

Organised by the Leisure and Cultural Services Department

School Sports Programme – Special Schools 2018/19

I. Introduction

The School Sports Programme – Special Schools 2018/19 (SSP – SS) is organised by the Leisure and Cultural Services Department (LCSD) and conducted in line with the daily schedule of schools to enable students of special schools in the territory to participate in diverse sports activities at school.

II. Objectives

- To nurture students' interest in sports so as to foster a sporting culture on school campuses;
- to encourage students to participate in sports on a regular basis and develop a healthy, active lifestyle;
- to raise the sporting standards among students; and
- to identify students with sporting talent for further training.

III. Contents

Students are provided with updated sports information through the following activities:

(1) Sport demonstration

Coaches from NSAs will demonstrate the basic skills required for individual sports and brief students on the relevant rules. Play-in sessions will be arranged to give students a taste of the sports.

(2) Guided Visits to Sports Venues

Students will visit sports facilities under the LCSD, including Tuen Mun Recreation and Sports Centre and Chong Hing Water Sports Centre. Play-in sessions will be included in some of the visits.

(3) Guided Tour of Sports Events

Students will be arranged to watch sports competitions, pre-match practices and demonstrations in Hong Kong. Representatives from NSAs will, on some occasions, provide students with commentaries to enrich their sports knowledge and enhance their appreciation of sports competitions.

(4) Easy Sport Programme

The programme aims to arouse students' interest in sport by teaching simplified sports skills through modified introductory courses with the aid of simple equipment.

(5) Outreach Coaching Programme

Coaches from NSAs will be arranged to conduct sports training for students in schools.

IV. Venues

Participating schools should, **as far as practicable**, carry out the activities **at indoor venues on their own campus** or arrange other venues themselves for programmes other than sport demonstration of tenpin bowling and snowshoeing, the venue of which will be arranged by the LCSD. They may also apply for use of LCSD facilities such as main arenas and activity rooms of sports centres under the Department's Free Use Scheme. Under the scheme, venues will be available for free use by schools from the opening time of the venues to 5:00 pm from Monday to Friday (except public holidays and in July and August). For details of the Free Use Scheme, please refer to Appendix I (P.23) or contact the relevant District Leisure Services Offices, the enquiry numbers of which can be found on the LCSD website (<http://www.lcsd.gov.hk>).

V. Equipment

For the arrangement of sports gear and equipment, please refer to the prospectuses of the respective sports activities.

VI. Application

Applications for activities under the SSP-SS are accepted in three phases. The application deadlines for the three phases are as follows:

Phase	Activity Period	Application Deadline*
I	November 2018 to January 2019	30 November 2018 (Friday)
II	February to June 2019	31 December 2018 (Monday)
III	July to August 2019	12 April 2019 (Friday)

* Late applications will only be entertained where circumstances permit. Places will be allocated by ballot if the number of applying schools exceeds the quota.

VII Activity Arrangements

1. 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 on the letter and reconfirm the arrangement by returning the reply slip to the LCSD by fax.
2. The teacher responsible shall sign on the “Attendance Record of Students/Coaches” after every session of the course/activity to confirm attendance. After the completion of the course/activity, the teacher shall affix the school chop on the original copy of the record and give it to the coach, and at the same time retain a copy of it and send it by fax to the LCSD (fax no.: 2696 5391) within a week for record.
3. For details of the courses/activities in various sports, please refer to the respective prospectuses. For suggestions of new sports to be included in the SSP-SS or enquiries, please contact the School Sports Programme Unit of the LCSD on 2601 7602 or by email (ssp@lcsd.gov.hk).
4. Flow chart for School Applications:

Application

Step 1.1

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



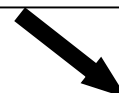
Step 1.2

Fill in an application form for each activity as instructed by the respective **Prospectus**.



Step 1.3

Return the completed application form(s) by fax (fax no.: 2696 5391) to the School Sports Programme Unit of the LCSD by the specified deadline(s).



Confirmation

Step 2

Two weeks before the course/activity starts, the school will receive a Arranged/Cancellation Letter specifying the details of the course/activity. The school should verify the information on the letter and return the Reply Slip by fax to the LCSD for confirmation by the due date. The teacher responsible should contact the coach two weeks before the course/activity starts to confirm the date and arrangements.

Schools that have not received the Arranged/Cancellation Letter from the LCSD in two weeks after submitting the application form(s) should contact the LCSD on 2601 7602.



Rescheduling

Step 3.1

To make a change of date or time of the course/activity, the school may contact the LCSD on 2601 7602, and specify the intended change on the relevant part on the Reply Slip attached to the Confirmation Letter.

Step 3.2

Acceptance of Rescheduling

If the NSA can re-arrange the course/activity, the LCSD will issue a Letter of Confirmation of Change in Activity Detail to the school. If the re-assigned date/time is acceptable, the school should reply to the LCSD and contact the coach to confirm the new arrangement by the designated date.

Request for Cancellation

If the school requests the cancellation of a course/activity for which a coach has already been arranged by the LCSD and the relevant NSA, the course/activity may not be re-scheduled.

During and after the course/activity

Step 4.1

The school should have the coach fill in the "Attendance Record of Students/Coaches". The teacher responsible should closely monitor the attendance of students and the coach, and sign on the record after the session of the course/activity for confirmation. After the completion of the entire course/activity, the teacher should affix the school chop on the record and return it by fax (fax no.: 2696 5391) to the LCSD within one week for record.

Step 4.2

A **Course Assessment Questionnaire** will be sent to the school by fax or email, and the school should, within one week after the completion of the course/activity, complete and return it by fax (fax no.: 2696 5391).

Information of Activity (2018/19)
Sport Education Programme – Sport Demonstration

Type of Sport		Duration	Estimated number of participating students per session
1.	Distance Run	2 hours	40
2.	Tenpin Bowling	2 hours	40
3.	Bocce	2 hours	30
4.	Floor Hockey	2 hours	30
5.	Artistic Gymnastics	2 hours	30
6.	Rhythmic Gymnastics	2 hours	30
7.	Badminton	2 hours	30
8.	Table Tennis	2 hours	30
9.	Snowshoeing	2 hours	30
10.	Tennis	2 hours	40
11.	Rugby	1 to 2 hours	30
12.	Fitness Exercise	1 to 2 hours	20
13.	Stretching Exercise Chair	1 to 2 hours	20

Sport Education Programme – Guided Visits to Sports Venues

Activity		Duration	Estimated number of participants per session (including accompanying carers)
1.	Visit to Hong Kong Stadium	1 hour	48
2.	Visit to Tuen Mun Recreation and Sports Centre	2 hours	48
3.	Visit to Chong Hing Water Sports Centre	2.5 hours	48

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Distance Run Demonstration
Prospectus

Key Information \ Type of Activity	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to distance run • Introduction to the equipment, venue facilities and safety rules • Warm-up and stretching exercises • Fitness training (muscular endurance/coordination) • Training on correct running forms • Specific training on distance run • Cool-down and stretching exercises
Venue Requirements	Indoor basketball court or covered venue of similar size
Fee	Free
Equipment to be provided by NSAs	30 plastic marker disc cones, 20 plastic marker cones, 10 yoga mats
Clothing of participants	Sportswear and sports shoes
Duration	2 hours per session
Estimated No. of Participating Students per Session	40
Proposed Date/Time of Activity	Monday to Friday: 9 am to 6 pm
Enrolment Form	Sport Demonstration - General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Tenpin Bowling Demonstration
Prospectus

Key Information \ Type of Activity	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to tenpin bowling • Introduction to the equipment, venue facilities and safety rules • Warm-up and stretching exercises • Choosing the right bowling ball • Training on holding and rolling a bowling ball • Basic footwork • Cool-down and stretching exercises
Venue Requirements	10 bowling lanes (depending on the actual number of participants)
Fee	Free
Equipment to be provided by NSAs	Bowling balls and bowling shoes will be provided by the venue
Clothing of participants	Sportswear and socks
Duration	2 hours per session
Estimated No. of Participating Students per Session	40
Proposed Date/Time of Activity	Monday to Friday: 9 am to 6 pm
Enrolment Form	Sport Demonstration – Tenpin Bowling Application Form (P. 21)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and socks. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Bocce Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of Special Education
Outline	<ul style="list-style-type: none"> • Introduction to bocce • Introduction to the equipment, venue facilities and safety rules • Warm-up and stretching exercises • Techniques such as tossing, rolling and controlling the bocce ball • Brief introduction to basic rules and practice match • Cool-down and stretching exercises
Venue Requirements	Indoor basketball court or school hall (about the size of two standard badminton courts with a smooth floor)
Fee	Free
Equipment to be provided by NSAs	A set of bocce balls, court walls, a set of gymnastic mats, 2 pairs of red and green flags, 2 measure tapes, 2 timers and 20 plastic marker disc cones
Clothing of participants	Sportswear and sports shoes
Duration	2 hours per session
Estimated No. of Participating Students per Session	30
Proposed Date/Time of Activity	Monday to Friday: 9 am to 6 pm
Enrolment Form	Sport Demonstration - General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Floor Hockey Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to floor hockey • Introduction to the equipment, venue facilities and safety rules • Warm-up and stretching exercises • Basic training on stick handling and dribbling • Training on passing and receiving • Mini-competitions • Cool-down and stretching exercises
Venue Requirements	Indoor basketball court or school hall (about the size of two badminton courts with a smooth floor)
Fee	Free
Equipment to be provided by NSAs	30 plastic marker disc cones, 20 plastic marker cones, 30 floor hockey sticks, 30 floor hockey pucks, 2 floor hockey goals, 30 helmets, 30 pairs of gloves, 30 pairs of shin guards
Clothing of participants	Sportswear and sports shoes
Duration	2 hours per session
Estimated No. of Participating Students per Session	30
Proposed Date/Time of Activity	Monday to Friday: 9 am to 6 pm
Enrolment Form	Sport Demonstration – General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Artistic Gymnastics Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to artistic gymnastics • Introduction to the equipment, venue equipment and safety rules of vault, balance beam and floor exercise • Warm-up and stretching exercises (passive, active) • Basic footwork and landing posture • Basic movement and routine training • Cool-down and stretching exercises
Venue Requirements	Shun Lee Tsuen Sports Centre - gymnastics training hall (venue to be arranged by the LCSD); or School hall (about the size of two standard badminton courts and a minimum ceiling height of 8 metres)
Fee	Free
Equipment	Vaulting box, springboard, low balance beam, floor exercise mat
Participants' Attire	Sportswear and socks
Duration	2 hours per session
Estimated No. of Participants per Session	30
Proposed Time of Activity	Monday to Friday: 10 am to 2 pm
Enrolment Form	Sport Demonstration – General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and socks. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants' capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Rhythmic Gymnastics Demonstration
Prospectus

Type of Activity	Sport Demonstration
Key Information	
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to rhythmic gymnastics • Introduction to equipment and safety rules of hoop, gymnastics ball, ribbon and gymnastic rope • Warm-up and stretching exercises (passive, active) • Techniques of using equipment • Ending pose • Basic movement and routine training • Cool-down and stretching exercises
Venue Requirements	Shun Lee Tsuen Sports Centre - gymnastics training hall (venue to be arranged by the LCSD); or School hall (about the size of two standard badminton courts and a minimum ceiling height of 8 metres)
Fee	Free
Equipment to be provided by the NSA	Music CD, 15 hoops, 15 gymnastics balls, 15 ribbons, 15 gymnastics ropes
Equipment to be provided by the school	Compact music player
Participants' Attire	Sportswear, socks and sports shoes
Duration	2 hours per session
Estimated No. of Participants per Session	30
Proposed Time of Activity	Monday to Friday: 10 am to 2 pm
Enrolment Form	Sport Demonstration – General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants' capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme - Badminton Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to badminton • Introduction to the equipment, venue facilities and safety rules • Warm-up and stretching exercises • Basic training • serve, return of serve • Training on basic footwork • Mini-competition • Cool-down and stretching exercises
Venue Requirements	School hall (about the size of two standard badminton courts and a minimum ceiling height of 8 metres); or At least two LCSD'S badminton court (venue to be arranged by school)
Fee	Free
Equipment to be provided by NSAs	15 rackets, 60 shuttlecocks, 20maker cones
Clothing of participants	Sportswear and sports shoes
Duration	2 hours per session
Estimated No. of Participating Students per Session	30
Proposed Date/Time of Activity	Monday to Friday: 9 am to 12 nn
Enrolment Form	Sport Demonstration - General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants' capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Table Tennis Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to Table Tennis • Introduction to the equipment, venue facilities and safety rules • Warm-up and stretching exercises • Basic training, serve, return of serve • Brief introduction to basic rules and mini competitions • Cool-down and stretching exercises
Venue Requirements	School hall / activity room (capable to set up Six table tennis tables); or LCSD’S table tennis table (venue to be arranged by school)
Fee	Free
Equipment to be provided by NSAs	30 rackets, 150 table-tennis balls, 6 adequate hoarding, 6 scoreboard
Clothing of participants	Sportswear and sports shoes
Duration	2 hours per session
Estimated No. of Participating Students per Session	30
Proposed Date/Time of Activity	Monday to Friday: 9:30 am to 2:30 pm
Enrolment Form	Sport Demonstration - General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme - Snowshoeing Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to snowshoeing • Introduction to the equipment and safety rules • Warm-up and stretching exercises • Practice in putting on snowshoes • Training on basic snowshoeing techniques • Brief introduction to basic rules • Mini-competitions • Cool-down and stretching exercises
Venue Requirements	The LCSD's Beach Volleyball Court (venue to be arranged by the LCSD)
Fee	Free
Equipment to be provided by NSAs	16 pairs of snowshoes, 5 rope ladders, 25 short hurdles, 30 plastic marker disc cones
Clothing of participants	Sportswear, socks and sports shoes. Please bring your own towel and a change of shoes and socks if necessary.
Duration	2 hours per session
Estimated No. of Participating Students per Session	30
Proposed Date/Time of Activity	Monday to Friday: 9 am to 3 pm
Enrolment Form	Sport Demonstration - General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to "Application" (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants' capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme - Tennis Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Introduction to tennis • Skills demonstration • Play-in sessions
Venue Requirements	Indoor basketball court or covered venue of similar size
Fee	Free
Equipment to be provided by the NSA	Rackets, tennis balls
Equipment to be provided by the school	Badminton net
Participants' Attire	Sportswear and sports shoes
Duration	2 hours per session
Estimated No. of Participants per Session	40
Proposed Time of Activity	Monday to Friday: 9 am to 6 pm
Enrolment Form	Sport Demonstration – General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants' capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme - Rugby Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Tag Rugby experience • Warm up and stretching • Key point to keep the ball in hands and run • Safety point during try or pick up ball from ground • Catch and pass skill training • Tag Rugby Competition • Cool down and stretching • Learning about teamwork, discipline and respect
Venue Requirements	Indoor basketball court or covered venue of similar size
Fee	Free
Equipment to be provided by NSAs	6 rugby balls (size 3 or 4) , 30 plastic marker disc cones, 30 tag rugby bell set
Clothing of participants	Sportswear and sports shoes
Duration	1 to 2 hours per session
Estimated No. of Participating Students per Session	30
Proposed Date/Time of Activity	Monday to Friday: 9 am to 4 pm
Enrolment Form	Sport Demonstration - General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Fitness Exercise Demonstration
Prospectus

Type of Activity Key Information	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Improving your cardiopulmonary functions and blood circulation • Strengthening your muscles and reducing the risk of osteoporosis • Enhancing the mobility and flexibility of joints to lower the risk of injuries and falls
Venue Requirements	Indoor area
Fee	Free
Equipment to be provided by NSAs	N.A
Equipment to be provided by School	Headband microphones
Clothing of participants	Sportswear and sports shoes
Duration	1-2 hours per session
Estimated No. of Participating Students per Session	20
Proposed Date/Time of Activity	Monday to Friday: 9 am to 6 pm
Enrolment Form	Sport Demonstration - General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities.
Enquiry no.	2601 7602

Organised by the Leisure and Cultural Services Department (LCSD)
Sport Education Programme – Stretching Exercise Chair Demonstration
Prospectus

Key Information \ Type of Activity	Sport Demonstration
Target Participants	Students of special education
Outline	<ul style="list-style-type: none"> • Improving your cardiopulmonary functions and blood circulation • Strengthening your muscles and reducing the risk of osteoporosis • Enhancing the mobility and flexibility of joints to lower the risk of injuries and falls
Venue Requirements	Indoor area
Fee	Free
Equipment to be provided by NSAs	N.A
Equipment to be provided by School	Headband microphones
Clothing of participants	Sportswear and sports shoes
Duration	1-2 hours per session
Estimated No. of Participating Students per Session	20
Proposed Date/Time of Activity	Monday to Friday: 9 am to 6 pm
Enrolment Form	Sport Demonstration - General Sport Application Form (P. 20)
How to Enrol	Please send the completed enrolment form to the School Sports Programme Unit under the Leisure and Cultural Services by fax (Fax no. 2696 5391) before the deadline (please refer to “Application” (P.2) of this Guide for the dates).
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If the request to cancel a Sport Demonstration is made by the school on the day of the activity, no re-scheduling will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities.
Enquiry no.	2601 7602

Sport Education Programme - Guided Visits to Sports Venues

- Objective : To enhance students' understanding of local sports facilities by introducing the operation and management of sports venues to them.
- Activity : Visits to LCSD's sports venues and water sports centre, and introduction to operation and management of sports venues by staff.
- Target Participants : Students of special education

Venue	Hong Kong Stadium	Tuen Mun Recreation and Sports Centre	Chong Hing Water Sports Centre
Date/Time Available for Selection	14 December 2018 and 22 February 2019 10:00 am to 12:00 noon	7, 14 and 18 December 2018 10:00 am to 12:00 noon 18, 22 and 25 January 2019, 22 and 26 February 2019 2:00 pm to 4:00 pm	5, 7, 12 and 19 December 2018, 9, 16, 23, 25 and 30 January 2019 9:30 am to 12:00 noon
Duration	1 hour per session	2 hours per session	2.5 hours per session
Estimated No. of Participants per Session (including accompanying carers)	48	48	48
Enrolment Form	Guided Visits to Sports Venues Application Form (P.22)		

- How to Enrol : 1. Please fax the completed application form (P.22) to the School Sports Programme Unit of the Leisure and Cultural Services Headquarters (Fax no.: 2696 5391) 3 months before the proposed activity date.
2. If the school requests the cancellation of an activity for which a venue and a coach have been arranged by the LCSD as requested by the school in its application, re-scheduling of the activity may not be arranged.

Remarks : Play-in sessions can be arranged at facilities other than Hong Kong Stadium. Details are as follows:

Tuen Mun Recreation- Golf and archery play-in sessions can be arranged for
and Sports Centre the students.

Chong Hing Water - Play-in sessions with sailing/ windsurfing/ canoeing
Sports Centre land simulator and visits to centre facilities can be
arranged for the students.

Enquiry no. : 2601 7602

School Sports Programme – Special School 2018/19
Sport Demonstration – General Sport
Application Form

Application No. (To be provided by the LCSD)

Sport: _____

School Name (Note 1): _____

Type of School: Special school (please specify: _____)

Teacher-in-charge: _____ Contact No.: _____ Teacher's Email: _____

School Address: _____ Fax No.: _____

Venue:

1. School campus
2. Others – Name of venue (please indicate clearly) (Note 2): _____

	Date and Day of the Week (Note 3)	No. of Demonstration Session	Time	No. of Participating Students	Grade	Venue (e.g. school hall/covered playground)
First Choice		1				
Second Choice		1				

Declaration:

I hereby declare that all information given above is true and correct. All students have sought the consent of their parents/guardians or persons authorised by their parents/guardians to their participation in the above activity, and they do not suffer from any disease which renders them unsuitable to participate in the above activity.

Signature of Principal: _____

Name of Principal: _____

Date: _____ School Chop: _____

Note:	<ol style="list-style-type: none"> 1. Please indicate in the school name if it is an AM/PM school. 2. If the venue is not in the school campus, the school may request the LCSD to arrange transportation from the school to the venue and vice versa. 3. Please fill in the date and time (except school holidays) according to the number of sessions and duration of each demonstration.
Remark:	<ol style="list-style-type: none"> 1. A separate application form should be submitted for each sport. If the number of applications exceeds the quotas available, the participants will be determined by balloting. 2. Please refer to the “Enrolment Method” in the Programme Brief (P.2) for the dates of application deadline. 3. Fax the completed application form(s) to the School Sports Programme Unit, Leisure and Cultural Services Headquarters (fax no.: 2696 5391). 4. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged.

LCS 193a (Rev.1/2018)

School Sports Programme – Special School 2018/19
Sport Demonstration – Tenpin Bowling
Application Form

Application No. (To be provided by the LCSD)

School Name (Note 1): _____

Type of School: Special school (please specify: _____)

Teacher-in-charge: _____ Contact No.: _____ Teacher's Email: _____

School Address: _____ Fax No.: _____

	Date and Day of the Week (Note 2)	No. of Demonstration Session	Time	No. of Participating Students	Grade	Venue* (Please fill in the venue code)
First Choice		1				
Second Choice		1				

Declaration:

I hereby declare that all information given above is true and correct. All students have sought the consent of their parents/guardians or persons authorised by their parents/guardians to their participation in the above activity, and they do not suffer from any disease which renders them unsuitable to participate in the above activity.

*Please choose one of the following venues:

Venue code: **For Sport Demonstration (at Bowling Alley) only (Note 3):**

1. U.S. Dacos Bowling Centre (Tsuen Wan)
2. Magic Fun Bowling World

Transportation

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: _____

Signature of Principal: _____

Name of Principal: _____

Date: _____ School Chop: _____

Note:	<ol style="list-style-type: none"> 1. Please indicate in the school name if it is an AM/PM school. 2. The time of sport demonstration is limited from Monday to Friday only. 3. If the venue is not in the school campus, the school may request the LCSD can arrange for transportation between the school and the venue.
Remark:	<ol style="list-style-type: none"> 1. If the number of applications exceeds the quotas available, the participants will be determined by balloting. 2. Please refer to the "Enrolment Method" in the Programme Brief (P.2) for the dates of application deadline. 3. Fax the completed application form(s) to the School Sports Programme Unit, Leisure and Cultural Services Headquarters (fax no.: 2696 5391). 4. If the national sports association has arranged a Sport Demonstration (At Bowling Alley) and the school requests for cancellation subsequently, no re-scheduling will be arranged.

School Sports Programme – Special School 2018/19
Sport Demonstration – Guided Visit to Sports Venue
Application Form

Application No. (To be provided by the LCSD)

School Name (Note 1): _____
 Type of School: Special school (please specify: _____)
 Teacher-in-charge: _____ Contact No.: _____ Teacher's Email: _____
 School Address: _____ Fax No.: _____

Please choose one of the following venues for the visit (Notes 2 & 3):

1. Hong Kong Stadium
2. Tuen Mun Recreation and Sports Centre
3. Chong Hing Water Sports Centre

	Date of Visit	Time of Visit	Total No. of Participating Students (including accompanying carers)
First Choice			
Second Choice			
Third Choice			

Transportation

- 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: _____

Signature of Principal: _____
 Name of Principal: _____
 Date: _____ School Chop: _____

Note:	<ol style="list-style-type: none"> 1. Please indicate in the school name if it is an AM/PM school. 2. Tick the appropriate box. 3. The LCSD will arrange transportation from the school to the venue and vice versa.
Remark:	<ol style="list-style-type: none"> 1. A separate application form should be submitted for each guided visit. If the number of applications exceeds the quotas available, the participants will be determined by balloting. 2. Fax the completed application form(s) to the School Sports Programme Unit, Leisure and Cultural Services Headquarters (fax no.: 2696 5391). 3. Application forms must be submitted 3 months before the activity day, otherwise the LCSD may not be able to handle the applications in time. 4. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged.

Leisure and Cultural Services Department
Free Use of LCSD Recreation Facilities

Schools may apply for free use of the following recreation and sports facilities of the Leisure and Cultural Services Department (LCSD) each year from September to June of the following year during non-peak hours from opening hours to 5 pm from Monday to Friday (except Saturday, Sunday, public holidays and maintenance days):

1. Main arenas and activity rooms (including dance rooms, children's play rooms] and public address system) of Sports Centres;
2. Squash courts (for playing squash only);
3. King's Park Hockey Ground (for sessions before 4 pm only) and the hockey ground at Happy Valley Recreation Ground (Pitch No. 11);
4. Outdoor bowling greens; and
5. Obstacle golf course at Shek O Beach.

Application & Procedures:

1. To apply for free use of facilities from September to June of the following year, schools should complete and return the application form to the respective District Leisure Services Office or Venue Manager of the LCSD by mail or fax **on or before 1 June** each year. The day, time, venue and facility should be specified in the application form.
2. Applications received after 1 June may also be accepted if there are still sessions available. Such applications will be handled on a first-come-first-served basis after applications received on or before 1 June have been processed. Free use applications (including applications received after 1 June) will be confirmed in one go to allow sufficient time for schools to plan the activities.
3. The number of courts/bays/lanes available for free use by schools will be subject to the actual hiring situation of each venue.
4. The respective District Leisure Services Office or Venue Manager may arrange meetings with schools on time slot allocation. If more than one application for the same session has been received and the clash cannot be resolved through negotiation, allocation shall be determined by balloting.
5. All confirmed bookings should be fully utilised by schools and Venue Managers should be notified in writing of any cancellation at least 20 days prior to the date of use.
6. In case of frequent cancellations of free use bookings at short notice by schools, the LCSD may formally inform the Education Bureau and the school principals about the cancellation to prevent the recurrence of similar incidents.
7. Please note that the venue management may decide to close a venue on safety or operational grounds. Rescheduling will only be arranged upon request of the concerned schools and will be confined to free-use periods only.
8. Schools shall abide by the rules and regulations for the use of the facilities.

Enquiry:

9. For booking enquiries, please contact the respective District Leisure Services Office or Venue Manager. Their contact information can be found on the LCSD website (<http://www.lcsd.gov.hk>).

**Arrangements for School Sports Programme Activities under
Inclement Weather Conditions**

All activities will be immediately cancelled upon the Education Bureau's announcement of closure of schools. Unless otherwise stated, the following arrangement will apply if any of the following warning signals is issued by the Hong Kong Observatory **two hours before the commencement of the activity**:

	Weather Condition	Arrangement (「✓」 denotes the activity to be held as scheduled under safe conditions; 「✗」 denotes cancellation of the activity)	
		Indoor Activity	Outdoor Activity
1	Strong Monsoon Signal	✓	✓
2	Thunderstorm Warning	✓	✓
3	Amber Rainstorm Warning Signal	✓	✗ (the activity can be held as scheduled if conducted indoors instead)
4	Tropical Cyclone Warning Signal No. 1	✓	✓
5	Tropical Cyclone Warning Signal No. 3	✗	✗
6	Tropical Cyclone Warning Signal No. 8 or above or Red/Black Rainstorm Signal	✗	✗

Note:

1. For the safety of participants, the organiser may cancel the activity or change the venue subject to actual weather conditions. Schools should take note of the arrangement and follow up if necessary.
2. Please stay alert, pay attention to news broadcast and weather changes, and monitor the activity progress to keep the school, teachers-in-charge and students informed of the latest arrangement.
3. Schools may consider exchanging emergency contact numbers with the persons-in-charge of activities beforehand so that they can keep contact at any time in case of emergency.
4. After the cancellation of a warning signal, some activities may be held as scheduled if transportation and venues permit and the activity can be conducted safely.
5. In case of doubt on whether the activity should be held as scheduled or postponed, schools should consult the person-in-charge of the activity of the School Sports Programme Unit.

**Arrangement for School Sports Programme Activities corresponding to
Air Quality Health Index (AQHI)**

Health Risk Category	AQHI	Arrangement 「✓」 denotes the activity to be held as scheduled under safe conditions; 「✕」 denotes cancellation of the activity)		
		Land Sports		Water Sports
		Indoor Activity	Outdoor Activity / Outdoor Pursuit Activity	
High	7	✓	✓ <ul style="list-style-type: none"> ● Reduce outdoor physical exertion ● Reduce the time of staying outdoors ● The intensity and duration of the activity may remain at moderate level 	✓ <ul style="list-style-type: none"> ● Reduce outdoor physical exertion ● Reduce the time of staying outdoors ● The intensity and duration of the activity may remain at moderate level
Very High	8-10	✓	✓ <ul style="list-style-type: none"> ● Reduce to the minimum outdoor physical exertion ● Reduce to the minimum the time of staying outdoors ● The intensity and duration of the activity may remain at moderate-to-low level 	✓ <ul style="list-style-type: none"> ● Reduce to the minimum outdoor physical exertion ● Reduce to the minimum the time of staying outdoors ● The intensity and duration of the activity may remain at moderate-to-low level
Serious	10+	✓ <ul style="list-style-type: none"> ● Avoid indoor physical exertion ● Arrangement for non-physical exertion activities (See Note 6) ● Arrangement for training course (See Note 7) ● Arrangement for competition (See Notes 8-9) 	✕	✕

Note:

1. When AQHI stands below 7, the level of health risk category is either low or moderate, thus all activities can be held as scheduled.
2. The tolerance to different levels of intensity of physical/sports activities varies among people. In general, it depends on individual health conditions, previous exercise experience and level of physical fitness.
3. Special attention should be given to students with existing heart, respiratory or chronic illnesses. Activities should be arranged according to medical advice, if any, and appropriate arrangement and adjustments should be made with professional judgment.
4. When the health risk category reaches the high level (AQHI of 7), school children with heart, respiratory or chronic illnesses should **reduce to the minimum** outdoor physical exertion and the time of staying outdoors, especially in areas with heavy traffic, and take more breaks during physical activities. When the health risk category reaches the very high level (AQHI of 8 or above), they should **avoid** physical exertion and staying outdoors, especially in areas with heavy traffic.
5. When the health risk category reaches the serious level (AQHI of 10+), schools children should **avoid** indoor, outdoor and outdoor pursuit physical exertion, and **avoid** staying outdoors, especially in areas with heavy traffic.
6. Indoor activities not involving physical exertion such as sports talks or sports theory courses can be held as scheduled.
7. If the health risk category of the district reaches the high level (AQHI of 10+) when indoor training courses are underway, coaches should **suspend** physical exertion activities. Non-physical exertion activities such as sports theory courses or explanation on sport-related knowledge can be arranged during that period. Coaches can liaise with teachers-in-charge to **cancel or postpone** those physical exertion activities, if necessary.
8. If the health risk category of the district reaches the high level (AQHI of 10+), all competitions held underway at indoor sports venues of the district shall **stop** immediately.
9. If the AQHI in the district reaches 10+ two hours prior to the commencement of a competition event, the activity will be **cancelled**.
10. Teachers and coaches should keep themselves informed of the latest AQHI and resort to appropriate measures as stated above.
11. This guideline should be read in conjunction with the letter issued by Education Bureau (EDB) dated 18 December 2013 on AQHI and EDB's "Guidelines on Outdoor Activities".

(Amended by the School Sports Programme Unit of the LCSD in May 2014)