up the Participation Card at the Information Counter at 8 am on the competition day.

- L. Format** : 1. The Organiser will only arrange preliminary rounds for the 50m event, in which the 8 participants with the best time achieved will be qualified for the final. In case of same time being achieved, selection will be determined by ballot. If there are less than 8 participants/attendees in the preliminary round, it will automatically become the final. No preliminary rounds will be held for other events. The ranking will be determined by the participants' results in the competition.
2. For all events, the participant who achieves the best time will be the winner. The ranking will be determined by the participants' time achieved.
- M. Regulations** : 1. The One-Start-Rule will be adopted in all events. Participants in breach of any regulations will be disqualified upon the completion of the competition. No appeal will be accepted.
2. If only one participant/ team shows up on the competition day, the event will still be held and the participant/ team will be given the respective award.
3. A participant should not be the member of two or more teams in the same relay event. Otherwise he/she will be disqualified from all the events.
4. Unless otherwise specified in the prospectus, the competition will adopt the regulations approved by the Hong Kong Amateur Swimming Association.
- N. Awards** : A medal will be awarded to the champion, first and second runners-up of each division.
- O. Marshal** : 1. Participants should pay attention to the announcements of the Organiser and report to the Organiser and take part in the competitions on time. Otherwise they will be deemed to have forfeited the right to compete.
2. Participants shall report to the competition venue **15 minutes before the specified reporting time** and take part in all their matches. Those who fail to show up 5 minutes after the judges' roll call will be deemed to have abandoned their participation right. Their results and awards attained in that competition will be cancelled and enrolment fee will not be refunded. No appeal will be accepted.
3. Participant should bring along his/her Participant Card issued and original identification document as below:

Hong Kong residents

1. Original copy of HKID cards
2. For children aged between 11 and 14: HKID cards (original/ copy)
3. For children below aged 11: HKID cards/Birth Certificate /Doc/I / HKSAR Re-entry Permit / One-way Permit (original/ copy). If the identity documents used are without a photograph, they will be required to present, for verification, the original of a valid photograph-bearing student card/ student handbook.

Non-Hong Kong residents

Original copy of valid travel document used at the time of enrollment. (e.g. Passport, Exit-entry Permit for Travelling to and from Hong Kong and Macao)

If the participant fails to produce the above identification document or the personal particulars shown on the identification document are inconsistent with those on the enrolment form, he/she will not be allowed to take part in the competition and will be deemed to have forfeited the right to compete. His/her enrolment fee will not be refunded and no appeal will be accepted.

Remarks: The Student Registration Card of Hong Kong School Sports Federation and the player card of the national sports associations or sport organisations are not accepted.

4. Participant should bring along the valid residence or schooling proof to attend the competition on the event day(s) for verification by LCSD (for those enrolling in the capacity of "Local Status" only). Where the Organiser is in doubt of the identity of any applicant/participant, it has the right to request the participant to produce his/her identification document and valid residence or schooling proofs (for those enrolling in the capacity of "Local Status" only) at any time (including event day(s)). If any discrepancies are found, the participant will not be allowed to take part in the competition and all his/her results attained will be cancelled. He/she will not be allowed to take part in all remaining competitions. If the participant has enrolled in a relay event, no replacement will be allowed for his/her team.

- P. Judges** : Judges of all matches will be served by qualified referees. All participants should abide by their decisions.
- Q. Appeal** : No appeal will be accepted. The judges' decision on the competition results shall be final.
- R. Inclement Weather Arrangement** : Should Pre-No.8 special announcement (an advance notice to the public issued by the Observatory when the tropical cyclone warning signal No. 8 is expected within two hours), tropical cyclone warning signal No. 8 or above or black rainstorm warning signal is in force 2 hours (3 hours for Islands DLSO) before the reporting time for preliminary round of the competition, all games on that day will be cancelled. The competition will be postponed to **21/10/2018 (Sunday)** at the same time and venue. No further announcement will be made.
- S. Points to Note** :
1. Participants shall observe all the regulations prescribed by the Organiser and the swimming pool.
 2. If a training pool with a water depth of less than 1.35m is open for warm-up during the competition period, participants will be prohibited from diving in the pool to prevent accidents.
 3. If a participant is suspected to have skin disease on the competition day and he/she cannot produce a medical certificate to prove that the disease is not a contagious one, the Organiser reserves the right to disqualify the participant.
 4. For a participant who has already taken part in one of the events or the preliminary round during the competition period, he/she is not entitled to the refund of his/her enrolment fee even if he/she cannot participate in the remaining competitions due to inclement weather or any other reasons.
 5. You are encouraged to photocopy the prospectus and enrolment forms if necessary.
- T. Supplementary Regulations** :
1. The schedule for each division and events on the event day(s) should follow the on-the-spot announcements.
 2. If any participant(s) is/are found to be impostors or having violated the rules or engaged in improper conduct that affects the competition results, the Organiser will have the right to order him/her/them to withdraw from the competition and his/her/their result(s) in the competition will be cancelled. Enrolment fee will not be refunded.
 3. The DLSO has the right to release the result of competition to the public.
 4. In addition to the rules and remarks stated in this prospectus, participants should also follow all the rules in the Notes to Participant attached.
- U. Acceptance of Complaint** : Any persons who would like to lodge a complaint against the abuse use of the "Local Status" should provide his/her name, telephone number, correspondence address and the information of the person he/she complains against, including name, division and the organising district for investigation at least ten working days before the start of the event. Complaints received less than ten working days before the start of the event may be handled after the completion of the event.

V. The Hong Kong Games : The winners of the individual events of this competition will be eligible to attend the time trial for the 7th Hong Kong Games Swimming Competition and gain entry to the district swimming athlete selection with the results of their time trial. Details of the requirements will be announced by the 7th Hong Kong Games Organising Committee.

W. Enquiries : 2386 0945 (Sham Shui Po LCSD)

LCSD reserves the right to amend it at any time without giving any prior notice.

**Co-organised by the Leisure and Cultural Services Department
and the Sham Shui Po Sports Association Limited and
Eastern Winter Swimming Association
(Sponsored by Sham Shui Po District Council)
Sham Shui Po District Age Group Swimming Competition 2018
Enrolment Form for Individual Events**

For Office Use	
<input type="checkbox"/> With priority	<input type="checkbox"/> No priority
<input type="checkbox"/> Verified the residence or schooling proof	
<input type="checkbox"/> Successful list	
<input type="checkbox"/> Waiting list	
Athlete's Number	

Notes on Personal Particulars:

(1) The information you have provided will only be used for the purposes of enrolment of recreation and sports activities including Hong Kong Games organised by the Leisure and Cultural Services Department, compilation of statistics, future contact purpose and opinion survey. Only those who are authorised by this Department will have access to such information for the aforesaid purpose.

(2) For correction of or access the personal data collected by means of this form, please contact the staff of the organising office.

(3) The applicant should fill in the following personal data in the enrolment form and the declaration. If you do not provide the required personal data, your application will not be entertained.

I. Division: (Please tick "✓" the box as appropriate.)

Division	Master (40507602)			Adult (40507603)		Youth (40507604)				
	A	B	C	D	E	F	G	H	I	J
Age	55 or above	45-54	35-44	25-34	18-24	15-17	13-14	11-12	9-10	8 or below
Men										
Women										

II. Events : (Please tick "✓" the box(es) as appropriate.) Each applicant can enrol in a maximum of 3 events.

(1) Individual Event

Freestyle Crawl			Breaststroke			Backstroke			Butterfly			Individual Medley [#]
50m	100m	200m [#]	50m	100m	200m [#]	50m	100m	200m [#]	50m	100m	200m [#]	

(*The individual event of 200m will not be open for applicant aged 8 or below.)

(2) Relay Event

Will the applicant also participate in the relay event?

() Yes, Name of Relay Team _____ () No

III. Personal Particulars of Applicant: (All information should be identical with the one shown on the identity document .Please use BLOCK LETTERS for English and delete the non-applicable item(s) adjacent to the * mark.)

Name: _____ (Chinese) _____ (English)

Chinese Code (if applicable): _____ Leisure Link Patron No. (if applicable): _____

No./Type of Identity Document: _____ ()

☐ HK residents*: 1. HKID card 2. Birth Certificate/ Document of Identity for Visa Purposes / HKSAR Re-entry Permit / One-way Permit.(only for children aged below 11)

☐ Non-HK residents*: Valid travel documents (e.g. Passport, Exit-entry Permit for Travelling to and from Hong Kong and Macao)

Date of Birth: ____ / ____ / ____ Age: _____ Gender: M / F

(DD / MM / YYYY)

Residential Address (Remark) : _____

(If you enrol in the capacity of 'Local resident', you must complete the above.)

Name of School (Remark) : _____

School Address (Remark) : _____

(If you enrol in the capacity of 'Local student', you must complete the above.)

Contact Telephone No.(Day) _____ (Night) _____ (Mobile) _____

If I encounter any emergency in the course of the activity, please contact _____ (Name of Contact Person) at _____ (Telephone No.).

(Please consider whether the consent of the emergency contact person should be obtained before providing his/her information and contact number.)

(Remark: The entitlement to priority in balloting is based on the residential address /school name and address provided above and the declaration made by the applicant/ parent or guardian in Section B of Part IV (P.11). The applicant's 'Local Status' or 'Non-local Status' shall not be changed once the enrolment form is submitted. The applicant should notify the organising district in writing of any change of his/her correspondence address for communication purpose.)

(There is no need to fill in the correspondence address if fax number has already been provided.)

Name: _____ *Fax No / Correspondence Address: _____ _____ _____	Name: _____ *Fax No / Correspondence Address: _____ _____ _____	Name: _____ *Fax No / Correspondence Address: _____ _____ _____
Sham Shui Po District Age Group Swimming Competition 2018	Sham Shui Po District Age Group Swimming Competition 2018	Sham Shui Po District Age Group Swimming Competition 2018

IV. Declaration

1. Please tick "✓" the box as appropriate.
2. Please delete non-applicable item(s) adjacent to the * mark.
3. 'Local resident or local student' refers to people residing in the boundary of this District as defined in the Electoral Boundary Maps of District Council Election from the website of Electoral Affairs Commission; or students studying in government/aided/private secondary schools, primary schools, special schools or kindergartens in the school list of this district from the website of the Education Bureau. Student hostels and athlete hostels cannot be regarded as the place of residence.

A. This declaration of Participation is to be ☐ the applicant (for an applicant aged 18 or above) completed by ☐ the parent / guardian (for an applicant aged below 18)

I (* the applicant / parent or guardian) hereby declare that: (Please tick the ☐ as appropriate)

1. ☐ The applicant _____ (Name of the applicant) is either residing or studying in Sham Shui Po District, and is going to enrol in this competition in the capacity of "Local resident or local student" ("Local Status"). (Applicant should complete the declaration in Part B)
Since the applicant _____ (Name of the applicant) was admitted as a successful applicant or put on the waiting list using "Local Status" in the same type of sports competition in other districts within this financial year, or due to other reasons, the ☐ applicant is going to enrol in this competition in the capacity of "Non-local resident or non-local student" ("Non-local Status") even though he/she is residing or studying in Sham Shui Po District.
☐ The applicant _____ (Name of the applicant) is not residing or studying in Sham Shui Po District.
2. I/Applicant declare(s) that the information provided in the enrolment form is true and correct and I/applicant am/is eligible for the competition according to the rules set by the Organiser. I/Applicant understand that if false information is provided, I/applicant will be immediately disqualified with all the results cancelled. Enrolment fee will not be refunded.
3. I/Applicant declare(s) that I/applicant have/has studied the prospectus and agree the related terms and conditions.
4. I/Applicant declare(s) that I/applicant agree to comply with all the rules set by the Organiser and abide by the decisions of the referee(s).
5. I/Applicant declare(s) that I/applicant am/is healthy and physically fit to participate in this competition. The Leisure and Cultural Services Department shall not be liable for any injuries or death which the applicant may sustain in the competition due to my/his/her own negligence, ill health or poor physical condition.
6. If I/applicant am/is found to be impostor in the competition, my/his/her result(s) and award(s) attained in the competition will be cancelled. Enrolment fee will not be refunded.

Applicant aged 18 or above. should sign this column		For applicant aged below 18, this column should be completed by his/her parent / guardian.	
Signature of the Applicant	:	Signature of Parent/Guardian	:
Date	:	Name of Parent/Guardian	:
		Date	:

B. Declaration for Applicant/ Parent/ Guardian enrolling in the capacity of 'Local resident or local student'.

1. I hereby declare that I/applicant have/has studied the prospectus of this event and agree to comply with the stipulated rules and regulations and I/applicant am/is now applying in the capacity of a 'Local resident or local student'. I confirm that I/applicant have/has not been successfully balloted as candidate or one on the waiting list of the candidate in any event of the same sport in the capacity of a 'Local resident or local student' in other districts in the period from 1 Apr 2018 to 31 Mar 2019. Otherwise I/applicant will be disqualified and all the competition results that I/applicant have/has attained in any events of the same sport in the same period will be cancelled and the enrolment fee paid will not be refunded. The Leisure and Cultural Services Department shall not be liable for any loss due to my/ parent/ guardian's own negligence or any omissions in this application form. Any false declaration made by me/ applicant/ parents/ guardian would render the enrolment null.
2. Upon payment of fees, I/applicant enrolling in the capacity of "Local Status" is required to produce a valid residence or schooling proof or its copy bearing my/ his/ her name for verification by your department. If I/applicant fails to produce the valid proof or its copy, the enrolment by using the 'Local Status' will be immediately cancelled. Furthermore, the LCSD has the right to require me/applicant at any time (including on the event day(s)) to produce the original of the proof for verification and shall raise no objection to it. If I/applicant fail(s) to produce the original of the proof, the LCSD has the right to cancel my/one's status as the successful applicant/ the applicant on the waiting list, and reject the application. One's competition result(s) and award(s) attained in all other districts of the same sport will even be forfeited.
3. I/applicant will bring along the valid residence or schooling proof to attend the competition on the event day(s) for verification by LCSD.

(Remark: The entitlement to priority in balloting is based on the residential address/school name and address provided in Part III (Personal Particulars of Applicant) and this declaration made by the applicant/ parent or guardian. The applicant's 'Local Status' or 'Non-local Status' shall not be changed once their enrolment form is submitted. The applicant should notify the organising district in writing of any change of his/her correspondence address for communication purpose.)

Applicant aged 18 or above should sign this column		For applicant aged below 18, this column should be completed by his/her parent / guardian.	
Name of the Applicant	:	Name of the Applicant	:
Signature of the Applicant	:	Signature of Parent/ Guardian	:
Date	:	Name of Parent/Guardian	:
		Date	:

**Co-organised by the Leisure and Cultural Services Department
and the Sham Shui Po Sports Association Limited and
Eastern Winter Swimming Association
(Sponsored by Sham Shui Po District Council)
Sham Shui Po District Age Group Swimming Competition 2018**

Enrolment Form for Relay Event

For Office Use	
<input type="checkbox"/> With priority	<input type="checkbox"/> No priority
<input type="checkbox"/> Verified the residence or schooling proof	
<input type="checkbox"/> Successful list	
<input type="checkbox"/> Waiting list	
Athlete's Number	

- Notes on Personal Particulars:
- (1) The information you have provided will only be used for the purposes of enrolment of recreation and sports activities including Hong Kong Games organised by the Leisure and Cultural Services Department, compilation of statistics, future contact purpose and opinion survey. Only those who are authorised by this Department will have access to such information for the aforesaid purpose.
 - (2) For correction of or access the personal data collected by means of this form, please contact the staff of the organising office.
 - (3) The applicant should fill in the following personal data in the enrolment form and the declaration. If you do not provide the required personal data, your application will not be entertained.

I. Division: (Please tick "✓" the box as appropriate.) Each team can enrol in only one event)

Division	Age	4 x 50m (Freestyle Relay)			4 x 50m (Medley Relay)		
		Programme Number	Men	Women	Programme Number	Men	Women
Master	35 or above	40507605			40507606		
Adult	18-34						
Youth	13-17	40507607			40507608		
Teenage	12 or below						

III. Personal Particulars of the Person in Charge (Should be aged 18 or above): (All information should be identical with the one shown on the identity document and use BLOCK LETTERS for English and delete non-applicable item(s) adjacent to the * mark.)

Name of the team: _____

Name: _____ (Chinese) _____ (English)

No./Type of Identity Document: _____ ()

☐ HK residents*: 1. HKID card 2. Birth Certificate/ Document of Identity for Visa Purposes / HKSAR Re-entry Permit / One-way Permit. (only for children aged below 11)

☐ Non-HK residents*: Valid travel documents (e.g. Passport, Exit-entry Permit for Travelling to and from Hong Kong and Macao)

Date of Birth: ____ / ____ / ____ Age: ____ Gender: M / F
(DD/ MM /YYYY)

Correspondence Address:

Contact Telephone No. (Day) _____ (Night) _____ (Mobile) _____

If my team members or I encounter any emergency in the course of the activity, please contact _____ (Name of Contact Person) at _____ (Telephone No.).

(Please consider whether the consent of the emergency contact person should be obtained before providing his/her information and contact number.)

IV. Personal Particulars of the Applicants: (All applicants should complete the following table)

Please obtained the consent from other Team Members before providing his/her information

Athletes' Number (For Office Use)	Name (Chinese and English)	Date of Birth (DD/ MM /YYYY)	Age	Gender	#ID Code & No.	Residential address/ School name and address (For applicants enrolling in the capacity of "Local resident or local student")
	(Chi) (Eng)				()	
	(Chi) (Eng)				()	
	(Chi) (Eng)				()	
	(Chi) (Eng)				()	
	(Chi) (Eng)				()	
	(Chi) (Eng)				()	

ID Code:

- HK residents:
1. HKID card
 2. Birth Certificate
 3. Document of Identity for Visa Purposes
 4. HKSAR Re-entry Permit
 5. One-way Permit
- (Item 2.- 5. only for children aged below 11)

Non-HK residents: 6.Valid travel documents (e.g. Passport, Exit-entry Permit for Travelling to and from Hong Kong and Macao)

(Remark: The entitlement to priority in balloting is based on the residential address/school name and address provided in Part III (Personal Particulars of Applicant) and the declaration made by the applicant/ parent or guardian. The applicant's 'Local Status' or 'Non-local Status' shall not be changed once the enrolment form is submitted. The personal in charge should notify the organising district of any change of his/her correspondence address for communication purpose.)

(There is no need to fill in the correspondence address if fax number has already been provided.)

Name of Person in Charge: _____	Name of Person in Charge: _____	Name of Person in Charge: _____
*Fax No / Correspondence Address: _____ _____ _____	*Fax No / Correspondence Address: _____ _____ _____	*Fax No / Correspondence Address: _____ _____ _____
Sham Shui Po District Age Group Swimming Competition 2018	Sham Shui Po District Age Group Swimming Competition 2018	Sham Shui Po District Age Group Swimming Competition 2018

IV. Declaration (All applicants should complete below)

1. Please tick "✓" the box as appropriate.
2. Please delete non-applicable item(s) adjacent to the * mark.
3. 'Local resident or local student' refers to people residing in the boundary of this District as defined in the Electoral Boundary Maps of District Council Election from the website of Electoral Affairs Commission; or students studying in government/aided/private secondary schools, primary schools, special schools or kindergartens in the school list of this district from the website of the Education Bureau. Student hostels and athlete hostels cannot be regarded as the place of residence.

A. This declaration of participation is to be completed by ☐ the person in charge (should be aged 18 or above)
☐ the parent / guardian (for an applicant aged below 18)
☐ the applicant (for an applicant aged 18 or above)

I (* the applicant / parent or guardian/ the person in charge) hereby declare that: (Please tick the ☐ as appropriate)

1. The team comprises 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____ (Name of the team members).
☐ All team members are either residing or studying in Sham Shui Po District and are going to enrol in this competition in the capacity of "Local resident or local student" ("Local Status"). (Applicants should complete the declaration in Part B)
☐ There are at least half members of our team, namely 1. _____ 2. _____
3. _____ 4. _____ 5. _____
(Name of team members) who are either residing or studying in Sham Shui Po District and are going to enrol in this competition in the capacity of "Local Status". While the other team member(s) namely 1. _____ 2. _____ 3. _____
4. _____ 5. _____, is/ are going to enrol in this competition in the capacity of "Non-local Status". (Applicants who enrol in the capacity of 'Local Status' should complete the declaration in Part B)
☐ Since all team members were admitted as successful applicants or put on the waiting list using "Local Status" in the same type of sports competition in other districts within this financial year, or due to other reasons, they are going to enrol in this competition in the capacity of "Non-local resident or non-local student" ("Non-local Status") even though they are either residing or studying in Sham Shui Po District.
☐ Although 1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ (Name of team members) are residing or studying in Sham Shui Po District, since they were admitted as successful applicant or put on the waiting list using "Local Status" in the same type of sports competition in other districts within this financial year, or due to other reasons, all team members are going to enrol in this competition in the capacity of "Non-local Status".
☐ All team members are not either residing or studying in Sham Shui Po District.
2. I/Applicant declare(s) that the information provided in the enrolment form is true and correct and I/applicant am/is eligible for the competition according to the rules set by the Organiser. I/Applicant understand that if false information is provided, I/applicant will be immediately disqualified with all the results cancelled. Enrolment fee will not be refunded.
3. I/Applicant declare(s) that I/applicant have/has studied the prospectus and agree the related terms and conditions.
4. I/Applicant declare(s) that I/applicant agree to comply with all the rules set by the Organiser and abide by the decisions of the referee(s).
5. I/Applicant declare(s) that I/applicant am/is healthy and physically fit to participate in this competition. The Leisure and Cultural Services Department shall not be liable for any injuries or death which the applicant may sustain in the competition due to my/his/her own negligence, ill health or poor physical condition.
6. If I/applicant am/is or the relay team member found to be impostor in the competition, all relay team member result(s) and award(s) attained in the competition will be cancelled. Enrolment fee will not be refunded.
7. I/ Applicant have/has been authorized by all above applicants, including applicants aged below 18, their parents or guardian to sign this declaration.

Name of the person in charge: _____ Signature of the person in charge: _____

Date: _____

B. Declaration for Applicant/ Parent/ Guardian enrolling in the capacity of 'Local resident or local student'

1. I hereby declare that I/applicant have/has studied the prospectus of this event and agree to comply with the stipulated rules and regulations and I/applicants am/are now applying in the capacity of a 'Local resident or local student' . I confirm that I/applicants have not been successfully balloted as candidate or one on the waiting list of the candidate in any event of the same sport in the capacity of a 'Local resident or local student' in other districts in in the period from 1 Apr 2018 to 31 Mar 2019. Otherwise I/applicants will be disqualified and all the competition results that I/applicants have attained in any events of the same sport in the same period will be cancelled and the enrolment fee paid will not be refunded. The Leisure and Cultural Services Department shall not be liable for any loss due to I/ applicants/ parent/ guardian's own negligence or any omissions in this application form. Any false declaration made by me/ applicants/ parents/ guardian would render the enrolment null.
2. Upon payment of fees, I/applicants enrolling in the capacity of "Local Status" is required to produce a valid residence or schooling proof or its copy bearing my/his/her name for verification by your department. If I/applicants fail to produce the valid proof or its copy, the enrolment by using the 'Local Status' will be immediately cancelled. Furthermore, the LCSD has the right to require me/applicant at any time (including on the event day(s)) to produce the original of the proof for verification and shall raise no objection to it. If I/applicants fail to produce the original of the proof, the LCSD has the right to cancel my/one's status as the successful applicants/ applicants on the waiting list, and reject the application. My/One's/Our competition result(s) and award(s) attained in all other districts of the same sport will even be forfeited.
3. I/applicant will bring along the valid residence or schooling proof to attend the competition on the event day(s) for verification by LCSD.

(Remark: The entitlement to priority in balloting is based on the residential address/ school name and address provided in Part III (Personal Particular of the Applicant) by the person in charge/ applicants/ parent/ guardian. The applicant's 'Local Status' or 'Non-local Status' shall not be changed once this enrolment form is submitted. The applicant should notify the organising district in writing of any change of his/her correspondence address for communication purpose.)

Applicant aged 18 or above should sign this column.	For applicant aged below 18, this column should be completed by his/her parent / guardian.
Name of Applicant 1: _____ Signature of Applicant 1: _____ Date: _____	Name of Applicant 1: _____ Signature of Parent/Guardian 1: _____ Name of Parent/Guardian 1: _____ Date: _____
Name of Applicant 2: _____ Signature of Applicant 2: _____ Date: _____	Name of Applicant 2: _____ Signature of Parent/Guardian 2: _____ Name of Parent/Guardian 2: _____ Date: _____
Name of Applicant 3: _____ Signature of Applicant 3: _____ Date: _____	Name of Applicant 3: _____ Signature of Parent/Guardian 3: _____ Name of Parent/Guardian 3: _____ Date: _____
Name of Applicant 4: _____ Signature of Applicant 4: _____ Date: _____	Name of Applicant 4: _____ Signature of Parent/Guardian 4: _____ Name of Parent/Guardian 4: _____ Date: _____
Name of Applicant 5: _____ Signature of Applicant 5: _____ Date: _____	Name of Applicant 5: _____ Signature of Parent/Guardian 5: _____ Name of Parent/Guardian 5: _____ Date: _____
Name of Applicant 6: _____ Signature of Applicant 6: _____ Date: _____	Name of Applicant 6: _____ Signature of Parent/Guardian 6: _____ Name of Parent/Guardian 6: _____ Date: _____

