

**Leisure and Cultural Services Department  
One-off Grant to Registered Sports Coaches  
Guides to Application**

**1. Brief description**

- 1.1 Upon the gradual reopening of the sports venues under the Leisure and Cultural Services Department (LCSD) from September this year, due to the development of the epidemic situation, most of the venues were closed again in December and most of the recreation and sports programmes were cancelled. This has greatly affected the coaches whose income depends on sports coaching. As such, the Government will launch another round of the Anti-epidemic Fund at an additional \$7,500 aiming to alleviate the sport coaches during this difficult times.
- 1.2 The LCSD will implement the One-off Grant to Registered Sports Coaches (the Scheme) via National Sports Associations (NSAs) and recognised Sports Organisations (SOs)<sup>Note</sup>. NSAs/SOs will be responsible for assessing the eligibility of applying coaches (including whether they are registered with the NSAs/SOs). The eligible registered coaches will be asked to make the following declarations:
- a. they have been coaching in the past period (1 April 2019 to 31 December 2020);
  - b. they have not applied for the Scheme by using registered coach status of other NSAs/SOs; and
  - c. they have not applied for the relief grant administered by the Education Bureau (EDB) and the Labour and Welfare Bureau (LWB)/Social Welfare Department (SWD) for interest group/class instructors under the fourth round Anti-epidemic Fund.
- 1.3 Successful applicants of the previous round(s) of relief grant administered by the EDB, LWB and/or SWD for interest class instructors, are advised to make applications to the approving Departments of the previous round(s) so as to save time and speed up the vetting process and time to obtain the grant.

**2. Eligibility**

The applicant must:

- be a Hong Kong resident; and
- has successfully applied the one off grant to registered sports coach under the Anti-epidemic Fund through LCSD previously; or
- new applicants should be a registered coach of NSAs under the Sports Federation and Olympic Committee of Hong Kong, China (SF&OC) or recognised SOs at Annex I; and
- submit supporting documents showing that the applicant has provided coaching service between 1 April 2019 to 31 December 2020. Applicants who are self-employed should make a declaration in the application form regarding the provision of coaching service.

**Note : Recognised SOs refers to SOs that are receiving project-based subvention from the LCSD's Sports Subvention Scheme.**

**3. Application Period**

- 4 January to 28 February 2021
- Within 2 weeks upon receiving the application form, LCSD will send a SMS message to the applicant to acknowledge receipt of the application.

## 4. Application Procedures

4.1 Applicants can refer to the procedures below for application for the grant:

### Confirmation of Eligibility

The applicant must:

- be a Hong Kong resident; and
- has successfully applied the one off grant to registered sports coach under the Anti-epidemic Fund through LCSD previously; or
- new applicants should be a registered coach of NSAs under the SF&OC or recognised SOs; and
- possess supporting documents showing that the applicant has provided coaching service between 1 April 2019 to 31 December 2020 (applicants who are self-employed should make a declaration in the application form regarding the provision of coaching service)



### Completion of Application Form

- Fill in all the information required in the application form.
- Applicant who have ever received the grant through LCSD shall attach a copy of his/her Hong Kong Identity Card and address proof for verification (Please refer to Annex II). The copy will be destroyed afterwards.
- If the application is approved, the grant will be delivered to the applicant by cheque. Please fill in the return address clearly and accurately to avoid misdelivery.
- Provide work-related supporting documents. Applicants who are self-employed should make a declaration in the application form regarding the provision of coaching service.
- Make the declaration in the declaration section and **sign** to confirm that all the information given is true and correct. Otherwise, the LCSD will not be able to process the application.
- Understand and agree with the content of the Personal Information Collection Statement.



### Submission of Application Form

- Applications can be submitted:
  - i. by post with relevant documents to the Sports Funding Office, 3/F, Leisure & Cultural Services Department Headquarters, 1-3 Pai Tau Street, Shatin, New Territories; or
  - ii. in person at any District Leisure Services Offices of LCSD. Please refer to the LCSD's website (<http://www.lcsd.gov.hk>) for detailed addresses.
- Please mark on the face of the envelope **“One-off Grant to Registered Sports Coaches.”**

4.2 Application forms can be downloaded from the LCSD's website (<http://www.lcsd.gov.hk>) or obtained from District Leisure Services Offices.

## 5. Arrangement on the release of the grant

In general, an applicant will be notified of the result by SMS about two months upon receipt of the application. The grant will be released to successful applicant by cheque.

## 6. Assessment and other matters

- 6.1 All applications are handled by the Sports Funding Office of the LCSD. The office reserves the right to determine the arrangement and result of the application.
- 6.2 All amounts quoted in this Guide to Application are in Hong Kong dollars.

## 7. Personal Information Collection Statement

### 7.1 Purposes of Collection

The personal data<sup>1</sup> supplied will be used by the LCSD and the NSAs/ SOs commissioned by the Government to process the applications for the One-off Grant to Registered Sports Coaches, including but not limited to assessing and/or investigating your eligibility under the Scheme, monitoring and reviewing of the Scheme, handling of complaints related to the Scheme, conducting research and survey, preparing statistics, and discharging statutory duties. The provision of personal data to the LCSD is voluntary. However, if you fail to provide the personal data requested of you, the LCSD may not be able to process your application.

### 7.2 Classes of Transferees

The personal data you provide will be made available to persons working in/for the LCSD on a need-to-know basis. Apart from this, the data may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 7.1 above:

- (a) Other parties (e.g. the EDB, Home Affairs Bureau, LWB, SWD, NSAs/SOs, etc.) if they are involved in:
- i. processing and/or assessing any application from you to the LCSD mentioned in paragraph 1 above;
  - ii. the provision of assistance to you by the LCSD mentioned in paragraph 7.1 above; or
  - iii. monitoring and reviewing of your application to the LCSD mentioned in paragraph 7.1 above or preparing statistics<sup>2</sup>;
- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Legislative Council, etc. if they are handling complaints about the Scheme;
- (c) Where such disclosure is authorised or required by law; or
- (d) Where you have given your prescribed consent to such disclosure.

### 7.3 Access to Personal Data

You have the right to request access to and correction of your personal data held by the LCSD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for making access to and correction of personal data collected by the LCSD should be addressed to –

**Post title** : Departmental Data Protection Officer  
**Address** : 13/F, Leisure & Cultural Services Department  
Headquarters, 1-3 Pai Tau Street, Shatin, New Territories  
**Webpage** : [https://www.lcsd.gov.hk/en/info\\_pdo.html](https://www.lcsd.gov.hk/en/info_pdo.html)

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<sup>1</sup> Under the Personal Data (Privacy) Ordinance (Cap. 486), personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.

<sup>2</sup> The statistics or the research results obtained will not be released or made available to a third party in a form that identifies the data subjects or any of them.

## **8. Declaration**

The application form must be signed by the applicant to indicate and guarantee that all information given in the form is true and correct to the best of his/her knowledge. For applicants below the age of 18, the declaration should be signed by their parents or guardians aged 18 or above to guarantee their liability for the applications. Any false statement will render the application invalid. Any person who knowingly makes a false statement is liable to prosecution.

## **9. Enquiries**

For enquiries on the application for the **One-off Grant to Registered Sports Coaches**, please contact the LCSD on **(852) 2601 7411**.

*(In case of discrepancy between the English and Chinese versions, the Chinese version shall prevail.)*

(Revised on 13 January 2021)

港協暨奧委會轄下體育總會 / 認可體育機構名單 (按英文字母排序)  
List of NSAs under SF&OC / recognised SOs (in alphabetical order)

	英文 (English)	中文 (Chinese)
1	China Hong Kong Mountaineering and Climbing Union Limited	中國香港攀山及攀登總會有限公司
2	Chinese Young Men's Christian Association of Hong Kong	香港中華基督教青年會
3	Cricket Hong Kong Limited	香港板球
4	Handball Association of Hong Kong, China Limited	中國香港手球總會有限公司
5	Happy Valley Athletic Association Limited	愉園體育會有限公司
6	Health Qigong Association of Hong Kong, China Limited	中國香港健身氣功總會有限公司
7	Hong Kong Amateur Athletic Association Limited	香港業餘田徑總會有限公司
8	Hong Kong Amateur Swimming Association	香港業餘游泳總會
9	Hong Kong Archery Association	香港射箭總會
10	Hong Kong Automobile Association	香港汽車會
11	Hong Kong Aviation Club Limited	香港飛行總會有限公司
12	Hong Kong Badminton Association Limited	香港羽毛球總會有限公司
13	Hong Kong Basketball Association Limited	香港籃球總會有限公司
14	Hong Kong Billiard Sports Control Council Company Limited	香港桌球總會有限公司
15	Hong Kong Boxing Association Limited	香港拳擊總會有限公司
16	Hong Kong Chess Federation Limited	香港國際象棋總會有限公司
17	Hong Kong China Bodybuilding and Fitness Association	中國香港健美總會
18	Hong Kong China Dragon Boat Association	中國香港龍舟總會
19	Hong Kong China Korfball Association Limited	中國香港合球總會有限公司
20	Hong Kong Chinese Amateur Swimming Association	香港中華業餘游泳聯會
21	Hong Kong Chinese Chess Association	香港象棋總會
22	Hong Kong Chinese Martial Arts Dragon and Lion Dance Association Limited	香港中國國術龍獅總會有限公司
23	Hong Kong Christian Service	香港基督教服務處
24	Hong Kong Contract Bridge Association Limited	香港橋牌協會有限公司
25	Hong Kong Dance Federation Limited	香港舞蹈總會有限公司
26	Hong Kong DanceSport Association Limited	香港體育舞蹈總會有限公司
27	Hong Kong Darts Association	香港飛鏢會
28	Hong Kong Equestrian Federation	香港馬術總會
29	Hong Kong Federation of Roller Sports Limited	香港滾軸運動總會有限公司
30	Hong Kong Fencing Association	香港劍擊總會
31	Hong Kong Go Association Limited	香港圍棋協會有限公司
32	Hong Kong Golf Association Limited	香港高爾夫球總會有限公司
33	Hong Kong Ice Hockey Association Limited	香港冰球協會有限公司
34	Hong Kong Kart Club Limited	香港小型賽車會有限公司
35	Hong Kong Kendo Association Limited	香港劍道協會有限公司
36	Hong Kong Lacrosse Association	香港棍網球總會

	英文 (English)	中文 (Chinese)
37	Hong Kong Lawn Bowls Association	香港草地滾球總會
38	Hong Kong Miniature Football Association Limited	香港小型足球總會有限公司
39	Hong Kong Muay-Thai Association Limited	香港泰拳理事會有限公司
40	Hong Kong Netball Association Limited	香港投球總會有限公司
41	Hong Kong Paralympic Committee & Sports Association for the Physically Disabled	香港殘疾人奧委會暨傷殘人士體育協會
42	Hong Kong Rope Skipping Association, China Limited	中國香港跳繩總會有限公司
43	Hong Kong Rugby Union	香港欖球總會
44	Hong Kong Sailing Federation	香港帆船運動總會
45	Hong Kong Shooting Association	香港射擊聯合總會
46	Hong Kong Shuttlecock Association Limited	香港足毬總會有限公司
47	Hong Kong Skating Union Limited	香港滑冰聯盟有限公司
48	Hong Kong Softball Association	香港壘球總會
49	Hong Kong Sports Association for Persons with Intellectual Disability	香港智障人士體育協會
50	Hong Kong Sports Association of the Deaf Company Limited	香港聾人體育總會有限公司
51	Hong Kong Squash	香港壁球總會
52	Hong Kong Taekwondo Association Limited	香港跆拳道協會有限公司
53	Hong Kong Tai Chi Association	香港太極總會
54	Hong Kong Teachers' Association	香港教師會
55	Hong Kong Tenpin Bowling Congress Limited	香港保齡球總會有限公司
56	Hong Kong Triathlon Association Limited	香港三項鐵人總會有限公司
57	Hong Kong Tug-of-War Association Limited	香港拔河運動總會有限公司
58	Hong Kong Ultimate Players Association	香港飛盤總會
59	Hong Kong Underwater Association Limited	香港潛水總會有限公司
60	Hong Kong Water Ski Association Limited	香港滑水總會有限公司
61	Hong Kong Woodball Association Limited	香港活木球協會有限公司
62	Hong Kong Wushu Union Limited	香港武術總會有限公司
63	Hong Kong, China Gateball Association Co. Limited	中國香港門球總會有限公司
64	Hong Kong, China Rowing Association	中國香港賽艇協會
65	Kowloon Miniature Football Association Limited	九龍小型足球總會有限公司
66	Orienteering Association of Hong Kong Limited	香港定向總會有限公司
67	Physical Fitness Association of Hong Kong, China Limited	中國香港體適能總會有限公司
68	Sail Training Association of Hong Kong Limited	香港風帆訓練協會有限公司
69	South China Athletic Association	南華體育會
70	The Chinese Football Association of Hong Kong Limited	香港華人足球總會有限公司
71	The Citizen Athletic Association Limited	公民體育會有限公司
72	The Cycling Association of Hong Kong, China Limited	中國香港單車總會有限公司
73	The Gymnastics Association of Hong Kong, China	中國香港體操總會
74	The Hong Kong Baseball Association Limited	香港棒球總會有限公司

	英文 (English)	中文 (Chinese)
75	The Hong Kong Canoe Union Limited	香港獨木舟總會有限公司
76	The Hong Kong Football Association Limited	香港足球總會有限公司
77	The Hong Kong Hockey Association	香港曲棍球總會
78	The Hong Kong Life Saving Society	香港拯溺總會
79	The Hong Kong Society for the Deaf	香港聾人福利促進會
80	The Hong Kong Table Tennis Association Limited	香港乒乓總會有限公司
81	The Hong Kong Tennis Association Limited	香港網球總會有限公司
82	The Hong Kong Weightlifting and Powerlifting Association Limited	香港舉重健力總會有限公司
83	The Hong Kong Winter Swimming Association	香港冬泳會
84	The Judo Association of Hong Kong, China	中國香港柔道總會
85	The Karatedo Federation of Hong Kong, China Limited	中國香港空手道總會有限公司
86	The New Territories Regional Sports Association	新界區體育會
87	The Outward Bound (Alumni) Association of Hong Kong Limited	香港外展訓練學校同學會有限公司
88	The Scout Association of Hong Kong	香港童軍總會
89	Volleyball Association of Hong Kong, China Limited	香港排球總會有限公司
90	Windsurfing Association of Hong Kong	香港滑浪風帆會

**Acceptable Proof of Address**

For applicants not having successfully applied in the previous round(s) should provide true copy or photocopy/ facsimile copy/ digital copy of address proof, otherwise LCSD may not accept the application for the relief grant.

Valid proof of address is document, bill or correspondence issued within the last three months from the application date by any of the organizations listed below. The document should include the name and address of the applicant, the name of issuing organization and the issue date. Proof of address in photocopy, facsimile copy or digital copy (sent by mobile phone or computer) is accepted.

- (1) Bills or invoices issued by utility companies (water, electricity, town gas or domestic piped liquefied petroleum gas (LPG) suppliers (**NOT** including domestic piped LPG operators))
- (2) Landline telephone, mobile phone, paid TV, Internet service bills
- (3) Statements or correspondence issued by banks, licensed money lenders, insurance companies or Mandatory Provident Fund (MPF) Approved Trustees
- (4) Documents issued by government departments or the Judiciary  
**Examples:** demand notes regarding tax payment, Demand for Rates and/or Government Rent, Student Loan Repayment Demand Notes
- (5) Documents or bills issued by local universities or degree-awarding higher education institutions
- (6) Valid and "stamped" (for stamp duty) tenancy agreement (the criterion of being issued within 3 months before the date of submitting the application/notification is not applicable, but tenancy must cover the date of application)
- (7) Bills, correspondences or other documents issued by the following public organizations :
  - Hospital Authority
  - Hong Kong Housing Authority
  - Hong Kong Housing Society
  - Hong Kong Examinations and Assessment Authority