

Schools interested in enrolling in the SSP may complete application forms which can be downloaded from the LCSD's website and should then be submitted to the LCSD by email before deadline. (email: applicationssp@lcsd.gov.hk)

VI. Conflict of Interest

Teachers-in-charge of School Sports Programme (SSP) 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 SSP. 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 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.

VII. Payment and Activity Arrangements

1. The scale of fee for various activities/courses is set out on P.14-24 of this Application Guide. All fees listed are for activities to be held between September 2023 and August 2024. 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.212) for the addressing of the cheques. Post-dated cheque will not be accepted.

ii) Joint Schools Sports Training Programme

For the Joint Schools Sports Training Programme, only those students recommended by the relevant NSAs or their schools after skill assessments are eligible for enrollment in the programme. Applications should be made via schools.

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. 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 VI “Conflict of Interest”.

8. The teachers-in-charge should sign the “Attendance Record of Students/Coaches” (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.
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).

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

Application

Step 1.1

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



Step 1.2

Go to the **SSP website** and download the **enrolment forms** for respective activities according to the instructions in the **Prospectuses**.
(https://www.lcsd.gov.hk/en/ssp/application_guide.html)



Step 1.3

All completed enrolment forms must be submitted by email at:
applicationssp@lcsd.gov.hk.



Step 1.4

Upon receipt of the applications, the Leisure and Cultural Services Department (LCSD) will issue “**Notification of Payment**” to the schools in question. Please print out the Notification, and verify the information about the enrolled activities, and then **write a cheque** for **each of them** in payment of the fee, as detailed in the **Prospectuses of Application Guide**. Please refer to the **Prospectuses** for the payee and the amount. **Post-dated cheques will not be accepted.**



Step 1.5

Please **sign and put the school chop** on the Notification, and send it together with the cheque to the School Sports Programme Unit of the LCSD by mail by the specified deadline (s) for 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. 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 in a letter of confirmation and send it to the LCSD by email at applicationssp@lcsd.gov.hk.

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

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

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>)