

# **Organised by the Leisure and Cultural Services Department**

## **Application Guide to School Sports Programme (Special School)**

### **Introduction**

The School Sports Programme (Special School) 2025/26 (SSPSS) is mainly implemented by the Leisure and Cultural Services Department (LCSD), with some of the activities being coordinated and subvented by the Department. The SSPSS is conducted in line with the daily schedule of schools to enable students of special schools across Hong Kong to participate in diverse sports activities at schools during leisure time.

### **I. Objectives**

The four objectives of the SSPSS are:

- To nurture students' interests in sports so as to foster a sporting culture on school campuses;
- To encourage students to participate in sports on a regular basis and develop a healthy and active lifestyle;
- To raise the sporting standards among students; and
- To identify students with sporting talent for further training.

### **II. Contents**

The SSPSS consists of three subsidiary programmes/schemes:

#### **A. Sport Education Programme**

Students are provided with updated sports information through the following activities:

##### **(1) Sport Demonstration**

Instructors from the National Sports Associations (NSAs) will demonstrate the basic skills of individual sports and introduce the relevant rules to students. Play-in sessions will be held to allow students to experience a taste of sports.

##### **(2) Sport Exhibition**

The LCSD will produce display panels on sports for free use during roving exhibitions at schools.

##### **(3) Visits to Sports Venues and Participation in Day Camp Recreation and Sports Activities**

Trips will be arranged for students to visit the sports facilities under the management of the LCSD, including the Chong Hing Water Sports Centre, Hong Kong Stadium, Hong Kong Velodrome, Sports Centres and Tuen Mun Recreation and Sports Centre. Meanwhile, play-in sessions will be included in some of such visits. In addition, students may participate in the various day camp recreation and sports activities offered by the LCSD's four holiday camps, namely Lei Yue Mun Park, Sai Kung Outdoor Recreation Centre, Tso Kung Tam Outdoor Recreation Centre and Lady MacLehose Holiday Village.

##### **(4) Hiking**

Hiking activities will be arranged for students under the guidance of hiking leaders, in a bid to develop students' interest in hiking.

### (5) Guided Tour of Sports Events

Students will be invited to watch high-level sports competitions, pre-match practices and demonstrations in Hong Kong. Representatives from the NSAs will, on occasions, give a briefing to students to enrich their knowledge of sports and enhance their appreciation of the competitions.

### B. Easy Sport Programme

The programme aims to arouse students' interests in sports by teaching them simple basic sports skills through modified introductory courses, with the aid of simple equipment.

### C. Outreach Coaching Programme

The coaches from the NSAs will conduct sports training programmes in a systematic manner for students.

## III. Venues

Participating schools will conduct activities in school premises or arrange other venues themselves at their own expenses. Alternatively, they may apply for use of the facilities under the management of the LCSD including main arenas and activity rooms in sports centres; squash courts under the LCSD Free Use Scheme. Under the Free Use Scheme for Schools, venues will be available for free use by schools from the opening time of the venues up to 5:00pm from Monday to Friday (except public holidays and the months of July and August). For details of the Free Use Scheme, please refer to Appendix I (P.46) or contact the relevant District Leisure Services Offices, the enquiry numbers of which can be found on the LCSD website ([www.lcsd.gov.hk](http://www.lcsd.gov.hk)).

## IV. Equipment

For the arrangement of sports gear and equipment, please refer to the prospectuses of the respective sports activities. If necessary, schools may borrow certain sports gear and equipment from the LCSD for a period of three to six months.

## V. Application

Applications for activities under the SSPSS are accepted in three phases. The application deadlines for the three phases are as follows:

Phase	Activity Period	Application Deadline*
I	From September 2025 to January 2026	By 27 June 2025 (Friday)
II	From February to June 2026	By 14 November 2025 (Friday)
III	From July to August 2026	By 10 April 2026 (Friday)

\* Should schools fail to submit activity application forms before deadlines, their applications will only be entertained in exceptional circumstances. If the number of applications exceeds the quotas available, allocation of places among the participating schools will be determined by ballot.

Schools interested in enrolling in the SSPSS may complete application forms which can be downloaded from the LCSD's website and should then be submitted to the LCSD by email before deadline. (email: [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk))

## **VI. Conflict of Interest**

Teachers-in-charge of SSPSS should strive to avoid either any conflict of interest (i.e. their private interest conflicts with the interest of the NSAs) or any perception of such a conflict when they are assigned by schools to organise events under the SSPSS. They must not abuse their position or authority in the school to pursue their own private interests. Such private interests generally refer to both financial and personal interests of the teacher-in-charge and those of his/her connections including family and other relations, personal friends, the clubs and societies to which he/she belongs, and any person to whom he/she owes a favour or is obligated in whatsoever way. In case of an actual or potential conflict of interest, the teacher-in-charge must make a declaration to the school principal/approving authority with the use of Declaration Form template set out at Appendix V. Failure to do so may result in accusations of favouritism or abuse of authority, and even amount to the offence of corruption. Upon completion of declaration, schools must maintain the declaration forms properly, while allowing at all times the LCSD and its authorised representative(s) to conduct random on-site checks, have access to and make copies of all of the records as and when necessary for the purposes of inspection and verification.

## **VII. Activity Arrangements**

1. The LCSD will issue a "Confirmation Letter" to participating schools by email in respect of the activities to be held as scheduled. After printing out the Letter and verifying details of the activities listed thereon, the schools must sign and stamp the school chops on the letter, which must be returned to the School Sports Programme Unit of the LCSD within the specified period. 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".
2. 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.

3. For details of various activities/courses, please refer to the respective prospectus. Information on the new sports included in the SSPSS, if any, and its subsequent updates will be uploaded onto the dedicated webpage of the SSPSS at [www.lcsd.gov.hk/en/ssp/special\\_school\\_info/news.html](http://www.lcsd.gov.hk/en/ssp/special_school_info/news.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](mailto:enquiryssp@lcsd.gov.hk).
4. Flow Chart of Application Process for the SSPSS

### Application

Step 1.1 Choose the activities schools wish to take part in for the current school year by referring to the **Application Guide to the SSPSS**.



Step 1.2 Visit the **SSPSS's webpage** to download the **electronic application forms** for the respective activities by following the instructions as set out in the **Prospectuses** ([https://www.lcsd.gov.hk/en/ssp/special\\_school\\_info/special\\_school.html](https://www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html)).



Step 1.3 Completed **electronic application forms** should be submitted by email at [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk).



### Confirmation

Step 2 Schools will normally receive a **“Confirmation Letter”** or **“Rejection/Cancellation Letter”** by email three weeks prior to commencement of an activity, which specifies the details of the activity for verification. The schools must verify the information detailed in the Letter, and, if all in order, sign and stamp the school chops thereon. The Letter must then be returned to the School Sports Programme Unit of the LCSD by email at [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk). The teachers-in-charge must contact coaches two weeks prior to commencement of an activity/course to confirm both the dates and arrangements. Those schools having not received a **“Confirmation Letter”** or **“Rejection/Cancellation Letter”** by email three weeks prior to commencement of an activity should contact the LCSD direct on 2601 7602.



(Please refer to the next page)

## **Rescheduling**

- Step 3.1 To reschedule or cancel an activity, schools are required to complete the Reply Slip for submission to the LCSD by email at [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk) or, alternatively, discuss the details involved with the coaches on their own. Schools are also required to notify LCSD of the changes by completing the Reply Slip in the “**Confirmation Letter**” by the specified date. Where no agreements are reached, the Department must be notified by means of a completed Reply Slip so that further arrangements can be made.



### Step 3.2

#### Acceptance of Rescheduling

In case separate arrangements have been made by the NSAs concerned, the LCSD will issue a “**Letter of Confirmation Regarding Change of Activity**” to the schools. If such arrangements are accepted, the schools in question should make a reply by the specified date and contact the coaches for confirmation of the new arrangements.

#### Request for Cancellation

If a school requests for cancellation of an activity, before its commencement, after a coach has already been arranged by the LCSD and the NSA(s) concerned, there may be no rescheduling of the activity.

If the school requests for cancellation of a sport demonstration on the event day, there will neither be rescheduling of the activity nor make up activities.

## **During and after the course/activity**

### Step 4.1

The teachers-in-charge should pass the “Attendance Record of Students/Coaches” (Attendance Record) to the coaches to fill in during each activity/training session and sign for confirmation. The teachers-in-charge should also closely monitor the attendance of coaches and students as well as the attendance record of coaches, and sign the Attendance Record for confirmation 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 set out 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.



### Step 4.2

The duly completed **Course Assessment Questionnaire** (please see P.49 to P.50 of Appendix IV) must be returned to us by fax on 2696 5391 or email at [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk) within one week upon completion of the activity.