

**School Sports Programme**  
**Outreach Coaching Programme –**  
**Canoe, Dragon Boat, Windsurfing and Life Saving**  
**Enrolment Form**

Application No. (For official use only)

(A separate form is required for each sport and level of course.)

Level of Course:	<input type="checkbox"/> Canoe	:	<input type="checkbox"/> Star 1 <input type="checkbox"/> Star 2 <input type="checkbox"/> Star 3 <input type="checkbox"/> Elementary Racing Kayak Certificate <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Polo (Stage 1) <input type="checkbox"/> Polo (Stage 2) <input type="checkbox"/> School Team
	<input type="checkbox"/> Dragon Boat	:	<input type="checkbox"/> Indoor Certificate <input type="checkbox"/> Elementary Certificate <input type="checkbox"/> Intermediate Certificate
	<input type="checkbox"/> Windsurfing	:	<input type="checkbox"/> Elementary Course <input type="checkbox"/> Refinement Course
	<input type="checkbox"/> Life Saving	:	<input type="checkbox"/> Life Saving Training Course (Bronze Medallion)

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

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

Teacher-in-charge: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Teacher's E-mail Address: \_\_\_\_\_

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

Proposed Venue: ☐ Venues Arranged By The LCSD. Venue Preferred:

(For Canoe only) ☐ Chong Hing Water Sports Centre ☐ The Jockey Club Wong Shek Water Sports Centre

☐ St. Stephen's Beach Water Sports Centre

☐ Stanley Main Beach Water Sports Centre

☐ Tai Mei Tuk Water Sports Centre

☐ Hong Kong China Canoe Union's Training Centre or the venues at the community sports clubs under the Hong Kong China Canoe Union arranged by school. Please choose the preferred one (For Canoe only):

☐ Hong Kong China Canoe Union's Sha Tin Training Centre    ☐ Dolphin Canoe Club    ☐ Tuen Mun Canoe Club

(For Dragon Boat only) ☐ Venues arranged by the LCSD. Venue preferred:

☐ The Shatin Training Centre of the Hong Kong China Dragon Boat Association arranged by the LCSD

☐ Chong Hing Water Sports Centre

(For Windsurfing only) ☐ Venues Arranged By The LCSD. Venue preferred:

☐ Stanley Main Beach Water Sports Centre

☐ Tai Mei Tuk Water Sports Centre

☐ School Venue

☐ Self-arranged Venue (Swimming Pool) (For Life Saving Only)

Name of Venue (Please specify): \_\_\_\_\_

Remark: Canoe Polo Training Course is only available to be held in Sha Tin Training Centre of the Hong Kong China Canoe Union

Proposed Dates and Time: (Schools may submit applications for training for an academic term at one time.)

Choice Course	First Choice				Second Choice		
	Date (dd/mm/yyyy)	Day of Week	Time	No. of Participants	Date (dd/mm/yyyy)	Day of Week	Time
example	5,12,19,26/11; 3,10/12/20XX	Wed	1600-1800	20	7,14,21,28/11; 5,12/12/20XX	Thur	1500-1700
Course 1							
Course 2							
Course 3							
Course 4							

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

The completed enrolment form should be submitted by email.  
 Email address: [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk)

Notes:	<ol style="list-style-type: none"> <li>1. A separate application form is required for each sport. 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 may choose to have the training conducted at a Leisure and Cultural Services Department (LCSD)’s venue, a self-arranged venue, the Hong Kong China Canoe Union’s Sha Tin Training Centre or a community sports club under the Hong Kong China Canoe Union. Schools shall arrange their own transport to and from the venue.</li> <li>5. Please provide all the training dates according to the number of lessons required for each training course. A one-week interval should be allowed between courses. Since a whole-day lesson lasts from 9 am to 5 pm, students have to bring their own food and drinks. For school team training in canoe, each lesson lasts for 3 to 4 hours, with a total training hours not more than 16 hours. For windsurfing training course, each lesson lasts for 7 hours, with total of not more than 14 hours.</li> <li>6. Please propose the training dates and time according to the set-up of the course</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. Schools should ensure that all participants must fulfill the latest age requirements (aged 14 or above) for all canoe outreach coaching training programme.</li> <li>9. <b>All participants should be able to swim 50 metres with clothes on.</b></li> <li>10. <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>11. 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)