

**School Sports Programme (Special School)**  
**Sport Education Programme – Guided Visits to Sports Venues**  
**Enrolment Form**

Form No.:

Application No.  
 (To be provided by the LCSD)

Name of School: \_\_\_\_\_

Type of School: \_\_\_\_\_ Special School (Please specify: \_\_\_\_\_) Tel No.: \_\_\_\_\_

Teacher-in-charge: \_\_\_\_\_ Teacher's E-mail Address: \_\_\_\_\_

School Address: \_\_\_\_\_

**Please select one of the following locations to visit** <sup>Note 1:</sup>

1. ☐ Chong Hing Water Sports Centre
2. ☐ Hong Kong Stadium
3. ☐ Hong Kong Velodrome (Activity A)

Students must meet the following two criteria for eligibility to participate in the track cycling play-in sessions:-

- (a) Aged 11 or above; and
- (b) With a height of 146 cm (4 feet 9 inches) or above

4. ☐ Hong Kong Velodrome (Activity B)
5. ☐ Sports centres managed by the LCSD <sup>Note 2</sup>
6. ☐ Tuen Mun Recreation and Sports Centre

	Date (dd/mm/yyyy)	Day of Week	Time	Number of Participating Students	Number of Accompanying Carers	Total Attendance <small>Note 2</small>
Example	5/1/20XX	Mon	1030-1230	43	5	48
First Choice						
Second Choice						

Remark: \_\_\_\_\_

**Transportation** <sup>Note 1&3</sup>

Transport arrangement by the LCSD for the **outbound** journey ☐ is / ☐ is not required

Estimated pick-up time: \_\_\_\_\_ (to arrive at the venue 15 minutes before the visit)

Estimated pick-up location: \_\_\_\_\_

Transport arrangement by the LCSD for the **inbound** journey ☐ is / ☐ is not required

Estimated return time: \_\_\_\_\_ (subject to change depending on actual traffic conditions)

Estimated drop-off location: \_\_\_\_\_

Notes:

1. Please put a "✓" in the appropriate box(es).
2. LCSD will coordinate with school teachers to select appropriate sports centre and make suitable arrangements according to the participants' capabilities.
3. 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.

Remarks:	<ol style="list-style-type: none"> <li>1. A separate application form is required for each guided visit. If the number of applications exceeds the quota, the participating schools will be determined by balloting.</li> <li>2. Please refer to “Application” (P.3-4) of this guide for the dates of application.</li> <li>3. Schools are required to submit their enrolment forms <b>three months</b> before the activity date, otherwise their applications may not be processed in a timely manner.</li> <li>4. 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.</li> <li>5. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (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.</li> <li>6. <b>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.</b></li> <li>7. 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).</li> </ol>
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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](mailto:applicationssp@lcsd.gov.hk)).