

Schools interested in taking part in the SSP should complete the enrolment form, which can be downloaded from the LCSD website, and submit it to the LCSD within the application deadline by email at email:applicationssp@lcsd.gov.hk.

## VII. Payment and Activity Arrangements

1. The scale of fee for various activities/courses is set out on P.13-23 of this Application Guide. All fees listed are for activities to be held between September 2020 and August 2021. Fees are charged on a per activity/course basis and special schools can enjoy a 50% concessionary rate. Fees are subject to change from time to time. Schools are advised to take note of the latest information as announced by the LCSD. If the prepayment made for an activity/course is less than the updated fee, the school concerned is required to make up the difference.
2. Enrollment and payment arrangement of subsidiary programmes:
  - i) Guided Visits to Sports Venues, Sports Talk Sport Demonstration, Easy Sport Programme and Outreach Coaching Programme

Upon receiving the applications, the LCSD will issue a “Notification for Payment” to the school concerned by email. After printing out the letter and verifying the information of the activity/ activities, the school should sign and put the school chop on the Notification if the information is accurate, and send it together with the cheque for payment of activity fee to the School Sport Programme Unit at 1/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin by mail before the due date specified in the Notification.

Schools applying for several activities are required to prepare one cheque for payment of each course/activity. Please refer to Appendix I (P.203) for the addressing of the cheques. Post-dated cheque will not be accepted.
  - ii) Joint Schools Sports Training Programme

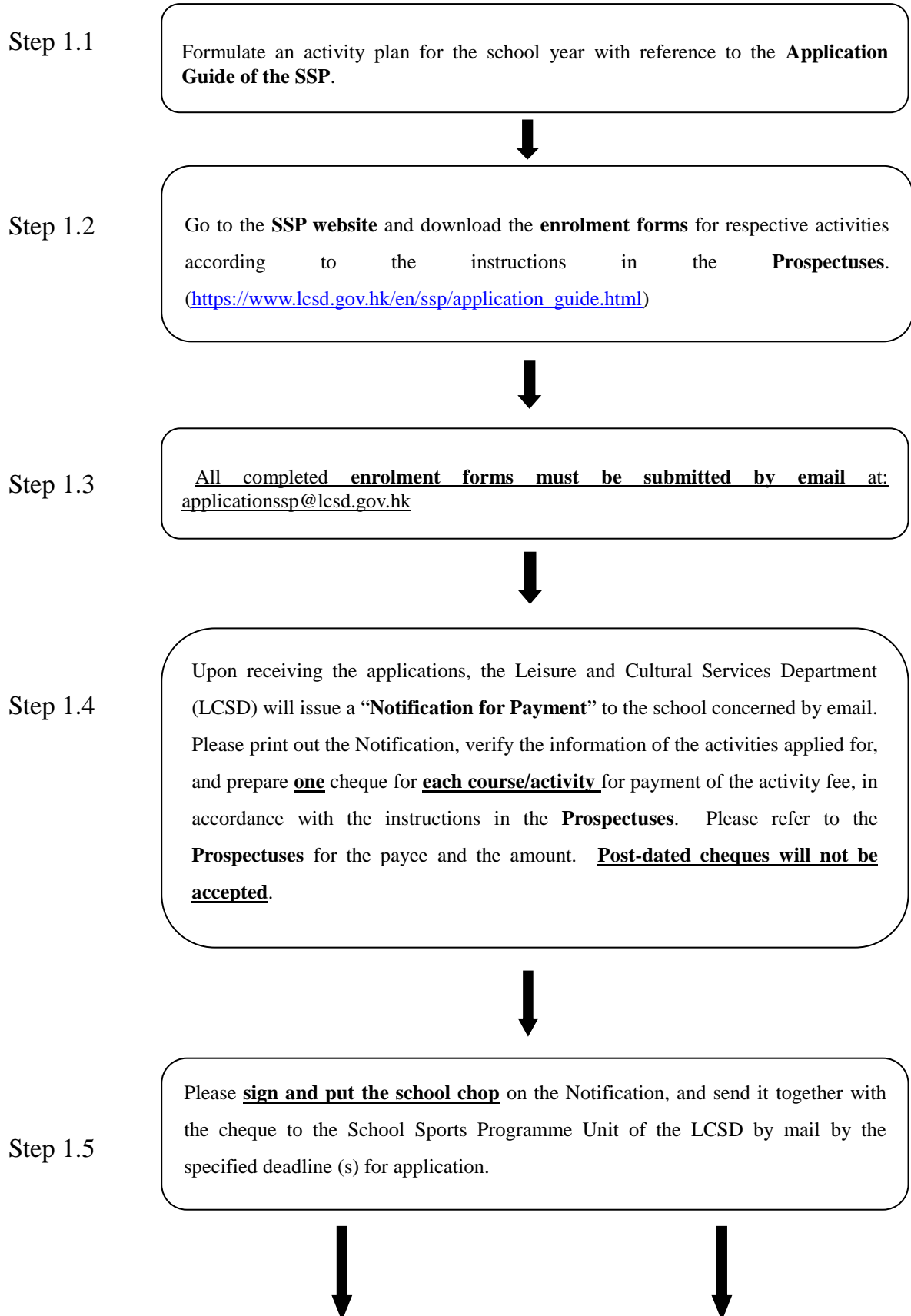
Only students who are recommended by the relevant NSA or their own school after attending a skill assessment are eligible for the programme. Applications must be made by school capacity.
3. After receiving the enrolment forms and cheques from schools, the LCSD will send an acknowledgement to the teachers in charge by fax within a week. Schools should contact the LCSD on 2601 7602 if they do not receive the acknowledgement two weeks after application submission.
4. If NSA/LCSD fails to arrange the activity, the fees paid will be refunded.
5. If NSA has arranged a coach for a school and the school requests before the activity date the cancellation of the activity, NSA will deduct an administrative fee (please refer to the respective prospectus) from the fee for each activity

and refund the balance to the school.

6. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling or make-up session will be arranged. All fees paid will not be refunded.
7. The LCSD will issue a “Confirmation Letter” to the participating school in respect of each activity to be held as scheduled. The school shall verify the information of the activity stated on the confirmation letter. The NSA concerned will then issue an official receipt to the teacher in charge by post.
8. The teachers of participating school should keep close monitoring of the instructor attendance and sign the “Attendance Record of Students/Coaches” after each activity/training session. The school should give the coach the original of the “Attendance Record of Students/Coaches” for the completed course/activity and keep a copy of it which should be faxed to the LCSD (fax no.: 2684 9076) within a week after completion of the course/activity for record.
9. If a badge assessment has been conducted by the relevant NSA, the school should keep the assessment result and fax a copy to the LCSD for record.
10. For details of the courses/activities in various sports, please refer to the respective prospectuses. Information on new sports included in the SSP (if any) and other updates on the programme will be uploaded onto the dedicated webpage of the SSP (<http://www.lcsd.gov.hk/en/ssp/index.html>) and the LCSD will inform school accordingly through publication. For enquiries, please contact the School Sports Programme Unit of the LCSD on 2601 7602 or by email ([enquiryssp@lcsd.gov.hk](mailto:enquiryssp@lcsd.gov.hk)).

1. Flow chart showing the application procedures of the School Sports Programme (SSP)

Application



## Confirmation

### Step 2

Three weeks before the activity starts, the school will receive a **Confirmation/Rejection Letter** by email specifying the details of the activity. The school should verify the information of the activity. If there is a need to change information or cancel an activity, please complete the Reply Slip enclosed and send it to the LCSD by email at [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk). Otherwise, no reply is needed. The responsible teacher should contact the coach two weeks prior to the activity to confirm the date and arrangements.

Schools that have not received the Acknowledge of Receipt by email from the LCSD in two weeks after submitting the electronic application form or **Notification for Payment** should contact the LCSD on 2601 7602. In case of lost mail, please re-submit the application and notify the drawer to cancel the lost cheque.

## Rescheduling

### Step 3.1

If there is a need to change information or cancel an activity, please complete the Reply Slip enclosed and send it to the LCSD by email at [applicationsp@lcsd.gov.hk](mailto:applicationsp@lcsd.gov.hk). It could contact and make arrangement with the coach (es) regarding the new schedule. The school should inform the LCSD of such rescheduling before the specified date by using the 'Return Slip' attached to the 'Confirmation Letter'. If both sides cannot compromise on the reschedule arrangement.

If the LCSD cannot entertain the school's applications for Sport Talks or Guided Visits to Sports Venues, the school can apply for a refund by submitting an 'Application for Refund' with the original of the receipt issued by the LCSD. If the application for refund is accepted, the LCSD will return the respective fees to the school by cheque.

### Step 3.2

#### Acceptance of Rescheduling

If mutual agreement is made between school and NSA concerned, the LCSD will issue a '**Letter of Confirmation Rescheduling**' to the school. School should contact the instructor concerned for new arrangement prior to the commencement of the activity.

#### Request for Cancellation

If a school requests the cancellation of the activity after a coach has been assigned by the LCSD and the NSA concerned, the NSA will deduct an administrative fee (please refer to the respective prospectus) from the enrolment fee and return the balance to the school direct.

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

## Actions to be taken during and after the activity

### Step 4.1

Please provide the "Attendance Record of Students/Coaches" to coach concerned for their signature on each activity/training sessions. Teachers are advised to keep close monitoring of the attendance and sign the record after each activity/training session. School should keep a copy of it which should be faxed to the LCSD within a week after completion of the course/activity for record.

### Step 4.2

If a badge assessment has been conducted, the school should keep the assessment result and fax a copy to the LCSD for record

### Step 4.3

If school does not receive any notification after six weeks, please contact the LCSD or the relevant NSA to enquire about the arrangement for collecting the certificates and badges. For the arrangement of the badge assessment, please refer to SSP webpage. (<http://www.lcsd.gov.hk/en/ssp/badges.html>)