LEISURE AND CULTURAL SERVICES DEPARTMENT
SCHOOL BOOKING PROCEDURES - SPORTS GROUNDS

1. Booking Procedures for Sports Grounds

Schools may make priority booking of sports grounds for organising athletic meets:

(a) Only sessions from 8:00 a.m. to 6:00 p.m. on Mondays to Fridays, and from 8:00 a.m. to 1:00 p.m. on Saturdays (except Sundays, public holidays and school holidays) are available for booking.

(b) Booking applications for sessions from 1 September 2026 to 10 July 2027 can be submitted up to one school year in advance.

2. Application Procedures

(a) Starting from the 2026/27 school year, schools or school sponsoring bodies (SSBs) must register as SmartPLAY organisation users and submit booking applications through the system.

(b) Schools wishing to hire the Leisure and Cultural Services Department (LCSD) sports grounds in urban areas or the New Territories for their own or joint-school athletic meets must submit applications via the SmartPLAY system **on or before 4 May 2026**. Late applications will be treated as ordinary bookings and processed together with applications from other organisations.

(c) SSBs may enjoy priority in hiring any sports ground (except Wan Chai Sports Ground) to organise joint-school athletic meets. A **joint-school athletic meet** refers to a sports event jointly organised by all or most of the schools under the same SSB and with at least three participating schools. **Each SSB may, in each school year, enjoy priority in hiring sports grounds to organise one joint primary schools and one joint secondary schools athletic meet.**

(d) Each school[1] or SSB can submit only **one** application in which a maximum of two dates of hire can be selected for its First Choice and Second Choice of sports ground respectively. Any violation will result in disqualification and exclusion from the ballot.

(e) If a school in the New Territories wishes to hire a sports ground in the urban area, its application will only be processed after the allocation of sessions to urban schools has been completed, and vice versa.

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[1] Even if the primary and secondary divisions of a school share the same registered school name, they will still be counted as two separate school units.

(f) Schools or SSBs shall only use the booked sports grounds for the designated purpose. **If a school wishes to use a sports ground for athletics training, a separate application must be submitted through the SmartPLAY system.**

3. Balloting Procedures

(a) First Ballot : Stage I - Computer Balloting

(i) In Stage I, a computer ballot will be conducted to determine the order in which schools may select date(s) of hiring their First Choice of sports ground in Stage II and their Second Choice of sports ground in Second Bollot.

(ii) After the ballot, the SmartPLAY system will notify schools of the ballot results. Each school must assign a representative to attend the date selection session of Stage II at the designated location on the date and at the time specified.

(iii) Details of the date selection session and each sports ground's available sessions for hire may be looked up on the SmartPLAY system.

(b) First Ballot : Stage II - Date Selection Session (**attendance** by school representatives **is required**)

(i) School representatives are required to attend the date selection session of the sports ground of their First Choice on the date and at the time specified, and select the date(s) according to the order of schools determined by ballot in Stage I. Latecomers will forfeit their assigned orders and can only select the date(s) at the end of that session.

(ii) Each school may select a maximum of two dates of hiring the sports ground. Upon selection, the school representative must sign a confirmation slip on-site. **The school must then confirm its booking in the SmartPLAY system on or before 25 May 2026. Any unconfirmed bookings will be regarded as forfeited.** No changes to the confirmed dates will be allowed.

(iii) Details of the date selection sessions of Stage II are as follows:

District	Sports Ground	Venue for date selection session	Date	Time
Southern	Aberdeen Sports Ground	Aberdeen Sports Ground	11 May 2026 (Monday)	9:00am
Wan Chai	Wan Chai Sports Ground	Wan Chai District Leisure Services Office, Room 915, 9/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong	11 May 2026 (Monday)	9:00am
Eastern	Siu Sai Wan Sports Ground	Siu Sai Wan Sports Ground	11 May 2026 (Monday)	9:00am
Sham Shui Po	Sham Shui Po Sports Ground	Sham Shui Po Sports Ground	11 May 2026 (Monday)	9:00am
Kowloon City	Perth Street Sports Ground	Kowloon Tsai Sports Ground	12 May 2026 (Tuesday)	9:30am
	Kowloon Tsai Sports Ground			
Wong Tai Sin	Hammer Hill Road Sports Ground	Hammer Hill Road Sports Ground	11 May 2026 (Monday)	10:00am
Kwun Tong	Kowloon Bay Sports Ground	Record Room,Kowloon Bay Sports Ground	15 May 2026 (Friday)	09:30am
Tuen Mun	Siu Lun Sports Ground	Conference Room, 2/F, Tai Hing Sports Centre	13 May 2026 (Wednesday)	10:00am
	Tuen Mun Tang Shiu Kin Sports Ground			
Yuen Long	Tin Shui Wai Sports Ground	Conference Room, Tin Shui Wai Sports Ground	13 May 2026 (Wednesday)	10:00am
North	North District Sports Ground	Conference Room, North District Sports Ground	13 May 2026 (Wednesday)	10:00am
	Fanling Recreation Ground	No Balloting Required		
Tsuen Wan	Shing Mun Valley Sports Ground	Press Room, Shing Mun Valley Sports Ground	14 May 2026 (Thursday)	10:00am
Kwai Tsing	Kwai Chung Sports Ground	Arena, Tai Wo Hau Sports Centre	14 May 2026 (Thursday)	10:00am
	Tsing Yi Sports Ground			
	Wo Yi Hop Road Sports Ground			
Islands	Cheung Chau Sports Ground	Islands District Leisure Services Office, Rm 622, 6/F, Harbour Building, 38 Pier Road, Central	13 May 2026 (Wednesday)	2:00pm
Tai Po	Tai Po Sports Ground	Conference Room, Tai Po Sports Ground	11 May 2026 (Monday)	10:00am
Sha Tin	Ma On Shan Sports Ground	Meeting Room, Sha Tin Sports Ground	13 May 2026 (Wednesday)	10:00am
	Sha Tin Sports Ground			
Sai Kung	Sai Kung Tang Shiu Kin Sports Ground	Tseung Kwan O Sports Ground	15 May 2026 (Friday)	10:00am
	Tseung Kwan O Sports Ground			

(c) Second Ballot (if applicable)

If a school fails to secure a date of hiring the sports ground of its First Choice, it may consider participating in Second Ballot and attending the date selection session of its Second Choice of sports ground. After First Ballot, venue offices will display notices at the sports grounds, announcing the remaining available sessions and the details of the date selection sessions of Second Ballot. The school may visit or contact the respective venue office for enquiries. Schools that have confirmed bookings of the sports ground of their First Choice are not allowed to participate in Second Ballot.

(d) If a school fails to submit an application before the deadline, or its representative fails to attend the date selection sessions of Stage II or Second Ballot, it may, upon completion of the entire session allocation procedures, contact the respective venue office to enquire about the remaining available sessions and submit a booking application directly. The venue office will allocate the remaining sessions on a first-come, first-served basis.

4. Payment Arrangements

Upon allocation, the approval for venue use and payment notice will be issued through SmartPLAY to confirm the booking. Schools must settle the payment before the due date, and submit the completed Preparation Checklist for Athletic Meets within the specified period so that venues can be prepared accordingly.

5. Procedures for Applying to Use a Sports Ground for Athletics Training

(a) Sessions not reserved for holding athletic meets may be booked by schools for athletics training purposes:

(i) Limited to sessions from 8 a.m. to 6 p.m. on Mondays to Fridays, and from 8 a.m. to 1 p.m. on Saturdays (except Sundays, public holidays, and school holidays).

(ii) Applications for sessions from 1 September 2026 to 10 July 2027 can be submitted as early as one school year in advance.

(b) Application Procedures:

(i) Schools (including kindergartens) wishing to hire sports grounds in the urban area and New Territories for athletics training should submit their applications through SmartPLAY **on or before 1 June 2026**. Primary and secondary schools will be given priority in booking sports grounds for athletics training, while kindergartens may also book sports grounds to hold activities related to the learning area of “Physical Fitness and Health”.

(ii) Late applications will not be given priority. However, schools may still submit their applications through SmartPLAY.

(iii) If an application is accepted, the approval for venue use and payment notice will be issued to the school concerned through SmartPLAY. The school concerned must settle the payment before the due date.

6. Reallocation or Refund Arrangements

Generally speaking, schools wishing to reschedule a booking will be deemed to have cancelled the original one, and the fees already paid will not be refunded. District Leisure Managers may, at their discretion, approve the rescheduling applications if schools provide sufficient justification. However, such applications will only be processed after the entire balloting exercise is completed.

In the event that a school activity has to be suspended due to inclement weather, schools may request for an alternative date of use (if a suitable date is available), or apply for a refund under the following circumstances:

(a) The Education Bureau announces suspension of classes;
(b) The Hong Kong Observatory (HKO) issues Red or Black Rainstorm Warning Signal;
(c) The HKO issues Tropical Cyclone Warning Signal No. 3 or above;
(d) The booked sessions fall within two hours after the issue of a Pre-No. 8 Special Announcement;
(e) The Environmental Protection Department announces that the health risk category reaches "Serious" level in the district where the activity is conducted (i.e. the Air Quality Health Index reaches 10+);
(f) There is serious flooding in the district at which the school or venue is located; and
(g) The HKO issues thunderstorm warning.

7. Conditions of Use

Schools shall comply with the latest "General Conditions of Use of Sports Grounds for Athletic Meets and Other Sports Activities" issued by the LCSD (http://www.lcsd.gov.hk/en/condition/ground.html) and the following additional conditions applicable to schools:

(a) Schools should assign a **designated school representative** to check in before using the facilities. There must be at least one teacher or instructor who is qualified to provide athletics training present during the booked sessions to co-ordinate and manage the use of facilities by students.

(b) Schools shall follow the instructions given by venue staff, and comply with the regulations and rules stipulated by the LCSD. In the event of any violation of the above regulations, the LCSD reserves the right to cancel the facility allocation.

(c) Schools shall ensure that the booked sessions and facilities are used solely for athletic meets, physical education lessons, and extracurricular activities organised specially for students.

8. Hire Charges of Sports Grounds

Schools may enjoy concessionary rates during designated periods. For the latest leisure facility charges, please refer to the LCSD website. Charges are subject to change from time to time. The latest charges as announced by the LCSD shall prevail.

Urban Area:
(http://www.lcsd.gov.hk/en/facilities/facilitiesbooking/procedure/sportgroundorganisation/hireurban.html)

New Territories:
(http://www.lcsd.gov.hk/en/facilities/facilitiesbooking/procedure/sportgroundorganisation/hirent.html)

9. Details of Sports Grounds

Please refer to the LCSD website (https://www.lcsd.gov.hk/clpss/en/webApp/Facility/District.do?ftid=38).

10. Proposed Closure Dates of Sports Grounds for Maintenance in 2026/27 School Year

Please refer to Annex.

11. Hire Session

The period for a full-day hire session is from 8 a.m. to 5 p.m., while that of a half-day hire session is either from 8 a.m. to 12 noon or from 1 p.m. to 5 p.m.

Annex

LEISURE AND CULTURAL SERVICES DEPARTMENT
2026/2027
Proposed Closure period for Maintenance
(Urban)

District	Venue	Proposed Closure period for Maintenance (subject to change as announced by the venue and school can contact venue for updated arrangement before submission of application)	Remarks
S	(1) Aberdeen Sports Ground	• To be closed from 15 June to 12 July 2026, 20 July to 16 August 2026 and 14 December 2026 to 3 January 2027.	• No booking on Wednesday (Whole day) and Friday afternoon
Wch	(2) Wan Chai Sports Ground	• Tentatively to be closed from 14 December 2026 to 3 January 2027 and 5 July to 5 September 2027.	• No booking on Saturdays • Priority will be given to schools in HKSSF Division I & II Inter-school Athletics Championships 2025/2026 • Second priority will be given to schools in Wan Chai, then schools located on Hong Kong Island
	(3) Causeway Bay Sports Ground	• To be closed from 18 January 2027 to 12 February 2027 and 20 May to 21 July 2027.	• No booking on Thursdays • Track length : 100m
E	(4) Siu Sai Wan Sports Ground	• To be closed from 13 July 2026 to 6 September 2026 and 14 December 2026 to 1 January 2027 for turf maintenance. •	No booking on Mondays
SSP	(5) Sham Shui Po Sports Ground	• To be closed from 14 December 2026 to 10 January 2027 and 31 May to 25 July 2027 for turf maintenance.	• No booking on Mondays • No provision of electronic timing system and scoreboard
KC	(6) Kowloon Tsai Sports Ground	• To be closed from 22 December 2026 to 17 January 2027 for turf maintenance.	No booking on Tuesdays
	(7) Perth Street Sports Ground	• To be closed from 13 July 2026 to 10 August 2026 and 16 November 2026 to 7 December 2026 for turf maintenance.	• No booking on Mondays • Track length is 286m • Infield for throwing events training only • No provision of electronic timing system and scoreboard
WTS	(8) Hammer Hill Road Sports Ground	• To be closed from 1 July to 31 August 2026 and 14 December 2026 to 4 January 2027 for turf maintenance.	No booking on Mondays
KT	(9) Kowloon Bay Sports Ground	• To be closed from 7 December 2026 to 5 January 2027 for turf maintenance. • Closed for refurbishment work from 2 January 2026 to 29 September 2026. No booking application will be accepted during the work period.	No booking on Wednesdays

LEISURE AND CULTURAL SERVICES DEPARTMENT
2026/2027
Proposed Closure period for Maintenance
(New Territories)

District	Venue	Proposed Closure period for Maintenance (subject to change as announced by the venue and school can contact venue for updated arrangement before submission of application)	Remarks
TM	(1) Siu Lun Sports Ground	• To be closed from 20 May to 30 June 2026 and 11 to 31 December 2026.	• No booking on Wednesday • Track length: 100m • No facility for high jump, discus, shot put and javelin.
	(2) Tuen Mun Tang Shiu Kin Sports Ground	• To be closed from 7 July to 31 August 2026 and 1 to 21 January 2027.	• No booking on Mondays and 2nd & 4th Thursday of each month • Priority will be given to schools in Tuen Mun District, then schools in other districts
YL	(3) Tin Shui Wai Sports Ground	• To be closed from 15 July to 31 August 2025 and 17 December 2025 to 7 January 2026. • To be closed from 15 July to 31 August 2026 and 16 December 2026 to 6 January 2027.	• No booking on Wednesday • Priority will be given to schools in Yuen Long District, then schools in other districts.
	(4) Yuen Long Stadium	• Has been closed from June 2022 due to redevelopment. No booking application will be accepted during the work period.	
N	(5) Fanling Recreation Ground	• To be closed from 31 July 2026 to 10 September 2026 and 1 to 21 January 2027.	• No booking on Thursday • No facility for track events, long jump, high jump, discus, shot put and javelin
	(6) North District Sports Ground	• To be closed from 17 June to 29 July 2026 and 27 January to 17 February 2027.	• No booking on Wednesdays • Priority will be given to schools in North District, then schools located in other districts.
TW	(7) Shing Mun Valley Sports Ground	• To be closed from 12 December 2026 to 11 January 2027 and 6 July to 31 August 2027.	• No booking on Mondays • Priority will be given to schools in Tsuen Wan District and Island District, then schools located in other districts.
KwT	(8) Kwai Chung Sports Ground	• To be closed from 21 December 2026 to 11 January 2027 and 16 June to 2 August 2027.	• No booking on Tuesdays • Priority will be given to schools in Kwai Tsing District and Islands District, then schools located in other districts.
	(9) Tsing Yi Sports Ground	• To be closed from 24 December 2026 to 14 January 2027 and 30 May to 22 July 2027.	• No booking on Wednesdays • Priority will be given to schools in Kwai Tsing District and Islands District, then schools located in other districts.
	(10) Wo Yi Hop Road Sports Ground	• To be closed from 30 November to 27 December 2026 and 31 May to 11 July 2027. \	• No booking on Thursdays • 6 lanes with 300 m Running Track • No facility for hurdling event • No facility for high jump, shot put, javelin & discus • Priority will be given to schools in Kwai Tsing District and Islands District, then schools located in other districts.
Is	(11) Cheung Chau Sports Ground	• Refurbishment of the 7-a-side cum 5-a-side hard-surface soccer pitch will	• Track length: 250m • No facility for javelin and discus

District	Venue	Proposed Closure period for Maintenance (subject to change as announced by the venue and school can contact venue for updated arrangement before submission of application)	Remarks
		be carried out from October 2026 to February 2027 tentatively. No booking application will be accepted during the work period.	
TP	(12) Tai Po Sports Ground	• To be closed from 1 July to 26 August 2026 and 29 December 2026 to 18 January 2027.	• No booking on Mondays
ST	(13) Ma On Shan Sports Ground	• To be closed from 27 May to 10 July 2026 and 30 December 2026 to 19 January 2027.	• No booking on Tuesdays • Priority will be given to schools in Sha Tin District, then schools in other districts.
	(14) Sha Tin Sports Ground	• To be closed from 20 July to 2 September 2026 and 20 January to 9 February 2027.	• No booking on Wednesdays • No provision of electronic timing system and scoreboard • Priority will be given to schools in Sha Tin District, then schools in other districts.
SK	(15) Sai Kung Tang Shiu Kin Sports Ground	• To be closed from 14 December 2026 to 3 January 2027 and 31 May to 11 July 2027.	• No booking on Thursday • Priority will be given to schools in Sai Kung District, then schools in other districts
	(16) Tseung Kwan O Sports Ground (Main sports ground)	• To be closed from 21 December 2026 to 6 January 2027 and 5 July to 3 September 2027	• No booking on Mondays,1st & 3rd Tuesday of each month and Saturdays • Priority will be given to schools in Sai Kung District, then schools in other districts • No booking for athletics training
	(17) Tseung Kwan O Sports Ground (Secondary sports ground)	• To be closed from 1 December to 18 December 2026 and 31 May to 2 July 2027	• No booking on Friday • 300m running track with 120m straight • No provision of spectator stand • No provision of electronic timing system and scoreboard