

The completed e-form should be submitted to the Leisure and Cultural Services Department (LCSD) by email
 Email address: applicationssp@lcsd.gov.hk

Form No.:

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

Application No. (To be provided by the LCSD)

Name of School: _____

Type of School: Special School (Please specify: _____) Tel No.: _____

Teacher-in-charge _____ Teacher’s E-mail Address: _____

School Address: _____

Please select one of the following locations to visit ^{Note 1:}

1. Hong Kong Stadium
2. Tuen Mun Recreation and Sports Centre
3. Chong Hing Water Sports Centre
4. Hong Kong Velodrome (Activity A)

Students must meet the following two criteria for eligibility to participate in the track cycling play-in sessions:-

- (a) Aged 11 or above; and
- (b) With a height of 146 cm (4 feet 9 inches) or above

5. Hong Kong Velodrome (Activity B)

	Date (dd/mm/yyyy)	Day of Week	Time	Number of Participating Students	Number of Accompanying Carers	Total Attendance <small>Note 2</small>
Example	1/6/2025	Mon	1030-1230	40	5	
First Choice						
Second Choice						

Remark: _____

Transportation ^{Note 1}

Transport arrangement by the LCSD for the **outbound** journey is / is not required
 Estimated pick-up time: _____ (to arrive at the venue 15 minutes before the visit)
 Estimated pick-up location: _____

Transport arrangement by the LCSD for the **inbound** journey is / is not required
 Estimated return time: _____ (subject to change depending on actual traffic conditions)
 Estimated drop-off location: _____

Notes:	<ol style="list-style-type: none"> 1. Please put a “✓” in the appropriate box(es). 2. If the number of participant is more than 10, the school may request the LCSD to arrange for transportation between the school and the venue.
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Remarks:	<ol style="list-style-type: none"> 1. A separate application form is required for each guided visit. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to “Application” (P.4) of this guide for the dates of application. 3. Schools are required to submit their enrolment forms three months before the activity date, otherwise their applications may not be processed in a timely manner. 4. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 5. 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 staff of the School Sports Programme Unit of the LCSD. 6. 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. 7. 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. For details, please refer to item VII “Conflict of Interest” of the Prospectus of the Guide.
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