

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

Application No. (For official use only)

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

Type of School: ☐Secondary / ☐Primary / ☐Special (Please specify:\_\_\_\_\_)

Teacher-in-charge: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

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

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

Please select one of the following venues:

Venue	Maximum no. of participants (per visit)
1. <input type="checkbox"/> Tuen Mun Recreation and Sports Centre	48
2. <input type="checkbox"/> Hong Kong Velodrome <b>Students must meet ALL of the following criteria to participate in the track cycling play-in session:-</b> <b>(a) Primary 6 or Secondary School Students;</b> <b>(b) Aged 11 or above;</b> <b>(c) Height: 146 cm (4 feet 9 inches) or above</b> <b>(d) Able to ride a bicycle without any assistance</b>	40
3. <input type="checkbox"/> Water Sports Centres: <input type="checkbox"/> The Jockey Club Wong Shek Water Sports Centre <input type="checkbox"/> St. Stephen's Beach Water Sports Centre <input type="checkbox"/> Stanley Main Beach Water Sports Centre	48

Proposed Dates and Time:

	Date (dd/mm/yyyy)	Day of Week	Time	Total No. of Participants (40 or 48 persons at most per visit)
example	1/9/20XX	Mon	1000-1200	40
First Choice				
Second Choice				

Notes:	<ol style="list-style-type: none"> <li>1. A separate application form is required for each sport 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.7) of this guide for the dates of application.</li> <li>3. Please put a “✓” in the appropriate boxes.</li> <li>4. Schools shall arrange their own transport to and from the venue.</li> <li>5. Schools are required to submit their enrolment forms four calendar months before the date of the visit, otherwise their applications may not be processed in a timely manner.</li> <li>6. If the Leisure and Cultural Services Department (LCSD) has arranged a venue for a school and, the school eventually requests the cancellation of the visit, the fees paid will not be refund and re-scheduling will not be arranged.</li> <li>7. 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, 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 School Sports Programme Unit of the LCSD.</li> <li>8. <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>9. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme, 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 attached in the Application Guide of School Sports Programme. For details, please refer to item VI “Conflict of Interest” of the Introduction of the Guide.</li> </ol>
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The completed enrolment form should be submitted by email.  
Email address: [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk)