

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	7,14,21,28/1 4,11,18,25/2/20XX	Wed	8	1400- 1600	20	S2-S3	Covered Playground
Course 1	First Choice							
	Second Choice							
Course 2	First Choice							
	Second Choice							

Remark: _____

Notes:	1. Please put a “✓” in the appropriate box. 2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 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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Remarks:	<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.3-4) 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 NSAs for the purposes of enrolment in School Sports Programmes (Special School), 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 (Special School), 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 VI “Conflict of Interest” of the Prospectus of the Guide (P.4).
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The completed e-form should be submitted to
the Leisure and Cultural Services Department
by email (email address: applicationssp@lcsd.gov.hk).