



沙田排頭街 1-3 號康樂及文化事務署總部 1 樓學校體育推廣小組

School Sports Programme Unit, 1/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Shatin, NT

電話 Tel. No.: 2601 7602 傳真 Fax No.: 2684 9076 網址 Website: www.lcsd.gov.hk

如貴校 **不欲** 再收到本署的傳真宣傳資料，請註明貴校的傳真號碼 _____，並傳真至 2684 9076。

If you **do not** wish to receive further fax on promotional materials from us, please write your fax number here _____ and fax to 2684 9076.

校名 School Name:

地區 District:

本署檔號 Our Ref. : (79) in LCSD LS SD SSP/23-9/1 (01) V

22 February 2023

Dear Principal,

Leisure and Cultural Services Department – School Sports Programme

Guided Tours during the “Cathay/HSBC Hong Kong Sevens”

To enhance students’ knowledge of and interest in rugby, and to encourage them to appreciate the sport, the Leisure and Cultural Services Department (LCSD) and the Hong Kong Rugby Union (HKRU) will arrange guided tours during the Cathay/HSBC Hong Kong Sevens on 31 March 2023 for students to feel the spectacular atmosphere at such an international premier event.

Your school is cordially invited to participate in the above activity, the information and application form of which are enclosed herewith. If interested, please return the completed application form to the office of the School Sports Programme Unit by fax on 2684 9076 **by 17 March 2023 (Friday)** for our arrangements.

Details of the activity are as follows:

- Activity : Guided tours during the Cathay/HSBC Hong Kong Sevens
- Date : 31 March 2023 (Friday)
- Time : Admission Period – 11:00a.m. - 6:00p.m.
(Teachers and students of the same school must enter the venue together. Each school will only be allowed to be admitted once.)
Guided Tours – 11:30a.m. - 1:00p.m. (Around 30 minutes per session)
Event – 12:15 p.m. to 9:00 p.m.
- Location : Hong Kong Stadium, 55 Eastern Hospital Road, So Kon Po, Hong Kong
- Arrangements of Guided Tours : Docents will be assigned by the HKRU to provide guided tour service for schools, enlightening students on the history and format of the tournament, the strengths of individual teams, as well as the rules of rugby sevens.

- Fee : Free of charge
- Quota : A limited quota to be allocated on a first-come-first-served basis
(The LCSD has the right to adjust the quota allocated to each school in case of overwhelming responses.)
- Seating Arrangement : Free seating will be available in designated zones on a first-come-first-served basis. The LCSD will have a final say on how to arrange seats in light of the actual circumstances.
- Target : Primary and secondary students (Students must be accompanied by teachers)
The teacher-to-student ratio should not be lower than 1:10 for primary schools and 1:20 for secondary schools
- Application Period : 22 February to 17 March 2023
- Transport Arrangements : Schools must make their own transport arrangements to and from the Hong Kong Stadium. Schools arranging for students to travel on a coach must apply for a “Vehicle Drop-off Permit” (only for pick-up and drop-off of participants on coaches) to the Organiser via the LCSD.
“Vehicle Drop-off Permits” will be allocated on a first-come-first-served basis.
Drop-off points, as well as arrival and departure times will be specified by the Organiser during the event period. Details will be announced in due course.
- Tournament Schedule : The tournament schedule will be uploaded onto the website of the Cathay/HSBC Hong Kong Sevens before the event. Please visit <http://www.hksevens.com/> for details.
- Inclement Weather Arrangement : In the event that the Tropical Cyclone Warning Signal No. 3 or above, or the Red or Black Rainstorm Warning Signal is issued by the Hong Kong Observatory, or class suspension is announced by the Education Bureau two hours prior to the event, the guided tours will be cancelled.
- Notes to Participants in view of the Latest COVID-19 Situation: :
 1. Participants should bring their own drink with paper pack and personal hygiene products.
 2. Participants should maintain good personal hygiene and pay attention to their health condition. They should not attend the event if they have the most common symptoms of COVID-19, such as fever, cough, shortness of breath, vomiting and diarrhoea.
 3. Officials will immediately advise a participant to stop participating in the activity and seek medical attention as soon as possible if they find that his/her health condition is not suitable for participation in the event or he/she has the most common symptoms of COVID-19.
 4. Participants should wear a mask in accordance with the latest regulations of our venues.
 5. According to the Prevention of Coronavirus Disease 2019 (COVID-19) Health Protection Measures for Schools issued by EDB’s on 30 January 2023. Schools should request parents that they should ensure that their children have completed RATs, only students obtaining negative test results are allowed to return to schools for lessons. The relevant arrangements will temporarily continue until 28 February 2023. The EDB will continue to review the situation and announce the arrangements thereafter in due course. The school should take heed of and comply with the government’s latest anti-epidemic guidelines and requirements in response to COVID-19.

Remarks : LCSD reserves the right to amend this prospectus at any time without further notice.

Enquiries : 2601 7607 / 2601 7602 (Leisure and Cultural Services Department)

(LAI Pui-yee)
for Director of Leisure and Cultural Services

Guided Tours during the “Cathay/HSBC Hong Kong Sevens”

Date: 31 March 2023 (Friday) **Admission Time:** 11:30a.m. – 6:00pm **Venue:** Hong Kong Stadium

* Application Form and Declaration *

Name of School: _____

Name of Teacher-in-charge / Leader: _____ Contact Tel. No. / Mobile No.: _____

Fax No.: _____ Email of Teacher-in-charge / Leader: _____

* Please put a tick“✓” in the appropriate boxes below and fill in the number of participants/vehicles

1. Number of Participants and Option for Guided Tours

Total no. of participants ____ (including ____ students and ____ teachers-in-charge)

(Teacher-to-student ratio must not be lower than 1:10 for primary schools and 1:20 for secondary schools)

1a) Our school’s teachers and students hereby sign up for the Cathy Pacific/HSBC Hong Kong Sevens and intend to **participate** in the guided tours.

1b) Our school’s teachers and students hereby sign up for the Cathy Pacific/HSBC Hong Kong Sevens but will **not participate** in the guided tours.

2. Admission and Departure Times (The LCSD has a final say on admission times in light of the actual circumstances)

Anticipated Admission Time: _____ Anticipated Departure Time: _____

3. Transport Arrangements

3a) Our school **will not** arrange vehicles for the participants.

3b) Our school **will arrange** _____ vehicle(s).

requiring application for “Vehicle Drop-off Permits”*

Remarks :

1. All schools must report to the “Entrance for Guided Tours” at the Hong Kong Stadium with the confirmation letter bearing the chop of the LCSD.
2. All vehicles arranged for students on the event date must present the “Vehicle Drop-off Permits” issued by the Organiser for picking up/dropping off students at designated points. The “Vehicle Drop-off Permits” will be allotted on a first-come, first-served basis.
3. The information provided by schools will solely be used by the LCSD and the Hong Kong Rugby Union for the purposes of enrolment in the guided tours during the Cathy Pacific/HSBC Hong Kong Sevens, compilation of statistics, future contact and conduct of opinion surveys.
4. Schools **not receiving the “Acknowledgment Receipt” by 24 March 2023** should immediately contact the LCSD’s staff on 2601 7607, or the LCSD may not be able to process their applications, rendering it possible to exercise its right to reject such applications.

Declaration

I hereby declare that:

1. 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.
2. during the above activity, the school, teachers and students will take heed of and comply with the government’s latest anti-epidemic guidelines and requirements in response to COVID-19.
3. during the above activity, the school, teachers and students will abide by the regulations and requirements implemented by the LCSD and the organiser.

Name and Signature of Principal : _____ School’s Chop : _____ Date : _____

《Acknowledgment Receipt》 (For Official Use only)

To: Principal (c/o Teacher-in-charge)

We hereby acknowledge receipt of your application form. Your application is now being processed.

(Department Chop)

School Sports Programme Unit
Leisure and Cultural Services Department