

2. Enrolment and Payment Arrangements of Programmes:

i) Guided Visits to Sports Venues, Sport Talks, Sport Demonstration, Easy Sport Programme and Outreach Coaching Programme

Upon receipt of applications from schools, the LCSD will issue a “Notification for Payment” and letter to each of the successful applicants by email. After printing the Notification and letter for verification of details, the school in question should then sign and put its chop on the Notification if the details are found to be in order, which should be sent together with the cheque for payment of activity fee to the School Sports Programme Unit at 1/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin by mail before the due date specified in the Notification.

Those schools applying for enrolment in multiple activities/courses are required to prepare one cheque for payment of each activity/course. Please refer to Appendix I for details on addressing cheques. Post-dated cheque will not be accepted.

ii) Joint Schools Sports Training Programme

For the Joint Schools Sports Training Programme, only those students recommended by the relevant NSAs or their schools after skill assessments are eligible for enrolment. Applications should be made via schools.

3. The schools concerned should contact the LCSD on 2601 7602 if no “Notification for Payment” or “Rejection/Cancellation Letter” is received within two weeks of application submission.
4. If the NSA/LCSD fails to arrange the activity, the submitted cheque will be returned to school.
5. If the LCSD and NSAs have already arranged coaches for the activities under the Sport Demonstration, Easy Sport Programme and Outreach Coaching Programme in response to applications from schools, which subsequently, before their commencement, request for cancellation of such activities, the NSAs will deduct an administrative fee (please refer to the respective prospectus) from the fee paid for each activity before refunding the balance to the schools in question direct.
6. If the request to cancel sport demonstration is made by the school on the day of the activity, no re-scheduling or make-up session will be arranged. All fees paid will not be refunded.

7. The LCSD will issue a “Confirmation Letter” to participating schools in respect of each activity to be held as scheduled. The schools must verify the details of the activity as stated in the Confirmation Letter. The NSA concerned will then issue an official receipt to teachers-in-charge by post. In case there is potential conflict of interest between teachers-in-charge and coaches assigned by the NSAs such as the former having family relations to the latter or the NSAs responsible for organising the event, the teachers-in-charge must make a declaration to the school principal or approving authority with the use of Declaration Form template set out at Appendix V. For details, please refer to item VI “Conflict of Interest”.
8. The teachers-in-charge should sign the “Attendance Record of Students/Coaches” (Attendance Record) for verification after each activity/training session. Upon completion of the whole activity/course, the teachers-in-charge are required to immediately verify all of the information as stated in the original of the Attendance Record, while putting the school’s chop on it for confirmation. The school must keep a copy of the Attendance Record, and pass the original to the coach for onward submission to the respective NSA for follow-up action.
9. If a badge assessment is completed, the schools should retain the assessment results, and send their copy to the LCSD for record.
10. For details of various activities/courses, please refer to the respective prospectus. Information on the new sports included in the SSP, if any, and its subsequent updates will be uploaded onto the dedicated webpage of the SSP at <http://www.lcsd.gov.hk/en/ssp/index.html> and schools will be informed accordingly. If there is a discrepancy between the prospectuses and the online version, the latter will prevail. For enquiries, please contact the staff of the School Sports Programme Unit of the LCSD on 2601 7602 or by email at enquiryssp@lcsd.gov.hk.